डॉ. बाबासाहेब आंबेडकर तंत्रशास्त्र विद्यापीठ, लोणेरे या विद्यापीठाच्या प्रथम परिनियमास मान्यता देणेबाबत...

महाराष्ट्र शासन
उच्च व तंत्रशिक्षण विभाग
शासन निर्णय क्रमांक - तंशावि-३७११/(१०५/१६)/तांशि-२
मादाम कामा मार्ग, हुतात्मा राजगुरू चौक,
मंत्रालय, मुंबई-४०० ०३२.
दिनांक :- २३ मे, २०२२

पहा :- १. डॉ. बाबासाहेब आंबेडकर तंत्रशास्त्र विद्यापीठ अधिनियम २०१४ दिनांक १ मार्च, २०१६
२. उपसचिव, मा. राज्यपाल यांचे कार्यालय यांचे दिनांक ७ जून, २०१६ रोजीचे पत्र.
३. सहयोगी अधिष्ठता, डॉ. बाबासाहेब आंबेडकर तंत्रशास्त्र विद्यापीठ, लोणेरे यांचे दिनांक ४ ऑगस्ट, २०२० रोजीचे पत्र.
४. प्रधान सचिव, मा. राज्यपाल यांचे कार्यालय यांचे दिनांक २१ डिसेंबर, २०२० रोजीचे अर्धशासकीय पत्र.
५. प्रभारी कुलसचिव, डॉ. बाबासाहेब आंबेडकर तंत्रशास्त्र विद्यापीठ, लोणेरे यांचे दिनांक ८ फेब्रुवारी, २०२१ रोजीचे पत्र.

प्रस्तावना:-

डॉ. बाबासाहेब आंबेडकर तंत्रशास्त्र विद्यापीठ अधिनियम २०१४ संदर्भ क्र. १ येथे नमूद केल्यानुसार दिनांक १ मार्च, २०१६ पासून अंमलात आला आहे. त्या दिनांकापासून डॉ. बाबासाहेब आंबेडकर तंत्रशास्त्र विद्यापीठ, लोणेरे हे संलग्नता प्रदान करणारे विद्यापीठ म्हणून कार्यरत झालेले आहे. डॉ. बाबासाहेब आंबेडकर तंत्रशास्त्र विद्यापीठ अधिनियम २०१४ मधील कलम ३९ व कलम ४०(१) नुसार परिनियम तयार करण्याबाबतची तरतुद विहित करण्यात आली आहे. तसेच, या अधिनियमाच्या कलम १०६(२) मधील विहित तरतुदीस अधिन राहून तसेच कुलपतींच्या पूर्वमान्यतेने, कुलगुरू या अधिनियमाच्या तरतुदी अंमलात आणण्याकरिता व विद्यापीठाचे कामकाज कार्यक्षम रितीने चालण्याकरिता आवश्यक असतील, असे पहिले परिनियम तयार करील, अशी तरतूद आहे. डॉ. बाबासाहेब आंबेडकर तंत्रशास्त्र विद्यापीठ अधिनियम, २०१४ मधील वरील विहित तरतुदींनुसार सादर करण्यात आलेल्या प्रथम परिनियमांस मान्यता देण्याची बाब शासनाच्या विचाराधीन होती.

शासन निर्णय :-

मा. कुलपती महोदयांनी मान्यता दिलेल्या, "डॉ. बाबासाहेब आंबेडकर तंत्रशास्त्र विद्यापीठ, लोणेरे" या विद्यापीठाच्या प्रथम परिनियमांस शासनाची मान्यता प्रदान करण्यात येत आहे. सदर परिनियमांची प्रत सदर शासन निर्णयासोबत जोडण्यात आली आहे.

सदर शासन निर्णय महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध करण्यात आला असून त्याचा सांकेतांक २०२२०५२३१६४३५२२३०८ असा आहे. हा शासन निर्णय डिजीटल स्वाक्षरीने साक्षांकित करून काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने.

Digitally signed by Nitin Jotiram Dangare
Date: 2022.06.13 16:55:53 +05'30'

(नितिन जो. डंगारे)
अवर सचिव, महाराष्ट्र शासन

प्रत:

१. मा. कुलपती तथा राज्यपाल महोदयांचे प्रधान सचिव, राजभवन, मुंबई
२. मा. मुख्यमंत्री यांचे प्रधान सचिव.
३. मा. उप मुख्यमंत्री यांचे खाजगी सचिव
४. मा. मंत्री उच्च व तंत्रशिक्षण विभाग, यांचे खाजगी सचिव
५. मा. राज्यमंत्री, उच्च व तंत्रशिक्षण विभाग यांचे खाजगी सचिव
६. अध्यक्ष, विद्यापीठ अनुदान आयोग, नवी दिल्ली
७. अध्यक्ष, अखिल भारतीय तंत्रशिक्षण परिषद, नवी दिल्ली
८. अध्यक्ष, फार्मसी कौन्सील ऑफ इंडिया, नवी दिल्ली.
९. अध्यक्ष, कौन्सील ऑफ आर्किटेक्चर, नवी दिल्ली.
१०. हॉटेल ऑफ मॅनेजमेंट ॲण्ड कॅटरिंग टेक्नॉलॉजी.
११. सर्व विद्यापीठाचे कुलगुरू
१२. कुलगुरू, डॉ. बाबासाहेब आंबेडकर तंत्रशास्त्र विद्यापीठ, लोणेरे.
१३. संचालक, तंत्रशिक्षण संचालनालय, महाराष्ट्र राज्य, मुंबई.
१४. सहसंचालक, तंत्रशिक्षण विभागीय कार्यालय, मुंबई, पुणे, नागपूर, औरंगाबाद, अमरावती, नाशिक
१५. उच्च व तंत्रशिक्षण विभागातील सर्व कार्यासने
१६. निवड नस्ती.

STATUTES OF
DR. BABASAHEB AMBEDKAR
TECHNOLOGICAL UNIVERSITY

Established as an Affiliating Technical University in the State of Maharashtra

Under Dr. Babasaheb Ambedkar Technological University *Maharashtra Act No. XXIX* of 2014

dated March 2014

P.O. Lonere, Dist. Raigad, Pin 402 103,

Maharashtra

Telephone and Fax. : 02140 - 275142

website: www.dbatu.ac.in

Executive Summary

Dr. Babasaheb Ambedkar Technological University was established as a unitary University in 1989. The Dr. Babasaheb Ambedkar Technological University Maharashtra Act No. XXIX of 2014 has now established the University as the Affiliating Technical University (ATU) of the State of Maharashtra to which all Engineering, Pharmacy, Architecture, and Hotel Management and Catering Technology colleges shall be affiliated. This major change in the functioning of the University demands a new set of Statutes to give effect to and carry out the provisions of the Act of 2014.

These Statutes have the following main references:

(i) Dr. Babasaheb Ambedkar Technological University Maharashtra Act No. XXIX of 2014, March 2014.

(ii) Maharashtra Public Universities Act, State of Maharashtra, 2016.

(iii) Various notifications of regulatory bodies such as, University Grants Commission, All India Council for Technical Education, Pharmacy Council of India, Council of Architecture of India, and National Council for Hotel Management and Catering Technology.

(iv) Notifications from Ministries of Government of Maharashtra and Government of India, issued from time to time.

(v) First Statutes, First Ordinances and First Regulations prepared by the First Vice-Chancellor.

Attempts have been made to bring these Statutes in line with the provisions of Maharashtra Public Universities Act 2016. For the effective functioning of the University and taking into account provisions of the Maharashtra Public Universities Act 2016, it was thought essential to form the following new Statutory bodies in the University.

(a) Board of Examination - For conducting the examinations of the University and evaluation processes.

(b) Board of Deans - For cohesive working of all Faculties of the University.

(c) Regional Boards of University - For efficient and decentralized administration of the Regional Centres and Sub-Centres of the University.

(d) Board of Post-Graduate Education - Monitoring and evaluation of Postgraduate programs.

(e) Board of Information Technology - For digital integration of all activities of the University.

(f) Board of Students' Development and Extension Activities - For coordinated activities of students.

(g) Board of Research and Development - For promotion of research in University and affiliated Institutes.

(h) Board of Innovation, Incubation and Entrepreneurship - For promoting and encouraging innovation and entrepreneurship of students.

(i) Internal Quality Assurance Council - For monitoring of the quality of technical education in the University and affiliated Institutes.

(j) Board of University Departments and Interdisciplinary Studies - For coordinated administration of University Departments.

While forming these Statutory bodies, attempts have been made to avoid creation of additional positions and wherever possible, the responsibilities have been given to University officers, specified in the Act. The duties and powers of functioning of different authorities and bodies as stipulated in the Act have been laid down along with processes wherever detailed clarification was required.

(a) The post of Director-Examinations, in the similar manner as specified in the Public University Act 2016, has been created in the University, under Section 9(c) of the Act, by upgrading the current position of the Controller of Examination, as it is an important and necessary equivalent position for the University as in other State Public Universities.

(b) The post of Director -Information Technology has been created, under Section 9(c)of the Act because the Main Centre needs to coordinate the activities at the Main Centre and those of Jt. Directors of Information and Communication Technology at Regional Centres and Sub-Centres.

(c) Similarly, the activities of Jt. Directors for Students Grievances at the Regional Centres and Sub-Centres shall have to be coordinated at the Main Centre by the Director-Students 'Development and Extension Activities, created under Section 9(c) of the Act. All students' activities, including cultural and exchange activities, NSS, NCC, Games and Sports, have been brought under this Director at the Main Centre.

(d) Instead of creating a position of the Director for the Board of Innovation, Incubation and Enterprise as in the State Public Universities, the responsibility has been entrusted with the Dean-Research &Development.

The detailed procedures, wherever required, have been given in the Statutes for implementation. More details shall be suggested for specific cases in the related ordinances/ regulations.

GENERAL STATUTE

for

DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY

Established as an Affiliating Technical University in the State of Maharashtra

Under *Maharashtra Act No. XXIX* of 2014 *dated* March 2014

CHAPTER ONE

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GENERAL STATUTES

S1.1 (1) SHORT TITLE

These Statutes shall be called the "First Statutes of Dr. Babasaheb Ambedkar Technological University" made under Section 40 of the Act of the Dr. Babasaheb Ambedkar Technological University Act, 2014 (Maharashtra Act No. XXIX of 2014).

(2) COMMENCEMENT OF THE STATUTES

These Statutes shall come into force from the date of approval by the Chancellor.

S1.2 DEFINITIONS

(1) In these Statutes, unless the context requires otherwise,

(i) 'Academic Year' means the year beginning with 1st July and ending on 30th June of the succeeding year;

(ii) 'Act' means the Dr. Babasaheb Ambedkar Technological University Act, 2014, (Maharashtra Act No. XXIX of 2014);

(iii) 'AICTE' means All India Council for Technical Education established under the All India Council for Technical Education Act, 1987;

(iv) 'Appointing Authority" means the authority competent to make appointments under these statutes.

(v) 'Authority' means an authority of the University as provided by or under the Act & this Statutes;

(vi) 'Class' means a body of students admitted to a prescribed full time program in a given academic year in the University, recognized Institute or a college affiliated to the University;

(vii) 'Competent Authority' means the authority competent to exercise a given power as per the rules framed by the University from time to time.

(viii) "Convocation" means a ceremonial assembly of the University, normally held for conferring degrees, diplomas, certificates, academic distinctions and other awards to the eligible candidates.

(ix) 'Disciplinary Authority' means the Authority or the Officer of the University

authorized to take disciplinary action against the employee of the University, except otherwise provided in the Act, and the Management/Principal in case of an employee working in a College or a Recognized Institution.

(x) 'Employee' means a Teacher or a non-teaching employee duly appointed in the employment of the University or a college, on an approved post, on a scale of pay, by following the due procedure prescribed.

(xi) 'Expert' means and includes any person having attained certain level of recognized excellence and expertise in his subject domain.

(xii) 'Family' means the employee and his spouse, legitimate children including adopted children, step-children wholly dependent on him and dependent parents.

(xiii) 'Foreign Service' means service on deputation wherein an employee is appointed with the previous permission/sanction of the Competent Authority either in the University or affiliated colleges; and when he is drawing his salary from any source other than the University fund or the funds and finances of the affiliated colleges managed by the managements, as the case maybe.

(xiv) 'Governing Body' means the trustees or the managing body by whatever name called, of any trust registered under the Bombay Pubic Trust Act 1950 or any society registered under the societies registration act 1860 under whose management an institution is being administered.

(xv) 'Main Centre' means the Main Campus of the University at Lonere, Raigad.

(xvi) 'Non-Vacational Academic Staff' means such staff as the Government may classify to be non-vacational academic staff.

(xvii) 'Ombudsman' means the Ombudsman appointed under these Statutes to address grievances of students and employees.

(xviii) 'Post-Graduate Department' means a department in a college or institution of higher learning, research or specialized studies, recognized to be so by the University and imparting post-graduate instruction or guidance for research.

(xix) 'Regulatory body' means the Authority constituted by an Act of Parliament or by an Act of Maharashtra State, for regulating and monitoring quality of Higher and Technical Education, such as University Grants Commission and All India for Technical Education.

(xx) 'State Government' means Government of Maharashtra.

(xxi) 'The University' means the Dr. Babasaheb Ambedkar Technologial University, Lonere, Raigad.

(xxii) 'UGC' means the University Grants Commission.

Explanation:

The word 'he', whenever referred to in these Statutes is gender neutral and refers to 'he' or 'she' as the case may be, unless the context otherwise means in the Statutes.

(2) The words and expressions that are not defined in these Statutes but are defined in the Act, shall have the same meaning assigned to them in the Act.

S1.3 ADMISSIONS AND FEES STRUCTURE

(1) Admission of students to various programmes in the University schools, departments, conducted institutions and affiliated colleges shall be governed by the Regulations framed by the regulatory bodies, from time to time and accepted by the State Government and the University, from time to time.

(2) Admission of Non-Resident Indians (NRI) / Persons of Indian Origin (PIO) / Foreign Students to the University and affiliated colleges shall be governed by the guidelines /regulations framed by the Regulatory bodies and accepted by the State Government and the Government of India in this regard and accepted by the University, from time to time.

(3) The fee structure for various programmes of study in the University, affiliated colleges and recognized institutions shall be fixed in accordance with the guidelines of the Fee Regulation Committee formed by the State Government in this behalf or any other authority as per the rules applicable from time to time.

(4) The admission records shall be preserved by the establishment of the University.

(5) The fee structure shall be displayed by the University and the affiliated colleges in their respective handbooks and on their websites at least three months before the commencement of the academic year.

S1.4 RESERVATION POLICY OF THE UNIVERSITY

(a) The University shall adopt in letter and spirit the policies and directions of the State Government regarding reservation and welfare of various categories as notified by the State Government from time to time in appointments to different programs, academic, non-academic and other posts and for the purpose of admission of students to different courses in the University and all other welfare schemes.

(b) Appointments to various positions in teaching, non-vacational academic, non-teaching and other technical posts shall be strictly as per the reservation policy laid down by the State Government, from time to time.

Statutes for

CONSTITUTION, QUALIFICATIONS, APPOINTMENT, POWERS AND DUTIES OF OFFICERS OF THE UNIVERSITY

DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY

Established as an Affiliating Technical University in the State of Maharashtra

Under *Maharashtra Act No. XXIX* of 2014 *dated* March 2014

CHAPTER TWO

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STATUTE FOR CONSTITUTION, QUALIFICATIONS, APPOINTMENT, POWERS AND DUTIES OF OFFICERS OF THE UNIVERSITY

(under Sections 9, 39(b), 40 of the Act)

DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY

Established as an Affiliating Technical University in the State of Maharashtra

Under *Maharashtra Act No. XXIX* of 2014 *dated* March 2014

This Statute may be called, "Statute for constitution, qualifications, appointment, powers and duties of Officers of the University" as per Section *39(b)* and Section *9* of the Act and its sub-sections.

This shall come into force with effect from the date of Chancellor's assent to it.

DEFINITIONS

(1) In these Statutes, unless the context requires otherwise,

(i) 'Act' means the Dr. Babasaheb Ambedkar Technological University Act, 2014, (Maharashtra Act No. XXIX of 2014).

(ii) 'AICTE' means All India Council for Technical Education established under the All India Council for Technical Education Act, 1987.

(iii) 'Appointing Authority" means the authority competent to make appointments under these statutes.

(iv) 'Authority' means an authority of the University as provided by or under the Act& these Statutes.

(v) 'Class' means a body of students admitted to a prescribed full time program in a given academic year in the University, recognized Institutes or a college affiliated to the University.

(vi) 'Competent Authority' means the authority competent to exercise a given power as per the rules framed by the University from time to time.

(vii) 'Expert' means and includes any person having attained certain level of recognized excellence and expertise in his subject domain.

(viii) 'Main Centre' means the Main Campus of the University at Lonere, Raigad.

(ix) 'Regulatory body' means the Authority constituted by an Act of Parliament or by an Act of Maharashtra State, for regulating and monitoring quality of Higher and Technical Education, such as University Grant Commission and All India Technical Education Council, Pharmacy Council of India and Council of Architecture.

(x) 'State Government' means Government of Maharashtra;

(xi) 'The University' means the Dr. Babasaheb Ambedkar Technological University, Lonere, Raigad.

(xii) 'UGC' means the University Grants Commission.

(2) The words and expressions that are not defined in these Statutes but are defined in the Act, shall have the same meaning assigned to them in the Act.

S2.1 The following shall be the Officers of the University

(1) Director - Examinations

(2) Director - Information Technology

(3) Director - Students' Development and Extensional Activities;

S2.2 Powers and Duties of the Vice-Chancellor in addition to those specified in the Act

(*under Section 14(18) of the Act)*

(1) The Vice-Chancellor shall be the *ex-officio* Chairman of Board of Examinations, Board of Research and Development, Internal Quality Assurance Council, Board of Information Technology, Board of Deans, Board of University Departments and Interdisciplinary Studies, Board for Innovation, Incubation and Entrepreneurship and Linkages, Board of Students' Development and Extensional Activities, Building and Works Committee, and Purchase and Sales Committee.

(2) In the absence of Vice-chancellor, a Dean or Senior Professor from University departments appointed by the Vice-Chancellor shall chair the Bodies and Authorities mentioned in sub-Clause *(1)*.

(3) The Vice-Chancellor shall have power to appoint a Committee with suitable terms and reference for any specific task relating to the functioning of the University.

(4) The Vice-Chancellor shall be the appointing and disciplinary authority for the University teachers and for officers of the rank of Assistant Registrar and above in the University.

(5) The Vice-Chancellor shall have the power to appoint the external referees from amongst the panels of referees for thesis or dissertation recommended by the respective Research and Recognition Committee for awarding post-graduate, doctorate and higher degrees.

(6) As the Chairperson of the authorities or bodies or committees of the University, the Vice-Chancellor shall be empowered to suspend a member, for a specified period, from the meeting of the authority, body or committee, for persisting to obstruct or stall the proceedings or for indulging in behaviour unbecoming of a member, and shall report the matter accordingly to the Chancellor.

(7) In the temporary absence of any University Officer, due to leave or for any reason

whatsoever or until the vacancy caused by any other reason is filled in, the Vice-Chancellor shall appoint a suitable person, temporarily, to act as the University Officer.

(8) The Vice-Chancellor shall, during his absence from headquarters for a period exceeding Five days, authorise one of the Deans or a senior Professor of the University, to discharge such duties or exercise such powers of the Vice-Chancellor, as may be specifically delegated by him in writing.

(9) The Vice-Chancellor shall, with the approval of the Executive Council, delegate any of his powers, responsibilities and authorities vested in him by the Act and Statutes to anybody or any officer as he may deem fit, provided the final responsibility lies with the Vice-Chancellor.

(10) The Vice-Chancellor may be allowed to hold the memberships of State Government appointed Committees, Committees and Boards of Professional Organizations, Educational and Research organizations, Industry and, and retain the honoraria for attending the meetings, if applicable;

Provided that such membership does not interfere, directly or indirectly in his functioning at the University and there is no conflict of interest in discharging duties as the Vice-Chancellor.

S2.3 Pay and allowances payable to the Vice-Chancellor

(under Section 13(9), 39(c) of the Act)

(1) The Vice-Chancellor shall receive a fixed pay per month plus other allowances as admissible from time to time as may be fixed by the regulating body and accepted by the State Government and the University from time to time.

(2) During his tenure of office, the Vice-Chancellor shall be entitled to have a rent-free furnished residential accommodation maintained by the University, an attendant, a cook and security, provided by the University.

(3) The Vice-Chancellor shall be entitled to University vehicle for official purposes including its maintenance and repairs and fuel required there for, with the service of a chauffeur provided by the University.

(4) The hospitality allowance shall be placed at the disposal of the Vice-Chancellor, as per the guidelines laid down by the Executive Council.

(5) The Vice-Chancellor shall be eligible to opt for the retirement benefits if he has not attained the age of Superannuation prior to commencement of his tenure:

Provided he has been eligible for retirement benefits as an employee of Central/ State Government of a Central/State autonomous body or a Central/State university before joining as Vice-Chancellor of the University.

(6) The Vice-Chancellor shall be entitled to earned leave to the extent of 30 days on full pay in a calendar year. Such leave shall be credited to his account twice in a year, after completion of six months:

Provided that if the Vice-Chancellor assumes/relinquishes charge of the office of Vice-Chancellor during the currency of the half year, the leave shall be credited proportionately at the rate of two and half days for each completed month of service.

(7) The earned leave at the credit of the Vice-Chancellor at the end of the previous half-year shall be carried forward to the new half year, subject to the maximum accumulation of 300 days.

(8) The Vice-Chancellor on relinquishing the charge of the office shall be entitled to receive a sum equivalent to the leave salary admissible for the number of days of leave on full pay due to him at the time of his relinquishment of charge subject to a maximum of 300 days.

(9) The Vice-Chancellor shall also be entitled to half pay leave at the rate of 20 days for each completed year of service. This half pay leave may only be availed of as commuted leave on full pay on medical certificate. When commuted leave is availed of, twice the amount of half pay leave shall be debited against half pay leave dues.

(10) The Vice-Chancellor shall also be entitled to avail the extraordinary leave without pay for a maximum period of three months during his term of five years on medical ground or otherwise.

(11) The Vice-Chancellor shall be entitled to all other benefits such as Medical Reimbursement and Leave Travel Concession as admissible to officers of the State Government.

S2.4 Appointment, Pay and Service Conditions of the Registrar

(under Section 18(1) of the Act)

(1) The qualifications of the Registrar shall be as prescribed by the State Government from time to time.

(2) The Registrar shall be appointed by the Vice-Chancellor, on recommendation of a Selection Committee constituted by the Executive Council as per Section 71 of the Act, and the procedure of appointment of the Registrar shall be as prescribed in the

Ordinances.

(3) The pay, allowances and terms and conditions of service of the Registrar shall be decided by the Executive Council as per the norms prescribed by the State Government, from time to time.

(4) The Registrar shall be eligible for regular reappointment for a period of five years on recommendation by the Selection Committee, or till the age of superannuation, whichever is earlier;

Provided that, no member of the Executive Council in the service of the University, other than the Vice-Chancellor shall be a member of such Committee.

S2.5 Powers and Duties of Registrar, in addition to those specified in the Act

(under Section 18(8) of the Act)

(1) The Registrar shall -

(a) have power to seek information in regard to any matter of the university, from Deans, Finance Officer, Directors, Jt.Directors, Dy.Directors, or any other Officer of the university, except Vice-Chancellor, for submission to the State Government or other extend agencies of State or Central Government.

(b) be the appointing and the disciplinary authority for the employees of the University for non-teaching staff below the rank of Assistant Registrar.

(c) prepare and update the Manuals of the Statutes, Ordinances and Regulations approved by the authorities, bodies or committees, from time to time, and make them available to all members of the authorities and officers of the University.

(d) receive complaints and suggestions in regard to the improvement of administration and address them and take appropriate actions.

(e) render necessary assistance for inspection of the University, University departments, conducted institutes, affiliated colleges, buildings, class rooms, laboratories, libraries, workshops and equipments by such person or a body of persons, as directed by the Vice-Chancellor.

(f) enter into agreements, sign documents and authenticate records on behalf of the University, subject to the decisions of the authorities of the University.

(g) make provision for manpower within the means available to the University, and deploy manpower at University's Main Centre, conducted institutes, Regional Centres and Sub-Centres, by transfer as he deems fit and necessary for smooth functioning of the University.

(h) place before the Executive Council reports of the activities as record, from the Deans, Finance Officer, Directors at the Main Centre, Directors at Regional Centres and Jt. Directors at Sub-Centres, Directors of Boards of the University as defined in these Statutes, and any other officers of the University for submission to the State Government, Central Government bodies and other external agencies.

(i) have power to transfer any of the employees below the rank of Assistant Registrar from the Departments/ Section / Unit of the University to other Departments / Sections / Units as per the needs and exigencies of the office or can transfer the employees which can be termed as "Routine transfer" to enable the employees to go through the diverse working of the University Department/ Section/ Units.

(j) assess and evaluate the performance of employee and section and take such measures as he deems fit to regularize and to improve the working of the University.

(k) have the power to issue warnings, reprimands, memos to the employees with the approval of the Vice-Chancellor.

(3) All contracts for and on behalf of the University, except the one between the University and the Registrar, when authorised by a resolution of the Executive Council passed in that behalf be in writing and be expressed to be made in the name of the University, shall be executed on behalf of the University by the Registrar, but he shall not be personally held liable in respect of anything under such contract.

S2.6 Appointment of Finance Officer

(under Section 20(1) of the Act)

(1) The Finance Officer shall be appointed by the Vice-Chancellor on recommendation of a Selection Committee constituted by the Executive Council as per as per Section 76 of the Act, and he shall work directly under the direction, supervision and control of the Vice-Chancellor.

(2) The qualifications and emoluments of the Finance Officer shall be as per the norms prescribed by the State Government. Preferably, the Finance Officer shall be a person who is a chartered accountant or a cost accountant, or MBA in Finance, with professional experience of not less than five years.

(3) The procedure of appointment of Finance Officer shall be as prescribed in the Ordinances.

(4) The terms and conditions of service of the Finance Officer shall be decided by Executive Council as per the norms prescribed by the State Government.

(5) The Finance Office shall be eligible for reappointment for a period of five years on recommendation by the Selection Committee, or till the age of superannuation, whichever is earlier;

Provided that no member of the Executive Council in service of the University, other than the Vice-Chancellor, shall be member of such a Committee.

(6) The Finance Officer shall be the principal finance and account officer of the University and shall assist the Vice-Chancellor in financial matters.

S2.7 Powers and duties of the Finance Officer, in addition to those specified in the Act

(under Section 20(4)(k) of the Act)

(1) The Finance Officer shall -

(a) ensure that the fees for affiliation, recognition and any other fees to be paid by the affiliated colleges or recognised institutions, as the case may be, have been paid and deposited regularly.

(b) exercise general supervision over the funds of the University and advise the University as regards to its financial policy and ensure proper implementation of the financial transactions as per Accounts Code/ Statutes/ Ordinances/ rules and regulations made in that behalf.

(c) inform periodically, at least every quarter, the financial position of the University to the Vice-Chancellor, such as its receipts, payments and cash balances.

(d) hold and manage the property and investments including trusts and endowed property, for furthering any of the objects of the University.

(e) ensure that the limits fixed by the Finance Committee for recurring and non-recurring expenditures for a year are not exceeded, and that all money are expended for the purposes for which they are granted or allotted.

(f) convene the meetings of the Finance committee, Purchase and Sales Committee, Budget Committee, etc., and maintain the minutes of the meetings.

(g) be responsible for preparation and maintenance of accounts by double entry accounting system, on accrual basis, prepare and present the annual financial budget, statement of accounts and audit reports, to the Finance Committee and to the Executive Council.

(h) prepare financial reports as required by the various authorities or bodies of the University, the State Government, the Central Government, University Grants Commission, All India Council for Technical Education, Ministry for Human Resource Development, Rashtriya Uchchatar Shiksha Abhiyan (RUSA), Technical Education Quality Improvement Program(TEQIP) and any such other body providing funds to the University.

(i) make provisions, within the available means, for building, premises, apparatus and other means needed for carrying out the work of the University.

(j) exercise such other powers and perform such other duties assigned to him by the Vice-Chancellor from time to time.

S2.8 Appointment of Deans of Faculties

(under Section 16(1) of the Act)

(1) There shall be four Deans, one each for four faculties of the University, i.e. Engineering & Technology (1), Pharmacy (1), Architecture (1) and HMCT & Basic Sciences and Humanities (1).

(2) The qualification and experience for the post of Dean shall be the qualification and experience required for appointment on the post of a Principal of a degree college in the Faculty.

(3) The procedure of appointment of the Dean shall be as prescribed in the Ordinances.

(4) The Dean shall be appointed for a period of three years or till the age of sixty years, whichever is earlier.

(5) The Dean shall be a whole time officer and shall work directly under the direction and control of the Vice-Chancellor.

(6) The pay and allowances of the Dean, shall be decided by the Executive Council as per the norms laid down by the State Government.

(7) The Dean shall be eligible for regular reappointment for another period of three years or till the age of superannuation, whichever is earlier, by a Selection Committee, appointed by the Executive Council.

(8) In the absence of a duly appointed Dean, the Vice-Chancellor can appoint a regular faculty member from amongst eligible University teachers and teachers from affiliated colleges as In-charge Dean for a period of not exceeding three years, or till a regular appointment is made on the post, or to the age of sixty years, whichever is earlier.

(9) The Vice-Chancellor may appoint Associate Deans to assist the Deans in their functions or for a specific function, on recommendation of the Executive Council, from the regular teachers of the University Departments and affiliated colleges, with qualifications prescribed for the Post of Dean, or with experience in teaching, research and administration of at least ten years in aggregate.

(10) The Associate Dean shall be placed at the Main Centre or Regional Centres as per the requirements and shall work under the guidance and supervision of respective Dean or Director at the Main Centre or Regional Centre, as the case may be.

(11) An Associate Dean shall be appointed for a period not exceeding three years and shall be eligible for reappointment or till the age of superannuation, whichever is earlier.

(12) The procedure of appointment of Associate Deans and their duties shall be as prescribed in ordinances.

S2.9 Powers and Duties of the Dean of Faculty

(under Section 16(3) of the Act)

(1) The Dean of the Faculty shall -

(a) be an academic officer of the University, concerned with and responsible for implementation of the academic policies approved by the Academic Council in respect of academic development, maintenance of standards of teaching and research, and training of teachers within his Faculty.

(b) be responsible for ensuring standards of under-graduate and post-graduate teaching and research in the Faculty.

(c) be responsible for development and application of quality benchmarks or parameters for various academic activities.

(d) facilitate the creation of a learner-centric environment conducive for quality education.

(e) ensure appropriate actions, as are needed for maintenance of quality of teaching recommended by the Internal Quality Assurance Council of the University.

(f) co-ordinate quality-related activities, including adoption and dissemination of good practices, development and maintenance of institutional databases, through information management system.

(g) prepare and present to Academic Council the Annual Quality Assurance Report of programmes within his Faculty, based on the quality parameters or assessment

criteria, developed by the relevant quality assurance bodies, in the prescribed format at the end of Academic Year before 31st July.

(h) prepare appropriate documents in the pre-accreditation and post-accreditation quality assessment, sustenance and enhancement endeavours of the University.

(i) recommend to the Executive Council proposals for the institution of fellowships, travelling fellowships, scholarships, studentships, medals and prizes for students within his Faculty and making Regulations for their award.

(j) responsible for the academic development of the respective Faculty and ensure proper implementation of the decisions of the Executive Council, Academic Council, Faculty, the Boards of Studies under his purview, the Board of Examination and Board of Post-graduate Education in respect of his Faculty.

(k) recommend to the Academic Council proposals for conduct of post-graduate courses in University departments, post-graduate departments in colleges and recognized institutions in his faculty.

(l) recommend to the Academic Council the norms of recognition of post-graduate teachers and research guides for respective Faculty in post-graduate departments in University, colleges, autonomous colleges and institutions, empowered autonomous colleges, and recognized institutions;

(m) recommend to the Academic Council the norms of recognition of undergraduate teachers and project guides for respective Faculty in under-graduate departments in University, colleges, autonomous colleges and institutions, empowered autonomous colleges, and recognized institutions.

(n) recommend to the Academic Council the norms of recognition of experts working in industries or private professional skill development companies or private skills development institutions, as recognized teachers for the certificate or diploma or advanced diploma or associate degree programmes which may be run by conducted and affiliated colleges and institutions, autonomous colleges and institutions, empowered autonomous colleges or cluster of institutions, empowered skills development colleges and private skills education providers, as recommended by the University authorities.

(o) inquire into any malpractices committed in any academic programmes in the Faculty by a University department, affiliated or conducted or community or autonomous college or institute, empowered autonomous colleges or cluster of institutions or recognized institutions, on being directed by the Academic Council

and submit a report of the findings to the Academic Council.

(p) prepare reports in the Faculty as required by various authorities or bodies of the University, the State Government, the Central Government, the Central Educational Commissions or Councils, and any such other body.

(q) convene meetings of the Faculty, as and when required, in consultation with the Vice-Chancellor, to formulate the policies and development programme of the Faculty and present the same to the Academic Council for consideration.

(r) monitor the quality of education in his Faculty by the way of accreditation of the programmes in the University, conducted colleges and Institutes, Centres, Schools and affiliated colleges, by concerned authorities.

(s) conduct the surveys in the University, conducted colleges and Institutes, Centres, Schools and affiliated colleges of the students and faculty for feedback on the quality of education and recommend necessary remedial measures for implementation in the University and affiliated colleges.

(t) exercise such other powers and perform such other duties assigned to him by the Vice-Chancellor and University authorities, from time to time.

(2) The Dean shall be allowed to hold the memberships of Committees and Boards of Professional Organizations, Educational and Research Organizations, Industries, Government appointed Committees, with *a prior* approval of theVice-Chancellor, and retain the honoraria for attending the meetings, if applicable;

Provided that such memberships do not interfere, directly/indirectly in his functioning at the University and there is no conflict of interest in discharging the duties.

S2.10 Appointment of Dean of Research and Development (R&D)

(under Section 39(b) of the Act)

(1) The Dean of Research and Development shall be a whole time salaried officer appointed by the Vice-Chancellor on the recommendation of the Selection Committee constituted by the Executive Council as per the norms prescribed in these Statutes for a period of three years, or till the age of sixty five, whichever is earlier.

(2) The qualification and experience for the purpose of selection of the Dean, Research and Development and, shall be the qualification and experience prescribed for the post of a Principal of a degree college of any of the Faculties of the University.

(3) The procedure of his appointment shall be as prescribed in the Ordinances.

(4) The Dean, Research & Development, shall work directly under the direction and control of the Vice-Chancellor.

(5) The pay, allowances and terms of service conditions of the Dean, Research & Development, shall be decided by the Executive Council as per the norms of regulatory body and accepted by the State Government from time to time.

(6) The Dean, Research and Development, shall be eligible for reappointment for a further period of three years or till the age of sixty years, whichever is earlier, on recommendation by the Selection Committee;

Provided that no member of Executive Council, other than the Vice-Chancellor, shall be member of such a Committee.

(7) In the absence of a duly appointed Dean, Research and Development, the Vice-Chancellor, may appoint a Regular teacher from amongst eligible University teachers and teachers from affiliated colleges as in-charge Dean for a period of not exceeding three years or till a regular appointment is made on the post, or to the age of sixty years, whichever is earlier.

(8) The Vice-chancellor may appoint Associate Deans-R&D to assist the Dean-R&D in his functions or for a specific function, on recommendation of the Executive Council, from the regular teachers of the University Departments and affiliated colleges, with qualifications to become a Dean, OR with experience in teaching, research and administration of at least 10 years in aggregate.

(9) The Associate Dean-R&D shall be placed at the Main Centre or Regional Centres as per the requirements and shall work under the guidance and supervision of Dean-R&D at the Main Centre or Jt.Director (R&D) at Regional Centre.

(10) An Associate Dean-R&D shall be appointed for a period not exceeding three years and shall be eligible for reappointment till the age of superannuation, whichever is earlier.

(11) The procedure of appointment of Associate Deans-R&D and their duties shall be as prescribed in ordinances.

S2.11 Powers and Duties of Dean of Research and Development

(under Section 39(b) of the Act)

(1) The Dean of Research and Development shall be responsible for:-

(a) promotion of research and technology development, technology transfer, innovation, incubation and entrepreneurship in the University departments and

affiliated colleges.

(b) facilitation of sponsored research projects from Government agencies and industry in the University Departments/Schools/conducted institutes and affiliated colleges.

(c) promoting undergraduate and post-graduate research projects.

(d) industry coordination, collaboration between the colleges under the University, and with other research and academic organizations.

(e) maintenance of research quality in University departments, affiliated colleges and recognized institutions.

(f) industry training of Students and teachers.

(g) coordination of resources for high quality research.

(h) development and protection of intellectual property rights of the University and affiliated colleges.

(i) extensional work and any other matter related to research and development in Technology and Engineering, Pharmacy, Architecture and, Hotel Management and Catering Technology.

(j) translation of research conducted in laboratories to industrial practice.

(k) creation and cultivation of an enabling environment to propagate the concept of innovation, for converting innovative ideas into working models through a process of incubation which shall finally lead to creation of an enterprise.

(l) cultivating, establishing, maintaining and strengthening the link of the University with premier national and international Universities and institutions.

(m) spearheading the awareness and training programmes for imparting education on intellectual property rights and aspects associated therewith.

(n) organizing training programmes for creating awareness on the importance of entrepreneurship.

(o) working towards creating a liaison with National and International bodies and agencies involved in creating and developing entrepreneurial skills in students;

(p) taking all steps to facilitate colleges to establish linkages with knowledge based and other types of industries.

(q) conducting training programmes to guide the young entrepreneurs in operational aspects, legal aspects, intellectual property rights, patent related issues, business model creation and financial aspects.

(2) The Dean shall exercise such other powers and perform such other duties assigned to

him by the Vice-Chancellor and University authorities from time to time.

(3) The Dean, Research and Development, shall be allowed to hold the memberships of Committees and Boards of Professional Organizations, Educational and Research Organizations, Industries, Government appointed Committees, with a prior approval of the Executive Council, and retain the honoraria for attending the meetings, if applicable;

Provided that such membership does not interfere, directly/indirectly in his/her functioning at the University and there is no conflict of interest in discharging the duties as the Dean, Research &Development.

S2.12 Directors of the University

(under Section 9(c) read with Section 9(j) of the Act)

(1) Each Regional Centre of the University shall have a Director who shall be the academic and administrative Head of the Regional Centre of the University as per *Section 45* of the Act.

(2) The Main Centre of the University shall have the following Directors:

(*under Section 9(c) read with Section 9(j) of the Act)*

(a) Director – Examinations.

(b) Director - Information Technology.

(c) Director - Students' Development and Extensional Activities.

S2.13 Joint Directors of the University

(under Section 9(h) read with Section 9 (j) of the Act)

(1)The Main Centre and each Regional Centre of the University, shall have the following Joint Directors:

(a) Jt. Director - Administration and Finance

(b) Jt. Director - Examinations

(c) Jt. Director - Information and Communications Technology

(d) Jt. Director - Research and Development, and Industry Co-ordination

(e) Jt. Director - Students Grievances

(2) Each Sub-Centre of the University shall have a Joint Director, heading the Sub-Centre.

(3) The Main Centre of the University shall have a Joint Director, heading the Teachers' Training, Curriculum Design and Development Centre.

S2.14 Deputy Directors of the University

(under Section 9(i) read with Section 9 (j) of the Act)

Each Sub-Centre of the University shall have the following Deputy Directors:

(a) Deputy Director - Administration and Finance

(b) Deputy Director - Examinations

(c) Deputy Director - Information and Communications Technology

(d) Deputy Director - Students Grievances

S2.15 Appointment of Director of Regional Centre

(under Section 15 (1) of the Act)

(1) The Director of a Regional Centre shall be appointed by the Vice-Chancellor on the recommendation of the Selection Committee constituted by Executive Council under *Section 70* of the Act as a whole time salaried officer in the manner prescribed by the Ordinances and shall work directly under the direction, supervision and control of the Vice-Chancellor.

(2) The Director of a Regional Centre shall be an academic officer in Engineering and Technology, or Pharmacy, or Architecture or Hotel Management and Catering Technology, having qualifications required for appointment on the post of a Principal of a degree college in the Faculties of the University or equivalent position in any University or Institute of National repute and engaged in teaching, research and development activities, with teaching or research or administrative experience as prescribed in Ordinances.

(3) The emoluments, terms and conditions of service of the Director, shall be as prescribed by the Executive Council as per the norms laid down by the State Government from time to time, in this regard.

(4)The appointment of the Director of Regional Centre shall be for a term of five years or till the age of sixty years, whichever is earlier, and he shall be eligible for re-appointment, by selection on the recommendation of a Selection Committee constituted for the purpose as prescribed by the Act

Provided no member of Executive Council in the service of the University, other than the Vice-Chancellor, shall be member of the Selection Committee.

(6) In the absence of a duly appointed Director, the Vice-Chancellor may appoint on recommendation of a Selection Committee constituted by Executive Council, a regular teacher from eligible teachers from University departments or affiliated

colleges as In-charge Director, for period of three years or till regular appointment is made, or till the age of sixty years, whichever is earlier.

S2.16 Powers and Duties of Director of a Regional Centre

(under Section 15(3) of the Act)

(1) The Director of Regional Centre shall work under the superintendence, direction and control of the Vice-Chancellor.

(2) Director of Regional Centre shall -

(a) be the principal academic, administrative, planning and academic audit officer at the Regional Centre for the academic development programmes, including post-graduate teaching, research and extension programmes and collaborative programmes of the University and examinations in the region under the jurisdiction of the Regional Centre.

(b) ensure that quality in education and academic programs is maintained by the affiliated colleges in the area of the Regional Centre.

(c) oversee and monitor general administration of the Regional Centre of the University and ensure efficiency and good order of the University departments or schools or institutions in the Regional Centre.

(d) act as a link between the University and affiliated colleges and recognized institutions in the area of the Regional Centre as well as Departments, Schools or Institutions at the Regional Centre of the University.

(e) ensure that appropriate actions as are needed for maintenance of quality of teaching, as specified by the Internal Quality Assurance Cell of the University and the University authorities, are initiated, records thereof are maintained, teachers' appraisal by students is carried out and reports thereof are sent to University authorities.

(f) co-ordinate evaluation, academic training workshops or seminars, quality measurements and other academic, administrative, financial and related activities in the Regional Centre.

(g) ensure establishment of inter-institutional and intra-institutional information and communication technology linkages among the affiliated colleges and recognized institutions under the purview of the Regional Centre;

(h) ensure that the decisions and actions of the colleges or University departments, schools, institutions in the Regional Centre and their functioning are not

inconsistent with the Act, Statutes and Regulations.

(i) organize workshops and training programmes for the benefit of the teaching and support staff in the colleges in the area or the Regional Centre.

(j) ensure that financial discipline is maintained and expenditures of the Regional Centre are within the budgetary provisions as recommended by the Regional Centre and the Finance Committee and sanctioned by the Executive Council of the University.

(k) ensure that the annual audited accounts related to the Regional Centres and associated Sub-Centres are prepared and sent to the University at the end of each financial year.

(l) be responsible for fostering intellectual interaction across the area of the Regional Centre of the University and for ensuring that there are research and development and industry linkages in the region.

(m) ensure that the long-term and short-term development plans of the Regional Centre and affiliated colleges in the region in their academic programmes are duly processed and implemented through relevant authorities, bodies, committees and officers.

(n) monitor appointment and approval of principals and teachers of affiliated colleges and institutions, and recognized institutions or Post-Graduate Centers in the area of Regional Centre.

(o) scrutinize and prepare proposals to be forwarded to Executive Council for the establishment of conducted colleges, schools, departments, institutions of higher learning, research and specialized studies, knowledge resource centre, academic services units, libraries, laboratories, incubation centres at the Regional Centre of the University.

(p) recommend proposals to the Executive Council for creation of the posts of administrative, technical and non-technical staff at the Regional Centre, from the funds of the University and from the funds received from other funding agencies.

(q) be the principal liaison officer with the external funding agencies for generating funds for the collaborative and development programmes of the affiliated colleges, Regional Centre facilities, and monitor their proper utilization.

(r) be responsible for preparation of the comprehensive perspective plan, annual plan, and undertaking the systematic field surveys in the area of Regional Centre.

(s) be responsible for establishing liaison for fostering and promoting collaboration

between the affiliated colleges in the region of the Regional Centre of the University and national and international institutions and scientific, industrial and commercial organizations.

(t) be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the Vice- Chancellor who shall place the same before the Executive Council.

(u) exercise such other powers and perform such other duties assigned to him by the University authority from time to time.

S2.17 Appointment of Director-Examinations, at the Main Centre

(under Section 9(j) and 15(1) of the Act)

(1) The Director-Examinations, shall be a whole time salaried officer and shall work directly under the direction and control of the Vice-Chancellor and shall be concerned with the implementation of the policies and directives given by the Board of Examinations.

(2) Minimum qualifications of the Director-Examinations, shall be as per the norms prescribed by the State Government. In general, the qualification and experience for the purpose of selection of the Director-Examinations, shall be the qualification and experience for the post of a Professor in the Faculty of Engineering/Pharmacy/Architecture, and as prescribed in the Ordinances

(3) The Director-Examinations, shall be appointed by the Vice-Chancellor on the recommendation of the Selection Committee constituted for the purpose by the Executive Council, following the procedure prescribed in Ordinances.

(4) The pay, allowances and terms of service of the Director-Examinations shall be decided by Executive Council as per the norms of Regulatory Bodies and the State Government and shall not be varied to his disadvantage without his consent.

(5) The appointment of the Director-Examinations, shall be for a term of five years or till he attains the age of sixty years, whichever is earlier and he shall be eligible for re-appointment on the recommendation of a Selection Committee constituted for the purpose by the Executive Council;

Provided that no member of Executive Council in the service of the University, other than the Vice-chancellor, shall be member of the Selection Committee.

(6) In the absence of regularly appointed Director Examination, the Vice-Chancellor, may appoint a regular faculty member from the University departments/ schools/

conducted institutes or affiliated colleges with necessary qualifications, expertise and experience as In-Charge Director, (Examination) for a period of three years or till the age of superannuation, whichever is earlier.

S2.18 Powers and Duties of Director- Examinations at Main Centre

(under Section 15 (3) of the Act)

(1) The Director-Examinations, shall be the principal officer-in-charge of the conduct of University examinations, tests, and evaluation, and declaration of the results.

(2) The Director-Examination shall be the Member-Secretary of the Board of Examinations and of the Committees appointed by the Board except the Committee constituted for appointment of paper-setters, examiners and moderators.

(3) The Director-Examinations, shall -

(a) be responsible for making all arrangements necessary for holding examinations, tests and evaluation, and for timely declaration of their results;

(b) evolve and implement in consultation with the Board of Examinations, processes for proper and smooth conduct of examinations.

(c) prepare and announce in advance the programme of examinations, after seeking approval of the Board of Examinations.

(d) be responsible for creation of a repository of questions with model answers which shall be continuously updated and expanded for online examinations.

(e) postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons or a college or an institution alleged to have committed malpractices, in consultation with the Vice-Chancellor.

(f) take disciplinary action where necessary against the candidates, paper setters, examiners, moderators, or any other persons found guilty of malpractices in relation to the examinations.

(g) review, from time to time, the results of University examinations, and forward reports thereon to the Board of Examinations.

(h) strive to declare the results of every examination and evaluation conducted by the University within thirty days from the last date of the examination for that particular programme and shall in any case declare the results latest within

forty-five days and in case of delay, prepare a detailed report outlining the reasons for submission to the Vice-Chancellor immediately.

(i) take all steps for implementation of decisions taken by the Academic Council and Board of Examinations pertaining to Examination.

(j) organize workshops for teachers in the subjects concerned, in order to acquaint them with new trends in the assessment processes, such as cognitive and summative assessment, creation and use of repository of questions, use of technology in paper setting and conduct of examinations, tests and evaluation.

(k) ensure innovative and effective use of information and communication technology in the entire process of the conduct of examinations and evaluation.

(l) ensure that answer books for all examinations are assessed through the central assessment system.

(m) ensure that every teacher and non-teaching employee in the University, affiliated or conducted college or recognized institution render necessary assistance and service in respect of examinations of the University and in evaluation process;

(n) be responsible for maintaining a permanent record of the academic performance of students of the University including the courses taken, grades obtained, degrees, awards, prizes or other distinctions won and any other items pertaining to the academic performance of the students.

(o) ensuring uploading of all degrees on the National Academic Depository and registration of students on the depository for online verification.

(p) providing services to the students for transcripts, verification and duplicate certificates.

(q) Receive complaints on examinations, and taking action against complaint of fake degrees.

(r) Appoint referees for the evaluation of Masters' dissertations and PhD thesis, receive the reports on the theses and dissertations, and appoint panel for open defence of the PhD theses, on approval by competent authorities.

(s) undertake any other task assigned to him by the Vice-Chancellor to carry out the objectives of the Board of Examinations, and to ensure that the objects of the University are accomplished.

S2.19 Appointment of Director-Information Technology at Main Centre

(under Sections 9(j) and 15(1) of the Act)

(1) The Director-Information Technology shall be a whole time salaried officer of the University and shall work directly under the superintendence, direction and control of the Vice-Chancellor.

(2) Minimum Qualification of the Director-Information Technology, shall be the qualification and experience required for a post of a Professor or Principal with degree in Information Technology, Telecommunication Engineering or Computer Engineering

(3) The appointment of the Director-Information Technology shall be made by the Vice-Chancellor on the recommendation of the Selection Committee constituted by the Executive Council for the purpose, following a procedure prescribed in Ordinances.

(4) The appointment of the Director shall be for a term of five years or till he attains the age of superannuation, whichever is earlier and he shall be eligible for re-appointment by selection on the recommendation of a Selection Committee constituted for the purpose by the Executive Council;

Provided that, no member of the Executive Council in the service of the University, other than the Vice-Chancellor, shall be member of such a Committee.

(5) In the absence of regularly appointed Director, the Vice-Chancellor, may appoint a regular faculty member from amongst eligible University teachers and teachers from affiliated colleges as In-charge Director for a period of not exceeding three years, or till a regular appointment is made on the post, or to the age of sixty years, whichever is earlier.

S2.20 Powers and Duties of Director- Information Technology at Main Centre

(1) The Director of Information Technology shall be responsible for -

(a) Establishment and maintenance of ICT infrastructure for smooth functioning of the University and Regional Centres and Sub-Centres.

(b) Development and maintenance of State wide MIS system for affiliated colleges, University departments, the existing students, their academic profiles, Faculty profiles, On-line Teaching and learning processes.

(c) Development of State-wide e-Office system for e-governance of the University, its Regional Centres, Sub-Centres and affiliated colleges.

(d) Assistance to the Board of Examinations in the conduct of online remedial examinations.

(e) Maintenance of website and maintenance of web related services for faculty, staff, students, alumni and industry.

(f) Data management of students and the security of their data.

(g) Compilation of data for submission to regulatory bodies such AISHE, AICTE, UGC, NIRF, MHRD, etc.

(h) Development and maintenance of network communication within University and between the University and its Centres.

(i) Development of e-content, e-courses and e-resources for the benefit of students communities and other trainees.

(j) Safeguarding all e-books, e-periodicals, e-manuscripts, e-journals, in audio and digital format, and equipment.

(k) Establishing and maintaining an On-line Digital Resource Centre.

(l) Causing periodical verification of stock, prepare appropriate report that includes losses, and place it before the Board of IT.

(m) Conduct training programmes and workshops to update the e-skills and e-knowledge of students and faculty of the university affiliated colleges, and recognized institutions.

(n) Taking actions against sites giving fake online degree certificates and other fraudulent certificates.

(2) The Director of Information Technology shall exercise such other powers and perform such other duties assigned to him by the University authorities from time to time.

(3) The Director-IT shall be allowed to hold the memberships of Committees and Boards of Professional Organizations, Educational and Research Organizations, Industries, Government appointed Committees, with a prior approval of the Vice-Chancellor, and retain the honoraria, if applicable:

Provided that such memberships do not interfere, directly/indirectly in his/her functioning at the University and there is no conflict of interest in discharging the duties as the Director-Information Technology.

S2.21 Appointment of Director - Students' Development and Extensional Activities at Main Centre

(under Sections 9(j) and 15(1) of the Act)

(1)The Director of Students' Development and Extensional Activities shall be a whole time salaried officer.

(2) Qualifications, and terms and conditions of service of the Director, shall be as per the norms prescribed by the State Government. In general, the qualification and experience for the purpose of selection of the Director shall be the qualification and experience required for the post of a Professor having aggregate minimum teaching or research experience of not less than ten years.

(3) The appointment of the Director of Students' Development and Extensional Activities shall be made by the Vice-Chancellor on the recommendation of the Selection Committee constituted by the Executive Council for the purpose following a procedure prescribed in ordinances, and he shall work directly under the direction and control of the Vice-Chancellor

(4)The pay and allowances of the Director shall be decided by Executive council as per the guidelines laid down by the State Government and accepted by the University.

(5)The appointment of the Director, shall be for a term of five years or till attaining the age of superannuation, whichever is earlier, and he shall be eligible for re-appointment by selection on the recommendation of a selection committee constituted by the Executive Council for the purpose.

Provided that, no member of the Executive Council, other than the Vice-Chancellor, shall be member of such a Committee.

(6)In the absence of regularly appointed Director, the Vice-Chancellor may appoint a regular faculty member from amongst eligible University teachers and teachers from affiliated colleges as In-charge Director for a period not exceeding three years or till a regular appointment is made on the post, or to the age of sixty years, whichever is earlier.

S2.22. Powers and Duties of the Director, Students' Development, and Extensional Activities

(under Section 15 (3) of the Act)

(1) The Director, Students' Development, and Extensional Activities shall -

(a) work towards promotion of Sports, NSS. NCC, cultural, recreational and welfare activities of the students in University departments, conducted colleges and institutions and affiliated colleges and recognized Institutes.

(b) conduct leadership training programmes for students.

(c) ensure availability of mentors and counselling cells for the students in colleges, institutions and University departments.

(d) organize anti-ragging committees and squads and ensure that all necessary measures are taken to prevent ragging in the University, colleges and the institutions.

(e) look into the grievances of the students.

(f) help in building-up the all-round personality of students and to groom them to be future leaders and confident adults.

(g) organize and coordinate cultural, recreational and sports activities jointly with regional, national and international bodies.

(h) promote the interest of the youth and develop their skills for appreciation of the fine and performing arts, pure arts and literary skills.

(i) organize University, State, National and International level competitions, skills development workshops and interactive programmes in various fields for the students.

(j) train the students for State, National and International level competitions in various cultural and professional activities.

(k) conduct elections of the University Students' Council.

(l) cultivate excellence in various domains of sports and also to promote a spirit of healthy competition in the University;

(m) promote sports, and organize activities in the field of sports in colleges, institutions and University departments.

(n) organize University level competitions in various sports on the University campus.

(o) process applications for visits of teachers and students from University departments, institutions, conducted colleges, colleges and recognized institutions to National and International University or institutions and assist them on logistic support for such visits.

(p) oversee and monitor administration of Foreign Students' Assistance Cell which gives facility of a Single Window Operation to the foreign students.

(q) process the applications received from foreign students for their admission to the University.

(r) establish and supervise the working of the Migrant Indian Students' Cell for providing Single Window Operation for students coming from other parts of the

country.

(s) prepare the report of the Board of Students' Development and Extensional Activities for presentation to Academic Council.

(t) exercise such other powers and perform such other duties assigned to him by the University authority from time to time.

S2.23 Appointment of Joint Directors

(under Sections 21(1)of the Act)

(1) The appointment of a Joint Director shall be made by the Vice-Chancellor on the recommendation of the Selection Committee constituted by the Executive Council for the purpose under the Act and the procedure of his appointment shall be as prescribed in the Ordinances.

(2) The Joint Director shall be a person who is holding the post of at least Associate Professor with minimum ten years approved teaching experience in any University, recognized Institute, affiliated college or an institute of national repute engaged in teaching, research and development activities in the Faculty of Engineering and Technology, Pharmacy, Architecture and HMCT, with teaching or research or administrative experience as prescribed in Ordinances.

(3) The Joint Director of a Regional Centre and at a Sub-Centre under the Regional Centre shall work under the superintendence, direction and control of the Director of the Regional Centre.

(4) The appointment of Joint Director shall be for a term of three years or till the age of superannuation, whichever is earlier, and he shall be eligible for re-appointment, by selection on recommendation of the Selection Committee constituted for the purpose: Provided no member from Executive Council in the services of the University, other than the Vice-Chancellor, shall be the member of such a Selection Committee.

(5) The emoluments, terms and conditions of service of a Joint Director, shall be such as may be prescribed by the Executive Council as per the norms laid down by the State Government.

(6) In the absence of a duly appointed Joint Director, the Vice-Chancellor may appoint a suitable person for a period not exceeding six months or till regular appointment is made whichever is earlier.

S2.24 Qualifications, Appointment, Powers and Duties of Joint Director-Teachers Training, Curriculum Development and Design Centre at the Main Centre

(under Section 21(1) and 21(3)of the Act)

(1) The Joint Director, Teachers Training, Curriculum Development and Design Centre, shall be with qualifications and experience required for position of Professor with at least 10 years of teaching and research experience.

(2) The appointment of a Joint Director shall be made by the Vice-Chancellor on the recommendation of the Selection Committee constituted by the Executive Council for the purpose under the Act and the procedure of his appointment shall be as prescribed in the Ordinances.

(3) The Joint Director shall be appointed for a period of three years or shall be eligible for re-appointment for a period of three years, till the age of superannuation whichever is earlier, on the recommendation of a Selection Committee constituted for the purpose by the Executive Council:

Provided no member from Executive Council in the services of the University, other than the Vice-Chancellor, shall be the member of such a Selection Committee.

(4) The Joint Director, shall work under direction, supervision and control of the Vice-chancellor.

(5) The Joint Director shall be *ex-officio* Coordinator and Member Secretary of Internal Quality Assurance Council of the University at the Main Centre.

(6) In the absence of a suitable candidate as Professor, a duly appointed regular Associate Professor having ten years of teaching and research experience of which five years at the Associate professor, may be appointed as an In-charge Jt. Director, for three years or till a regular appointment is made on the post or till the age of sixty five whichever is earlier.

(7) The Joint Director, Teachers Training, Curriculum Development and Design Centre shall -

(a) be responsible for planning and conducting regular training programmes for teachers from affiliated colleges and University departments.

(b) develop the curricula of various programmes in the sphere of technological education, keeping in view the overall priorities, perspectives and needs of the society and expectations from industry.

(c) develop methodology for training of teachers and to create training materials for the same.

(d) coordinate with Regional centres and Sub-centres for conducting teacher's training and such other training as directed by the University.

(e) prepare modules for teachers' training and time table for teachers' training programs

(f) communicate with external resource persons for the training programs

(g) conduct training need analysis of university teachers and teachers from affiliated colleges.

(h) coordinate with IQAC coordinators of the affiliated colleges and University departments.

(i) assist the Planning and Evaluation (Monitoring) Board in conducting the academic audits of University Departments and Schools.

(j) place annual report of the Centre's activities before the Academic Council.

(k) exercise such other powers and perform such other duties assigned to him by the University authority from time to time.

S2.25 Powers and Duties of Joint Director at the Sub-Centre

(under Section 21(4)of the Act)

(1) The Joint Director of Sub-Centre shall -

(a) be the chief academic and administrative officer of the Sub-Centre and shall work under the supervision and guidance of the Director of the respective Regional Centre.

(b) oversee and monitor academic programmes of the colleges and recognized institutions under the purview of the Sub-Centre.

(c) oversee and monitor general administration of the Sub-Centre of the University and ensure efficiency and good order of the departments or schools or institutions on the Sub-Centre.

(d) ensure that appropriate actions as needed for maintenance of quality of teaching, as specified by the Internal Quality Assurance Council of the University, are initiated, records thereof are maintained, teachers' appraisal by students is carried out and reports thereof are sent to Director, Regional Centre.

(e) co-ordinate evaluation, academic training workshops or seminars, quality measurement and other academic, administrative, financial and related activities in the Sub-Centre.

(f) ensure establishment of inter-institutional and intra-institutional information and

communication technology linkages among the affiliated colleges and recognized institutions under the purview of the Sub-Centre.

(g) ensure that the decisions of the colleges or University departments, schools, institutions on the sub-Centre and their functioning are not inconsistentwith the Act, Statutes and Regulations.

(h) organize workshops and training programmes for the benefit of the teaching and support staff in the districts of the sub Centre.

(i) ensure that financial discipline is maintained and expenditures of the Sub-Centre are within the budgetary provisions.

(j) ensure that the annual audited accounts related to the sub-Centres are prepared and sent to the respective Regional Centre of the University at the end of each financial year.

(k) undertake any other task that may be assigned to him by the Vice-Chancellor, University authorities, to ensure that the objectives of the University are accomplished.

S2.26 Powers and Duties of Joint Directors at the Regional Centre

(under section 21(3) of the Act)

(1)The Joint Directors of Regional Centres shall work under the supervision and guidance of the Director of the Regional Centre.

(2)Joint Directors of Regional Centres shall exercise powers and perform such other duties as prescribed by or under the Act or assigned to him by the University authority, from time to time.

S2.27 Powers and Duties of Joint Director-Administration and Finance, at the Regional Centre

(under section 21(3) of the Act)

(1) The Joint Director, Administration and Finance, at the Regional Centre shall be responsible for Administrative and Financial matters and shall work under the supervision and guidance of the Director of the respective Regional Centre.

(2) The Joint Director shall –

(a) look after administration of the staff at the Regional Centre and the facilities of the Centre.

(b) prepare plans of development of the Centre and estimates of the financial requirements of the Centre.

(c) look after infrastructure development at the Regional Centre.

(d) manage security and maintenance of facilities at the Regional Centre.

(e) look after administrative coordination with Sub-Centres under Regional Centre.

(f) manage affiliation of colleges and their inspection, in the region.

(g) assist in appointments of teachers, principal in affiliated colleges and their approval.

(h) manage contracts for outsourced services for the Regional Centre.

(i) look after maintenance of administrative records and Financial Data, Monitoring funds utilization at the centre.

(j) execute any other Administrative and Financial matters pertaining to the Regional Centre.

S2.28 Powers and Duties of Joint Director-Examinations, at Regional Centre

(under section 21(3) of the Act)

(1) The Joint Director-Examinations, at the Regional Centre shall work for examination related under the supervision and guidance of the Director of the respective Regional Centre.

(2) The Joint Director-Examinations, shall be responsible for –

(a) Distribution of Answer books & collection.

(b) Conduct of the examinations in the affiliated colleges under Regional centre.

(c) Coding and scanning of answer books from the colleges in the Region.

(d) Online evaluation of the answer books through examiners, and timely declaration of the results and compilation and analysis of examination results.

(e) Online Remedial examination.

(f) Digital revaluation of answer books.

(g) Addressing student's grievances related to examinations and results.

S2.29 Powers and Duties of Joint Director - Information and Communication Technology, at Regional Centre

(under Section 21(3) of the Act)

(1) The Joint Director, Information and Communication Technology, at the Regional Centre shall work for Information Technology related activities under direction,

supervision and control of the Director of the respective Regional Centre.

(2) The Joint Director, Information Technology Services, shall be responsible for -

(a) establishment and maintenance of ICT infrastructure for smooth functioning of the Regional Centre.

(b) ensuring submission of data from the affiliated colleges in the State-wide MIS system of the University for the students, and staff from affiliated colleges.

(c) conduct of online courses at the Regional Centres.

(d) maintenance of the website of the Regional Centre of the University for the information related to the Regional Centre.

(e) maintenance of web related services for faculty, staff, students, alumni and industry in the respective region.

(f) data management of the Centre for the University, data analysis of examination results in the Region.

(g) compilation of data from affiliated colleges required by the regulatory bodies such as AICTE, UGC, NIRF, MHRD, AISHE etc. and its submission to the Director of the Regional Centre.

(h) development and maintenance of network communication of the University with the Regional Centre and Sub-Centres under the Regional Centre.

(i) registration of graduates of the University for online degree verification at National Academic Depository (NAD).

(j) providing service for transcripts, duplicate certificates to students from the Region.

(k) any other matter requiring ICT expertise.

S2.30 Powers and Duties of Jt. Director- Research and Development and Industry-Co-ordination, at the Regional Centre

(under section 21(3) of the Act)

(1) The Joint Director, R&D and Industry Co-ordination, at the Regional Centre shall be responsible for Research and Development at the Centre and affiliated colleges and coordination of industry relations and shall work under the supervision and guidance of the Director of the respective Regional Centre.

(2) The Joint Director, shall manage:--

(a) industry coordination and collaboration between the colleges under the Regional Centre of the University, and with other research and academic organizations.

(b) development and transfer of technology at the Centre and affiliated colleges.

(c) training of students/ faculty in industry.

(d) training of industry personnel in University/ extensional centres.

(e) promotion of research and technology development in the Institutions and Centres of the University, affiliated colleges and recognized institutions.

(f) undergraduate and post-graduate research projects with industries.

(g) coordination of industrial and community resources for high quality research.

(h) patents and other intellectual property matters.

(i) extensional work of the University for society and industry benefits.

(j) any other matter related to research and development and Industrial relationship.

S2.31 Powers and Duties of Joint Director- Students' Grievances, at Regional Centre

(under Section 21(3) of the Act)

(1) The Joint Director, Students' Grievances, at the Regional Centre shall address all grievances of students' under the direction and supervision of the Director of the respective Regional Centre.

(2) The Joint Director, Students Grievances, shall be responsible for addressing issues related to -

(a) admissions and Internal examinations.

(b) results of students of affiliated colleges.

(c) formation and functioning of students Councils in colleges;

(d) students scholarships and fellowship from Government and other bodies, financial assistance.

(e) training and placement of students from schools, centres of University and affiliated colleges in the Regional Centre.

(f) hostel accommodation, facilities of the students in hostels, interpersonal relationships, cultural activities in the affiliated colleges.

(g) any issue related to students in affiliated colleges in the area of jurisdiction of the Regional Centre.

S2.32 Appointment and Functions of Deputy Directors at Sub-Centre

(under Sections 22 (1) and 22(3) of Act)

(1)The Deputy Director shall be appointed by Vice-Chancellor on the recommendation of the Selection Committee constituted by the Executive Council prescribed under

the Act and the procedure of his appointment shall be as prescribed in the Ordinances.

(2) The Deputy Director shall perform such functions assigned to him by the Joint Director of the Sub-Centre from time to time and shall report to the Joint Director at the Sub-Centre.

(3) The appointment of Deputy Director of a Sub-Centre shall be for a term of three years or till the age of superannuation, whichever is earlier, and he shall be eligible for reappointment, by selection on recommendation of the Selection Committee constituted for the purpose.

Provided no member from Executive Council in the services of the University, other than the Vice-Chancellor, shall be the member of such a Selection Committee;

(4)In the absence of regularly appointed Deputy Director, Vice-Chancellor, a regular teacher from University department or an affiliating college as in charge Deputy Director for a period not exceeding three years, or till regular appointment is made, or till the age of sixty years, whichever is early.

S2.33 Powers and Duties of Deputy Director - Administration and Finance, at the Sub-Centre

(under Section 22(3) of the Act)

(1) The Deputy Director-Administration and Finance, at the Sub-Centre shall be responsible for Administrative and financial matters and shall work under the supervision and guidance of the Jt. Director of the Sub-Centre.

(2) The Deputy Director, shall be responsible for -

(a) administration of the staff at the Sub-Centre and the facilities of the Sub-Centre,

(b) preparation of plans of development of the Centre and estimates of the financial requirements of the Sub-Centre.

(c) infrastructure development at the Sub-Centre.

(d) coordination with the Regional Centre for the development of the Sub-Centre’s infrastructure.

(e) security and maintenance of facilities at the Sub-Centre.

(f) affiliation of colleges and their inspection, in the sub-centre’s Region.

(g) assist in approval of teachers and of principal in affiliated colleges in the Region.

(h) contracts for outsourced services for the Sub-Centre.

(i) maintenance of administrative records and Financial Data of the Sub-Centre, monitoring fund utilization at the sub-centre.

(j) any other administrative and Financial matters pertaining to Sub-Centre.

(k) exercise such other powers and perform such other duties assigned to him by the University authorities, from time to time.

S2. 34 Powers and Duties of Deputy Director - Examinations at Sub-Centre

(under Section 22(3) of the Act)

(1) The Deputy Director, Examination, at the Sub-Centre shall work towards examination related activities under the direction of the Jt. Director of Sub-Centre.

(2) The Deputy Director, Examination, shall be responsible for -

(a) assist in assessment of answer papers.

(b) printing and distribution of the question papers.

(c) conduct of the examinations in the affiliated colleges under the Sub-Centre.

(d) coding and scanning of answer books.

(e) online evaluation of the answer books through examiners, and Compilation and Analysis of examination results.

(f) online examinations.

(g) revaluation of the answer books.

(h) exercise such other powers and perform such other duties assigned to him by the University authorities, from time to time.

S2.35 Powers and Duties of Deputy Director- Information and Communication Technology, at Sub-Centre

(under Section 22(3) of the Act)

(1) The Deputy Director - Information Technology Services, at the sub-Centre shall work for Information technology related activities under the supervision and guidance of the Jt. Director of the Sub-Centre.

(2) The Deputy Director shall be responsible for -

(a) establishment and maintenance of ICT infrastructure for the smooth functioning of the Sub-Centre.

(b) ensuring submission of data into the State wide MIS system of the University for the students, and staff from affiliated colleges.

(c) conduct of online courses at the Sub-Centres.

(d) maintenance of website of the University for the information of Sub-Centres.

(e) maintenance of web related services for faculty, staff, students, alumni and industry in the region.

(f) data management of the Sub-Centre for the University and data analysis of examination results in the Region.

(g) compilation and submission of data required for regulatory bodies such as AICTE, UGC, NIRF, MHRD, AISHE etc., to Regional Centre.

(h) development and maintenance of network communication of the colleges in the region with Sub-Centre and Regional Centre.

(i) Development and maintenance of ICT systems for functioning of the Sub-Centre.

(j) any other matter requiring ICT expertise.

(k) exercise such other powers and perform such other duties assigned to him by the University authorities, from time to time.

S2.36 Power and Duties of Deputy Director- Students' Grievances, at Sub-Centre

(under Section 22(3) of the Act)

(1) The Deputy Director - Students' Grievances, at the Sub-Centre shall work to address all students grievances under the supervision and guidance of the Jt. Director of the Sub-Centre.

(2) The Deputy Director be responsible for addressing issues related to -

(a) admissions and internal examinations, results of students of affiliated colleges

(b) students Councils in colleges in the region of sub-centre.

(c) students scholarships and Fellowship from Government and other bodies, financial assistance in colleges in the sub-centres region.

(d) training and placement of students in the region.

(e) hostel accommodation, facilities of the students in hostels, interpersonal relationships, cultural activities in affiliated colleges.

(f) any issue related to students in affiliated colleges in the areas of jurisdiction of the Sub-Centre.

(g) exercise such other powers and perform such other duties assigned to him by the University authorities, from time to time.

S2.37 Qualifications of Director, Dean, Joint Director and Deputy Director

(Under Sections15 (1), 21 (1), 22(1) of the Act)

The essential qualifications of the Directors, Deans, Joint Directors and Deputy Directors shall be as prescribed in Ordinances.

S2.38 Selection Committees for the Officers of the University

(1) The composition of the Selection Committee for the selection of Director - Examination, Director-Students Development and Extensional Activities, and Director-Information Technology, shall be as follows:

(i) The Vice Chancellor, Chairperson
(ii) The Nominee of Chancellor on the Executive Council.
(iii) Two members nominated by the Executive Council from amongst its members who are not in service of the University.
(iv) Two Subject Experts nominated by the Vice-Chancellor of which one should be from Industry.
(v) Director of Technical Education, Government of Maharashtra, or his nominee not below the level of Jt. Director.
(vi) The Registrar, Member Secretary.

(2) The essential quorum of the Selection Committee is the Vice-chancellor, one member nominated by the Executive Council and one subject expert.

(3) For the position of Dean, the composition of the Selection Committee shall be as follows:

(i) The Vice Chancellor, Chairperson
(ii) The Nominee of Chancellor on the Executive Council.
(iii) Three subject Experts from outside the University nominated by the Vice-Chancellor of which at least one should be from Industry.
(iv) The Registrar, Member Secretary.

(4) The essential quorum of the Selection Committee is the Vice-chancellor, and two subject experts.

(5) The procedure of selection and appointment of Director, Dean, Joint Director and Deputy Director shall be as prescribed in Ordinances

S2.39 Resignation of Officers of the University

Any officer of the University, except Vice-Chancellor and Registrar, by writing under his signature addressed to the Vice-Chancellor, after giving one month's notice, may resign from his office and shall cease to hold his office from the date of expiry of the said notice period, after the acceptance of his resignation by the Vice- Chancellor.

S2.40. Removal of an Officer of the University

(1) An officer of the University, except Vice-Chancellor, may be removed from his office by the Vice-Chancellor, in consultation with the Executive Council, if the Vice-Chancellor is satisfied that the incumbent -

(a) has become insane and stands so declared by a competent court; or

(b) has been convicted by a court for any offence involving moral turpitude; or

(c) has become an un-discharged insolvent and stands so declared by a competent court; or

(d) has been physically unfit and incapable of discharging functions due to protracted illness or physical disability; or

(e) has willfully omitted or refused to carry out the provisions of the Act or has committed breach of any of the terms and conditions of service or any other conditions, prescribed by the Government or has abused the powers vested in him or if, the continuance of the officer in the office is detrimental to the interests of the University; or

(f) is a member of, or is otherwise associated with any political party or any organization which takes part in politics, or is taking part in, or subscribing in aid of, any political movement or activity.

Explanation - For the purposes of this clause, whether any party is a political party, or whether any organization takes part in politics or whether any movement or activity falls within the scope of this clause, the decision of the Vice-Chancellor thereon shall be final ;

Provided that, the Officer shall be given a reasonable opportunity to show cause by the Vice-Chancellor before taking recourse for his removal.

STATUTES FOR

CONSTITUTION, QUALIFICATIONS, APPOINTMENT, POWERS AND DUTIES OF AUTHORITIES OF THE UNIVERSITY AND OTHER COMMITTEES

(under Sections 39(a), 26 of the Act)

DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY

Established as an Affiliating Technical University in the State of Maharashtra

Under *Maharashtra Act No. XXIX* of 2014 *dated* March 2014

CHAPTER THREE

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STATUTES FOR

CONSTITUTION, QUALIFICATIONS, APPOINTMENT, POWERS AND DUTIES OF AUTHORITIES OF THE UNIVERSITY AND OTHER COMMITTEES

(under Sections 39(a), 26 & 40 of the Act)

In exercise of the powers conferred by Section 40 read with and Section 39(a) of the Dr. Babasaheb Ambedkar Technological University *Maharashtra Act No. XXIX* of 2014 *dated* March 2014 the the First Vice-Chancellor hereby prescribes the First Statutes for Constitution, Qualifications, Appointments, Powers and Duties of Authorities of the University for the purpose of securing and maintaining uniform standards by notification in the Official Gazette,

DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY

Established as an Affiliating Technical University in the State of Maharashtra

Under *Maharashtra Act No. XXIX* of 2014 *dated* March 2014

This Statute may be called, "Statute for Constitution, Qualifications, Appointment, Powers and Duties of Authorities of the University and other Committees" as per Sections *39(a)* and Section *26* of the Act and its sub-sections.

DEFINITIONS

(1) In these Statutes, unless the context requires otherwise,

(i) 'Act' means the Dr. Babasaheb Ambedkar Technological University Act, 2014, (Maharashtra Act No. XXIX of 2014);

(ii) 'AICTE' means All India Council of Technical Education established under the All India Council of Technical Education Act, 1987;

(iii) 'Authority' means an authority of the University as provided by or under the Act& this Statutes;

(iv) 'Competent Authority' means the authority competent to exercise a given power as per the rules framed by the University from time to time.

(v) 'Expert' means and includes any person having attained certain level of recognized excellence and expertise in his subject domain;

(vi) 'Main Centre' means the Main Campus of the University at Lonere, Raigad.

(vii) 'Post-Graduate Department' means a department in a college or institution of higher learning, research or specialized studies, recognized to be so by the University and imparting post-graduate instruction or guidance for research;

(viii) 'Regulatory body' means the Authority constituted by an Act of Parliament or by an Act of Maharashtra State, for regulating and monitoring quality of Higher and Technical Education, such as University Grant Commission and All India Technical Education Council

(ix) 'State Government' means Government of Maharashtra;

(x) 'The University' means the Dr. Babasaheb Ambedkar Technologial University, Lonere, Raigad.

(xi) 'UGC' means the University Grants Commission

Explanation:

The word 'he', whenever referred to in this Statute is gender neutral and refers to 'he' or 'she' as the case may be, unless the context otherwise means in the Statutes.

(2) The words and expressions that are not defined in this Statute but are defined in the Act, shall have the same meaning assigned to them in the Act.

Sub Chapter-I

S3.1 Authorities of University

(*under Section 26(f) read with Section 39(c) of the act*)

(1) In addition to the authorities prescribed under the Act, the following shall be the authorities of the University:

(a) the Faculty

(b) the Board of Examination

(c) the Board of Deans

(d) the Board of University Departments and Interdisciplinary Studies

(e) the Regional Boards of the University

(f) the Boards of Post-Graduate Education

(g) the Board of Innovation, Incubation and Entrepreneurship

(h) the Board of Research and Development

(i) the Board of Students' Development and Extension Activities

(j) the Board of Information Technology

Sub Chapter-II

S3.2 Nomination of Members by Vice-Chancellor on Executive Council

(As per Section 27of the Act)

(1) The members nominated on the Executive Council as per the *Section 27(g)* of the Act shall be the Directors of four Regional Centres.

(2) The members of the Executive Council nominated as per the *Section 27(h)* of the Act shall be the Joint Directors of the Sub-Centres, by rotation as per seniority, provided that when a sufficient number of Sub-Centre is not created, to have this rotation meaningful, the senior-most amongst the three shall be nominated for the second term, while remaining two shall vacate the office.

(3) The nominations of the members by the Vice-chancellor on the Executive Council shall be on recommendation of the Nomination Committee appointed by the Vice-Chancellor, as prescribed in these Statutes.

(4) All orders and decisions of the Executive Council shall be authenticated by the signature of the Registrar or any other person authorized by the Executive Council in this behalf.

S3.3 Self Appraisal of Executive Council

(1) The functioning and performance of the Executive Council shall be self-appraised by a Committee comprising of Chancellor's Nominee as the chairperson and the Nominees of State Government on the Council every year.

(2) The Committee shall prepare the format of the key performance matrix for the Executive Council and submit the report to the Vice-Chancellor on the conclusion of the Academic year, on or before 30th June of the year.

(3) The Vice-Chancellor shall submit the report to the Chancellor.

S.3.4 Procedure at the Meeting of the Executive Council

(Under Section 39 (m) of the Act)

(1) The Executive Council shall meet at least seven times a year including one meeting for discussing and approving the financial estimates (budget) of the University and at other times, when convened by the Vice-Chancellor.

(2)The Vice-Chancellor may, whenever he thinks fit, and shall, upon a requisition in writing signed by not less than five members of the Executive Council, convene a special meeting of the Executive Council, within twenty one days of the receipt of such requisition.

S3.5 Notice of the Meeting of Executive Council

(1) The Registrar shall issue a notice of meeting of the Executive Council at least ten clear days before the date of the meeting with prior approval the Vice-Chancellor.

(2) He shall issue an agenda of the meeting to all the members at least seven clear days prior to the date of the meeting:

Provided that the Chairperson shall waive the period of notice in the case of an emergent meeting:

Provided further that in the case of emergent meeting, the proposals not included in the agenda of the meeting, may be taken up for consideration, with the consent of the Chairperson.

S3.6 Quorum of the Meeting of Executive Council

(1) The quorum for the meeting of the Executive Council shall be 13 members. If there is no quorum, the meeting shall be adjourned by minimum 30 minutes by the Chairperson and reconvened on the same day or on the following day.

Provided that for any regular or reconvened or continued meeting of the Executive Council the essential quorum shall be such that it consists of Vice-Chancellor, One Dean, one

Government Nominee, One Head of University Department, one representative each of Regional Centre and Sub-Centre and one principal of affiliated college/recognized Institute. If the essential quorum is not met, the meeting will be deferred.

(2) For the Special Meeting, the quorum of the meeting shall be the same as General Meeting as given in Clause (1)

S3.7 Conduct of the Meeting of Executive Council

(1) The Vice-Chancellor shall preside over the meeting.

(2) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.

(3) The business at the meeting shall be transacted in accordance with the agenda issued and the various proposals placed on the agenda shall be considered serially, unless otherwise decided at the meeting.

(4) All proposals on the agenda shall be decided by consensus or by a majority of votes of the members present.

(5) The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

(6) The Registrar, as the Secretary of the Council, shall have the right to participate in the deliberations but shall not have the right to vote.

(7) The permanent invitees, if any, shall have the right to participate in the deliberations relating to the particular subject matter only and shall not have the right to vote.

(8) The Council may refer any item of the agenda within its purview back to the relevant authority of the University.

(9) The decisions of the Council shall be recorded in the form of resolutions. It shall not contain the deliberations and discussions. However, any dissent specifically asked by the member/s for being so recorded, shall be recorded.

S3.8 Minutes of the Meeting of Executive Council

(1) The Registrar shall draft the minutes of the meeting and take approval of the Vice-Chancellor.

(2) The minutes of the meeting shall be circulated to the members of the Council along with the agenda of the subsequent meeting within seven days of the meeting.

(3) The comments received from the members within stipulated time shall be recorded and shall be discussed in the subsequent meeting before finalization of the minutes.

(4) The Registrar shall ensure that the action taken on every resolution of the Council is duly reported to the Council in the succeeding meeting of the Council

Sub Chapter-III

S3.9 Nomination of Members by Vice-Chancellor on Academic Council

(*under Section 30 of the act)*

(1) The nominated teachers on Academic Council as per the *Section 30(j)* of the Act shall be such that no two teachers shall belong to the same department.

(2) The experts nominated on the Academic Council as per the Section *30(i)* of the Act shall be experts from the Institutes of National Repute or renowned experts from industry with technology expertise.

(3) The nominations of the members by the Vice-Chancellor on the Academic Council shall be on recommendation of the Nomination Committee appointed by the Vice-Chancellor, as prescribed in these Statutes.

S3.10 Self-Appraisal of Academic Council

(1) The functioning and performance of the Academic Council shall be reviewed by a Committee comprising of State Government nominated experts on the Academic Council every year.

(2) The Committee shall be chaired by a member elected by the expert members of the Committee.

(3) The Committee shall prepare the format of the key performance matrix for the Academic Council and submit the self-appraisal report to the Vice-Chancellor in confidence on the conclusion of the Academic year on or before 30th June of the year.

(4) The Vice-Chancellor shall submit the report to the Chancellor.

S.3.11 Procedure at the Meeting of the Academic Council

(Under Section 39 (m) of the Act)

(1) The Academic Council shall meet at least four times a year and at other times, when convened by the Vice-Chancellor.

(2) The Director, Examinations, and Jt. Directors- Examinations of Regional Centres shall be permanent invitees of the Academic Council.

(3) The Registrar shall be the Secretary of the Academic Council

S3.12 Notice of the Meeting of Academic Council

The Registrarshall issue a notice of the meeting of the Academic Council at least fourteen clear days prior to the day of meeting with prior approval of the Vice-Chancellor. He shall send the agenda for the meeting to all the members seven clear days before the meeting.

S3.13 Quorum of the Academic Council

(1) The quorum for the meeting of the Academic Council,as per the *Section 30(4),* shall be 50% of total membership.

(2) If there is no quorum, the meeting shall be adjourned by the Chairperson for minimum 30 min and no quorum shall be necessary for the meeting when reconvened.

Provided that the essential quorum for the regular, reconvened or continued meeting of the Academic Council, shall consist of Vice-Chancellor, Two Directors of Regional Centres and Two Jt. Directors of Sub Centers of the University, Four Heads of University Departments and Schools, Four Principals of affiliated colleges, Two Deans and Two experts.

(3) If the essential quorum is not met, the meeting will be deferred.

S3.14 Conduct of meeting of Academic Council

(1) The Vice-Chancellor shall preside over the meeting

(2) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.

(3) The business at the meeting of the Academic Council shall be transacted in accordance with the agenda issued for the purpose

(4) The various proposals placed on the agenda shall be considered in series, unless otherwise decided at the meeting.

(5) All items on the agenda shall be decided by consensus or by a majority of votes of the members present.

(6) The Chairperson shall have a vote. In case of equality of vote the Chairperson shall have the casting vote.

(7) The Registrar, being the Secretary of the Council, and other permanent invitees, shall have the right to participate in the deliberations relating to the particular subject matter only and shall not have the right to vote.

(8) The decisions of the Academic Council shall be recorded in the form of resolutions. It shall not contain the deliberations and discussions. However, any dissent specifically asked by the member/s for being so recorded, shall be recorded.

S3.15 Minutes of the Meeting of Academic Council

(1) The Registrar shall draft the minutes of the meeting and take approval of the Vice-Chancellor.

(2) The minutes of the meeting shall be circulated to the members of the Council along with the agenda of the subsequent meeting seven days before the said meeting.

(3) The comments received from the members within stipulated time shall be recorded and shall discuss in the subsequent meeting before finalization of the minutes.

(4) The Registrar shall ensure that the action taken on every resolution of the Council is duly reported to the Council in the succeeding meeting of the Council.

Sub Chapter-IV

S3.16 Nomination of members on Planning and Evaluation (Monitoring) Board

(under Section 32 of the Act)

(1) The members on the Board as per of *Section 32(2)(d)* of the Act shall be the Directors of the four Regional Centres or their nominees not below the level Joint Directorof the respective Regional Centre.

(2) The members on the Board as per the *Section 32(2)(e)* of the Act, shall be five Joint Directors of the Sub-Centres

(3) The nominations of the members by the Vice-chancellor on the Planning and Evaluation (Monitoring) Board shall be on recommendation of the Nomination Committee appointed by the Vice-Chancellor, as prescribed in these Statutes.

S.3.17 Procedure at the Meeting of the Planning and Evaluation (Monitoring) Board

(Under Section 39 (m) of the Act)

(1) The Planning and Evaluation (Monitoring) Board shall meet at least three times a year and at other times, when convened by the Vice-Chancellor.

(2) The Registrar shall be Secretary of the Board.

S3.18 Notice of the Meeting of Planning and Evaluation (Monitoring) Board

The Registrar shall issue a notice of the meeting of the Planning and Evaluation (Monitoring) Board at least fourteen clear days prior to the day of meeting with prior approval of the Vice-

Chancellor. He shall send the agenda for the meeting to all the members seven clear days before the meeting.

S3.19 Quorum of the Planning and Evaluation (Monitoring) Board

(1) The quorum for the meeting of the Planning and Evaluation (Monitoring) Board shall be half of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson for at least 30 minutes and reconvened on the same day or the following day and no quorum shall be necessary for the reconvened meeting.

Provided that the essential quorum of for the regular/reconvened/continued meeting shall be such that it consists of Vice-Chancellor, one Dean, Two directors of Regional Centres and Two Jt. Directors of Sub-Centers.

S3.20 Conduct of Meeting of Planning and Evaluation (Monitoring) Board

(3) The Vice-Chancellor shall preside over the meeting.

(4) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.

(5) The business at the meeting of the Planning and Evaluation (Monitoring) Board shall be transacted in accordance with the agenda issued for the purpose.

(6) The proposals placed on the agenda shall be considered serially, unless otherwise decided at the meeting.

(7) All Items on the agenda shall be decided by consensus or by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of vote the Chairperson shall have the casting vote.

(8) The Registrar, being the secretary of the Board, and other permanent invitees, shall have the right to participate in the deliberations relating to the particular subject matter only and shall not have the right to vote.

(9) The decisions of the Planning and Evaluation (Monitoring) Board shall be recorded in the form of resolutions. It shall not contain the deliberations and discussions. However, any dissent specifically asked by the member/s for being so recorded, shall be recorded.

S3.21 Minutes of the Meeting of Planning and Evaluation (Monitoring) Board

(1) The Secretary shall draft the minutes of the meeting and take approval of the Vice-chancellor.

(2) The minutes of the meeting shall be circulated to the members of the Council along with the agenda of the subsequent meeting within seven days of the meeting.

(3) The comments received from the members within stipulated time shall be recorded and shall discuss in the subsequent meeting before finalization of the minutes.

(4) The actions taken on the resolutions shall be reported to the Board in its succeeding meeting.

(5) The Minutes of the meeting shall be sent to the Executive Council for further consideration

Sub Chapter-V

S3.22 Nomination of members on Finance Committee

(under Section 34 of the Act)

(1) The members of the Finance Committee as per the *Section 34(2)(d)* of the Act shall be the Directors of the Four Regional Centres or their representative not below the level of Joint Director of respective Regional Centres.

(2) The members of the Committee as per the *Section 34(2)(e)* of the Act shall be three Joint Directors of the Sub-Centres by rotation as per seniority, provided that till a sufficient number of sub-centres is not created to have this rotation meaningful, the senior-most amongst the three shall be nominated for the second term, while remaining two shall vacate the office;

(3) The nominations of the members by the Vice-Chancellor on the Finance Committee shall be on recommendation of the Nomination Committee appointed by the Vice-Chancellor, as prescribed in these Statutes.

S3.23 Powers and Duties of the Finance Committee

(As per Section 34(11) of the Act)

(1)The Finance Committee shall-

(a) Examine proposals relating to creation of posts, upgradation of pay-scales and estimate corresponding expenditures

(b) Prepare the Budget of the University considering the funds available with the University

(c) Prepare Financial estimates and proposals for expenditure during the year and present to Executive Council

(d) Recommend purchase of equipment's, materials, construction of buildings, from the University's funds

(e) Recommend to the Executive Council limits of recurring and non-recurring expenditures

(f) Examine progress of the expenditure of budgeted funds and ensure expenditure was in accordance with the provisions of the Act

(g) Submit quarterly financial audit to the Executive Council

(h) Suggest remedial action for the proper utilization of the funds available to the University

(i) Take necessary steps in getting audits of the accounts by auditors appointed by the Executive Council

S3.24 Procedure at the Meeting of Finance Committee

(Under Section 39 (m) of the Act)

(1) The Committee shall meet at least thrice and as often as necessary

(2) An emergent meeting may be convened by the Chairperson of the Committee

S3.25 Notice of the Meeting of Finance Committee

(1) The finance Officer of the University shall prepare the agenda for each meeting and shall get the same approved by the Chairperson of the Committee.

(2) The date of the meeting of the Committee shall be so fixed as to allow notice thereof being given at least seven clear days before the date of the meeting to each member along with the agenda and agenda notes of the meeting:

Provided that an emergent meeting of the Committee may be called at a shorter notice if it is found necessary by the Chairperson of the Committee.

S3.26 Quorum of the Meeting of Finance Committee

(1) The essential quorum for a meeting of the Committee shall be four members. If there is no quorum, the meeting shall be adjourned by the Chairperson for 30 min and reconvened on the same day. No quorum shall be necessary for such adjourned meeting when reconvened.

Provided no quorum shall be necessary on the following day of the continued meeting.

Provided further that the essential quorum forregular as well as reconvened meetings of the Committee shall consist of Vice-Chancellor, Finance Officer, One expert and one Director of Regional centres or his Nominee.

S3.27 Conduct the Meeting of Finance Committee

(1) The Vice-Chancellor shall preside over the meeting.

(2) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.

(3) The date of the meeting of the Committee shall be so fixed as to allow notice thereof being given at least seven clear days before the date of the meeting to each member along with the agenda and agenda notes of the meeting:

Provided that an emergent meeting of the Committee may be called at a shorter notice if it is found necessary by the Chairperson of the Committee.

S3.28 Minutes of the meeting of Finance Committee

(1) The Finance officer of the University shall prepare the minutes of each meeting of the Committee and shall forward the same to all members of the Committee within seven days from the date of the meeting after seeking approval of the Chairperson of the Committee for the same. The minutes of the meeting shall be confirmed in the next meeting of the Committee.

(2) A copy of the minutes of every meeting of the Committee shall be placed before the Executive Council in its meeting held immediately after the meeting of the Committee.

(3) The action take on the resolutions shall be reported to the Committee in its succeeding meeting

(4) The Minutes of the meeting shall be communicated to the Executive Council for further consideration

Sub Chapter-VI

S3.29 Faculty

(Under Section 36 and 39(e) of the Act)

(1) The Faculty shall be the academic coordinating authority of the University in respect of studies and research in relation to the subjects included in the respective Faculty and also in respect of studies and research in multi-faculties and shall report to the Academic Council.

(2) The University shall have the following Faculties, namely -

(a) Faculty of Engineering and Technology

(b) Faculty of Pharmacy

(c) Faculty of Architecture

(d) Faculty of Hotel Management and Catering Technology

(e) Faculty of Humanities and Sciences

S.3.30 Subjects under Faculties

(As per Section 39 (m) of the Act)

(1) The subjects under the Faculties shall be as under:

(a) Faculty of Engineering and Technology

(i) Chemical Engineering, Petrochemical Engineering, Biochemical Engineering, Polymer Engineering, Bioprocess Engineering, Bioengineering

(ii) Civil Engineering, Environmental Engineering, Mining Engineering

(iii) Mechanical Engineering, Automobile Engineering, Thermal Engineering, Production Engineering

(iv) Electrical Engineering, Power Engineering, Instrumentation Engineering

(v) Electronics Engineering, Electronics and Telecommunication Engineering, Biomedical Engineering

(vi) Computer Engineering, Computer Science Enhineering, Information Technology

(vii) Sustainability Engineering, Product Design Engineering

(viii) Vocational Courses in Engineering and Technology

(b) Faculty of Pharmacy

(i) Pharmacy

(c) Faculty of Architecture

(i) Architecture

(ii) Construction Management

(d) Faculty of Hotel Management and Catering Technology

(i) Hotel Management and Catering Technology

(e) Faculty of Humanities and Sciences

(i) English

(ii) Basic Sciences- Chemistry, Physics, Mathematics

(iii) Earth Sciences

(iv) Marine Sciences

(v) Management

(2) The Academic Council *suo motu* or on the recommendation of the Faculty/Faculties concerned may constitute, divide, combine or abolish the Faculty/Faculties and shall decide by consensus or majority of two-third votes of the members present. Such

constitution, division, combination or abolition shall be effective from the date of the assent to the amendment to the Statute by the Chancellor.

(3)Notwithstanding anything contained in the foregoing Statutes, when there is no subject existing for being taught, when there is no Board of Studies incorporating the subject, or when there is no Faculty comprising the present Board of Studies and/or subjects, the Academic Council *suo motu* shall constitute the new Faculty, by a resolution approved byconsensus ora majority of two-third of the members present and voting.

S3.31 Constitution of Faculty

(under Sections 36 and 39 (e)of the Act)

(1) A Faculty shall consist of the following members, namely :—

(a) The Dean of the Faculty-Chairperson

(b) The Registrar- Secretary

(c) Chairperson of each Board of Studies for the subjects comprised in the faculty;

(d) One person, nominated by each Board of Studies

(e) Five expert members, to be nominated by the Vice-Chancellor in consultation with the Dean of the Faculty

(2)The nominations of the members by the Vice-Chancellor on the Faculty shall be on recommendation of the Nomination Committee appointed by the Vice-Chancellor, as prescribed in these Statutes.

(3) The Faculty shall meet at least twice in an academic year.

S3.32 Powers and Duties of the Faculty

(under Sections 36 and 39 (e)of the Act)

(1) The Faculty shall have the following powers and duties namely -

(a) to consider the reports on any matters referred to it by the Executive Council, Academic Council, Boards of Studies.

(b) to create time bound operative mechanism for implementation of the academic policy decisions.

(c) to consider and recommend with modifications, if any, the matters referred to it by the Boards of Studies to the Academic Council.

(d) to review and recommend to the Academic Council the course syllabi, programme structures and evaluation schemes of various programme, as prepared and forwarded by the Boards of Studies.

(e) to study and certify the curricula made by the autonomous colleges, empowered autonomous colleges or cluster of institutions.

(f) to recommend to the Board of Deans the requirements regarding the conduct of post-graduate or under-graduate teaching, research, training and instruction, in University departments or institutions, affiliated colleges and recognized institutions, including the manpower requirement.

(g) to consider and recommend to the Board of Deans, new courses, interdisciplinary courses and short-term training programmes referred to it by the Boards of Studies or the Board of University Departments and Interdisciplinary Studies.

(h) to ensure that guidelines framed by the Academic Council in relation to teaching, research, training and instruction are implemented.

(i) to plan and organize inter-departmental and inter-faculty programmes in consultation with the Board of Deans, Boards of Studies and the Board of University Departments and Inter-disciplinary Studies.

(j) to recommend to the Teachers Training, Curriculum Development & Design Centre to conduct refresher and orientation programmers for teachers of affiliated colleges and University departments, especially for the revised or newly introduced or inter-disciplinary courses of study, training and advance training, field exposure and deputation.

(k) to recommend creation of a new post-graduate Centre or Research centre of the University at Main Centre, Regional Centres or SubCentres in a particular discipline or a new course in the existing post-graduate centre in an affiliated college.

(l) to understand the requirements of industry and society and bring its relevance in the syllabi by continual updating of courses.

(m) to promote choice based credit systems in all the programs.

(n) to work out and promote use of technology in teaching and learning and assessment.

(o) to undertake any other task in respect of studies and research in relation to the subjects included in the Faculty and also in multi-faculties, as may be assigned to it by the University authorities.

S.3.33 Self-Appraisal of Faculty

The Dean of the Faculty shall submit a self-appraisal of the Faculty at the end of each academic year, but not later than 30th June, to the Vice-Chancellor; and the Vice-Chancellor shall place the same before the Academic Council for its information and necessary action.

S3.34 Abolition of Faculty

(under Section 39(e) of the Act)

(1) The Academic Council may decide abolition of a Faculty in the University in the following conditions.

(a) The Faculty is abolished from the functioning of the University by an Act by State or Central Government or by Regulatory bodies.

(b) There is no or poor scope of development in the said Faculty as evidenced by the past trend in the Faculty.

(2) After the Academic Council resolves to abolish the Faculty, necessary amendment in the relevant Statute shall be made after following the procedure as prescribed in the Act.

S3.35 Procedure at the Meeting of Faculty

(Under Section 39 (m) of the Act)

The Faculty shall meet at least twice a year or on requisition of one-third of its sitting members.

S3.36 Notice of the meeting of Faculty

The Registrar shall issue a notice of at least eight clear days along with the agenda of the meeting to all the members of the faculty.

S3.37 Quorum for the meeting of Faculty

The quorum for the meeting of the Faculty shall be one-third of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson for minimum thirty minutes and held again ;

Provided that the essential quorum of for the regular or reconvened or continued meeting shall be such that it consists of Dean, Three Chairmen of the Boards of Studies and Two experts.

S3.38 Conduct of meeting of Faculty

(1) The Dean of the Faculty shall preside over the meeting.

(2) The business at the meeting of the Faculty shall be transacted in accordance with the agenda issued and the various proposals placed on the agenda shall be considered serially, unless otherwise decided at the meeting.

(3) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

S3.39 Minutes of the Meeting of Faculty

(1) The minutes of the meeting of the Faculty shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval .

(2) On approval of the minutes by the Vice-chancellor, the officers concerned may proceed with the implementation of the resolutions passed by the Faculty.

(3) The action taken on the resolutions shall be reported to the Faculty in the succeeding meeting.

(4) The minutes of the meeting shall be sent to Academic council for further consideration

Sub Chapter-VII

S3.40 BOARDS OF STUDIES:

(under section 35(1) of the Act)

(1) The University shall have Boards of Studies in the following Faculties *:*

(a) Faculty of Engineering and Technology

(b) Faculty of Pharmacy

(c) Faculty of Architecture

(d) Faculty of Hotel Management and Catering Technology and Humanities and Basic Sciences

(2) There shall be following Boards of Studies in the subjects or groups of subjects under the respective faculties.

(A) Faculty of Engineering and Technology

(i) Board of Studies in Chemical Engineering,Biochemical Engineering, Biotechnology, Bioengineering, Petrochemical Engineering and Polymer Engineering.

(ii) Board of Studies in Civil Engineering, Environmental Engineering and Mining Engineering.

(iii) Board of Studies in Mechanical Engineering, Production Engineering, and Automobile Engineering.

(iv) Board of Studies in Electrical Engineering, Instrumentation Engineering; Electrical and Instrumentation Engineering.

(v) Board of Studies in Electronics Engineering and Electronics and Telecommunication Engineering, Biomedical Engineering.

(vi) Board of Studies in Computer Science and Computer Engineering.

(vii) Board of Studies in Information Technology.

(viii) Board of Studies in Vocational Skill Development Courses.

(B) Faculty of Pharmacy

(i) Board of Studies in Pharmacy

(C) Faculty of Architecture

(i) Board of Studies in Architecture

(D) Faculty of Hotel Management and Catering Technology

(i) Board of Studies in Hotel Management and Catering Technology

(E) Faculty of Sciences and Humanities

(i) Board of Studies in Chemistry

(ii) Board of Studies in Mathematics

(iii) Board of studies in Physics

(iv) Board of Studies in English

(v) Board of Studies in Earth Sciences

(vi) Board of Studies in Marine Sciences

(3) The Academic Council *suo motu* or on the recommendation of the Faculty/ Faculties concerned may constitute, divide, combine or abolish a Board of Studies or an *ad-hoc* Board of Studies and shall decide by consensus or majority of two-third votes of the members present and voting. Such constitution, division, combination or abolition shall be effective from the date decided by the Academic Council.

(4)Notwithstanding anything contained in the foregoing Statutes, when there is no subject existing for being taught, when there is no Board of Studies incorporating the subject, the Academic Council *suomotu* shall constitute the new Board of Studies, by a resolution approved by two-third of the members present and voting.

(5)After the Academic Council resolves to constitute, divide, combine or abolish a Board of Studies, necessary amendment in the relevant Statute shall be made after following the procedure as prescribed in the Act.

S3.41 Nomination on Board of Studies*(under section 35(1) of the Act)*

The nominations of the members by the vice-chancellor on the Board of Studies shall be on recommendation of the Nomination Committee appointed by the Vice-Chancellor, as prescribed in these Statutes.

S3.42 Powers and Duties of Board of Studies

(as per the Section 39(e) of the Act)

(1) The Board of Studies shall have following power and duties:

(a) To recommend to Academic Council through Faculty the introduction of new degrees and diploma.

(b) To recommend to the Academic Council through Faculty discontinuation of degrees and diplomas which have become irrelevant.

(c) To recommend to the Faculty the curricula and syllabi and evaluation scheme of the programs/ courses under its purview.

(d) To recommend to the Faculty modifications with respect of addition, deletion or upgradation of courses /programme.

(e) To suggest to the Faculty the organization of orientation, extensional programs and refresher courses in subjects concerned.

(f) To review the examination papers of the University in the subjects under its purview and suggest appropriate measures for quality improvement.

(g) To undertake any task assigned by the University Authorities with respect to subjects concerned.

(a) No member of BoS shall be chairman, paper setter, examiner and moderator,

Provided that in case of emergency the matter should be referred to the Vice-Chancellor.

(2) The Board of Studies shall prepare the panels of chairpersons, paper setters, examiners, moderators for every subject of the discipline for the University Examinations and submit them to the Board of Examinations for consideration. For this, the Board shall constitute a Committee of

(a) Chairperson of the Board of Studies.

(b) Two members of the Board of Studies, nominated by the concerned Board of Studies, from among its members of whom at least one must be a post-graduate teacher with Research and Development experience of at least Five years *after* PhD.

(3) The Committee shall ensure timely submission of question papers and model answers by the chairpersons of each subject in their discipline, once approved by the Board of Examination.

(4) Each Board of Studies, through its Chairperson, shall submit a self-appraisal at the end of each academic year, but not later than 30th June to the Dean of the Faculty; and the Dean Faculty shall place the same before the Academic Council for its information.

S3.43 Procedure at the Meeting of Board of Studies

(Under section 39 (m) of the Act)

(1) The Registrar shall issue the notice of meeting of the Board of the Studies.

(2) The Board of Studies shall meet at least three times a year and or on requisition of one-third of its sitting members.

S3.44 Notice of the Meeting of Board of Studies

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

S3.45 Quorum of the Meeting of Board of Studies

(1) The quorum for the meeting of the Board of Studies shall be the essential quorum for regular and recommend meeting of the project shall be the head of the school/Department, one teacher and the expert member. If there is no quorum, the meeting shall be adjourned by the Chairperson for 30 minutes and no quorum shall be necessary for reconvened meeting.

Provided for regular, reconvened, continued meeting, the essential quorum is Head of University Department/ School and one expert.

(2)For the Board of Studies in Interdisciplinary Programme, the essential quorum shall be Dean, one BoS Chairman, one teacher and one external expert.

S3.46 Conduct of the Meeting of Board of Studies

(1) The Head of School or Head of Department concerned in the University or the Chairperson appointed by the Vice-Chancellor shall preside over the meeting.

(2) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.

(3) The business at the meeting shall be transacted in accordance with the agenda issued and the various proposals placed on the agenda shall be considered serially, unless otherwise decided at the meeting.

(4) All proposals on the agenda shall be decided by consensus or a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

(5) Any two or more Boards may, and at the directions of the Academic Council or the Executive Council, may meet and act in concurrence and render a joint report upon any matter which lies within the purview of the Boards. The quorum of a joint meeting of the Boards shall include a full quorum of each Board represented, no member present being counted on more than one separate quorum. The joint meeting shall elect one of the Chairpersons of the Boards of Studies to act as the Chairperson.

S3.47 Minutes of of Meeting of Board of Studies

(1) The minutes of the meeting of the Board of Studies shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.

(2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions passed by the Board of Studies.

(3) The action taken on the resolutions shall be reported to the Board of Studies in the succeeding meeting.

(4) The Minutes of the meeting shall be sent to the Faculty concerned for further consideration

S3.48 Board of Studies in Inter-disciplinary Programmes

(*Sections 26(f) and 39 (e) of the Act)*

(1) A multi-Faculty Board of Studies in Inter-disciplinary Programmes shall be formed for programmes which are multidisciplinary or interdisciplinary. The Board of Studies in Inter-disciplinary Programmes shall have the following members.

(a) Chairpersons of Boards of Studies from each Faculty, nominated by the Vice-Chancellor, taking into consideration the objectives of such a Multi Faculty Board of Inter-disciplinary Studies.

(b) Three experts from subjects other than the subjects of the Chairman of Board of Studies nominated on such a Board as per Sub-clause (a) above, nominated by the Vice-Chancellor.

(c) One eminent person from Agriculture, Industry, academic Institutes and Services, nominated by the Vice-Chancellor.

(d) Two Professors from the University Departments, nominated by the Vice-Chancellor.

(2) The nominations of the members by the Vice-Chancellor on the Board shall be on recommendation of the Nomination Committee appointed by the Vice-Chancellor, as prescribed in these Statutes.

(3) The Senior Chairman of Board of Studies shall be the Chairman of the Board.

(4) The term of office of the members of the Board shall be co-terminus with the tenure of the respective Faculties of Boards of Studies.

S3.49 Powers and Duties of the Board of Studies in Inter-disciplinary program

(*Sections 26(f) and 39 (e) of the Act)*

(1) The Powers and Duties of the Inter-disciplinary Board shall be -

(a) to recommend to the Academic Council, projects relating to the Inter-disciplinary subjects;

(b) to make proposals to the Academic Council, for the conduct of inter-disciplinary and area or regional studies.

(c) to recommend to the Academic Council, under a reference to it by the Executive Council or by the Academic Council or by the Board of Studies or by the Faculty concerned or otherwise, the course of inter- disciplinary studies.

(d) to recommend to the Academic Council and to the Executive Council, projects relating to the inter-disciplinary subjects, which may be useful for industrial, technological, agricultural, social, economic or such other development.

(e) to recommend to the Academic Council, programmes or Courses of studies, in the group of subjects within its purview.

(f) to recommend books, study materials, reference materials for the programmes.

(g) to draft the syllabi for the programmes and courses concerned and forward them to Academic Council for approval.

(h) to recommend to Academic Council, the introduction of new degrees and diploma programs

(i) to recommend to the Academic Council discontinuation of degrees and diplomas which have become irrelevant.

(j) to recommend to the Faculty the curricula and syllabi and evaluation scheme of the programs/ courses under its purview.

(k) to recommend to the faculty modification with respect of addition, deletion or upgradation of courses /programs.

(l) to prepare the panels of paper setters, examiners, moderators for the Examination and submit them to the Board of Examinations.

(m) to suggest to the Faculty the organization of orientation, extensional programs and refresher courses in subjects concerned.

(n) to understand the requirements of industry and society and bring its relevance in the syllabi.

(o) to review the examination papers of the University in the subjects under its purview.

(p) any such other matters as may be referred to it and relevant to the subjects of the disciplines or the Board.

(2) The Board, through its Chairperson, shall submit a self-appraisal at the end of each academic year, but not later than 30th June to the Dean- Faculty; and the Dean-Faculty shall place the same before the Academic Council for its information.

S3.50. Ad-Hoc Board of Studies

(under Section 39 (m) of the Act)

(1) There shall be an Ad-hoc Board of Studies in a subject or group of subjects where it is not possible to constitute a regular Board of Studies.

(2) The Academic Council *suo motu* or on recommendation of the Faculty/Faculties concerned may constitute an *ad-hoc* Board of Studies and shall decide by majority of two-third votes of the members present and voting. Such constitution shall be effective from the date decided by the Academic council.

(3) The Ad-hoc Board shall consist of not more than five persons. The Chairman of the Board shall be nominated by the Vice-Chancellor. Out of the other members one shall be an expert from outside the University.

(4) The Ad-hoc Board shall function till such time as the regular Board of Studies in the particular subject is constituted under the Act.

(5) The tenure of the office of all the members shall be of three years from the date of first meeting or formation of the Board of Studies, whichever is earlier.

(6) The Ad-hoc Board shall exercise the same powers and perform the same duties as prescribed for a regular Board of Studies.

(7) The Ad-hoc Board shall follow the same Statutes of Board of Studies for procedure and conduct of business at themeetings.

Sub Chapter-VIII

S3.51 Board of Examinations

(under Section 26(f), 39(a) of the Act)

(1) The Board of Examinations shall consist of the following members, namely -

(a) the Vice-Chancellor or Senior-most Dean on his appointment by the Vice-Chancellor, Chairperson

(b) the Deans of Faculties

(c) Directors, Regional Centres of the University

(d) Jt. Directors, Sub-Centres of the University

(e) Two Principals of affiliated Colleges, nominated by the Executive Council

(f) One Professor of the University Departments, to be nominated by the Planning and Evaluation(Monitoring) Board

(g) One teacher from affiliated Colleges other than Heads of Departments or Principals of affiliated colleges, to be nominated by Academic Council

(h) One expert in the field of evaluation in computerized environment, nominated by the Vice-Chancellor

(i) The Director- Examination, Member-Secretary

(2) The tenure of nominated members on the Board shall be for three years with no reappointment.

(3) The nominations of the members by the Vice-Chancellor on the Board shall be on recommendation of the Nomination Committee appointed by the Vice-Chancellor, as prescribed in these Statutes.

S3.52 Powers and duties of the Board of Examinations

(Under Section 26(f), 39 (a) of the Act)

(1) The Board of Examinations shall have the following powers and duties, namely -

(a) to ensure proper organization of examinations and tests of the University, including moderation, tabulation, evaluation and timely declaration of results.

Provided that, the Board for the purposes of this clause, may give considerations to the recommendations of the Board of Students' Development and Extensional Activities regarding alternative arrangements.

(b) to recommend appropriate examination fees, late fee, verification fee, remuneration of paper setters, examiners and moderators, conduct of examination, etc., to the Academic Council.

(c) to prepare the financial estimates relating to examinations and evaluation and shall submit the same to the Finance Committee for incorporation in the annual financial estimates (budget) of the University.

(d) to arrange for strict vigilance during the conduct of examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors, etc.

(e) to establish procedures and devise operative mechanism for credit assessment in the modular structure by the teachers and use of computer technology for the entire process of assessment and evaluation including creating and effectively using a repository of question banks.

(f) to ensure that the assessment of the answer books is done through central assessment system by following the system of masking and de-masking of answer books or any other alternative system for ensuring the objectively and confidentially.

(g) to undertake examinations and evaluation reforms in order to make examination and evaluation system more efficient.

(h) to appoint paper-setters, examiners and moderators from the panels prepared by the respective Boards of Studies.

(i) to appoint referees for evaluation of PhD Theses and Masters' dissertations.

(j) to hear and address the complaints relating to the conduct of examinations and evaluation.

(k) to remove and debar the paper-setters, examiners and moderators for malpractices.

(l) to exercise such other powers in relation to examinations and evaluation as may be assigned to it by or under the Act and these Statutes.

(4) (a) It shall be obligatory on every teacher and non-teaching employee of the University, affiliated colleges, or recognized institutions, to give the necessary assistance and service in respect of the examinations of the University and evaluation as prescribed by the Board of Examination. If any such person fails to comply with the order of the University or College or Institution, in this respect, it shall be treated as a misconduct and he/she shall be liable for disciplinary action.

(b) In order to investigate and take disciplinary action for failure to comply with the orders of the University for rendering assistance or service in respect of examinations by or on behalf of the University or evaluation of students or formal-practices and lapses on the part of candidates, paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations including the pre-examination stage and the post-examination stage or at any stage whatsoever, the Board shall constitute a Committee of not more than three persons from the Board members of whom the senior-most shall be the Chairman.

(c) Such Committee shall submit its report and recommendations to the Board, who may direct the Director, Examinations, the disciplinary action that is to be taken against the person or persons involved in the malpractices, directly or indirectly, and the Director, Examinations, shall proceed to implement the decisions of the Board.

(3)In case of any emergency requiring immediate action to be taken, the Vice-chancellor or an officer authorized by him shall take action as he thinks fit and necessary and shall report the same to the Board at next meeting of the Board.

(4)The Board, through Director-Examinations, shall submit a self-appraisal at the end of each academic year, but not later than 30th June to the Vice-Chancellor; and the Vice-Chancellor shall place the same before the Academic Council and Executive Council for information.

S3.53 Committees for the appointment of paper-setters, examiners, and moderators

(*under Section 85 of the Act*)

(1)The Board of Examination shall form Committee(s) for appointment of Paper setters, Examiners, Moderators in each discipline of the Faculty, as per the *Section 85* of the Act,

(2)If there is no school in the University, the Vice-Chancellor shall appoint the Head of the Department of the University on the Committee.

(3)If there is no Department in the University, the Vice-chancellor shall appoint a Principal from an affiliated college in the discipline of respective Faculty such that he has an experience as Principal for at least five years and has been involved in conduct of University of examinations for five years.

(4)The members nominated in Clause 1*(c) to 1(e)* of Section 85 are the members the Executive Council, Academic Council and Planning and Monitoring Board, nominated by the respective authorities.

(5)The Committees shall review the panels of Paper Setters, Examiners, and Moderators, suggested by the respective Board of Studies and recommend the final names to the Executive Council for approval.

(6)The Executive Council shall ordinarily approve the names recommended by the Committee for appointment as paper setters, examiners and moderators or make changes, only if necessary, but shall record the reasons for such changes when made.

(7)The Director- Examinations shall issue the letters of the appointments to the concerned persons.

(8)No member of the Board of Examinations or of the Committees at Clause *(1)* above shall be appointed as paper-setter, examiner, and moderator for any University examination or test;

Provided that the Vice-Chancellor shall have the power to appoint a member of the Board of Examination or of the Committees asClause (1) above, as a paper-setter, examiner, and moderator for any University examination or test, where no eligible teacher is available

relating to such subject or who is not a member of Board of Examination and Evaluation or of the committees at Clause (1) above.

S3.54 Procedure at the Meeting of Board of Examinations

The Board of Examinations and Evaluation shall meet at least twice in an academic year.

S3.55: Notice of the Meeting of Board of Examinations

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members by the Registrar.

S3.56: Quorum of the Meeting of Board of Examinations

(1) The quorum for the meeting of the Board of Examinations shall be one-third of the number of the sitting members.

(2) If there is no quorum, the meeting shall be adjourned by the Chairperson for 30 min and reconvened on the same day and no quorum shall be necessary for such reconvened meeting.

(3) No quorum shall be necessary on the following day of the continued meeting.

Provided that the essential quorum for the regular or reconvened or continued meeting shall consist of Vice-Chancellor, Director- Examination, one Dean, One Director of Regional Centre and One Jt. Director of Sub Centre of the University and One Principal or Teacher of an Affiliated college.

S3.57: Conduct of the Meeting of Board of Examinations

(1) The Vice-Chancellor shall preside over the meeting.

(2) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.

(3) All items on the agenda shall be decided by consensus or a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

(4) The decision of the Board shall be recorded in the form of a resolution. It shall not contain the deliberations and discussions. However, any dissent specifically asked by the member/s for being so recorded, shall be recorded.

S3.58: Minutes of the Meeting of Board of Examinations

(1) The minutes of the meeting of the Board of Examinations shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.

(2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board.

(3) The actions taken on the resolutions shall be reported to the Board in its succeeding meeting.

(4) The Minutes of the meeting and action taken report shall be sent to Academic Council for further consideration

Sub Chapter-IX

S3.59 Board of Deans

(Under Sections 26(f) and 39 (a) of the Act)

(1) There shall be a Board of Deans to co-ordinate, oversee, implement and supervise the academic activities of the University.

(2) The Board of Deans shall consist of the following members, namely:—

(a) The Vice-Chancellor or in his absence the Senior-most Dean as his nominee-Chairperson;.

(b) Deans of Faculties.

(c) Director, Students Development and Extensional Activities.

(d) Associate Deans of faculties, if any.

(e) One Senior Professor of the University Departments, nominated by Vice-Chancellor.

(f) Dean, Research and Development and Industrial relations, Member Secretary.

(3) The Board shall be responsible to plan the development of the University in academics, research and development, entrepreneurship, intellectual property rights, incubation of industries and linkages with industries for integrated planning.

(4) The Board shall also plan, monitor, guide and coordinate under-graduate and post-graduate academic programmes and development of affiliated colleges.

S3.60 Powers and Duties of Board of Deans

(Under Sections 26(f) and 39 (a) of the Act)

(1) The Board of Deans shall have the following powers and duties, namely -

(a) review reports of Local Inspection Committees of colleges and recommend to the Academic Council, approval or denial of affiliation or withdrawal of affiliation

(b) to conduct all accreditation related activities of the University Departments and programmes conducted by the University Departments

(c) to monitor accreditation of programmes of the University and at affiliated Colleges/Institutes by the regulatory bodies

(d) to make recommendations to the Academic Council for the conduct of undergraduate and post-graduate programmes in the University departments, affiliated colleges and recognized institutions;

(e) to consider and recommend to the Academic Council, new course/programme, inter-disciplinary courses/programmes and short-term training programmes referred to it by the Faculties;

(f) to control, regulate and co-ordinate research activities to maintain standards of teaching and research in the University departments and post-graduate departments in colleges and recognized institutions;

(g) to recommend to the Academic Council, the norms of recognition of post-graduate teachers and research guides in colleges and recognized institutions;

(h) to grant recognition to the post-graduate teachers and research guides as recommended by the Research and Recognition Committees in accordance with the norms prescribed by the Academic Council

(i) to prepare a comprehensive perspective plan of five years for integrating therein the plan of development in a manner ensuring equitable distribution of facilities for technical education, as per the guidelines framed by the University Grants Commission. All India Council for Technical Education and the Government.

(j) to prepare the annual plan for the location of colleges and institutions of higher learning, in consonance with the perspective plan;

(k) to oversee the continuation of affiliation to colleges and continuation of recognition to institutions through a system of academic audit;

(l) to recommend proposals to the Academic Council for the establishment of conducted colleges, schools, departments, institutions of higher learning, research and specialized studies, academic services units, libraries, laboratories in the University;

(m) to consider and make recommendations to the Academic Council for creation of posts of University teachers and non-vacational academic staff required by the University, from the funds of the University and from the funds received from other funding agencies, and prescribe their qualifications, experience and pay-scales;

(n) to make proposal to the Executive Council for the institution of fellowship, travelling fellowship, scholarship, studentship, medals and prizes and make regulations for their award;

(o) to recommend to the Executive Council through the Academic Council, the proposal for the conduct of inter-faculty and area or regional studies and establish common facilities, such as instrumentation centres, workshops, etc.;

(p) to recommend to the Academic Council the proposals to prescribe fees, other fees and charges;

(q) to draft Ordinances and place them before the Academic Council, for approval

(r) to draft Rules and Regulations and place them before the Academic Council for approval.

S3.61 Procedure at the Meeting of Board of Deans

(under Section 39 (m) of the Act)

The Board of Deans shall meet at least four times a year or on requisition of one-third of its sitting members.

S3.62 Notice of the Meeting of Board of Deans

The notice of at least **seven** clear days along with the agenda for the meeting shall be given to the members by the Secretary in consultation with the Chairperson.

S3.63 Quorum of the Meeting of Board of Deans

(1) The quorum for the meeting of the Board of Deans shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson for 30 minutes and reconvened on the same day and no quorum shall be necessary for such reconvened meeting.

Provided further that no quorum shall be necessary on the following day of the continued meeting.

Provided further the essential quorum of the regular, or reconvened or continued meeting shall be the Vice-chancellor and Two Deans.

S3.64 Conduct of the Meeting of Board of Deans

(1) The Vice-Chancellor or in his absence, the senior-most Dean on his appointment by the Vice-Chancellor, shall preside over the meeting.

(2) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.

(3) The business at the meeting of the Board of Deans shall be transacted in accordance with the agenda issued for the purpose and the various proposals placed in the agenda shall be considered serially, unless otherwise decided at the meeting.

(4) All items on the agenda shall be decided by consensus or a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

(5) The decisions of the Board of Deans shall be recorded in the form of resolutions.

S3.65 Minutes of the Meeting of Board of Deans

(1) The minutes of the meeting of the Board of Deans shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.

(2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Deans.

(3) The actions taken on the resolutions shall be reported to the Board of Deans in the succeeding meeting.

(4) The Minutes shall be sent to the Academic Council for further consideration

Sub Chapter-X

S3.66 Board of University Departments and Interdisciplinary Studies

(Under Sections 26(f) and 39 (a) of the Act)

(1) There shall be a Board of University Departments and Interdisciplinary Studies of the University to organize the tasks and activities of the University Departments at the Main Centre.

(2) The Board shall consist of the following members, namely:-

(a) The Vice-chancellor - Chairperson

(b) Heads of University Schools, if any

(c) Each Head of University Departments or his nominee from the Department

(d) Principal, Diploma Institute.

(f) The Registrar

(3) The Vice-chancellor may appoint a Senior Dean or Senior Professor from the University Department as Chairman of the Board.

(4) The Chairman shall nominate one of the Heads of Departments as the Member-Secretary of the Board

(5) The Board shall invite not more than three faculty members from University Departments as invitees by rotation for a period of two years, one each from Professor/ Associate Professor/ Assistant Professor levels by seniority.

(6) The following shall be other invitees for the Board meetings as per the agenda items of the meeting, *only for the issues related to the Institute or the concerned Sections of the University*

(a) University Engineer, for infrastructure of University Departments and Institute

(b) Store Keeper or Verification Officer for Procurement related activities

(c) Accountant from Finance Section for Accounts related issues

(d) One representative each of Students and Establishment Sections.

(7) The Board shall meet as frequently as possible but at least once every quarter. The essential quorum of the meeting shall be the Chairman, Three HoDs and Two Teachers, other than HoDs.

(8) The Board shall take decisions by consensus or majority voting, which are as per the guidelines laid down by the Act and the Statutes.

(9) The minutes of the meeting shall be prepared on the same day and signed by the members.

(10) The minutes shall be sent to Vice-Chancellor for approval.

S3.67 Powers and Duties of the Board of University Departments and Interdisciplinary Studies

(Under Sections 26(f) and 39 (a) of the Act)

(1) The Board of University Departments and Interdisciplinary Studies of the University shall have the following powers and duties, namely:—

(A) Academics and Professional Development

The Board shall :-

(a) Assess the University departments to prepare perspective plans of the departments for ensuring academic excellence, research excellence, industry relationships, Innovation and Incubation activities, performance of students of the departments in the University Examinations and competitive examinations such as GATE/ GRE and their placement.

(b) Develop quantifiable targets for each activity for all departments, addressing major weak points of each department for improvement. The format of Self-Appraisal of Faculty members as prescribed by the University may be used for the purpose.

(c) review performance of each faculty member on quantitative basis and submit the reports with recommendations to the Vice-Chancellor

(d) co-ordinate with the Students Section for admissions in the Departments and their Scholarships, Teaching and Learning activities of the UG and PG students in the Departments, including continuous assessment, e-Content generation, online courses, e-resources for students and other resources such as MOOCS and SWAYAM.

(e) coordinate conduct of the examinations in the University Departments, and Institute and recommend measures for situations where no Statutes, Ordinance or Rule have been made and bring it to the notice of Academic Council and Executive Council

(f) Recommend necessary measures to the Academic Council for academic matters and to the Executive Council, for other matters, whenever applicable and necessary. The Board shall keep the best interests of the students in mind but without compromising the quality of the graduates from the Departments.

(g) Conduct the Training Need Analysis and organize training programmes for the benefit of University Departments and Institute teachers and non-teaching employees to improve their competence and participation to achieve the targets, review on quarterly basis the achievements of the targets by departments, correct course if necessary and to help departments lagging in the process.

(h) Interact with industries in the region and elsewhere and other bodies for creating opportunities for the students of the Departments and the Institute for internships, placement and incubation and shall make provision from financial supportfor scholarships to students, if available, through industry donations, endowments and projects.

(i) Review best practices of University Departments/colleges, other reputed institutions and adopt them suitably in Departmental functioning.

(j) Ensure participation of all University departments in the Government supported and Government promoted schemes such as RUSA, RGSTC, UMA, UBA, etc.

(k) be responsible for Academic Audit of the Departments and timely submission of AQAR to IQAC every year.

(l) Suggest steps to overcome barriers in getting NBA accreditation of courses conducted in the Departments in stepwise manner.

(m) Be responsible for meeting the norms of the regulatory bodies such as AICTE, MHRD, UGC and NBA through the resources available to the Board and submit necessary documents on regular basis to the said bodies.

(n) Plan and supervise programs for Students' Development on the campus, training and placement of the students, provide essential facilities to the students, and address the students' grievances in time bound manner

(o) Plan and supervise, cultural activities, and extracurricular activities of the students and staff in the Departments

(B) Financial Management

The Board shall:

(a) Prepare annual financial estimates (budget) for the financial year after getting budget requirements from all departments, considering the funds available with the University and submit it to Budget Committee of the University.

(b) Ensure that the budget requirements prepared by the Departmentsare realistic.

(c) Prepareallocation of funds given to the University Departments to different headings.

(d) Give administrative approval to the funds utilization once approved by the Finance Committee and Executive Council of the University.

(e) Monitor utilization of the allocated funds by departments, recommend course corrections, if necessary, reallocate the funds among the departments by consensus or to different headings, as per the requirements and inform the same to Finance and Stores Sections with appropriate approvals from competent Authorities of the University.

(f) Be responsible for generation of funds for the development of the departments by the way of project proposals and development grants and cooperation between different departments, by conducting activities such as training programmes, testing jobs and consultancy. The earnings of a department by the way of extensional activities shall be used for development of the same department, with involvement of the faculty who have generated the said funds

(g) Be responsible for the audit of the funds allotted to the Departments and shall give full cooperation as and when the audit is conducted.

(h) Collaborate with other funding agencies such as Rajiv Gandhi Science and Technology Commission, and Higher and Technical Education Department and Skill Development Ministry of Government of Maharashtra, for promotion of research and innovation activities in the University Departments.

(i) Work with other Institutes for collaborative projects in order to strengthen the research activities and Incubation activitiesat the University Departments.

(j) Develop relationships with the alumni and bring them to the University's activities

(k) Actively participate in developing synergistic relationships with industry and industry organizations in phased manner

(l) Put in efforts for placement of the students with the objective of minimum 50% campus placement.

(C) Administration Reforms

The Board shall:

(a) Have administrative powers for the discipline and welfare of the faculty members, Students and Staff in the Departments and shall address all pertaining activities in the Departments. The Board will scrutinize all Departments related documents and recommend necessary action to the Authorities, if any.

(b) Oversee the implementation of all decisions of the authorities of the University at the Departments and the Institute.

(c) Be responsible for overall development of the University Departments and the conducted Institute at the Main Centre in administrative practices, and execution of the developmental projects at the Departments.

(d) Take measures for simplification of administrative processes and their implementation at the Departments including approval sand e-Governance.

(e) Facilitate inter-departmental information exchange to bring uniformity of the functioning within the Departments, upload and update regularly the data of the departments and Institute on Intranet/ Departmental website and to share e-resources

(f) Prepare Annual Planning of activities of the University Departments at the beginning of the Academic year and monitor them for any deviation

(g) Prepare research and development plans, Department's infrastructure development plans and increasing fundraising activities for the Departments and Institute,

(h) Raise requisite funding from appropriate funding agencies or industries and implement various schemes in the departments.

(i) Ensure that all departments maintain and update relevant data of the departments, on intranet and University website and Government's and Regulating bodies' portals.

(j) Work with the Campus Development Committee to utilize the available space, reallocation and/or alteration of space, creation of new space and exchange of space,

refurbishing space, and laboratory space, and up-gradation of Space and corresponding facilities.

(k) Maintain the Departments clean, and equipped with essential facilities for students, faculty and staff.

(l) Plan infrastructure development of the Departments to update it in all respects for ambience and working environment.

(m) Look into grievances of the faculty, students and staff members in the Departments and recommend requisite action to the University authorities.

(n) form appropriate Committees for guidance, and cooperation between the Departments

(2) The Board shall submit a self-appraisal at the end of each academic year, but not later than 30th June to the Vice-Chancellor; and the Vice-Chancellor shall place the same before the Executive Council for its information.

S3.68 Procedure at the Meeting of Board of University Departments and Inter-Disciplinary Studies

(Under Section 39 (m) of the Act)

The Board of University Departments and Inter-Disciplinary Studies shall meet at least once in a quarter and at other times, when convened by the Chairperson and one meeting must be held at the beginning of the Academic year

S3.69 Notice of the Meeting of Board of University Departments and Inter-Disciplinary Studies

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members by the Registrar.

S3.70: Quorum of the Meeting of Board of University Departments and Inter-Disciplinary Studies

(1) The quorum for the meeting of the Board of University Departments and Inter-Disciplinary Studies shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson for 30 minutes and reconvened on the same day

Provided that the essential quorum of for the regular or reconvened or continued meeting shall be such that it consists of Chairperson, Three Heads of University Departments or their nominees and Two teachers other than HoDs.

S3.71: Conduct of the Meeting of Board of University Departments and Inter-Disciplinary Studies

(1) The Vice-Chancellor or the Senior-most Dean or a senior Professor from the University Departments on his appointment by the Vice-Chancellor, shall preside over the meeting.

(2) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.

(3) The business at the meeting shall be transacted in accordance with the agenda issued and the various proposals placed on the agenda shall be considered serially, unless otherwise decided at the meeting.

(4) All items on the agenda shall be decided by consensus or a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

S3.72: Minutes of the Meeting of Board of University Departments and Inter-Disciplinary Studies

(1) The minutes of the meeting of the Board of University Departments and Inter-Disciplinary Studies shall be prepared immediately after the meeting is concluded and shall be submitted to the Vice-chancellor for his approval.

(2) On approval of the minutes by the Vice-chancellor, the officers concerned may proceed with the implementation of the resolutions of the Board of University Departments and Inter-Disciplinary Studies.

(3) The actions taken on the resolutions shall be reported to the Board in the succeeding meeting.

Sub Chapter-XI

S3.73 Regional Boards of the University

(Under Sections 26(f) and 39 (a) of the Act)

(1) There shall be four Regional Boards of the University, one for each Regional Centre with corresponding Sub-centres of the University to organize the tasks and activities of the respective Regional Centre and Sub-Centres

(2) The Composition of a Regional Board of the University shall be as follows

(a) The Director of Regional Centre- Chairperson

(b) Joint Directors, of the Regional Centre &Associated Sub-centres

(c) Joint Director of the Regional Division of the Directorate of Technical Education

(d) Joint Director(Admin & Finance) of the Regional Centre shall be the Member Secretary

(e) Two Representatives of Principals from the Regional Centre/ Sub-Centre to be nominated by Academic Council from the list of four names recommended by the Collegium of Principals from Regional Centre in the order of preference.

(f) Two representatives of Principals from Regional Centre/Sub-Centres nominated by the Executive Council from four names recommended by the Collegium of Principals from the Regional Centreto Executive Council

(3) The nominated members under clauses *(e)* and *(f)* shall have tenure of three years with no second term.

S3.74 Powers and Duties of theBoard of Regional Centres and Sub-Centres

(Under Sections 26(f) and 39 (a) of the Act)

(1) The Regional Board of a Regional Centre and associated Sub-centres of the University shall have the following powers and duties, namely:—

(A) Academics

The Board shall :

(a) ensure implementation of various academic, administrative and governance mechanisms of the University at the affiliated colleges and recognized institutes under the Regional Centres & Sub-Centres

(b) form Sub-Committees for review and monitoring the Regional Centres and Sub-Centres under its purview for quality improvement and suggest measures to address the limitations. The Sub-Committees shall give presentation to the Board with necessary details and propose remedial measures.

(c) facilitate the conduct of the induction programme for students and fresh teachers. in affiliated colleges in collaboration with the colleges in the region on self-supporting basis

(d) co-ordinate inter-institutional information and communication technology linkages among the affiliated colleges in Regional Centres and Sub-Centres and with the University

(e) The Board should plan and conduct workshops and training programmes for the benefit of teachers and non-teaching employees in association with affiliated colleges for their

capacity building. The Board may prepare an Annual calendar for such program and ensure participation of teachers from affiliated colleges.

(f) be responsible for the examinations related activities in the Regional Centres and Sub-Centres for error-free conduct of examination and timely declaration of results of regular examination, revaluation and supplementary examinations

(g) review and monitor submission of data of students admitted to colleges, appointment of teachers, academic audit of the colleges, time uploading of the continuous assessment marks and attendance record of the students.

(h) co-ordinate teaching and learning activities at undergraduate and post-graduate levels in the affiliated colleges and institutions, and render necessary assistance, if required.

(i) review the academic ranking of colleges in respective regions, their accreditation status and ensure accreditation of all colleges over a period.

(j) monitor the submission of IQAC cell report from each college to the Regional centre, their review and analysis to identify the points of concern.

(B) Research and Development, Innovation and Incubation

The Board shall:-

(a) compile data of expertise of faculty in affiliated colleges in the Regional Centres and Sub-Centres regions for mapping of skills for innovation and incubation.

(b) coordinate research and development plans in affiliated colleges under the Regional Centres and Sub-Centres.

(c) promote fundraising activities in the colleges and institutions including training programs, testing activities and industry linkages

(d) plan and conduct placement fairs and incubation competitions for students and faculties in affiliated colleges in the Regional Centres and Sub-Centres.

(e) analyse the industries in the different regions and prepare perspective plan on yearly basis for development in specific region and decide the addition or deletion or promotion of courses in the region.

(f) interact with affiliated colleges to improve the innovation and entrepreneurship activities.

(g) Interactthrough its Subcommittees shall with local population, and industries to understand the needs of the industry and society and prepare action plan to address those needs. The plans may be submitted to the University's Board of Innovation, Incubation and Entrepreneurship.

(C) Administrative and Financial Management

The Board shall :

(a) prepare financial needs and annual financial estimates (budget) for the financial year by taking relevant budget requirements from each Regional Centre and SubCentre and submit it to the University.

(b) form Sub-Committees(s) of its members and invitees to interact with local government bodies for development of the Regional Centre and Sub-Centres, including land acquisition, building infrastructure and generating other facilities, as and when necessary

(c) ensure the Regional Centre and the sub-Centres are equipped with necessary infrastructure including furniture, office space, computers, servers for communications, scanning and examination centres, conference rooms and video-conferencing facilities.

(d) monitor the utilization of funds allocated to each Centre and can recommend reallocation of the funds to the Finance Committee.

(e) be responsible for financial audit of the funds released to the Centre, Sub-Centre and colleges under their respective jurisdiction and cooperate with the Audit team whenever it is conducted.

(f) facilitate internal audit every quarter of the financial year at the Regional Centre and Sub-Centre

(5) Each Board, through its Chairperson, shall submit a self-appraisal at the end of each academic year, but not later than 30th June to the Vice-Chancellor; and the Vice-Chancellor shall place the same before the Executive Council for its information.

S3.75 Procedure at the Meeting of Regional Board

(under Section 39(m) of the Act)

The Regional Board of a Regional Centre and associated Sub-Centre shall meet at least three times a year and at other times, when convened by the Chairperson.

S3.76 Notice of the Meeting of Regional Board

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

S3.77 Quorum of the Meeting of Regional Board

The quorum for the meeting of the Board shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson for 30 minutes and reconvened on the same day and no quorum shall be necessary for such reconvened meeting.

Provided that the essential quorum of for the regular or reconvened or continued meeting shall be such that it consists of Director of Regional Centre, Two Joint Directors and Two principals.

S3.78 Conduct of the Meeting of Regional Board

(1) The Director of the Regional Centre shall preside over the meeting.

(2) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.

(3) The business at the meeting of the Regional Board shall be transacted in accordance with the agenda issued for the purpose and the various proposals placed on the agenda shall be considered serially, unless otherwise decided at the meeting.

(4) All items on the agenda shall be decided by a consensus or majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

S3.79 Minutes of the Meeting of Regional Board

(1) The minutes of the meeting of the Regional Board shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.

(2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Regional Board

(3) The actions taken on the resolutions shall be reported to the Regional Board in its succeeding meeting.

(4) The confirmed minutes shall be sent to the Executive Council of the University.

Sub Chapter-XII

S3.80 Board of Post-Graduate Education

(Under Sections 26(f) and 39 (a) of the Act)

(1)There shall be a Board of Post-graduate Education of the University in *each Faculty* to monitor the post-graduate education in the respective Faculty.

(2) The Board of Post-Graduate Education shall meet four times in a year, two of which shall necessarily be in the month of September or October and December or January, each year.

(3) The Board of Post-Graduate Education in each faculty shall consist of the following members, namely:—

(a) Dean (Faculty) or in his absence, the Senior Professor of the University Department in the concerned Faculty

(b) One Expert in the Faculty from other University, nominated by the Vice-Chancellor,

(c) One Head of University Departments in the Faculty-Member Secretary

(d) One Head of Department from affiliated colleges having PG programmes accredited by NBA or other accrediting body in the Faculty, nominated by the Vice-Chancellor

(4) The Board shall invite BoS Chairman in the concerned discipline for the meeting.

S3.81 Powers and duties of the Board of Post-Graduate Education

(Under Sections 26(f) and 39 (a) of the Act)

(1) The Board of Post-Graduate Education shall:—

(a) develop policies of Post-graduation education and conduct of the projects and ensure their implementation in the University

(b) form a Recognition Committee in the Faculty to review the applications of teachers for post-graduate teacher recognition and recommend names of the teachers for teaching and guiding post-graduate students.

(c) review and monitor the quality of post-graduate programmes in the University departments and affiliated colleges and recognized PG centres and recommend appropriate means for quality improvement.

(d) develop and conduct appropriate survey with the industry or other stakeholders to gauge baseline quality of PG education and identify weak points for improvement and suggest remedial measures for the same.

(e) plan development of common facilities for PG research in Regional Centres and Sub-Centres.

(f) develop and recommend means of attracting and nurturing promising candidates to post-graduate programs

(g) monitor use of technology in a blended form in postgraduate education, including MOOCS, and SWAYAM courses in colleges and University Departments.

(h) suggest policies and frame rules and regulations and submit them to the Faculty

(i) prepare a list of the experts in the subject domain and submit it to the Faculty for appointment as examiner for evaluation of PG projects

(2) The Board shall recommend the names of post-graduate teachers, research scientists in recognized research and other institutions, active in research and development, experts having of not less than ten years' experience in research and development laboratories or centers in a variety of industries, for recognition as approved research guides for PG Projects.

(3) The Board shall prepare guidelines for PG projects undertaken outside the University Departments or the colleges having PG departments, and monitor the compliance of the regulations with respect to PG projects.

(6) The Board in each Faculty shall prepare panel of Referees for evaluation of Master's dissertations and submit the panel to the Board of Examination for appointment of the examiners for Post-graduate examinations and evaluation of projects

(7) The Board shall address complaints related to Masters' projects.

(8) The Board shall undertake any other task in academic and research and development matters, as may be assigned to it by the Board of Deans, the Faculty and the Academic Council.

(9) The Board in each Faculty, through its Chairman, shall submit a self-appraisal at the end of each academic year, but not later than 30th June to the Dean-Faculty and the Dean-Faculty shall place the same before the Academic Council for its information.

S3.82 Procedure at the Meeting of Board of Post-Graduate Education

(Under Section 39 (m) of the Act)

The Board of Post-Graduate Education shall meet at least four times a year, two of which shall necessarily be in the month of September or October and December or January of the year.

S3.83: Notice of the Meeting of Board of Post-Graduate Education

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members by the Registrar.

S3.84: Quorum of meeting of the Board of Post-Graduate Education

The quorum for the meeting of the Board of Post-Graduate Education shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson for 30 min and reconvened on the same day and no quorum shall be necessary for such reconvened meeting

Provided that the essential quorum of for the regular or reconvened or continued meeting shall be such that it consists of Dean-Faculty, HoD of the university department and HoD of the affiliated college.

S3.85: Conduct of meeting of the Board of Post-Graduate Education

(1) The Chairperson or the Senior-most Professor from the University department in the concerned Faculty on his appointment by the Vice-Chancellor shall preside over the meeting.

(2) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.

(3) All proposals on the agenda shall be decided by a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

S3.86: Minutes of the Meeting of the Board of Post-Graduate Education

(1) The minutes of the meeting of the Board of Post-Graduate Education shall be prepared immediately after the meeting is concluded and shall be submitted to the Vice-chancellor for his approval.

(2) On approval of the minutes by the Vice-Chancellor, the officers concerned may proceed with the implementation of the resolutions of the Board of Post-Graduate Education.

(3) The actions taken on the resolutions shall be reported to the Board in the succeeding meeting.

(4) The Minutes of the meeting shall be sent to concerned Faculty for consideration

Sub Chapter-XIII

S3.87 Board of Research and Development

(Under Sections 26(f) and 39 (a) of the Act)

(1) There shall be a Board of Research and Development to cultivate, promote and strengthen research activities and also to plan, co-ordinate, supervise and to raise finances for research activities in University departments, colleges and recognized institutions.

(2) The Board of Research and Development shall consist of the following members, namely.

(a) The Vice Chancellor, Chairperson

(b) the Dean, R&D, Member Secretary

(c) the Deans of Faculties

(d) Four eminent researchers, of national or international repute nominated by the Vice-Chancellor, with proven experience and achievements.

(e) Two teachers, nominated by the Vice-Chancellor from University departments who are actively engaged in Research

(f) Two teachers, nominated by the Vice-Chancellor, from affiliated colleges with courses accredited by NBA or regulatory body in the Faculty, or recognized institutions having a strong base in research culture;

(g) Six eminent persons to be nominated by Vice-Chancellor from different areas of Science, Agriculture, Finance, Intellectual Property Rights, Industry, etc., who are conversant with the global trends as well as regional issues

Provided the members nominated on the Board of Research and Development by the Vice-Chancellor shall be recommended by a Committee constituted by the Academic Council,

(3) The members at Clause (2) *(d)* and *(f)* above shall be nominated by the Vice-Chancellor in consultation with the Committee appointed by Academic Council, from nominations received from respective Chairman of the Boards of Studies and Heads of the Departments of University.

S3.88 Powers and duties of Board of Research and Development

(Under Sections 26(f) and 39 (a) of the Act)

(1) The Board of Research and Development shall have the following powers and duties, namely,

(2) The Board shall:-

(a) analyse the data on research activities at the University Departments and affiliated colleges for identification of strong and weaker areas and develop a long term policy and strategy for promotion of research culture

(b) form Research and Recognition Committees in each Faculty/discipline to review the applications for recognition and recommend the names to the Committee formed for granting Recognition as Teacher of the University as per the *Section 74* of the Act.

(c) device policy to encourage the teachers to take up research in emerging areas at individual and group levels;

(d) to make policies for sharing of research and development infrastructure and to hold jointly research seminars in all disciplines, preferably in different regions of the State, in collaboration with affiliated colleges

(e) review the quality of research done at the University Departments and affiliated colleges and decide upon the policy for maintenance of standards of research for Ph.D. degrees, in consonance with the norms of the University Grants Commission and other regulatory bodies;

(f) create a database of research and development work done in University departments, colleges and recognized institutions in a stand-alone mode or as group activity or in collaboration with industries and other research and development laboratories;

(g) encourage research in delivery of education, pedagogy of face-to-face and e-learning, impact of e-learning and virtual classrooms on learning and understanding of students.

(h) assist the teachers, University departments, colleges and recognized institutions to raise the funds for research activities;

(i) approve a budget for research activities of the University Departments and recommend to the Finance Committee and Executive Council;

(j) help the departments and colleges in mobilizing funding from the industry for enhancing research activities;

(k) identify problems and issues related to industry and Society in the region within the jurisdiction of the University and to take special initiative to address such issues through systematic research and development activities.

(l) develop policies and strategies for creating synergy between researchers and industries resulting into promotion of knowledge and technology transfer and productive conversion of research into useful technologies for benefit of the industry and society;

(m) plan establishing central research laboratories at Regional Centres and Sub-Centres with the help of participation of national and international industries and make the facilities available to the researchers in the region at affordable cost

(n) review monitor the progress of sponsored research projects in the University

(o) consider the cases of withdrawal of recognition granted to the teachers

(p) undertake any other task as may be assigned by the University authorities

(3) The Board, through Dean, R&D, shall submit a self-appraisal at the end of each academic year, but not later than 30th June to the Vice-Chancellor; and the Vice-Chancellor shall place the same before the Executive Council for its information.

S3.89 Procedure at the Meeting of Board of Research and Development

(Under Section 39 (m) of the Act)

The Board of Research and Development shall meet at least four times a year or at such other times as may be convened by the Chairperson.

S3.90: Notice of of the Meeting of Board of Research and Development

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

S3.91: Quorum of the Meeting of Board of Research and Development

The quorum for the meeting of the Board of Research s and development shall be one-third of the number of the sitting members.

If there is no quorum, the meeting shall be adjourned by the Chairperson for 30 minutes and reconvened on the same day and no quorum shall be necessary for such reconvened meeting. No quorum shall be necessary on the following day of the continued meeting

Provided that the essential quorum for the regular/reconvened/continued meeting shall consist of Vice-Chancellor, Dean-R&D, one Dean-Faculty, Two researchers, Two eminent Experts, One Teacher.

S3.92: Conduct of the Meeting of Board of Research and Development

(1) The Vice-chancellor or Senior most Dean on his appointment by the Vice-Chancellor shall preside over the meeting.

(2) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.

(3) All proposals on the agenda shall be decided by consensus or a majority of votes of the members present.

The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

S3.93: Minutes of the Meeting of Board of Research and Development

(1) The minutes of the meeting of the Board of Research shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.

(2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Research.

(3) The actions take on the resolutions shall be reported to the Board of Research in its succeeding meeting

S3.94 Research and Recognition Committee

(1) The Board of Research and Development shall appoint a Research and Recognition Committee for each discipline of the Faculty as per the *Section 74(1)* of the Act, such that the two experts in the subject, are nominated by the Executive Council, and Two experts are nominated by Academic Council from its members.

S3.95 Powers and duties of Research and Recognition Committee

(1) The Research and Recognition Committee shall have the following powers and duties, namely:—

(a) to approve the Topics/Title of thesis or dissertation in the subject for awarding doctorate degrees,;

(b) to recommend to the Board of Examination for approval, the panels of referees for theses or dissertations for awarding doctorate degrees

(c) to recommend to the Academic Council the names of research scientists in recognized research and other institutions who are active in research and development, experts having of not less than ten years experience in research and development laboratories or Centers in a variety of industries, for recognition as approved research guides;

(d) To address complaints related to research degrees

(e) To monitor the compliance of the guidelines issued by the regulatory bodies with respect to PhD. projects

(f) to undertake any other task in academic and research and development matters, as may be assigned to it by the Board of Deans, the Faculty and the Academic Council.

(2) The Research and Recognition Committee shall meet at least four times in academic year. The essential quorum for the meeting shall be the Dean, BoS Chairperson and One expert.

S3.96 Procedure at the Meeting of Research and Recognition Committee

(Under Section 39 (m) of the Act)

The Research and Recognition Committeeshall meet at least four times a year or at such other times as may be convened by the Chairperson.

S3.97: Notice of the Meeting of Research and Recognition Committee

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

S3.98: Quorum of the Meeting of Research and Recognition Committee

(1) The quorum for the meeting of the Research and Recognition Committeeshall be one-third of the number of the sitting members.

(2) If there is no quorum, the meeting shall be adjourned by the Chairperson for 30 minutes and reconvened on the same day and no quorum shall be necessary for such reconvened meeting.

(3) No quorum shall be necessary on the following day of the continued meeting

S3.99: Conduct of the Meeting of Research and Recognition Committee

(1) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.

(2) All proposals on the agenda shall be decided by consensus or a majority of votes of the members present.

(3) The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

S3.100: Minutes of the Meeting of Research and Recognition Committee

(1) The minutes of the meeting of the Research and Recognition Committeeshall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.

(2) On approval of the minutes by the Chairperson, the minutes shall be reported to the Board of Research and Development.

(3) The actions take on the resolutions shall be reported to the Board of Research and Development in its succeeding meeting.

Sub Chapter-XIV

S3.101 Board of Innovation, Incubation and Entrepreneurship

(Under Sections 26(f) and 39 (a) of the Act)

(1) There shall be a Board of Innovation, Incubation and Entrepreneurship for creation and cultivation of an enabling environment to propagate the concept of innovation and to convert the innovative ideas into working models through a process of incubation which shall finally lead to the creation of enterprise.

(2) The IIE Board shall consist of the following members, namely:-

(a) The Vice-chancellor, Chairperson

(b) The Dean, R&D, Member Secretary

(c) The Deans of Faculties

(d) Two Principals of affiliated colleges with courses accredited by NBA or other accrediting regulatory body in the Faculty

(e) Five prominent industrialists, nominated by Vice-Chancellor, holding a position of prominence in manufacturing, information and communication technology, bio-sciences and technology, agro-industries and service industries, with proven expertise in the field of innovation and entrepreneurship

(f) One senior manager from the lead bank at the headquarters of the University to be nominated by Vice-Chancellor;

(g) Two Teachers, nominated by the Vice-Chancellor, from University departments or University institutions, who are active in innovation, research and development

(g) Two teachers, nominated by the Vice-Chancellor, from affiliated colleges with NBA or regulatory body Accredited courses who are active in innovation, research and development

(h) Representative of Skill Development Department of GoM, not below the rank of the joint Secretary;

S3.102 Powers and duties of Board of Innovation, Incubation and Entrepreneurship

(Under Sections 26(f) and 39 (a) of the Act)

(1) The Board shall have the following powers and duties, namely:-

(a) to conceive a student-centric and student-driven innovation and entrepreneurship agenda so as to guide and help young entrepreneurs in operational, legal, business model creation and financial support

(b) analyse carefully strengths and weakness of the University and affiliated colleges in order to remove inertia hindering development of culture of Innovation and Entrepreneurship

(c) conduct a diligent examination of the sources of research funding and applicable research agreements to ensure they are compatible with each other and that the

university's interest is protected for start-up/ business development by faculty members and students.

(d) devise and manage policy of intellectual property rights at National and global level for innovations made at the University Departments and affiliated colleges;

(e) prepare an Annual action plan with various milestones and targets with some tangible outcomes and basic flow map to achieve them for start-ups incubated by the University.

(f) approve annual budget of the Centre for Innovation, Incubation and entrepreneurship of the University;

(g) facilitate the interaction of the innovators/ entrepreneurs with investors and other funding agencies for incubation.

(h) form Sub-Committees for promotion of Innovation and Incubation Activities in the affiliated colleges in respective regions of Regional Centres and SubCentres.

(i) devise an operative level mechanism for co-operation between university departments, affiliated colleges, industries and start-up Eco-systems

(j) connect with Central policy and Schemes of AICTE, Atal Innovation Mission, NITIAayog, DIPP, different central and State government agencies offering programs on Innovation and Start-up

(k) create a structured outreach and awareness strategy to reach out to every possible stakeholder, primarily students and faculty members through university circulars, web portal, mailers, newsletters, social media and other frequent activities

(l) facilitate of networking of innovation to Enterprise(*i2e*) cells of colleges with incubation facilities, industry mentors, and angel investors.

(m) make a database of existing resources, infrastructure, and expertise in the University and affiliated colleges and engage them while deploying start-up mandate at the University departments. A pool of common resources may be shared through a common window for the benefit of students and innovators.

(n) draw insights from other universities about start-up ecosystems from within and outside the country and for innovation and student start-ups and share them with all stake holders.

(o) develop a mechanism for impact analysis of its start-up Policy of the University

(p) determine whether granting rights to the start-up is the "best mode" for commercialization, as opposed to a licensing agreement with a third-party commercial sponsor;

(q) help to identify outside professional advisers and other resources to aid the faculty member in structuring, organizing and managing the start-up company and obtaining capital financing;

(r) define and negotiate the technology license with the start-up companies

(s) develop policy to incentivize faculty, Staff, experts, mentors, incubators, and other stakeholders so that they can meaningfully engage and contribute to the start-up

(3) The Board through Dean, Research and Development, shall submit a self-appraisal report at the end of each academic year, but not later than 30th June, to the Vice-Chancellor; and the Vice-Chancellor shall place the same before the Executive Council for its information.

S3.103 Procedure at the Meeting of Board of Innovation, Incubation and Entrepreneurship

(Under Section 39 (m) of the Act)

The Board shall meet at least four times a year.

S3.104:Notice of the Meeting of Board of Innovation, Incubation and Entrepreneurship

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

S3.105: Quorum of meeting of Board of Innovation, Incubation and Entrepreneurship

(1) The quorum for the meeting of the Board shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson for 30 min and reconvened on the same day and no quorum shall be necessary for such reconvened meeting.

(2) No quorum shall be necessary on the following day of the continued meeting.

(3) The essential quorum shall be Vice-Chancellor, one Dean, one industry expert, one teacher each from University department and affiliated college.

S3.106: Conduct of meeting Board of Innovation, Incubation and Entrepreneurship

(1) The Vice-Chancellor or the Senior-most Dean on his appointment by the Vice-Chancellor shall preside over the meeting.

(2) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.

(3) All items on the agenda shall be decided by consensus or a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

S3.107 Minutes of the Meeting of Board of Innovation, Incubation and Entrepreneurship

(1) The minutes of the meeting of the Board shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.

(2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board.

(3) The action taken on the resolutions shall be reported to the Board in its succeeding meeting.

(4) The Minutes of the meeting shall be communicated to the Executive Council.

S3.108 Centre for Innovation, Incubation and Entrepreneurship

(as per the Sections 8 (17) and 39 (m) of the Act)

(1) The University shall establish a Centre for Innovation, Incubation and Entrepreneurship to carry out the Incubation, Start-up and Entrepreneurship activities of the University which shall function as an autonomous corporate body. The enabling policy of Department of the Skill Development of GoM of promoting the start-ups in the State shall be used by the University to establish the Centre.

(2) The Centre shall be headed by a whole time Salaried Director, with independent charge, with corporate management background, and experience in business development, supported by administrative staff, which shall be entrusted with development and growth of the Centre to make the Centre self-supportive.

(3) The Board of Directors of the Centre shall consist of Industry expert members of the Board of Innovation, Incubation and Entrepreneurship, each with an industry or corporate background and experience in technology deployment, project management and finance, one of them shall be the Chairman while the Director of the Centre shall be the Member Secretary of the Committee. The Board shall function as a Corporate Board and review the functioning of the Centre as a Company.

(4) The University shall conduct the Centre, as a Company under Section 8 of the Companies Act, 2013,with necessary infrastructure and human resources.

(5) The Executive Committee of the Centre shall be headed by the Director of the Centre and shall have the following members

(i) Director of the Centre- Chairman

(ii) Dean-Research and Development,

(iii)Three Senior faculty members from University Departments or colleges affiliated to the University, active in research and Development and Innovation activities, as evidenced by recent publications and patents

(iv) Three external experts having experience in Science and Technology, Management and Social Science and Finance and interested in mentoring the incubation activities of the University

(6) The services of faculty members to the Centre shall be accounted for in their normal duties. The external experts may be provided with travelling allowances and sitting fees for their participation in the Centre.

(7) The Executive Committee shall evaluate the incubation proposals received by the Centre and may invite independent experts for opinions, if necessary, and facilitate all operational issues of the Centre to support the incubation activities and mentor the entrepreneurs in the incubator.

(8) The Centre shall:-

(a) establish incubation space with necessary hardware(s) and software(s) to support the incubation activities, offices, lab space, meeting space, conference rooms, accounts, stores and legal cell for the students and faculty of University and colleges under the University and provide them to the Entrepreneurs at nominal cost or on the basis of deferred payment.

(b) provide support to entrepreneurs in technical, operational and legal matters

(c) facilitate identification of mentors and investors for the start-ups of the students and to maintain necessary database.

(d) conduct a campaign about start-up activities for freshly inducted students in the University at the beginning of every academic session

(e) conduct workshops to inculcate entrepreneurial skills i.e. risk taking, critical thinking, digital literacy etc. at University departments and affiliated colleges in association with organizations that specialize in the field.

(f) conduct competitions for Innovation ideas and business plan at the University at two levels; one for the students in the first two years of the UG programme and another for the final year, PG and PhD students.

(g) coordinate with different departments of the University and colleges to assess the availability of facilities for pre-incubation.

(h) work as platform to bring innovators and users together on a regular basis.

(i) interact with incubation centres at the constituent colleges, State Level Start-up centres, or Skill Development department for any State level support

(j) develop action plan with time lines for a start-up that has crossed the pre-incubation stage with ready prototype and ready proof of the concept.

(k) prepare annual action plan to promote and support the student innovation and start-ups.

(l) undertake any other task as may be assigned by the University authorities to carry out the objectives of the Board

(2) The Centre, through its Director, shall submit a self-appraisal at the end of each academic year, but not later than 30th June to the Board of Innovation, Incubation and Entrepreneurship and Linkages. The Board shall put it up to the Executive Council.

S3.109 Procedure at the Meeting of Board of Directors of the Centre for Innovation, Incubation and Entrepreneurship

(Under Section 39 (m) of the Act)

The Board shall meet at least four times a year.

S3.110:Notice of the Meeting of Board of Directors of the Centre for Innovation, Incubation and Entrepreneurship

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members by the Director of the Centre

S3.111: Quorum of meeting of Board of Directors of the Centre for Innovation, Incubation and Entrepreneurship

(1) The quorum for the meeting of the Board shall be one-third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson for 30 min and reconvened on the same day and no quorum shall be necessary for such reconvened meeting.

(2) No quorum shall be necessary on the following day of the continued meeting.

S3.112: Conduct of Business of meeting Board of Directors of the Centre for Innovation, Incubation and Entrepreneurship

(1) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.

(2) All items on the agenda shall be decided by consensus or a majority of votes of the members present.

(3) The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

S3.113 Minutes of the Meeting of Board of Directors of the Centre for Innovation, Incubation and Entrepreneurship

(1) The minutes of the meeting of the Board shall be prepared by the Director of the Centre immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.

(2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board.

(3) The action taken on the resolutions shall be reported to the Board in its succeeding meeting.

(4) The Minutes of the meeting shall be communicated to the Board of **Innovation, Incubation and Entrepreneurship**

Sub Chapter-XV

S3.114 Board of Students' Development and Extension Activities

(Under Sections 26(f) and 39 (a) of the Act)

(1)There shall be a Board of Students' Development, and ExtensionActivities to plan and oversee various cultural and welfare activities of the students in affiliated colleges, institutions and University departments. The activities of the Board shall be carried out by the Director of Students' Development and Extension Activities.

(2) The Board shall consist of the following members, namely:-

(a) Vice-Chancellor, or in his absence, a Senior Dean or Senior Professor from University Department nominated by the Vice-Chancellor-Chairman

(b) Director, Board of Students' Development and Extensional Activities, Member-Secretary

(c) Two professionals with HRD experience, active in Sports, performing arts, Fine Arts training and organization of events and competitions at national and international levels, nominated by the Vice-Chancellor.

(d) Two teachers nominated by the Vice-Chancellor from University departments and Two teachers from affiliated colleges, who have at least five years of experience in teaching and extensional activities and who are actively involved in NSS, NCC, Sports, cultural or welfare activities out of whom one shall be woman;

(e) President and Secretary of the University Students Council or in their absence one representative of NCC and NSS each from the University, nominated by corresponding Boards;

(f) One Jt. Director (student grievances) of a Regional Centre (on rotation by two years)

(g) One Dy. Director (student grievances) of a Sub-centre (on rotation by two years)

(h) Coordinator or Associate Dean, Culture Activities and Student Welfare, of the University

(i) Coordinator or Associate Dean, National Service Scheme of the University;

(j) Coordinator or Associate Dean, National Cadet Corps of the University

(k) District Sports Officer

(l) Two sports teachers, from affiliated, conducted or autonomous colleges, nominated by the Executive council.

S3.115 Powers and Duties of the Board of Students' Development and Extension Activities

(Under Sections 26(f) and 39 (a) of the Act)

(1) The Board of Students Development and Extensional Activities shall have the following powers and duties, namely:-

(a) to form committees for different activities under the purview of the Board

(b) to take necessary steps for promotion of culture, sports, physical education and students'development activities in colleges and University departments;

(c) to establish rapport with groups (excluding political parties), societies and other professional bodies so as to involve them in the activities of Board

(d) to establish links with regional and national bodies to promote various cultural activities jointly with them;

(e) to take up activities in colleges and University departments to promote interest and skills in non-professional areas

(f) to encourage participation in regional, national and international level activities and competitions through well trained teams in various sports;

(g) to hold University level competitions, skills development workshops, interactive activities in order to bring the society closer to the colleges, institutions and University;

(h) to devise, develop and implement innovative schemes of students' development including Earn and Learn Scheme, Education Loan, Vice-Chancellor's Aid Fund, Endowment Schemes, Student Exchange Schemes, etc.

(i) to devise a mechanism of grievance redressal of student and prevention of sexual harassment and ragging of students and to prepare and submit the Annual Report of the Board to Executive Council for approval.

(j) to devise a mechanism to implement recommendations of the Commission as regards students' development

(k) to take necessary measures to ensure participation of well-trained teams in various regional, national and international level competitions, and cultural, recreational and other activities.

(l) to devise, develop and implement schemes of career counselling, psychological counselling and rehabilitation and upliftment of differently-abled students.

(m) to co-ordinate activities of National Service Scheme(NSS) and National Cadet Corps (NCC) in University and affiliated Colleges.

(n) to recommend to competent authority to make alternative arrangements regarding examinations for students participating in the inter-University or national or international sports, cultural competitions or NCC, NSS events during the relevant schedules of examinations as prescribed by Ordinances.

(o) to take necessary steps for promotion of sports, culture, physical education and activities in the field of sports in colleges and University departments;

(p) to establish rapport with groups, societies and other professional bodies so as to involve them in the activities of Sports and Physical Education;

(q) to recommend to competent authority to make alternative arrangements regarding examinations of students participating in the inter-University or national or international sports tournaments or events during the relevant schedules of examinations as prescribed by Ordinances;

(r) to undertake any other task as may be assigned by the University authorities so as to carry out the objectives of the Board

(2) The Board shall submit a self-appraisal at the end of each academic year, but not later than 30th June to the Vice-Chancellor; and the Vice-Chancellor shall place the same before the Executive Council for its information.

S3.116 Procedure at the Meeting of Board of Students' Development and Extension Activities

(Under Section 39 (m) of the Act)

The Board of Students' Development and Extension Activities shall meet at least twice a year or at such other times as may be convened by the Chairperson.

S3.117: Notice of the Meeting of Board of Students' Development and Extension Activities

The Director of Students' Development and Extensional Activities shall issue a notice of the meeting to the members at least eight clear days before the date of the meeting, along with the agenda for the meeting.

S3.118: Quorum of meeting of the Board of Students' Development and Extension Activities

The quorum for the meeting of the Board of Students' Development shall be one-third of the number of the sitting members.

If there is no quorum, the meeting shall be adjourned by the Chairperson for 30 minutes and reconvened on the same day and no quorum shall be necessary for such reconvened meeting. No quorum shall be necessary on the following day of the continued meeting.

Provided that the essential quorum for the regular/reconvened/continued meeting shall consist of Chairperson, Director-Students development, One Jt.Director of Regional Centre and One Dy. Director of SubCentre of the University and One Teacher, and Associate Dean of either NSS or NCC.

S3.119: Conduct of Meeting of the Board of Students' Development and Extension Activities

(1) The Vice-Chancellor, or the senior most Dean on his appointment by the Vice-Chancellor, shall preside over the meeting.

(2) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.

(3) All proposals on the agenda shall be decided by consensus or a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

S3.120: Minutes of the Meeting of Board of Students' Development and Extension Activities

(1) The Secretary shall prepare the minutes of the meeting immediately after the meeting is concluded and submit to the approval of the Chairperson

(2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board.

(3) The actions taken on the resolutions shall be reported to the Board in its succeeding meeting.

(4) The Minutes shall be communicated to the Executive Council for further consideration

Sub Chapter-XVI

S3.121. Board of Information Technology

(Under Sections 26(f) and 39 (a) of the Act)

(1) There shall be a Board of Information Technology to create an umbrella structure to professionally manage the selection, deployment and use of application software and technology in Academics, Finances and Administration to address the issues relating to use of the right kind of technology, software, hardware and connectivity, to deploy technology in all domains of activities and associated tasks of the University and to project the funds required for that purpose.

(2) The Board of Information Technology shall consist of the following members, namely:—

(a) The Director, Information Technology - Chairperson;

(b) The Joint Directors – Information Technology, of Regional Centres;

(c)Two Joint Directors of Sub-Centres, nominated by Vice-Chancellor, by rotation for a period of two years.

(d) Arepresentative of the Deans of Faculties, nominated by the Vice-Chancellor

(e) The Director of Board of Examinations;

(f) The Finance Officer;

(g) one Professor nominated by the Vice-Chancellor, from University departments having at least 15 years of experience in aggregate with knowledge and expertise in the domain of software and hardware,

(h) two Experts in the field of Information and Communication Technology, nominated by the Vice-Chancellor, one of whom shall be an expert in software and the other in the field of hardware;

(i) the Registrar;

(4) One of the Joint Directors of Regional Centre, nomonated by the Vice-Chancellor shall act as the Member Secretary.

S3.122 Powers and Duties of the Board of Information Technology

(Under Sections 26(f) and 39 (a) of the Act)

(1) The Board of Information Technology Services shall have the following powers and duties, namely: —

(a) to plan information technology services through information technology infrastructure;

(b) to decide the annual budget of the University for creating technology related infrastructure;

(c) to devise strategy for creation of virtual classrooms and laboratory infrastructure;

(d) to lay down the policy for networking in the various campuses of the University;

(e) to develop and recommend means of generating financial resources through IT based products and Service.

(f) to advise and assist the University to create intra-University networks for connecting University administration, departments and colleges;

(g) to assist the University to be part of the National Knowledge Grid;

(h) to connect the University network, with other Universities in the State;

(i) to ensure quality and efficiency in the various levels of information technology infrastructure and services within parameters defined by the University;

(j) to devise a policy and strategy plan for use of technology in all aspects connected with academics, evaluation, finances and administration;

(k) to monitor use of technology in administration, finance, examination and other activities of the University;

(l) to devise strategy and technology, financial requirement and operative level mechanism for use of information-flow-line for integrating face-to-face and e-learning objects and also for creation of virtual lecture and laboratory infrastructure;

(m) to work out an approach and operating plan for creation of a repository of data on students, teachers, technical and other staff and other relevant information;

(n) to advise on purchase of software, hardware and networking for University departments and University system as a whole;

(o) to assist and advise the use of technology in blended learning, making of e-learning objects, and teachers training in use of multi-media;

(p) to work out appropriate policy and procedure for creation of a Data Repository Cell for creation, up-gradation and maintenance of data on students, teachers as well as other staff members in the institutions and give a Unique Identification Number;

(q) to undertake any other task as may be assigned by the University authorities so as to carry out objectives of the Board.

(2) The Board, through Director, Information Technology Services, shall submit a self-appraisal at the end of each academic year, but not later than 30th June to the Vice-Chancellor; and the Vice-Chancellor shall place the same before the Executive Council for its information.

S3.123 Procedure at the Meeting of Board of Information Technology

(Under Section 39 (m) of the Act)

S3.124: Meeting of Board of Information Technology

The Board of Information Technology shall meet at least twice a year.

S3.125: Notice of the Meeting of Board of Information Technology

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members by the Registrar.

S3.126: Quorum of meeting of Board of Information Technology

(1) The quorum for the meeting of the Board of Information Technology shall be one third of the number of the sitting members. If there is no quorum, the meeting shall be adjourned by the Chairperson for 30 minutes and reconvened on the same day and no quorum shall be necessary for such reconvened meeting.

(2) No quorum shall be necessary on the following day of the continued meeting.

Provided that the essential quorum for the regular/reconvened/continued meeting shall consist of Director-IT, Director- Examinations, two Jt. Directors of Regional Centre and Sub-Centres of the University.

S3.127: Conduct of meeting of Board of Information Technology

(2) The Vice-Chancellor, or senior most Dean on his appointment by the Vice-Chancellor, shall preside over the meeting.

(3) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.

(4) All items of the agenda shall be decided by consensus or a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

S3.128: Minutes of the Meeting of the Board of Information Technology

(1) The minutes of the meeting of the Board of Information Technology shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.

(2) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Board of Information Technology.

(3) The actions taken on the resolutions shall be reported to the Board in its succeeding meeting.

(4) The Minutes of the meeting shall be communicated to the Executive Council for further consideration

Sub Chapter-XVII

S3.129 National Service Scheme (NSS)

(Under Section 26 (f) and 39(a) of the Act)

The University shall establish an Advisory Board of National Service Scheme for the students in University Departments, University Schools and affiliated colleges.

S3.130 Advisory Board of National Service Scheme

(1)There shall be an Advisory Board of National Social Service of the entire University of the following members for NSS activities of the University and affiliated colleges

(a) Vice-chancellor- Chairperson

(b) Registrar,

(c) Commissioner of Administrative Division or his representative

(d) Secretary, Technical Education/ Youth Services, GoM.

(e) Regional Director of NSS, (Maharashtra and Goa)

(f) TOC/ TO Regional Centre, (Maharashtra and Goa)

(g) Director, Students Development and Extensional Activities or One senior Professor of the University

(h) Two teachers from University Departments, nominated by Vice-Chancellor, having experience in handling NSS activities, one of them shall be a woman.

(i) Two teachers of Affiliated Colleges with experience in NSS activities, one of them shall be a woman

(j) Four Principals of affiliated colleges with active NSS cells, one each from four Regional Centres and corresponding sub-centres, by rotation nominated by Vice-Chancellor.

(k) Two Students representatives, by rotation of one year from University Departments and colleges, nominated by NSS coordinator of the University

(l) Two NSS program officers from affiliated Colleges

(m) State Liaison Officer, NSS programme

(n) five Representatives of concerned Government/non-Government Organizations (NCC, NGOs)

(o) Finance Officer

(p) University Program Coordinator (Associate Dean), NSS, Member Secretary

(2) The Board shall be the apex body for implementation of NSS program at the University

(3) The Board shall meet at least twice in a year to review, plan and monitor the NSS activities.

(4) The Board shall not take any decisions against the directives of the Government of India

(5)The Board may invite State/District administrators who are concerned with Community Development and other development agencies as invitees or co-opted members of the Board.

(6) Duties and Powers of the Board of NSS shall be to-

(a) consider the Financial and Establishment proposals as per the administrative and policy directives issued by the GoI and contained in NSS Manual

(b) approve NSS budget covering NSS activities for the Academic year

(c) approve Establishment expenditure on NSS cell

(d) approve Program activities to be undertaken during the year

(e) to advise on the program, planning and development

S3.131 NSS Advisory Committee of College

(1) Each College affiliated to the University shall establish an NSS cell.

(2) The NSS Cell shall have an NSS Advisory Committee of the following members

(a) Principal

(b) Two Staff Members having social Work Background

(c) One Representative of Student development Cell of the College

(d) One Representative from adopted village/ slum/ welfare agency

(e) Two NSS student representatives of college

(f) NSS Program officer

(3)The College NSS Advisory Committee shall meet at least four times in a year, once every quarter.

(4)The College NSS Advisory Committee shall consider the proposals submitted by the Program Officer according to administrative and directives.

S3.132 NSS Cell of University Departments.

(1) The University shall establish an NSS Cell for the students in the University departments

(2)The NSS Cell shall have an Advisory Committee of the following members for NSS activities of the students in the University Departments:-

(a)Director, Students development and Extensional Activities or a Senior Professor from the University departments, Chairman

(b)Two Staff Members having Social Work Background from the University departments and conducted institutes

(c) One Representative of Student Development Cell of the University Departments

(d) One Representative from adopted village/ slum/ welfare agency

(e) Two NSS student representatives of University Departments

(f) NSS Program officer or Associate Dean (NSS) - Member Secretary.

S3.133 Functions of NSS Advisory Committees in University Departments and affiliated colleges

(1) The NSS Advisory Committee shall meet at least four times in a year, once every quarter.

(2) The NSS Advisory Committee shall assess the development of NSS programme in the college/University department and promote a sense of participation among the members of the Staff, public and students for community work.

(3) The NSS Advisory Committee shall assess the development of NSS programme in the college/ Department and promote a sense of participation among the members of the Staff, public and students for community work.

(4) The College NSS Advisory Committee shall consider the proposals submitted by the Program Officer according to administrative and directives.

(5) No administrative and Financial changes can be made in the pattern of Financial Expenditure by the College/ Department NSS Advisory Committee

(6) The Committee shall select the programs suitable for their area and people amongst the activities suggested in NSS manual and added at the State Level.

S3.134 Board of National Cadet Corps

(Under Section 26 (f) and 39(a) of the Act)

(1) The Board of National Cadet Corps in University shall consist of-

(a) Director, Board of Students' Development and Extensional Activities or a Senior Professor from the University departments - Chairman

(b) Two faculty members from University Departments nominated by the Vice-Chancellor, having experience of NCC activities

(c) Two faculty members from affiliated colleges by rotation, nominated by the Vice-Chancellor, having experience of NCC activities

(d) One External Expert on N.C.C.

(e) Associate Dean, N.C.C.– Member Secretary

(2) Members of the Board of NCC other than *Ex-officio*members shall hold office for three years. Any casual vacancy caused by death, resignation or member ceasing to hold a particular designation, by virtue of which he became a member shall be filled up by the Vice-chancellor on recommendation of Committee appointed by the Executive Council by nomination. A member so nominated shall hold office for the unexpired part of the term of office of the original member whose place he occupies.

(3) The Board shall meet ordinarily once in six months and at other times whenever convened by the Chairman.

(4) Four members shall form the quorum of a meeting of the Board. If there is no quorum at the commencement of the scheduled meeting, the adjournment should be recorded by the member secretary, under the signature of the Chairman and the adjourned meeting shall be held after half an hour. No quorum shall be necessary in the case of a meeting adjourned for want of a quorum.

(5) Powers and Duties of the Board of NCC shall be-

(a) to plan and prepare programme under NCC Cell and circulate them to the students;

(b) to supervise, guide and control the various schemes undertaken;

(c) to evaluate the work done under these schemes and to submit a report to the Executive Council for its consideration;

(d) to prepare budget and to finalize the disbursement of the amount received as grants to the NCC scheme;

(e) to organize various types of camps at the University level;

(f) to select teachers and senior students for training for the implementation of various activities under NCC;

(g) to make available Government experts in various schemes undertaken; and

(h) any other matter referred to it by the Executive Council.

Sub Chapter-XVIII

S3.135 Teachers Training, Curriculum Development and Design Centre

(Under Section 44 of the Act)

(1) The University shall establish the Teacher's Training, Curriculum Development and Design Centre at the Main Centre, for promoting excellence in Engineering and Technology Education by planning, designing, developing, implementing and evaluating quality training programmes, learning resources, research studies and extension services for technical educational institutions, industry and community.

(2) The Centre may establish Extensional Centres at the Regional Centres and sub-centres of the University.

(3) Any other Centre established by the University for a specific objective at the Main Centre or at Regional Centres or Sub-Centres shall have similar administration structure as the Teacher's Training, Curriculum Development and Design Centre

(4) The following shall be an Advisory Board of the Centre

(a) The Vice-chancellor, Chairperson

(b) The Deans of Faculties

(c) Dean, Research and Development

(d) Director, Students Development and Extensional Activities

(e) The Senior most Professor of the University with PhD and minimum 15 years of teaching and research experience in aggregate

(f) Three eminent Experts from Industry with proven record of professional achievements, nominated by the Vice-Chancellor

(g) Director of Technical Education, or his nominee not below the level of Jt. Director.

(h) The Registrar

(i) Joint Director, Curriculum Development and Teachers Training Centre, Member-Secretary

(5) The Advisory Committee shall meet at least twice in a year to monitor the functioning of and guidance to the Centre

(6) It shall be the duty of the Centre-

(a) to develop the curriculum of various subjects in the sphere of technological education, keeping in view the overall priorities, perspectives and needs of the society and expectations from industry;

(b) To develop a database of technical teachers and resource persons for training in different domains

(c) to develop e-Learning Resources for the University under SWAYAM platform

(d) to take steps to identify the demands of society and expectations from industry and design the curriculum and training of students and teachers accordingly;

(e) to develop methodology for training of teachers and to create training materials for the same;

(f) to coordinate with and empower Regional Centres and Subcenters for conducting Teacher's Training and such other training as directed by the University.

(g) to offer training programs covering entire gamut of technical education

(h) improve quality of teachers in Technical Education by conducting appropriate training programs, certificate courses, Workshops in subject domain, leadership and managements.

(i) build professional capacity in teachers of the University and colleges

(j) provide certificate for professional skills of the faculty members

(k) provide opportunities to the teachers to receive training from industrial experts

(l) develop well equipped specialized training cells or extensional centres for teachers

S3.136 Functions of Teachers Training, Curriculum Development and Design Centre

(1) The main function of the Centre shall be to improve the quality of teachers who impart technical education in the University departments, Schools, recognized Institutes and affiliated colleges by imparting training in pedagogy, subject domains, emerging technologies, assessment methods, Research methodology, Time management, personal management, leadership and interpersonal communications.

(2) The Centre shall play a vital role in bringing in the desired improvement in quality of higher education.

(3) There shall be an Executive Committee of the Teacher's Training, Curriculum Development and Design Centre of the following members:

(a) Director, Teachers Training, Curriculum Development and Design Centre, Chairman

(b)Joint Directors- Research and Development, and Industry Relations of Regional Centres

(c) Joint Directors of Sub-Centres

(d) One senior Professor of University Departments

(4) The Joint Director members of the Committee shall be coordinators of Extensional Centres of the Centre in their respective regions.

(5) The Executive Committee shall plan and execute as per the available resources training programs for the teachers in the Technical Education

(6) The Executive Committee may form subcommittees for support to the Centre's Activities.

(7) The Executive Committee shall meet four times in a year

(8) One of the Joint Directors from Regional Centres shall be Member Secretary of the Executive Committee.

S3.137 Planning and Conduct of Training Programmes

(1) The Centre shall conduct survey of the teachers in the University departments and affiliated colleges for Training Need Analysis(TNA) in the State

(2) The Centre shall conduct consultative meetings with industry to identify the opportunities in the industry and prepare the list of resource persons who can be tapped for training programs for teachers in respective disciplines

(3) The Centre shall plan training programs in view of the needs identified in the training need analysis

(4) The Centre shall prepare a time Table of Training programs and give wider publicity for the same

(5) The Centre shall conduct the training program at the Centre premises, Extensional centres or at colleges depending on the availability of resources

(6) The Centre shall evaluate and assess the performance of the teachers undergoing training in the Centre and provide proficiency certificates in specified skills.

Sub Chapter-XIX

S3.138 Nomination of Members on Authorities, Boards and Committees by the Vice-Chancellor

(*Under Section 39 (m) of the Act)*

(1) When any post is to be filled by nomination by the Vice-Chancellor at the time of constitution of any or body or when any such vacancy occurs on any authority before the expiry of its term by reasons of illness or absence or any other cause or when the person so

nominated is unable to perform the duties of his office, the vacancy shall be filled in by the Vice-Chancellor through nominations made by the Nomination Committee, provided the Nominees are otherwise eligible to be on the said authorities or bodies from the same category.

(2) The Nomination Committee shall be constituted by Vice-Chancellor of the following composition, namely :-

(a) Chancellor's nominee on Executive Council; – Chairperson

(b) The Directors of Regional Centres- Members

(c) The Senior-most Dean -Member

(d) Registrar –Member Secretary

(3) Eligibility Criteria for Nomination of Members on Various Authorities and Committees of the University

Eligibility criteria for nomination of members on various authorities and committees of the University shall be as prescribed by the Ordinances.

S3.139 Meetings of the Nomination Committee

(1) The Committee shall meet as and when required on the instructions of the Vice-chancellor.

(2) The essential quorum of the meeting shall be the Nominee of the Chancellor, Two Directors of the Regional Centres and the Registrar.

S3.140 Procedure of the Meeting of the Nomination Committee

(1) The Registrar shall invite nominations on different bodies of the University with necessary details in a standard format

(2) The Registrar shall appoint a Scrutiny Committee of minimum three Professors from the University Departments and affiliated colleges to scrutinize the nominations and prepare a list of eligible nominations

(3) The list of eligible nominations shall be provided along with necessary details to the Nomination Committee

(4) The Nomination Committee after appropriate deliberations against the criteria as specified in these Statutes or in the Act, shall recommend names in the order of preference to the Vice-Chancellor

(5) The Vice-Chancellor shall select the names for appointments as his nominations on different authorities and bodies of the University.

(6) The Registrar shall send the letters of invitations to the Nominated members for acceptance

(7) The members, after accepting the membership of the Authorities or bodies, shall be invited to the forthcoming meeting where they shall be formally inducted in the body.

(8) The newly inducted members of the Authorities and bodies shall undergo an orientation with the Chairman of the authority or body to understand the functioning of the authority and body.

(9) The members shall go through the Manual of the authority of which they are members and shall to abide by the regulations of the University.

S3.141 Eligibility for the Second consecutive term

No person shall be nominated member of Executive Council, Academic Council, Planning and Evaluation(Monitoring) Board, Faculty, Board of Studies, Board of Post-graduate Education, Board of Research and Development, and Board of Innovation, Incubation and Entrepreneurship for the second consecutive term, except *ex-officio* members.

S3.142 Appointment of Executive Council and Academic Council members on the University Committees

A member of any Authority or body shall not become a member of a body or Committee of the University constituted by the same Authority of body of which he is a member, unless provided for in the Act or Statutes.

Sub Chapter-XX

S3.143 OTHER COMMITTEES OF THE UNIVERSITY

(*Under Section 39 (m) of the Act)*

(1) the following shall be the Committees of the University-

(a) Library Committee
(b) Budget Committee
(c) Purchase and Sales Committee
(d) Standing Committee for Administration
(e) Equivalence Committee
(f) Building and Works Committee
(g) Legal and Compliance Committee

S3.144 Functions and duties of the Library Committee

(As per the Section 78(3) of the Act)

(1) The Library Committee shall -

(a) provide for proper organization and support for the functioning of the Library, documentation services and maintenance of records in analogue and digital forms ;

(b) provide the approach and operational plan for modernization and improvement of the Library and documentation services in both analogue and digital format ;

(c) recommend Library fees and other charges for the services and use of the Library by others ;

(d) prepare the annual budget and proposal for development of the Library for approval of the Executive council ;

(e) establish a network with regional, national and international libraries and information centres ;

(f) hold the information pertaining to all administrative, governance, academic and other documents and information and data pertaining to the working of colleges, University departments or institutions and administrative offices of the University and related to assessment and accreditation of colleges, recognized institutions and the University ;

(g) undertake any other task as may be assigned by the University authorities so as to carry out objectives of the Library

(2) The Librarian shall submit a self-appraisal of the Library Committee at the end of each academic year, but not later than 30th June to the Vice-Chancellor; and the Vice-Chancellor shall place the same before the Executive Council for its information.

S3.145 Procedure at the Meeting of Library Committee

(1) The Committee shall as often as necessary and when convened by the Chairperson but at least twice in year.

(2) The date of the meeting of the Committee shall be so fixed as to allow notice thereof being given at least seven clear days before the date of the meeting to each member along with the agenda and agenda notes of the meeting:

Provided that an emergent meeting of the Committee may be called at a shorter notice if it is found necessary by the Chairperson of the Committee.

S3.146 Notice of the Meeting of the Library Committee :

(1) The Librarian of the University shall prepare the agenda for each meeting and shall get the same approved by the Chairperson of the Committee.

S3.147 Quorum of the meeting

(1) The quorum for a meeting of the Committee shall be one half of the total number of members. If there is no quorum, the meeting shall be adjourned by the Chairperson for one hour. No quorum shall be necessary for such adjourned meeting when reconvened.

(2) The date of the meeting of the Committee shall be so fixed as to allow notice thereof being given at least seven clear days before the date of the meeting to each member along with the agenda and agenda notes of the meeting:

S3.148 Conduct the Meeting of Library Committee

(1) The Chairperson, when present shall preside over the meeting of the Committee and in his absence, the Senior Most Dean, shall chair the meeting.

(2) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.

S3.149 Minutes of the Meeting of Library Committee

(1) The Librarian of the University shall prepare the minutes of each meeting of the Committee and shall forward the same to all members of the Committee within seven days from the date of the meeting after seeking approval of the Chairperson of the Committee for the same. The minutes of the meeting shall be confirmed in the next meeting of the Committee.

(2) A copy of the minutes of every meeting of the Committee shall be placed before the Executive Council in its meeting held immediately after the meeting of the Committee.

(3) The action take on the resolutions shall be reported to the Committee in its succeeding meeting

S3.150 Budget Committee

(1) The Budget Committee shall consist of the following members

(a) The Vice-Chancellor or Senior-most Dean appointed by vice-chancellor; Chairperson

(b) One Director of Regional Centres, nominated by the Vice-Chancellor, by rotation for a period of one year

(c) One Jt. Director of Sub-centres, nominated by the Vice-Chancellor, by rotation for a period of one year

(d) The Registrar

(e) One Senior Professor of University Departments, nominated by the Vice-Chancellor, by rotation, for period of one year

(f) The University Engineer

(g) Director, Examination

(h) Chairman, Campus Development Committee

(i) Director, Information Technology Services.

(j) Jt. Director of Teacher's Training Centre as Co-ordinator, IQAC

(k) Finance Officer- Member Secretary

(2) The Vice-Chancellor shall form the Budget Committee by 15th October every year.

S3.151 Functions and duties of the Budget Committee-

(1) The Budget Committee shall invite online budgetary requirements from different departments/Sections/ divisions of the University, Regional Centres and SubCenters, and Board of Examination

(2) The Committee shall compile the requisitions from all concerned centres and prepare the budget of the University every year considering the finance available with the Universityand expected income from all sources and grant-in-aid due from the Government in the concerned financial year.

(3) The Finance Officer shall submit the budget toFinance Committee.

S3.152 Purchase and Sales Committee

(1) There shall be a Purchase and Sales Committee for dealing with all matters relating to all purchases and sales of the University.

(2) The Committee shall consist of the following members, namely:-

(a) The Vice-Chancellor or Senior-most Dean appointed by vice-chancellor; Chairperson

(b) Two Heads of the University Departments nominated by the Vice-Chancellor;

(c) Two members of Executive Council nominated by the Vice-Chancellor;

(d) One Director of Regional Centre (on rotation by one year) to be nominated by Vice-Chancellor

(e) One Jt. Director of Sub-Centre (on rotation by one year) to be nominated by Vice-Chancellor

(f) The Registrar;

(g) The Finance Officer- Member Secretary

(3) The Committee shall invite the Head of the Department and Principal Investigator for whom the purchase is to be made, provided the Head of Department is not member of the Committee.

S3.153 Powers and Duties of the Purchase and Sales Committee

The Purchase and Sales Committee shall have the following powers and duties, namely:-

(1)to approve the purchase and sale of items where the individual cost of each item exceeds Rs. 10,00,000/- at a time;

(2) to inspect the items to be purchased or to be sold and approve the same;

(3)to negotiate with the lowest tenderer in the case of purchases of items, if necessary and for the reasons to be recorded in writing;

(4)to waive the tendering process in the case of purchase/sales of scientific equipment, if necessary, with the reasons to be recorded in writing;

(5)to suggest the names of the technical experts for appointment to scrutinise the purchase/salesof technical nature;

(6)to develop norms and procedure for unspent amounts budgeted for purchase or recovered from sales

(6)to constitute sub-committees for different activities of purchase and sales by the University:

Provided that, the decision of the sub-committee shall be placed before the Purchase Committee for its approval;

(7) to deal with the matters relating to purchases and sales of the University as per the procedure and general principles as mentioned in the Regulations, prescribed by the Government of Maharashtra.

S3.154 Procedure for purchase

The University shall follow the Purchase and Sales procedure as per the respective Ordinance.

S3.155 Procedure at the Meeting of Purchase and Sales Committee

(Under Section 39 (m) of the Act)

The Committee shall meet as often as necessary and as and when convened by the Chairperson of the Committee.

S3.156 Notice of Meeting of Purchase and Sales Committee :

(1) The date of the meeting of the Committee shall be so fixed as to allow notice thereof being given at least seven clear days before the date of the meeting to each member along with the agenda and agenda notes of the meeting:

(2) An emergency meeting of the Committee may be called at a shorter notice if it is found necessary by the Chairperson of the Committee.

(3) The Finance Officer of the University shall prepare the agenda for each meeting and shall get the same approved by the Chairperson of the Committee

S3.157Quorum of Meeting of Purchase and Sales Committee :

The quorum for a meeting of the Committee shall be one half of the total number of members. If there is no quorum, the meeting shall be adjourned by the Chairperson for one hour. No quorum shall be necessary for such adjourned meeting when reconvened.

Provided that the essential quorum of for the regular/reconvened/continued meeting shall consist of Chairperson, One Head of university department, One member Nominated by Executive Council, One Director or One Jt. Director and Finance officer.

S3.158 Conduct of Meeting of Purchase and Sales Committee:

(1) The Vice-Chancellor, when present shall preside over the meeting of the Committee and in his absence, the Senior Most Dean on his nomination by the Vice-chancellor, shall chair the meeting.

(2) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.

(3) The date of the meeting of the Committee shall be so fixed as to allow notice thereof being given at least seven clear days before the date of the meeting to each member along with the agenda and agenda notes of the meeting:

Provided that an emergency meeting of the Committee may be called at a shorter notice if it is found necessary by the Chairperson of the Committee.

(4) The Finance Officer of the University shall prepare the agenda for each meeting and shall get the same approved by the Chairperson of the Committee.

S3.159 Minutes of the Meeting of Purchase and Sales Committee

(2) The Finance Officer of the University shall prepare the minutes of each meeting of the Committee and shall forward the same to all members of the Committee within seven days from the date of the meeting after seeking approval of the Chairperson of the Committee for the same. The minutes of the meeting shall be confirmed in the next meeting of the Committee.

(3) A copy of the minutes of every meeting of the Committee shall be placed before the Executive Council in its meeting held immediately after the meeting of the Committee.

(4) The action take on the resolutions shall be reported to the Committee in its succeeding meeting

S3.160 Standing Committee of Administration

(1) There shall be a Standing Committee for Administration constituted by the Executive Council to advice and recommend various administrative reforms.

(2) The Committee shall have the following members:

(a) An Ex-VC or Ex-Registrar of a State University or a retired Principal of a Government College of Engineering, nominated by the Vice-Chancellor - Chairperson

(b) Director of Technical Education or his nominee not below level of Joint Director

(c) Two persons with expertise in HRD, one of them shall be from industry while the other one shall be from Dy. Registrars of other State University, nominated by the Vice-Chancellor

(d) A Senior Professor of the University (*by rotation of Two years*)

(e) One Dean (*by rotation every two years*)

(f) One Director of Regional Centre (*by rotation every two years*)

(g) One Jt. Director of Sub-regional Centre (*by rotation every two years*)

(h) The Registrar – Member Secretary

S3.161 Powers and functions of Standing Committee for Administration

(1) The Standing Committee of Administration shall :-

(a) recommend policies to be adopted by the University with a view to have effective and efficient utilization of available man power.

(b) lay down guidelines, policies ensuring healthy and harmonious employee relations.

(c) consider representations from the association of employees concerning common issues.

(d) recommend appropriate measures for providing cordial and peaceful working environment.

(e) suggest appropriate remedies and make efforts for resolution of disputes related to service conditions of the employees of the University,

(f) recommend about career progression and improvements in service conditions of employees.

(2) The Standing Administration Committee may refer matter to Legal and ComplianceCommittee of the University, if it thinks so, for advice and recommendations of specific queries.

S3.161 Procedure at the Meeting of Standing Committee for Administration

(Under Section 39 (m) of the Act)

S3.162:Meetings of Standing Committee for Administration

The **Standing Committee for Administration** shall meet at least four times a year or at such other times as may be convened by the Chairperson.

S3.163: Notice of the Meeting of Standing Committee for Administration

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

S3.164: Quorum of meeting of Standing Committee for Administration

(1) The quorum for the meeting of the **Standing Committee for Administration** shall be one-third of the number of the sitting members.

(2) If there is no quorum, the meeting shall be adjourned by the Chairperson for 30 minutes and reconvened on the same day and no quorum shall be necessary for such reconvened meeting.

(3) No quorum shall be necessary on the following day of the continued meeting

S3.165: Conduct of meeting of the Standing Committee for Administration

(1) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.

(2) All proposals on the agenda shall be decided by consensus or a majority of votes of the members present.

(3) The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

S3.166: Minutes of the Meeting of Standing Committee for Administration

(1) The minutes of the meeting of the Standing Committee for Administrationshall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.

(2) On approval of the minutes by the Chairperson, the minutes shall be reported to the Executive council

(3) The actions take on the resolutions shall be reported to the Executive Council in its succeeding meeting

S3.167 Equivalence Committee

(1) There shall be an Equivalence Committee, one for each Faculty, for considering the equivalence of examinations of other Statutory University, Recognized Boards of Education, Academic Institutions in India and abroad for the purpose of admission to the courses and/or examinations under the Faculty:

(2) The Equivalence Committee shall consist of—

a) Dean- Faculty

b) The Heads of the respective University Departments

c) Two members nominated by the Academic Council, from the Principals of affiliated college on the Council.

(3) While considering the Equivalence of the degree and examinations, the Committee shall *inter alia*, consider the following factors related to—

(a) the syllabus of the courses concerned.

(b) duration of the courses and course structure.

(c) percentage of marks required for passing.

(d) bodies conducting examinations Government/Private/Autonomous, etc.

(e) any other requirements/factors specified by the University, from time to time.

(4) The report of the Equivalence Committee shall be placed before the Academic Council for its approval.

(5) The University shall give equivalence to the examination/Degree of other University only on reciprocating basis.

S3.168 Procedure at the Meeting of Equivalence Committee

(Under Section 39 (m) of the Act)

The ***Equivalence Committee***shall meet at least four times a year or at such other times as may be convened by the Chairperson.

S3.169: Notice of the Meeting of Equivalence Committee

The notice of at least eight clear days along with the agenda for the meeting shall be given to the members.

S3.170: Quorum of the Meeting of Equivalence Committee

(1) The quorum for the meeting of the Equivalence Committeeshall be one-third of the number of the sitting members.

(2) If there is no quorum, the meeting shall be adjourned by the Chairperson for 30 minutes and reconvened on the same day and no quorum shall be necessary for such reconvened meeting.

(3) No quorum shall be necessary on the following day of the continued meeting

S3.171:Conduct of the Meeting of Equivalence Committee

(1) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.

(2) All proposals on the agenda shall be decided by consensus or a majority of votes of the members present.

(3) The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

S3.172: Minutes of the Meeting of Equivalence Committee

(1) The minutes of the meeting of the Equivalence Committeeshall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.

(2) On approval of the minutes by the Chairperson, the minutes shall be reported to the Academic Council

(3) The actions take on the resolutions shall be reported to the Academic Council in its succeeding meeting

S3.173 Building and Works Committee

(1) There shall be a Building and Works Committee consisting of the following members

(a) The Vice-Chancellor - Chairperson

(b) One Nominee of the Executive Council

(c) Superintending Engineer of the Public Works Department or in-Charge of the territorial circle of PWD at the Main Centre

(d) Executive Engineer of the Public Works Department or In-Charge of the territorial circle of PWD at the Main Centre

(e) Head, Civil Engineering Department of the University

(f) One Regional Centre Director, nominated by the Vice-Chancellor, by rotation for a period of one year

(g) One eminent Architect or Civil Engineer nominated by the Vice-Chancellor;

(h) The Registrar;

(i) The Finance Officer;

(j) University Engineer, Member Secretary.

S3.174 Powers and Duties of the Building and Works Committee

(1) The Building and Works Committee shall have the following powers and duties, namely:-

(a) to appoint sub-committees to open tenders and for technical evaluation of the tenders;

(b) to extend the contract period, if necessary, on the recommendation of the University Engineer of the University;

(c) to sanction the payment of the Final Bills of all types of works and the monthly Running Accounts Bills in respect of the major works.

(d) review the estimates prepared by the University Engineer of the works on the basis of the prevailing rates or the rates adopted by Public Works Department of the State Government

(e) review of detailed plans and estimates for the works prepared by University Engineer, after taking the administrative sanction to the work, in the forms used in the Public Works Department of the State Government.

(f) review and approve the plans and estimates for maintenance and minor works, prepared by the University Engineer

(g) review and approve the plans and estimates of major works prepared by the University Engineer with the help of the Architect chosen from the panel of architects

(h) review and approve the plans and estimates for major works costing more than 500 lakh, prepared through an architect from a panel of consulting architects, approved by the Chancellor:

Provided that, having regard to the magnitude, complexity and importance of the project, the University may appoint an eminent architect not borne on the approved panel of consulting architects, with prior approval of the Chancellor to the appointment of such an architect.

(i) provide a detailed estimate of works with rate analysis to the Finance and Accounts Section of the University.

(j) review and approve a revised estimate prepared by the University Engineer when the original estimate is likely to be exceeded, for any reason, by more than 10% or when a change of design or plan is necessary, as soon as the necessity arises and before the completion of the work.

(k) approve minor deviations within the sanctioned estimate which do not necessitate the preparation of revised estimate with the sanction of the Vice-Chancellor.

(l) manage the budget provisions when a work is spread over more than one financial year

S.3.175 Procedure for Execution of Works in the University

(1) Classification of Works:

Works will be classified as follows:

(a) Maintenance Works:

These shall include all types of maintenance and repair works, regardless of the total cost incurred.

(b) Minor Works:

These shall include original works, special repairs and works involving additions and alterations with an estimated cost up to and including Rs. 60 Lakhs.

(c) Major Works:

These shall include original works, special repairs and works involving additions and alterations with an estimated cost exceeding Rs. 60 Lakhs.

(2) Preparation of Estimates:

(a) To facilitate the preparation of estimates, the Executive Engineer of the University, adopt rates stated in the S.S.R. as adopted by Public Works Department of the State Government and same shall be sanctioned by the Vice-Chancellor. Where rates are not available in S.S.R., the Executive Engineer of the University, may adopt rates from local municipal corporation/ CPWD/ NHAI/MHADA/CIDCO/MJP/Govt. Undertaking Departments or analyse rate for that item on the basis of the prevailing market rates and same shall be sanctioned by the Vice – Chancellor on the recommendation by Executive Engineer.

(b) Detailed plans and estimates for the works shall be prepared only after the administrative sanction to the work is accorded. The details of approval, such as resolution No., date, etc., shall always be quoted in the estimate.

(c) The estimate shall be prepared generally in the forms used in the Public Works Department of the State Government or Central Public Works Department.

(d) For maintenance and minor works, the Executive Engineer shall get the plans and estimates prepared by the Architect/Department under the guidance and supervision of the Buildings and Works Committee.

(e) For major works, the Executive Engineer shall get the plans and estimates prepared with the help of the Architect chosen from the panel of architects, under the guidance and supervision of the Buildings and Works Committee. The plans and estimates for major works shall be got prepared through an architect from a panel of consulting architects, approved by the Chancellor:

Provided however that, having regard to the magnitude, complexity and importance of the

project, the University may appoint an eminent architect not borne on the approved panel of consulting architects, with the prior approval of the Chancellor to appointment of such an architect.

(f) The Executive Engineer may, however, make additions or alterations in the heading on the face sheet according to requirements. In preparing the estimates, the instructions given in the Public Works Department Hand Book shall, as far as possible, be followed. A copy of detailed estimate with rate analysis shall be furnished to the Finance and Accounts Section of the University.

(g) The estimate shall provide for the complete work and not piece-meal work. The cost of the work shall generally be calculated at the rates given in the schedule of rates and if for any reason those rates are not considered adequate and higher rates are necessary, a detailed statement showing the manner in which rates entered in the estimates are arrived at, shall be appended to the estimate.

(h) All incidental expenditure which can be foreseen shall be provided for in the estimates. Provision for contingent expenditure on the works may be made to the extent of 5% of the total charges. The provision for contingencies shall not be diverted to any new item not provided for in the estimates, without the sanction of the authority, which sanctioned the original estimate.

(i) The annual repairs estimates for buildings shall be for fixed amount based on a percentage of the cost of the building, the nature of the work and the use to which the building is put. These rates shall be fixed by the Executive Engineer, from time to time.

(j) When the original estimate is likely to be exceeded for any reason by more than 10% or when a change of design or plan is necessary, a revised estimate shall be prepared as soon as the necessity arises and before the completion of the work.

(k) If a work is abandoned after partial execution and is proposed to be taken up again, a fresh estimate shall be prepared before the work is restarted.

(l) Minor deviations within the sanctioned estimate which do not necessitate the preparation of revised estimate may be carried out with the sanction of the Vice-Chancellor. Such deviations shall, however, be shown in a statement to be kept on record along with the sanctioned estimate.

(m) The sanction to an estimate for a work shall be strictly limited to the precise object for which the estimate was intended to provide. Any anticipated or actual saving on an approved estimate shall not be used to carry out additional work other than incidental work arising out of the main work, not contemplated in the original plan and estimate for the work. The incidental work may be carried out within the total sanctioned estimate with the approval of

the Vice-Chancellor.

(n) When a work is spread over more than one financial year, the budget provision shall be made only for the amount that is likely to be utilized in that financial year.

(3) General Procedure:

(a) The Executive Engineer shall maintain a register of projects, in which all proposals for new works shall be entered. Buildings and Works Committee shall ascertain from the Executive Engineer, the approximate cost of the entire project and shall consider its utility, urgency and the means available to finance the project. Any project beyond the means of the University to finance shall not be undertaken. These proposals shall be placed before the competent authority for according administrative approval and expenditure sanction.

(b) In financing any work, it shall be considered whether it is possible to provide the full requisite amount during the year. If the full requisite amount cannot be provided in one year, the Management Council shall, in consultation with the Buildings and Works Committee, fix a programme as to the items to be carried out every year. In fixing the programme, care shall be taken to see that the items to be executed are not damaged and the amount spent on them is not wasted.

(c) Repairs shall ordinarily be given precedence over the original works. Adequate provision shall be made for the works in hand at the close of the previous year. Past expenditure shall not be allowed to go waste by negligence to maintain the existing works or to complete the unfinished works.

(d) The sanction accorded to current repairs estimates shall lapse at the end of the year, but the sanction accorded to special repairs or original works shall hold good till the repairs or works are completed.

(e) The sanction accorded for the allotment of funds in the Financial Estimates (Budget) shall continue in force till the end of the year to which it pertains. In the case of original works and special repairs, however, the competent authority may, after calling for a statement of incomplete works at the end of the year and the probable amount required for completion, sanction a re-allotment of that amount so that the works may be proceeded in the next year. Such sanctioned re-allotments shall be included in the Supplementary/Revised Financial Estimates (Budget).

(f) No work shall be commenced without obtaining necessary approvals/sanctions of the competent authority. An order to prepare an estimate is no authority for execution of work and no work shall be commenced or expenditure in connection with it incurred, until funds are provided.

(g) A register of commitments/payment shall be maintained by the Estate Section of the University for keeping a watch over the financial liabilities in respect of the works which have been approved for execution.

(h) Works shall be executed either departmentally by employing daily labour/piece workers or through contract.

(4) Procedure for Execution of Works:

(a) The Executive Engineer of the University is permitted to undertake all types of urgent works up to Rs. 50,000/- without calling quotations for maximum three times in a single calendar week.

(b) Tenders/Quotations shall be called issuing a notice on the University website by the Executive Engineer for Minor Works and Maintenance Works costing Rs. 50,001/- to Rs. 5,00,000/-. Selection of the contractor for such works costing Rs. 50,001/- to Rs. 5,00,000/- shall be made by the Executive Engineer with the approval of the Vice-Chancellor.

(c) Tenders shall be called by issuing a brief advertisement in newspapers and a detailed tender notice shall be displayed on the University notice board and on the website of the University, by the Executive Engineer, costing more than Rs 5,00,000/- by E-tendering procedure or as per the norms of the State Public Works Department prevailing at the relevant time.

(d) The final selection of the contractor for the works executed by the University costing more than Rs. 3,00,000/-, shall be made by the Buildings and Works Committee. The Buildings and Works Committee may negotiate with the lowest contractor, if required.

(e) If an individual maintenance or major work is estimated to cost more than Rs. 500 Lakh, it shall be executed by the University or the State Public Works Department, as may be decided by the Buildings and Works Committee and the Management Council of the University.

(f) The Executive Engineer shall be responsible for execution of all types of works under the guidance and supervision of the Buildings and Works Committee.

(5) Competent Authority to Accord Administrative Approval and Expenditure Sanction -

(I) The authority competent to accord administrative approval and expenditure sanction for the maintenance, minor and major works shall be as follows:

(a) Vice-Chancellor	All types of works up to 10 Lakh All Maintenance and Minor works, irrespective of cost
(b) Buildings and Works Committee	All Major works, irrespective of cost
(c) Executive Council	All Major works, irrespective of cost

(II) The authority competent to accord technical sanction for the maintenance, minor and major works shall be as follows:

(a) Executive Engineer	All types of works costing up to 10 Lakh
(b) Buildings and Works Committee	All types of works costing above 10 Lakh

(6) Tender/Quotation Opening Committee.-

(a) The Buildings and Works Committee shall constitute a sub-committee to open the tenders.

(b) The Sub-committee, in presence of all contractors, shall open the sealed tenders. Each member of the sub-committee shall sign the tender papers.

(c) The Executive Engineer shall prepare the comparative chart showing name of the contractor, amount quoted by each contractor, conditions, if any, quoted by the contractor. The comparative chart so prepared and signed by the members, shall, then be placed before the competent authority for acceptance of tender and award of the work.

(7) Measurement Book -

(a) The Executive Engineer of the University shall be responsible for maintenance of the measurement books.

(b) Payments for all work done otherwise than by daily labour and for all supplies required for specific work shall be made on the basis of measurements recorded in measurement books. These books shall be numbered serially and their account shall be maintained by the Executive Engineer showing the serial number of each book, the date of issue and date of its return.

(c) Full particulars and the name of the work measured shall be given in the measurement book,

along with a certificate of the measurements being checked.

(d) A stock register of measurement books shall be maintained by the Executive Engineer showing the printed number on each book, the name of the person to whom issued, the date of issue and the date of return.

(e) Before recording the measurements, it shall be ensured that the work done or supplies made are fully in accordance with the prescribed specifications. If any item of a work is measured before it is completed according to the specifications, the fact shall be clearly recorded in the measurement indicating the deficiencies in the part of the work and the reduced rate at which payment for the item is recommended.

(f) The pages of the books shall be machine numbered. Entries shall be recorded continuously and no blank pages shall be left torn or torn out. If any pages are left blank inadvertently, they shall be cancelled by diagonal line and attested and dated by the Executive Engineer. The entries shall be made in ink. No entry may be erased or overwritten. If a mistake is made, it shall be corrected by crossing out the incorrect words and figures and inserting the corrections which shall be initialled and dated by the Executive Engineer.

(g) Payments for unmeasured works shall not be made. In the case of petty miscellaneous works with regard to which measurements are not feasible, the Executive Engineer shall certify on the bill that the work done is worth the amount claimed for it.

(8) Contracts -

(a) In the case of works to be given out on regular contract, the Executive Engineer shall prepare the contract documents which shall include,-

(i) a complete set drawing showing the required details;

(ii) specifications of the various items of work and the material to be used;

(iii) a schedule of quantities of the various items of work;

(iv) a set of conditions of contract to be complied with by the person, whose tender is accepted;

(v) Any other relevant particulars.

(b) The following particulars shall invariably be furnished in the tender notice, namely:-

(i) name of work;

(ii) amount of estimate;

(iii) time that would be allowed for the completion of work;

(iv) place where and the date and time up to which the tender forms will be issued;

(v) when and where the tender forms shall be submitted;

(vi) when, where and by whom the tenders will be opened;

(vii) the amount of earnest money to be deposited along with the tender;

(viii) any other relevant particulars

(c) The authority to reject any or all the tenders so received, shall always be reserved with the University.

(d) Normally, the lowest tender shall be accepted after ascertaining the capacity of the contractor.

(e) The amount of earnest money to be deposited with the tender shall be fixed at one per cent of the estimated cost of the work. The amount shall be sufficiently large to be a security against loss in case of the contractor failing to furnish the required security or to enter into agreement within the appointed time, after acceptance of the tender, as the case may be.

(f) The demand drafts for earnest money received with the tenders shall be refunded, to the party whose tender is not accepted, within fifteen days from the date of decision of acceptance of tenders, without interest. If the tender is accepted, the earnest money of accepted tenderer shall be taken to form a part of the initial security deposit and transferred to the deposit register.

(g) For every work given out on contract, an agreement on a stamped paper shall be executed. As soon as an agreement is entered into with the contractor, it shall be entered in a register and given a number and date. Payments made to the contractors from time to time shall be noted in a Register of Works.

(h) Security deposit shall in all cases be taken as 5 per cent of tendered cost for the due fulfilment of a contract.

(i) Security deposit may be refunded, without interest, after a period of twenty-four months after the completion of the work.

(j) Work shall be executed strictly in accordance with specifications given in the approved estimates. The terms of every agreement shall be strictly enforced and nothing shall be allowed to be done that would tend to nullify or vitiate the agreement.

(k) A contractor shall not be allowed higher rates than those agreed upon in consideration of any peculiar or unforeseen circumstances. If in any case higher rates are considered necessary, specific orders of the Vice-Chancellor shall be obtained therefor.

(l) If any item of work which is not included in the original estimates, is required to be included subsequently, a separate estimate for the extra item shall be prepared and got approved by the competent authority. The estimate shall be accompanied by a statement giving complete analysis showing how the rate has been worked out.

(9) Register of Works.-

(a) A register of works shall be maintained for watching progress of expenditure on each work undertaken by the University. The register of works will show the amount of the sanctioned estimate, total allotment for the year, expenditure incurred against it and the progressive

expenditure on the work. In the case of repairs, the works in accounts shall be closed with the financial year. But in the case of other works in progress, the details along with the progressive figures of expenditure up to the end of the year shall be carried forward to the register of the succeeding year.

(b) The register shall be provided with an index, which shall be subdivided under the several heads and shall be kept for ready reference. At the commencement of the year, the incomplete works of the previous year shall be first entered with the amount of the estimate and the expenditure up to the end of the previous year. The works sanctioned for execution during the year shall then be entered and the amounts of the sanctioned estimates and the allotment for each work shall be noted and each entry shall be initialled by the Executive Engineer in token of correctness. Any changes in the allotments subsequently made and the amounts of revised or supplementary estimate shall be similarly recorded.

(c) As soon as the work bills are passed for payment, the amount of each bill shall be posted in the register in the account of the work concerned and progressive total shall be taken in the column provided for the same.

(d) When a work is completed, the fact of the receipt of the completion certificate shall be noted in the remark column together with the cost of work mentioned in the certificate. Incomplete works at the close of the year shall be carried forward to the register of the succeeding year with the total expenditure up to the end of the year.

(e) In addition to the register of works, a detailed work ledger shall be maintained for all building projects. The quantity and cost under each head or sub-head of work as shown in the estimate, shall be entered in the top columns. As soon as bills are passed for payments the items and amounts billed for, shall be entered in appropriate columns and the total expenditure shall be shown at the end.

(f) The total allotment for the year for each work shall be noted at the top of the page and any additions or reductions made during the year with the authority therefor. If supplementary estimates are sanctioned, the items of sub-heads shall be entered below those of the original estimates and both shall be totalled.

(g) It shall be the duty of the Executive Engineer to keep a watch over the progress of the work and to ensure that the expenditure is kept within the sanctioned estimate. If the expenditure is likely to exceed the estimate or the budget provision, the Executive Engineer shall bring this to the notice of the competent authority and propose revised estimates and additional provision for the work.

(h) At the end of every financial year, all documents connected with each work shall be filed in the following chronological order, namely:-

(i) true copies of the original estimate and revised estimate, if any;

(ii) deviation statements, if any;

(iii) contract;

(iv) duplicate copies of vouchers (Works bills or Musters or Hand Receipts);

(v) remarks of the Executive Engineer, if any;

(vi) completion certificate, if any.

(10) Completion of Works.-

When the work is completed, the Executive Engineer shall take prompt action to settle the accounts of it. If there is any excess over the estimated amount, he shall get it regularised by the competent authority after following the due procedure. On completion of every work, a completion certificate shall be obtained and recorded in the work file concerned.

(11) Payment of Bills.-

(a) The Chairperson of the Buildings and Works Committee shall have the power to sanction the payment of the monthly Running Accounts Bills in respect of maintenance, minor and major works, after the same are certified as 'fit for payment' by the Executive Engineer. The payments in respect of the works in which an Architect is appointed, shall also be examined by him. The bills so paid shall be placed before the Buildings and Works Committee for information at its next meeting.

(b) The Buildings and Works Committee shall have the power to sanction the payment of the Final Bills of all types of works, after the same are certified as 'fit for payment' by the Executive Engineer. The payments in respect of the works in which an Architect is appointed, shall also be examined by him.

(c) Bills shall be prepared in duplicate in the prescribed forms. Every bill shall bear reference to the number and page of the measurement book in which the measurements of the work are recorded. The name of the contractor or supplier, name of work or purpose of supply, serial number of the bill, reference to the agreement and sanction, shall invariably be recorded by the Executive Engineer before certifying the bill for payment. The original bill shall form a payment voucher and shall be filed in the voucher file in the Finance and Accounts Section. The duplicate copy shall be returned by the Finance and Accounts Section to the Executive Engineer, after making an endorsement specifying the voucher number and date and the amount for which it is passed.

(d) When the authorized rate has not been fully earned, a suitable reduction shall be made therein and the reasons thereof shall be recorded briefly by the Executive Engineer.

(e) An advance payment for work actually executed may be recommended by the Executive

Engineer, who will certify to the effect that the quantity of work actually done is not less than the quantity for which payment is recommended.

(f) In the case of contract for finished work, the Executive Engineer may recommend payment of secured advance not exceeding 75 per cent of the assessed value of material brought to site, provided such material, is imperishable and is actually required to be used on the work, and the agreement drawn up with the contractor provides that the University secures a lien on such material and that it is safeguarded against losses due to postponement of the work, or shortage or misuse and against expenses for their proper watch and safe custody. The Executive Engineer shall be responsible for any over payment and for watching the recovery or adjustment of the advances as and when the material is used for the work.

(g) All works bills, including those in respect of works entrusted to Architects, shall be thoroughly checked by the Estate Section of the University which will ensure that the works have been executed under proper authority and in accordance with the prescribed standards and specifications, that the quantities have been correctly measured and worked out, that the rates and calculations are correct and other conditions of contract are fulfilled and that the sanctions of the competent authorities is obtained for the excesses or extra items. These bills shall also be further scrutinized by the Finance and Accounts Section.

(h) The Finance and Accounts Section after sanction of the competent authority, shall make payments directly to the contractor or supplier by cheque /pay order/NEFT/RTGS and shall intimate to the Executive Engineer about the payment along with the duplicate copy of the bill. As soon as the payments are made, the vouchers shall be filed chronologically and posted in the ledger.

(i) When the payment of the bill is likely to be delayed, advance payment up to 75 per cent of the net amount certified for payment in the bill may be made by the Finance and Accounts Section, under the specific orders of the Vice-Chancellor which shall be obtained after recording the reasons for the delay. A note of such payment shall be taken on the bill in the contractor's ledger account and other relevant books of account. The contractor shall also be immediately informed that the payment so made is an advance payment and is liable to be recovered from the final bill.

S3.176 Procedure at the Meeting of Building and Works Committee

(Under Section 39 (m) of the Act)

(a) The Committee shall meet as often as necessary as and when convened by the Chairperson of the Committee.

(b) The quorum for a meeting of the Committee shall be one half of the total number of members, one of whom at least shall be out the nominees of the Vice-Chancellor and the Executive

Council, and either the Superintending Engineer or Executive Engineer of public works department of territorial circle of the region in which the University is situated

(c) If there is no quorum, the meeting shall be adjourned by the Chairperson for one hour. No quorum shall be necessary for such adjourned meeting.

(d) The Chairperson, when present shall preside over the meeting of the Committee and in his absence, the Pro-Vice-Chancellor shall preside over the meeting.

(e) The date of the meeting of the Committee shall be so fixed as to allow notice thereof being given at least seven clear days before the date of the meeting to each member along with the agenda and agenda notes of the meeting:

Provided that an emergency meeting of the Committee may be called at a shorter notice if it is found necessary by the Chairperson of the Committee.

(f) The Executive Engineer of the University shall prepare the agenda for each meeting and shall get the same approved by the Chairperson of the Committee.

(g) The Executive Engineer of the University shall prepare the minutes of each meeting of the Committee and shall forward the same to all members of the Committee within seven days from the date of the meeting after seeking approval of the Chairperson of the Committee for the same. The minutes of the meeting shall be confirmed in the next meeting of the Committee.

(h) A copy of the minutes of every meeting of the Committee shall be placed before the Management Council in its meeting held immediately after the meeting of the Committee.

S3.177. Notice of the meeting of Building and Works Committee

(1) The date of the meeting of the Committee shall be so fixed as to allow notice thereof being given at least seven clear days before the date of the meeting to each member along with the agenda and agenda notes of the meeting:

Provided that an emergent meeting of the Committee may be called at a shorter notice if it is found necessary by the Chairperson of the Committee.

(2) The University Engineer of the University shall prepare the agenda for each meeting and shall get the same approved by the Chairperson of the Committee.

S3.178. Quorum of the meeting of Building and Works Committee

(1) The quorum for a meeting of the Committee shall be one half of the total number of members.

(2) If there is no quorum, the meeting shall be adjourned by the Chairperson for one hour and reconvened on the same day and no quorum shall be necessary for such adjourned meeting when reconvened

Provided further that no quorum shall be necessary on the following day of the continued meeting

Provided further that for regular/reconvened/continued meeting the essential quorum consists of Vice-Chancellor and two more members of whom *at least* one shall be executive Engineer of the Public Works Department in-charge of the region in which the University is situated or Superintendent Engineer of the Public Works Department from that region, or the Head of the Civil Engineering Department., and the University Engineer.

S3.179. Conduct of the meeting of Building and Works Committee

(1) The Vice-Chancellor shall preside over the meeting of the Committee and in his absence, the Senior-most Dean on his appointment by Vice-chancellor, shall preside over the meeting.

(2) Each member, before he takes his place, shall register his attendance in a book placed for the purpose at the entrance of place of meeting.

(3) All items on the agenda shall be decided by consensus or a majority of votes of the members present. The Chairperson shall have a vote. In case of equality of votes, the Chairperson shall have the casting vote.

S3.180 Minutes of the meeting of the meeting of Building and Works Committee

(1) The Executive Engineer of the University shall prepare the minutes of each meeting of the Committee and shall forward the same to all members of the Committee within seven days from the date of the meeting after seeking approval of the Chairperson of the Committee for the same. The minutes of the meeting shall be confirmed in the next meeting of the Committee.

(2) A copy of the minutes of every meeting of the Committee shall be placed before the Executive Council in its meeting held immediately after the meeting of the Committee.

(3) The action take on the resolutions shall be reported to the Committee in its succeeding meeting.

S3.181 Legal and Compliance Committee

(1) The Legal and Compliance Committee shall consist of five (5) members appointed by the Vice-Chancellor on recommendation of the Executive Council and shall be headed by a retired district judge.

(2) The Registrar shall be Member Secretary of the Committee.

(3) The Committee shall oversee adherence to laws, regulations, and policies that pertain to University operations.

(4) The Committee shall consider and report or recommend to the Executive Council on matters pertaining to compliance, non-compliance of legal provisions and legal issues

(5) The Committee shall monitor legal functions of the University and provide necessary support to the Offices of the Vice Chancellor and the Registrar.

(6) The Committee will develop a set of guidelines and criteria for requiring attention, discussion opinion/recommendation of the Committee.

(7) Within the Committee's authority and responsibility, the following is a partial but not exclusive list of legal and compliance subject matter areas which shall be considered by the Committee for discussion and/or which the Committee may be asked to review:

(a) Apprehended, threatened or pending litigation involving the University and University officers

(b) Legal aspects of compliance issues, Mandatory reporting, State legislative and regulatory issues, Government inquiries and investigations

(c) Finance and Investments, Taxes, Auditing and monitoring, Financial aid

(d) Health, safety and environment

(e) International activities and foreign laws, Export and import controls

(f) Employment disputes,

(g) Governance, Policy development, administrative agency complaints, Delegation of authority.

(h) Academic freedom, Conflicts of interest,

(i) Act Amendment issues, Statutes Modifications, Ordinances

(j) Discrimination, including harassment

(k) Student conduct and other legal issues affecting students, Campus safety and security,

(l) Employee misconduct, Employee discipline and demonstrations issues

(m) Faculty disputes and investigations

(n) Contract matters, including purchasing and services

(o) Employment contracts and Employee benefits, Labour matters, Unusual or significant severance or termination arrangements and payments

(p) Research grants and contracts, Intellectual property (patents, copyright, trademark) ,Technology transfer

(q) RTI issues, Records management, Privacy, Information technology

(r) Risk management issues

(s) Vigilance and Whistleblower complaints

(t) Real property, facilities, leases, construction

(u) Ethics and compliance (E&C) standards, policies and procedures

(v) Anonymous reporting mechanisms including the University website

(w) Misconduct responses, remediation, Athletic Integrity matters, Institutional Ethics programs and education and ethics investigations protocols

S3.182 Legal Cell

(1) The Legal Cell of the University shall be appointed by the Executive Council to centralize all the disputes related to the University and ensure timely action before the concerned courts to safeguard the legal interests of the University.

(2) The Legal Cell shall be headed by the Law Officer of the University and assisted by an Assistant Law Officer.

(3) The Legal Cell shall report status of all legal cases to the Legal and Compliance Committee of the University on regular basis and seek advice from the Legal and Compliance Committee, as and when necessary.

(4) The following shall be functions of the Legal Cell of the University

(a) to deal with all legal matters

(b) To safeguard the legal interests of the University.

(c) To act upon the notices received from various courts.

(d) To obtain necessary details in the form of para-wise comments with relevant documents from the concerned department of the University.

(e) To obtain the approval of Vice-Chancellor for engagement of Advocate from University Panel for pleading the case before concerned courts.

(f) To prepare written statements, counter affidavits on the plaints and petition with the help of University Advocate and ensure its timely submission before the courts.

(g) To prepare and file the petitions, appeal before Appellate Courts on behalf of the University with the help of Advocate against of orders of the lower court, with the approval of the Vice-Chancellor .

(h) To ensure proper and effective plea in all cases pending before various courts, viz. District Courts, Labour courts, Consumer Courts, Public Service Tribunals, High Courts, Supreme Court, etc.

(i) To help in preparation of replies of Legal Notices received by the University.

(j) To examine and vet the administrative orders, drafts of contracts, Memorandum of Understanding, Agreements for execution.

(k) To provide legal assistance to the Competent Authority as and when required and to assist University administration for maintaining discipline, law and order.

(l) Assistant Law Officer of the Committee shall be also the Public Information Officer for Right to Information Act 2005 and also shall keep all the records of applications/appeals under RTI Act coming to the University.

(m) Processing of various fee bills of advocate rendering advice to the University and recommend formulating new panels of advocate for the University, as and when necessary.

S3.183 Travelling Allowances to attend the Meetings of the University

(1) Members of the Executive Council and other authorities of the University and members of the Committees constituted under the Act or these Statutes or appointed by the Executive Council, University employees appointed on the University Bodies, Committees, and other authorities shall be entitled to travelling allowance and daily allowance for attending the meetings of the authorities, bodies and their Committees as laid down by the Executive Council from time to time.

(2) The outstation members of the authorities of the University and members of the Committees constituted under the Act or these Statutes or appointed by the authorities shall be entiteled to halting allowance if travel to the meeting place requires overnight stay during travel.

(3) Members of the authorities, bodies and Committees of the University, who are Government employees shall receive travelling allowance and daily allowance as per the rules laid down by the Executive Council from time to time, on declaration that they shall not claim TA /DA from other source.

STATUTE GOVERNING ESTABLISHMENT AND FUNCTIONING OF THE REGIONAL CENTRES AND SUBCENTRES OF THE UNIVERSITY

Prepared Under the *Sections 3(6), 3(7),8(18), 8(19), 45, 46 of the Act*

DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY

Established as an Affiliating Technical University in the State of Maharashtra

Under Dr. Babasaheb Ambedkar Technological University Act *Maharashtra Act No. XXIX* of 2014 *dated* March 2014

CHAPTER FOUR

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STATUTE GOVERNING ESTABLISHMENT AND FUNCTIONING OF THE REGIONAL CENTRES AND SUBCENTRES OF THE UNIVERSITY

Under the *Sections 3(6), 3(7),8(18), 8(19), 45, 46 of the Act*

In exercise of the powers conferred by *Sections 40 read with Sections 3(6), 3(7),8(18), 8(19), 45, 46* of the *Dr. Babasaheb Ambedkar Technological University Act No. XXIX* of 2014 *dated* March 2014 the First Vice-Chancellor hereby prescribes the First Statute for Establishment and Governing of the Regional Centres and Sub centres of the University for the purpose of securing and maintaining uniform standards by notification in the Official Gazette.

S4.1. Short Title and Commencement

1) This Statute may be called the "Regional Centres and SubCentres of the University" governing the terms and conditions of establishment and functioning of the Regional Centres and SubCentres of the University,
2) This Statute shall come into force with effect from ---------- 2019.

S4.2. Extent of Application

These Statutes shall be applicable to every Regional Center and Subcentre that the University shall establish across the state of the Maharashtra.

S4.3. Right to Interpret

The Chancellor shall have the right of interpretation of this Statute.

S4.4. Powers to amend and repeal the Statute

This Statute may be amended or repealed as provided under the Act.

S4.5. Powers to implement the Statute

The powers to implement this Statute shall rest with the Competent Authority. The Competent Authority may from time to time issue such orders or directives as may be necessary to give effect to, and carry out the provisions of this Statute and to secure effective operation of the Regional Centres and subCentres.

S4.6. Definitions

The definitions given in the Act shall hold well unless the context otherwise requires:

1. ‘Act’ means *Dr. Babasaheb Ambedkar Technological University No. XXIX* of
2. ‘Audit Officer’ means an Audit Officer appointed by the Controller and Auditor General of India, whatever his/her official designation, in whose circle of audit the non-teaching employee is serving or has served;
3. ‘Appointing Authority’ means the authority competent to make appointments to the post created in affiliated Colleges and Recognized Institutions as provided by this Standard Code;
4. ‘College’ means a college affiliated to the University, situated in the University area or jurisdiction;
5. ‘Competent Authority’ means the authority competent to exercise different powers under the Act and in this Standard Code;
6. ‘‘Government’ means the State Government of Maharashtra;
7. In-charge means an employee so designated by the appointing authority to perform the duties and responsibilities of the designated post for the time being.
8. ‘ ‘Principal’ means a teacher who is duly approved as a Principal by the University;
9. ‘Recognized Institution’ means an institution of higher learning, research or specialized studies other than an affiliated College, recognized to be so by the

S4.7: Establishment of Regional Centres and Sub-Centres of University

(1) The purpose of the Regional Centres and sub-centres is to decentralize academic, administrative, research and extensional activities of the University in order to improve efficiency and effectiveness.

(2) They are the constituent units of the University having University’s compliment of facilities and staff of the University for a predetermined geographical jurisdiction

S4.8. Regional Centres of the University

(1) There shall be FOUR Regional Centres of University at Aurangabad, Mumbai, Pune and Nagpur.

(2) The University may establish other Regional Centres at such other places as may be determined by the University, from time to time, in the manner laid down by these Statutes.

(3) Each Regional Centre shall have the following Director and Jt. Directors

(a) Director- Head of the Centre

(b) Jt. Director-Examination

(c) Jt. Director- ICT

(d) Jt. Director- R&D and Industry coordination

(e) Jt. Director- Administration and Finance

(4) The Regional Centre shall be operated and maintained as University's autonomous constituent units, having University's complement of facilities, faculty and staff.

(5) The Regional Centre shall establish, within its campus, the following divisions and such other facilities as it may deem fit:

(a) Examination cell;

(b) Research and Development and Industry Co-ordination cell;

(c) Administration and Finance cell;

(d) Information and Communications Technology cell;

(e) Students Grievances Centre.

(6) Each of the divisions specified in sub-clause (5) shall be headed by a Joint Director

S4.9 Sub-Centres of the University

(1) There shall be five sub-regional Centres, one each at Amravati, Jalgaon, Kolhapur Nanded and Solapur. The University may establish additional Sub-centres at other places in the State, if required.

(2) The University may establish other Sub-centres at such other places as may be determined by the University, from time to time, in the manner laid down by the Statutes.

(3) Each Sub-Centre shall have the following Directors

(a) Jt. Director- Head of the Centre

(b) Dy. Director -Examination

(c) Dy. Director- ICT

(d) Dy. Director-Administration and Finance

(e) Dy. Director- Students Grievances

(4) The Sub-centres shall be operated and maintained as University's constituent units, having University's complement of facilities, faculty and staff.

(5) The Sub-centre shall establish, within its campus, all or any of the following divisions or cells and such other facilities as it may deem fit:

(a) Examination Cell;

(b) Administration and Finance Cell;

(c) Information and Communications Technology Cell;

(d) Students Grievances Cell.

(6) Each of the divisions or cells specified in sub-section (5) shall headed by a Deputy Director.

S4.10 Establishment of additional Regional Centres and sub-Centres:

(1) The University shall submit an application with a detailed proposal to the Department of Higher and Technical Education for establishment of additional Regional Centre or SubCentre

(2) The proposal shall contain the following particulars along with the relevant documents in support thereof, with respect to the proposed Regional Centre or sub-centre, namely

(i) justification regarding the necessity of establishment of the Regional/Sub- centre;

(ii) details of the land proposed for the Regional/Sub-centre;

(iii) detailed requisition for the financial aid from the State Government for land procurement and infrastructural development, with detailed item-wise description along with the estimated recurring and non-recurring expenditure;

(iv) In the case of a Regional Centre, the nature and types of programmes of study, training and research proposed to be undertaken by means of conventional/distance/open/vocational and any other mode, by the campus and phasing of such programmes with programme-wise enrolment targets;

(v) the availability of academic, research and training facilities including teaching and non-teaching staff at the disposal of the University;

(vi) requirement of teaching and non-teaching staff to be sanctioned by the State Government;

(vii) details of plans for campus development such as construction of buildings, details of structural amenities and infrastructure facilities including academic buildings, laboratories, auditorium, library, equipment, etc. already available and also plans for further expansion;

(viii) details of play grounds and other facilities proposed to be created for games and sports and extra-curricular activities like NCC, NSS, Scouts and Guides., etc;

(ix) funds available and plans and schemes for the generation of funds internally through the fees from students, revenues anticipated from consultancy services, industry collaborated projects and other activities relating to the objects of the University, and other anticipated incomes;

(x) all such details as the University may like to give;

(xi) such other details as may be prescribed by the State Government.

(3) The Scrutiny Committee constituted by the Director of Technical Education shall scrutinize the proposal submitted by the University and shall inform the University, of the discrepancies, if any, in the proposal or documents submitted, and shall ask the University to comply with the requirements.

(4) The Scrutiny Committee shall scrutinize the proposal submitted by the University after complying with the discrepancies and submit a report thereon with specific recommendations as to its eligibility, to the Director of Technical Education.

(5) The Director of Technical Education shall constitute an Inspection Committee consisting of senior Government Officials, not below the rank of Joint Director, and renowned academicians for physical verification of all the documents and to examine the suitability of location and viability of the centre proposed.

(6) The Inspection Committee, while considering the proposal, may call for such other information from the University as it deems fit for the purpose.

(7) The Inspection Committee on and upon consideration of the proposal, physical verification of documents, and examining the suitability of location and viability of the centre, shall submit its report with specific recommendations as to the

establishment of the centre, or the deficiencies, if any, observed by it, to the Director of Technical Education.

(8) The Department of Technical Education shall communicate to the University, the deficiencies, if any, observed by the Inspection Committee, for removal thereof.

(9) The University shall submit the report regarding removal of deficiencies to the Director of Technical Education. The Inspection Committee, after considering the said report submitted by the University, shall submit its final report to the Director of Technical Education with specific recommendations as to the establishment of the Centre.

(10) After the receipt of the report of the Inspection Committee, if the State Government considers it right and proper, it may grant permission to establish the Centre. The said decision of the State Government shall be communicated to the University Grants Commission and Ministry of Human Resource Development for information.

(11) If the University desires to establish an Extensional Centre in any foreign country, on its own or in collaboration with any Indian or foreign University or institution, it shall also have to obtain the prior sanction of the State Government and Central Government.

(12) The State Government shall carry out test audit or full audit of the accounts of the Centre, at such intervals as it may deem fit.

(13) Purchases of items, procurement of services and construction of buildings/development of infrastructure for the Regional Centre/Sub-Centre shall be carried out by the University strictly in accordance with the policies/directives of the State Government.

S4.11 Functioning of the Regional Centre of the University

(Under Sections 3(6) and 45 of the Act)

(1) A Regional Centre shall be operated and maintained as a constituent unit of the University having University's complement of facilities, faculty, and staff.

(2) Each Regional Centre and associates Sub-Centre(s) shall be governed by a Regional Board established as prescribed in these Statutes.

(3) Each Regional Board shall be advised by an Advisory Board of not more than Five eminent industry experts/ Researchers/ Scientists from the region, nominated by the Vice-Chancellor, with at least 15 years of Professional experience and with proven record of professional achievements.

(4) The Director of the Regional Centre shall be member secretary of the Advisory Board and Board members shall elect a senior member as the Chairman in the meeting.

(5) District-wise jurisdiction of each Regional Centre shall be as prescribed in these Statutes.

(6) Joint Directors at the Regional Centres and at the associated Sub-Centres shall assist the Director of the Regional Centre as Heads of specific divisions/cells and other activities as assigned by the Director.

(7) Each Regional Centre shall have the following powers and duties:

(a) to provide for post-graduate teaching, research and development, and consultancy services in consonance with the objectives of the University.

(b) to carry out examination and evaluation related activities in the departments on the campus and in affiliated colleges and recognized institutions in the area specified with the help of the sub-centres under its jurisdiction.

(c) to manage the administration and finances of the Centre as per the university guidelines.

(d) to provide for academic training or seminars, quality measurements and other academic, administrative, financial and related activities in the departments on the campus and in affiliated colleges and recognized institutions under its jurisdiction.

(e) to organize workshops and training programmes for the benefit of the teaching and support staff in the departments on the campus and in affiliated colleges and recognized institutions under its jurisdiction.

(f) to implement various academic, administrative, and governance mechanisms of the University.

(g) to monitor the administration of the academic programmes of the affiliated colleges and recognized institutions under its jurisdiction.

(h) to implement effectively the communication technology and networking in the area of jurisdiction.

(i) to issue transcripts, statements of marks, transference certificate, migration certificate, rank certificates, passing certificates, degree certificates and other certificates and documents as may be directed by the University authorities, from time to time, to the students in the departments on the campus and in affiliated colleges and recognized institutions under its jurisdiction.

(j) to address the grievances of the students on the campus and in affiliated colleges and recognized institutions under its jurisdiction, in the prescribed manner.

(k) to provide for educational, research, technology development, Incubation and entrepreneurship activities in the Regional Centre and in the affiliated colleges and recognized institutions under its jurisdiction;

(l) to perform such other functions as may be assigned to it by the University

(8) The Regional Centre or Sub-Centre shall not be authorized to award degrees to the students.

(9) The Regional Centre, or Sub-Centres, may award certificates for the Workshops, refresher courses, skill development programs conducted by it or in collaboration with affiliated colleges, other organizations, Industries, Industry Associations or skill development partners for students, faculty, staff and industry personnel.

S4.12 Functioning of the sub-Centres of the University

(*Under Sections 3(7) and 46 of the Act*)

(1) A sub-centre shall be operated and maintained as a constituent and supportive unit of the University having University's complement of facilities and staff.

(2) District-wise jurisdiction of each Sub-centre shall be as prescribed in these Statutes.

(3) A Sub-centre shall be a constituent supportive unit of the University to look after the relevant administrative and examination related work pertaining to the area specified.

(4) Each Sub-centre shall be headed by a Joint Director, appointed in the manner prescribed.

(5) The Joint Director shall work under and report to the Director of the respective Regional Centre of the University.

(6) Deputy Directors at the Sub-Centres shall assist the Joint Director heading the Sub-centre as in-charge of the Cells as assigned by the Joint Director.

(7) Each Sub-centre shall have the following powers and duties:

(a) to carry out examination and evaluation related activities in the affiliated colleges and recognized institutions in the area under its jurisdiction, under the supervision of the respective Regional Director.

(b) to implement various academic, administrative, and governance mechanisms of the University.

(c) to manage the administration and finances of the centre as per the university guidelines.

(d) to implement effectively the communication technology and networking in the area of jurisdiction.

(e) to address the grievances of the students on the campus and in affiliated colleges and recognized institutions under its jurisdiction, in the prescribed manner.

(f) to perform all such functions as may be assigned to it by the Director of the respective Regional Centre and the University authorities.

S4.13 Jurisdiction of the Regional Centres and Sub-Centres for Administrative and Academic work

District	Attached to Sub-Centre for Administration	Attached to Regional centre for Administration	Attached to Regional Centre for Academics
Mumbai		Mumbai	Mumbai
Raigad		Mumbai	Mumbai
Thane		Mumbai	Mumbai
Ratnagiri		Mumbai	Mumbai
Sindhudurg		Mumbai	Mumbai
Pune		Pune	Pune
Nashik		Pune	Pune
Ahmednagar		Pune	Pune
Kolhapur	Kolhapur		Pune
Sangli	Kolhapur		Pune
Satara	Kolhapur		Pune
Solapur	Solapur		Pune
Osmanabad	Solapur		Pune
Aurangabad		Aurangabad	Aurangabad
Beed		Aurangabad	Aurangabad
Jalna		Aurangabad	Aurangabad
Latur	Nanded		Aurangabad
Parbhani	Nanded		Aurangabad
Hingoli	Nanded		Aurangabad
Nanded	Nanded		Aurangabad
Dhule	Jalgaon		Aurangabad

Jalgaon	Jalgaon		Aurangabad
Nandurbar	Jalgaon		Aurangabad
Nagpur		Nagpur	Nagpur
Wardha		Nagpur	Nagpur
Bhandara		Nagpur	Nagpur
Chandrapur		Nagpur	Nagpur
Gadchiroli		Nagpur	Nagpur
Gondia		Nagpur	Nagpur
Akola	Amravati		Nagpur
Amravati	Amravati		Nagpur
Buldhana	Amravati		Nagpur
Washim	Amravati		Nagpur
Yavatmal	Amravati		Nagpur

Sub-centre	**Reporting to Regional centre**
Jalgaon, Nanded	Aurangabad
Kolhapur, Solapur	Pune
Amravati	Nagpur

STATUTE FOR ESTABLISHMENT AND FUNCTIONING OF UNIVERSITY DEPARTMENTS AND INSTITUTIONS

(*under Sections 2(12), 8(10),29(1)(viii),31(2)(d), 39(f), 59(1) & 59(2) of the Act*)

DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY

Established as an Affiliating Technical University in the State of Maharashtra

Under Dr. Babasaheb Ambedkar Technological University Act *Maharashtra Act No. XXIX* of 2014 *dated* March 2014

CHAPTER FIVE

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S5.1. Short Title and Commencement

1) This Statute may be called Statute for University Departments and Institutions' of Babasaheb Ambedkar Technological University
2) This Statute shall come into force with effect from ---------- 2019.

S5.2. Extent of Application

This Statute shall apply to all Departments and Institutions established by the University at main Centre, Regional Centres and SubCentres in the State of Maharashtra

S5.3. Right to Interpret

The Chancellor shall have the right of interpretation of the Statute

S5.4. Powers to amend and repeal the Statute

This Statute may be amended or repealed as provided under the Act.

S5.5. Powers to implement the Statute

The powers to implement the Statute shall rest with the Competent Authority. The Competent Authority may from time to time issue such orders or directives as may be necessary to give effect to, and carry out the provisions of this Statute and to secure effective control over the officers and other employees working in the University Departments and Institutions.

S5.6 Definitions

The definitions given in the Act shall hold well for the purpose unless the context otherwise requires:

1. 'Act' means *Dr. Babasaheb Ambedkar Technological University No. XXIX* of 2014;
2. 'All India Council of Technical Education' means the All India Council of Technical Education established under the All India Council of Technical Education Act.

3. Additional charge means an employee so assigned by the competent authority to carry out functions and/or duties of the post in addition to functions and duties of his own post.
4. 'Audit Officer' means an Audit Officer appointed by the Controller and Auditor General of India, whatever his/her official designation, in whose circle of audit the non-teaching employee is serving or has served;
5. 'Appointing Authority' means the authority competent to make appointments to the post created in University Departments and Institutions;
6. 'Competent Authority' means the authority competent to exercise different powers under the Act.;
7. 'Disciplinary Authority' means the Authority as prescribed in the Statutes or except otherwise provided in the Act;
8. ''Government' means the State Government of Maharashtra;
9. '''Principal' means a teacher who is duly approved as a Principal by the University;

S5.7. UNIVERSITY DEPARTMENTS AND SCHOOLS

(1) On the recommendation of Planning and Evaluation Board, the Academic Council shall prepare a proposal for establishment of University Department/School. On receipt of the proposal from the Academic Council, the Executive Council shall establish and maintain a New Department/ School.

(2) A Department /School of the University shall be created for a single or a closely related group of subjects being taught at the undergraduate or post-graduate levels.

(3) The Executive Council shall in consultation with the Planning and Evaluation Board provides or raises funds for the maintenance of the Department.

(4) The University school with at least 50 faculty members shall be headed by the 'Director' of the School.

(5) The following University Departments/ Schools shall be established and maintained by the University:

I) Departments under the Faculty of Engineering and Technology

a) Department of Chemical Engineering

b) Department of Civil Engineering

c) Department of Computer Engineering

d) Department of Electrical Engineering

e) Department of Electronics and Telecommunication Engineering

f) Department of Information Technology

g) Department of Mechanical Engineering

h) Department of Petrochemical Engineering

l) School of Interdisciplinary Technology Development

m) Centre for Product Design, Innovation and Entrepreneurship

n) School of Engineering and Technology

II) Under the Faculty of Hotel Management and Catering Technology

a) School of Hotel Management and Catering Technology

b) School of Management Studies

III) Under the Faculty of Sciences and Humanities:

a) School of Interdisciplinary Sciences

b) Department of Physics

c) Department of Chemistry

d) Department of Mathematics

e) Department of English

f) School or Earth Science

g) School of Marine Science

h) School of Applied Social Sciences

IV) Under of Faculty of Architecture

a) School of Architecture

V) Under Faculty of Pharmacy

a) School of Health Sciences and Technology

S5.8 Head of the University Department

(1) Each University Department shall be headed by the Head of Department.

(2) The term of the Head of the Department shall be of three years.

(3) The Vice-Chancellor shall appoint one of the teachers as the Head of the Department in University Schools, or University Departments, or conducted Institutes in the following manner by rotation based on seniority-cum-merit of the teachers:

(4) (a) If there is more than one Professor in the Department, the Vice- Chancellor shall appoint one of them as the Head of the Department, and on expiry of his term, the post of Head of the Department shall be assigned to other professors by rotation.

Provided that, if in the Department, there is only one Professor, Vice- Chancellor shall appoint him/her as the Head of the department and on expiry of his term, he/she may be granted one more term and there after the post shall be assigned to the Associate professors in the department, if any, by rotation till another professor is appointed. And if such sole professor is not granted another term the post shall be assigned to the Associate professors by rotation till another professor is appointed.

(b) If there is no Professor in the Department in the University, Conducted Colleges and University Institutions, but there is more than one Associate Professor, the Vice-Chancellor shall appoint one of them as the Head of the Department.

Provided that, if there is only one Associate Professor in the University Schools, University Departments, Conducted Colleges and University Institutions, the Vice-Chancellor shall appoint him/her as the Head of the Department, On expiry of his term granting of another term or otherwise shall be governed by the rule laid down in (a) above *mutatis mutandis*.

(c) If there is no Professor or Associate Professor in the Department, the charge of such department shall be assigned by Vice-Chancellor to Head of Department of the allied subject.

(5) The Head of the University Department shall be working directly under superintendence, direction and the control of the Vice- Chancellor.

(6) The person appointed as the Head of the Department may be replaced during his tenure by Vice-Chancellor if the Vice-chancellor is not satisfied about the performance of the Head by giving appropriate opportunity to be heard by the aggrieved and report the matter to the Executive Council

The decision of the Vice-Chancellor regarding appointment and removal of the Head of the Department shall be final and binding.

(7) In case of any difficulty in appointing the Head of Department of any Department, the Vice-Chancellor shall have power to appoint suitable teacher from the Department concerned or appoint any other Head of Department to function as in-charge Head of Department. In such a case the Vice-Chancellor shall report the case to the Executive Council in its next meeting get the approval of the Council.

(8) Provisions (1) to (5) above shall be applicable for appointment of Director of the School provided the appointment is not made by selection. However, when the Director is appointed by selection, the tenure of the appointment shall be for Five years. The Director may be reappointed for another term only on the basis of his performance.

S5.9 The powers and duties of the Head of University Department

The Head of the University Department shall be the Principal Academic and Executive Head of the Department. In addition to his duties and responsibilities as a teacher, he shall perform following additional duties and responsibilities:

(1) He shall be ex-officio Chairman of the Departmental Committee.

(2) He shall supervise and control the working of the teachers and the employees working in the Department.

(3) He shall review the Self Assessment Reports of the teachers and employees working in the Department and submit Confidential Reports to the Vice-Chancellor.

(4) He shall, in consultation with the Departmental Committee, prepare the annual financial estimates of the Department, time table of theory practical teaching and seminars/assignments and examination and/or test to be conducted during the academic year.

(5) He shall prepare developmental plan with regard to infrastructure development, linkages, new courses and research plans of the Department in continuation of earlier plans in consultation with Departmental Committee.

(6) He shall plan co-curricular and extra-curricular activities of the department in consultation with Departmental Committee.

(7) He shall be the ex-officio Chairman of Admission Committee for various programs of the Department

(8) He shall, in consultation with the Departmental Committee, recommend the disciplinary action against erring students, and such recommendation shall be sent to the University authorities for consideration.

(9) He shall monitor the purchase of equipment's, chemicals, books etc. which are required to be purchased for his Department as per the procedure laid down by the University.

(10) He shall be responsible for the smooth conduct of examination at department level and shall assist the University in the smooth conduct of the University Examinations.

(11) He shall perform such other duties and responsibilities as may be assigned to him/her by the Vice-Chancellor, from time to time.

(12) Points (1) to (11) above shall be applicable for Director of the School/Head in Departments of conducted colleges and Heads of Departments in University Institutions, wherever applicable.

S5.10 Director of a School of the University

(under Section 59 of the Act)

(1) The University may establish a School in a specific area of research at the Main Centre *under Section 59 of the Act*.

(2) The School shall mainly conduct research for technology development, technology transfer and innovation, in its specific area.

(3) The School shall be headed by a Director, if the School has more than 50 faculty members in different disciplines under the selected area.

(4) The Director of a School shall be appointed by the Vice-Chancellor on the recommendation of the Selection Committee constituted by Executive Council as a whole time salaried officer and shall work directly under the direction and control of the Vice-Chancellor

(5) The Director of the School shall be an academic in the Faculty of the School, having qualifications required for the post of a Principal of a degree college in the same Faculty of the University or equivalent position in any University or Institute of National repute and engaged in teaching, research and development activities, with teaching or research or administrative experience as prescribed in Ordinances

(6) The emoluments, terms and conditions of service of the Director, shall be as prescribed by the Executive Council as per the guidelines laid down by the State Government and accepted by the University, from time to time, in this regard and shall not be varied to his disadvantage without his consent.

(7) The appointment of the Director shall be for a term of five years or till the age of superannuation, whichever is earlier, and he shall be eligible for re-appointment, by selection on the recommendation of a Selection Committee constituted for the purpose as prescribed by the Act

Provided no member of Executive Council, other than the Vice-chancellor, shall be member of the Selection Committee.

(8) In the absence of a duly appointed Director, the Vice-chancellor may appoint on recommendation of a Selection Committee constituted by Executive Council, a regular faculty member from eligible teachers from University departments or affiliated colleges as In-charge Director, for period of three years or till regular appointment is made, or till the age of Sixty, whichever is earlier.

S5.11 Powers and Duties of Director of a School of the University

(1) Director of the School shall,—

(a) be the principal academic, administrative, and planning officer of the School for research programmes and collaborative programmes of the University.

(b) ensure excellence in quality in research in the specified area

(c) ensure that appropriate actions as are needed for maintenance of quality of research and development, technology development and Innovation, as specified by the Internal Quality Assurance Council and the University authorities, are initiated, records thereof are maintained, appraisal research at the School is carried out and reports thereof are sent to University authorities;

(d) co-ordinate workshops or seminars and related activities in the School;

(e) ensure establishment of linkages with the other Universities, colleges and recognized institutions;

(f) ensure that the decisions and actions of the school are not inconsistent with the Act, Statutes and Regulations;

(g) ensure that financial discipline is maintained and expenditures of the School are within the budgetary provisions as recommended and sanctioned by the Finance Committee of the University;

(h) ensure that the annual audited accounts related to the School are prepared and sent to the University at the end of each financial year;

(i) be responsible for fostering intellectual interaction across the area of the University and for ensuring that there are industry linkages established for research and development

(j) ensure that the long-term and short-term development plans of the School are duly processed through relevant authorities, bodies, committees and officers and implemented

(k) recommend proposals to the Executive Council for creation of the posts of administrative, technical and non-technical staff, from the funds of the School and from the funds received from other funding agencies, at the School.

(l) be the principal liaison officer with the external funding agencies for generating funds for the collaborative and development programmes of the school and monitor their proper utilization;

(m) be responsible for preparation of the comprehensive perspective plan, annual plan,

and undertaking the systematic field surveys in the area of School

(n) be responsible for establishing liaison for fostering and promoting collaboration of the University with national and international institutions and scientific and commercial organizations in the specified area.

(o) be responsible for submission of an annual report on the progress achieved in different developmental and collaborative programmes to the Vice- Chancellor who shall place the same before the Executive Council;

(p) exercise such other powers and perform such other duties assigned to him by the University authority from time to time

S5.12: Departmental Committee of University Department

(1) There shall be a separate Departmental Committee for each University Department consisting of all the faculty members of the Department.

(2) Head of the Department shall be the Chairman of the Committee.

(3) The Head of the Department shall nominate one of the members of the Committee as its Member Secretary.

(4) The Committee shall co-opt members of non-teaching staff and student representative on the Committee

(5) The Powers and duties of the Departmental Committee shall be as per the Ordinances.

S5.13 Establishment and maintenance of New University Departments or Institutions, Conducted Colleges, Research Centres for Specialized studies.

(1) Considering the international, national, and local dynamics of the Industry and the societal needs, the Executive Council may establish New Departments, or Institutions or Schools or Centres.

(2) The Executive Council may also establish Units and Laboratories to assist the main activities, as per the provisions made in the Ordinances.

(A) Schools

(a) The University may have Schools. Each school will be dedicated to a group of subjects, activities, Departments, or Centres; or combinations thereof.

(b) Each School shall be headed by the Director, who shall be appointed by the Vice-

Chancellor.

(c) The functioning of the Schools shall be as per the Ordinance.

(B) Centres

(a) The Centres may be created to cater to specific research needs.

(b) The functioning of a Centre shall be governed by the respective Ordinance.

(c) Each Centre shall be headed by a Director, to be appointed by the Vice-Chancellor.

(C) Units and Laboratories

(a) The Executive Council may set up units and laboratories as per the requirements of the University.

(b) Each Unit or Laboratory may be headed by a Head, to be appointed by the Vice-Chancellor.

(c) The functioning of the units and laboratories shall be governed by the respective Rules.

(3) The respective Faculty of the discipline shall decide the necessity of establishment of a new University Department, University Institution, Conducted college; Institution of higher learning, Research Centre for Specialized studies, for any particular subject or a group of subjects.

(4) The Faculty shall submit a proposal to the Academic Council recommending the establishment of a new University Department, University Institution, Conducted college; Institution of higher learning, Research Centres for Specialized studies, for any particular subject or a group of subjects.

(5) The proposal shall consist of the following, namely-

(a) justification regarding the necessity of establishment of such as establishment of a new University Department, University Institution, Conducted college; Institution of higher learning, Research or Specialized studies, for any particular subject or a group of subjects;

(b) the nature and the type of programmes of study, mode of imparting training and research, and phasing of such programmes with programme-wise enrolment targets;

(c) the requirements of teaching and non-teaching staff;

(d) details of financial resources and physical infrastructure required;

(e) subjects to be included in the Faculty/Faculties, if any;

(f) details of Board of Studies, if any, needed to be constituted for any subject or a group of subjects.

(6) The Academic Council shall consider the proposal, and if deemed fit, shall recommend to the Executive Council, establishment of a new University Department, University Institution, Conducted college; Institution of higher learning, Research Centres for Specialized studies, for any particular subject or a group of subjects; with due framing of/amendments to Statutes, Ordinances and Regulations.

S5.14 Abolition of University Department, University Institution, Conducted college; Institution of higher learning, Research or Specialized studies.

(1) The Head of the respective University Department, University Institution, Conducted college; Institution of higher learning, Research or Specialized studies, for any particular subject or a group of subjects, shall submit a proposal regarding the abolition to the Planning and Evaluation (Monitoring) Board through Dean of the faculty concerned on or before the first day of November of the academic year preceding the academic year from which it is proposed to be abolished.

(2) The proposal must clearly state the grounds for the abolition and the assets in the form of buildings, equipment, with their original costs, and the grants received so far from Governments and other funding agencies.

(3) The Faculty concerned shall assess and determine whether it is desirable to abolish the said unit, and forward the proposal to the academic council with specific recommendations with reasons there for.

(4) The Academic Council shall examine whether the abolition can be avoided and if the Academic council decides to recommend the abolition, it shall prepare and submit a detailed report to the Executive Council. The report should suggest a modus operandi to transfer the assets created and for the transfer/retrenchment of the staff concerned.

(5) The Executive Council shall consider the report and take appropriate decision; the decision of the Executive Council in this regards shall be final.

(6) The procedure to effect the abolition shall be in phases, to ensure that the students already admitted are not affected.

STATUTE FOR ESTABLISHMENT OF INTERNAL QUALITY ASSURANCE CELL (IQAC) OF UNIVERSITY AND COLLEGES

DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY

Established as an Affiliating Technical University in the State of Maharashtra

Under Dr. Babasaheb Ambedkar Technological University Act *Maharashtra Act No. XXIX* of 2014 *dated* March 2014

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STATUTE FOR ESTABLISHMENT OF INTERNAL QUALITY ASSURANCE CELL (IQAC) OF UNIVERSITY AND AFFILIATED COLLEGES

S6.1. Short Title and Commencement

1) This Statute may be called Statute for Internal Quality Assurance Cell of Babasaheb Ambedkar Technological University
2) This Statute shall come into force with effect from ---------- 2019.

S6.2. Extent of Application

This Statute shall apply to all Departments and Institutions established by the University at main Centre, Regional Centres and Sub Centres in the State of Maharashtra and all colleges affiliated to the University

S6.3. Right to Interpret

The Chancellor shall have the right of interpretation of the Statute

S6.4. Powers to amend and repeal the Statute

This Statute may be amended or repealed as provided under the Act.

S6.5. Powers to implement the Statute

The powers to implement the Statute shall rest with the Competent Authority. The Competent Authority may from time to time issue such orders or directives as may be necessary to give effect to, and carry out the provisions of this Statute and to ensure quality of education imparted at the University Departments and Institutions and affiliated colleges

S6.6 Definitions

The definitions given in the Act shall hold well for the purpose unless the context otherwise requires:

1. 'Act' means *Dr. Babasaheb Ambedkar Technological University No. XXIX* of 2014;
2. ''Government' means the State Government of Maharashtra;

3. ‘Principal’ means a teacher who is duly approved as a Principal by the University;

S6.7 Establishment, powers and duties of the Internal Quality Assurance Council (IQAC)

The University shall have Internal Quality Assurance Cell (IQAC) under the chairmanship of the Vice-Chancellor. The IQAC is meant for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the University.

S6.8 The Composition of the IQAC of the University

(1) The Following shall be composition of the IQAC of the University

(i) The Vice-Chancellor – Chairperson

(ii) Eight senior teachers from different departments of the University, nominated by the Vice-Chancellor

(iii) One senior administrative officer, nominated by the Vice-Chancellor

(iv) Three external experts on quality/management/industry/local community nominated by the Vice-Chancellor

(v) Jt. Director Curriculum Development & Teachers Training Centre shall be the Member secretary

(2) The members at (ii), (iii), and (iv) shall be nominated by the Vice-Chancellor in consultation with the Academic Council.

(3) The membership of the nominated members shall be for a period of two years from the date of their appointment.

(4) The IQAC should meet at least once in a quarter.

S6.9 Powers and Duties of IQAC of the University

The IQAC shall have the following powers and duties.

(a) Development and application of quality benchmarks/ parameters for various academic and administrative activities of the institution;

(b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

(c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

(d) Dissemination of information on various quality parameters of higher education;

(e) Organization of inter- and intra- institutional workshops, seminars on quality related themes and promotion of quality circles;

(f) Documentation of the various programmes/activities leading to quality improvement;

(g) Acting as a nodal agency of the University for coordinating quality-related activities, including adoption and dissemination of best practices;

(h) Development and maintenance of database through information management system for the purpose of maintaining /enhancing the institutional quality;

(i) Development of Quality Culture in the University;

(j) Preparation of the Annual Quality Assurance Report (AQAR) of the University based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA) in the prescribed format, and their submission to the Executive Council.

S6.10 The composition and Duties of Internal Quality Assurance Cell of College:

(1) The following shall be composition of the IQA Cell of a College

(i) The Principal – Chairperson

(ii) Representatives of all departments of the College

(iii) One senior administrative officer, nominated by the Principal

(iv) Three external experts on quality/ management/ industry/ local community nominated by the Principal

(v) One student representative, nominated by the Principal

(vi) One of the senior teachers shall be as coordinator of IQA Cell and Member secretary

(2) The membership of the nominated members shall be for a period of two years from the date of their appointment.

(3) The IQA Cell should meet at least once in a quarter.

(4) The minutes of the meeting of the IQA Cell shall be prepared immediately after the meeting is concluded and shall be submitted to the Chairperson for his approval.

(5) On approval of the minutes by the Chairperson, the officers concerned may proceed with the implementation of the resolutions of the Internal Quality Assurance Cell.

(6) The action take on the resolutions shall be reported to the IQAC in its succeeding meeting

(7) The IQA Cell's report and minutes of the meetings shall be available on the website of the college.

STATUTE FOR STUDENTS COUNCILS IN AFFILIATED COLLEGES AND UNIVERSITY

(under Section 29(1)(xxii) of the Act)

DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY

Established as an Affiliating Technical University in the State of Maharashtra

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STATUTE FOR STUDENTS COUNCILS IN AFFILIATED COLLEGES AND UNIVERSITY

(under Section 29(1)(xxii) of the Act)

S7.1. Short Title and Commencement

1) This Statute may be called Statute for Students Councils of Babasaheb Ambedkar Technological University
2) This Statute shall come into force with effect from ---------- 2019.

S7.2. Extent of Application

This Statute shall apply to all Departments and Institutions established by the University at main Centre, Regional Centres and SubCentres in the State of Maharashtra and all colleges affiliated to the University and recognized Institutes

S7.3. Right to Interpret

The Chancellor shall have the right of interpretation of the Statute

S7.4. Powers to amend and repeal the Statute

This Statute may be amended or repealed as provided under the Act.

S7.5. Powers to implement the Statute

The powers to implement the Statute shall rest with the Competent Authority. The Competent Authority may from time to time issue such orders or directives as may be necessary to give effect to, and carry out the provisions of this Statute and to secure

effective control over the officers and other employees working in the University Departments and Institutions.

S7.6 Definitions

The definitions given in the Act shall hold well for the purpose unless the context otherwise requires:

1. 'Act' means *Dr. Babasaheb Ambedkar Technological University No. XXIX* of 2014;
2. 'Competent Authority' means the authority competent to exercise different powers under the Act.;
3. 'Disciplinary Authority' means the Authority as prescribed in the Statutes or except otherwise provided in the Act;
4. ''Government' means the State Government of Maharashtra;
5. '''Principal' means a teacher who is duly approved as a Principal by the University;

S7.7 Students' Councils

(1) There shall be a University Students' Council, a University Department Students' Council for the undergraduate and post-graduate students of the Departments of the University and a Students' Council for each conducted college or institution of the University and each affiliated college, to look after the welfare of the students and to promote and co-ordinate the extra-curricular activities of different student's associations for better corporate life.

(2) The Councils shall not engage in political activities.

S7.8 University Departments Students' Council

(1)The University Department Student's. Council shall consist of the following members, namely:-

(i) Vice-Chancellor- President;

(ii) Director of Students Development and Extensional Activities- Chairman ;

(iii) Director of Sports and Physical Education, if any ;

(iv) National Service Scheme Co-ordinator,

(v) National Cadet Corps Coordinator

(v)One student from each university department who has shown academic merit at the preceding degree examination and is engaged in full time studies in a university, institution or department or conducted college, nominated by the Vice-Chancellor ;

(vi) Two lady students nominated by the Vice-Chancellor

(2) The Student members of the Council shall elect, from amongst themselves, the Secretary of the council.

S7.9 Students Council for each institution, conducted college or affiliated college

(1)The Student's Council for each institution, conducted college or affiliated college shall consist of the following :-

(i) Principal, Chairperson;

(ii) One lecturer, nominated by the Principal;

(iii) Teacher in charge of National Cadet Corps;

(iv) National Service Scheme Programme Officer;

(v) One student from each class, who has shown academic merit at the examination held in the preceding year and who is engaged in full-time studies in the college, nominated by the principal ;

(vi) Director of Sports and Physical Education. If any ;

(vii) One student from each of the following activities, who has shown outstanding performance, nominated by the Principal, namely :-

(a) Sports ;

(b) National Service Scheme and Adult Education ;

(c) National Cadet Corps ;

(d) Cultural Activities ;

(viii) Two lady student members nominated by the 'Principal:

Provided that two of students from the category (vii) and (viii) shall be those belonging to the Scheduled Caste or Scheduled Tribes or Denotified Tribes (*Vimukta Jatis*)/ Nomadic Tribes or other Backward Classes.

(2) The Student members of both the Council shall elect, from amongst themselves, the Secretary of the respective council.

S7.10 University Students' Council

(1) There shall be University Students' Council consisting of not more than fifteen persons, nominated through selection, from amongst Secretaries of the respective councils as prescribed by the Statutes 57.8 & 57.9

Provided that, at least one seat each be reserved for students belonging to-

(i) Scheduled Castes ;

(ii) Scheduled Tribes ;

(iii) Denotified Tribes (*VimuktaJatis*)

(iv) Nomadic Tribes

(iv) Other Backward Classes; and

(v) One seat for women students, remaining seats being distributed district wise :

Provided further that, for the purpose of nomination through selection details based on academic performance, participation in national Cadet Corps, National Service Scheme and Adult Education, Cultural Activities or such other activities as may be prescribed by the Statute ;

(2) The University Student's. Council so formed shall elect its own President and Secretary;

(3) Every meeting of the University Student's. Council shall be presided over by the Vice-Chancellor and shall be attended by such other officers as may be prescribed.

(4) A student shall be eligible to be, or continue to be, a member of any of the Students. Council, only if he is enrolled as a full time student.

(5) The nomination of the student members of the Student's. Council shall be made every year, as soon as possible after the commencement of the academic year on a date to be fixed by the management Council. The term of office of the nominated student members shall begin with effect from the date of nomination shall extend upto the last day of the academic year, unless they have, in the meantime, incurred any of the disqualifications specified by or under the Act; and shall then expire.

(6) One third of the members of the Council shall constitute the quorum. The rules and procedure for conduct of business of the meetings and such other matters shall be such as may be prescribed. The Council shall meet at least once in every three months.

(7) The University Students' Council shall be responsible for –

(a) Looking after general welfare of the students;

(b) Promoting, conducting and coordinating various co-curricular, extra-curricular and cultural activities of the students' for better corporate life;

(c) organizing functions like college day, annual day, cultural festivals, degree distribution function etc.

(d) receive and use the funds for such activities in a judicious and economical ways;

(e) encourage and monitor the participation of students in sports, cultural activities, NSS and NCC;

(f) identify suitable opportunities at district, state, national and international levels for the students to display their talents, and help them to participate;

S7.11 Nomination of Students on the Students Councils

(1) A student to be nominated on any Council shall have to be enrolled as a "Student" of any "full time programme" of any faculty and he should have clearly passed in all previous years examinations.

(2) A student shall be eligible to be, or continue to be, a member of any of the Students' Councils, only if he is enrolled as a full time student in the college or University Department

(3) That student shall not have secured admission simultaneously in more than one college/institution of the University in an academic year.

(4) The maximum age limit of a candidate for getting nominated shall be not more than **26** years as on 31st August of the year of nomination.

(5) Any student violating conditions stipulated for the nomination and for the proceedings of the Councils shall be liable for disciplinary action in addition to the revocation of his candidature.

(6) In the University, the Vice-Chancellor, and in the college, the Principal, shall nominate four students members from each of the four activities namely (a) National Service Scheme (b) National Cadet Corps (c) Sports & (d) Cultural Activities on the basis of outstanding performance shown by them in the respective activities in the preceding year in the manner given below:

(i) **National Service Scheme** :

The student must have participated at least for one year in the National Service Scheme Programmes organized by a college and must have attended minimum 120 hours of work in the year, and also attended at least one NSS camp of 7 days duration.

(ii) National Cadet Corps:

The student must have undergone NCC training in Sr. Division at least for one year and attended 75 % of the NCC parades and must have attended one NCC annual training camp. Preference shall be given to the students who has passed NCC 'B' / 'C' certificate and participated in Republic Day Parade, where higher weightage shall be given to higher level achievements.

(iii) Sports:

The students in a Team or an individual item must have secured first / second / third position at least once in either Inter-Collegiate or Inter–University sports / tournaments sponsored by the University or Association

of Indian Universities or by the State / Central Government authorities where higher weightage be given to higher level achievements.

(iv) Cultural Activities:

A student must have secured first / second / third position at least once in competitions such as Dance, Dramatics, Music, Literary Activities and Fine Arts held either in the Inter-Collegiate or Inter – University Youth Festivals sponsored by the University / Association of Indian Universities or by the State / Central Government authorities, higher level achievements shall carry higher weightage.

(7) The names of nominated candidates from N.S.S., N.C.C., Sports and Cultural Activities from all the Councils of the colleges and the University Departments, shall be communicated to the Director, Students Development and Extensional Activities, within four days of constitution of Councils.

(8) The Director, Students Development and Extensional Activities, shall compile the list of the University Representatives from colleges, university Departments / Schools and Institutes after constitution of the Councils and help the Vice-Chancellor to constitute the University Students' Council.

(9) At least two meetings of the Council shall be held within an academic year.

(10) The members of the councils shall not be associated with any political party/organization directly or indirectly, and should not be backed up by any political party. If such an association is found, the candidature of the student shall be cancelled.

(11) The member shall not have any previous criminal record and has not been subjected to any disciplinary action by the University / College.

(12) The member should not have in any pending paper in the preceding academic year and / or re-admitted in the current year.

S7.12 Students' Development Cell In The University

(as per the Section 26(f) of the Act)

(1) There shall be a Students' Development Cell to assist students on the issues and difficulties in various facets related to their day to day life and other aspects connected with their academic world, personality development and healthy campus life.

(2) The Students' Development cell in the University shall consist of

(a) Director, Students' Development and Extensional Activities or a Senior Professor from the University

(b) Five members nominated by Vice-Chancellor from amongst the teachers on the Campus, of which one must be a woman and one shall be from the reserved category

(c) President and Secretary of the Students Council to be the ex-officio members. In their absence, representatives of NSS and NCC groups of the University shall be members on the Cell.

(d) a counsellor with appropriate qualifications and experience on the cell for counselling the students on regular basis.

S7.13 Students' Development Cell in Colleges

(1) There shall be a Students' Development Cell in each college and recognized institution which shall be headed by Vice-Principal or a Senior Teacher Nominated by the Principal

(2) Students' Development Cell in the college shall have seven members

(a) Three Teachers, of whom one shall be female Teacher, and one should be from Reserved category

(b) One Social Worker,

(c) One Counsellor

(d) Two office bearers of College Students Council to be nominated by the Principal

STATUTE FOR STUDENTS GRIEVANCE REDRESSAL CELL AT UNIVERSITY AND AFFILIATED COLLEGES AND RECOGNIZED INSTITUTES

DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY

Established as an Affiliating Technical University in the State of Maharashtra

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STATUTE FOR STUDENTS GRIEVANCE REDRESSAL CELL AT UNIVERSITY AND AFFILIATED COLLEGES AND RECOGNIZED INSTITUTES

In exercise of the powers, under Section 40 read with Sections 45(3)(e), 46(3)(d), and 86 of Dr. Babasaheb Ambedkar Technological University Maharashtra Act XXIX of 2014, the First Vice-Chancellor hereby prescribes the Statute relating to the Functional Mechanism of Working of the Students' Grievance Redressal Cell at Colleges and Recognized Institutes affiliated to the Dr. Babasaheb Ambedkar Technological University and at the University.

DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY

Established as an Affiliating Technical University in the State of Maharashtra

Under *Maharashtra Act No. XXIX* of 2014 *dated* March 2014

STATUTE FOR STUDENTS GRIEVANCE REDRESSAL CELL AT UNIVERSITY AND AFFILIATED COLLEGES AND RECOGNIZED INSTITUTES

S8.1 Short Title.-

1) This Statute may be called the Statute for Functional Mechanism of Working of Students' Grievance Redressal Cell, 2019.
2) This shall come into force with effect from the date of Chancellor's assent to it.

S8.2 Definitions.-

(1) In this statute unless the context otherwise requires,

(i) "aggrieved student" means a student who has any complaint in the matter concerned with the grievances defined under this statute and includes a person seeking admission to a university or college or recognized institution of higher education;

(ii) "declared admission policy" means such policy for admission to a course or program of study as may be offered by the university or college or recognized institution and published in the prospectus;

(iii) "grievances" include the following complaints of the aggrieved students, namely:-

(a) making admission contrary to merit determined in accordance with the declared admission policy of the State and university;

(b) irregularity in the admission process by the university or college or recognized institution;

(c) refusing admission in accordance with the declared admission policy as published in prospectus;

(d) non-publication of prospectus either hard copy or online, as specified in S8.3 of this Statute;

(e) publishing any information in the prospectus, which is false or misleading, and not based on facts;

(f) withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with the university or college or recognized institution by a person while seeking admission in such university or college or recognized institution, with a view to induce or compel such person to pay any fee or fees in respect of any course or program of study which such person does not intend to pursue;

(g) demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by such university or college or recognized institution;

(h) breach of the policy for reservations in admission as may be applicable;

(i) insisting upon students to submit the original academic and personal certificates and testimonials like mark sheets, school leaving certificate and other such documents at the time of admission, wherever such original documents are not compulsorily required;

(j) complaints of alleged discrimination of students on the grounds of gender, race, caste, class, creed, place of birth, religion and disability;

(k) non-payment or delay in payment of scholarships to any student by the university or college or recognized institution after receiving the same from concerned authority;

(l) non-adherence of rules of refund of fees in case of cancellation of admission;

(m) undue delay in conduct of examinations or declaration of results beyond that specified in the academic calendar;

(n) failure to provide student amenities as may have been promised or required to be provided by the university or college or recognized institution;

(o) non-transparent or unfair evaluation practices;

(iv) "Department Grievance Redressal Cell (DGRC)" means a Cell constituted under this Statute, at the level of a university department or university institution.

(v) "Institutional Grievance Redressal Cell (IGRC)" means a Cell constituted under this Statute, at the level of the Institutions as prescribed in sub-para(2) of S8.5;

(vi) "College Grievance Redressal Cell (CGRC)" means a Cell constituted under this Statute, at the level of a college or recognized institution, as the case may be as prescribed in sub-para (3) of S8. 5;

(vii) "University Grievance Redressal Cell (UGRC) at Regional Centre" means a Cell constituted under this Statute, at the Regional Centre level of the university as prescribed in sub-para (4) of S8.5;

(viii) University Grievance Redressal Cell (UGRC) at Main Centre" means a Cell constituted under this Statute, at the level of the university as prescribed in sub-para (4) of S8.5;

(ix) "office of profit" means an office which is capable of yielding a profit or pecuniary gain, and to which some pay, salary, emolument, remuneration or non-compensatory allowance is attached;

(x) "Ombudsperson" means the Ombudsperson appointed under this Statute.

(2) Words and expressions used but not defined in this Statute shall have the same meanings respectively assigned to them in the Dr. Babasaheb Ambedkar Technological University Maharashtra Act XXIX of 2014).

S8.3 Mandatory publication of prospectus, its contents and pricing.-

(1) The university or every college or recognized institution shall publish and upload on its website, before expiry of at least sixty days prior to the date of commencement of the admission process to any of its courses or programs of study, a prospectus containing the following for the information of person intending to seek admission to such university or college or recognized institution and the general public, namely:-

(i) the list of programs of study and courses offered along with the broad outlines of the syllabus specified by the appropriate statutory authority or by the university, as the case may be, for every course or program of study, including teaching hours, practical sessions and other assignments;

(ii) each component of the fee, deposits and other charges payable by the students admitted to such university or college or recognized institution for pursuing a course or program of study, and the other terms and conditions of such payment;

(iii) the number of seats approved by the appropriate statutory authority in respect of each course or program of study for the academic year for which admission is proposed to be made;

(iv) the conditions of educational qualifications and eligibility including the minimum and maximum age limit of persons for admission as a student to a particular course or program of study, specified by the university or college or recognized institution;

(v) the process of selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or program of study and the amount of fee prescribed for the admission test;

(vi) rules or regulations for imposition and collection of any fines specified heads or categories, minimum and maximum fine may be imposed.

(vii) the percentage of tuition fee and other charges refundable to a student admitted in such university or college or recognized institution in case student withdraws from such university or college or recognized institution before or after completion of course or program of study and the time within and the manner in which such refund shall be made to that student;

(viii) documents to be submitted at the time of admission;

(ix) details of the teaching faculty, including their educational qualifications, alongwith the category they belong to Regular or Visiting and teaching experience of every member of its teaching faculty;

(x) information with regard to physical and academic infrastructure and other facilities including hostel accommodation, library and hospital or industry wherein the practical training to be imparted to the students and in particular the facilities accessible by students on being admitted to the university or college or recognized institution;

(xi) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the university or college or recognized institution;

(xii) clear demarcation of aided and un-aided courses;

(xiii) any such information as the university or college or recognized institution may deem fit.

(2) The university or college or recognized institution shall publish or upload information referred to in sub-para(1) above, on its official website, and inform prospective students and the general public by giving wide publicity in newspapers and through other media.

(3) The university or college or recognized institution shall fix the price of each printed copy of the prospectus including admission form, being not more than the reasonable cost of its publication and distribution, and no profit be made out of the publication, distribution or sale of prospectus.

S8.4 Exclusion to Entertain Grievances.-

Grievances relating to subject matters governed by any Statutory Mechanism evolved by the State Government for which grievance redressal mechanism has specifically been provided under the relevant State Act, shall not be entertained by the Grievances Redressal Cells or the Ombudsperson.

S8.5 Grievance Redressal Cells.-

(1) **University Department Grievance Redressal Cell (DGRC)**

(i) In case of university Departments, all complaints relating to university department or university institution shall first be addressed to Department Grievance Redressal Cell (DGRC) to be constituted at the level of university department or university institution whose composition shall be as follows:

(a) Head of the university department or university institution – Chairperson;

(b) A Professor from outside the university department or university institution to be nominated by the Vice-Chancellor;

(c) A faculty member well-versed with grievance redressal mechanism to be nominated by the Head of the university department or university institution – Member-Secretary.

(ii) The Chairperson and members of the Cell shall have a term of two years.

(iii) The quorum for the meeting shall be two, including Chairperson.

(iv) The DGRC shall follow the principles of natural justice while deciding the grievances of the students.

(v) The DGRC shall resolve the grievance within period of fifteen days of receiving the complaint and shall submit its report to the head of the department or head of the institution, as the case may be.

(vi) The DGRC shall provide a copy of the order to the aggrieved person(s).

(2) **Institutional Grievance Redressal Cell (IGRC) :**

(i) The complaints not related to university department or university institution and the grievances not resolved at the DGRC shall be referred to the Institutional Grievance Redressal Cell (IGRC) to be constituted by the Vice-Chancellor of the university, whose composition shall be as follows:

(a) Dean / Senior professor – Chairperson.

(b) two senior professors other than Chairperson;

(c) Director, Students' Development and Extensional Activities -Member Secretary.

(ii) The Chairperson of IGRC and DGRC shall not be the same. The tenure of the Cell members shall be two years.

(iii) The quorum for the meetings shall be three, including Chairperson.

(iv) The IGRC shall consider the recommendation of DGRC while taking the decision.However, the IGRC shall have the power to review recommendations of the DGRC.

(v) The IGRC shall follow the principles of natural justice while deciding the grievances.

(vi) The IGRC shall resolve the grievance within period of fifteen days of receiving the complaint. The IGRC shall suggest periodically to the University, different ways and means to minimize and prevent such grievances.

(vii) The IGRC shall provide a copy of the order to the aggrieved person(s).

(3) **College Grievance Redressal Cell (CGRC):**

(i) In case of colleges or recognized institutions, all complaints shall first be addressed to College or Recognized institution Grievance Redressal Cell (CGRC) whose composition shall be as follows.-

(a) Principal of the college or head of the recognized institution-Chairperson;

(b) two senior faculty members nominated by the Principal of the College.

(c) Coordinator of Students Development-Member Secretary

(ii) The tenure of the members shall be two years.

(iii) The quorum for the meeting shall be three, including Chairperson.

(iv) The CGRC shall follow the principles of natural justice while considering the grievances of the students.

(v) The CGRC shall resolve the grievance within a period of fifteen days of receiving the complaint. The CGRC shall suggest periodically to the Management and University, as the case may be different ways and means to minimize and prevent such grievances.

(vi) The CGRC shall provide a copy of the order to the aggrieved person(s).

(4) **University Grievance Redressal Cell (UGRC) at Regional Centre:**

(i) In case of grievance against the university and the grievance not resolved by CGRC, it shall be referred to University Grievance Redressal Cell (UGRC) at the Regional Centre, for which the Vice-Chancellor shall constitute a University Grievance Redressal Cell (UGRC) at the Regional Centre consisting of the five members for an individual college or recognized institution or a group of college or recognized institution keeping in view the location of the college or recognized institution. The UGRC at the Regional Centre shall be constituted by the Vice-chancellor consisting of:

(a) Director, Regional Centre – Chairperson;

(b) three Principals from amongst the members of the Academic Council, of whom one shall be a woman and one shall be from Scheduled Castes or Scheduled Tribes or Denotified Tribes or Nomadic Tribes or Other Backward Classes;

(c) Jt.Director, Students' Grievance - Member Secretary.

(ii) The Chairperson and members of the Cell shall have a term of two years.

(iii) The quorum for the meeting shall be three, including Chairperson.

(iv) The UGRC shall follow the principles of natural justice while deciding the grievance of the students.

(v) The UGRC shall resolve the grievance within period of fifteen days of receiving the complaint. The UGRC shall suggest periodically to the College Management and University, as the case may be different ways and means to minimize and prevent such grievances.

(vi) The UGRC shall provide a copy of the order to the aggrieved person(s).

(vii) In case the grievance is against any member in the Cell, the concerned member shall abstain himself from the proceeding on such issue.

(viii) Any person aggrieved by the decision of the Institutional Grievance Redressal Cell or University Grievance Redressal Cell at the Regional Centre may within in a period of six days prefer an appeal to University Grievance Redressal Cell at the Main Centre.

University Grievance Redressal Centre at University level

(5) (i) The Vice-Chancellor shall constitute a Grievance Redressal Committee at University level of following members:

(a) Director, Students Development and Extensional activities, at University Chairman
(b) One Head of University Department of the University nominated by the Vice-Chancellor
(c) One University Teacher nominated by the Vice-Chancellor
(d) One lady teacher nominated by the Vice-Chancellor
(e) Deputy Registrar – Member Secretary

(ii) The Grievance Committee of the University will settle the grievance within 15 days.

(iii) The quorum for the meeting shall be three, including Chairperson.

(6) Any person aggrieved by the decision of the University Grievance Redressal Cell at Main Centre may within a period of six days prefer an appeal to the Ombudsperson.

S8.6 Ombudsperson.-

(1) The university shall appoint an Ombudsperson to hear and decide the appeals against the decisions of the Institutional Grievance Redressal Cell or University Grievance Redressal Cell.

(2) The Ombudsperson shall be a person not related to the university and who is a judge not below the rank of District Judge or a retired Vice-Chancellor or a retired Registrar or a retired Professor or a retired Principal.

(3) The Ombudsperson shall not, at the time of appointment during one year before such appointment or in the course of his tenure as Ombudsperson be in a conflict of interest with the university where his personal relationship, professional affiliation or financial interest may compromise or reasonably appear to compromise, the independence of judgment towards the university.

(4) The Ombudsperson, or any member of his immediate family shall not-

(i) hold or have held at any point in the past, any post or employment in the office of profit in the university;

(ii) have any significant relationship, including personal, family, professional or financial, with the university;

(iii) hold any position in university by whatever name called, in the administration or governance structure of the university.

(5) The Ombudsperson in the university shall be appointed by the Vice-Chancellor, with the approval of the Executive Council, on part-time basis from a panel of three names recommended by the Search Committee consisting of the following members, namely:-

(i) Eminent educationist nominated by Chancellor- Chairperson

(ii) Vice Chancellor Member

(iii) Registrar.- Member Secretary

(6) The Ombudsperson shall be a part-time officer appointed for a period of three years, from the date he resumes the office and may be re-appointed for another one term in the same university. It shall be ensured by the university that the office of Ombudsperson shall not remain vacant for a period more than three months and within such period of vacancy, the Vice-Chancellor shall assign temporary charge to the sitting Ombudsperson from any of the State universities governed by the Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017).

(7) The Ombudsperson shall be paid the sitting fee per day as approved by the Executive Council of the University for hearing the cases, in addition to reimbursement of the conveyance.

(8) The Ombudsperson may be removed on charges of proven misconduct or misbehaviour or for violation of any of the conditions mentioned in sub-clauses *(3)* and *(4)* above, by the Vice-Chancellor with the approval of the Executive Council

S8.7 Powers and Functions of Ombudsperson.-

(1) The Ombudsperson shall have power to hear and decide appeals against the decisions of the Institutional Grievance Redressal Cell or University Grievance Redressal Cell at the Main Centre.

(2) No appeals for revaluation or remarking of answer sheets shall be entertained by the Ombudsperson. However, appeals relating to issues of malpractices in the examination and evaluation processes may be referred to the Ombudsperson.

(3) The Ombudsperson may seek an assistance of any person as *amicus curiae*, for hearing complaints of alleged discrimination.

(4) The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving an appeal from the student.

S8.8 Procedure for Redressal of Grievances by Ombudsperson and Grievance Redressal Cell.-

(1) University or college or recognized institution shall, within a period of three months from the date of issue of this notification, have an online portal where any aggrieved student of that university or college or recognized institution may submit an application seeking grievance redressal.

(2) On receipt of any online complaint, the university or college or recognized institution shall refer the complaint to the appropriate Grievance Redressal Cell or the Ombudsperson, as the case may be, along with its comments within 15 days of receipt of complaint on online portal.

(3) The Grievance Redressal Cell or the Ombudsperson, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the university or college or recognized institution and the aggrieved person.

(4) An aggrieved person may appear either in person or be represented by such person other than legal practitioner, as may be authorized to present his case.

(5) The grievances not resolved at the appropriate Grievance Redressal Cell(s) shall be referred to the Ombudsperson.

(6) The university or college or recognized institution shall co-operate with the Ombudsperson or the Grievance Redressal Cell(s), as the case may be, in redressal of grievances and failure to do so may be reported by the Ombudsperson or Grievance Redressal Cell(s), as the case may be, to the Vice-Chancellor

(7) On the conclusion of proceedings, appropriate Grievance Redressal Cell or the Ombudsperson, as the case may be, shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may

be desirable to the affected party at issue, after giving due hearing to both the parties.

(8) Every order under the signature of the Ombudsperson or Chairperson of the appropriate Grievance Redressal Cell, as the case may be, shall be provided to the aggrieved person and the university or college or recognized institution, as the case may be, and shall be placed on the website of the university or college or recognized institution.

(9) The university or college or recognized institution, as the case may be, shall comply with the recommendations of the Ombudsperson. Any recommendations of the Ombudsperson not complied with by the university or college or recognized institution, as the case may be, shall be reported by the Ombudsperson to the University Grants Commission.

(10) In case of any false or frivolous complaint, the Ombudsperson may recommend appropriate action against the complainant.

S8.9 Information Regarding Ombudsperson and Grievance Redressal Cell.-

The university or college or recognized institution, as the case may be, shall provide detailed information regarding provisions of Grievance Redressal Cell(s) and Ombudsperson on their website and in their prospectus prominently.

S8.10 Consequences of Non-Compliance.-

The University Grants Commission shall in respect of university or college or recognized institution, as the case may be, which willfully contravenes this Statute or repeatedly fails to comply with the recommendation of the Ombudsperson or the Grievance

Redressal Cell(s), as the case may be, may proceed to take one or more of the following actions, namely:-

(1) Withdrawal of declaration of fitness to receive grants under section 12B of the University Grants Commission Act, 1956 (3 of 1956);

(2) Withholding any grant allocated to the university or college or recognized institution, as the case may be;

(3) Declaring the university or college or recognized institution, as the case may be, ineligible for consideration for any assistance under any of the general or special assistance programmes of the University Grants Commission;

(4) Informing the general public, including potential candidates for admission, through a notice displayed prominently in suitable media and posted on the website of the University Grants Commission, declaring that the university or college or recognized institution, as the case may be, does not possess the minimum standards for redressal of grievances;

(5) Recommend to the university for withdrawal of affiliation, in case of a college and withdrawal of recognition in case of recognized institution;

(6) Recommend to the concerned State Government for necessary and appropriate action, in case of the university;

(7) Take necessary and appropriate actions against the university or college or recognized institution, as the case may be, for non-compliance:

Provided that no action shall be taken by the University Grants Commission unless the university or college or recognized institution, as the case may be, has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

STATUTE FOR CLASSIFICATION, QUALIFICATIONS, APPOINTMENTS AND GOVERNING THE TERMS AND CONDITIONS OF SERVICES OF TEACHERS IN UNIVERSITY AND CONDUCTED COLLEGES/ INSTITUTES

(as per Sections 24(1), 29(1),39(d), 30(i),68,69 of the Act)

DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY

Established as an Affiliating Technical University in the State of Maharashtra

Under *Maharashtra Act No. XXIX* of 2014 *dated* March 2014

CHAPTER NINE

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STATUTE FOR CLASSIFICATION, QUALIFICATIONS, APPOINTMENTS AND GOVERNING THE TERMS AND CONDITIONS OF SERVICES OF TEACHERS IN UNIVERSITY AND CONDUCTED COLLEGES/ INSTITUTES

(under Sections 24(1), 29(1),39(d), 30(i),68,69 of the Act)

In exercise of the powers conferred by S*ections* 40, read with S*ections 24(1), 29(1),39(d), 30(i),68,69* of Dr. Babasaheb Ambedkar Technological University Under *Maharashtra Act No. XXIX* of 2014 *dated* March 2014 the First Vice-Chancellor hereby prescribes the First Statute For Classification, Qualifications, Appointments And Governing The Terms And Conditions of Service of the teachers in the Dr. Babasaheb Ambedkar Technological university for the purpose of securing and maintaining uniform standards by notification in the Official Gazette.

S9.1. Short Title and Commencement

1) This Statute may be called the Statute for Teachers in the University.
2) This Statute shall come into force with effect from the approval of the Chancellor

S9.2 Extent of Application

The teacher shall accept the employment in the university with full understanding and agreement to work in furtherance of the objectives, development and welfare of the university that he serves, by placing all his/her time, energy, intelligence and skill at the disposal of the University and by complying with the provisions of the Act, Statutes, Ordinances and Regulations and such other directives of the University Authorities and orders of the Government issued from time to time. Hence this BATU Standard Code shall apply to the entire teachers working in the university.

S9.3. Right to Interpret

This Chancellor shall have the right of interpretation of this Statute

S9.4. Powers to amend and repeal the Statute

The DBATU Statute may be amended or repealed as provided under the Act.

S9.5. Powers to implements the Statute

The powers to implement this Statute shall rest with the Competent Authority. The Competent Authority may from time to time issue such orders or directives as may be necessary to give effect to, and carry out the provisions of this Statute and to secure effective control over the teachers working in the University.

S9.6. Power to Relaxation

Where the Chancellor is satisfied that the operation of any of these Statute causes or is likely to cause undue hardship in the case of any teacher working in the University, may direct that such provisions shall apply to said teacher with such modifications not affecting the substance thereof as may be specified.

S9.7. Validity of terms of Contract

The terms of a specific contract enforceable as provided by the Act, necessarily override the provisions of the Statute.

S9.8. Exercise and Delegation of Powers

No powers may be exercised or delegated under the DBATU Statute 2019, except in consultation with the Competent Authority, as mentioned in the Act.

S9.9. Definitions

The definitions given in the Act shall hold well for the purpose of the DBATU Statute. In the BATU Standard Code, unless the context otherwise requires:

1. 'Act' means *Dr. Babasaheb Ambedkar Technological University Act of 2014*;
2. 'All India Council of Technical Education' means the All India Council of Technical Education established under the All India Council of Technical Education Act, 1956.
3. Additional charge means a teacher so assigned by the competent authority to carry out functions and duties of the post in addition to functions and duties of his own post.
4. 'Agreement' means the contract entered into in writing between the teacher and the Competent Authority/Officer or the person authorized;
5. 'Appendix' means the appendix appended to this Statute;
6. 'Audit Officer' means an Audit Officer appointed by the Controller and Auditor General of India, whatever his/her official designation, in whose circle of audit the teacher is serving or has served;
7. 'Appointing Authority' means the authority competent to make appointments to the post created in University as provided by this Statute;
8. 'Cadre' means the strength of the service or a part of service, sanctioned as a separate unit, by the State Government as a separate unit from time to time;
9. 'Competent Authority' means the authority competent to exercise different powers under the Act and in this Statute;
10. 'Continuous Service' means the service rendered by the teacher without any break under the Appointing Authority;
11. 'Compensatory Allowance' means the allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed;
12. 'Contract' means the contract entered into in writing between teacher and the competent authority/officer or the person authorized by it;
13. 'Disciplinary Authority' means the Authority as prescribed in this Statute or except otherwise provided in the Act;
14. 'Duty' means the compliance of the duties and responsibilities the teacher is expected to Statute;

15. ‘Employee’ means a teacher duly appointed in the employment of the University, on approved post, on a time-scale pay, by following the procedure as prescribed;
16. ‘Employer’ means the University,
17. ‘Emolument’ means the pay, pension (except family pension and injury pension), leave salary, subsistence allowance or compensatory allowance, if any, payable to the teacher as defined in this Statute and includes any remuneration of the nature of salary received in respect of foreign service;
18. ‘Family’ means the wife or husband of the teacher, as the case may be, legitimate children including adopted children, step-children, parents, parents-in-law, sisters and brothers, if residing with and wholly dependent on him/her;
19. ‘First Appointment’ for the purpose of pension means the appointment of a teacher who is not holding any appointment under the University, even though he/she may have previously held any such appointment either temporary or on tenure basis;
20. ‘Form’ means any form appended to this Statute;
21. ‘Foreign Service’ means service in which the Teacher receives his/her salary, with the sanction of the Competent Authority, from any source other than funds and finance of the University;
22. ‘Government’ means the State Government of Maharashtra;
23. ‘Grievances Committee’ means the Committee constituted as the Grievance Committee under the Act;
24. ‘Holiday’ means a Sunday, any weekly off or any other day declared as holiday by the University;
25. ‘Honorarium’ means the recurring or nonrecurring payment granted to the teacher from the University fund, as remuneration for special work of occasional or intermittent character;
26. In-charge means an employee so designated by the appointing authority to perform the duties and responsibilities of the designated post for the time being.
27. ‘Joining Time’ means the time limit prescribed for and the period availed of by the teacher to join a new post and includes transit time to a place to which he/she is posted or transferred;
28. ‘Leave’ means permission granted by the Competent Authority to then teacher to remain absent from duty;
29. ‘Leave Salary’ means the monthly emoluments paid by the University to its teacher on leave;

30. ‘Lien’ means the title of the teacher who holds substantively, either immediately or on the termination of the period or periods of absence, a permanent post, including tenure post, to which he/she has been appointed substantively;
31. ‘Medical Authority’ means the Medical Board constituted by the concerned State Government Authority;
32. ‘Month’ means a calendar month i.e. any one of the twelve portions into which the conventional year is divided, or a period from any day in one month to corresponding day of the next calendar month;
33. ‘‘Officiate’ means to carry out functions and duties of the post on which another person holds a lien or of the vacant post on which no other employee holds a lien and drawing the salary of the post of which he is acting/officiating.
34. ‘Pay’ means the amount drawn on monthly basis sanctioned for a post, in a scale of pay held substantively or in officiating capacity or to which he is entitled by reason of his position in the cadre, and includes Personal pay, Special pay, Dearness pay and any other emoluments specially classed as ‘Pay’ by the Government, from time to time;
35. ‘Permanent Post’ means the approved post, carrying a definite scale of pay, sanctioned without time limit;
36. ‘Pension’ means the monthly emoluments payable to the teacher after his/her retirement from the service, as per the Government Rules, specified from time to time and includes gratuity;
37. ‘Pensionable Pay’ means the average pay earned by the teacher during the last 10 months’ service or for the period as may be decided by the Government, from time to time;
38. ‘Pensionable Service’ means the service, which qualifies the teacher performing it to receive pension from the fund established for this purpose;
39. ‘Personal Pay’ means any additional pay granted to the teacher to save him/her from a loss of substantive pay in respect of a permanent post other than a tenure post, due to revision of pay or due to any reduction of such substantive pay, otherwise than as a disciplinary measure;
40. ‘Presumptive Pay’ means the pay of a post to which the teacher would be entitled, had he/she held the said post and had he/she been performing his/her duties;
41. ‘Principal’ means a teacher who is duly approved as a Principal by the University;
42. ‘Qualifying Service’ means the service rendered by the teacher for which pension is payable, under this Statute

43. 'Recognized Institution' means an institution of higher learning, research or specialized studies other than an affiliated College, recognized to be so by the University;
44. 'Special Pay' means additional pay granted to the post and/or to the teacher in consideration of the specially arduous nature of duties or specific addition to the work of responsibility;
45. 'Subsistence Allowance' means the monthly grant paid to the teacher, who is not in receipt of pay or leave salary during the period of his/her suspension;
46. 'Substantive appointment' means an appointment made in a substantive or a permanent capacity in a permanent post which is clearly vacant or on which another person holds a suspended Lien
47. 'Substantive pay' means the pay other than special pay, personal pay or emoluments classed as pay, under this statute to which the teacher is entitled, on account of a post to which he/she has been appointed substantively or by reasons of his/her substantive position in the Cadre;
48. 'Surplus Teacher' means aided teacher duly declared as surplus and enlisted as aided surplus teacher by the Director of Technical Education due to the non-availability of the work in the university;
49. 'Temporary appointment' means an appointment made on purely temporary basis either in a permanent post, not more than twelve months against temporarily vacant post or a tenure post or against a temporary position;
50. 'Tenure post' means a permanent post which the teacher may not hold for more than a specified limited time without reappointment or a temporary post which is created for a specified limited period only;
51. 'Transfer' means the transfer of the teacher from one post to another similar post at the same or another place, either to take up the duties of other post or in consequence of change of head-quarter;
52. 'Transit time' means the actual period required to reach the destination or transfer from headquarter or from one outstation to another; subject to maximum as prescribed;
53. 'Working hours' means the working hours prescribed by the State Government
54. 'University Grants Commission' means the University Grants Commission, established under the University Grants Commission, Act, 1956.
55. Words and expressions used but not defined in this Statute shall have the same meanings respectively assigned to them in the *Act.*

I. CLASSIFICATION OF UNIVERSITY ACADEMIC STAFF

S9.10 Classification of University Academic Staff

(1) The Academic Staff of the University shall be classified into following categories:

(A) Teachers

(a) University Schools / Departments/ University Institutions

(i) Principal/ Director.

(ii) Professor.

(iii) Associate Professor

(iv) Assistant Professor

(v) Workshop Superintendent (if also given teaching load)

(B) Contract/Tenure Appointments

(a) The following positions shall be available at the Department/ Centre/ Institution to supplement regular faculty strength by engaging the services of retired senior faculty members as

(i) Professor Emeritus

(ii) Emeritus Fellow

(b) The Department/ Institution may invite senior industry professionals as Adjunct Faculty for specific academic assignments at the Department/Institution.

(C) Non-vacational Academic Staff

(a) University Library

(i) Librarian.

(ii) Deputy Librarian.

(iii) Assistant Librarian

(b) University Sports Department

(i) Director of Sports

(c) University Workshop

(i) Workshop Superintendent (if not given teaching responsibilities)

(D) Any person appointed on permanent basis through due procedure and deemed to be equivalent to a regular teacher as per the norms of regulatory bodies and accepted by the Government, time to time.

S9.11 Cadre and Strength of Teachers in University Department/Institutions

(i) The ratio of Professors to Associate Professors to Assistant Professors in a UG Department shall be in the ratio, ordinarily of 1:2:6. or recommended by AICTE and accepted by the Government from time to time

(ii) The ratio of Professors to Associate Professors and or Assistant Professors in a PG Department shall be in the ratio, ordinarily of 1:2 or recommended by AICTE and accepted by the Government from time to time

(iii) For an intake > 600 students, there should be at least one Professor and one Associate Professor and 2 Assistant professors in Physics, Chemistry, Mathematics, Humanities and Social Science departments, each.

(iv) Any Adjunct Faculty / Resource persons in the department should not be considered against the cadre ratio of 1:2:6 or as recommended by regulatory body and accepted by Government from time to time.

(a) Engineering and Technology

(i) For the B.Tech. courses the Faculty required is in the 1:20 (Teacher: student) ratio or recommended by AICTE and accepted by the government from time to time

(ii) For the M.Tech. courses the Faculty required is in the 1:12 (Teacher : student) ratio or recommended by AICTE and accepted by the government from time to time

(iii) The Sanctioned students intake shall be considered for all (4) years in respect of UG and (2) years in respect of PG programmes for calculating Teacher: Student ratio

(b) Pharmacy

(i) For the B.Pharm. courses the faculty required is in the 1:15 (Teacher: student) ratio or as recommended by regulatory body and accepted by the Government from time to time

(ii) For the Pharm.D. (6 Years duration) and Pharma.D-PB (3 Years Duration). courses the Faculty required is in the 1:12 (Teacher : student) ratio or as recommended by regulatory body and accepted by the Government from time to time

(iii) Sanctioned students intake shall be considered for all (4) years in respect of UG, (2) years for PG, and (6) years for Pharma.D programmes for calculating Teacher: Student ratio.

c) Architecture

(i) For the B.Arch. courses the Faculty is required in 1:10 (Teacher: student) ratio or as recommended by the regulatory body and accepts by the Government from time to time

(ii) For the M.Arch. courses the Faculty required is in the 1:10 (Teacher : student) ratio or as recommended by the regulatory body and accepts by the Government from time to time

(iii) For standalone Architecture and Town planning course only candidates registered with Council of Architecture (COA) under the provisions of the Architects Act, 1972 shall be eligible for the core faculty posts subject to minimum qualifications and experience as prescribed by CoA.

(iv) For standalone Architecture and Town planning course, full time faculty may be recruited in the allied areas from the field of Engineering / Fine Arts / Humanities, etc. provided that there is a minimum of 12 core full time faculty along with Head for an intake of 40. The faculty from allied areas shall not exceed more than 3 for an intake of 40, 6 for an intake of 80 and 9 for an intake of 120. Further, they should be appointed only at the posts of Associate Professor and Assistant Professor in the cadre ratio of 1:2. To maintain teacher/student ratio of 1:10, the Institution shall have requisite number of visiting faculty teaching equivalents in addition to Full time teaching staff

(d) Hotel Management and Catering Technology

(i) For the B.HMCT. courses the Faculty is required in 1:15 (Teacher: student) ratio or as recommended by regulatory body and accepted by the Government

(ii) For the M.HMCT courses the Faculty required is in the 1:10 (Teacher : student) ratio or as recommened by regulatory body and accepted by the Government

S9.12 Teaching Days

(a) The University shall have 180 full teaching days per year (or 90 full teaching days per semester.

(b) Teaching days shall mean actual class room/ laboratory contact teaching days and shall not include days of examinations/ tours/ sports, etc.

S9.13 Work load of Teachers

(1) Work load of a teacher shall not be less than 40 hr a week of which the teaching contact hours shall be as per the norms prescribed by the Regulatory body of the Faculty. It is

generally expected that a faculty member's apportionment of responsibilities shall be relatively stable from year to year, unless there is reasonable justification for change.

(2) All faculty members must do scholarly or professional work that demonstrates creative achievement.

(3) Workload of a teacher for teaching contact hours shall be as follows. However, if is subject to change from time-to-time by regulatory bodies.

(a) Principal	04 hr/w
(b) Head of Department	14 hr/w
(c) Professor	14 hr/w
(d) Associate Professor	16 hr/w
(e) Assistant Professor	18 hr/w

(4) The teaching contact hours teachers promoted under the Career Advancement Scheme shall remain the same as those of the substantive posts they are occupying.

II. QUALIFICATIONS AND RECTUITMENT OF UNIVERSITY TEACHERS

S9.14 Qualifications of University Teachers for Direct Recruitment in University Schools / Departments/ University Institutions /Conducted Colleges

(1) For direct recruitment at the level of Professor, Associate Professor and Assistant Professor, the eligibility conditions and minimum qualifications in respect of academic and research requirements shall be as prescribed by the Regulatory Bodies time to time through Regulations and accepted by the Government and by the University.

(2) The qualifications of Teacher for appointment in University Departments and Autonomous Colleges/ Institutes shall be as per G.R. No. Sewapra 2007/(10/07)/TE-6), dated 1st March 2008 for autonomous Institutes supported by 'Technical Education Quality Improvement Program of Ministry of Human Resources and Development', G.o.I., but shall be subject to change as per the directives of the Government, issued time to time.

S9.15 Qualifications for direct appointment of Director/ Principal, Professors, Associate Professors and Assistant Professors in Research Schools and Centres of the University

(1) The minimum qualifications for direct appointment of Director/ Principal, Professors, Associate Professors and Assistant Professors in University Departments shall be as per those prescribed by All India Council of Technical Education and accepted by the Government of Maharashtra and amended time to time by the Government.

(2) For interdisciplinary research school of the University, the University shall specify the areas of research at the time of recruitment to get necessary complementary expertise for the Schools so as develop multidisciplinary research projects and post-graduate courses.

S9.16 Recruitment of teachers in University

Recruitment of teachers in University Schools, University Departments, Conducted Colleges and University Institutions shall be as per the procedure laid down in these Statutes.

S9.17 Advertisement of Vacancies

(1) Every post of teacher to be filled in by selection shall be duly and widely advertised in at least one regional language newspaper and one national newspaper, and also kept on the University's website, according to the draft prepared by an Advertisement Draft Committee appointed by Vice-chancellor consisting of Dean of Faculty, Two senior professors of which one will be of Reserved category, and Dy. Registrar as Member secretary, and then approved by the competent authority of the University/ Government.

(2) The advertisement shall contain the essential and desirable qualifications, the scale of pay, and number of posts to be reserved for the members of reserved categories, differently-abled persons and women candidates.

The advertisement shall mention that the suitable and qualified candidates, short-listed as per with higher merit may only be called for interview in the ratio of 1:30 for Assistant Professor posts only.

(3) Reasonable time, which shall not be less than twenty one days, shall be given for the eligible candidates to apply.

(4) An applicant who is holding substantive /permanent post shall submit the application through proper channel.

(5) For the temporary appointments, exceeding six months but not exceeding eleven months, the advertisement in the local news paper for **'**walk- in-interviews**'** shall be published by the appointing authority and the same shall not require *prior* approval of the University. It is necessary to declare the date**,** time and venue of interview in such advertisement which shall not be within five days from the date of publication.

(6) The teaching posts in University Departments/ conducted institute, shall be classified in the following categories, namely:-

(a) **Full-time post:** a post for which workload is more than 50% of the workload as prescribed by the regulatory bodies per post;

(b) **Clock Hour Basis post:** a post for which workload is as prescribed by the regulatory bodies.

S9.18 API Verification Committee

(1) The Vice-Chancellor shall form an API Verification Committee(s) of the following composition to verify the documents submitted the candidates in support of his API score.

(i) Dean of Faculty- Chairman

(ii) One Senior Professor of the Faculty

(iii) Head of the concerned Department-Member Secretary

(2) The API Scrutiny Committee will submit the verified API of the candidates to the Scrutiny Committee.

S9.19 Scrutiny Committee

There shall be a Scrutiny Committee to scrutinize the applications received against the advertisement.

S9.20 Scrutiny Committee for the posts of teachers in the in University Schools / Departments/ University Institutions/Conducted Colleges

(1) There shall be a Scrutiny Committee to scrutinize the applications received for the post of teachers to be appointed in the University Departments /Conducted Colleges /Institutions

(2) The Scrutiny Committee for each subject shall be constituted by the Vice-Chancellor and shall consist of the following members namely:-

(a) Dean of the Faculty or in his absence, other Dean nominated by the ViceChancellor-Chairman

(b) Director of the School or Head of Department concerned.

(c) Senior Professor in the University Departments

(d) A Professor from the reserved category from the University Departments

(e) Registrar - Member Secretary.

Provided that, if there is no Head of Department in the subject concerned, the senior most teacher in the subject in the Department concerned shall be nominated by the Vice-Chancellor;

Provided further that if there is no teacher in the subject concerned in the Department/ Institution /School / College/ Institution, the Head of Department /Senior teacher of other Department shall be nominated by the Vice-Chancellor;

Provided further that, if any of the members above is himself a candidate, the Vice-Chancellor shall nominate a senior teacher from the Department or from any other Department.

S9.21 Task of Scrutiny Committee

(1) The Scrutiny Committee shall scrutinize all the applications received with respect to the prescribed eligibility and arrange the eligible candidates as per their merit.

(2) The Scrutiny Committee shall check the consolidated and/or cumulative API Score as per the norms prescribed by the Regulatory bodies

(3) The Member Secretary shall prepare the detailed summary report of the Scrutiny Committee in the prescribed *performa* for keeping it before the Selection Committee.

(4) When the number of eligible candidates is large, the Scrutiny Committee may short list and recommend the names of the candidates to be called for interview on the basis of merit in the proportion of 1:30 for Assistant Professor Posts.

(5) For the post of Assistant Professor merit should be adjudged on the basis of Academic Record and Research Performance.

(6) For the post of Associate Professor/ Professor, the merit should be adjudged on the basis of Academic API, Research Performance, Industrial contribution, and quality of research publications.

S9.22 Constitution of the Selection Committee

(1) The Selection Committees shall be constituted as per the provisions of the Act, these Statutes and the guidelines given by the Regulatory bodies and the Government from time to time.

(2) The date of the meeting of the Selection Committee shall be fixed so as to allow a notice of at least thirty clear days of such meeting given to the candidates and the Committee members.

(3) The particulars of the candidates concerned shall be sent to each member of the Selection Committee so as to reach him/her at least seven days before the date of the Selection Committee Meeting.

S9.23 Selection Committee for direct recruitment of teachers in University Schools / University Departments/ Conducted Colleges/ University Institutes
(***under Section 68 of the Act)***

(1) The constitution of Selection Committee for direct recruitment of teachers in University Schools / University Departments/ Conducted Colleges/ University Institutes shall be as per Section 68 of the Act such that

(i) The Head of University Department in subclause (iv) of Section 68(2)(b) of the Act, if is not a Professor then the senior most teacher in the subject not below the rank of Professor will be nominated by the Vice-Chancellor. If there is no such teacher in the University, the Vice-Chancellor may nominate a Professor from other University Departments or other State University

(ii) the Experts nominated under *subclause (v)* of Section 68(2)(b) of the act, are either Eminent academicians, not below the rank of Professors, from Institutes of National repute such as IITs. NITs, ISSER, NIPER or other State or Central Universities, who have guided at least 10 PhDs, have authored/co-authored minimum 25 papers in peer reviewed journals, and have guided at least five sponsored projects from central/State funding agencies or industry as Principal Investigator,

OR

Eminent researchers from Research Institutes of National repute such as CSIR laboratories, BARC, or equivalent scientific establishments, not below the rank of Professor or equivalent position with proven record of research achievements who have guided at least 10 PhDs, have authored/co-authored 25 papers in peer reviewed journals and have supervised projects of State and National relevance as Principal Investigator

Or

Eminent industrialists or industry professionals not below of General Manager with proven record of professional achievements in terms of projects supervised or in terms of technology developed and transferred for commercialization.

(2) The quorum of a meeting of every selection committee shall be four members, of whom at least two shall be persons nominated as per the *subclause (v)* of Section 68(2)(b) of the act.

S9.24 Appointment of Teachers on Temporary Basis in the University Schools / University Departments/ Conducted Colleges/ University Institutes

(*as per section 69 of the Act***)**

(1) Appointment of teachers may be made on a purely temporary basis for a period not exceeding one calendar year under the following conditions:

(a) The post is vacant and is going to remain vacant at least for the next three months

(b) The post cannot be filled on a regular basis immediately.

(2) The applications of the interested candidates should be invited by giving a suitable advertisement.

(3) Local Selection Committee with the following constitution shall be constituted by the Vice Chancellor as per the *Section 69* of the Act, such that :-

the subject expert(s) nominated by the vice-chancellor will be from a list of four experts recommended by the Dean-Faculty in consultation with the Chairman of the Board of Studies in the concerned discipline

(4) The quorum of the Selection Committee meeting shall be the Vice Chancellor, one expert and the Head of the concerned Department/School

(5) The candidate appointed on such a temporary post shall not claim any position in the University nor shall he claim for any continuity.

(6) The appointment shall automatically terminate when an appointment on the same post is made by following the provisions of the Statutes and Ordinance, on a regular basis.

(7) While making temporary appointments**,** it shall be strictly observed that the candidate**s** duly qualified are only appointed.

(8) Such appointment shall be for a period not exceeding eleven months at a time, but in any case such appointment shall be only up to the last date of that academic year.

(9) In case of the post for the reserved category, it should be observed that the qualified candidate of the same category only is appointed. Rules of the Government in case of interchangeability of Category may be followed only wherever permitted.

S9.25 Selection Procedure for Teachers

(1) The overall selection procedure should be transparent, objective and credible and based on assessment of the merit and credentials of the applicants based on weightages given to the performance of the candidates in different relevant fields.

(2) The selection committee shall interview the candidates and adjudge the merit of each candidate.

(3) For the post of Assistant Professor, the merit of the candidate shall be tested on the basis of his domain knowledge, research work; co-curricular extra-curricular, extension activities, teaching methodology, ICT, communication skills and general knowledge. For this purpose**,** the candidate may make a teaching/ presentation to the Selection Committee.

(4) A written test may be conducted based on the domain knowledge for initial short-listing of the applicants for the post of Assistant Professor.

(5) For the post of Associate Professor/ Professor, the merit of the candidate shall be tested on the basis of his domain knowledge, research work, quality of research papers, patents, research projects, latest development in the subject, academic vision, competency in the development in thrust areas, collaborative research projects, innovative programs and consultancy projects. For this purpose**,** the candidate will make a presentation.

(6) The interview process may be audio-video recorded which may be preserved for the period of ninety days.

(7) Evaluation of the performance of the candidates shall be based on the average scores given by the Selection Committee members.

(8) After the interviews are over, the Selection Committee shall take the total of the scores obtained for various parameters and shall prepare the merit list of the interviewed candidates.

(9) Candidates having average score of at least 50 percent shall only be considered as eligible for selection in the order of merit.

(10) The Selection Committee shall prepare the list of selected candidates in the order of merit by taking into consideration the number of post(s).

(11) The Selection Committee shall record the minutes and shall make recommendations on the basis of merit with the list of selected candidates duly signed by the members of the selection committee present for the meeting, immediately on completion of interviews of all candidates for a post.

(12) On acceptance of the recommendations of the Selection committee by the Competent Authority, the appointment order shall be given to the selected candidate(s) in the format prescribed by the University. Such appointment order shall be sent by the Registered Post. A reasonable time not less than fifteen days shall be given to the candidate to join his duties.

(13) The appointment order of the Assistant Professor shall include a condition of satisfactory completion of induction training within six months from the date of joining organized either by the University or by the training institutes recognized by the State Government for this purpose.

S9.26 Contract Appointments

(1) In special circumstances, the Vice-Chancellor may permit the appointment of faculty members on a contract basis in University Departments and Institutes

(2) The Vice-Chancellor shall constitute a Committee to propose the requirements, recruitment methodology and the remuneration to be paid in each case.

(3) The Vice-Chancellor shall place the Report of the Committee before the Executive Council, to seek its approval;

(4) Appointments shall be made by the Vice-Chancellor based on the provisions in the Report, following similar procedure as that followed for appointment of a regular teacher after approval from the Executive Council and report to the Executive Council at its next meeting;

(5) The eligibility of persons for appointment in University Departments and Autonomous Colleges/ Institutes as Professor Emeritus, Emeritus Fellow and Adjunct Faculty shall be as per norms of Regulatory body in the Faculty and G.R. No. Sewapra 2007/(10/07)/TE-6), dated 1st March 2008 for autonomous Institutes supported by 'Technical Education Quality Improvement Program of Ministry of Human Resources and Development', G.o.I., but shall be subject to change as per the directives of the Government, issued time to time

III. DUTIES OF TEACHER

S9.27 Duties of the teacher

(1) The teacher shall devote his/her time and energy to develop and improve his academic and professional competence by availing of all opportunities to attend and participate in academic programmes, such as Seminars, Orientation Programmes, Refresher Courses, In-service Training Programmes, etc. The University authorities should give the teachers every possible opportunity to do so.

(2) The teacher shall perform his academic duties such as preparation of lectures, demonstrations, tutorials, assessment, research, guidance to research students, University/ conducted college/institution examinations, etc. seriously and sincerely and shall encourage pursuit of learning in the students.

(3) The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as allotted by the Head from time to time, and shall not ordinarily remain absent from work without prior permission or grant of leave.

(4) The teacher shall observe the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force and as modified, from time to time and abide by the decisions of the University/ conducted college/institution and shall ensure the interest of the University/ conducted college/institution; provided such decisions are not inconsistent with the provisions of the Act, Statutes, Ordinances, Regulations, etc.

(5) In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular activities organised by the University/ conducted

college/Institution, and administrative and supervisory work and maintenance of records and Assessment Reports or any other duties befitting the status of a teacher assigned to him/her by the Head of the Department/ competent Authority

(6) A teacher shall help the University/ conducted College/ Institution authorities to enforce and maintain discipline and good habits among the students.

(7) A teacher shall assist the University/ conducted College/ Institution in smooth conduct of the University Examinations.

(8) A teacher shall discharge all other duties responsibilities and obligation cast upon him by the Executive council or Academic council or any other authority as per the Act, Statutes, Ordinances, Regulations, Rules or directions issued as per the law from time to time.

(9) The teacher shall abide by the code of conduct of teachers of the University.

S9.28 Annual Self-Appraisal of Teachers

The performance of faculty members shall be quantitatively evaluated every year using Self-Appraisal form prescribed by the Academic Council and approved by the Executive Council

S9.29 Reporting Authority and Reviewing Authority in the University of Confidential reports

No	Category	Reporting Authority	Reviewing Authority
1	Vice-Chancellor	Chancellor	Chancellor
2	Head of University Department / Director of the School	Vice Chancellor	Vice-Chancellor
3	All University teachers	Head of the Department	Vice-Chancellor
4	Principal of Conducted college/ Institute	Vice-Chancellor	Vice-Chancellor
5	Head of Department of conducted Institute	Principal of the Institute	Vice-Chancellor
7	Teachers in Conducted Institute	Head of Department of the Institute	Principal

S9.30 Promotions of teachers in the University Departments/ Conducted Institutes under the Career Advancement Scheme

(1) The teachers working in the University Schools/Departments and conducted colleges/ institutions shall be eligible for placement/ promotion under the Career Advancement Scheme as per the recommendation of the Regulatory Authorities and accepted by the Government and the University from time to time.

(2) The Selection Committees prescribed for regular appointments shall also be applicable to promotions under the Career Advancement Scheme (CAS).

(3) The merit of the candidate for the promotion shall be decided on the basis of the parameters prescribed by the regulating bodies and adopted by State Government, from time to time.

(4) The procedure for such promotion shall be as per the Ordinances.

(5) The CAS promotion, being a personal promotion to the incumbent teacher holding a substantive sanctioned post, the teacher is considered to be holding his/her substantive post and hence such a post is not considered vacant. On retirement or leaving the University/ conducted College/institution by the incumbent the lower substantive post shall be vacant.

(6) The Registrar shall send a general circular twice a year calling for applications for CAS promotions from the eligible candidates. The teachers should adjudge their eligibility and offer themselves for the assessment for promotion, if they fulfil the criteria and submit their applications. They may apply three months before the due date on which they consider themselves eligible. Teachers who do not consider themselves eligible may apply at a later date when they consider themselves to be eligible.

(7) In the final assessment, if a teacher is not found eligible for the promotion, such a candidate shall be reassessed only after a minimum period of one year.

(8) When a teacher applies for the promotion on the completion of the minimum eligibility period and is successful, the date of promotion shall be the date on which he/she completes the minimum period of eligibility.

(9) If a candidate finds that he fulfils the eligibility conditions at a later date and applies on that date, and is successful, his promotion shall be effected from that date of application fulfilling the criteria.

(10) If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his promotion shall be deemed to be from the later date of successful assessment.

S9.31 Service Book

(1) The Service Book, as prescribed by the Government, shall be maintained by the Appointing Competent Authority, for each employee appointed substantively or in officiating capacity on a permanent post or appointed to a temporary post which is not of a purely temporary nature.

(2) The competent authorities for University Teachers isVice-Chancellor or a person authorised by him.

(3) The service books of the Vice-Chancellor, the Registrar of the University and Principal of conducted Institute shall be maintained by the respective officers.

(4) The Service Book shall contain the record of the service of the employee covering all essential events in his/her official career such as

(a) date of birth,

(b) caste,

(c) marks of identification,

(d) permanent address

(e) qualifications,

(f) first appointment,

(g) subsequent appointment(s) or transfer(s) to higher, equivalent or lower grade,

(h) substantive or officiating nature of appointment(s),

(i) the scale of pay applicable,

(j) basic pay,

(k) increment(s) sanctioned,

(l) stoppage of increment; for any reason(s),

(m) punishment with relevant offense or misconduct,

(n) leaves, except casual leave, granted from time to time,

(o) Refresher Courses and Orientation programme and additional qualifications, if any,

(p) such other relevant entries as prescribed by the Government from time to time.

(5) Every care shall be taken by the competent authority to maintain all service books in safe custody and to see that service-books are not tampered with when kept in the office or during inspection by the concerned employee.

(6) Date of Birth:

(a) The date of birth of the employee shall be recorded in the Service Book only at the time of joining the service and shall be verified with reference to the documentary evidence such as Secondary School Certificate (S.S.C.) or Extract of Birth Register from appropriate authority, such as Municipal Council or Corporation or *Tehsildar* or Village record and a certificate be recorded to that effect stating the nature of the document relied

on. However, any other document such as horoscope, an affidavit or medical certificate shall not be considered as an authentic document for this purpose.

(b) In case the year of the birth is known but the month and date are not known, first of July of that year shall be taken as his date of birth. When the year and the month of the birth, are known and exact date is not known, 16th of that month shall be treated as his date of birth.

(c) When once an entry of age or date of birth has been made in a service book no alteration of the entry should afterwards be allowed, unless it is known, that the entry was due to want of care on the part of some person other than the individual in question or is an obvious clerical error.

(d) If an employee wants claims that his/her birth date recorded is incorrect and wants to correct the same, such an application may be entertained only within first fine years of his/her first joining the service and no correction shall be made there-after under any circumstances. The Competent Authority shall, after satisfying itself about the *bona fides* of the document produced regarding date of birth, issue order for correction to be made in the service-book and attest the correction thereof.

(e) In the case of the Medical Authority certifying the age, the date or birth shall be assumed to correspond to the date of the certificate by the Medical Authority reduced by number of years representing his age as certified

(f) In respect of an employee who does not produce any proof of Date of Birth, the procedure stipulated by the Government shall be followed.

(g) If an employee is unable to produce any of the documents referred, a full explanation should be obtained from him.

(7) Whenever an employee is reduced to a lower rank, removed, or dismissed from the service or suspended from employment, the action and reasons thereof shall be briefly recorded in the Service Book with due authentication by the Competent Authority.

(8) The employees may be allowed to peruse the entries in their Service Books to ensure that the service records are correctly maintained. All the entries shall be shown to the teacher at the end of every year and his signature is obtained thereon.

(9) A duplicate copy of the Service Book may be supplied to the employee and it should be updated annually by the office, provided the employee submits the same in response to the notice issued by the office.

(10) The service-books shall be taken up for verification of correctness of entries in April every year by such officer in the office of the University, as may be empowered for the purpose by the Registrar. The Officer so empowered shall, after satisfying himself that the services for

the employees are correctly recorded in the service-books in conformity with the instructions contained in these rules and also such other instructions as may be issued from time to time, record in the service-books a certificate under his signature to the effect that he has verified up to date the services of the employee from pay bills, acquaintance rolls and similar records.

(11) A signature of the concerned employee shall be taken in the service book within one month after the entry of annual increment.

(12) A duplicate copy of the service-book may be given to an employee after he retires or resigns or is discharged from the service without fault, an entry being first made therein to this effect, or in event of an employee's service terminating by his death, to his relatives on application.

(13) An employee whose service is terminated by removal or dismissal, his service book shall be retained for a period of five years or until the employee's demise whichever is earlier, thereafter it shall be destroyed :

Provided that, if any legal proceeding in connection with the removal or dismissal has been instituted against the University by the concerned employee, the service-book shall be retained till the legal proceedings are finally disposed off by the last Court exercising appellate or revisional jurisdiction. Every care shall be taken in issuing administrative orders by the Registrar to see that service-books are not tampered with when kept in the office or during inspection by the concerned employee.

(14) Completion and movement of service book on transfer: When an employee is transferred, from one office to another, the necessary entry of the nature and reason of the transfer should be made in his/her service book in the office from which the he/she is transferred and after retaining a copy, the service book after being duly verified to date and attested by the Head of the Office, should be forwarded to the Head of the Office to which the employee has been transferred and thereafter be maintained by that Head. If he finds any error or omission in the book on receipt, he should return it to the forwarding officer for the purpose of having the error rectified or the omission supplied before the service book is taken over by him.

(15) The service book and service file shall be retained in the office and not be returned to the employee after the employee ceases to be in service permanently on retirement, resignation or discharge from service.

(16) The competent Authority may correct errors in the service book which are obviously clerical. Cases in which the correctness of the original entry is questioned on other grounds should be referred to a competent authority.

S9.32 Personal File

(1) A Personal File shall be maintained by the competent authority for every employee immediately on his/her appointment and all orders and papers in connection with his/her official record shall be properly maintained in it.

(2) Any letter of appreciation for good work or memo for misdemeanour, order granting additional increment(s) or promotion, order inflicting penalty or punishment, shall be maintained in such confidential file.

(3) Performance Based Appraisal System (PBAS) and other reports of the teachers should be kept in such files.

(4) Efforts should be made to digitize all such records.

IV- LEAVE RULES FOR TEACHERS UNIVERSITY DEPARTMENTS AND CONDUCTED COLLEGES

S9.33 Leave Rules for Teachers

(1) Leave cannot be claimed as a matter of right. When exigencies of service so require, discretion to refuse or revoke leave of any kind is reserved by the leave sanctioning authority.

(2) The teacher shall earn and be entitled to the leave, generally in proportion to the period of service/duty and of the kind specified herein below.

(3) The teacher may be granted leave only on his/her request. The teacher shall not be compelled to proceed on leave except on a disciplinary ground.

(4) The Competent Authority may sanction the leave applied for, and shall not alter the nature of leave, except with the request / consent of the teacher.

(5) Application for leave on medical ground shall be accompanied by a certificate of Registered Medical Practitioner, indicating the nature and probable duration of illness. The teacher returning from leave on medical ground shall produce a certificate of fitness.

(6) If the teacher frequently applies for medical leave with short intervals, he/she may be referred to the Medical Authority to examine the state of his/her health, the period of recovery and whether he/she would be fit for duty after rest and treatment.

(7) The teacher, on leave, shall not engage himself in any other employment, trade or business, either full-time or part-time except public service of casual nature or such other work.

(8) Ordinarily the teacher shall resume his/her duties immediately after the period of leave sanctioned, otherwise it shall be construed as overstay and may entail refusal of leave or

leave salary and may be treated as misconduct unless the Competent Authority condones the irregularity, for reasons to be recorded.

(9) If the teacher, retired on compassionate grounds and on invalid pension, is reemployed and allowed to count the past service for pension, he/she shall be entitled to count his/her previous and subsequent services towards leave.

S9.34 Kinds of Leave available to Teachers in the University Departments and Conducted colleges of the University

(1) All kinds of leave may be counted from the commencement of the academic year till the end of it as declared by the competent authority from time to time.

(2) The following kinds of leave would be admissible to permanent teachers-

(i) Casual Leave

(ii) Leave treated as duty,

(ii) Leave earned by duty, viz. Half-Pay leave

(iii) Leave not earned by duty, viz. Extraordinary leave, Leave not due;

(iv) Leave for academic pursuits, viz. Study leave, and Sabbatical leave;

(v) Leave on ground on health, viz. Medical leave, Maternity leave, Commuted leave, Special leave

Note 1: The leave(s) under the clause (i) would be granted to teachers on probation and to temporary teachers also.

Note 2: Teachers on probation and to temporary teachers are not eligible for other leaves

Note 3: The leave(s) shall be as per the norms prescribed by the Government, time to time.

(3) The Executive council may, in exceptional cases, grant for the reasons to be recorded, other kinds of leave, subject to such terms and conditions as it may deem fit.

(4) The conditions of leave shall be as prescribed by the rules and regulations of the University and the Government

S9.35 Competent Authority to sanction leave

(1) The following shall be the Competent Authorities to sanction leave:

No	Category	Kind of leave	Competent Authority
1	Vice-Chancellor	Casual	Self
		Other leaves	Chancellor

2	Head of University Department / Director of the School/Principal of Conducted College	All kinds of leaves	Vice-Chancellor
3	All University teachers	Casual leave	Head of the Department / Director of the School
4	All University teachers	All kinds of leaves except Casual leave	Vice-Chancellor
5	Teachers in Conducted Colleges/ Institute	Casual leave	Principal of College/ Institute
		All other leaves	Vice-Chancellor

Provided that, the Competent Authority may further delegate its power to sanction particular kind of leave to any other Class A officer.

S9.36 Casual Leave

(1) Total casual leave shall not exceed eight days in an academic year, or as decided by the State Government from time to time. (twelve days proposed in present statute)

(2) Casual leave cannot be combined with any other kind of leave except duty leave or on-duty leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

S9.37 Earned Leave

(1) Following earned leaves shall be admissible to teachers without encashment

(a) $1/30^{th}$ of actual service in a year including vacation not exceeding 10 days ; plus

(b) $1/3^{rd}$ of the period, if any, during which he/she is required to perform duty during vacation.

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

(2) Earned leave at the credit of a teacher shall not accumulate beyond 300 days.

(3) The maximum earned leave that may be sanctioned at a time shall not exceed 60 days.

(4) Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

Note 1: When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

Note 2: In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.

(5) Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of State Government.

S9.38 Duty Leave

(1) Duty leave not exceeding thirty days for University teachers in an academic year, may be granted for the following:

(a) delivering invited talks in colleges/institutions/organisations and University,

(b) attending conferences, congresses, symposia, workshops and seminars organized in India and abroad, on behalf of the University/College/Institution, with advanced permission of the competent authority;

(c) Working in another Indian or Foreign university, any other agency, institution or organization, for short period, when so deputed by the University/College/institution.

(d) Participating in delegation or working on a committee appointed by the Government, UGC, AICTE, a sister university or any other Apex body.

(e) Attending the meetings in the UGC, AICT, DST, etc where a teacher is invited to share expertise with academic bodies, government or NGO;

(f) Performing any other duty for the University, and

(g) To attend activities like *viva-voce* as a referee or external examiner at other University.

(2) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;

(3) The leave may be granted on full pay.

(4) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

Note 1: The teachers attending work on University Committees or bodies or assessment will be treated on-duty.

S9.39 Half –Pay Leave

(1) A teacher shall be entitled to half-pay leave to the extent of 20 half days or 10 full days for each completed year of service.

(2) The half -pay leave may be granted to the basis of medical certificate from a registered medical practitioner, for private affairs or for academic purposes.

(3) The leave so earned can be accumulated without limit during the entire service.
Provided that, the period of suspension, if any, finally treated as suspension shall be excluded or counting completed years of service for this purpose.

(4) The teacher shall not be entitled to half-pay leave during the first year of his service.

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

S9.40 Commuted leave

(1) Commuted leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions:

(i) Commuted leave during the entire service shall be limited to a maximum of 240 days;

(ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half - pay leave due;

(iii) No commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher shall return to duty on its expiry.

(iv) In addition, commuted leave may be granted to the extent mentioned below;

(a) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days;

(b) to a female teacher who undergoes non puerperal sterilization, Leave in this case will be restricted to fourteen days.

S9.41 Extra-ordinary Leave

(1) A teacher may be granted extraordinary leave if approved by Competent Authority when;

(a) ***No*** other leave is admissible; or

(b) No other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.

(2) Extraordinary leave shall always be without pay and allowance. Extraordinary leave shall not be counted for increment except in the following cases;

(a) Leave taken on the basis of medical certificates;

(b) Cases where the Head of the Department is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural, calamity, provided the teacher has no other kind of leave to his credit.

(c) Leave taken for pursuing higher studies; and

(d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance, or on assignment in Research and Development Organization or Industrial Assignment in India and abroad or an assignment of Apex Academic Bodies, Academic Institutions, or All Statutory positions of any University or Institutions.

(3) Extraordinary leave may be combined with any other leave except casual leave provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate.

(4) The total period of absence from duty shall in no case exceed five years in the full working life of the individual;

provided the total period of absence from duty due to an assignment on Statutory/Government post shall not be limited to five years.

(5) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave. In such cases all the privileges of the permanent employee shall be retained.

S9.42 Leave not Due

(1) Leave not due, at the discretion of the Vice-Chancellor in the case of University Teachers and Teachers in Conducted Colleges, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.

(2) 'Leave not due' shall not be granted unless the Authority is satisfied that as far as can reasonably be foreseen, the teacher shall return to duty on the expiry of the leave and earn the leave granted.

(3) 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/her as pay and allowances for the period not

so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Vice-Chancellor as the case may be.

Provided further that the Authority may, in any other exceptional case, waive for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

S9.43 Study leave

The scheme of study leave provides an opportunity to avail of scholarship/fellowship awarded to a teacher who wishes to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend for pursuing further studies leading to Master's degree./Ph.D./Post-doctoral qualification or for undertaking research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the teacher's pay/salary paid to him/her by the University or conducted college. The teacher shall be paid salary for the entire duration of fellowship/scholarship, provided of course he/she does not take up any other remunerative job like teaching, in the host country

(1) Study Leave may be granted generally to an entry level appointee as Assistant Professors who have been awarded a scholarship/fellowship or stipend to pursue a higher studies leading to Master's degree/Ph.D. degree/post-doctoral qualification or a special line of study or research directly related to his/her work in the University/ College/ Institution.

(2) Study leave may be granted to a permanent teacher after a minimum of five years of continuous service, to pursue a special line of study or research directly related to his/her work in the University/ Institution/ Research Organization or to make a special study of the various aspects of University organisation and methods of education;

provided that the Executive council may, in the special circumstances of a case, waive the condition of five years of service being continuous.

Explanation: In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned;

provided that,

(a) the person is a full time permanent teacher on the date of the application;

(b) there is no break in service; and

(c) the leave is required for undertaking the PhD research work

provided further that the competent authority may in the special circumstances of a case waive the condition of five years of service being continuous.

Provided further that care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department

(3) Study leave shall be granted by the Competent Authority on the recommendation of the concerned Head of the Department/Principal.

(4) The period of study leave should be for 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide.

(5) The leave shall not be granted for more than 3 years in one spell, save in very exceptional cases in which the Competent Authority/Governing Body is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.

(6) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.

(7) Study leave may be granted not more than twice during one's career; *provided that* under no circumstances shall the maximum period of study leave admissible during the entire service exceed Five years.

(8) Study leave may be given more than once provided that not less than 5 years have elapsed after the teacher returned to duty on completion of earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also details of work to be done during the proposed spell of study leave.

(9) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Competent Authority. In the event, the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Competent Authority to treat the period of shortfall as Extra-ordinary leave has been obtained.

(10) Subject to the provisions of relevant sub-clauses, study leave may be granted on full pay at the discretion of the Executive Council

(11) The amount of scholarship/ fellowship or other financial assistance that a teacher has been awarded shall not preclude his/her being granted study leave with pay and allowances, but the scholarship/fellowship so received shall be taken into account in determining the pay and allowance on which the study leave may be granted.

(12) The Foreign scholarship/ fellowship would be set off against pay, only if the scholarship/fellowship is above a specified amount which shall be determined by the UGC from time to time based on the cost of living for a family in the country in which the study

is to be undertaken exceeds the salary of the teacher. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.

(13) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during study leave, shall be placed in that position and shall get the higher scale only after joining the post.

(14) A teacher granted study leave shall on his return and re-joining the service of the University/college, and be eligible to the benefit of the annual increment (s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.

(15) The period of study leave shall count as service for the purpose of retirement benefits (pension/contributory provident fund), provided the teacher joins the University/College/institute on the expiry of his study leave and serve for the period for which the bond has been signed..

(16) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction; *provided that* where study leave granted has been so cancelled, the teacher may apply again for such leave.

(17) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the University/ conducted College for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave. Otherwise he has to refund basic salary accumulated during the period of study leave to the University/College/Institution.

(18) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University/College/Institution, binding himself/herself for the due fulfilment of the conditions laid down and give security of immovable property to the satisfaction of the Competent Authority or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University/College/Institution in accordance with relevant provisions.

(19) The teacher on study leave shall submit to the Registrar through Head of University Department or Principal of conducted college six monthly reports of progress in his studies from his research supervisor. This report shall reach the Registrar within one month of the

expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

(20) The teacher on study leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of study leave be put in public domain, preferably on the website of the University, and conducted College/ Institution.

(21) A teacher shall be liable to the University/ conducted College /Institution, the amount of leave salary and allowances and other expenses, incurred on the teacher or paid to his/her or on his/her behalf in connection with the course of study if –

(a) he is unable to complete his/her studies within the period of study leave granted to him/her

(b) he fails to rejoin the service of University/ conducted College/Institution on expiry of the study leave

(c) herejoins the service of the University/ conducted College/Institution but leaves the service without completing the prescribed period of service after rejoining the service

(d) he within the said period is dismissed or removed from the service by the University/ conducted College

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S9.44 Sabbatical leave

Sabbatical leave is generally granted to senior teachers who are engaged in advanced research in their area of research and who would like to advance or update the knowledge in chosen area by working in an Institute of national or international repute.

(1) Permanent, full-time teachers, who have completed at least seven years of service as Assistant Professor/Associate Professor or Professor, may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the University/Department/College/Institution and higher education system.

(2) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.

(3) The teacher, who has availed study leave for three years, would not be entitled to the sabbatical leave; provided that the teacher who has availed study leave for the period up to two years may be granted sabbatical leave such the total of study leave and sabbatical leave to be granted should not exceed three years in the entire service period, in the light of provision in (2) above; provided further that sabbatical leave shall not be granted until after

the expiry of 5 years from the date of the teacher's return from previous study leave or any other kind of training programme of duration of one year or more.

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

(5) The teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. He/she may, however be allowed to accept a fellowship or a research scholarship or ad- hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies either in India or abroad;

provided that in such cases the Competent Authority may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard in lieu of teaching, etc, which may be determined by his/her employer.

(6) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as a regular service for purposes of pension/contributory provident fund,

provided that the teacher rejoins the University on the expiry of his leave.

Note - I The programme to be followed during sabbatical leave shall be submitted through the Head of Department/Principal to the Registrar for approval along with the application for grant of leave.

Note-II On return from leave, the teacher shall report through the Head of Department/ Principal to the Registrar, the nature of studies, research or other work undertaken during the period of leave.

S9.45 Maternity, Paternity, and Adoption Leave

(A) Maternity Leave

Female teachers shall be entitled to the Maternity Leave and other allied privileges and benefits as per the respective rules framed by the Government of Maharashtra from time to time.

(B) Paternity Leave:

Paternity leave of ~~15/~~6 days may be granted to male teachers during the confinement of their wives, provided, the limit is up to two children.

(C) Adoption Leave:

Adoption leave may be provided as per the rules of the State Government

S9.46 Special Medical Leave for Tuberculosis, AIDS, Cancer and Heart Surgery

The teacher shall be entitled to avail leave up to twelve months, if he/she is suffering from Tuberculosis, Leprosy, Cancer, Malignant diseases, AIDS, Heart Surgery or Brain ailment or such other diseases, which may be specified by the Competent Authority, from time to time and is undergoing treatment in a recognized Clinic or under a Specialist recognized by the Government, from time to time.

Provided that, such leave shall only be admissible to the teacher if he/she has no other leave to his/her credit.

Provided further that, the teacher who is suffering from Heart disease shall be entitled to a maximum of three months full-pay leave in addition to any other leave on medical/health ground shall be granted to the teacher, as per the rules made by Government from time to time.

S9.47 Special Provisions for the Female Teachers

In addition to the other provisions of these Statutes, special provision(s) laid down by Central and State Government from time to time shall be applicable to the female teachers working in the College

S9.48 Appointment against vacant post due to leave

The post falling vacant for more than six months due to leave of taken by a permanent teacher may be filled on a purely temporary /contractual basis for a period of the sanctioned leave by the following the procedure laid down in these Statutes.

V. CODE OF CONDUCT AND ETHICS OF UNIVERSITY TEACHERS

S9.49 Code of Conduct and Ethics of university Teachers

(1) The teacher shall be available for the University Department or conducted Institute fulltime and shall serve in such capacity and at such place, as he/she may, from time to time, be so directed.

(2) The teacher shall conform to and abide by the provisions of the Act, Statutes, Ordinances, Regulations, and Rules and Directives and decisions of the Competent Authority.

(3) The teacher shall also observe, comply with and obey all orders and instructions which may, from time to time, be given to him/her by authority.

S9.50 Teachers and the Students

The teacher shall:-

(1) respect the right and dignity of the student in expressing his/her opinion;

(2) deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status;

(3) recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;

(4) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;

(5) inculcate among students scientific, progressive and rational outlook and respect for physical labour and ideals of democracy, patriotism and peace;

(6) be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;

(7) pay attention to only the attainment of the student in the assessment of merit;

(8) make himself available to the students even beyond their class hours and help and guide them without any remuneration or reward;

(9) aid students to develop an understanding of our national heritage and national goals, and

(10) refrain from inciting students against other students, colleagues or administration.

S9.51 Teachers and Colleagues:

The teacher shall:-

(1) always treat other members of the profession in the same manner as he/she himself/herself wish to be treated;

(2) speak respectfully to and of other teachers;

(3) render assistance for professional betterment;

(4) refrain from lodging unsubstantiated allegations against colleagues to higher authorities;

(5) refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavour;

(6) be thoroughly social and humane, democratic and rational, towards other teachers;

(7) strive at any cost to remove and wash out the local tensions and controversies and disputes; and

(8) believe in union and unity of the colleagues.

S9.52 Teachers and Authorities:

The teachers shall -

(1) discharge the professional responsibilities according to the existing rules and adhere to procedures and methods consistent with the profession in initiating steps through his/her own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;

(2) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

(3) co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;

(4) adhere to the conditions of contract;

(5) give and expect due notice before a change of position is made; and

(6) refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

S9.53 Teachers and Non-teaching employees

The teacher should-

(1) treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution; and

(2) help in the function of joint staff-council covering both teachers and the non-teaching employees.

S9.54 Teachers and Guardians

The teachers shall try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send report of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

S9.55 Teachers and Society

The teachers shall

(1) recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;

(2) work to improve education in the community and strengthen the community’s moral and intellectual life;

(3) be aware of social and economical problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;

(4) perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office;

(5) refrain from taking part in or subscribing to or assisting in any way, activities which tend to promote feeling of hatred or enmity among different communities, relations or linguistic groups but actively work for National Integration.

VI. CONDUCT AND DISCIPLINE

S9.56 Misconduct of teachers in the University, and conducted Colleges/ institutes

(1) The following acts shall be deemed as misconduct on the part of the teacher:

(a) any breach of or any action contrary to the provisions of the Statutes, Ordinances, Regulations and Rules, Code of Conduct.

(b) refusal to accept order or other communication served according to the Statutes, Ordinances, Regulations and Rules.

(c) refusal to carry out the decisions of appropriate authorities, officers, administrative and academic bodies of the Institution. This will not inhibit his/her right to express his/her difference with their policies or decisions, expression, provided that he/she will not use the facilities or forum of the Institution to propagate his/her own ideas or beliefs for or against a particular political party or alignment of political or religious activities.

(d) obtaining employment/promotion or any other benefit in the Institution or in prior employment by misrepresenting facts or fraudulent means.

(e) misappropriation of any amount and/or movable and immovable property of the Institution.

(f) wilful and persistent negligence of duty.

(g) incompetence in Teaching.

(h) failure to perform his/her academic duties such as lecturing, demonstrating, assessing, invigilating, etc.

(i) gross partiality in assessment of students, deliberately over/under marking or attempt of victimization on any grounds.

(j) indulging in or promoting unfair practices in the conduct of examinations.

(k) theft, fraud or dishonesty.

(l) Performing unethical practices in the conduct of teaching, research, consultancy, advice, examinations, IPR, etc

(m) wilful or negligent damage of the University property.

(n) any action involving moral turpitude and attracting conviction in court of law.

(o) attending the duties in an intoxicated state and committing nuisance during working hours.

(p) misbehaviour with students, another teacher, staff, parents.

(q) insubordination: Refusal to obey the order of controlling Authority, wilful act/communication by ignoring immediate controlling authority.

(r) raising or exploiting questions of castes, creed or religion, race or gender in his/her relationships with the students and his/her colleagues and trying to use the above considerations for improvement of his/her prospects.

(s) sexual harassment within the meaning of the Sexual Harassment of Women at Workplace (Prevention, Prohibition, Redressal) Act, 2013 and the amendments made from time to time.

(t) going on illegal strike, abetting including instigation or action in furtherance thereof.

(u) riotous or disorderly behaviour, threatening, intimidating or coercing in connection with or relating to any duties or working of the Institution.

(v) stopping work either singly or with other employee or inciting anyone else not to work.

(w) allowing anyone within the prohibited premise of the Institution or allowing any person or persons whose entry is prohibited without the permission of the Competent Authority.

(x) falsification or tampering any paper or record of the Institution,

(y) approaching the press in any matter which is against the interests of the University

(z) indulgence in any act that brings disrepute to the University

Explanation:

(1) The wilful negligence of duty shall amongst other things include the following:

(i) dereliction of duties like not engaging the allotted classes or not completing the prescribed syllabi as expected under circumstances not beyond his control.

(ii) negligence of academic or extracurricular, co-curricular duties assigned to the teacher by the Vice-Chancellor/Head of the Department, which are consistent with the Act, Statutes, Ordinances, Regulations or Rules.

(2) Incompetence shall include such other incapacities in teaching as would lead to failure in imparting of instruction to the students.

S9.57 Disciplinary Authority

(1) The Disciplinary Authority in respect of the teacher working in a University Schools, University Departments, University Conducted Colleges and University Institutions shall be the Vice Chancellor.

S9.58 Penalties

(1) Without prejudice to the provisions of any law for the time being in force, the following penalties may, for good and sufficient reasons, and as herein after provided, be imposed on the teacher found guilty of misconduct. The penalty to be imposed shall essentially be commensurate with the severity or gravity of the misconduct committed and shall be imposed only after sufficient opportunity is provided to the employee for being heard and to defend himself/herself.

(2) Minor Penalties:

(a) censure,

(b) fine,

(c) withholding of increment of pay for specific period,

(d) recovery from his pay or such other amount as may be due ***to***/from him***of any pecuniary loss caused by him to the University by negligence or by breach of orders.***

(3) Major penalties :

(a) stoppage of increment with or without effect on future increments,

(b) reduction to a lower scale of pay, grade, post or service,

(c) compulsory retirement,

(d) removal from service,

(e) termination of service.

(f) dismissal from service,

Explanation (1): The order under (3) (a) of withholding increment shall not affect subsequent increment(s).

Explanation (2): The order under sub-clause (2) (d) for recovery shall expressly state the amount of the whole or part of any pecuniary loss caused by him/her to the Institution by negligence or by breach of orders.

Explanation (3): Reduction under sub-clause (3) (b) shall ordinarily be a bar to the placement of the teacher to the higher scale of pay, grade, post or service from which he was reduced, with or without further directions regarding condition of restoration to the scale of pay, grade, post or service from which he was reduced, and seniority and pay on such restoration.

Explanation (4): The order of penalty of reduction, under sub-clause (3) (b) shall expressly state whether the period of reduction shall be exclusive of any interval spent on leave or otherwise.

Explanation (5): Removal under sub-clause (3) (d) and termination under sub-clause (3) (e) shall not be a disqualification for future employment under the Institution.

Explanation (6): Dismissal under sub-clause (3) (f) shall be a disqualification for future employment under the Institution.

S9.59 Procedure for imposing Minor Penalty

(1) If the Disciplinary Authority is satisfied that the misconduct committed by the teacher is serious enough to inflict any of the minor penalties, the Disciplinary Authority shall -

(a) issue a notice to the teacher in writing along with the imputation(s) of misconduct and require him/her to show cause as to why the action proposed be not taken against him/her;

(b) give reasonable opportunity to the teacher to furnish explanation;

(c) take into consideration the explanation of the teacher and record findings on each imputation of misconduct;

(d) issue the order imposing one or many of the minor penalties, or if satisfied, drop the imputation(s) and exonerate him/her of the charge(s);

(2) the appeal against the minor penalty imposed by the Disciplinary Authority shall lie with the Grievances Committee.

S9.60 Action not Amounting to Penalty

(1) The following shall not amount to penalty within the meaning of Statute, namely:

(i) non-placement of teacher in various stages of promotion prescribed by regulating bodies and accepted by the state government from time to time;

(ii) reversion of the teacher already appointed as the Head of the Department;

(iii) compulsory retirement of the teacher in accordance with the provision relating to his superannuation or retirement;

S9.61 Termination of Services:

(1) the teacher appointed on probation shall be liable to be terminated during or at the end of the period of probation in accordance with terms and conditions of his/her appointment with proper justification in that regard;

(2) the teacher appointed on a temporary or ad-hoc basis may be terminated in accordance with the provisions made in that behalf;
(3) termination of service of a teacher appointed under agreement in accordance with the terms and conditions of such agreement;
(4) repatriation of the service of the teacher whose service has been borrowed from outside authority or recalling the teacher from foreign employment to such authority;
(5) termination of the service due to abolition of the post(s).

S9.62 Suspension

(1) The Disciplinary Authority may, by an order in the form prescribed by the University, place the teacher under suspension under the following circumstances :
  (a) where disciplinary proceedings against him/her are contemplated or are pending and are likely to result into imposing any of the major penalties,
  (b) wherein the opinion of the Competent Authority, he/she has engaged himself in activities prejudicial to the interests of the University and
  (c) where there is a strong reason(s) to believe that his continuance in service is likely to cause embarrassment or to tamper with the investigation of the case, or likely to tamper with the official record or document(s).
(2) where the case against the teacher in respect of any criminal offense is under investigation, enquiry or trial, in a court of law; the teacher shall be deemed to have been placed under suspension,
  (a) with effect from the date of his detention, in police or judicial custody, on a criminal charge, for a period exceeding forty-eight hours;
  (b) with effect from the date of his conviction, if, in the event of a conviction for an offense, he is sentenced to a term of imprisonment exceeding forty eight hours and is not forthwith dismissed or removed or compulsorily retired, consequent to such conviction and shall remain under suspension until the order of suspension is modified or revoked by the Competent Authority.
(3) While under suspension, the teacher shall not be allowed to resign.
(4) If the teacher under suspension attains the age of superannuation, the departmental or judicial proceedings pending against him/her shall continue even after his retirement.
(5) If the Disciplinary Authority finds that a teacher is alleged to be guilty of a lapse or an offence of a serious nature and if there is a reason to believe that in the event of the offence being proved against him, he would deserve to be removed or dismissed from service, the

competent Authority/Officer shall first decide whether the person concerned should be placed under suspension.

(6) When the teacher under suspension is reinstated, after undergoing the punishment or paying the penalty under these Statutes, unless the Competent Authority has already passed such orders at the time of inflicting the punishment, the Competent Authority may by order state (i) whether the said period be treated as duty leave or leave not due, and (ii) the nature of pay and allowances to be paid for the period.

(7) The substitute teacher appointed in place of the teacher under suspension shall be paid the salary as per rules.

(8) If the teacher under suspension is exonerated and/or it is observed that the suspension was wholly unjustified, the teacher shall receive full pay and allowances to which he would have been entitled had he not been so suspended.

(9) The teacher under suspension shall not be entitled to pay and allowance as prescribed in these rules. The Competent Authority shall pay to the employee under suspension or deemed to have been placed under suspension by an order in writing, a subsistence allowance as per the rules framed by the Government from time to time.

S9.63 Preliminary Enquiry

(1) If a teacher is alleged to be guilty of misconduct, a Preliminary Enquiry of such alleged teacher shall be held by the following Committee appointed by the Vice-chancellor:

(a) The committee for a University teacher shall consists of the following members, namely

(i) The Dean of the concerned Faculty- Chairperson

(ii) The Head of the Department

Provided that where there is no regular Head of the Department or when Head of the Department is himself / herself involved in the matter, Vice Chancellor shall appoint Head of any other University Department.

(iii) The member of the Executive council to be nominated by the Vice- Chancellor

(iv) A representative of the teacher whose inquiry is to be conducted.

(2) The Committee, after going through all the documents and evidence(s), shall see whether there is a *prima facie* case against the teacher; *provided that* while holding the preliminary enquiry, full opportunity shall be given to the teacher, to defend his/her case before the Committee.

(3) The Committee, after going through all the documentary evidence(s) and giving a full opportunity to the teacher, as the case may be, shall prepare their report and submit the same to the Vice-chancellor.

(4) The Vice-Chancellor after scrutinising the report of the Committee may give permission to hold full-fledged enquiry of the teacher.

Provided further that if the Vice-Chancellorafter scrutinising the report, feels that the report is incomplete or requires some more documents/ evidences, then he/she shall call for such additional documents/evidences and if necessary may appoint another Committee.

S9.64 Procedure of Enquiry

(1) Whenever the Disciplinary Authority is of the opinion, based on the reports of the Preliminary Enquiry committee, that there are grounds for enquiry into the facts of the case and/or substance of imputation(s) of misconduct on the part of the teacher(s), which may result in major penalty, Disciplinary Authority may through an Enquiry Committee constituted of

(i) a Retired Judge not below the rank of District Judge as Chairman

(ii) a nominee of the college management,

(iii) nominee of the charge sheeted teacher and

(iv) a nominee of the University who is well versed in service law

to enquire into the facts of the case.

(2) Where it is proposed to hold enquiry against the teacher, the Disciplinary Authority shall draw up or cause to draw up

(a) the substance of imputation(s) of misconduct into definite and distinct article(s) of charge(s).

(b) a statement of imputation(s) of misconduct in support of each article of charge(s) which shall contain

(c) a statement of all relevant facts including any admission or confession by the teacher, and

(d) a list of documents by which and a list of witnesses by whom, the article(s) of charge(s) are proposed to be sustained.

(3) The Disciplinary Authority shall deliver or cause to deliver to the teacher, in the Form as prescribed by the University, a copy of the article(s) of charge(s), the statement of imputation(s) of misconduct and a list of document(s) and of the witness(es) by which, each article of charge is proposed to be sustained, and shall by a written notice require the teacher

to submit to it, within fifteen clear days, a written statement of his defence and to state whether he desires to be heard in person.

(4) On receipt of written statement of defense and on admission of any or all article(s) of charge(s) by the teacher, the Disciplinary Authority shall record its findings on each charge admitted, after taking such evidence into account as it may think fit and shall act in the manner as prescribed.

(5) On receipt of written statement of defense of any or all of the article(s) of charge(s) by the teacher or on its non receipt, the Disciplinary Authority may further enquire or cause to enquire into the charge(s) not admitted in the manner as prescribed.

(6) Where the Disciplinary Authority appoints the Enquiry Committee, it may by an order appoint another teacher or any other suitable person to present the case in support of the article(s) of the charge(s) before the Enquiry Committee. The charge-sheeted teacher may take assistance of any other teacher or any other suitable person to represent the case on his behalf. In case the Enquiry Committee permits the teacher to engage a legal practitioner to represent on his behalf, the Disciplinary Authority may appoint a legal practitioner as Presenting Officer.

(7) The Disciplinary Authority shall forward to the Enquiry Committee :

(a) a copy of each of the article(s) of charge(s) and the statement of imputation(s) of misconduct,

(b) a copy of the order appointing the Presenting Officer, if any,

(c) copies of the statements of witnesses,

(d) evidence proving the delivery of documents to the teacher, and

(e) a copy of the written statement of defense by the teacher, if any.

(8) The teacher shall appear in person before the Enquiry Committee on such day and at such time within ten working days from the date of receipt by the teacher of the article(s) of charge(s) and the statement of imputation(s) of misconduct as the Enquiry Committee may, by notice in writing specify or such further time not exceeding ten days as the Enquiry Committee may allow.

(9) The Disciplinary Authority may, *suomotu* or on being moved by the teacher against whom enquiry is instituted, for just and sufficient reasons, transfer the proceedings to another Enquiry Committee constituted for the purpose.

(10) If the teacher, who has not admitted any of the article(s) of charge(s), in his written statement of defense or has not submitted any written statement of defence, appears before Enquiry Committee, it shall ask him/her whether he is guilty or has any defense to make and

if he pleads guilty of any of the article(s) of charge(s), it shall be so recorded under the signature of the teacher and of that Authority.

(11) The Enquiry Committee shall return to the Disciplinary Authority the findings in respect of those article(s) of charge(s) which the teacher pleads guilty. However if he pleads not guilty, the Enquiry Committee shall proceed to enquire further.

(12) If the teacher fails to appear within the specified time or refuses to plead or admits to plead, the Enquiry Committee shall require the Presenting Officer to produce the evidence by which he/she proposes to prove article(s) of charge(s), and shall adjourn the case to a later date not exceeding fifteen days, after recording the order that the teacher may, for the purpose of his/her defense

(a) inspect within five days of the order or within such further time not exceeding five days as the Enquiry Committee may allow, the documents specified in the list,

(b) submit a list of witnesses to be examined on his behalf,

(c) give a notice within ten days of the order or within such further time not exceeding ten days as the Enquiry Committee may allow, for the discovery or production of any document(s), but not mentioned in the list, indicating the relevance of such document(s).

(13) The teacher may apply orally or in writing, for supply of copies of the statements of witnesses, if any, mentioned in the list and the Enquiry Committee shall furnish him/her such copies as early as possible, and in any case not later than three days before the commencement of the examination of the witness on behalf of the Disciplinary Authority.

(14) (a)The teacher may, by notice to the Enquiry Committee, require copies of certain document(s) in possession of Appointing Authority or Disciplinary Authority. In that case, the Enquiry Committee shall 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(s) by a specified date.

(b) On receipt of the requisition, the Authority having the custody or possession of the requisitioned document(s), shall produce the same before the Enquiry Committee; *provided that*, the Enquiry Committee may, for reasons to be recorded in writing, decline the requisition of any such documents, as are not relevant in the case and the Enquiry Committee may withdraw the requisition or press for the same;

Provided further that, if the Authority, having the custody or possession of the requisitioned document(s), is satisfied, for the reasons to be recorded in writing that the production of all or any of such document(s) would be against the public interest, it shall, by providing copies of the documents, thus inform the Enquiry Committee

and the Enquiry Committee shall, on being so informed, withdraw the requisition and communicate the information to the teacher.

(15) The enquiry shall commence on the date fixed by the Chairman of the Enquiry Committee and shall continue thereafter on the dates as may be fixed from time to time.

(16) The oral evidence shall be recorded or caused to be recorded by the Enquiry Committee in a question-answer form, on the completion of which it shall be read out to be correct and signed and dated by the teacher concerned, witness and the Enquiry Committee members. The copy (copies) of the deposition(s) may be made available to the Disciplinary Authority and to the teacher(s) on request.

(17) The oral and documentary evidence by which the article(s) of charge(s) are proposed to be proved shall be produced by the presenting officer appointed by the Disciplinary Authority. The witnesses may be examined by the presenting officer and cross-examined by the teacher or his assistant. The presenting officer shall be entitled to re-examine the witness, on any point(s) on which he has been cross-examined. The Enquiry Committee members may also put questions to the witnesses.

(18) Before the closure of the case the Enquiry Committee may allow the Presenting Officer to produce fresh evidence and include the same in the list or may itself call for the new evidence or recall and re-examine any witnesses and in such cases, the teacher shall be entitled to a copy of the list of further evidence. The Enquiry Committee shall give the teacher an opportunity of inspection of document(s) before they are taken on record;

Provided that, no new evidence shall be permitted unless there is inherent lacuna (e) or defect(s) in evidence originally produced.

(19) When the part of the enquiry-proceeding of the Presenting officer is closed, the teacher shall state his defense orally and/or in writing. The teacher or the assistant may examine the witnesses himself and they may be cross-examined by the presenting officer, re- examined by the teacher and examined by the Enquiry Committee.

(20) The Enquiry Committee may also allow the teacher to produce new evidence if it is in the natural justice

(21) After the teacher closes his part of the enquiry proceeding and if the teacher has not examined himself, the Enquiry Committee may generally question him/her on the circumstances appearing against him/her, for the purpose of enabling the teacher to explain any circumstances appearing in the evidence against him/her.

(22) The Enquiry Committee may, after the completion of production of evidence, hear the Presenting Officer and the teacher and/or permit them to file written statements of argument of their respective case.

(23) If the teacher, to whom a copy of the article(s) of charge(s) has been served, does not submit a written statement of defense on or before the date specified or does not appear in person before the Enquiry Committee or otherwise fails or refuses to comply with the provisions of this Statute, the Enquiry Committee may hold the enquiry ex-parte.

(24) (a) Wherever the Enquiry Committee after having heard and recorded the whole or part of the evidence, ceases to exercise jurisdiction thereon and is succeeded by another Enquiry Committee, it shall act on the evidence so recorded by its predecessor and partly recorded by itself;

Provided that, if the succeeding Enquiry Committee is of the opinion that further examination of any of the witnesses, already recorded, is necessary in the interest of natural justice, Committee may recall, examine, cross-examine and re-examine him/her;

Provided further that, if the witness is recalled, he may be cross- examined and/or re-examined by the teacher or the Presenting Officer.

(b) Where in the opinion of the Enquiry Committee, the proceedings of the enquiry establish any article(s) of charge(s) different from original article(s) of charge(s); Committee may record its findings on such article(s) of charge(s);

Provided that, the findings on such article(s) of charge(s) shall not be recorded, unless the teacher has either admitted the facts on which such article(s) of charge(s) is based or has been provided a reasonable opportunity of defending himself/herself against such article(s) of charge(s).

S9.65 Enquiry Report

(1) After the conclusion of enquiry, the Enquiry Committee shall prepare a report. Such report shall contain

(a) article(s) of charge(s) and the statement of imputation(s) of misconduct;

(b) the defense of the teacher in respect of each article of charge;

(c) an assessment of the evidence in respect of each article of charge; and

(d) the findings on each article of charge and the reasons thereof.

(2) The Enquiry Committee, shall forward to the Disciplinary Authority the record of enquiry which shall include

(a) the report prepared by Enquiry Committee;

(b) the written statements of defense submitted by the teacher;

(c) the oral and documentary evidence produced in the enquiry;

(d) the written statements of argument filed by the Presenting Officer and the teacher, if any; and

(e) the orders, made by the Disciplinary Authority and Enquiry Committee in regard to the enquiry

(3) The Enquiry Committee may provide a pointer to the kind of penalty, if so directed by the Disciplinary Authority in writing.

(4) The Disciplinary Authority, to which the record is forwarded may act on the evidence of the record or may, if it is of the opinion that further examination of any of the witnesses is necessary, recall the witnesses and examine, cross-examine, and re-examine the witnesses and impose on the teacher such quantum of penalty as it may deem fit in accordance with these Statutes;

Provided that, if any witness is so recalled, he may be cross-examined by the teacher.

S9.66 Action on Enquiry Reports

(1) The Disciplinary Authority shall consider the report of Enquiry Committee and its findings on each charge.

(2) The Disciplinary Authority, itself not being the Enquiry Committee, shall consider the enquiry report and if it disagrees with the Enquiry Committee on any article(s) of charge(s), it shall record its reasons for such disagreement and refer the case back to the Enquiry Committee for further enquiry and report. The Enquiry Committee shall thereon proceed to hold further enquiry according to the provisions of the preceding Statutes.

(3) The Disciplinary authority, having regard to the findings on the charges, comes to the decision that no penalty be imposed or that the teacher be exonerated, it shall order accordingly.

(4) If the Disciplinary Authority, having regard to the findings, comes to the conclusion that any of the minor penalties be imposed on the teacher, it shall notwithstanding anything contained in these Statutes, determine what penalty shall be imposed, it shall order accordingly. The order shall be issued in the form as prescribed by the University.

(5) (a) If the Disciplinary Authority, having regard to its findings on all or any of the articles of charge, comes to the conclusion that any of the major penalties be imposed on the teacher, it shall

(i) furnish to the teacher, a copy of the Enquiry Report and its findings on each article of charge, expressly stating whether he/ she agrees with the findings of the Enquiry Committee or otherwise, together with brief reasons for its disagreement, if any, within a week; and thereafter give to the teacher

(ii) a show-cause notice in the form as prescribed by the University, stating the quantum of penalty proposed to be imposed on him/her by calling upon him/her, to submit

within fifteen days of receipt of the notice or such further time not exceeding fifteen days, as may be allowed, such representation as he may wish to make on the proposed penalty and the cause as to why the penalty be not imposed on him/her.

(b) The Disciplinary authority shall consider the representation, if any, made by the teacher and determine afresh the quantum of penalty to be imposed on him/her on the basis of the evidence adduced.

(6) The final orders made by the Disciplinary Authority under this Statute shall be communicated to the teacher and the Enquiry Committee.

S9.67 Appeal

(1) Notwithstanding anything contained in these Statutes no appeal shall lie against any order of an interlocutory nature or of the nature of a step-in-aid or the final disposal of a disciplinary proceeding, other than an order of suspension; any order passed by Disciplinary Authority in the case of an enquiry under these Statutes.

(2) Subject to the provisions of Clause (1) above, the teacher may prefer an appeal/representation to the Disciplinary Authorities against all or any of the following orders, namely :

(a) an order of suspension or deemed suspension made under these Statutes

(b) an order which denies or varies to his disadvantage his pay, allowances or any other conditions of service;

(c) denies placement to which he is otherwise eligible according to the recruitment rules;

(d) interprets to his disadvantage the provisions of any such Statutes;

(e) reverts him/her while officiating in a higher service, to a lower service, grade or post, otherwise than as a penalty;

(f) reduces or withholds the post-retirement benefits, if any;

(g) determines the subsistence and other allowances to be paid to him/her for the period of suspension or for the period during which he is deemed to have been under suspension or for any portion thereof;

(h) determines his pay and allowances, for the period of suspension or for the period of his dismissal, removal or compulsory retirement from service, or from the date of his reduction to a lower service, grade, post, time-scale or stage in a scale of pay, to the date of his reinstatement or restoration to his service, grade or post, as the case may be;

(i) determines the nature of the period from the date of his suspension or from the date of his dismissal, removal, compulsory retirement or reduction to a lower service, grade,

post, scale of pay or stage in a scale of pay or the date of his reinstatement or restoration to his service, grade or post, etc., as the case may be.

S9.68 Appellate Authority

(*as per the Section 14(15-17) of the Act)*

(1) The teacher aggrieved by the decision of the Disciplinary Authority, may prefer appeal to the Executive Council.

(2) The teacher aggrieved by the decision of the Executive Council, may prefer appeal to the Chancellor of the University

S9.69 Service of Order, Notices, etc.

(1) Every order, notice and other process made or issued under these Statutes shall be served in person on the teacher concerned or shall be communicated to him/her by registered post or electronic mail.

(2) In case the registered post is not effectively served the notice shall be pasted on the door of his residence and published in at least one leading local newspaper.

VII- RETIREMENT

S9.70 Age of superannuation

The age of superannuation of the Teachers shall be as prescribed by Government from time to time.

S9.71 Voluntary Retirement, Retirement on Medical Grounds and Compulsory Retirement

For Voluntary Retirement, Retirement on Medical Grounds and Compulsory Retirement the MCSR (pension) 1982 rules (a,-g) be followed

S9.72 Extension in Service to a teacher after superannuation

The Competent Authority may, consider an extension of service to the teacher of the University beyond the age of superannuation, on academic grounds only, as per the norms laid down by the Government.

S9.73 Re-employment of a teacher

(1) Notwithstanding anything contained in these Statutes, the Competent Authority may grant re-employment to any teacher already retired from a University or Institution of National or International repute as per the norms laid down by the Government

S9.74 Submission of pension proposal of superannuating employees

(1) The service record of the teacher shall be taken up for examination at least one year before the due date of his retirement, and a notice of superannuation is to be issued by the Registrar to the teacher.

(2) Every six months, on 1st January and 1st July each year, a list of all the teachers who are due to superannuate within the next twenty-four months should be prepared and forwarded to the Director of Technical Education or the Competent Government Authority before 31st January or 31st July, respectively.

(3) The Registrar shall then scrutinise the forms submitted by the teacher and complete other service record, documents and certificates required and forward the proposal to the Competent Government Authority, nine months prior to the date of superannuation of the said teacher for his sanction.

S9.75 Post-Retirement Benefits

(1) The teacher, appointed before 1st November 2005, and working against the post approved by the Government and covered under the Government Salary Grant shall be eligible for the post-retirement benefits such as Pension, Gratuity, Commutation of Pension, family pension, and other post-retirement benefits as sanctioned by the Government, from time to time.

(2) The teacher, appointed after 31st October 2005, against the post approved by the Government and covered under the Government Salary Grant shall be eligible for the post-retirement benefits as per the norms prescribed by the Government time to time.

(3) A regular teacher working or working in a post which is not covered under salary grants scheme or covered by the Self-Supporting Scheme, shall be eligible for Contributory Provident Fund Scheme or any other scheme of the University

(4) The teacher shall clear all dues payable to the University / conducted college/ Institution, outstanding to his/her account and vacate the residential accommodation, if provided, before the post-retirement benefits are extended to him/her.

(5) The teacher who has been declared as deserter or who ceases to be in service or who is absent from his duties for one year or more, may be entitled to the post-retirement benefits, as prescribed by the Government, from time to time, up to the date he attended his duties regularly, provided the said period qualifies for such benefits.

STATUTE FOR CLASSIFICATION, APPOINTMENTS AND GOVERNING THE TERMS AND CONDITIONS OF SERVICE OF TEACHERS IN AFFILIATED COLLEGES AND RECOGNIZED INSTITUTIONS

(As per Sections 39(d), 39(i) and 41(d))

DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY

Established as an Affiliating Technical University in the State of Maharashtra

Under *Maharashtra Act No. XXIX* of 2014 *dated* March 2014

CHAPTER TEN

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STATUTE For CLASSIFICATION, APPOINTMENTS AND GOVERNING THE TERMS AND CONDITIONS OF SERVICE OF TEACHERS IN AFFILIATED COLLEGES AND RECOGNIZED INSTITUTIONS

(As per Sections 39(d), 39(i) and 41(d))

In exercise of the powers conferred by S*ections40, read with* S*ections* ***39(d), 39(i) and 41(d)*** of Dr. Babasaheb Ambedkar Technological University Established *Maharashtra Act No. XXIX* of 2014 *dated* March 2014 the First Vice-Chancellor hereby prescribes the First Statute For Classification, Appointments And Governing The Terms And Conditions of Service of the Teachers in the Affiliated Colleges and Recognized Institutions for the purpose of securing and maintaining uniform standards by notification in the Official Gazette.

S10.1. Short Title and Commencement

1) This Statute may be called the Statute for Teachers in the Affiliated Colleges and recognized Institutes
2) This Statute shall come into force with effect from the assent of the Chancellor

S10.2 Extent of Application

The teacher shall accept the employment in the college with full understanding and agreement to work in furtherance of the objectives, development and welfare of the college that he serves, by placing all his/her time, energy, intelligence and skill at the disposal of the College and by complying with the provisions of the Act, Statutes, Ordinances and Regulations and such other directives of the University Authorities and orders of the Government issued from time to time. Hence this BATU Standard Code shall apply to the entire teachers working in the affiliated colleges and recognized Institutes.

S10.3. Right to Interpret

The Chancellor shall have the right of interpretation of this Statute

S10.4. Powers to amend and repeal the Statute

This Statute may be amended or repealed as provided under the Act.

S10.5. Powers to implement the Statute

The powers to implement this Statute shall rest with the Competent Authority. The Competent Authority may from time to time issue such orders or directives as may be necessary to give effect to, and carry out the provisions of this Statute and to secure effective control over the teachers working in the colleges.

S10.6. Power to Relaxation

Where the Chancellor is satisfied that the operation of any of these Statute causes or is likely to cause undue hardship in the case of any teacher working in the college, may direct that such provisions shall apply to said teacher with such modifications not affecting the substance thereof as may be specified.

S10.7. Validity of terms of Contract

The terms of a specific contract enforceable as provided by the Act, necessarily override the provisions of the Statute.

S10.8. Exercise and Delegation of Powers

No powers may be exercised or delegated under the DBATU Statute 2019, except in consultation with the Competent Authority, as mentioned in the Act.

S10.9. Definitions

The definitions given in the Act shall hold well for the purpose of the DBATU Statute. In the DBATU Standard Code, unless the context otherwise requires:

1. 'Act' means *Dr. Babasaheb Ambedkar Technological University Act of 2014*;
2. 'All India Council of Technical Education' means the All India Council of Technical Education established under the All India Council of Technical Education Act, 1956.
3. Additional charge means a teacher so assigned by the competent authority to carry out functions and duties of the post in addition to functions and duties of his own post.
4. 'Agreement' means the contract entered into in writing between the teacher and the Competent Authority/Officer or the person authorized;
5. 'Appendix' means the appendix appended to this Statute;
6. 'Audit Officer' means an Audit Officer appointed by the Controller and Auditor General of India, whatever his/her official designation, in whose circle of audit the teacher is serving or has served;
7. 'Appointing Authority' means the authority competent to make appointments to the post created in college as provided by this Statute;
8. 'Cadre' means the strength of the service or a part of service, sanctioned as a separate unit, by the State Government as a separate unit from time to time;
9. 'Competent Authority' means the authority competent to exercise different powers under the Act and in this Statute;
10. 'Continuous Service' means the service rendered by the teacher without any break under the Appointing Authority;
11. 'Compensatory Allowance' means the allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed;
12. 'Contract' means the contract entered into in writing between teacher and the competent authority/officer or the person authorized by it;
13. 'Disciplinary Authority' means the Authority as prescribed in this Statute or except otherwise provided in the Act;
14. 'Duty' means the compliance of the duties and responsibilities the teacher is expected to Statute;

15. ‘Employee’ means a teacher duly appointed in the employment of the college, on approved post, on a time-scale pay, by following the procedure as prescribed;
16. ‘Employer’ means the management of the college or the recognized Institute
17. ‘Emolument’ means the pay, pension (except family pension and injury pension), leave salary, subsistence allowance or compensatory allowance, if any, payable to the teacher as defined in this Statute and includes any remuneration of the nature of salary received in respect of foreign service;
18. ‘Family’ means the wife or husband of the teacher, as the case may be, legitimate children including adopted children, step-children, parents, parents-in-law, sisters and brothers, if residing with and wholly dependent on him/her;
19. ‘First Appointment’ for the purpose of pension means the appointment of a teacher who is not holding any appointment under the college, even though he/she may have previously held any such appointment either temporary or on tenure basis;
20. ‘Form’ means any form appended to this Statute;
21. ‘Foreign Service’ means service in which the Teacher receives his/her salary, with the sanction of the Competent Authority, from any source other than funds and finance of the University;
22. ‘Government’ means the State Government of Maharashtra;
23. ‘Grievances Committee’ means the Committee constituted as the Grievance Committee under the Act;
24. ‘Holiday’ means a Sunday, any weekly off or any other day declared as holiday by the University;
25. ‘Honorarium’ means the recurring or nonrecurring payment granted to the teacher, as remuneration for special work of occasional or intermittent character;
26. In-charge means an employee so designated by the appointing authority to perform the duties and responsibilities of the designated post for the time being.
27. ‘Joining Time’ means the time limit prescribed for and the period availed of by the teacher to join a new post and includes transit time to a place to which he/she is posted or transferred;
28. ‘Leave’ means permission granted by the Competent Authority to then teacher to remain absent from duty;
29. ‘Leave Salary’ means the monthly emoluments paid to its teacher on leave;
30. ‘Lien’ means the title of the teacher who holds substantively, either immediately or on the termination of the period or periods of absence, a permanent post, including tenure post, to which he/she has been appointed substantively;

31. ‘Medical Authority’ means the Medical Board constituted by the concerned State Government Authority;
32. ‘Month’ means a calendar month i.e. any one of the twelve portions into which the conventional year is divided, or a period from any day in one month to corresponding day of the next calendar month;
33. ‘‘Officiate’ means to carry out functions and duties of the post on which another person holds a lien or of the vacant post on which no other employee holds a lien and drawing the salary of the post of which he is acting/officiating.
34. ‘Pay’ means the amount drawn on monthly basis sanctioned for a post, in a scale of pay held substantively or in officiating capacity or to which he is entitled by reason of his position in the cadre, and includes Personal pay, Special pay, Dearness pay and any other emoluments specially classed as ‘Pay’ by the Government, from time to time;
35. ‘Permanent Post’ means the approved post, carrying a definite scale of pay, sanctioned without time limit;
36. ‘Pension’ means the monthly emoluments payable to the teacher after his/her retirement from the service, as per the Government Rules, specified from time to time and includes gratuity;
37. ‘Pensionable Pay’ means the average pay earned by the teacher during the last 10 months’ service or for the period as may be decided by the Government, from time to time;
38. ‘Pensionable Service’ means the service, which qualifies the teacher performing it to receive pension from the fund established for this purpose;
39. ‘Personal Pay’ means any additional pay granted to the teacher to save him/her from a loss of substantive pay in respect of a permanent post other than a tenure post, due to revision of pay or due to any reduction of such substantive pay, otherwise than as a disciplinary measure;
40. ‘Presumptive Pay’ means the pay of a post to which the teacher would be entitled, had he/she held the said post and had he/she been performing his/her duties;
41. ‘Principal’ means a teacher who is duly approved as a Principal by the University;
42. ‘Qualifying Service’ means the service rendered by the teacher for which pension is payable, under this Statute
43. ‘Recognized Institution’ means an institution of higher learning, research or specialized studies other than an affiliated College, recognized to be so by the University;

44. 'Special Pay' means additional pay granted to the post and/or to the teacher in consideration of the specially arduous nature of duties or specific addition to the work of responsibility;
45. 'Subsistence Allowance' means the monthly grant paid to the teacher, who is not in receipt of pay or leave salary during the period of his/her suspension;
46. 'Substantive appointment' means an appointment made in a substantive or a permanent capacity in a permanent post which is clearly vacant or on which another person holds a suspended Lien
47. 'Substantive pay' means the pay other than special pay, personal pay or emoluments classed as pay, under this statute to which the teacher is entitled, on account of a post to which he/she has been appointed substantively or by reasons of his/her substantive position in the Cadre;
48. 'Surplus Teacher' means aided teacher duly declared as surplus and enlisted as aided surplus teacher by the Director of Technical Education due to the non-availability of the work in the university;
49. 'Temporary appointment' means an appointment made on purely temporary basis either in a permanent post, not more than twelve months against temporarily vacant post or a tenure post or against a temporary position;
50. 'Tenure post' means a permanent post which the teacher may not hold for more than a specified limited time without reappointment or a temporary post which is created for a specified limited period only;
51. 'Transfer' means the transfer of the teacher from one post to another similar post at the same or another place, either to take up the duties of other post or in consequence of change of head-quarter;
52. 'Transit time' means the actual period required to reach the destination or transfer from headquarter or from one outstation to another; subject to maximum as prescribed;
53. 'Working hours' means the working hours prescribed by the State Government
54. 'University Grants Commission' means the University Grants Commission, established under the University Grants Commission, Act, 1956.
55. Words and expressions used but not defined in this Statute shall have the same meanings respectively assigned to them in the *Act.*

I. CLASSIFICATION OF COLLEGE TEACHERS

S10.10 Classification of Teachers in Affiliated colleges and Recognized Institutes

(1)The teachers in affiliated colleges and Conducted colleges shall be classified into the following categories:

(A) Teachers

(i) Principal/Director

(ii) Professor

(iii) Associate Professor

(iv) Assistant Professor

(B) Contract/Tenure Appointments

(a) The following positions shall be available at the Department/ Centre/ Institution to supplement regular faculty strength by engaging the services of retired senior faculty members as

(i) Professor Emeritus

(ii) Emeritus Fellow

(b) The Department/ Institution may inviting senior industry professionals as Adjunct Professor for specific academic assignments at the Institution.

(C) Non-vacational Academic Staff

(i) Librarian

(ii) Director, Sports/Physical Education

S10.11 Cadre and Strength of Teachers in affiliated Colleges and Recognized Institutes

(i) The ratio of Professors to Associate Professors to Assistant Professors in a UG college shall be in the ratio, ordinarily of 1:2:6. or as recommended by Regulatory bodies

(ii) The ratio of Professors to Associate Professors and or Assistant Professors in a PG college shall be in the ratio, ordinarily of 1:2 or as recommended by Regulatory bodies

(iii) For an intake > 600 students, there should be at least one Professor and one Associate Professor and 2 Assistant professors in each of the Physics, Chemistry, Humanities and Mathematics departments.

(iv) Any Adjunct Faculty / Resource persons in the department should not be considered against the cadre ratio of 1:2:6

(v) The colleges having 2nd shift course may use 50% of Regular faculty and remaining 50% of faculty must be appointed exclusively for 2nd shift courses.

(a) Engineering and Technology

(i) For the B.Tech. courses the Faculty required is in the 1:20 (Teacher: student) ratio or as recommended by AICTE

(ii) For the M.Tech. courses the Faculty required is in the 1:12 (Teacher : student) ratio or as recommended by AICTE

(iii) The Sanctioned students intake shall be considered for all (4) years in respect of UG and (2) years in respect of PG programmes for calculating Teacher: Student ratio

(b) Pharmacy

(i) For the B.Pharm. course the faculty required is in the 1:15 (Teacher: student) ratio or as recommended by Pharmacy Council India

(ii) For the Pharma.D (6 Years duration) and Pharma.D-PB (3 Years Duration). courses the Faculty required is in the 1:12 (Teacher : student) ratio ratio or as recommended by Pharmacy Council India

(iii) Sanctioned students intake shall be considered for all (4) years in respect of UG, (2) years for PG, and (6) years for Pharma.D programmes for calculating Teacher: Student ratio.

c) Architecture

(i) For the B.Arch. courses the Faculty is required in 1:10 (Teacher: student) ratio or as recommended by Council of Architecture

(ii) For the M.Arch courses the Faculty required is in the 1:10 (Teacher : student) ratio or as recommended by Council of Architecture

(iii) For standalone Architecture and Town planning course only candidates registered with Council of Architecture (COA) under the provisions of the Architects Act, 1972 shall be eligible for the core faculty posts subject to minimum qualifications and experience as prescribed by CoA.

(iv) For standalone Architecture and Town planning course, full time faculty may be recruited in the allied areas from the field of Engineering / Fine Arts / Humanities, etc. provided that there is a minimum of 12 core full time faculty along with Head for an intake of 40. The faculty from allied

areas shall not exceed more than 3 for an intake of 40, 6 for an intake of 80 and 9 for an intake of 120. Further, they should be appointed only at the posts of Associate Professor and Assistant Professor in the cadre ratio of 1:2. To maintain teacher/student ratio of 1:10, the institution shall have requisite number of visiting faculty teaching equivalents in addition to Full time teaching staff

(v) One Professor Design Chair for every intake of 40 can be appointed and shall be counted against Professor Cadre.

(d) Hotel Management and Catering Technology

(a) For the B.HMCT. courses the Faculty is required in 1:15 (Teacher: student) ratio or as recommended by regulatory body

(b) For the M.HMCT courses the Faculty required is in the 1:10 (Teacher : student) ratio or as recommended by regulatory body

S10.12 Teaching Days

(a) The University shall have 180 full teaching days per year (or 90 full teaching days per semester)

(b) Teaching days shall mean actual class room/ laboratory contact teaching days and shall not include days of examinations/ tours/ sports, etc.

S10.13 Work load of Teachers

(1) Work load of a teacher shall not be less than 40 hours a week of which the teaching contact hours shall be as per the norms prescribed by the Regulatory body of the Faculty. It is generally expected that a faculty member's apportionment of responsibilities shall be relatively stable from year to year, unless there is reasonable justification for change

(2) All faculty members must do scholarly or professional work that demonstrates creative achievement.

(3) Workload of a teacher for teaching contact hours shall be as follows

(a) Principal	04 hr/w
(b) Head of Department	14 hr/w
(c) Professor	14 hr/w
(d) Associate Professor	16 hr/w
(e) Assistant Professor	18 hr/w

(4) The teaching contact hours teachers promoted under the Career Advancement Scheme shall remain the same as those of the substantive posts they are occupying.

S10.14 Head of Department in affiliated colleges and recognized Institutes

(1) Head of the Department in an affiliated college and recognized Institute shall be by rotation among the teachers of the same cadre as per the seniority.

(2) The Principal of an affiliated college shall nominate Head of Department for each subject or group of subjects who shall be a full-time permanent teacher teaching the subject at the special or Major or Main or the Degree level, having not less than ten years teaching experience in the following manner.

(i) If there is more than one Professor in the Department, the Principal shall appoint one of them as the Head of the Department.

(ii) If in the Department, there is only one Professor, the Principal shall appoint him/her as the Head of the Department.

(iii) If there is no Professor in the Department, but there are more than one Associate Professor, then the Principal shall appoint one of them as the Head of the Department.

(iv) If there is only one Associate Professor in the Department, the Principal shall appoint him/her as the Head of the Department.

(v) If there is no Professor or Associate Professor in the Department, but there are more than one Assistant Professor, then the Principal shall appoint one of them as the Head of the Department.

(3) The term of the Head of the Department shall be three years. However, the Head of the Department if nominated on any authority of the University he/she shall continue to be the Head of Department for one term.

(4) The person appointed as the Head of Department, may be replaced during his/her tenure by the Principal if the Principal is not satisfied about his performance, by giving appropriate opportunity to be heard and the decision of the Principal regarding appointment and removal of Head of the Department shall be final and binding.

(5) The teachers appointed on tenure basis cannot be considered as Head of Department

S10.15 Duties and Responsibilities of the Head of Department in Affiliated College/ recognized Institute

(1) The Head of a Department of affiliated college/ recognized Institute shall be the principal academic and executive Head of the respective Department.

(2) The Head shall be working directly under superintendence, direction and the control of the Principal or Director, as the case may be.

(3) The Head shall be a custodian of the property of the Department.

(4) In addition to his duties and responsibilities as a teacher, he shall perform the following additional duties and responsibilities:

(i) He shall be ex-officio Chairman of the Departmental Committee.

(ii) He shall supervise and control the working of the teachers and the employees working in the Department.

(iii) He shall review the Self-Assessment Reports of the teachers and employees working in the Department and submit Confidential Reports to the Principal/ Director as the case may be.

(iv) He shall, in consultation with the Departmental Committee, prepare the annual financial estimates of the Department, time table of theory/practical teaching and seminars/assignments and examinations and/or test to be conducted during the academic year.

(v) He shall prepare developmental plan with regard to infrastructure development, linkages, new courses and research plans of the Department in continuation of earlier plans in consultation with Departmental Committee.

(vi) He shall plan co-curricular and extra-curricular activities of the department in consultation with Departmental Committee.

(vii) He shall be the ex-officio Chairman of Admission Committee for various programs of the Department as per the procedure laid down by the University, from time to time.

(viii) He shall, in consultation with the Departmental Committee, recommend the disciplinary action against erring students, and such recommendation to the competent authority.

(ix) He shall safeguard the property of the Department

(x) He shall monitor the purchases of equipment, chemicals, books, Machinery, etc. which are required to be purchased for the Department as per the procedure laid down by the University.

(xi) He shall be responsible for the smooth conduct of examination at department level and shall assist the University in the smooth conduct of the University Examinations.

(xii) He shall perform such other duties and responsibilities as may be assigned to him by the Principal, from time to time.

II. QUALIFICATIONS AND RECTUITMENT OF COLLEGE TEACHERS

S10.16 Qualifications for appointment of Teachers in Affiliated Colleges and Conducted colleges

The minimum qualifications for the various categories of the teachers working in the affiliated colleges and conducted Colleges shall be as recommended by the regulatory bodies and accepted by the Government and the University, from time to time.

S10.17 Recruitment of teachers in Affiliated colleges and Recognized Institutions

Recruitment of teachers in Affiliated Colleges and recognized Institutions shall be as per the procedure laid down in these Statutes.

S10.18 Advertisement of Vacancies

(1) Every post of teacher to be filled in on regular basis by selection shall be duly and widely advertised in at least one regional language newspaper and one national newspaper, and also kept on the College/ Institute's website, according to the draft approved by the competent authority of the University.

(2) The advertisement shall contain the essential and desirable qualifications, the scale of pay, and number of posts to be reserved as per the roaster approved by the competent authority of the Government. The advertisement shall mention that the suitable and qualified candidates, shortlisted as per with higher merit may only be called for interview in the ratio of 1:30 for Assistant Professor posts only.

(3) Reasonable time, which shall not be less than twenty one days, shall be given for the eligible candidates to apply.

(4) An applicant who is holding substantive /permanent post shall submit the application through proper channel.

(5) The Principal /Director of the affiliated colleges/ institution should take a review of the existing workload in each of the subjects and probable increase in the workload in the next academic year well in advance and send a proposal for filling up the vacancies along with a draft of the advertisement to the Director of Regional Centre of the University for approval; *provided that* in the case of grant-in-aid posts in an affiliated college, the Principal/ Director of the college shall obtain prior sanction to the posts and No Objection Certificate for recruitment from the Director, Directorate of Technical Education, before sending the proposal and a draft of the advertisement to the Director of Regional Centre.

(6) After receipt of such proposal from the Principal /Director of the affiliated college, the Director of Regional Centre of the University shall scrutinize the same as per the existing

norms of the workload and reservation rules and grant approval to the draft of the advertisement within fifteen days.

(7) The teaching posts in Affiliated College or Recognized Institution shall be classified in the following categories, namely:-

(a) **Full-time post:** a post for which workload is more than 50% of the workload as prescribed by the regulatory bodies per post;

(b) **Clock Hour Basis post:** a post for which workload is as prescribed by the regulatory bodies.

S10.19 Scrutiny Committee for the posts of teachers in the Affiliated Colleges/ Recognized Institutions

(1) There shall be a Scrutiny Committee to scrutinize the applications received for the post of teachers to be appointed in the Affiliated College/Recognized Institution.

(2) The Scrutiny Committee for each subject shall constituted by the Principal/Director and shall consist of the following members namely:-

(a) The Principal/Director - Chairperson;

(b) A person not below the rank of Associate Professor, nominated by the Chairperson of the Management

(c) the Head of Department of the subjectconcerned- Member Secretary

Provided that, if the regular Principal/Director is not appointed in the College/Institution, the In-Charge Principal/Director shall be the member and Chairman of the Scrutiny Committee:

Provided further that, if there is no Head of the Department inthe subject concerned, the senior most teacher in the subject in the College/Institution nominated by the Chairperson of the Management shall be a member of the Scrutiny Committee;

Provided further that if there is no teacher in the subject concerned in the College/Institution, the Head of the Department /Senior teacher of other Department in the College/Institution shall be nominated by the Chairperson of the Management;.

Provided further that, if any of the members above is himself a candidate, the Chairperson of the Management shall nominate a senior teacher from the Department or from any other Department of the college.

S10.20 Scrutiny Committee for the Post of Principal/Director of Colleges/ Institute:

(1) There shall be a Scrutiny Committee to scrutinize the applications received for the post of Principal/Director to be appointed in the College/Institution.

(2) The Scrutiny Committee shall be constituted by the Management and shall consist of the following members namely:-

(i) The Chairperson of the Management or his nominee-Chairperson;

(ii) The Secretary of the Management or his nominee, Member Secretary;

(iii) One Senior Head of Department of the College/Institution nominated by the Chairperson of the Management, if he is not the applicant.

S10.21 Task of Scrutiny Committee

(1) The Scrutiny Committee shall scrutinize all the applications received with respect to the prescribed eligibility and shall verify the documents submitted by the applicants.

(2) The Scrutiny Committee shall arrange the eligible candidates as per the norms prescribed by the Regulatory bodies.

(3) The Member Secretary shall prepare the detailed summary report of the Scrutiny Committee in the prescribed *Performa* for keeping it before the Selection Committee.

(4) When the number of eligible candidates is large, the Scrutiny Committee may short-list and recommend the names of the candidates to be called for interview on basis of merit in the proportion of1:15.

(5) For the post of Assistant Professor merit should be adjudged on the basis of Academic Record and Research Performance. The candidates may be shortlisted for interviews by a written test in the subject domain.

(6) For the post of Associate Professor/ Professor, the merit should be adjudged on the basis of Academic performance, Research Performance, Industrial contribution, and quality of research publications.

S10.22 Constitution of the Selection Committee

(1) The Selection Committees shall be constituted as per the provisions of the Act, these Statutes and the guidelines given by the Regulatory bodies and the Government from time to time.

(2) The date of the meeting of the Selection Committee shall be fixed so as to allow a notice of at least thirty clear days of such meeting given to the candidates and the Committee members.

(3) The particulars of the candidates concerned shall be sent to each member of the Selection Committee so as to reach him/her at least seven days before the date of the Selection Committee Meeting.

S10.23 Selection Committees for direct recruitment of teachers in Affiliated Colleges/ Recognized Institutions

The Selection Committee shall consist of the following members, namely:

(a) The Chairman of the Management or his nominee, Chairman

(b) University Representative, nominated by the Vice-chancellor of the University

(c) One representative of Director of Technical Education, Government of Maharashtra

(d) Three Experts in the Subject Domain, of which two should be nominated by the Vice-Chancellor and one is nominated by the Management of the College

(e) One person belonging to the reserved categories from amongst persons who are experts in educational field, nominated by the Vice-Chancellor of the University

(f) Principal/Director – Member Secretary

S10.24 Selection Committee for the Post of Principal/ Director of Affiliated College/ Institution (*under Section 75 of the Act)*

(1) The Selection Committee for the post of the Principal/ Director of affiliated college shall be constituted as per the Section 75 of the Act.

Provided the experts under Section 75(1)(b) of the Act should be such that they are *NOT* in the service of the University

Provided further that the experts are eminent academicians not below the level of Professors from reputed educational institutes having NBA accredited courses, with proven academic achievements in terms of Teaching, Research and Development, PhDs guided, number of quality publications, and supervision of research students

Or

Eminent researchers from Research Institutes of National repute not below the rank of Professor or equivalent position with proven record of research achievements in terms of PhDs guided, number of papers in peer reviewed journals as Principal author

Or

Eminent industrialists or industry professionals not below of level of General Manager with proven record of professional achievements in terms of projects supervised or in terms of technology developed and transferred for commercialization.

S10.25 Temporary Appointments in affiliated colleges

(1) After following due procedures for filling of the full time positions in regular basis, if suitable candidates are not available for appointment as Assistant Professor, in such circumstances the management of the affiliated colleges or recognized institutes, in the interests of the students, shall proceed to fill up the post on temporary basis for a period not exceeding six months in one academic year, by following a procedure laid down in these Statutes.

(2) While making such appointments**,** it shall be strictly observed that the candidate**s** duly qualified only are appointed.

(3) In case of the post for the reserved category, it should be observed that the qualified candidate of the same category is appointed. Rules of the Government in case of interchangeability of Category may be followed wherever required.

(4) The college/ Institute shall apply for approval to the Director of the Concerned Regional Centre, for recruitment for temporary basis by stating proper reasons to make temporary appointment. This approval is mandatory for appointing teachers on temporary basis.

(5) After obtaining the approval, the college shall give the advertisement in the local newspaper for 'walk- in-interviews. It is necessary to declare the date, time and venue of interview in such advertisement which shall not be within five days from the date of publication.

S10.26. Selection Committee for the Temporary post of Teachers in the Affiliated Colleges /Recognized Institutions

(1) The selection committee shall consist of the following members, namely:-

(i) The Principal /Director - Chairperson

(ii) Two experts nominated by the Chairperson of the Management, not below the rank of Associate Professor for the position of assistant professor and associate professor and not below the rank of professor for the position of a professor

(iii) The Head of the Department concerned,

Provided the Principal / Director is approved Principal/ director; in case of non-approved Principal/Director, The Chairperson of the Governing body or his nominee shall chair the meeting.

Provided the Head of Department is not below the rank of Professor for Professor's vacancy in the Department and not below the rank of Associate Professor for any other vacancy.

Provided further that if there is no such Head of Department concerned, then the senior-most teacher in the subject not below the rank of Associate Professor shall be nominated by the Principal/Director.

Provided further that if there is no such teacher in the College/Institution, such nomination shall be from other neighbouringCollege/Institution.

S10.27 Selection Procedure for Teachers in Affiliated Colleges

(1) The overall selection procedure should be transparent, objective and credible and based on assessment of the merit and credentials of the applicants based on weightages given to the performance of the candidates in different relevant fields.

(2) The selection committee shall interview the candidates and adjudge the merit of each candidate.

(3) For the post of Assistant Professor, the merit of the candidate shall be tested on the basis of his domain knowledge, research work; co-curricular extra-curricular, extension activities, teaching methodology, ICT, communication skills and general knowledge. For this purpose**,** the candidate may make a teaching/ presentation to the Selection Committee.

(4) A written test may be conducted based on the domain knowledge for initial Screening of applicants for the post of Assistant Professor.

(5) For the post of Associate Professor/ Professor, the merit of the candidate shall be tested on the basis of his domain knowledge, research work, quality of research papers, patents, research projects, latest development in the subject, academic vision, competency in the development in thrust areas, collaborative research projects, innovative programs and consultancy projects. For this purpose**,** the candidate will make a presentation to the Selection Committee

(6) The interview process may be audio-video recorded which may be preserved for the period of ninety days.

(7) Evaluation of the performance of the candidates shall be based on the average scores given by the Selection Committee members.

(8) After the interviews are over, the Selection Committee shall take the total of the scores obtained for various parameters and shall prepare the merit list of the interviewed candidates.

(9) Candidates having average score of at least 50 percent shall only be considered as eligible for selection in the order of merit.

(10) The Selection Committee shall prepare the list of selected candidates in the order of merit by taking into consideration the number of post(s).

(11) The Selection Committee shall record the minutes and shall make recommendations on the basis of merit with the list of selected candidates duly signed by the members of the selection committee present for the meeting, on completion of interviews of all candidates for a post.

(12) If the Management disagrees with the report of Selection Committee, it shall record its reasons in writing therefore and present a petition before the Vice- Chancellor along with the copy of audio-video recording. The Vice- Chancellor, after scrutinizing the reports, proceedings of the selection committee and audio-video recording, shall take the decision, which shall be final and binding.

(13) On acceptance of the recommendations of the Selection committee by the Competent Authority, the appointment order shall be given to the selected candidate(s) in the format prescribed by the University. Such appointment order shall be sent by the Registered Post or electronic mail. A reasonable time not less than fifteen days shall be given to the candidate to join his duties.

(14) The appointment order of the Assistant Professor shall include a condition of satisfactory completion of induction training within six months from the date of joining organized either by the University or by the training institutes recognized by the State Government for this purpose.

S10.28 CONTRACT APPOINTMENTS

(1) In special circumstances, the Board of Management of the college may permit the appointment of faculty members on a contract basis in college/Institute.

(2) The Chairman of the Board of management shall constitute a Committee to propose the requirements, recruitment methodology and the remuneration to be paid in each case.

(3) The Principal shall place the Report of the Committee before the Board of Management, to seek its approval;

(4) Appointments shall be made by the Principal based on the provisions in the Report, following similar procedure as that followed for appointment of a regular teacher and report to the Board of Management at its next meeting.

(5) The eligibility of persons for appointment as Professor Emeritus, Emeritus Fellow and Adjunct Professor shall be as per norms of Regulatory body but shall be subject to change as per the directives of the Government, issued time to time.

S10.29 Conditions and procedure for grant of approval to the appointments of teachers in colleges and recognized institutions and suspension and withdrawal thereof

(1) Conditions for grant of approval to the appointments of teachers

(a) No approval shall be granted to the appointment of a person as a teacher in any affiliated college or recognized institution, if-

(i) he/she does not fulfil the required qualifications for the post;

(ii) his/her appointment is not made in accordance with the reservation policy of the State Government;

(iii) his/her appointment is not made by following the due procedure.

(b) The approval to the appointment of teachers shall be accorded subject-wise.

(2) Procedure for Grant of Approval to the appointments of Teachers

(a) An affiliated college or recognized institution shall submit proposals to the Director of Regional Centre of the University, for approval to the appointment of the teachers, within fifteen days from the date the teacher concerned joins the post.

(b) The affiliated college or recognized institution shall attach the following documents certified by the Principal or the Secretary of the Management, while submitting the proposals, namely:-

(i) Advertisement issued for appointment of theteacher;

(ii) Scrutiny Committee Report

(iii) Report of the Selection Committee;

(iv) Appointment order issued to the teacher;

(v) Joining report of the teacher;

(vi) Undertaking submitted by the teacher accepting all terms and conditions of his appointment order;

(vii) Documents submitted by the teacher relating to required educational qualifications and experience;

(viii) Caste validity certificate, caste verification certificate and non-creamy layer certificate, if applicable, in case of candidates belonging to the reserved category;

(ix) Certificate related to change in name, if applicable;

(x) Any other document as may be required by the University.

(c) The Special Cell, headed by Jt. Director, Administration and Finance, at the Regional Centre of the University, shall scrutinize the proposal for approval to the appointments of teachers and prepare a report of the scrutiny, from the reservation point of view, within seven days from the date of receipt of the proposal.

(d) The Special Cell shall submit the proposal along with the scrutiny report and the remarks to the Director of Regional Centre of the University.

(e) The Director of the Regional Centre shall after taking into consideration all relevant documents and remarks of the Special Cell shall decide whether approval should be granted or rejected.

(f) The decision of the Director of the Regional Centre shall be communicated to the affiliated college or recognized institution concerned, with copies thereof to the Governing Body/management and to the teacher concerned.

(g) The whole process of grant of approval to the appointments of teachers shall be completed by the Regional Centre of the University within thirty days from the date of receipt of the proposals by the Concerned Section of the University.

(3) Procedure for Withdrawal of Approval to the Appointment of the Teacher

(a) The approval to the appointment of the teacher is liable to be withdrawn, if it is found that the teacher concerned does not fulfil the qualifications and experience required for the post to which he is appointed.

(b) The Director of the Regional Centre shall, on receiving a complaint or may, *suomotu*issue a notice to the Management of the affiliated college or recognized institution and to the teacher concerned to show cause as to why the approval accorded to the appointment of the teacher should not be withdrawn.

(c) The Director of the Regional Centre shall mention the grounds on which he proposes to take the action of withdrawal of approval and the period being a period which shall not be less than fifteen days within which the management of the affiliated college and recognized institution and the teacher concerned, should file their written statements in reply to the notice.

(d) On receipt of such written statements or on expiry of the period specified in the notice issued under Clause *(b)* above, the Director of Regional Centre shall offer an opportunity of hearing to the Management of affiliated college or the recognized institution, as the

case may be, and the teacher concerned and shall also record the statements made by them during the course of hearing.

(e) After taking into consideration the written statements, if any, to the show cause notice and the statements of the management of affiliated college or recognized institution and the teacher concerned, made and recorded during the course of hearing, the Director of Regional Centre shall decide whether approval granted to the appointment of the teacher should be withdrawn.

(f) The Director shall communicate the decision to the management of the affiliated college or recognized institution, as the case may be, and to the teacher concerned, with a copy to the Registrar and the Director of Technical Education, if applicable.

(g) The entire process of withdrawal of approval to the appointment of the teacher shall be completed within a period of forty five days from the date the process is initiated.

(4) Appeal

An appeal by a person aggrieved by the decision of the Director of Regional Centre may be preferred within thirty days from the date of communication of such decision, to the Vice-Chancellor of the University.

III. DUTIES OF TEACHER

S10.30 Duties of the teacher

(1) The teacher shall devote his/her time and energy to develop and improve his academic and professional competence by availing of all opportunities to attend and participate in academic programmes, such as Seminars, Orientation Programmes, Refresher Courses, In-service Training Programmes, etc. The College authorities should give the teachers every possible opportunity to do so.

(2) The teacher shall perform his academic duties such as preparation of lectures, demonstrations, tutorials, assessment, research, guidance to research students, college/institution examinations, etc. seriously and sincerely and shall encourage pursuit of learning in the students.

(3) The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as allotted by the Head from time to time, and shall not ordinarily remain absent from work without prior permission or grant of leave.

(4) The teacher shall observe the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force and as modified, from time to time and abide by the

decisions of the college/institution and shall ensure the interest of the college/institution; provided such decisions are not inconsistent with the provisions of the Act, Statutes, Ordinances, Regulations, etc.

(5) In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular activities organised by the college/Institution, and administrative and supervisory work and maintenance of records and Assessment Reports or any other duties befitting the status of a teacher assigned to him/her by the Head/Institute Authority

(6) A teacher shall help the College/ Institution authorities to enforce and maintain discipline and good habits among the students.

(7) A teacher shall assist the College/ Institution in smooth conduct of the University Examinations.

(8) A teacher shall discharge all other duties responsibilities and obligation cast upon him by the governing body of the Institute or any other authority as per the Act, Statutes, and Ordinances, Regulations, Rules or directions issued as per the law from time to time.

(9) The teacher shall be abide by the code of conduct of teachers of the University

S10.31 Workload of the teachers in affiliated colleges and conducted colleges

(1) The work load of the teacher shall be as given in S10.13 or prescribed by the regulatory bodies in the Faculty and accepted by the Government, and as amended time to time.

S10.32 Annual Self-Appraisal of Teachers

The performance of faculty members shall be quantitatively evaluated by the Principal every year using Self-Appraisal format prescribed by the Academic Council and approved by the Executive Council

S10.33 Service Book

(1) The Service Book, as prescribed by the Government, shall be maintained by the Appointing/ Competent Authority, for each employee appointed substantively or in officiating capacity on a permanent post or appointed to a temporary post which is not of a purely temporary nature, for period not less than six months.

(2) The competent authorities for the Teachers of affiliated College/Recognized Institution shall be Principal/ Director of the college

(3) The service book of the Principal of affiliated college or Director of Recognized Institute shall be maintained by the Chairman of the Governing body/ Management.

(4) The Service Book shall contain the record of the service of the employee covering all essential events in his/her official career such as

(a) date of birth,

(b) caste,

(c) marks of identification,

(d) permanent address

(e) qualifications,

(f) first appointment,

(g) subsequent appointment(s) or transfer(s) to higher, equivalent or lower grade,

(h) substantive or officiating nature of appointment(s),

(i) approval of each appointment

(j) the scale of pay applicable,

(k) basic pay,

(l) increment(s) sanctioned,

(m)awards and prizes

(n) stoppage of increment; for any reason(s),

(o) punishment with relevant offense or misconduct,

(p) leaves, except casual leave, granted from time to time,

(q) Refresher Courses and Orientation programme and additional qualifications, if any,

(r) such other relevant entries as prescribed by the Government from time to time.

(5) Every care shall be taken by the competent authority to maintain all service books in safe custody and to see that service-books are not tampered with when kept in the office or during inspection by the concerned employee.

(6) The date of birth of the employee shall be recorded in the Service Book only at the time of joining the service and shall be verified with reference to the documentary evidence such as Secondary School Certificate (S.S.C.) or Extract of Birth Register from appropriate authority, such as Municipal Council or Corporation or *Tehsildar* or Village record and a certificate be recorded to that effect stating the nature of the document relied on. However, any other document such as horoscope, an affidavit or medical certificate shall not be considered as an authentic document for this purpose.

(7) In case the year of the birth is known but the month and date are not known, first of July of that year shall be taken as his date of birth. When the year and the month of the birth, are known and exact date is not known, 16^{th} of that month shall be treated as his date of birth.

(8) When once an entry of age or date of birth has been made in a service book no alteration of the entry should afterwards be allowed, unless it is known, that the entry was due to want

of care on the part of some person other than the individual in question or is an obvious clerical error.

(9) If an employee wants claims that his/her birth date recorded is incorrect and wants to correct the same, such an application may be entertained only within first fine years of his/her first joining the service and no correction shall be made there-after under any circumstances. The Competent Authority shall, after satisfying itself about the *bona fides*of the document produced regarding date of birth, issue order for correction to be made in the service-book and attest the correction thereof.

(10) In the case of the Medical Authority certifying the age, the date or birth shall be assumed to correspond to the date of the certificate by the Medical Authority reduced by number of years representing his age as certified

(11) In respect of an employee who does not produce any proof of Date of Birth, the procedure stipulated by the Government shall be followed.

(12) If an employee is unable to produce any of the documents referred, a full explanation should be obtained from him.

(13) Whenever an employee is reduced to a lower rank, removed, or dismissed from the service or suspended from employment, the action and reasons thereof shall be briefly recorded in the Service Book with due authentication by the Competent Authority.

(14) The employees may be allowed to peruse the entries in their Service Books to ensure that the service records are correctly maintained. All the entries shall be shown to the teacher at the end of every year and signature be obtained thereon.

(15) A duplicate copy of the Service Book may be supplied to the employee and it should be updated annually by the office, provided the employee submits the same in response to the notice issued by the office.

(16) The service-books shall be taken up for verification of correctness of entries in April every year by such officer in the office of the University, as may be empowered for the purpose by the Registrar. The Officer so empowered shall, after satisfying himself that the services for the employees are correctly recorded in the service-books in conformity with the instructions contained in these rules and also such other instructions as may be issued from time to time, record in the service-books a certificate under his signature to the effect that he has verified up to date the services of the employee from pay bills, acquaintance rolls and similar records.

(17) A signature of the concerned employee shall be taken in the service book within one month after the entry of annual increment.

(18) The service-book may be given to an employee after he retires or resigns or is discharged from the service without fault, an entry being first made therein to this effect, or in event of an employee's service terminating by his death, to his relatives on application.

(19) An employee whose service is terminated by removal or dismissal, his service book shall be retained for a period of five years or until the employee's demise whichever is earlier, thereafter it shall be destroyed :

Provided that, if any legal proceeding in connection with the removal or dismissal has been instituted against the University by the concerned employee, the service-book shall be retained till the legal proceedings are finally disposed off by the last Court exercising appellate or revisional jurisdiction.

(20) Completion and movement of service book on transfer:When an employee is transferred, from one office to another, the necessary entry of the nature and reason of the transfer should be made in his/her service book in the office from which the he/she is transferred and the service book after being duly verified to date and attested by the Head of the Office, should be forwarded, after retaining a copy, to the Head of the Office to which the employee has been transferred and thereafter be maintained by that Head. If he finds any error or omission in the book on receipt, he should return it to the forwarding officer for the purpose of having the error rectified or the omission supplied before the service book is taken over by him.

(21) The service book shall be retained in the office and not be returned to the employee after the employee ceases to be in service permanently on retirement, resignation or discharge from service.

(22) The competent Authority may correct errors in the service book which are obviously clerical. Cases in which the correctness of the original entry is questioned on other grounds should be referred to a competent authority.

S10.34 Personal File

(1) A Personal File shall be maintained by the Principal of the College for every employee immediately on his/her appointment and all orders and papers in connection with his/her official record shall be properly maintained in it.

(2) A Personal File of the Principal shall be maintained by the Chairman of the Governing Body/management immediately on his/her appointment and all orders and papers in connection with his/her official record shall be properly maintained in it.

(3) Any letter of appreciation for good work or memo for misdemeanour, order granting additional increment(s) or promotion, order inflicting penalty or punishment, shall be maintained in such confidential file.

(4) Performance Based Appraisal System (PBAS) and other reports of the teacher should be kept in such files.

(5) Efforts should be made to digitize all such records.

S10.35 Reporting Authority and Reviewing Authority in the affiliated colleges and recognized Institutes

No	Category	Reporting Authority	Reviewing Authority
1	Principal	Chairman of Governing Body	Chairman, Governing Body
2	Head of Department	Principal	Chairman of Governing Body
3	All teachers	Head of the Department	Principal

S10.36 Promotions of teachers under the Career Advancement Scheme

(1) The teachers working in the Affiliated Colleges shall be eligible for placement/ promotion under the Career Advancement Scheme as per the recommendation of the Regulatory bodies and accepted by the Government and the University from time to time.

(2) The Selection Committees prescribed for regular appointments shall also be applicable to promotions under the Career Advancement Scheme (CAS).

(3) The merit of the candidate for the promotion shall be decided on the basis of the parameters prescribed by the regulating bodies and adopted by State Government, from time to time.

(4) The procedure for such promotion shall be as per the Ordinance.

(5) The CAS promotion, being a personal promotion to the incumbent teacher holding a substantive sanctioned post, the teacher is considered to be holding his/her substantive

post and hence such a post is not considered vacant. On retirement or leaving the College/institution by the incumbent the lower substantive post shall be vacant.

(6) The College/ Institution shall send a general circular twice a year calling for applications for CAS promotions from the eligible candidates. The teachers should adjudge their eligibility and offer themselves for the assessment for promotion, if they fulfil the criteria and submit their applications. They may apply three months before the due date on which they consider themselves eligible. Teachers who do not consider themselves eligible may apply at a later date when they consider themselves to be eligible.

(7) In the final assessment, if a teacher is not found eligible for the promotion, such a candidate shall be reassessed only after a minimum period of one year.

(8) When a teacher applies for the promotion on the completion of the minimum eligibility period and is successful, the date of promotion shall be the date on which he/she completes the minimum period of eligibility.

(9) If a candidate finds that he fulfils the eligibility conditions at a later date and applies on that date, and is successful, his promotion shall be effected from that date of application fulfilling the criteria.

(10) If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his promotion shall be deemed to be from the later date of successful assessment.

IV- LEAVE RULES FOR TEACHERS IN COLLEGES

S10.37 LEAVE RULES FOR AFFILIATED COLLEGE TEACHERS

(1) Leave cannot be claimed as a matter of right. When exigencies of service so require, discretion to refuse or revoke leave of any kind is reserved by the leave sanctioning authority.

(2) The teacher shall earn and be entitled to the leave, generally in proportion to the period of service/duty and of the kind specified herein below.

(3) The teacher may be granted leave only on his/her request. The teacher shall not be compelled to proceed on leave except on a disciplinary ground.

(4) The Competent Authority may sanction the leave applied for, and shall not alter the nature of leave, except with the request / consent of the teacher.

(5) Application for leave on medical ground shall be accompanied by a certificate of Registered Medical Practitioner, indicating the nature and probable duration of illness. The teacher returning from leave on medical ground shall produce a certificate of fitness.

(6) If the teacher frequently applies for medical leave with short intervals, he/she may be referred to the Medical Authority to examine the state of his/her health, the period of recovery and whether he/she would be fit for duty after rest and treatment.

(7) The teacher, on leave, shall not engage himself in any other employment, trade or business, either full-time or part-time except public service of casual nature or such other work.

(8) Ordinarily the teacher shall resume his/her duties immediately after the period of leave sanctioned, otherwise it shall be construed as overstay and may entail refusal of leave or leave salary and may be treated as misconduct unless the Competent Authority condones the irregularity, for reasons to be recorded.

(9) If the teacher, retired on compassionate grounds and on invalid pension, is reemployed and allowed to count the past service for pension, he/she shall be entitled to count his/her previous and subsequent services towards leave.

S10.38 Kinds of Leave

(1) All kinds of leave may be counted from the commencement of the academic year till the end of it as declared by the competent authority from time to time.

(2) The following kinds of leave would be admissible to permanent teachers-

(i) Casual Leave

(ii) Leave treated as duty,

(iii) Leave earned by duty, viz. Half-Pay leave

(iv) Leave not earned by duty, viz. Extraordinary leave, Leave not due;

(v) Leave for academic pursuits, viz. Study leave, Sabbatical leave;

(vi) Leave on ground on health, viz. Medical leave, Maternity leave, Commuted leave, Special leave

Note 1: The leave(s) under the clause (i) would be granted to teachers on probation and to temporary teachers also.

Note 2: Teachers on probation and to temporary teachers are not eligible for other leaves

Note 3: The leave(s) shall be as per the norms prescribed by the Government, time to time.

(2) The Governing body/Management of the affiliated college may, in exceptional cases, grant for the reasons to be recorded, other kinds of leave, subject to such terms and conditions as it may deem fit.

S10.39 Competent Authority to sanction leave

(1) The following shall be the Competent Authorities to sanction leave:

No	Category	Kind of leave	Competent Authority
1	Principal/ Director	All kinds of leave	Chairman of the Governing body/ Management
2	Teachers in affiliated colleges/ recognized institutions	Casual Leave All other kinds of leave	Principal Chairman of Governing Body/ management

Provided that, the Competent Authority may further delegate its power to sanction particular kind of leave to any other Class A or a subordinate officer.

S10.40 Casual Leave

(1) Total casual leave shall not exceed eight days in an academic year, or as decided by the State Government from time to time.

(2) Casual leave cannot be combined with any other kind of leave except duty leave or on-duty leave, It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

S10.41 Earned Leave

(1) Following earned leaves shall be admissible to teachers without encashment

(a) $1/30^{th}$ of actual service in a year including vacation not exceeding 10 days ; plus

(b) $1/3^{rd}$ of the period, if any, during which he/she is required to perform duty during vacation.

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

(2) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or

leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

*Note 1 :*When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

*Note 2 :*In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.

(3) Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of State Government.

S10.42 Duty Leave

(1) Duty leave not exceeding fifteen days for teachers from affiliated colleges/recognized institutes, in an academic year, may be granted for the following:

(i) delivering invited talks in colleges/institutions/organisations and Universities on invitation,

(ii) attending conferences, congresses, symposia, workshops, faculty development programs, and seminars organized in India and abroad, on behalf of the College/Institution, with advanced permission of the competent authority;

(iii) Working in another Indian or Foreign university, any other agency, institution or organization, for short period, when so deputed by the College/institution.

(iv) Participating in delegation or working on a committee appointed by the University, Government, UGC, AICTE, or any other Apex body.

(v) Attending the meetings in the UGC, AICT, DST, etc where a teacher is invited to share expertise with academic bodies, government or NGO;

(vi) Performing any duty for the University, and

(vii) To attend activities like *viva-voce* as a referee or external examiner at other University.

(2) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;

(2) The leave may be granted on full pay.

(3) Duty leave may be combined with half pay leave or extraordinary leave.

Note 1: The teachers attending work on University Committees or bodies or assessment will be treated on-duty.

S10.43 Leave on Half –Pay

(1) A teacher shall be entitled to half-pay leave to the extent of 20 half days or 10 full days for each completed year of service.

(2) The half -pay leave may be granted to the basis of medical certificate from a registered medical practitioner, for private affairs or for academic purposes.

(3) The leave so earned can be accumulated without limit during the entire service.

Provided that, the period of suspension, if any, finally treated as suspension shall be excluded or counting completed years of service for this purpose.

(4) The teacher shall not be entitled to half-pay leave during the first year of his service.

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

S10.44 Commuted leave

(1) Commuted leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions:

(i) Commuted leave during the entire service shall be limited to a maximum of 240 days;

(ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half - pay leave due;

(iii) No commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher shall return to duty on its expiry.

(iv) In addition, commuted leave may be granted to the extent mentioned below;

(a) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days;

(b) to a female teacher who undergoes non puerperal sterilization, Leave in this case will be restricted to fourteen days.

S10.45 Extra-ordinary Leave

(1) A teacher may be granted extraordinary leave if approved by Competent Authority when;

(a) ***No*** other leave is admissible; or

(b) No other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.

(2) Extraordinary leave shall always be without pay and allowance. Extraordinary leave shall not be counted for increment except in the following cases;

(a) Leave taken on the basis of medical certificates;

(b) Cases where the Principal of the College/ Institute is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural, calamity, provided the teacher has no other kind of leave to his credit.

(c) Leave taken for pursuing higher studies; and

(d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance, or on assignment in Research and Development Organization or Industrial Assignment in India and abroad or an assignment of Apex Academic Bodies, Academic Institutions, or All Statutory positions of any University or Institutions.

(4) Extraordinary leave may be combined with any other leave except casual leave provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual; provided the period of absence from duty due to an assignment on Statutory/Government post shall not be limited to five years.

(5) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

In such cases all the privileges of the permanent employee shall be retained.

S10.46 Leave not Due

(1) Leave not due, at the discretion of the Principal/ Director of Affiliated Colleges/Recognized Institution, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.

(2) 'Leave not due' shall not be granted unless the Principal/Director is satisfied that as far as can reasonably be foreseen, the teacher shall return to duty on the expiry of the leave and earn the leave granted.

(3) 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/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health,

incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Principal as the case may be.

Provided further that the competent Authority may, in any other exceptional case waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

S10.47 Study leave

The scheme of study leave provides an opportunity to avail of scholarship/ fellowship awarded to a teacher who wishes to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend for pursuing further studies leading to Master's degree./Ph.D./Post-doctoral qualification or for undertaking research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the teacher's pay/salary paid to him/her by his/her parent institution. The teacher shall not take up any other remunerative job like teaching, in the host country.

(1) Study Leave may be granted generally to an entry level appointee as Assistant Professors who have been awarded a scholarship/fellowship or stipend to pursue a higher studies leading to Master's degree/Ph.D. degree/post-doctoral qualification or a special line of study or research directly related to his/her work in the College/ Institution.

(2) Study leave may be granted to a permanent teacher after a minimum of five years of continuous service, to pursue a special line of study or research directly related to his/her work in the Institution/ or to make a special study of the various aspects of organisation and methods of education;

provided that the Governing Body of the college may, in the special circumstances of a case, waive the condition of five years of service being continuous.

Provided further that care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department

(3) Study leave shall be granted by the Governing Body/Management on the recommendation of the Principal.

(4) The period of study leave should be for 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research supervisor.

(5) The leave shall not be granted for more than 3 years in one spell, save in very exceptional cases in which the Governing Body is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the Institute/ college.

(6) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.

(7) Study leave may be granted not more than twice during one's career; *provided that* under no circumstances shall the maximum period of study leave admissible during the entire service exceed Five years.

(8) Study leave may be given more than once provided that not less than 5 years have elapsed after the teacher returned to duty on completion of earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also details of work to be done during the proposed spell of study leave.

(9) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Governing Body/management. In the event, the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Governing Body to treat the period of shortfall as Extra-ordinary leave has been obtained.

(10) Study leave may be granted on full pay up to two years extendable by one year at the discretion of the Governing Body.

(11) The amount of scholarship/ fellowship or other financial assistance that a teacher has been awarded shall not preclude his/her being granted study leave with pay and allowances, but the scholarship/fellowship so received shall be taken into account in determining the pay and allowance on which the study leave may be granted.

(12) The Foreign scholarship/ fellowship would be set off against pay, only if the scholarship/fellowship is above a specified amount which shall be determined by the UGC from time to time based on the cost of living for a family in the country in which the study is to be undertaken exceeds the salary of the teacher. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.

(13) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during study leave, shall be placed in that position and shall get the higher scale only after joining the post.

(14) A teacher granted study leave shall on his return and re-joining the service of the college, and be eligible to the benefit of the annual increment (s) which he/she would have earned

in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.

(15) The period of study leave shall count as service for the purpose of retirement benefits (pension/ contributory provident fund), provided the teacher joins the College/institute on the expiry of his study leave and serve for the period for which the bond has been signed..

(16) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction; *provided that* where study leave granted has been so cancelled, the teacher may apply again for such leave.

(17) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the College for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave. Otherwise he has to refund basic salary accumulated during the period of study leave to the College/Institution.

(18) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the College/Institution, binding himself/herself for the due fulfilment of the conditions laid down and give security of immovable property to the satisfaction of the Competent Authority or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the College/Institution in accordance with relevant provisions.

(19) The teacher on study leave shall submit to the Principal of his/her College/Institution, six monthly reports of progress in his studies from his supervisor. This report shall reach the Principal within one month of the expiry of every six months of the study leave. If the report does not reach the Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.

(20) The teacher on study leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of study leave be put in public domain, preferably on the website of the College/Institution.

(21) A teacher shall be liable to College /Institution, the amount of leave salary and allowances and other expenses, incurred on the teacher or paid to his/her or on his/her behalf in connection with the course of study if he –

(i) is unable to complete his/her studies within the period of study leave granted to him/her

(ii) fails to rejoin the service of College/Institution on expiry of the study leave Or

(iii) rejoins the service of the College/Institution but leaves the service without completing the prescribed period of service after rejoining the service Or

(iv)is dismissed or removed from the service by the College/Institution with in the period

S10.48 Sabbatical leave

(1) Sabbatical leave is generally granted to senior teachers who are engaged in advanced research in their area of research and who would like to advance or update the knowledge in chosen area by working in an Institute of national or international repute.

(2) Permanent, full-time teachers, who have completed at least seven years of service as Assistant Professor/Associate Professor or Professor, may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the College/Institution and higher education system.

(3) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.

(4) The teacher, who has availed study leave for three years, would not be entitled to the sabbatical leave; provided that the teacher who has availed study leave for the period up to two years may be granted sabbatical leave such the total of study leave and sabbatical leave to be granted should not exceed three years in the entire service period, in the light of provision in (2) above;

provided further that sabbatical leave shall not be granted until after the expiry of 5 years from the date of the teacher's return from previous study leave or any other kind of training programme of duration of one year or more.

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

(6) The teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. He/she may, however be allowed to accept a fellowship or a research scholarship or ad- hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies either in India or abroad;

provided that in such cases the Competent Authority may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard in lieu of teaching, etc, which may be determined by his/her employer.

(7) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as a regular service for purposes of pension/contributory provident fund,

provided that the teacher rejoins the college/Institute on the expiry of his leave.

Note - I The programme to be followed during sabbatical leave shall be submitted to Principal for approval along with the application for grant of leave.

Note-II On return from leave, the teacher shall report to Principal, the nature of studies, research or other work undertaken during the period of leave.

S10.49 Maternity, Paternity, and Adoption Leave

(A) Maternity Leave

Female teachers shall be entitled to the Maternity Leave and other allied privileges and benefits as per the respective rules framed by the Government of Maharashtra from time to time.

(B) Paternity Leave :

Paternity leave of 15/6 days may be granted to male teachers during the confinement of their wives, provided, the limit is up to two children.

(C) Adoption Leave :

Adoption leave may be provided as per the rules of the State Government

S10.50 Special Medical Leave for Tuberculosis, AIDS, Cancer and Heart Surgery

The teacher shall be entitled to avail leave up to twelve months, if he/she is suffering from Tuberculosis, Leprosy, Cancer, Malignant diseases, AIDS, Heart Surgery or Brain ailment or such other diseases, which may be specified by the Competent Authority, from time to time and is undergoing treatment in a recognized Clinic or under a Specialist recognized by the Government, from time to time.

Provided that, such leave shall only be admissible to the teacher if he/she has no other leave to his/her credit.

Provided further that, the teacher who is suffering from Heart disease shall be entitled to a maximum of three months full-pay leave in addition to any other leave on medical/health ground shall be granted to the teacher, as per the rules made by Government from time to time.

S10.51 Special Provisions for the Female Teachers

In addition to the other provisions of these Statutes, special provision(s) laid down by Central and State Government from time to time shall be applicable to the female teachers working in the College

S10.52 Appointment against vacant post due to leave

The post falling vacant for more than six months due to leave of taken by a permanent teacher may be filled on a purely temporary /contractual basis for a period of the sanctioned leave by the following the procedure laid down in these Statutes.

V. CODE OF CONDUCT AND ETHICS OF TEACHERS

S10.53 CODE OF CONDUCT FOR TEACHERS

(1) The teacher shall be available for the College/Recognized Institution fulltime and shall serve in such capacity and at such place, as he/she may, from time to time, be so directed.

(2) The teacher shall conform to and abide by the provisions of the Universities Act, Statutes, Ordinances, Regulations, and Rules and Directives and decisions of the Competent Authority. The teacher shall also observe, comply with and obey all orders and instructions which may, from time to time, be given to him/her by the Principal of the College/Recognized Institution.

S10.54 Teachers and the Students

The teacher shall:-

(1) respect the right and dignity of the student in expressing his/her opinion;

(2) deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status;

(3) recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;

(4) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;

(5) inculcate among students scientific, progressive and rational outlook and respect for physical labour and ideals of democracy, patriotism and peace;

(6) be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;

(7) pay attention to only the attainment of the student in the assessment of merit;

(8) make himself available to the students even beyond their class hours and help and guide them without any remuneration or reward;

(9) aid students to develop an understanding of our national heritage and national goals, and

(10) refrain from inciting students against other students, colleagues or administration.

S10.55 Teachers and Colleagues:

The teacher shall :-

(1) always treat other members of the profession in the same manner as he/she himself/herself wish to be treated;

(2) speak respectfully to and of other teachers;

(3) render assistance for professional betterment;

(4) refrain from lodging unsubstantiated allegations against colleagues to higher authorities;

(5) refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavour;

(6) be thoroughly social and humane, democratic and rational, towards other teachers;

(7) strive at any cost to remove and wash out the local tensions and controversies and disputes; and

(8) believe in union and unity of the colleagues.

S10.56 Teachers and Authorities :

The teachers shall -

(1) discharge the professional responsibilities according to the existing rules and adhere to procedures and methods consistent with the profession in initiating steps through his/her own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;

(2) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

(3) co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;

(4) adhere to the conditions of contract;

(5) give and expect due notice before a change of position is made; and

(6) refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

S10.57 Teachers and Non-teaching employees

The teacher should-

(1) treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution; and

(2) help in the function of joint staff-council covering both teachers and the non-teaching employees.

S10.58 Teachers and Guardians

The teachers shall try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send report of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

S10.59 Teachers and Society

The teachers shall

(1) recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;

(2) work to improve education in the community and strengthen the community's moral and intellectual life;

(3) be aware of social and economical problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;

(4) perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office;

(5) refrain from taking part in or subscribing to or assisting in any way, activities which tend to promote feeling of hatred or enmity among different communities, relations or linguistic groups but actively work for National Integration.

VI. CONDUCT AND DISCIPLINE FOR TEACHERS IN AFFILIATED COLLEGES

S10.60 Misconduct of teachers in the Colleges/ institutes

(1) The following acts shall be deemed as misconduct on the part of the teacher:

(a) any breach of or any action contrary to the provisions of the Statutes, Ordinances, Regulations and Rules, Code of Conduct.

(b) refusal to accept order or other communication served according to the Statutes, Ordinances, Regulations and Rules.

(c) refusal to carry out the decisions of appropriate authorities, officers, administrative and academic bodies of theInstitution. This will not inhibit his/her right to express his/her difference with their policies or decisions, expression, provided that he/she will not use the facilities or forum of the Institution to propagate his/her own ideas or beliefs for or against a particular political party or alignment of political or religious activities.

(d) obtaining employment/promotion or any other benefit in the Institution or in prior employment by misrepresenting facts or fraudulent means.

(e) misappropriation of any amount and/or movable and immovable property of the Institution.

(f) wilful and persistent negligence of duty.

(g) incompetence in Teaching.

(h) failure to perform his/her academic duties such as lecturing, demonstrating, assessing, invigilating, etc.

(i) gross partiality in assessment of students, deliberately over/under marking or attempt of victimization on any grounds.

(j) indulging in or promoting unfair practices in the conduct of examinations.

(k) theft, fraud or dishonesty.

(l) Performing unethical practices in the conduct of teaching, research, consultancy, advice, examinations, IPR, etc

(m) wilful or negligent damage of the Institute property.

(n) any action involving moral turpitude and attracting conviction in court of law.

(o) attending the duties in an intoxicated state and committing nuisance during working hours.

(p) misbehaviour with students, another teacher, staff, parents.

(q) **insubordination:** Refusal to obey the order of controlling Authority, wilful act/communication by ignoring immediate controlling authority.

(r) raising or exploiting questions of castes, creed or religion,race or gender in his/her relationships with the students and his/her colleagues and trying to use the above considerations for improvement of his/her prospects.

(s) sexual harassment within the meaning of the Sexual Harassment of Women at Workplace (Prevention, Prohibition, Redressal) Act, 2013 and the amendments made from time to time.

(t) going on illegal strike, abetting including instigation or action in furtherance thereof.

(u) riotous or disorderly behaviour, threatening, intimidating or coercing in connection with or relating to any duties or working of the Institution.

(v) stopping work either singly or with other employee or inciting anyone else not to work.

(w) allowing anyone within the prohibited premise of the Institution or allowing any person or persons whose entry is prohibited without the permission of the Competent Authority.

(x) falsification or tampering any paper or record of the Institution,

(y) approaching the press in any matter which is against the interests of the Institute

(z) indulgence in any act that brings disrepute to the Institute

Explanation :

(1) The wilful negligence of duty shall amongst other things include the following:

(i) dereliction of duties like not engaging the allotted classes or not completing the prescribed syllabi as expected under circumstances not beyond his control.

(ii) negligence of academic or extracurricular, co-curricular duties assigned to the teacher by the Principal, which are consistent with the Act, Statutes, Ordinances, Regulations or Rules.

(2) Incompetence shall include such other incapacities in teaching as would lead to failure in imparting of instruction to the students.

S10.61 Disciplinary Authority

The Disciplinary Authority in respect of the teacher working in a College and Recognized Institution shall be the Management;

provided that, the Principal/Director of the College or Recognized Institution may impose minor penalties on the employees.

S10.62 Penalties

(1) Without prejudice to the provisions of any law for the time being in force, the following penalties may, for good and sufficient reasons, and as herein after provided, be imposed on the teacher found guilty of misconduct. The penalty to be imposed shall essentially be commensurate with the severity or gravity of the misconduct committed and shall be imposed only after sufficient opportunity is provided to the employee for being heard and to defend himself/herself.

(2) Minor Penalties:

(a) censure,

(b) fine,

(c) withholding of increment of pay for specific period,

(d) recovery from his pay, or such other amount as may be due ***to***/from him/her ***of any pecuniary loss caused by him to the college, by negligence or by breach of orders.***

(3) Major penalties :

(a) stoppage of increment with or without effect on future increments,

(b) reduction to a lower scale of pay, grade, post or service,

(c) compulsory retirement,

(d) removal from service,

(e) termination of service.

(f) dismissal from service,

Explanation (1) : The order under (3) (a) of withholding increment shall not affect subsequent increment(s).

Explanation (2) : The order under sub-clause (2)(d) for recovery shall expressly state the amount of the whole or part of any pecuniary loss caused by him/her to the Institution by negligence or by breach of orders.

Explanation (3) : Reduction under sub-clause (3) (b) shall ordinarily be a bar to the placement of the teacher to the higher scale of pay, grade, post or service from which he was reduced, with or without further directions regarding condition of restoration to the scale of pay, grade, post or service from which he was reduced, and seniority and pay on such restoration.

Explanation (4) : The order of penalty of reduction, under sub-clause (3)(b) shall expressly state whether the period of reduction shall be exclusive of any interval spent on leave or otherwise.

Explanation (5) : Removal under sub-clause (3)(d) and termination under sub-clause (3)(e) shall not be a disqualification for future employment under the Institution.

Explanation (6) : Dismissal under sub-clause (3) (f) shall be a disqualification for future employment under the Institution.

S10.63 Procedure for imposing Minor Penalty

(1) If the Disciplinary Authority is satisfied that the misconduct committed by the teacher is serious enough to inflict any of the minor penalties, the Disciplinary Authority shall -

(a) issue a notice to the teacher in writing along with the imputation(s) of misconduct and require him/her to show cause as to why the action proposed be not taken against him/her;

(b) give reasonable opportunity to the teacher to furnish explanation;

(c) take into consideration the explanation of the teacher and record findings on each imputation of misconduct;

(d) issue the order imposing one or many of the minor penalties, or if satisfied, drop the imputation(s) and exonerate him/her of the charge(s);

(2) the appeal against the minor penalty imposed by the Disciplinary Authority shall lie with the Grievances Committee.

S10.64 Action not Amounting to Penalty

(1) The following shall not amount to penalty within the meaning of Statute, namely:

(i) non-placement of teacher in various stages of promotion prescribed by regulating bodies and accepted by the state government from time to time;

(ii) reversion of the teacher already appointed as the Head of the Department;

(iii) compulsory retirement of the teacher in accordance with the provision relating to his superannuation or retirement;

S10.65 Termination of Services :

(1) the teacher appointed on probation shall be liable to be terminated during or at the end of the period of probation in accordance with terms and conditions of his/her appointment with proper justification in that regard;

(2) the teacher appointed on a temporary or ad-hoc basis may be terminated in accordance with the provisions made in that behalf;

(3) termination of service of a teacher appointed under agreement in accordance with the terms and conditions of such agreement;

(4) repatriation of the service of the teacher whose service has been borrowed from outside authority or recalling the teacher from foreign employment to such authority;

(5) termination of the service due to abolition of the post(s).

S10.66 Suspension

(1) The Disciplinary Authority may, by an order in the form prescribed by the University, place the teacher under suspension under the following circumstances :

(a) where disciplinary proceedings against him/her are contemplated or are pending and are likely to result into imposing any of the major penalties,

(b) wherein the opinion of the Competent Authority, he/she has engaged himself in activities prejudicial to the interests of the University and

(c) where there is a strong reason(s) to believe that his continuance in service is likely to cause embarrassment or to tamper with the investigation of the case, or likely to tamper with the official record or document(s).

(2) where the case against the teacher in respect of any criminal offense is under investigation, enquiry or trial, in a court of law; the teacher shall be deemed to have been placed under suspension,

(a) with effect from the date of his detention, in police or judicial custody, on a criminal charge, for a period exceeding forty-eight hours;

(b) with effect from the date of his conviction, if, in the event of a conviction for an offense, he is sentenced to a term of imprisonment exceeding forty eight hours and is not forthwith dismissed or removed or compulsorily retired, consequent to such conviction and shall remain under suspension until the order of suspension is modified or revoked by the Competent Authority.

(3) While under suspension, the teacher shall not be allowed to resign.

(4) If the teacher under suspension attains the age of superannuation, the departmental or judicial proceedings pending against him/her shall continue even after his retirement.

(5) If the Disciplinary Authority finds that a teacher is alleged to be guilty of a lapse or an offence of a serious nature and if there is a reason to believe that in the event of the offence being proved against him, he would deserve to be removed or dismissed from service, the competent Authority/Officer shall first decide whether the person concerned should be placed under suspension.

(6) When the teacher under suspension is reinstated, after undergoing the punishment or paying the penalty under these Statutes, unless the Competent Authority has already passed such orders at the time of inflicting the punishment, the Competent Authority may by order state (i) whether the said period be treated as duty leave or leave not due, and (ii) the nature of pay and allowances to be paid for the period.

(7) The substitute teacher appointed in place of the teacher under suspension, shall be paid the salary as per rules.

(8) If the teacher under suspension is exonerated and/or it is observed that the suspension was wholly unjustified, the teacher shall receive full pay and allowances to which he would have been entitled had he not been so suspended.

(9) The teacher under suspension shall not be entitled to pay and allowance as prescribed in these rules. The Competent Authority shall pay to the employee under suspension or deemed to have been placed under suspension by an order in writing, a subsistence allowance as per the rules framed by the Government from time to time.

S10.67 Preliminary Enquiry

(1) If a teacher is alleged to be guilty of misconduct, a Preliminary Enquiry of such alleged teacher shall be held by the following Committee appointed by the Governing Body:

(i) The Principal –Chairperson

(ii) The member of the Executive council to be nominated by theVice-Chancellor

(iii) Either Head of Department or in his absence one senior faculty member or Head of Department of the same subject from any college to be nominated byVice-Chancellor.

(iv) A representative of the teacher whose inquiry is to be conducted.

Provided that in the Preliminary Enquiry committee for the Principal, the Chairperson of the Governing Council of the management shall be the Chairperson of the committee and instead of representative of the teachers, a representative of the Principal shall be on the committee.

(2) The Committee, after going through all the documents and evidence(s), shall see whether there is a *prima facie* case against the teacher; *provided that* while holding the preliminary enquiry, full opportunity shall be given to the teacher, to defend his/her case before the Committee.

(2) The Committee, after going through all the documentary evidence(s) and giving a full opportunity to the teacher, as the case may be, shall prepare their report and submit the same to the Principal/

(3) The Principal, after scrutinising the report of the Committee, may give permission to hold full-fledged enquiry of the teacher.

Provided further that if the Principal, after scrutinising the report, feels that the report is incomplete or requires some more documents/ evidences, then he/she shall call for such additional documents/evidences and if necessary may appoint another Committee.

S10.68 Procedure of Enquiry

(1) Whenever the Disciplinary Authority is of the opinion, based on the reports of the Preliminary Enquiry committee, that there are grounds for enquiry into the facts of the case and/or substance of imputation(s) of misconduct on the part of the teacher(s), which may result in major penalty, Disciplinary Authority may through an Enquiry Committee constituted of following members shall enquire into the facts of the case.

(a) a Retired Judge not below the rank of District Judge as Chairman

(b) a nominee of the college management,

(c) nominee of the charge sheeted teacher and

(d) a nominee of the University who is well versed in service law

(2) Where it is proposed to hold enquiry against the teacher, the Disciplinary Authority shall draw up or cause to draw up

(a) the substance of imputation(s) of misconduct into definite and distinct article(s) of charge(s).

(b) a statement of imputation(s) of misconduct in support of each article of charge(s) which shall contain

(c) a statement of all relevant facts including any admission or confession by the teacher, and

(d) a list of documents by which and a list of witnesses by whom, the article(s) of charge(s) are proposed to be sustained.

(3) The Disciplinary Authority shall deliver or cause to deliver to the teacher, in the Form as prescribed by the University, a copy of the article(s) of charge(s), the statement of imputation(s) of misconduct and a list of document(s) and of the witness(es) by which, each article of charge is proposed to be sustained, and shall by a written notice require the teacher to submit to it, within fifteen clear days, a written statement of his defense and to state whether he desires to be heard in person.

(4) On receipt of written statement of defense and on admission of any or all article(s) of charge(s) by the teacher, the Disciplinary Authority shall record its findings on each charge admitted, after taking such evidence into account as it may think fit and shall act in the manner as prescribed.

(5) On receipt of written statement of defense of any or all of the article(s) of charge(s) by the teacher or on its non receipt, the Disciplinary Authority may further enquire or cause to enquire into the charge(s) not admitted in the manner as prescribed.

(6) Where the Disciplinary Authority appoints the Enquiry Committee, it may by an order appoint another teacher or any other suitable person to present the case in support of the article(s) of the charge(s) before the Enquiry Committee. The charge-sheeted teacher may take assistance of any other teacher or any other suitable person to represent the case on his behalf. In case the Enquiry Committee permits the teacher to engage a legal practitioner to represent on his behalf, the Disciplinary Authority may appoint a legal practitioner as Presenting Officer.

(7) The Disciplinary Authority shall forward the following to the Enquiry Committee :

(a) a copy of each of the article(s) of charge(s) and the statement of imputation(s) of misconduct,

(b) a copy of the order appointing the Presenting Officer, if any,

(c) copies of the statements of witnesses,

(d) evidence proving the delivery of documents to the teacher, and

(e) a copy of the written statement of defense by the teacher, if any.

(8) The teacher shall appear in person before the Enquiry Committee on such day and at such time within ten working days from the date of receipt by the teacher of the article(s) of charge(s) and the statement of imputation(s) of misconduct as the Enquiry Committee may, by notice in writing specify or such further time not exceeding ten days as the Enquiry Committee may allow.

(9) The Disciplinary Authority may, *suomotu* or on being moved by the teacher against whom enquiry is instituted, for just and sufficient reasons, transfer the proceedings to another Enquiry Committee constituted for the purpose.

(10) If the teacher, who has not admitted any of the article(s) of charge(s), in his written statement of defense or has not submitted any written statement of defence, appears before Enquiry Committee, it shall ask him/her whether he is guilty or has any defense to make and if he pleads guilty of any of the article(s) of charge(s), it shall be so recorded under the signature of the teacher and of that Authority.

(11) The Enquiry Committee shall return to the Disciplinary Authority the findings in respect of those article(s) of charge(s) which the teacher pleads guilty. However if he pleads not guilty, the Enquiry Committee shall proceed to enquire further.

(12) If the teacher fails to appear within the specified time or refuses to plead or admits to plead, the Enquiry Committee shall require the Presenting Officer to produce the evidence by which he/she proposes to prove article(s) of charge(s), and shall adjourn the case to a later date not exceeding fifteen days, after recording the order that the teacher may, for the purpose of his/her defense to:-

(a) inspect within five days of the order or within such further time not exceeding five days as the Enquiry Committee may allow, the documents specified in the list,

(b) submit a list of witness(es) to be examined on his/her behalf,

(c) give a notice within ten days of the order or within such further time not exceeding ten days as the Enquiry Committee may allow, for the discovery or production of any document(s), but not mentioned in the list, indicating the relevance of such document(s).

(13) The teacher may apply orally or in writing, for supply of copies of the statements of witness(es), if any, mentioned in the list and the Enquiry Committee shall furnish him/her such copies as early as possible, and in any case not later than three days before the commencement of the examination of the witness on behalf of the Disciplinary Authority.

(14)(a)The teacher may, by notice to the Enquiry Committee, require copies of certain document(s) in possession of Appointing Authority or Disciplinary Authority. In that case, the Enquiry Committee, shall 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(s) by a specified date.

(15) On receipt of the requisition, the Authority having the custody or possession of the requisitioned document(s), shall produce the same before the Enquiry Committee;

provided that, the Enquiry Committee may, for reasons to be recorded in writing, decline the requisition of any such documents, as are not relevant in the case and the Enquiry Committee may withdraw the requisition or press for the same;

Provided further that, if the Authority, having the custody or possession of the requisitioned document(s), is satisfied, for the reasons to be recorded in writing that the production of all or any of such document(s) would be against the public interest, it shall, by providing copies of the documents, thus inform the Enquiry Committee and the Enquiry Committee shall, on being so informed, withdraw the requisition and communicate the information to the teacher.

(16) The enquiry shall commence on the date fixed by the Chairman of the Enquiry Committee and shall continue thereafter on the dates as may be fixed from time to time.

(17) The oral evidence shall be recorded or caused to be recorded by the Enquiry Committee in a question-answer form, on the completion of which it shall be read out to be correct and signed and dated by the teacher concerned, witness and the Enquiry Committee members. The copy (copies) of the deposition(s) may be made available to the Disciplinary Authority and to the teacher(s) on request.

(18) The oral and documentary evidence by which the article(s) of charge(s) are proposed to be proved shall be produced by the presenting officer appointed by the Disciplinary Authority. The witness(es) may be examined by the presenting officer and cross-examined by the teacher or his assistant. The presenting officer shall be entitled to re-examine the witness, on any point(s) on which he has been cross-examined. The Enquiry Committee members may also put questions to the witnesses.

(19) Before the closure of the case the Enquiry Committee may allow the Presenting Officer to produce fresh evidence and include the same in the list or may itself call for the new evidence or recall and re-examine any witness(es) and in such cases, the teacher shall be entitled to a copy of the list of further evidence. The Enquiry Committee shall give the teacher an opportunity of inspection of document(s) before they are taken on record;

Provided that, no new evidence shall be permitted unless there is inherent lacuna(e) or defect(s) in evidence originally produced.

(20) When the part of the enquiry-proceeding of the Presenting officer is closed, the teacher shall state his defense orally and/or in writing. The teacher or the assistant may examine the witness(es) himself and they may be cross-examined by the presenting officer re-examined by the teacher and examined by the Enquiry Committee.

(21) The Enquiry Committee may also allow the teacher to produce new evidence if it is in the natural justice

(22) After the teacher closes his part of the enquiry proceeding and if the teacher has not examined himself, the Enquiry Committee may generally question him/her on the circumstances appearing against him/her, for the purpose of enabling the teacher to explain any circumstances appearing in the evidence against him/her.

(23) The Enquiry Committee may, after the completion of production of evidence, hear the Presenting Officer and the teacher and/or permit them to file written statements of argument of their respective case.

(24) If the teacher, to whom a copy of the article(s) of charge(s) has been served, does not submit a written statement of defense on or before the date specified or does not appear in person before the Enquiry Committee or otherwise fails or refuses to comply with the provisions of this Statute, the Enquiry Committee may hold the enquiry ex-parte.

(25)(a) Wherever the Enquiry Committee after having heard and recorded the whole or part of the evidence, ceases to exercise jurisdiction thereon and is succeeded by another Enquiry Committee, it shall act on the evidence so recorded by its predecessor and partly recorded by itself;

Provided that, if the succeeding Enquiry Committee is of the opinion that further examination of any of the witnesses, already recorded, is necessary in the interest of natural justice, Committee may recall, examine, cross-examine and re-examine him/her;

Provided further that, if the witness is recalled, he may be cross- examined and/or re-examined by the teacher or the Presenting Officer.

(b) Where in the opinion of the Enquiry Committee, the proceedings of the enquiry establish any article(s) of charge(s) different from original article(s) of charge(s), the Committee may record its findings on such article(s) of charge(s);

Provided that, the findings on such article(s) of charge(s) shall not be recorded, unless the teacher has either admitted the facts on which such article(s) of charge(s) is based or has been provided a reasonable opportunity of defending himself/herself against such article(s) of charge(s).

S10.69 Enquiry Report

(1) After the conclusion of enquiry, the Enquiry Committee shall prepare a report. Such report shall contain

(a) article(s) of charge(s) and the statement of imputation(s) of misconduct;

(b) the defense of the teacher in respect of each article of charge;

(c) an assessment of the evidence in respect of each article of charge; and

(d) the findings on each article of charge and the reasons thereof.

(2) The Enquiry Committee, shall forward to the Disciplinary Authority the record of enquiry which shall include

(a) the report prepared by Enquiry Committee;

(b) the written statements of defense submitted by the teacher;

(c) the oral and documentary evidence produced in the enquiry;

(d) the written statements of argument filed by the Presenting Officer and the teacher, if any; and

(e) the orders, made by the Disciplinary Authority and Enquiry Committee in regard to the enquiry

(3) The Enquiry Committee may provide a pointer to the kind of penalty, if so directed by the Disciplinary Authority in writing.

(4) The Disciplinary Authority, to which the record is forwarded may act on the evidence of the record or may, if it is of the opinion that further examination of any of the witnesses is necessary, recall the witness(es) and examine, cross-examine, and re-examine the witness(es) and impose on the teacher such quantum of penalty as it may deem fit in accordance with these Statutes;

Provided that, if any witness is so recalled, he may be cross-examined by the teacher.

S10.70 Action on Enquiry Reports

(1) The Disciplinary Authority shall consider the report of Enquiry Committee and its findings on each charge.

(2) The Disciplinary Authority, itself not being the Enquiry Committee, shall consider the enquiry report and if it disagrees with the Enquiry Committee on any article(s) of charge(s), it shall record its reasons for such disagreement and refer the case back to the Enquiry Committee for further enquiry and report. The Enquiry Committee shall thereon proceed to hold further enquiry according to the provisions of the preceding Statutes.

(3) The Disciplinary authority, having regard to the findings on the charges, comes to the decision that no penalty be imposed or that the teacher be exonerated, it shall order accordingly.

(4) If the Disciplinary Authority, having regard to the findings, comes to the conclusion that any of the minor penalties be imposed on the teacher, it shall notwithstanding anything contained in these Statutes, determine what penalty shall be imposed, it shall order accordingly. The order shall be issued in the form as prescribed by the University.

(1) (a) If the Disciplinary Authority, having regard to its findings on all or any of the articles of charge, comes to the conclusion that any of the major penalties be imposed on the teacher, it shall

(i) furnish to the teacher, a copy of the Enquiry Report and its findings on each article of charge, expressly stating whether he/ she agrees with the findings of the Enquiry Committee or otherwise, together with brief reasons for its disagreement, if any, within a week; and thereafter give to the teacher

(ii) a show-cause notice in the form as prescribed by the University, stating the quantum of penalty proposed to be imposed on him/her by calling upon him/her, to submit within fifteen days of receipt of the notice or such further time not exceeding fifteen days, as may be allowed, such representation as he may wish to make on the proposed penalty and the cause as to why the penalty be not imposed on him/her.

(b) The Disciplinary authority shall consider the representation, if any, made by the teacher and determine afresh the quantum of penalty to be imposed on him/her on the basis of the evidence adduced.

(2) The final orders made by the Disciplinary Authority under this Statute shall be communicated to the teacher and the Enquiry Committee.

S10.71 Appeal

(1) Notwithstanding anything contained in these Statutes no appeal shall lie against any order of an interlocutory nature or of the nature of a step-in-aid or the final disposal of a disciplinary proceeding, other than an order of suspension; any order passed by Disciplinary Authority in the case of an enquiry under these Statutes.

(2) Subject to the provisions of Clause (1) above, the teacher may prefer an appeal/representation to the Disciplinary Authorities against all or any of the following orders, namely :

(a) An order of suspension or deemed suspension made under these Statutes

(b) an order which denies or varies to his disadvantage his pay, allowances or any other conditions of service;

(c) denies placement to which he is otherwise eligible according to the recruitment rules;

(d) interprets to his disadvantage the provisions of any such Statutes;

(e) reverts him/her while officiating in a higher service, to a lower service, grade or post, otherwise than as a penalty;

(f) reduces or withholds the post-retirement benefits, if any;

(g) determines the subsistence and other allowances to be paid to him/her for the period of suspension or for the period during which he is deemed to have been under suspension or for any portion thereof;

(h) determines his pay and allowances, for the period of suspension or for the period of his dismissal, removal or compulsory retirement from service, or from the date of his reduction to a lower service, grade, post, time-scale or stage in a scale of pay, to the date of his reinstatement or restoration to his service, grade or post, as the case may be;

(i) determines the nature of the period from the date of his suspension or from the date of his dismissal, removal, compulsory retirement or reduction to a lower service, grade, post, scale of pay or stage in a scale of pay or the date of his reinstatement or restoration to his service, grade or post, etc., as the case may be.

S10.72 Appellate Authority

(*as per the Section 14(15-17) of the Act)*

(1) The teacher aggrieved by the decision of the Disciplinary Authority, may prefer appeal to Grievances Committee of the University.

(2) In case the decision of the Grievances Committee is not compliedwith by the concerned authorities, the teacher may forward the appeal to the Tribunal as per provisions of the Act.

S10.73 Service of Order, Notices, etc.

(1) Every order, notice and other process made or issued under these Statutes shall be served in person on the teacher concerned or shall be communicated to him/her by registered post or electronic mail.

(2) In case the registered post is not effectively served the notice shall be pasted on the door of his residence and published in at least one leading local newspaper.

VII RETIREMENT

S10.74 Age of superannuation

(1) The age of superannuation of the employees shall be as prescribed by Government from time to time.

S10.75 Extension in Service to a teacher after superannuation

The Governing Body of the college/ Institute may, consider an extension of service to the teacher of the College/ Institute beyond the age of superannuation, on academic grounds only, as per the norms laid down by the regulating bodies and the Government.

S10.76 Re-employment of a teacher

(1) Notwithstanding anything contained in these Statutes, the Governing body of the College/ Institute may grant re-employment to any teacher already retired from a University or Institution of National or International repute as per the norms laid down by the regulating bodies and the Government.

S10.77 Post-Retirement Benefits

(1) The teacher, appointed before 1st November 2005, and working against the post approved by the Government and covered under the Government Salary Grant shall be eligible for the post-retirement benefits such as Pension, Gratuity, Commutation of Pension, family pension, and other post-retirement benefits as sanctioned by the Government, from time to time.

(2) The teacher, appointed after 31st October 2005, against the post approved by the Government and covered under the Government Salary Grant shall be eligible for the post-retirement benefits as per the norms prescribed by the Government time to time.

(3) The service record of such teacher under (1) & (2) above shall be taken up for examination at least one year before the due date of his retirement, and a notice of superannuation is to be issued by the Principal to the teacher. The Principal shall then scrutinise the forms submitted by the teacher and complete other service record, documents and certificates required and forward the proposal to the Competent Government Authority, nine months prior to the date of superannuation of the said teacher for his sanction.

(4) Every six months, on 1st January and 1st July each year, a list of all the teachers, as under (1) and (2) above, who are due to superannuate within the next twenty-four months should be prepared and forwarded to the Director of Technical Education or the Competent Government Authority before 31st January or 31st July, respectively.

(5) A regular teacher working in a post which is not covered under salary grants scheme or covered by the Self-Supporting Scheme, shall be eligible for Contributory Provident Fund Scheme or any other scheme of the College/Institute

(6) The teacher shall clear all dues payable to the college/ Institution, outstanding to his/her account and vacate the residential accommodation, if provided, before the post-retirement benefits are extended to him/her.

DBATU Standard Code 2019

GOVERNING THE TERMS AND CONDITIONS OF SERVICE OF THE OFFICERS AND OTHER EMPLOYEES (NON - TEACHING EMPLOYEES) WORKING IN THE UNIVERSITY

DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY

Established as an Affiliating Technical University in the State of Maharashtra

Government of *Maharashtra Under Act No. XXIX* of 2014

Dated March 2014

CHAPTER ELEVEN

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DBATU Standard Code 2019

Governing The Terms And Conditions Of Service Of The Officers And Other Employees (Non -Teaching Employees) Working In The University

In exercise of the powers conferred by Section 40, read with Sections *24 and 93 of the* Dr. Babasaheb Ambedkar Technological University Act, *Maharashtra Act No. XXIX* of 2014 *dated* March 2014 the First Vice-Chancellor hereby prescribes Standard Code 2019 governing the terms and conditions of Service of the officers and other employees(non - teaching employees) working in the Dr. Babasaheb Ambedkar Technological University for the purpose of securing and maintaining uniform standards by notification in the Official Gazette, namely ,

CHAPTER – I
PRELIMINARY

S11.1. Short Title and Commencement

1) This/her Standard Code may be called the "DBATU Standard Code 2019" governing the terms and conditions of Service of the officers and other employees (non -teaching employees) working in the University.
2) This/her Standard Code shall come into force with effect from ---------- 2019.

S11.2. Extent of Application

The non-teaching employee shall accept the employment in the university with full understanding and agreement to work in furtherance of the objectives, development and welfare of the university that she serves, by placing all his/her/her time, energy, intelligence and skill at the disposal of the University and by complying with the provisions of the Act, Statutes, Ordinances and Regulations and such other directives of the University Authorities and orders of the Government issued from time to time. Hence this/her DBATU Standard Code shall apply to the entire officers and other employees (non -teaching employees) working in the university.

S11.3. Right to Interpret

The Chancellor shall have the right of interpretation of the DBATU Standard Code 2019

S11.4. Powers to amend and repeal the DBATU Standard Code 2019

The DBATU Standard Code 2019 may be amended or repealed as provided under the Act.

S11.5. Powers to implements the DBATU Standard Code 2019

The powers to implement the DBATU Standard Code 2019 shall rest with the Competent Authority. The Competent Authority may from time to time issue such orders or directives as may be necessary to give effect to, and carry out the provisions of this/her DBATU Standard Code and to secure effective control over the officers and other employees (non -teaching employees) working in the University.

S11.6. Power to Relaxation

Where the Chancellor is satisfied that the operation of any of these Standard Code causes or is likely to cause undue hardship in the case of any non-teaching employee, working in the University, he/she may exempt any such non-teaching employee from any provisions of Standard Code or may direct that such provisions shall apply to said non-teaching employee with such modifications not affecting the substance thereof as may be specified.

S11.7. Validity of terms of Contract

The terms of a specific contract enforceable as provided by the Act, necessarily override the provisions of the Standard Code.

S11.8. Exercise and Delegation of Powers

No powers may be exercised or delegated under the DBATU Standard Code 2019, except in consultation with the Competent Authority, as mentioned in the Act.

S11.9. Definitions

The definitions given in the Act shall hold well for the purpose of the DBATU Standard Code. In the DBATU Standard Code, unless the context otherwise requires:

1. 'Act' means *Dr. Babasaheb Ambedkar Technological University Act of 2014*;
2. 'All India Council of Technical Education' means the All India Council of Technical Education established under the All India Council of Technical Education Act, 1956.
3. Additional charge means an employee so assigned by the competent authority to carry out functions and duties of the post in addition to functions and duties of his/her own post.
4. 'Agreement' means the contract entered into in writing between then on-teaching employee and the Competent Authority/Officer or the person authorized;
5. 'Appendix' means the appendix appended to this/her Standard Code;
6. 'Audit Officer' means an Audit Officer appointed by the Controller and Auditor General of India, whatever his/her/her official designation, in whose circle of audit the non-teaching employee is serving or has served;

7. ‘Appointing Authority’ means the authority competent to make appointments to the post created in University as provided by this/her Standard Code;
8. ‘Cadre’ means the strength of the service or a part of service, sanctioned as a separate unit, by the State Government as a separate unit from time to time;
9. ‘‘Competent Authority’ means the authority competent to exercise different powers under the Act and in this/her Standard Code;
10. ‘Continuous Service’ means the service rendered by the non-teaching employee without any break under the Appointing Authority;
11. ‘Compensatory Allowance’ means the allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed;
12. ‘Contract’ means the contract entered into in writing between non-teaching employee and the competent authority/officer or the person authorized by it;
13. ‘Disciplinary Authority’ means the Authority as prescribed in this/her Standard Code or except otherwise provided in the Act;
14. ‘Duty’ means the compliance of the duties and responsibilities the non-teaching employee is expected to do by virtue of his/her/her taking a job or assuming an office and as explained in this/her Standard Code;
15. ‘Employee’ means a non-teaching employee duly appointed in the employment of the University, on approved post, on a time-scale pay, by following the procedure as prescribed;
16. ‘Emolument’ means the pay, pension (except family pension and injury pension), leave salary, subsistence allowance or compensatory allowance, if any, payable to the non-teaching employee as defined in this/her Standard Code and includes any remuneration of the nature of salary received in respect of foreign service;
17. ‘Family’ means the wife or husband of the non-teaching employee, as the case may be, legitimate children including adopted children, step-children, parents, parents-in-law, sisters and brothers, if residing with and wholly dependent on him/her;
18. ‘First Appointment’ for the purpose of pension means the appointment of a non-teaching employee who is not holding any appointment under the University, even though he/she may have previously held any such appointment either temporary or on tenure basis;
19. ‘Form’ means any form appended to this/her Standard Code;

20. ‘Foreign Service’ means service in which the non-teaching employee receives his/her/her salary, with the sanction of the Competent Authority, from any source other than funds and finance of the University;
21. ‘Government’ means the State Government of Maharashtra;
22. ‘Grievances Committee’ means the Committee constituted as the Grievance Committee under the Act;
23. ‘Holiday’ means a Sunday, any weekly off or any other day declared as holiday by the University;
24. ‘Honorarium’ means the recurring or nonrecurring payment granted to the non-teaching employee from the University fund, as remuneration for special work of occasional or intermittent character;
25. In-charge means an employee so designated by the appointing authority to perform the duties and responsibilities of the designated post for the time being.
26. ‘Joining Time’ means the time limit prescribed for and the period availed of by the non-teaching employee to join a new post and includes transit time to a place to which he/she is posted or transferred;
27. ‘Leave’ means permission granted by the Competent Authority to then on-teaching employee to remain absent from duty;
28. ‘Leave Salary’ means the monthly emoluments paid by the University to its non-teaching employee on leave;
29. ‘Lien’ means the title of the non-teaching employee who holds substantively, either immediately or on the termination of the period or periods of absence, a permanent post, including tenure post, to which he/she has been appointed substantively;
30. ‘Medical Authority’ means the Medical Board constituted by the concerned State Government Authority;
31. ‘Month’ means a calendar month i.e. any one of the twelve portions into which the conventional year is divided, or a period from any day in one month to corresponding day of the next calendar month;
32. ‘Non-Teaching Employee’ means an officer or other employee in employment of the University as the case may be and appointed on a time-scale of pay other than the teachers;

33. ‘Officiate’ means to carry out functions and duties of the post on which another person holds a lien or of the vacant post on which no other employee holds a lien and drawing the salary of the post of which he is acting/officiating.
34. ‘Pay’ means the amount drawn on monthly basis sanctioned for a post, in a scale of pay held substantively or in officiating capacity or to which he is entitled by reason of his/her position in the cadre, and includes Personal pay, Special pay, Dearness pay and any other emoluments specially classed as ‘Pay’ by the Government, from time to time;
35. ‘Permanent Post’ means the approved post, carrying a definite scale of pay, sanctioned without time limit;
36. ‘Pension’ means the monthly emoluments payable to the non-teaching employee after his/her/her retirement from the service, as per the Government Rules, specified from time to time and includes gratuity;
37. ‘Pensionable Pay’ means the average pay earned by the non-teaching employee during the last 10 months’ service or for the period as may be decided by the Government, from time to time;
38. ‘Pensionable Service’ means the service, which qualifies the non-teaching employee performing it to receive pension from the fund established for this/her purpose;
39. ‘Personal Pay’ means any additional pay granted to the non-teaching employee to save him/her from a loss of substantive pay in respect of a permanent post other than a tenure post, due to revision of pay or due to any reduction of such substantive pay, otherwise than as a disciplinary measure;
40. ‘Presumptive Pay’ means the pay of a post to which the non-teaching employee would be entitled, had he/she held the said post and had he/she been performing his/her/her duties;
41. ‘Principal’ means a teacher who is duly approved as a Principal by the University;
42. ‘Qualifying Service’ means the service rendered by the non-teaching employee for which pension is payable, under this/her Standard Code;
43. ‘Recognized Institution’ means an institution of higher learning, research or specialized studies other than an affiliated College, recognized to be so by the University;

44. ‘Special Pay’ means additional pay granted to the post and/or to the non-teaching employee in consideration of the specially arduous nature of duties or specific addition to the work of responsibility;
45. ‘Subsistence Allowance’ means the monthly grant paid to the non-teaching employee, who is not in receipt of pay or leave salary during the period of his/her/her suspension;
46. ‘Substantive appointment’ means an appointment made in a substantive or a permanent capacity in a permanent post which is clearly vacant or on which another person holds a suspended Lien
47. ‘Substantive pay’ means the pay other than special pay, personal pay or emoluments classed as pay, under this/her Standard Code to which the non-teaching employee is entitled, on account of a post to which he/she has been appointed substantively or by reasons of his/her/her substantive position in the Cadre;
48. ‘Surplus non-teaching employee’ means aided non-teaching employee duly declared as surplus and enlisted as aided surplus non-teaching employee by the Director of Higher Education due to the non-availability of the work in the university;
49. ‘Tribunal’ means the Tribunal established under the Act; (?)
50. ‘Temporary appointment’ means an appointment made on purely temporary basis either in a permanent post, not more than twelve months against temporarily vacant post or a tenure post or against a temporary position;
51. ‘Tenure post’ means a permanent post which the non-teaching employee may not hold for more than a specified limited time without reappointment or a temporary post which is created for a specified limited period only;
52. ‘Transfer’ means the transfer of the non-teaching employee from one post to another similar post at the same or another place, either to take up the duties of other post or in consequence of change of head-quarter;
53. ‘Transit time’ means the actual period required to reach the destination or transfer from headquarter or from one outstation to another; subject to maximum as prescribed;
54. ‘Working hours’ means the working hours prescribed by the State Government
55. ‘University Grants Commission’ means the University Grants Commission, established under the University Grants Commission, Act, 1956.

56. Words and expressions used but not defined in this/her Standard Code shall have the same meanings respectively assigned to them in the *Act.*

II : CLASSIFICATION, RECRUITMENT AND PATTERN

S11.10. Classification:-

The Non-Teaching Employees of the Universities shall be classified in the following groups:–

1. **Group A (Officers)**.- The Deputy Registrar, Assistant Registrar and such other officers (in addition to the posts sanctioned in the Act under Section 10) working in the pay band of RS11. 37400-67000 and Rs. 15600-39100 with grade pay Rs.5400 and above and such other officers as may be designated and these posts shall be classified as Class-I cadre.

2. **Group B (Supervisors**).- Such other non-teaching officers/employees of the university working in the pay band Rs. 9300-34800 with grade pay Rs. 4400 to 5399 and such other officers as may be designated and these posts shall be classified as Class-II cadre.

3. **Group C(Ministerial).-** Employees of the University who are working in the pay band Rs. 5200-20200 and 9300-34800 with grade pay Rs. 1900 to 4399 and these posts shall be classified as Class-III cadre.

4. **Group D (Non-ministerial**).-Employees of the University who are not included in Group A, B or C above with pay band Rs.4440-7440 and Rs. 5200-20200 with Grade Pay less than Rs. 1899 and these posts shall be classified as Class-IV cadre.

5. Explanation:
   a. Employee who placed in higher pay band/grade pay under Assured Promotion Scheme *(Ashwashit Pragati Yojana)*, his/her group will not change till she gets promotion in higher group.

b. The boundaries of pay band and grade Pay will vary, as prescribed by State Government from time to time.

c. Unless it is specifically mentioned in government resolution, the group of the employee will be classified as per the provisions shown in 1 to 4 of Section 10 of this/her standard Code.

S11.11. Qualifications and Experience:

1. The qualifications of the employee to be appointed in the University or to be promoted are as prescribed by the University.

2. The Executive Council of the University has right to ask for the higher qualifications than the minimum qualifications as prescribed by the Government.

S11.12. Working hours:

1. The hours of working and attendance of the non-teaching employee of the university shall be 42 hour per week in the case of Group A, B and C employees and 46 hours in the case of Group D employees including lunch recess per week.

2. The Competent Authority shall prescribe the daily working hours and weekly holidays for its employees, Sections, Departments etc. The Competent Authority may change the working timings and the weekly holidays as per its administrative convenience. The employee shall be required to discharge his/her/her duties and functions as required during the working hours prescribed for him his/her/her by the Competent Authority.

3. If it becomes necessary, the supervising officer of the employee may require the employee working under him to work, either before or after the office hours. The employee required to work over-time (not more than 200 hours in a year) shall be entitled to over-time allowance as prescribed by the State Government from time to time. It shall not be competent on the part of the employee to refuse to work over-time, if refused, it shall amount to misconduct.

S11.13. Recruitment for Substantive / Permanent post:

1. **Group A-**

   a. Except or otherwise provided in the Act, appointments to these posts, shall be made either by selection or by promotion in the ratio of 50:50, provided that, if there is only one post it should be filled in by promotion or by selection alternatively.

   b. Appointment by promotion shall be made on the basis of seniority cum-merit from amongst the persons who fulfill qualifications and experience as prescribed here in

   c. Appointment by selection shall be made from amongst the persons who fulfill the qualifications and experience as prescribed here in

   d. The candidates selected and appointed by selection, shall be on probation for the period as prescribed herein.

2. **Group B–**

   a. Except or otherwise provided in the Act, appointments to these posts shall be made either by promotion or by nomination in the ratio of 50:50, provided that, if there is only one post it should be filled in by promotion or by selection alternatively.

   b. Appointment by promotion shall be made on the basis of seniority cum-merit from amongst the persons who fulfill qualifications and experience as prescribed here in.

   c. Appointment by selection shall be made from amongst the persons who fulfill the qualifications and experience as prescribed in S11.11.

   d. The candidates selected and appointed by selection, shall be on probation for the period as prescribed herein.

3. **Group C–**

a. Appointments to the senior posts in Group C except lowest post (entry point post) in promotion chain shall be made by 100% promotion within Group C, on the basis of Seniority-cum-merit from amongst the persons who are working in the university and who possess the minimum qualifications and experience as prescribed here in.

b. Appointments to the lowest post (entry point post) in promotion chain shall be made by selection or by promotion in the ratio 50:50.

c. Appointments by selections to the lowest posts (entry point posts) in promotion chain shall be made from amongst the persons:
   i. who fulfill the qualifications and experience as prescribed here in.
   ii. who are recommended by the concerned employment exchanges or the concerned district social welfare officers of the concerned district, as the case may be, and who fulfill the qualifications and experience as prescribed here in.

d. Appointments by Promotion to the lowest posts (entry point posts) in promotion chain shall be made on the basis of seniority-cum-merit from amongst the persons who fulfill qualification and experience as prescribed here in.

e. The candidates selected and appointed by selection, shall be on probation for the period as prescribed herein.

4. Group D–

a. Appointments to the senior posts in Group D except lowest post (entry point post) in promotion chain, where the recruitment qualification, required for the Junior Post and Senior Post are same, shall be made by 100% promotion only, on the basis of Seniority-cum-merit from amongst the persons who are working in the University and who possess the minimum qualifications and experience as prescribed here in

b. Appointments to the junior posts in Group D carrying the lowest scales of pay in affiliated college / recognized institution, in promotion chain shall be made by selection from amongst the persons:

i. who fulfill the qualifications and experience as prescribed in S11.11

ii. who are recommended by the concerned employment exchanges or the concerned district social welfare officers of the concerned district, as the case may be, and who fulfill the qualifications and experience as prescribed here in

c. The candidates selected and appointed by selection, shall be on probation for the period as prescribed herein.

d. Where no person is available for the post to be filled in by promotion, such post shall be filled in by selection provided that a prior reasonable justification is given in writing and which is accepted by competent authority.

S11.14. Procedure-

1. All posts which are required to be filled by selection shall be duly ascertained and sanctioned by the State Government and shall be advertised in at least two daily News papers, one of which shall be a State level Marathi newspaper. The detailed advertisement shall be published on the university website indicating the minimum academic or other technical qualifications, if any, experience required, pay scale, total emoluments admissible for the post, etc.

2. Advertisement should be published, giving reasonable period (which shall not be less than 15 clear days, from the date of publication of advertisement in the newspapers and website, whichever is later, within which the candidates are required to submit their applications.

3. Simultaneously these vacancies shall also be notified to the concerned employment exchanges and the concerned district social welfare officers of the districts within the jurisdiction of the university, as the case may be, and they shall

provide the list of eligible candidates within two weeks, otherwise, the University shall proceed with selection process.

4. The applicants already employed shall submit their applications through proper channel. While forwarding the application, the employer shall have to clarify whether the lien will be granted to the applicant, if selected.

S11.15. Scrutiny committee:

1. After receipt of applications University shall appoint Scrutiny committees to scrutinize the applications as under :

Group A-

Except otherwise provided, the scrutiny committee for the Group A posts shall consist of the following members, namely: —

a. One of the senior administrative officers of Group A of the University nominated by Vice-Chancellor – Chairman.

b. One Group A officer of the University nominated by Vice Chancellor, (In case of the posts of Technical nature the Head of the Department concerned or expert, having special knowledge in concerned field shall be nominated.)

c. The Deputy Registrar, – Member Secretary.

Group B, Group C and Group D-

Scrutiny Committee for the Group B, Group C and Group D posts shall consist of the following members, namely: —

a. The Deputy Registrar to be nominated by Vice-Chancellor - Chairman.

b. One Senior Administrative Officer to be nominated by the Vice-Chancellor. (In case of the posts of Technical nature the Head of the Department concerned or expert, having special knowledge in concerned field, should be nominated.)

c. Any Officer (Group A or B) nominated by the Deputy Registrar, administration –Member Secretary.

2. The member on Scrutiny Committee shall not be of the rank below the post advertised.

3. The date of the meeting of every Scrutiny Committee shall be so fixed, that each member of Scrutiny committee be informed at least 7 days prior to the date meeting.

4. The scrutiny committee shall scrutinize all the documents submitted by the candidates and, after getting satisfied with the documents, shall recommend the names of eligible candidates for the written test for Group A to C. The successful candidates in the written test shall be called for interview on merit basis in the proportion of 1:15.

   Provided that it shall be clearly mentioned in the advertisement or on the website that the ratio of the number of vacancies to number of successful candidates in the written test shall be called in the proportion of 1:15.

5. There shall not be interview for the recruitment for the Group D. Therefore, the Scrutiny committee shall scrutinize all the documents submitted by the candidates and, after getting satisfied with the documents, shall recommend the names of eligible candidates for the written test for Group D.

6. The list of qualified candidates for further process of nominations should be published on University website with detailed time table of next process.

S11.16. Selection committee:

1. **Selection Committee for Group A-** Except otherwise provided, the Selection Committee for the Group A posts shall consist of the following members, namely:
   a. The Vice-Chancellor or Chairman
   b. The nominee of the Chancellor on the Executive Council,
   c. The Director of Technical Education, Maharashtra State, or his/her representative not below the rank of the Joint Director,
   d. Two members of the Executive Council to be nominated by the Executive Council,
   e. The Registrar — Member secretary

   Provided that

i. For the posts of Technical nature, an expert or the concerned Head of the Department who has special knowledge in concerned field is to be nominated, in addition, as a member of the Selection Committee by the Vice Chancellor.

ii. If the posts are reserved for backward class/woman/minority/PWD (Person With Disability) and if no member of the Selection Committee belongs to backward class/woman/minority/PWD, one member of that category be nominated, in addition, as a member of the Selection Committee, by the Vice Chancellor.

2. Selection Committee for Group B- Except otherwise provided, the selection committee for the Group A posts shall consist of the following members, namely:

a. The Registrar-Chairman.

b. Two Senior Administrative Officers, to be nominated by the Vice-Chancellor

c. The Joint Director of Technical Education, of concerned region or his/her representative not below the rank of the Administrative Officer.

d. The Deputy Registrar, –Member Secretary.

Provided that

i. For the posts of Technical nature, an expert or the concerned Head of the Department who has special knowledge in concerned field is to be nominated, in addition, as a member of the selection committee by the Vice Chancellor.

iii. If the posts are reserved for backward class/woman/minority/PWD (Person With Disability) and if no member of the selection committee belongs to backward class/woman/minority/PWD, one member of that category be nominated, in addition, as a member of the Selection Committee, by the Vice Chancellor

3. **Selection Committee for Group C and D:-** Except otherwise provided, the selection committee for the Group C and Group D posts shall consist of the following members, namely: —

a. The Registrar-Chairman

b. One Senior Administrative Officer, to be nominated by the Vice-Chancellor

c. The Joint Director of Technical Education, of concerned region or his/her representative not below the rank of the Administrative Officer.

d. The Deputy Registrar, –Member Secretary.

Provided that

i. For the posts of Technical nature, an expert or the concerned Head of the Department who has special knowledge in concerned field is to be nominated, in addition, as a member of the selection committee by the Vice Chancellor.

ii. If the posts are reserved for backward class/woman/minority/PWD (Person With Disability) and if no member of the selection committee belongs to backward class/woman/minority/PWD, one member of that category be nominated, in addition, as a member of the Selection Committee, by the Vice Chancellor

4. The date of the meeting of every Selection Committee shall be so fixed, that each member of Selection Committee be informed at least One week and candidates could be informed at least two weeks, prior to the date of meeting through email/Speed Post.

5. The particulars of the candidates excluding name, address and any other identification shall reach to each of the members of the Selection Committee at least one week before the date of the meeting

6. The quorum to constitute the meeting of every selection committee shall be one third of the total members of the selection committee,

7. The Selection Committee shall interview and judge the merits of each candidate in accordance with the qualifications and experience advertised and recommend to the Appointing Authority the names arranged in order of merit of the persons for appointment to the post advertised.

8. No interview shall be conducted for the posts of Group D posts.

S11.17. Mode of Written test or Interview:

1. Mode of written test and interview for **Group A and B** is as under:

a. Type of Examination and its Objective/Syllabus to be provided by the University.

Medium of Examination		Marathi/English
Total Questions		80
Marks		80
Method of examination online or offline or both		
Subjects	General Knowledge	10 questions
	Intelligence test	10 questions
	Computer knowledge	20 questions
	Knowledge related to post	40 questions

Total questions (one question carries one mark)	80
Interview Marks (average of the present members of the Selection Committee)	20
Total Marks	100

b. Eligibility to be called for interview: Minimum 40 marks out of 80 in written test.

c. The Eligible candidates shall be called for interview in order of merit of written test in **1:15** proportionS11.

Provided that,

i. If more than one candidate are at the last merit with the same marks, all such candidates shall be called for interview.

ii. Marks of the written test and interview taken together will be considered for final selection list.

iii. The selection list shall be published on the university website as prescribed.

iv. The information of selection shall be communicated to selected candidates through e-mail or mobile message within7 days of the interview.

2. Mode of written test and interview for **Group C** is as under:

a. Type of Examination and its Objective/Syllabus to be provided by the University

Medium of Examination	Marathi/English
Total Questions	80
Marks	80

Method of examination online or offline or both

Subject	Marathi (Vyavsaik)& English (Functional)	15 questions
	General Knowledge	10 questions
	Numerical abilities & Intelligence test	10 questions
	Computer knowledge	15 questions
	Knowledge related to post	30 questions

Total questions (one question carries one mark)	80
Interview (average of the present members of the Selection Committee)	20
Total Marks	100

b. Eligibility to be called for interview - Minimum marks 40 out of 80 in written test.

c. The Eligible candidates shall be called for interview in order of merit of written test in **1:15** proportions.

Provided that,

i. If more than one candidate are at the last merit with the same marks, all such candidates shall be called for interview.

ii. Marks of the written test and interview taken together will be considered for final selection list.

iii. The selection list shall be published on the university website as prescribed.

iv. The information of selection shall be communicated to selected candidates through e-mail or mobile message on the same day of the interview.

3. Mode of written test **Group D** is as under:

a. Type of Examination and its Objective/Syllabus to be provided by the university.

Medium of Examination	Marathi(Vyavsaik)/English(Functional)
Total Questions	100
Marks	100

Method of examination online or offline or both

Subject	Marathi (Vyavsaik) & English (Functional)	15 questions
	General Knowledge	15 questions
	Numerical abilities & Intelligence test	10 questions
	Computer knowledge	20 questions
	Knowledge/skills related to post	40 questions
Total questions (one question carries one mark)		100
Total Marks		100

Provided that,

There shall be additional test for physical fitness of 50 marks for the posts which require such minimum physical fitness. The candidate shall have to pass this/her additional test with minimum 25 marks. However, the marks obtained in such test shall not be considered while preparing the final selection merit list.

b. Eligibility to be appointed - Minimum marks 40 out of 100.

c. The final selection list shall be prepared and declared on the university Website and notice board as prescribed.

S11.18. Reservation-

1. The appointments and advertisements of the various categories of non teaching Posts in the University shall subject to reservation policy determined by the Government, from time to time.

2. The relaxation in the age limit etc. to the candidates belonging to the reservation categories shall be as recommended by the Government from time to time.

3. The University shall maintain the Roster as per the Government Rules, from time to time and the same shall be available for inspection to the Government.

S11.19. Recruitment for Temporary Appointment:

1. If the vacancies on the substantive posts cannot be filled for any reason, such vacancies shall be filled in temporarily for the period not exceeding 11 months by the appointing authority on the recommendations of the Vice-Chancellor.
2. The University shall seek the approval from the Joint Director, Technical Education for such appointments.
3. The state Government shall pay consolidated salary to such employee which shall not be less than 50% of the total salary paid for the same post under grant-in-aid.
4. The employee appointed on temporary basis shall not have right on the permanent vacancy.
5. While filling the temporary vacancy, roster for such substantive posts as approved by the competent authority shall be applicable.

S11.20. Pattern-

(This/her Pattern is based on the recommendations of Dr. Kankariya Committee of 2008 which may be applicable to the DBATU)

Sr. No.	Student Admitted in Affiliated Colleges, recognized Institutions	Post to be sanctioned as per strength of students
1.	Up to 1,00,000 Student	1 Post / 250 Students i.e. 400 Post
2.	1,00,001 to 2,00,000	1 Post / 350 Students i.e. 285 Post
3.	2,00,001 to 3,00,000	1 Post / 450 Students i.e. 222 Post
4.	3,00,001 on words	1 Post / 550 Students i.e. (182 Post per 1,00,000 Students)

In addition to above the University shall be sanctioned following Posts for the Departments / Schools/ Institutes run in University Main Centre, Regional Centres/ Subcentres :

1. Each Department / School without practicals - 3 Posts upto 250 Students.
2. Each Department / School having practicals- 6 Posts upto 250 Students.
3. When the Strength is more than 250 Students in each department / School 1 Post per 100 Students in a department / School having no practicals & 2 Post per 100 Students in a department / School having practicals.
4. The number of non-teaching post in departments/schools/courses under the purview of apex central councils should be as per the norms of respective councils.
5. In Library on the University Main Centre, Regional Centres/ Sub centres, 1 Post per 250 Students of all Departments/Schools/Institutes should be sanctioned from Groups C & D taken together.
6. In Sports department/section on the university Main Centre, Regional Centres/ Subcentres 1 post for every 500 students.

   Provided that -

   i. Above number of posts does not include statutory posts such as Vice-Chancellor, Registrar, Dean, Directors/ Joint. Directors/ Deputy. Directors, etc.
   ii. The number of posts should be distributed in 4 Groups such as Group A 7%, Group B 6%, Group C 55% & Group D 32% (Percentage includes administrative, Non-Technical as well as Technical Posts). Posts should be filled in minimum pay scale and minimum grade pay in that Group or the lowest scale and/or the lowest Grade pay in that group, declared by the government in official gazette from time to time.
   iii. The University shall review every year, the strength of students and number of posts sanctioned and shall obtain the sanction of the Government for additional posts (if any). For this/her purpose the strength of students on the date of 1st October of the reviewing academic year will be considered.
   iv. The strength of students under table is the strength of students of all Classes (i.e.1st year to 5th year as applicable) of UG and PG grant-in-aid and non-grant affiliated colleges, conducted colleges/institute and recognized

institutions excluding the departments/schools of the university campus or sub campuS11.

III : APPOINTMENTS

S11.21. Appointments:

1. Except as otherwise provided, all appointments shall be made by the Competent Authority and appointment orders shall be issued under the signature of the Registrar.
2. The appointing Authority may temporarily appoint an employee to officiate in any higher post for a period not exceeding eleven months or till a regular appointment is made whichever is earlier. The principle of the seniority-cum-merit shall be observed in promoting the employee up to the Superintendent.

S11.22. Temporary Appointment:

1. Temporary appointment means an appointment made on purely temporary basis either in a permanent post, temporary vacant post and tenure post or against a temporary position.

2. When temporary vacancy occurs by reason of leave or illness the university may temporarily appoint an employee to officiate in any higher post for a period not exceeding eleven months or till the regular person resumes on his/her duty whichever is earlier. The principle of seniority cum merit shall be observed in promoting the employee.

3. When temporary vacancy occurs by any other reason the university may temporarily appoint an employee for a period not exceeding eleven months or till a regular appointment is made whichever is earlier.

S11.23. Probation:

1. The candidates selected and appointed by selection, shall be on probation for a period of 1 year. During the period of probation, the performance appraisal shall

be undertaken after first six months and then in next three months. The concerned candidate shall be informed about the performance appraisal report. If the performance is found to be unsatisfactory probation period may be extended by one more year.

2. The employee appointed to officiate in higher post for a temporary period shall not be considered to be on probation.

3. During the period of probation, the employee shall comply with conditions of successful completion of probation, prescribed by the Competent Authority from time to time.

4. The Head of the Department/Section (Assessing Authority) under whom the employee on probation is working shall send to the Registrar his/her report about his/her work and conduct, after every six months from the date of the joining. The deficiencies, if any, mentioned in the report shall be conveyed to the employee on probation.

5. The assessing Authority under whom the employee on probation is working shall send to the Registrar at least one month before the expiry of probationary period, a report about the work and conduct of the employee with specific recommendations for his/her confirmation in service or otherwise. When he recommends action other than confirmation, he should furnish sufficient particulars about the probationer's performance and conduct in support of his/her recommendation.

6. On receipt of each report, the Registrar shall place the report and the recommendations of the Assessing Authority before Competent Authority for consideration. The Competent Authority may

a. confirm the probationer in service, from a specific date, or
b. extend his/her probationary period, maximum by one year, six months at a time, on expiry of which she/he shall either be confirmed or his/her/her service shall dispensed with, or
c. terminate his/her service, or

d. revert his/her/her to the post held by his/her/her, if any, under the same university, prior to his/her appointment on probation. Provided if the person on probation enjoys leave, except casual leave, his/her/her probationary period shall be deemed to have been extended to the extent of leave taken by his/her/her

e. If on the opinion of the Appointing Authority, the work or behavior of any probationer or during the period of the probation is not satisfactory the appointing authority may without assigning any reason terminate the services of the probationer at any time during the period of his/her/her probation, after giving his/her/her one month's notice.

S11.24.Substantive Appointment:-

1. A person shall be appointed on probation only against a substantive vacancy and on completing his/her probation period satisfactorily; she/he shall be confirmed in the service of the university by an order of the Competent Authority.

2. When the employee is given 'substantive appointment', the post to which she/he is so appointed shall be permanent vacant post on which no other employee holds a lien. She/he shall acquire a lien on the basis on which she/he is confirmed. The Competent Authority may appoint the employee in a provisionally substantive capacity to a post on which another employee holds a suspended lien.

3. Provisional substantive appointment of the employee in a post shall cease to be operative as soon as the other employee who holds a suspended lien of that post reverts to the post.

4. The Competent Authority may suspend lien of the employee who is on deputation to Foreign Service, if there is a reason to believe that she/he will remain away from the post on which she/he holds a lien, for a period of not less than five years. The Lien shall not, however, be suspended if the employee on the deputation to Foreign Service is deemed to retire within a period of three years from the date of his/her/her deputation.

5. In case the employee on deputation fails to revert back to his/her original post in the university after three years, then she/he shall automatically loose claim on his/her/her substantive appointment, unless otherwise directed.

6. Suspension of lien may be sanctioned with retrospective effect from the date, the employee is absent from the post on deputation to Foreign Service. In such cases, provisional substantive appointment to another employee may be given from the respective date. Employee's lien on a post, which has been suspended in accordance with cause 4 above, shall revive as soon as she/he reverts to his/her/her post.

7. The lien of the employee on any post shall not be terminated under any circumstances. The lien shall cease to be operative when she/he ceases to be in the service of the University; by virtue of his/her/her retirement, resignation, discharge, dismissal, acquiring a lien in a higher post or absorption in foreign service.

8. The employee, who is given provisional substantive appointment to a post, shall be given a fully substantive appointment and shall acquire a lien, when the suspended lien of another employee on that post ceases to be operative in accordance with the preceding provision.

9. Subject to the provisions of these rules whenever any employee is rendered surplus in the cadre for the reasons such as the reduction in the strength of cadre; return of the senior employee from deputation or from leave; by reversion of the senior employee from higher cadre to the lower cadre; for joining of the employee by selection in the cadre; etc. the junior most officiating employee shall be reverted to the lower cadre.

10. Subject to the provisions of these rules, the employee either confirmed or officiating may be reverted to the post in the lower cadre, as a measure of punishment, provided, she/he holds such a post in the lower cadre under the ~~same~~ university.

S11.25. Service:-

1. A person appointed in the service in Groups A to D posts shall be required to sign the undertaking or the agreement as prescribed.

2. The service of a person under the University commences from the date on which she/he joins his/her first appointment provided she/he reports for duty on that day before 12 noon, otherwise from the next day.

3. The service of the employee on return from leave or from Foreign Service shall commence from the date provided she/he assumes charge of the post before 12 noon, otherwise from the next date.

4. The service of the employee under the same university in the cadre shall cease from the date on which he relinquishes his/her post, for whatever reason before 12 noon, otherwise from the next date.

S11.26. Lien:-

1. It is obligatory on the competent authority to sanction Lien to a permanent and confirmed employee provided

a. She/he applies in writing to the competent authority for lien.
b. She/he chooses to join to the post of same pay scale or higher pay scale under same or different university or under the college or recognized institution.
c. Ordinarily, the initial period of lien shall be of two years, to be extended on express request by the foreign employer, on express consent by the employee, which shall not exceed five years at a time.
d. If she/he chooses to join on tenure post, the competent authority should sanction the lien for the period of tenure.
e. The period of lien shall be treated as continuous service and shall count for increment, promotions, leave, pensionary and allied benefits,etc.

2. When the employee is given substantive appointment, the post to which she/he is so appointed shall be permanent vacant post on which no other employee holds a lien. She/he shall acquire a lien on the basis on which she/he is confirmed. The

Competent Authority may appoint the employee in a provisionally substantive capacity to a post on which another employee holds a suspended lien.

3. Provisional substantive appointment of the employee in a post shall cease to be operative as soon as the other employee who holds suspended lien of that post reverts to the post.

4. The Competent Authority may suspend lien of the employee who is on deputation to Foreign Service, if there is a reason to believe that he will remain away from the post on which he holds a lien, for a period or not less than five yearS11. The lien shall not, however, be suspended in the employee on deputation to Foreign Service is deemed to retire within period of three years from the date of his/her/her deputation.

S11.27.Deputation:-

Maharashtra Civil Services (Joining time, Foreign Service and payments during suspension, dismissal and removal) Rules 1981 will be applicable for deputation of employees on Foreign Service.

S11.28.Foreign Service:-

1. On requisition by an organization (hereinafter referred to as Foreign Employer) and on express consent by the employee, the Competent Authority may by special resolution place the services of the employee at the disposal of the foreign employer.

2. The position with the foreign Employer and the terms and conditions of the service there under should not be too attractive to distract him or any other employees in his/her/her cadre. The terms and conditions shall be decided by the Competent Authority in consultation with the foreign Employer.

3. The employee shall be treated to be on deputation from the date she/he relinquishes his/her charge till she/he resumes the charge on repatriation from the foreign employment.

4. Ordinarily, the initial period of deputation shall be of two years, to be extended on express request by the foreign employer, on express consent by the employee, and resolution by the Competent Authority specifying the period of extension, which shall not exceed five years in total. The period of deputation shall be treated as continuous service and shall count for increment, promotions, leave, etc.

5. When the employee is due for promotion or reversion under the Competent Authority, his/her services shall be recalled. However, if the Foreign employer requests for his/her continuation and agrees to extend him/her the benefits of promotion the Competent Authority may allow the employee to remain in foreign service and shall be entitled for the benefits of promotion from the date on which the employee next below him stands promoted.

6. The Competent Authority may recall the services of the employee by intimating the employee and the foreign employer three months prior to the date from which she/he is proposed to be recalled. The Foreign employer shall make necessary arrangements to release the employee from that date.

7. The Foreign Employer may request, by giving three months notice to Competent Authority and to the employee, that the services of the employee may be recalled. The Competent Authority shall make necessary arrangements to recall the services of the employee.

8. The employee may request the Competent Authority and the foreign employer to revert him/her in the services of the Competent Authority by giving three months intimation. The Competent Authority in consultation with the foreign employer shall make necessary arrangements to revert the services of the employee.

9. The Foreign employer shall on the annual basis, make contributions to the Competent Authority towards Leave salary, Contributory Provident Fund and Gratuity at the rate prescribed by the Competent Authority from time to time and intimate the same to the employee.

10. The employee in service of the foreign employer shall be entitled to leave, benefits of surrender leave and leave salary, and the foreign employer shall be liable to the remission of proportionate leave salary, contribution.

11. The employee shall be granted reasonable joining time as admissible under the rule while proceeding on foreign services and while reverting there from.

12. The employee on deputation to any organization shall have to revert to his/her parent service before she/he accepts deputations to another Organization.

13. The employee seeking prolong study leave for studies not directly connected with his/her foreign services but connected with his/her parent services shall apply to the Competent Authority through the Foreign Employer for such study leave and shall have to revert to his/her parent service before proceeding on such study leave.

14. The foreign employer may grant to the employee study leave for pursuing studies connected with his/her foreign service, and such period shall also be treated as Foreign Service. The period of such study leave shall be intimated by the foreign employer to the University

S11.29.Seniority:-

1. The seniority of the employee in a cadre shall be determined on the basis of date of continuous service in that cadre.

2. The employee confirmed in a permanent post shall rank higher to that appointed in officiating capacity. The seniority of the employee confirmed in a cadre shall be determined on the basis of the date of confirmation in that cadre.

3. If more than one employee is appointed by open competition or on recommendation of the Selection Committee and if they complete their probation within normal uniform probationary period, the seniority of the candidates selected at the same interview shall be in the order in which they are ranked by

the Selection Committee, irrespective of the dates of their joining the duties or the dates of their confirmation :

Provided that, in case the probationary period of the employee appointed on probation is extended beyond the normal period of probation and his/her date of confirmation having been postponed to any subsequent date, his/her seniority shall be determined with reference to the date from which she/he completes his/her probationary period.

4. The employee promoted to a post in higher cadre shall rank below those employees in that cadre on the date of his/her promotion irrespective of their inter se-seniority in the lower cadre. The employee promoted to a post in higher cadre earlier shall be considered senior to the employee promoted to that cadre at a later date, irrespective of their respective seniority in the lower cadre or the pay drawn.

Explanation. – If the promotion of junior employee to the post in higher grade is ordered temporarily because the senior employee is not immediately available for taking the charge of the post in a higher cadre either on medical grounds or on other personal grounds she/he shall not lose his/her original seniority.

5. The employee reduced to a lower cadre by reversion shall be considered senior most in the lower cadre unless the authority ordering such reduction or reversion directs that he shall rank in such lower grade or cadre next below any specified member thereof.

6. The employee who requests for change in the cadre of equivalent level, the Competent Authority may examine the merits of the request and relative utility in granting the request, and may grant the same. In such case, the employee shall rank lowest in the seniority and the date of order of transfer of cadre shall be considered as a continuous officiating date in that cadre.

7. If the Competent Authority is of the opinion that the services of any employee are more useful in another cadre of equivalent level, the Competent Authority may by order transfer the employee to the other cadre. In such case, the employee shall rank at the appropriate place with reference to the date of his/her continuous

officiating or confirmation in the former cadre, and his/her seniority accordingly fixed in the later cadre.

8. If the employee has requested for a change from higher cadre to lower cadre, and if the Competent Authority grants his/her request, the employee shall not get higher seniority in the lower cadre than she/he would have held, had he not been so promoted.

9. The Seniority list of all the employees in a cadre shall be prepared and maintained upto date by the university. The seniority list so prepared shall be circulated in April every year among the employees concerned and their signatures obtained. Any subsequent change made in the seniority list from time to time shall also be similarly circulated. Objections, if any, to the seniority list or to the changes made therein shall be duly taken into consideration by the Registrar before finalizing the seniority list. Disputes, if any shall be referred to the Vice Chancellor whose decision shall be final.

S11.30. Promotion:-

1. All the appointments which are required to be made by promotion shall be notified every year.

2. Departmental Promotion Committee:

Except otherwise provided, the Departmental Promotion Committee (D.P.C.) for the Group **A to D** posts shall consist of the following members, namely: —

a. Registrar – Chairman
b. Senior Professor having experience not less than 5 years to be nominated by the Vice Chancellor
c. Senior Administrative Officer having experience not less than 5 years to be nominated by the Vice Chancellor.
d. The Deputy Registrar (if she/he himself/herself is not the candidate) - Member Secretary

Provided that

i. For the posts of Technical nature, an expert or the concerned Head of the Department who have special knowledge in concerned field is to be

nominated, in addition, as a member of the departmental promotion committee by the Vice Chancellor.

ii. If the posts are reserved for backward class / woman / minority /PWD (Person with Disability) and if no member of the departmental promotion committee belongs to the concerned category, one member of the concerned category be nominated, in addition, as a member of the departmental promotion committee by the Vice Chancellor.

iii. The departmental committee shall also see that the employee to be promoted has undergone departmental examinations and also see that he has successfully completed the requisite training as prescribed by the State Government from time to time.

3. The promotion of the employees of the university shall be only of two tiers, consisting of interview and qualifying written test, however, in case of the technical post requiring technical/practical skill, it shall be three tiers including technical/practical skill test along with interview and qualifying written test.

4. The date of the meeting of every Departmental Promotion Committee shall be so fixed, that each member of the committee and candidates could be informed at least one week prior to the date meeting.

5. The quorum to constitute the meeting of every Departmental Promotion Committee shall be one third of the total members of the committee or three whichever is more.

6. The Departmental Promotion Committee shall recommend the name/s of employee/s to be promoted by judging the merits of each candidate in accordance with confidential report of previous three years, written test, technical/practical test (if any) and interview.

7. The average grading of confidential report of employee for previous three years should be B+ or above for promotion to the group A.

8. The average grading of confidential report of employee for previous three years shall be B or above for promotion to the group B, C, and D.

9. The average grading should be calculated by assigning the values as under:

Grade	Value
A+	5
A	4

B+	3
B	2
B-	1
C	0

Explanation:

a. For example if the grading of employee for last three years is A+, B+ and C then the average grading will be (5+3+0) divided by 3 (years) = 2.66 ≈ 3, (i.e. the average grading will be B+)

b. The calculated sum should be rounded off to nearest digit, however, if it is 0.5 and above it should be rounded to next digit and rounded to lower digit if it is less than 0.5.

10. The University administration shall take the review of post/s to be vacant for promotion in the next year at the end of March and September every year and notify it on University website.

11. The university administration shall prepare the list of senior most employee/s due for promotion on the post/s vacant by verifying qualification, experience and confidential report.

12. The University administration shall conduct the written test and or practical/technical test before interview.

13. The University administration shall submit the report of action taken on clause number 11 and 12 before Departmental Promotion Committee and the committee shall recommend the names of employees to be promoted on the vacant posts, taking into consideration the performance of the employee in interview as well as written test, practical/ technical test (if any).

14. The appointing authority shall make promotion of the candidates as recommended by the Departmental Promotion Committee.

Provided that, where the Appointing Authority in respects of Group A post proposes not to promote employee/s as per the recommendation of Departmental Promotion Committee, she/he shall record its reasons in writing and submit the recommendations of the Departmental Promotion Committee and the reasons to the Executive Council whose decision shall be final.

Further provided that, where the Appointing Authority in respects of Group B, C and D posts propose not to promote employee/s as per the recommendation of

Departmental Promotion Committee, she/he shall record its reasons in writing and submit the recommendations of the Departmental Promotion Committee and the reasons to the Vice Chancellor whose decision shall be final.

S11.31.Assessment and/or Confidential Report:-

1. The Assessing Authority under whom the employee on probation is working shall send to the competent authority his/her report about work and conduct at the end of every six months from the date of his/her joining. The last report about the work and conduct of the employee on probation shall be sent to the competent authority so as to reach him/her three months prior to the date of completion of his/her probationary period.

2. The Assessing Authority shall prepare the confidential report of permanent employee for the period ending 31st March every year, in respect of every employee placed under his/her control for the time being. If the employee is placed under the Assessing Authority for a broken period not ending on 31st March, the Assessing Authority shall write the assessment report for such period as the employee was working under him/her.

3. The confidential report written by the Assessing Authority shall be reviewed by the Officer who is directly superior to such Assessing Authority. Such a Reviewing Authority shall carefully examine the remarks adverse or outstandingly good in character and verify the same with the factual position and satisfy himself/herself about the said remarks. If the Reviewing Authority does not agree with the remarks of the Assessing Authority, she/he shall state the reasons for not agreeing and shall record his/her own assessment about the work and conduct of the employee.

4. The annual confidential reports of an employee shall be the basis for determining 'merit'. The record of service shall be deemed to be satisfactory if there is nothing adverse in the report for previous three years. Adverse remarks not duly communicated in writing to the employee shall be disregarded for the purpose.

5. Remarks in the confidential report which are either adverse or outstanding in character shall be brought to the notice of the employee in writing within one month. Whenever minor irregularities occur, they shall be brought to the notice of the employee orally by the Assessing Authority.

6. A photocopy of the confidential report shall be provided to the employee by 30th June of every year.

7. The following shall be the Assessing/Reporting Authority and Reviewing Authority :-

Sr.No.	Employees	Reporting Authority	Reviewing Authority
1.	Employees in Group A	Directors/ Registrar/ under whom he is working directly.	Vice Chancellor
2.	Employees in Groups B, C and D	Head/Directors/Officer/Supervisor under whom he is working.	Registrar
3.	Technical/Laboratory/Library/Sports Staff	Head/Directors/Officer under whom he is working.	Registrar

8. The employee who has been communicated adverse remarks may within 30 days of receipt of such communication represent his/her case in writing to the Reviewing Authority. The Reviewing Authority may obtain the remarks or the Assessing/Reporting Authority before she/he decides whether the adverse remarks be expunged or otherwise. The decision of the Reviewing Authority shall be final.

9. Yearly confidential report in respect of each employee shall be maintained as prescribed and shall be taken into account at the time of promotion and at any other time when necessary.

10. A personal file shall be opened for every employee immediately on his/her appointment in the University, and all orders and papers in connection with his/her official record shall be properly filed therein.

11. The confidential files including the confidential Reports of the Group A and Group B Officers shall be maintained by the Registrar.

12. The Confidential files including the confidential reports for other staff in the Colleges shall be maintained by the Registrar/Superintendent.

13. Annual Confidential reports and other reports of all university employees shall be in the custody of the Registrar.

S11.32. Service book:-

1. Service-Book shall be maintained in the prescribed booklet by the Registrar or any other duly authorized person by the Competent Authority, for every employee appointed substantively or in an officiating capacity to a permanent post or appointed to hold for the first time a temporary post but not a post of purely temporary nature. The service-book shall contain the record of service of each employee covering all essential events in his/her official career such as : (i) his/her first appointment, (ii) his/her subsequent appointments to higher grades whether in an officiating or substantive capacity, (iii) increments (with dates) sanctioned to him from time to time (iv) punishment with relevant office order in the matter, (v) all kinds of leave except casual leave, granted to him/her from time to time, lien, etc. (vi) any reward or appreciation of work.

2. It shall be the responsibility of the Registrar to keep service record up-to-date of an employee by making with reasonable time, entries in respect of his/her different appointments, leave, etc. The office orders in respect of important changes shall be quoted against the respective entries. The service-books shall be in the safe custody of some responsible person in the office, and shall on no account be allowed to remain with the employees concerned. If however they so desire, they may be allowed to peruse the entries in their service-books to ensure

that the record of their service is correctly maintained. Personal certificate of character should not be entered in the service-book. All such entries shall be completed, and at the end of every year be shown to the employee and his/her signature be obtained thereon.

3. The duplicate copy of the service-book shall be supplied to the employee and shall be brought up-to-date from time to time.

4. When the employee is reduced to a lower rank, removed or dismissed from the service, or suspended from employment, the reasons for such reduction, removal, dismissal or suspension as the case may be, shall be briefly stated in the service-book, such entries shall be carefully checked and attested by the officer of the College authorized to maintain the service-books.

5. At the time of joining the service of the university, the date of birth of employees shall be carefully recorded in his/her service-book and shall be verified with reference to the documentary evidence and a certificate to that effect shall be recorded stating the nature of document relied on, such as School Leaving Certificate, Certificate, Extract of Birth Register or any other evidence. Horoscope or an Affidavit shall not be considered as an authenticated document for this/her purpose:

Provided that in respect of an employee already in the service on the date on which these rules come into force and in whose case the date of birth has not been recorded and duly verified or has not been properly recorded as prescribed shall be required within one year to produce the documentary evidence or a certificate as prescribed or appear before the Medical Authority. The date of birth in respect of such an employee shall be assumed to correspond to the date of the certificate by the Medical Authority reduced by number of years representing his/her age is certified:

Explanation –

a. In case the year of the birth is known but the month and date are not known, first of July of that year shall be taken as his/her date of birth. When the year and the month of the birth, are known and exact date is not known, 16^{th} of that month shall be treated as his/her date of birth.

b. The Competent Authority shall, after satisfying itself about the *bona fides* of the order in the entry regarding date of birth, issue order for correction to be made in the service-book and attest the correction thereof. Any such correction shall be brought about only within a period of five years from the date of his/her joining, and no correction shall be made there-after under any circumstances.

6. The service-books shall be taken up for verification in April every year by such officer in the university empowered for the purpose by the Vice Chancellor. The Officer so empowered shall, after satisfying himself/herself that the services for the employees are correctly recorded in the service-books in conformity with the instructions contained in these rules and also such other instructions as may be issued from time to time, record in the service-books a certificate under his/her signature to the effect that she/he has verified upto date the services of the employee from pay bills, acquaintance rolls and similar records. The service book shall be kept in digital format in the University

7. The service-book may be given to an employee after he retires or resigns or is discharged from the service without fault, an entry being first made therein to this/her effect, or in event of an employee's service terminating by his/her death, to his/her relatives on application. If no application is made within six months from the death of the employee, the service-book may be destroyed, if it is no longer required by the College.

An employee whose service is terminated by removal or dismissal, his/her service book shall be retained for a period of five years or until the employee's demise whichever is earlier, thereafter it shall be destroyed :

Provided that, if any legal proceeding in connection with the removal or dismissal has been instituted against the university by the concerned employee, the service-book shall be retained till the legal proceedings are finally disposed off by the last Court exercising appellate or provisional jurisdiction. Every care shall be taken in issuing administrative orders by the Registrar to see that service-books are not tampered with when kept in the office or during inspection by the concerned employee.

S11.33. Service record:-

1. The Appointing/Competent Authority may retain the confidential report and other reports of the employee in a separate confidential file. Any letter of appreciation for good work or memo for misdemeanor, order granting additional increment(s) or promotion, order inflicting penalty or punishment, shall be maintained in such confidential file.

2. The Vice Chancellor shall be the Competent Authority for this/her purpose only. A personal file shall be maintained for every employee immediately after his/her appointment and all orders and papers in connection with his/her official record shall be properly maintained therein.

S11.34. Absorption of surplus employees:-

Whenever any confirmed employee working on grant-in-aid post in any statutory university in the state of Maharashtra under the Act, is rendered surplus due to any reason, shall be absorbed devoid of reservation category in any of the university under the Act. The mechanism in this/her regard shall be as prescribed by the state government from time to time and the Director, Technical Education shall be the Controlling Authority for execution of process of absorption of surplus employees.

S11.35. Incapacity:-

1. The employee shall be considered to be incapacitated to discharge his/her duties either on physical grounds or on mental grounds for the reasons stated below or otherwise as may be determined by the Medical Authority.
   a. The employee may be considered to be physically incapacitated to render his/her services because of ---
      i. Physical incapacity due to accident, such as loss of limb or being seriously injured etc;
      ii. Physical incapacity due to severe illness such as paralysis, heart attack, cancer, leprosy, etc;
   b. Employee may be considered mentally incapacitated to render his/her services, if

i. she/he has lost his/her control on his/her mental functions and is incapable of foreseeing the consequences of any of his/her actions ;

ii. she/he has turned insane;

iii. She/he is not capable of meeting with the requirements of the post to which she/he is appointed, despite of his/her mental equilibrium having been properly set.

2. Whenever the employee is to be declared to be incapacitated either physically or mentally , his/her case shall be referred to the committee specially constituted by the Competent Authority for the purpose and it shall scrutinize the case thoroughly and report thereon . In support of this the Committee shall refer the case to the Medical Authority and obtain the opinion. In addition, the Committee may obtain opinion of such other persons as it may deem fit. Adequate opportunity shall be provided to the incumbent to defend his/her case either personally or through his/her representative. The Committee shall submit its report to the Competent Authority which shall take final decision in the matter. Such cases shall be considered by the Committee having regard to the prime interest of the university and sympathetic view towards the employee.

3. The mental or physical incapacity to function efficiently in his/her existing post would be treated as incapacity for continuing him in the same post or appointment in higher post, provided the incapacity is well proved. The Competent Authority may adopt such a procedure judiciously. The Competent Authority shall, however, endeavor to see whether the employee can be provided an equivalent post or any other lower post. The employee or his/her representative shall be given full opportunity to represent his/her case. The same procedure as mentioned in clause (2) shall be followed in this case.

4. The employee declared incapacitated either physically or mentally shall be discharged from the services of the university and the Competent Authority may sanction him pension, if he is otherwise eligible.

IV : PAY AND ALLOWANCES

S11.36. Scales of Pay:–

1. The employee in the service of the university shall, unless otherwise directed, be entitled to receive the pay in the prescribed time-scale of pay from the commencement upto the cessation of the service in the university.
2. The time-scale of pay including special pays, if any, for various posts in the university shall be as prescribed by Government and may be revised by Government from time to time.
3. The initial pay of the employee selected for the university service shall be the minimum of the time-scale pay.
4. In respect of the employee who expires while in service, his/her pay shall be drawn for the day on which the employee has died. The hour at which the death takes place shall have no effect on the claim.
5. Additional Charge -.
   a. The employee, who is holding charge of another equivalent post or a post of higher status than his/her original post, shall receive 20 per cent additional pay of the pay which he would have drawn, had she/he been appointed to the post, on satisfactory performance of duties of the additional post. The additional pay shall not exceed Rs. 5000 per month. The Competent Authority while sanctioning the additional pay shall record the following certificate in the Order –
      i. The second post of which additional charge is held shall not be subordinate to the original post:
      ii. There has been specific addition to the work and responsibilities.
      iii. The second post is an independent post and has an independent jurisdiction.
   b. The additional pay shall be admissible, if the period of additional charge is more than 15 days and less than six months.

c. An employee holding one post when placed in charge of the duties of a subordinate post shall not receive any additional pay for the additional work.

S11.37. Pay on Placement in higher grade/scale:–

1. On placement in higher grade / scale, either in a substantive or in an officiating capacity, to a post belonging to Group A to D carrying higher time-scale of pay or on appointment to a post carrying higher duties and responsibilities, the initial pay of the employee in the higher post shall be fixed at the minimum of the higher time-scale of pay, or at the stage next above the pay notionally arrived at by increasing his/her pay in the lower post by one increment at the stage at which such pay is accrued, whichever is more.
2. If the employee has reached the maximum of the time-scale of pay in the lower post, his/her notional pay for the purpose of this/her rule shall be arrived at by increasing that pay by adding an amount equivalent to the last increment.
3. If the conditions laid down in clause (1) are not satisfied, she/he will draw as initial pay of the stage of the time-scale of pay next above his/her pay in respect of the lower post.
4. The period(s) for which the employee has served in the said or similar or higher approved grant in-aidpost under the college / recognized institution, such period shall be counted for calculation of increment and fixation of pay on promotion.
5. If the appointment to the higher post is for less than 15 days the employee may be placed in-charge of the current duties of the post but no formal appointment to officiate shall be made, unless formal appointment is essential in order to provide for the exercise of statutory powers. The employee shall not, in such cases, be entitled to fixation of pay in the higher time-scale of pay.

   Explanation - If an employee has previously held the same post or another post on the same or identical time-scale then save as provided under these rules, his/her initial pay shall, not be less than the pay other than the special pay, personal pay or emoluments classed as 'Pay" under these rules which she/he had drawn on the last such occasion, and she/he shall count the period during which she/he drew that pay on such last and any previous occasion for increments in the stage of the time equivalent to that pay.

S11.38. Pay on Reversion:–

1. The employee on reversion shall draw pay in the lower time-scale of pay, not less than that which he would have drawn, had he not been so promoted before reversion, provided that in case the employee is reverted as a measure of punishment on account of misconduct, the Competent Authority may fix his/her pay at any lower stage in the lower time-scale of pay.
2. When the employee is reverted on account of misconduct or inefficiency to a post carrying lower time-scale of pay, and is subsequently promoted or reinstated, his/her previous service in the post from which, she/he was reverted, shall count for increments unless the Competent Authority declares that it shall not be counted either in whole or in part.

S11.39. Pay on joining time:–

An employee treated on duty shall draw the pay of the post of service to which she/he is appointed.

S11.40.Increment:–

1. The employee, having his/her pay on the time-scale of pay shall draw increment every year unless it is withheld. The benefit of increment falling due on any date of the calendar month shall be extended to the employee from the 1st of that calendar month, without affecting the date of increment. The Competent Authority may withhold, by an order in writing, the increment of the employee if his/her conduct has not been found to be good or his/her work has not been found satisfactory. The Competent Authority while ordering the withholding of the increment shall state the period for which it is withhold and whether the postponement shall have effect on future increments.
2. The Competent Authority withholding increment shall expressly state in the order the period for which increment has been stopped, and whether it shall be exclusive of any interval spent on leave before the period is completed.
3. While on promotion, the increment shall be drawn on completion of full incremental period in the new post.
4. Service rendered in the circumstances mentioned below shall count for increment in the time-scale of pay :-

a. All duty whether continuous or otherwise in a post on a time-scale of pay,
b. Authorized leave other than extra-ordinary leave.
c. Extra-ordinary Leave on medical grounds with the permission of the Director of Technical Education, Maharashtra State

Provided that, in exceptional circumstances, if employee is required to avail of extra-ordinary leave for reasons beyond his/her control, the Competent Authority may with the previous approval of the Director of Technical Education, Maharashtra State, by an order in writing direct that the absence of leave without pay shall not affect his/her normal date of increment.

d. The duty performed by an employee in higher post in officiating or temporary capacity, on reversion to the lower post.
e. The service rendered in unaided college or recognized institution or university in a post carrying time-scale of pay after fixing his/her pay notionally considering that he had been in grant-in-aid provided that he shall submit updated service book and his/her appointment shall have made by the Selection Committee as prescribed.
f. The service rendered in a post carrying time-scale of pay during the period of probation, subject to the following conditions namely,
    i. The first increment shall be released on completion of one year of the probationary period and the subsequent increment shall be released on completion of the probationary period satisfactorily.
    ii. A probationer whose probationary period is extended on account of failure to pass departmental examination within the prescribed time limit or on account of leave taken by him/her during the probationary period shall be allowed to draw, on his/her appointment on that post on long term basis after completion of probationary period satisfactorily, such pay as he would have drawn had she/he not been on probation and consequential arrears.
    iii. A probationer whose probationary period is extended on account of unsatisfactory performance should be allowed to draw second increment only with effect from the date of satisfactory completion 'of the probationary period and shall not be eligible for arrears.

g. Period spent on deputation to Foreign Service.

5. The employee on authorized leave shall draw the annual increment falling due during the leave period on resumption of duty after expiry of leave.

S11.41. Personal Pay:–

The Competent Authority may grant personal pay to the employee to save him/her from loss of substantive pay, in respect of a permanent post, other than a tenure post due to revision of pay or due to any reduction of such substantive pay otherwise than as a measure of disciplinary action.

S11.42.Other Allowances:-

1. The employee working in the time-scale of pay shall be entitled to the Dearness Allowance, Compensatory Local Allowance, House Rent Allowance and such other allowances as may be sanctioned by Government from time to time to its employees working in equivalent scales of pay.
2. For the purpose of calculating allowances which are related to pay, the term pay shall include basic pay, additional pay, officiating pay, personal pay or special pay, if any. The allowance except cash allowance (i.e. allowance sanctioned for handling cash), typing allowance, shorthand allowance, shall not, however, count as pay for this/her purpose.
3. In case where both husband and wife are employed under the university, they shall draw dearness allowance, if otherwise, admissible to them.
4. Dearness Allowance may be drawn during the period of any kind of leave except extra-ordinary leave.
5. The House Rent Allowance shall be admissible to employee at the places and at the rates as sanctioned by Government to its employees working in equivalent scales of pay, from time to time. When an employee is provided with the residential quarters by the university either on rent free basis or on rental basis he shall not be entitled to House Rent Allowance.

S11.43.Leave Salary:-

1. The employee on authorized earned leave shall be entitled to the pay, drawn by him/her immediately prior to the commencement of leave, plus allowances admissible on that pay.
2. The employee on authorized half pay leave or on leave not due shall be entitled to half of the basic pay drawn by him immediately prior to the commencement of half pay leave or leave not due, as the case may be plus the allowances admissible on that pay.
3. The employee on authorized commuted leave is entitled to leave salary equal to the amount admissible under sub-clause (1).
4. The employee who is granted leave not due shall be entitled to leave salary equal to the amount admissible under clause (2).
5. The employee who is granted special disability leave shall be entitled to leave salary equal to the amount admissible under clause (1) for the first 120 days and for the remaining period, at equal to the amount admissible under clause (2).
6. The lady employee on authorized maternity leave shall be entitled to:
    a. leave salary admissible under clause (1) in case the employee is permanent.
    b. leave salary admissible under clause (1), in case of temporary employee, who has put in not less than one year continuous service.
    c. leave salary admissible as under clause (2), in case of temporary employee who has put in more than one year continuous service but less than two years continuous service.
    d. the temporary female employee with less than one year service shall not be entitled to any leave salary.

7. The employee who is granted study leave shall be entitled to leave salary equal to the amount admissible under clause (2), in case the employee is in receipt of any stipend or scholarship or any other monetary assistance during such leave; otherwise he shall be entitled to leave salary equal to the amount admissible under sub-clause (1).

8. The employee on extra-ordinary leave shall not be entitled to any leave salary.

9. The employee on leave which is not authorized shall not be entitled to any leave salary.

10. The employee on authorized leave shall be entitled to pay, personal pay, compensatory local allowance, dearness allowance, house-rent allowance but shall not be entitled to additional pay, officiating pay and special pay if any.

11. The employee who has been authorized to surrender leave, shall be entitled to the pay and personal pay drawn by him immediately prior to the commencement of the leave, plus dearness pay, dearness allowance, compensatory local allowance, as admissible under the rules, for the period of leave, so encashed. However, no house rent allowance shall be admissible.

S11.44.Encashment of Leave:

1. The authority competent to grant leave shall *suo-motu* sanction to an employee who retires on attaining the age of superannuation, the cash equivalent of leave salary in respect of the period of earned leave at his/her credit on the date of his/her superannuation, subject to a maximum of 300 days.

2. The cash equivalent of leave salary payable under sub-rule (1) shall also include dearness allowance admissible on the leave salary at the rates in force on the date of retirement and it shall be paid in one lump sum as a onetime settlement.

3. The compensatory local allowance and house rent allowance shall not be included in calculating the cash equivalent of the leave salary under this/her rule.

4. From the cash equivalent so worked out, no deduction shall be made on account of pension and pensionary equivalent of other retirement benefits.

5. A non-teaching employee who retires from service on attaining the age of compulsory retirement while under suspension shall be paid cash equivalent of leave salary under sub rule (1) in respect of the period of earned leave at his/her credit on the date of his/her superannuation, provided that in the opinion of the

authority competent to order reinstatement, a non-teaching employee has been fully exonerated and the suspension was wholly unjustified.

Explanation 1 - An employee can also avail of leave preparatory to retirement of a part of earned leave at his/her credit. In that case, he shall be allowed payment of cash equivalent of leave salary for the balance of the earned leave that remains at his/her credit on the date of retirement in accordance with sub-rule (1).

Explanation 2 - With a view to enabling the retiring employee to receive cash equivalent of leave salary in respect of the unutilized earned leave without delay, the following procedure shall be followed, namely :-

6. An employee nearing the retirement date on superannuation should inform in writing to the Authority competent to sanction leave, six months in advance of the date of retirement, if she/he desires to avail of cash equivalent of leave salary in respect of the unutilized earned leave at his/her credit on the date of his/her superannuation.

7. The Competent Authority shall after satisfying himself/herself that earned leave, if any, availed of by the concerned employee after receipt of his/her written intimation as in clause (a) is actually deducted from the earned leave due and admissible as on the date of superannuation as reported by his/her office, arrange to issue necessary orders sanctioning cash equivalent of leave salary in respect of the unutilized earned leave within a week of the date of retirement of the concerned non-teaching employee.

8. Thereafter, the Competent Authority shall within 15 days after the date of retirement, prefer a bill claiming the cash equivalent of leave salary in respect of the unutilized earned leave to the Joint Director, Technical Education

9. Payment of cash equivalent of leave salary in respect of the unutilized earned leave at the credit of the non-teaching employee retiring on superannuation shall be made irrespective of whether or not 'No Demand Certificate' from the Registrar d is received.

Explanation: - The cash payment for unutilized earned leave shall be made in the following manner:-

$$\text{Cash Payment} = \frac{\text{Pay + Dearness Allowance admissible on date of retirement.}}{30} \times \text{No. of unutilized days of earned leave at credit subject to maximum of 300 days.}$$

10. Cash Equivalent of leave salary in case of death while in service - In case of a non-teaching employee dies while in service, the cash equivalent of his/her leave salary admissible on the date immediately following the death and in any case, not exceeding leave salary for 300 days, shall be paid to his/her family without any reduction on account of pension and pension equivalent to death-cum-retirement gratuity. In addition to the cash equivalent of leave salary admissible, his/her family shall also be entitled to payment of dearness allowance only.

S11.45.Subsistence Allowance:-

1. The employee under suspension shall not be entitled to pay and allowances as prescribed in this standard code. The Competent Authority, shall pay to the employee under suspension or deemed to have been placed under suspension by an order in writing, a subsistence allowance at the following rates:

   a. A subsistence allowance at an amount equal to the leave salary which the employee would have drawn, if she/he had been on leave on half pay and in addition, dearness allowance based on such leave salary shall be payable to the employee under suspension.

   b. Where the period of suspension exceeds 3 months, the Authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first 3 months as follows,

i. The amount of subsistence allowance may be increased by suitable amount not exceeding 50 per cent of the subsistence allowance admissible during the period of first 3 months, if in the opinion of the said authority, the period of suspension has been prolonged for reasons, to be recorded in writing, not directly attributable to the employee.

ii. The amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50 per cent of the subsistence allowance admissible during the period of the first 3 months, if in the opinion of the said authority, the period of suspension has been prolonged due to reasons, to be recorded in writing, directly attributable to the employee.

iii. The rate of Dearness Allowance shall be based on the increased or on the decreased amount of subsistence allowance, as the case may be, admissible under sub-clauses (i) and (ii).

2. The employee shall not be paid the subsistence allowance unless she/he furnishes a certificate to the following effect before payment, is made every month:-

"I certify that I did not accept any private employment or engage myself in trade or business during the period in question."

If the Authority sanctioning the payment, of subsistence allowance has any reasons to doubt this/her certificate, it may ask the police authority to verify the certificate and if, the employee is found to have given a false certificate, that should be construed as an act of misconduct and it shall be made an additional charge against him/her.

3. Other compensatory allowances, if any, of which the employee was in receipt on the date of suspension shall also be payable to the employee under suspension too, such an extent and subject to such conditions as the authority suspending the employee may direct.

Provided that the employee shall not be entitled to the compensatory allowances unless the said Authority is satisfied that the employee continues to meet the expenditure for which such allowances was granted,

Provided further that, when an employee is convicted by a competent court and sentenced to imprisonment, the subsistence allowance shall be reduced to a nominal amount of rupee one per month with effect from the date of such conviction and she/he shall continue to draw the same till the date of his/her removal or reinstatement by the Competent Authority:

Provided also that, if an employee is acquitted by the appellate court and no further appeal or a revision application to a higher court is preferred and pending, he shall draw the subsistence allowance at the normal rate from date of acquittal by the appellate court till the termination of the inquiry, if any, initiated under these rules:

Provided also that, in cases falling under sub-clauses (1) and (3) where the university refuses to pay or fails to start and continue payment of subsistence allowance and other compensatory allowances, if any to an employee under suspension, payment of the same may be made by the Director of Technical Education, who may deduct an equal amount from the grant that may be due and payable or may become due and payable to the university.

4. When an employee under suspension attains the age of superannuation while under suspension, he shall be deemed to have been retired on attaining the age of superannuation and any departmental or judicial proceedings pending against him shall be continued even after his/her retirement. She/he shall not be entitled to subsistence allowance after he attains the age of superannuation. If he has opted for the Contributory Provident Fund Scheme, she/he shall be entitled to his/her share of contribution on his/her attaining the age of superannuation but she/he shall not be entitled to the university's share to the Contributory Provident Fund If he has opted for the pension-cum-gratuity Scheme, she/he shall be entitled to provisional pension not exceeding the maximum pension which would have been admissible to him on the basis of qualifying service upto the date immediately preceding the date on which he was placed under suspension No amount of Death-cum-Retirement Gratuity shall be paid to him till his/her case is finally decided.

5. When an employee who has been suspended is reinstated, the Competent, Authority to order the reinstatement shall consider and make a specific order-

   a. regarding the said period being treated as duty or 'leave' and
   b. Regarding the pay and allowance to be paid to the employee for the period of his/her absence from duty.

6. If the Authority mentioned in sub-clause (5) is of the opinion that the employee has been fully exonerated or in the case of suspension, that it was wholly unjustified, the employee shall be given full pay and allowances to which he could have been entitled to, had he not been dismissed, removed or suspended, as the case may be. In that case the subsistence allowance already paid to him/her shall be fully recovered from the arrears of the pay and allowance. The University shall bear expenditure on pay and allowances of the substitute, if any, appointed in place of the employee under suspension and the same shall not be held admissible for Government Grants.

7. In case the employee is not fully exonerated, the authority mentioned in sub-clause (5) shall specify in the order the pay and allowances to be given to such an employee which may either be equal to (i) subsistence allowance already sanctioned to him, or (ii) any other percentage of pay depending upon the merits of the case :

   Provided that the period of absence from the date of suspension to the date of reinstatement or otherwise can be converted into leave due and admissible only if the employee concerned requests the Authority mentioned in sub-clause (5) in writing:

   Provided further that the subsistence allowance, already paid to an employee, shall be fully recovered either from the pay and allowances or from the leave salary payable to him/her.

8. Subsistence allowance when to be paid:

The subsistence Allowance or arrears of pay and allowances or leave salary, as provided under sub-clauses (1), (3), (6) or (7) of S11.45 shall be payable to an

employee only after he produces a certificate that during his/her period of suspension he had not engaged himself into any gainful employment, trade, or business and the competent Authority shall pay the subsistence allowance only after he is satisfied in that respect.

9. Where the employee is entitled to the subsistence allowance or arrears of pay and allowances or leave salary, as provided under sub-clauses (1), (3), (6) or (7) of S11.45, and when the Competent Authority does not pay the same within the reasonable time fixed by the Director of Technical Education, then the Director of Technical Education, shall be competent to pay the same, direct to the employee concerned up to a period of one year subject to the following conditions, namely -

a. The employee concerned has been suspended by the Competent Authority after obtaining prior approval of the Director of Technical Education,

b. If the Competent Authority fails to obtain prior approval as provided in condition (i), the Competent Authority, shall not be entitled to the grant on the pay and allowances of the substitute, appointed in the vacancy of the suspended employee.

c. Such a direct payment to the suspended employee shall be restricted to a period of six months, within which period the competent Authority shall make all efforts to finalize the enquiry. The Director of Technical Education, shall also see that the period of suspension comes to an end as early as possible and in no case it shall extend beyond a period of one year. If the period of suspension is required to be extended beyond a period of one year, the Competent Authority or the Director of Technical Education, shall take steps, well in advance, to obtain Government's approval for extending the period of suspension as well as for the payment of amount provided in condition (i) direct to the employee.

S11.46. Travelling Allowance:–

1. The employee required to undertake tour in the course of discharge of this/her duty, shall be entitled to travelling allowance and daily allowance as per the rules and at the rates prescribed by the Government for its employees working in comparable scales of pay from time to time.

2. The employee proceeding to his/her home town or otherwise and back during leave shall be entitled to leave travel allowance (concession) as per the rules and at the rates prescribed by the Government for its employees working in comparable & scales of pay from time to time.

S11.47. Medical reimbursement allowances:-

The employee shall be entitled to medical reimbursement allowances as per Government rules made applicable from time to time.

V: LEAVE

S11.48.Leave:-

1. (a). The leave cannot be claimed as a matter of right. When exigencies of the service so require, discretion to refuse or revoke leave of any kind is reserved by the Leave Sanctioning Authority. On such recall, the employee shall report for duty forthwith. The leave sanctioning Authority may sanction or refuse the leave applied for but shall not alter the nature of the leave applied for.

(b) The employee may be granted leave only on his/her request. The employee shall not be forced to proceed on leave except on a disciplinary ground. The employee may, with the approval or the Leave Sanctioning Authority curtail the period of his/her leave. The employee, who is on leave preparatory to retirement, shall not, however, be entitled to return to duty by cancelling the unexpired portion of his/her leave.

2. The employee shall be entitled to leave in proportion to the period spend on duty and of kind to the extent specified herein below. The period spent in Foreign Service counts as duty, if contribution towards leave salary is paid, however, the period spent on leave is not counted as duty for this/her purpose. The period of suspension of the employee shall be treated as duty for the purpose. The period of suspension of the employee shall be treated as duty for the purpose in case the employee is fully exonerated by the Competent Authority from the charges for which he was suspended and reinstated in service.

3. The employee shall have to apply for grant of leave by writing/filling an application as prescribed and shall proceed on leave after due sanction:

Provided, that if the employee is required to proceed suddenly on any leave and for reasons beyond his/her control, the leave sanctioning Authority may, on satisfying itself sanction leave on his/her application which is submitted later.

4. Leave shall not be granted ordinarily to the extent by which it would deplete the strength of service or department below essential minimum. In case large number of applications is received resulting into exigency, the Leave Sanctioning Authority may ascertain at least 70% employees remain on duty and then consider the following factors while granting the applications, namely:

a. Special circumstances for which leave is requested;
b. Amount of leave due to the applicant.
c. whether applicant was recalled from his/her last leave or has been refused leave in the interest of office requirement:
d. the period and character of the service rendered by the applicant since his/her last return from leave;
e. the employee who can for the time being best be spared;
f. Whether any of the employees already on leave can be recalled to duty in order to spare any other employee for availing his/her leave under any special circumstanceS11.

5. The period of leave of the employee begins on the day on which be relinquishes charges of his/her post before 12 noon, if not, from the next day. The period of leave ends on the day the employee assumes charges of his/her post before 12 noon, if not, from the next day.

6. Except otherwise provided under these rules, any period of leave may be granted in combination with or in continuation of any other kind of leave except casual leave, subject to the limit of aggregate period of absence, as may be prescribed by the Competent Authority. Sundays and Holidays may be prefixed or suffixed to the leave.

7. The application for leave on medical grounds shall ordinarily be accompanied by medical certificate given by the Registered Medical Practitioner, indicating the nature and probable duration of the illness. The employee returning to duty from leave on medical grounds shall produce a certificate of fitness from the Registered Medical Practitioner.

8. The employee against whom a departmental enquiry is instituted or proposed to be instituted or who is proposed to be suspended or is discharged or is under orders of removal or dismissal, or has given notice of resignation shall not be entitled to leave, however, she/he may be given short leave, on condition that he becomes available for inquiry, if and when required. The employee already on authorized leave, on submitting the notice of resignation, shall cease to draw any leave salary with effect from the date from which his/her resignation is accepted. No leave can be adjusted against the period of notice of resignation.

   Provided that, on the recommendations of the Registered Medical Practitioner, the Leave Sanctioning Authority may sanction leave to such employee.

9. The employee on leave shall not accept any other employment, either part-time or full-time except casual literary work or service at public examinations.

10. If the employee overstays the sanctioned period of his/her leave without prior permission and intimation, he shall not be entitled to any leave salary for this/her period, and such absence from duty may be treated as misconduct. The

Sanctioning Authority may, however, for the reasons to be recorded in writing condone the irregularity.

11. The employee shall not be permitted to formally join the duty at the end of the leave with the intention of taking leave again within a few days.

12. If the employee frequently applies for grant of leave on medical ground with short intervals, his/her case may be referred to the Medical Authority, with a request to give its considered opinion on employee's state of health, the period required for his/her complete recovery, and also whether he is likely to be fit for duty after rest of treatment.

13. The employee discharged or removed except on account of misconduct or who has once resigned, if reappointed, shall not be entitled to claim leave in respect of service rendered prior to his/her discharge, removal or resignation, as the case may be.

14. The employee appointed on contract basis in time scale of pay shall be entitled to leave in accordance with the terms of the contract entered into by him/her with the Competent Authority.

S11. 49. Casual Leave:–

1. (a). The employee shall be entitled to 8 days casual leave in a calendar yearor as preserved by the Government from time-to-time

(b) Permission for casual leave in writing shall ordinarily be obtained before the day from which casual leave is required. In exceptional circumstances where application of casual leave cannot be submitted before the leave begins ex-post-facto sanction for casual leave shall be obtained by the employee.

In exceptional circumstances Leave Sanctioning Authority may grant ex-post-facto sanction to the casual leave which was not previously approved. If the Leave Sanctioning Authority is not satisfied about the exceptional circumstances, the casual leave availed of without prior permission may be treated as leave without pay.

Mass casual leave shall not be treated as casual leave. It shall be treated as unauthorized absence and dealt with accordingly. The action to go on mass casual leave shall be treated as misconduct.

c. The employee shall be entitled to not more than six days casual leave at a time. The same may be prefixed or suffixed with holidays or Sundays provided that the period of total absence does not exceed ten days at a time. Any number of Sundays and/ or Public Holidays are permitted to be prefixed/or suffixed so also a holiday or a series of holidays are permitted to interpose between the period of casual leave. However, the total period of casual leave and holidays enjoyed in continuation at one time should not exceed ten days.

d. The casual leave cannot be combined with any other kind of leave except duty leave/on duty leave/special casual leave.

e. The casual leave for half day can be granted to an employee. Absence on Saturday where it is observed as half working day shall be treated as casual leave for full day.

f. The following kinds of special casual leave which shall not be debited to the casual leave admissible to an employee shall be granted, namely:-

Special Casual Leave under the Family Planning Scheme:-

Sr. No.	**Occasion**	**Special Casual Leave Admissible**
i.	Vasectomy or tubectomy operation.	Not exceeding six working days.
ii.	Female Employees undergoing non-puerperal sterilization.	Not exceeding 14 days.
iii.	Female employees undergoing I.U.C.D. insertion	For a day subject to production of a medical certificate.
iv.	Employee whose wife under	Not exceeding seven days,

	goes a Gynaec. Sterilization non-puerperal tubectomy)	subject to production of a medical certificate.
v.	Employees whose wife under goes Tubectomy operation immediately after the delivery	Not exceeding four days, subject to Production of a medical certificate.
vi.	Anti-rabid treatment…	Upto 3 weeks
vii.	Participation in national or international sportS11.	Upto 30 days, subject to the provisions of explanations 1 and 3.
viii.	Mountaineering ….	Upto 30 days, subject to the provisions of explanations 2 and 3.
ix.	Free Blood Donation….	One day (either on the same day or on the very next day of donation of blood but not to any other subsequent day.)

Explanation for i & ii - The special casual leave may be combined with ordinary casual leave or regular leave provided the application is supported by a medical certificate.

Explanation for iii & iv - The special casual leave may be combined with ordinary casual leave or regular leave provided the application is supported by a medical certificate by a doctor who actually performs the operation to the effect that the presence of the employee is essential to look after his/her wife during the period of leave.

Explanation 1- Grant of Special Casual Leave for participation in National or International sports shall be –

a. For participation in sporting events of national or International Importance.
b. When the employee is selected for such participation –

1. In respect of International Sporting events be National Sports Federation or Association recognized by the All India Council or Board and approved be Ministry of Education of Government of India, or
2. In respect of national importance when the sporting event in which participation takes place is held on an Inter-State, Inter-Zonal or Inter-Circle basis and the employee takes part in the event in a team as a duly nominated representative on behalf of the State, Zone or Circle and when he participates in his/her personal capacity.
3. When an employee is selected or sponsored for attending, coaching a Training Camp or All-India Coaching or Training Schemes or his/her service are utilized as Umpire for such sporting events.

*Explanation 2- S*pecial casual leave for Mountaineering shall be admissible when the expedition is approved by the Indian Mountaineering Foundation.

Explanation 3- If an employee participates in National or International Sporting event and also in mountaineering the total special casual leave shall not exceed 30 days, in a calendar year.

g. Account of casual leave and special casual leave availed by the employee shall be maintained separately.

h. Leave sanctioning Authority may refuse casual leave if it is requested on flimsy pretext. The Leave Sanctioning Authority shall have the power to grant casual leave in proportion to the period from 1stJuly of the year to 30thJune of the next year and the casual leave availed of until then. The Leave Sanctioning Authority may grant leave without pay of shorter duration if no casual leave is available to the account of the employee.

i. The employees belonging either to Group B, Group C or Group D, if asked to work on Sundays or holidays by the Competent Authority in writing shall be entitled to have compensatory holiday to be availed within the period of Six Months. Compensatory Holidays can be prefixed or suffixed or both to the leave due or holiday.

S11.50.Earned Leave:

1. An employee who is not entitled to vacation shall be entitled to the earned leave at the rate of one eleventh of the period spent on duty, subject to the accumulation of maximum of 300 days of leave.

2. The employee may be granted not more than 210 days earned leave at a time

3. A permanent employee who is entitled to vacation shall not be entitled to any earn leave in respect of duty performed in any year, in which she/he himself/herself avails full vacation.

4. If, in any year, the permanent employee entitled for vacation does not avail himself of any vacation, earn leave shall be admissible to him/her in respect of that year provided that the appointing authority has recorded such earn leave in the service book and endorsed by Joint Director Technical Education or the case may be, subject to the accumulation of maximum of Three Hundred days of leave.

5. The employee who retires on superannuation or who dies while in service shall be entitled to the benefit of cash equivalent of unutilized earned leave standing to his/her credit, on the date of such retirement or death, as the case may be.

S11.51.Leave on Half Pay:-

1. The employee including an employee who is entitled to vacation shall be entitled to leave on half pay to the extent of 20 days for every completed year of service. The leave so earned can be accumulated without any limitation. The employee shall not be entitled to leave on half pay during the first year of his/her service. The leave on half pay due may be granted to the employee either on medical ground or for private reasons. The leave requested on medical ground shall have to be supported with the certificate from the Registered Medical Practitioner.

Explanation – The period of suspension, if any, finally treated as suspension shall be excluded for counting completed years of service for this/her purpose.

2. If an employee is on leave on the day on which he completes a year of service, he shall be entitled to half pay leave without having to return to duty.

S11.52. Commuted Leave:-

1. The employee may with the approval of Competent Authority, commute leave on half pay at his/her credit on medical grounds on the following conditions, namely :-

   a. The commuted leave shall be debited to the account of leave on half pay at the rate of twice the number of days actually availed of,

   b. No commuted leave shall be granted under this/her rule unless the authority competent to sanction leave is satisfied that there is reasonable prospect of the employee returning to duty on it expiry.

   c. The authority competent to grant leave shall obtain an undertaking from the employee that in the event of his/her resignation or retiring voluntarily from service she/he shall refund the difference between the leave salary drawn during commuted leave and that admissible during half pay leave.

2. Where an employee who has been granted commuted leave resigns from his/her service or at his/her request is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered:

   Provided that not such recovery shall be made if the retirement is by reason of ill-health incapacity the employee for further service or in the event of his/her death.

S11.53. Leave not due:-

In respect of permanent employee if he has no earned leave or leave on half pay to his/her credit the Leave Sanctioning Authority may grant him/her leave not due, for a period not exceeding 300 days during the entire service. The employee shall be

entitled to not more than 150 days at a time except on medical ground. Such leave availed of by the employee shall be debited against the leave on half pay that the employee shall earn subsequently.

Provided that the leave not due shall be granted only if the leave Sanctioning Authority is satisfied that there are reasonable prospects of the employee returning to duty, on expiry of leave and has sufficient service to earn leave to compensate leave not due granted to him/her.

S11.54.Special Disability Leave: -

1. The employee disabled by injury or illness caused in, or in consequence of due performance of his/her official duty, or in consequence of his/her official position, shall be entitled to special disability leave, only when the injury or illness is sustained as result of a risk which is beyond the ordinary risk attached to the post. On production of certificate from the concerned Medical Authority, covering the requirement, the leave Sanctioning Authority shall sanction the said leave for such period as is certified by the concerned medical authorities which shall in no case exceed 24 months in entire service. Such leave shall not be debited to any other kind of leave. But it may be combined with leave of another kind. The period of such leave shall be treated is duty for pension only.

2. a. In the case of a person to whom the Workmen's Compensation Act, 1923 (VIII of 1923) applies, the amount of leave salary payable under this/her rule shall be reduced by the amount of compensation payable under clause (d) of sub-section (l) of section 4 of the said Act.

   b. In the case of a person to whom the employee's State Insurance Act, 1948 (XXXIV of 1948) applies, the amount of leave salary payable this/her rule shall be reduced by the amount of benefit payable under the said Act for the corresponding period.

S11.55.Maternity Leave: -

1. A Competent Authority may, subject to the provisions of this/her rule, grant to any female employee, and maternity leave for a period of 240 days from the

date of its commencement. During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Such leave shall not be debited to the leave account In the case of the employees entitled to vacation, if the confinement takes place during a vacation, the maternity leave shall not run concurrently with the vacation.

2. The application for maternity leave shall invariable be supported by medical certificate as to the probable date of confinement, and an undertaking to the effect that the employee shall report the date of confinement supported by a medical certificate. In case of a Group D employee in which insistence on a regular medical certificate is likely to cause hardship, the authority competent to grant leave may accept such certificate as it may deem sufficient.

3. A female employee may be allowed leave of the kind due, including commuted leave, if she so desires, in continuation of the maternity leave, up to a maximum of 90 days without production of medical certificate.

4. Leave under this/her rule shall be admissible in a case of mis-carriage or abortion including abortion under the Medical Termination of Pregnancy Act, 1971, subject to the following conditions namely:-

   a. the leave does not exceed six weeks, and

   b. the application for the leave is supported by a medical certificate.

5. Provisions of sub section 1 to 4 above shall be applicable *mutatis-mutandis* in case of maternity leave for adoption.

6. Special child care leave upto730 days during service period to employees having disabled child will be granted as per prevailing Government rules.

7. Provisions of sub section 1 to 4 above shall be applicable *mutatis-mutandis* to woman employee to nurture child born through Surrogacy.

S11.56. Paternity Leave:-

Paternity leave of 15 days shall be granted to male employee during the confinement of his/her wife.

S11.57. Extraordinary Leave:-

1. Extraordinary leave (leave without pay and allowances) may be granted to an employee in special circumstances –

    a. When no other leave is admissible;

    b. When other leave is admissible but the employees applies in writing for the grant of extraordinary leave.

2. Unless the Competent Authority in view of the exceptional circumstances of the case otherwise determines, no employee who is not in permanent employment shall be granted extraordinary leave on any one occasion in excess of the following limits:-

    a. three months

    b. six months, where the non-teaching, employee has completed three years continuous service on the date of expiry of leave of the kind due and admissible under these rules, including three mounts extraordinary leave under clause (a) and (b) of sub-rule (2) if the extraordinary leave is required on account of illness of the non-teaching employee as certified by a Medical Authority.

3. The extraordinary leave on medical grounds shall count for increment provided it is recorded in the service book and endorsed by Joint Director, Technical Education.

4. The extraordinary leave not on Medical ground, more than six months in a year, shall not count for increment in that year (i.e. July 1st to 30th June).

5. The extra-ordinary leave shall not ordinarily be granted to the employee for more than a year at a time, provided that if the employee is suffering from Tuberculosis, Leprosy, Cancer or such other disease, which may be specified by Medical Authority, extraordinary leave up to 24 months may be granted by the Competent Authority.

6. The extraordinary leave shall be debited to the employee's account and it shall postpone his/her date of increment, postpone the date of a confirmation if on

probation, and affect such other privileges as may be depended on the period of such leave.

7. The extraordinary leave may be availed in combination with any other kind of leave with the approval of the Competent Authority.

8. The Competent Authority may commute retrospectively the period of absence without leave not exceeding five years on each occasion, into extraordinary leave.

Explanation:- The power of commuting retrospectively the period of absence without leave into extraordinary leave is absolute and subject to any conditions, that may be laid down by the leave sanctioning Authority.

S11.58. Duty Leave:-

The employee may be sanctioned duty leave for attending approved Conference/ Seminar/workshops/symposia etc. related to administrative work. Provided that such leave shall not exceed 10 days in a year.

S11. 59.On Duty Leave:-

Leave of absence of the employee may be treated as On Duty if she/he is permitted to attend training programmes, examination work, meetings of various authorities and bodies.

S11.60. Leave on reemployment:-

1. In the case of a person re-employed after retirement, the provisions of these rules shall apply as if she/he had entered in the service of the University or the College, for the first time on the date of his/her re-employment.

2. Earned leave due and admissible may be granted to a re-employed pensioner prior to cessation of his/her duties.

S11.61. Leave Preparatory to Retirement:-

A non-teaching employee may be permitted by the Authority competent to grant leave to take leave preparatory to retirement to the extent of earned leave due, not exceeding 300 days together with half pay leave due, subject to the condition that the

total period of leave should not exceed 28 months or such leave does not extend beyond the date of compulsory retirement.

S11.62. 1.Cash equivalent of leave salary in respect of earned leave at the credit at the time of retirement on superannuation –

a. The authority competent to grant leave shall *suo-motu* sanction to an employee who retires on attaining the age of superannuation, the cash equivalent of leave salary in respect of the period of earned leave at his/her credit on the date of his/her superannuation, subject to a maximum of 300 days.
b. The cash equivalent of leave salary payable under sub-rule (i) shall also include dearness allowance admissible on the leave salary at the rates in force on the date of retirement and it shall be paid in one lump sum as one time settlement.
c. The compensatory local allowance and house rent allowance shall not be included in calculating the cash equivalent of the leave salary under this/her rule.
d. From the cash equivalent so worked out, no deduction shall be made on account of pension and pensionary equivalent of other retirement benefits.
e. A non-teaching employee who retires from service on attaining the age of compulsory retirement while under suspension shall be paid cash equivalent of leave salary under sub-rule 1) in respect of the period of earned leave at his/her credit on the date of his/her superannuation, provided that in the opinion of the authority competent to order reinstatement, a non-teaching employee has been fully exonerated and the suspension was wholly unjustified.

Explanation 1 - An employee can also avail of leave preparatory in retirement of a part of earned leave at his/her credit. In that case, she/he shall be allowed payment of cash equivalent of leave salary for the balance of the earned leave that remains at his/her credit on the date of retirement in accordance with sub-rule 1)

Explanation 2 - With a view to enabling the retiring employee to receive cash equivalent of leave salary in respect of the unutilized earned leave without delay the following procedure shall be followed namely:-

i. An employee nearing the retirement date on superannuation should inform in writing to the Authority competent to sanction leave, three months in advance of the date of retirement, if she/he desires to avail of cash equivalent of leave salary in respect of the unutilized earned leave at his/her credit on the date of his/her superannuation.

ii. The Competent Authority shall after satisfying himself/herself that earned leave, if any, availed of by the concerned employee after receipt of his/her written intimation as in clause a) is actual deducted from the earned leave due and admissible as on the date of superannuation as reported by his/her office arrange to issue necessary orders sanctioning cash equivalent of leave salary in respect of the unutilized earned leave within a week of the date of retirement of the concerned non-teaching employee.

iii. Thereafter, the competent authority shall within 15 days after the date of retirement, prefer a bill claiming the cash equivalent of leave salary in respect of the unutilized earned leave to the concerned Government Authority.

iv. Payment of cash equivalent of leave salary in respect of the unutilized earned leave at the credit of the non-teaching employee retiring on superannuation shall be made irrespective of whether or not 'No Demand Certificate' from the Registrar concerned is received.

Explanation: - The cash payment for unutilised earned leave shall be made in the following manner:-

$$\text{Cash Payment} = \frac{\text{Pay + Dearness Allowance Admissible on date Of retirement.}}{30} \times \text{No. of unutilised days of earned leave at credit subject to a maximum of 300 days.}$$

2. Cash Equivalent of leave salary in case of death while in service -

In case of a non- teaching employee dies while in service the cash equivalent of his/her leave salary admissible on the date immediately following the death and in any case, not exceeding leave salary for 300days, shall be paid to his/her family without any reduction on account of pension and pension equivalent to death cum-retirement gratuity. In addition to the cash equivalent of leave salary admissible his/her family shall also be entitled to payment of dearness allowance only.

S11.63.A. Leave Sanctioning Authority-

Subject to the overall control of the Competent Authority, the following shall be the Leave Sanctioning Authorities –

Sr. No.	Kind of Leave	Category	Leave Sanctioning Authority
1	Casual leave	Registrar and such other statutory posts	Vice Chancellor
2	Casual leave	Employees in Group A Employee in Group B Employee in Group C & D	Vice Chancellor His/her Superior in Group A or HOD His/her Superior in Group B or HOD
3	Earned leave, Half-pay leave, Commuted leave, Maternity leave, Extraordinary leave and any other leave	Registrar and such other statutory posts All categories of employee in Group A and B All categories of employee in Group C and D	Vice Chancellor Vice Chancellor Registrar
4	Leave not due, Special Disability leave, Special	All categories	Appointing Authority

	leave.		

Provided, that the Leave Sanctioning Authority may further delegate, to the Vice Chancellor, Registrar or such other subordinate officer, the power to sanction particular kind of leave.

S11. 64.Leave Salary

1. a. The employee on authorized earned leave shall be entitled to the pay, drawn by him/her immediately prior to the commencement of leave, plus allowances admissible on that pay..

   b. The employee on authorized half pay leave or on leave not due shall be entitled to half of the basis pay drawn by him/her immediately prior to the commencement of half pay leave or leave not due, as the case may be plus the allowances admissible on that pay.

   c. The employee on authorized commuted leave is entitled to leave salary equal to the amount admissible under sub-clause (a).

   d. The employee who is granted leave not due shall be entitled to leave salary equal to the amount admissible under clause (b).

   e. The employee who is granted special disability leave shall be entitled to leave salary equal to the amount admissible under clause (a) for the first 120 days and for the remaining period, at equal to the amount admissible under clause (b).

   f. The lady employee on authorized maternity leave shall be entitled to:-

      i. leave salary admissible under clause (a), in case the employee is permanent.

      ii. leave salary admissible under clause (a) in case of temporary employee, who has put in not less than two years continuous service.

      iii. leave salary admissible under clause (b) in case of temporary employee, who has put in more than one year continuous service but less than two years continuous service.

   g. The employee who is granted study leave shall be entitled to leave salary equal to the amount admissible under clause (b), in case the employee is in receipt of

any stipend or scholarship or any other monetary assistance during such leave; otherwise he shall be entitled to leave salary equal to the amount admissible under sub-clause (a).

h. (i).The employee on extra-ordinary leave shall not be entitled to any leave salary.

(ii).The employee on leave which is not authorized shall not be entitled to any leave salary.

2. The employee on authorized leave shall be entitled to pay, personal pay, compensatory local allowance, dearness allowance, house-rent allowance but shall not be entitled to additional pay, officiating pay and special pay if any.

3. The employee who has been authorized to surrender leave, shall be entitled to the pay and personal pay drawn by him immediately prior to the commencement of the leave, plus dearness pay, dearness allowance, compensatory local allowance, as admissible under the rules, for the period of leave, so encashed. However, no house rent allowance shall be admissible.

4. The leave salary for the period of surrendered leave shall not be liable for deduction on account of Provident Fund, House Rent Allowance and repayment dues, co-operative societies etc. For this/her purpose a month shall be reckoned of 30 days.

VI : CONDUCT, DISCIPLINE AND APPEAL

S11.65. Conduct

1. The Employee shall be at the disposal of the University for full time and shall serve in such capacity and at such place as he may, from time to time, be so directed.

2. The employee shall conform and abide by the provisions of the Act, Statutes, Standard Code, Ordinances, Regulations and Rules and directives and decisions of the Competent Authority. The Employees shall also observe, comply with and obey all orders and instructions which may from time to time

be given to him by the officer under whose jurisdiction, superintendence or control, he has been placed, for the time being.

3. The employee shall at all-time maintain absolute integrity, and show devotion to duty, and shall do nothing which is unbecoming of an employee as the case may be. He shall ensure the integrity and devotion to duty of all employees under his/her control and authority for the time being.

4. The employee shall extend utmost courtesy and attention to all persons with whom he has to deal in the sphere of his/her duties. He shall strive hard to promote the interest of the University

5. No employee shall in the discharge of the official duties deal with any matter relating to award of any conduct in favour of a company or firm or any other body or person in which he or any member of his/her family is interested, except with the prior permission of the competent authority. After such a permission is granted, the employee shall refrain himself from extending any undue advantage or benefit to such company, firm or body as the case may be.

6. The employee, except in accordance with any general or special orders of the Competent Authority or in performance of his/her duties and in good faith, shall not communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person, within the University or outsider, to whom he is not authorized to communicate such document or information, or to make any use thereof.

7. The employee shall not contribute to the Press any matter connected with the University without obtaining the previous sanction of the Competent Authority or without such sanction to make use of any document, paper or information, which may have come to his/her profession in his/her official capacity. He shall also not try to obtain unauthorized any information, document, paper which may not come in his/her possession in his/her official capacity, in order to make any use thereof.

8. The employee shall not directly or indirectly take part in any activity or demonstration or movement which is considered by the Competent Authority to be prejudicial to the academic and administrative interests of the University or being the University in disrepute.

9. No Employee shall join or continue to be a member of an association, the objects or activities of which are prejudicial to the interest of the sovereignty and integrity of India or public order or morality.

10. Every employee shall, in performance of his/her duties in good faith, communicate information to person in accordance with the Right to Information Act, 2005 and the rules made thereunder.

Provided that no employee shall, except in accordance with any general or special order of the University or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof or classified information to any other person to whom he is not authorized to communicate such document or information.

11. No employee shall, except with the previous sanction of the competent authority, ask for or accept contribution to, or otherwise associate himself with the raising of any fund or other collections in cash or in kind in pursuance of any objective whatsoever.

Provided that the provisions of this/her rule shall not to applicable to the employee who voluntarily participate in the Flag Day fund raising efforts observed by the National Foundation for Communal harmony, New Delhi.

12. **N**o employee shall accept, or permit any member of his/her family or any person acting on his/her behalf to accept any gift. Gift includes free transport, boarding, lodging or other services or any other pecuniary advantage provided by any person other than near relative or personal friend having no official dealings with the employee of University

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

Provided that, an employee may without such sanction undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject, to the condition that his/her official duties do not thereby suffer; but he shall not undertake, or shall discontinue, such work if so directed by the competent authority.

Explanation -

a. Canvassing by an employee in support of the business of insurance agency, commission agency etc. owned or managed by his/her spouse or any other member of his/her family shall be deemed to be a breach of this/her sub-rule.

b. No employee may accept any fee for any work done by him for any public body or any private person without the sanction of the competent authority.

14. Every employee shall on his/her first appointment to any service, post and thereafter at such interval as may be specified by the competent authority, submit return of his/her assets and liabilities, in such form as may be prescribed by the competent authority.

15. No employee shall act as arbitrator in any private case which is likely to come before him in any shape by virtue of any judicial or executive post held by him.

16. No employee shall indulge in any Act (for example a) to e) of sexual harassment of any woman at her work place.

a. Physical contact and advances;
b. A demand or request for sexual favours;
c. Sexually coloured remarks;
d. Showing pornography; or
e. Any other unwelcome physical, verbal, or nonverbal conduct of a sexual nature.

17. Every employee, who is in charge of a work place, shall take necessary steps to prevent sexual harassment to any woman at such work place.

18. No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority in relation to any matter pertaining to his/her service under the University.

19. No employee by writing, speech or deed, or otherwise indulge in any activity which is likely to incite and create feelings of hatred or ill-will between different communities in India on religious, racial, regional and communal or such other grounds.

20. An employee shall strictly abide by any law related to intoxicating drinks or drugs in force any area in which he may happen to be for the time being.

21. An employee shall not consume any intoxicating drink while on duty or not be under influence of any intoxicating drinks or drugs during the course of his/her duty and shall take due care that the performance of his/her duties at any time is not affected in any way by the influence of any such drink or drug.

22. An association, which is recognized by a competent authority, shall be entitled to submit any representation or memorandum in respect of any matter affecting the employees of the University.

23. The employee, except with the previous sanction of the Competent Authority, shall not give evidence in connection with any inquiry conducted by any person, committee, or authority and shall not criticize the policy or action of the Competent Authority. Provided that the employee may give evidence at- a) an inquiry before an authority appointed by the competent authority. b) a judicial inquiry and c) a departmental inquiry ordered by the competent authority.

24. The employee without the express sanction of the Competent Authority, shall

not ask for or accept contribution to, or otherwise associate himself with raising of funds or other collections in cash or otherwise for his/her own benefit.

25. The employee shall not accept or permit any member of his/her family or any person acting on his/her behalf to accept any gift in cash or in kind for his/her own benefit from any person including another employee for a work to be done in connection with the business of the University. Provided that the collection of monthly subscription of membership at the rate prescribed, collected by the office bearer of the employee's union or the Club and in respect of which a due receipt is tendered, shall not amount to gift or realization of other contribution for this/her purpose.

a. **Explanation 1–**The expression 'gift' include free transport, boarding lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealing with the employee.
b. **Explanation2–**The employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms, organizations, or any similar bodies.

26. The employee shall not accept, solicit, or seek except with the pervious sanction of the Competent Authority any outside office, stipendiary or honorary work. He shall not engage in any trade or business or canvass in support of in any commercial or insurance owned or managed by any member of his/her family expect co-operative consumers or housing or credit Society.

27. Every employee shall report to the Competent Authority if any member or his/her family is engaged in any trade or business or owns or manages an insurance agency or commission agency the Competent Authority may grant the permission if it is satisfied that the work can be undertaken without detriment to his/her official duties and responsibilities. The Competent Authority, while granting this/her sanction, may stipulate that any

fees received by the employee for undertaking the work shall be paid in whole or in part to the University. Provided that, this/her provision shall not be applicable to the honorary work of special charitable nature, or literary or artistic or scientific in character, including T.V./Radio talk without affecting his/her official duties.

28. The employee shall not apply for job, post or scholarship without the pervious knowledge of the Competent Authority.

29. The employee shall not absent himself from his/her duties, without his/her first having obtained the permission of the Competent Authority. In case it is not possible for the employee to obtain such permission owing to circumstances or reasons beyond his/her control, he shall intimate to Competent Authority within 3 days from the first date of absence, failing which the absence may be treated as leave without pay, and he shall further be liable to such disciplinary action as the Competent Authority may deem fit. Provided that**,** the Competent Authority may condone this/her condition in respect of an employee who for reason of his/her own physical state was unable to convey the cause of his/her absence.

30. The employee shall not bid either directly or indirectly, at any auction of any University property nor shall he submit any tender for any supply to the University.

31. The employee shall not enter upon a course of studies or appear for any examination by University or other bodies without the pervious permission of the Competent Authority.

32. Contesting Elections:-

a. Subject to the provisions of this/her rule, an employee may, with previous permission of the university in writing, contest elections to public offices, at the local, state or national level.

b. The permanent employee shall, immediately after filing the nomination form for contesting such elections and the same being declared as valid, proceed on leave due and admissible to him, and if there is no leave to his/her credit, he shall proceed on extraordinary leave, and shall continue to be on leave till the declaration of the election results.

Provided that**,** the University may require a temporary employee contesting such elections to resign his/her post even during the election campaign, if in the opinion of the University the election campaign is likely to adversely affect the duties of the employee.

c. The employee contesting such an election shall not involve the University, employees or students of the University in which he is employed, in the election campaign.

d. In the event of his/her being elected the permanent employee shall apply for further extension of leave due and admissible to him and if there is no leave to his/her credit, the extraordinary leave for the period for which he is likely to continue to hold the office shall be granted by the University in relaxation of the limit as prescribed in S11.57.

e. In case, however, if the sessions or meetings of the public office are held at intervals he may be allowed to avail of leave due and admissible to him or as the case may be, the extraordinary leave, for the actual period of the sessions or meetings including the period of journey and may be allowed to attend the University during the remaining periods.

f. The period of extraordinary leave availed of for the purpose, shall be counted for purposes of annual increments.

g. In the event of a permanent employee who becomes an office bearer such as Chairman, President, Vice-President, Secretary, Joint Secretary, etc. which requires full-time attendance or long-time absence from normal duties, then, he shall be granted extraordinary leave by the University.

h. In the case of temporary employee who is on leave till the declaration of election results, and in the event of his/her being elected he shall resign the post he had held immediately on his/her election to the public office.

S11.66.Misconduct:–

The misconduct, shall include as follows :-

1. Any action by the employee contrary to the provisions prescribed in the foregoing rules,
2. Going on illegal strike, abetting including instigation or action in furtherance thereof,
3. Theft, fraud or dishonesty,
4. Willful or negligent damage of the University property,
5. Refusal to accept charge-sheet, order or other communications served according to the standard codes,
6. Conviction in a court of law, involving moral turpitude,
7. Riotous or disorderly behavior, threatening, intimidating or coercing in connection with or relating to any duties or working of the University,
8. Neglect of work or negligence in discharging any duty or failure to give the day's out-turn,
9. Violence or inciting violence
10. Stopping work either singly or with other employee or inciting anyone else not to work,
11. Allowing anyone within the prohibited premise of the University or University or allowing any person or persons whose entry is prohibited without the permission of the Competent Authority,
12. Falsification or tampering any paper or record of the University
13. Obtaining employment under the University by misrepresentation of facts,
14. Making any false or exaggerated allegations against any officer, superior or a co-employee or Authority,
15. Committing nuisance during the working hours by being found intoxicated or otherwise,

16. Misappropriation of any amount, movable property, of the University or delay in crediting the amount in the University account,
17. Committing any act involving moral turpitude.

S11.67. Disciplinary Authorities –

The Disciplinary authority in case of minor penalties shall be the Registrar and in case of major penalties shall be competent authority.

S11.68. Penalties –

1. Without prejudice to the provisions of any law for the time being in force, the following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on the employee of the University found guilty of misconduct :-

a. Minor Penalties –

i. Censure,
ii. Fine,
iii. Withholding of increment pay for only one year,
iv. Withholding of promotion for only one year,
v. Recovery from his/her pay or such other amounts as may be due to him, of the whole or part of any pecuniary loss caused by him to the University, by negligence or by breach of orders.

b. Major penalties –

i. Reduction to a lower stage in the time-scale of pay/pay band and/or grade pay, for a specified period with further direction as to whether or not the employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction shall or shall not have the effect of postponing the future increments of his/her pay.
ii. reduction to a lower time-scale of pay, grade, post or services which shall, ordinarily be a bar to the promotion of the employee to the time-scale of pay, grade, post or service from which he was reduced, with or without further directions regarding condition of restoration to the

time-scale of pay, grade, post or service from which he was reduced and his/her seniority and pay on such restoration,

iii. Compulsory retirement,

iv. Removal / Termination from service, which shall not be a disqualification for future employment.

v. Dismissal from service, which shall be a disqualification for future employment under the University.

Explanation –The following shall not amount to penalty within the meaning of this/her code, namely:-

(i) Withholding of increment of pay of the employee for his/her failure to pass any department examination, in accordance with the rules or orders or the terms of his/her appointment/probation,

(ii) stoppage of an employee, whether in substantiate or in officiating capacity, after consideration of his/her case, to a service, grade or post for promotion to which he is eligible, administrative ground not connected with his/her conduct ;

(iii) non-promotion of the employee, whether in substantiate or in officiating capacity, after consideration of his/her case, to a service, grade or post for promotion to which he is eligible, on administrative ground not connected with his/her conduct ;

(iv) reversion of the employee, officiating in higher service, grade or post to a lower grade or post on the ground that he is considered to be unsuitable for such higher service, grade or post, or on any administrative ground not connected with his/her conduct ;

(v) reversion of the employee, appointment on probation to any other service, grade or post; to the same university, during or at the end of the period of probation, in accordance with the terms of his/her appointment or the rules and orders governing such probation.

(vi) Repatriation of the service of the employee whose service have been borrowed from outside authority or recalling the employee from the foreign employment to such probation.

(vii)Compulsory retirement of an employee in accordance with the provisions relating to his/her superannuation or retirement;

(viii) termination of the services (a) of the employee appointed on probation, during or at the end of his/her probation, in accordance with the terms of his/her appointment or rules or orders governing such probation; or (b) of a temporary employee on grounds unconnected with his/her conduct or (c) of the employee under an agreement, in accordance with the terms of such agreement.

(ix) Non placement of non-teaching employee either in upper scale

(x) Reversion of the non-teaching employee appointed on probation.

2. Where a penalty mentioned in item (b) (i) or (ii) in sub-rule (1) is imposed on the employee, the Authority imposing the penalty shall expressly state in the order imposing the penalty that the period for which the reduction is to be effective shall be exclusive of any interval spent on leave before the period is completed.

S11.69.Procedure for imposing Minor Penalty:-

No full-fledged and elaborate departmental enquiry shall be necessary for inflicting minor penalty. In such case, the employee shall be given intimation of the act of misconduct committed by him and he shall be given a reasonable opportunity to furnish his/her explanation, before the penalty is imposed.

S11.70. Procedure for imposing Major Penalty:-

1. The order imposing major penalty shall be made only after an enquiry is held. Whenever the Competent Authority is of the opinion that there are grounds for enquiry into the truth of imputation of misconduct or which may result in major penalty, misbehavior against another employee, it may itself enquire into, or appoint an authority to enquire into the truth thereof.

2. Where it is proposed to hold enquiry against the employee, the Disciplinary Authority shall draw up or cause to be drawn up:

   a. The substance of imputation of misconduct or misbehavior into definite or distinct articles of charge.

   b. A statement of imputation of misconduct or misbehavior in support of each article of charge which shall contain:

i. A statement of all relevant facts including any admission, or confession by the employee, and

ii. A list of documents by which, a list of witnesses by whom, the articles of charge are proposed to be sustained.

3. The disciplinary Authority shall deliver or cause to be delivered to the employee, a copy of the articles of charge, the statement of imputation of misconduct and misbehavior and a list of documents and of the witnesses by which each article of charge is proposed to be sustained, and shall, by a written notice, require the employee to submit to it within such time as may be specified in the notice, a written statement of his/her defense, and to state whether he desires to be heard in person.

4. a. On receipt of the written statement of defense, the Disciplinary Authority may itself inquire into such of the articles of charges as are not admitted, or if it considers it necessary to do so, appoint an Enquiring Authority for the purpose, and where all the articles of charge have been admitted by the employee, the Disciplinary Authority shall record its findings on each charge after taking such evidence as it may think, and shall act in the manner laid down herein

b. If no written statement of defense is submitted by the employee, the Disciplinary Authority may itself enquire into the articles of charge or may appoint Enquiring Authority,

c. Where the disciplinary authority appoints the Enquiring Authority, it may by an order appoint another employee or a legal practitioner as the Presenting Officer to present the case in support of the articles of charge before the Enquiring Authority, The employee may take assistance of any other employee to represent the case on his/her behalf, but may not engage a legal practitioner unless the Presenting Officer is a legal practitioner or the Disciplinary Authority, having regard to the circumstances, so permits.

5. The Disciplinary Authority shall forward to the Enquiring Authority as follows, namely–

a. A copy of each of the articles of charge and the statement of imputation of misconduct or misbehavior.

b. A copy of the written statement of defense submitted by the employee,

c. Copies of the statement of witnesses.

d. Evidence proving the delivery of documents to the employee, and

e. A copy of the order appointing the Presenting Officer.

6. The employee shall appear in person before the Disciplinary Authority or the Enquiring Authority on such day and at such time within 10 working days from the date of receipt by the employee of the articles of charge and the statement of imputation of misconduct or misbehavior as the Disciplinary or the Enquiring Authority may by notice in writing specify, or such further time not exceeding 10days as the Enquiring Authority may allow.

7. The Disciplinary Authority may *suo moto* or on being moved by the employee against whom enquiry is instituted, for just and sufficient reason, transfer the proceedings to another Enquiring Authority constituted for the purpose.

8. If the employee who has not admitted any of the articles of charge in his/her written statement of defense, or has not submitted any written statement of defense, appears before the Disciplinary Authority or Enquiring Authority, it shall ask him whether he is guilty or has any defense to make and if he pleads guilty of any of the articles of charge, it shall be so recorded under the signature of the employee and of that Authority.

9. The Enquiring Authority shall return to the Disciplinary Authority the findings of guilt in respect of those articles of charge to which the employee pleads guilty.

10. If the employee fails to appear within the specified time or refuses to plead or admits to plead, the Enquiring Authority shall require the Presenting Officer to produce the evidence by which he proposes to prove articles of charge, and shall adjourn the case to a later date not exceeding 30 days, after recording the order that the employee may, for the purpose of preparing his/her defense,

a. inspect within 5 days of the order or within such further time not exceeding 5 days as the Enquiring Authority may allow, the documents specified in the list,

b. Submit a list of witnesses to be examined on his/her behalf,

c. give a notice within 10 days of the order or within such further time 10 days of the order or within such further time not exceeding 10 days as the Enquiry Authority may allow, for the discovery or production of any documents, but not mentioned in the list, indicating the relevance of such documents.

11. Whether the employee applies orally or in writing for the supply copies of the statements of witness mentioned in the list, the Enquiry Authority shall furnish him such copies as early as possible, as and in any case not later than 3 days before the commencement of the examination of the witness on behalf of the Disciplinary Authority.

12. a. Where the Enquiring Authority receives a notice from the employee for the discovery of production of documents, the Enquiring Authority, shall 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 a specified date :

Provided that, the Enquiring Authority may, for reasons to be recorded in writing, refuse to requisition any of such documents as are not relevant in the case.

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

Provided that**,** if the authorities having the custody or possession of the requisitioned documents, is satisfied for the reasons to be recorded in writing that the production of all or any of such documents would be against the public interest, it shall inform the Enquiring Authority shall, on being so informed, communicate the information to the employee and withdraw the requisition.

13. a. The enquiry shall be commenced on the date fixed by the Enquiring Authority and shall continue thereafter on the dates as may be fixed from time to time.

b. The oral and documentary evidence by which the articles of charge are proposed to be proved shall be produced by the Disciplinary Authority. The witnesses may be examined by the Disciplinary Authority and cross-examined by the employee. The Disciplinary Authority 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 permission of the Enquiring Authority. The Enquiring Authority any also put questions to the witnesses.

c. Before the close of the case by the Disciplinary Authority, the enquiring Authority may allow the Presenting Officer to produce fresh evidence, not included in the list, or may itself call for new evidence or re-call and re-examine any witnesses, and in such cased, the employee shall be entitled to a copy of the list of further evidence. The Enquiring Authority shall give the employee an opportunity of inspection of documents before they are taken on record. The Enquiring Authority may also allow the employee to produce new evidence, if it is necessary in the interest of justice:

d. When the case of the Disciplinary Authority is closed, the employee shall be required to state his/her defense orally or in writing as he may prefer. If the defense is made orally, it shall be recorded and the employee shall sign the same. A copy of the statement of defense, shall be given to the Disciplinary Authority, the employee may examine himself, and the witness. They may be cross-examined by the Disciplinary Authority, re-examined by the employee and examined by the Enquiring Authority.

e. After the employee close his/her case and if the employee has not examined himself, the Enquiring Authority may generally question him on the circumstance appearing against him, for the purpose of enabling the employee to explain any circumstances appearing in the evidence against him.

f. The enquiring Authority may, after the completion of production of evidence, here the Disciplinary Authority or Presenting Officer and the employee or permits them to file written briefs of their respective case.

g. If the employee to whom a copy of the articles of charge has been delivered does not submit a written statement of defense on or before the date specified or does not appear in person before the Enquiring authority or otherwise fails or refuses to comply with the provision of this/her rule, the Enquiring Authority may hold the enquiry ex-parte.

14. a. Where the Disciplinary Authority is competent to impose any of the minor penalties, but not competent to impose any of the major penalties, has itself enquired into or causes to be enquired into any of the articles of charge and that Authority having regard to its own findings or having regard to its decision on any of the findings of the Enquiring Authority appointment by it, is of the opinion that any of the major penalties should be imposed on the

employee, that Authority shall forward the record of the enquiry to the Authority competent to impose major penalty.

b. The Disciplinary Authority to which the records are forwarded may act on the evidence of the record or may, if it is of the opinion that further examination of any of the witnesses is necessary, recall the witnesses and examine, cross-examine, and re-examine the witnesses, and impose on the employee such penalty as it may deem fit in accordance with these standard codes, Provided that, if any witness is recalled, he may be cross-examined by the employee.

15. Whenever any Enquiring Authority, after having heard and recorded the whole or in part of the evidence an enquiry, ceases to exercise jurisdiction therein and is succeeded by another Enquiring Authority, which has such jurisdiction, the Enquiring Authority so succeeding him, shall act on the evidence so recorded by its predecessor and partly recorded by itself:

Provided that, if the succeeding Enquiring Authority is of the opinion that further examination of any of the witnesses, already recorded, is necessary in the interest of justice, it may recall, examine, cross-examine and re-examine him :

Provided further that, if the witnesses are recalled, he may be cross-examined by the employee.

16. a. after the conclusion of the enquiry, a report shall be prepared by the Enquiring Authority. Such report shall contain

i. Articles of charge and the statement of imputation of misconduct and misbehavior
ii. The defense of the employee in respect of each article of charge:
iii. An assessment of the evidence in respect of each article of charge: and
iv. The findings on each article of charge and the reasons therefore:
v. Recommendation regarding quantum of punishment.

b. Where in the opinion of the Enquiring Authority, the proceedings of the enquiry establish any article of charge different from original article of charge; it may record its findings on such article of charge:

c. The Enquiring Authority, where it is not itself the Disciplinary Authority, shall forward to the Disciplinary Authority, the record of enquiry which shall include:

i. The report prepared by it

ii. The written statement of defense submitted by the employee.

iii. The oral and documentary evidence produced in the enquiry,

iv. Written briefs filed by the Presenting Officer and the employee, and

v. the orders, if any, made by the Disciplinary Authority and Enquiring Authority in regard to the enquiry.

S11.71.Action not amounting to penalty:-

The following shall not amount to penalty within the meaning of this/her standard code namely:

1. Non placement of non-teaching employee either in upper scale or grade
2. Reversion of the non-teaching employee.
3. Compulsory retirement of the non-teaching employee in accordance with the provision relating to his/her superannuation or retirement
4. **Discontinuation and Termination:**

   The employer shall not leave or discontinue his/her service in the University without giving a prior notice in writing to the University his/her intention to leave or discontinue the services.

5. The Period of notice shall be

   a. *Three* calendar months in the case of employee in Group A and B.

   b. One calendar month in the case of employee in Group C and D.

   c. In case of breach of these provisions, the employee shall pay to the University an amount equal to his/her pay for the notice period required to be given by him. In case he fails to pay the amount, it shall be recovered from the dues payable to him.

6. The Competent Authority, after completing the procedure of departmental enquiry, comes to the conclusion that the employee shall be compulsory retired or removed from service, it shall give three months' notice in case of employee in Group A and B service and one month's notice in case of an employee in Group C and D service.

7. The employee on probation shall leave or shall be discontinued from his/her service without giving prior one month's notice in writing or one month's salary in lieu thereof.

8. No notice of resignation or termination of service shall be necessary in case of the employee who is appointed purely on temporary basis with or without definite period prescribed in the appointment order.

9. The employee shall cease to be in the service of the University in case he absents himself continuously, for a period of five years:

   Provided that the period spent by the employee on Study Leave shall not be counted as absence for this/her purpose.

10. The employee suffering from contagious or infectious disease and is declared unfit for the service by the Medical Authority shall be discharged from the service of the University.

S11.72. Suspension:–

1. The appointing Authority or any authority to which the Appointing Authority is subordinate or any other authority empowered in that behalf by the Competent Authority, by general or special order, may place an employee under suspension :-

   a. Where disciplinary proceeding against him is contemplated or is pending and is likely to result into imposing any of the major penalties, or

   b. Where in the opinion of the Authority he has engaged himself in activities prejudicial to the interest of the University.

   c. Where case against him in respect of any criminal offence is under investigation, enquiry or trial:

   Provided that, where the order of suspension is made by an Authority lower than the Appointing Authority, such Authority shall forthwith report to the Appointing Authority, the circumstances in which the order was made:

   Provided further that, suspension of an employee shall not be ordered unless there is a prima-facie case against him for imposing one of the major penalties stated in these rule or there is reason to believe that his/her continuance in service is likely to cause embarrassment or to hamper the investigation of the case.

2. The employee shall be deemed to have been placed under suspension –

a. With effect from the date of his/her detention, if he is detained in police or judicial custody, on a criminal charge, for a portioned exceeding 48 hours.

b. with effect from the date of his/her conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding 48 hours and is not forthwith dismissed or removed or compulsory retired, consequent to such conviction and shall remain under suspension until the order of suspension is modified or revoked by the Authority Competent to do so.

3. While under suspension, the employee shall not be allowed to resign nor shall he be granted leave by the Competent Authority.
4. The employee under suspension shall not accept any private or gainful employment.
5. The employee under suspension shall not leave the headquarters during the period of suspension without the prior approval of the Competent Authority.

S11.73. Preliminary Enquiry:-

1. Before holding the Departmental enquiry of the employee, a preliminary enquiry may be held by the following Committee:
   a. Registrar - Chairman
   b. One senior teacher to be nominated by the Vice Chancellor
   c. One senior non-teaching employee in higher state of the University to be nominated by Vice Chancellor.
2. The Committee, after going through all the documents and evidence(s), shall see whether there is a *prima facie* case against the employee.

   Provided that, while holding the preliminary enquiry, full opportunity shall be given to the Employee, as the case may be, to defend his/her case before the Committee.
3. The Committee, after going through all the documentary evidence(s) and giving reasonable opportunity to the employee himself, shall prepare the report and may propose to hold full-fledged departmental enquiry of the employee or otherwise.

S11.74. Common Procedure of enquiry:-

Where two or more employees are connected in any case, the Competent Authority, who is the Appointing Authority for the highest ranking employee amongst those concerned, shall take all actions as Disciplinary Authority and proceed as per the provisions hereto before provided in respect of the employee concerned and direct disciplinary action against all of them in a common proceeding.

S11.75.Report of Enquiry Officer:

1. After the conclusion of enquiry, the Enquiry Officer shall prepare a report. Such report shall contain-
   a. article(s) of charge(s) and the statement of imputation(s) of misconduct;
   b. the defense of the employee in respect of each article of charge;
   c. an assessment of the evidence in respect of each article of charge; and
   d. the findings on each article of charge and the reasons thereof.
2. The Enquiry Officer, shall forward to the Disciplinary Authority, the record of enquiry which shall include -
   a. the report prepared by him;
   b. the written statements of defense submitted by the employee.
   c. the oral and documentary evidence produced in the enquiry.
   d. the written statements of argument filed by the Presenting Officer and the employee, if any; and
   e. the orders, made by the Disciplinary Authority and Enquiry Officer in regard to the enquiry.
3. The Disciplinary Authority, to which the record is forwarded may act on the evidence of the record or may, if it is of the opinion that further examination of any of the witnesses is necessary, recall the witness(es) and examine, cross-examine, and re-examine the witness(es) and impose on the employee such penalty as it may deem fit in accordance with this/her standard code.
   Provided that, if any witness is so recalled, he may be cross-examined by the employee.

S11.76. Action on Enquiry Report:-

1. The Disciplinary Authority, if it is not itself enquiring authority, shall consider the report and record its finding on each charge.

2. a. if the Disciplinary Authority having regard to its findings on all or any of the articles of charge is of the opinion that any of the major penalties shall be imposed on the employee, and then it shall –

i. furnish to the employee, a copy of the report of the inquiry held by it and its findings on each article of charge or where the inquiry has been held by an enquiring Authority appointed by it, a copy of the report of such Authority and a statement of its findings of the Enquiring Authority, together with brief reasons for its disagreement, it any, with the findings of the Enquiring Authority: and

ii. give to the employee a notice starting the penalty proposed to be imposed on him, and calling upon him to submit within fifteen days of receipt of the notice or such further time not exceeding fifteen days, as may be allowed such representation he may wish to make on the proposed penalty on the basis of the evidence adduced during the inquiry.

b. The Disciplinary Authority shall consider the representation, if any, made by the Employee and determine the quantum of penalty, if any, that shall be imposed on him on the basis of the evidence adduced.

3. If the Disciplinary Authority, having regard to the finding, is of the opinion that any of the minor penalties shall be imposed on the employee, it shall notwithstanding anything contained in these rules, determine what penalty shall be imposed on the employee and make an order imposing such penalty.

4. If the Disciplinary Authority, having regard to the findings on the charges, is of the opinion that no penalty shall be imposed or that the employee is honorably acquitted, the Disciplinary Authority shall inform the employee accordingly.

5. The Disciplinary Authority, itself not being the Enquiring Authority, shall consider the enquiry report and if it disagree with the Enquiring Authority on any article charge, it shall record its reasons for such disagreement, and refer the case back to the Enquiring Authority for further enquiry and report. The Enquiring Authority shall thereon proceed to hold further enquiry according to the provisions of the proceeding rule as far as may be.

6. The orders made by the Disciplinary Authority under this/her rule shall be communicated to the employee and the Enquiring Authority.

S11. 77. Appeals and Review:-

1. **Notwithstanding anything contained in this/her standard code no appeal shall lie against –**

a. Any order of an interlocutory nature or of the nature of a step-in-aid or the final disposal of a disciplinary proceeding, other than an order of suspension:

b. Any order passed by an Enquiring Authority in the case of an enquiry under these standard codes.

2. **Subject to the provisions of clause** (1) employee may prefer an appeal against all or any of the following orders, namely:--

a. An order of suspension or deemed suspension made under S11.72.

b. An order imposing any of the penalties, whether made by the Disciplinary Authority or by any Appellate, or by Reviewing Authority;

c. An order which –

i. Denies or varies to his/her disadvantage his/her pay, allowances or any other conditions of service

ii. Denies promotion to which he is otherwise eligible according to the recruitment and promotion rules and which is due to him according to seniority:

iii. Interpreted to his/her disadvantage the provisions of any such rules:

iv. An order –

(a) Stopping him at the efficiency bar in the time scale of pay on the ground of his/her unfitness to cross the bar:

(b) Reverting him while officiating in higher service, grade or post to lower service, grade or post, otherwise than as a penalty:

(c) Reducing or withholding the post-retirement benefits, it any:

(d) Determining the subsistence and other allowances to be paid or him for the period of suspension or for the period during which he is deemed to be under suspension or for any portion thereof:

(e) Determining his/her pay and allowance,

(1) For the period of suspension, or

(2) for the period of his/her dismissal, removal, or compulsory retirement from service, or from the date of his/her reduction to a lower service, grade, post, time-scale or stage in a time-scale of pay, to the date of his/her reinstatement or restoration to his/her service, grade, or post, or

(f) Determining nature of the period from the date of his/her suspension or from the date of his/her dismissal, removal, compulsory retirement or reduction to a lower service, grade, and post, time-scale of pay or state in a time-scale of pay to the date of his/her reinstatement or restoration to his/her service, grade or post.

3. **Appellate Authorities-**Subject to the provisions of any law for the time being in Force:

a. The employee in Group A and B shall appeal to the Executive Council against the order passed by the Vice Chancellor.

b. The employee in Group C and D shall appeal to the Vice Chancellor against the orders of the Registrar

c. The employee in Group D shall appeal to the Registrar against the orders passed by the authorities subordinate to the Registrar.

4. **Period of Limitations for Appeals –** No appeal preferred under these standard codes shall be entertained unless it is preferred within a period of 30 days from the date of the order:

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 preferring the appeal in time.

5. Mode, Form and Contents of Appeal –

a. every employee preferring an appeal shall do so separately and in his/her own name and shall address it to the Authority to which the appeal lies.

b. The appeal shall be complete in it and shall contain all material statement and arguments on which the appellant relies, but shall not contain any disrespectful or improper language.

6. Submission of Appeals –

a. every appeal shall be submitted to the Appellate Authority through the proper channel.

b.An advance copy may be submitted direct to the Appellate Authority.

7. Transmission of Appeals –

The Authority which made the order appealed against shall, on receipt of a copy of the appeal, without any avoidable delay and without waiting for any direction from the Appellate Authority, transmit to the Appellate Authority every appeal together with its comments thereon and the relevant records.

8. Consideration of Appeal –

a. In the case of an appeal against an order of suspension, the Appellate Authority shall consider whether the order of suspension is justified or not and confirm or revoke the order accordingly.

b. In case of an appeal against an order in these penalties specified in the rule or enhancing any penalty imposed under the rule, the Appellate Authority shall consider-

i. Whether the procedure laid down in these rules has been followed, if not whether such non-compliance has resulted in the violation of any provisions of the Acts or in the failure of justice;

ii. Whether the findings of the Disciplinary Authority are warranted by the evidence on the record; and

iii. Whether the penalty imposed is adequate or severe; and passes orders

(a) Confirming, enhancing, reducing or setting aside the penalty ; or

(b) Remitting the case to the Authority which had passed the order appealed against, with such directions as it may deem fit in the circumstances of case :

Provided that –

(i) the Appellate Authority shall not impose any enhanced penalty. Neither such Authority nor the Authority, which made the order appealed against, is competent to impose;

(ii) if the enhanced penalty which the Appellate Authority propose to impose is one of the major penalties and an enquiry under the rules has not already been held in the case, the Appellate Authority shall itself hold such enquiry or cause it to be held as per the prescribed provisions and thereafter on consideration of the proceeding of such enquiry and after giving the employee a notice stating the enhanced penalty to be imposed on him and calling upon him to submit within

15 days of receipt of the notice or such further time not exceeding 15 days as may be allowed, such representation as he may wish to make on the proposed enhanced penalty.

(iii) if the enhanced penalty which the Appellate Authority propose to impose is one of the major penalties and an enquiry under these rules has already been hold in the case, the Appellate Authority shall give to the employee a notice stating the enhanced penalty proposed to be imposed on him, and calling upon him to submit within 15 days of receipt of the notice or such further time not exceeding 15 days, as may be allowed, such representation as he may wish to make on the enhanced penalty and make orders as it may deem fit; and

(iv) No order imposing an enhanced penalty shall be made in any other case unless the appellants have been served with a notice.

(c) The Appellate Authority shall consider all the circumstances of the case and make such orders as it may deem just and equitable and calling upon him to submit within 15 days of receipt of the notice or such further time not exceeding 15 days as may be allowed, such representation as he may wish to make on the proposed enhanced penalty.

9. Service of orders, Notices, etc.:

Every order, notice and other process made or issued under this/her standard code shall be served in person on the employee concerned or shall be communicated to him by speed/registered post/e-mail. In case the registered post is not effectively served the notice shall be pasted on the door of his/her residence and published in at least one leading local newspaper.

10. Implementation of orders –

The Authority which made the order appealed against shall give effect to the orders passed by the Appellate Authority.

11. Review –

a. Notwithstanding anything contained in these rules the Reviewing Authority may at any time either on his/her own or on being moved call for the records of an enquiry and review any order made under these rules ; and

i. Confirm, or set aside the order; or

ii. Direct the competent authority to reduce or to enhance the penalty imposed by the orders or imposes any penalty where no penalty has been imposed;

iii. 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 the circumstances of the case :

Provided that, the Competent Authority shall not enhance the penalty and give such directives, unless the employee is given opportunity to represent as to why the penalty should not be enhanced.

b. No proceeding for review shall be commenced until after

i. The expiry to the period if limitation for an appeal.

ii. The disposal of the appeal, if any such appeal has been preferred.

c. An application for review shall be dealt with in the same manner as if it were an appeal under these rules except that the period of limitation for its consideration shall be six months commencing from the date on which a copy of the order under review is delivered to the applicant.

12. Miscellaneous –

a. Service of order, notices, etc. Every order, notice and other process made or issued under these rules shall be served in person on the employee concerned or shall be communicated to him by registered post.

b.Power to relax time – limit and condone delay - Save as otherwise expressly provided in these rules, the Authority competent under these rules to make any order may, for good and sufficient reasons, or, if sufficient cause is shown, extend the time specified in these rules for anything required be done under these rules or condone any delay.

S11.78. Deserter - the employee, who absents from duty without permission for a period of more than thirty days, shall be deemed to deserter and his/her services shall stand terminated automatically on the expiry of the period of thirty days.

Provided that, whenever the employee is not able to attend the duties as prescribed and not able to communicate reasons of his/her absence for the reason beyond his/her control, the Competent Authority may, by a special order condone his/her absence.

S11.79. Discontinuation and Termination:-

1. The employee shall not leave or discontinue his/her service in the University without giving a prior notice in writing to the Vice Chancellor or the Registrar, as the case may be, his/her intention to leave or discontinue the services. The period of notice shall be,

   a. *Three* calendar months in the case of employee in Group A, Group B and Group C.

   b. One calendar month in the case of employee in Group D.

   c. In case of breach of these provisions, the employee shall pay to the University an amount equal to his/her pay for the notice period required to be given by him. In case he falls to pay the amount, it shall be recovered from the dues payable to him.

2. The Competent Authority, after completing the procedure of departments enquiry, comes to the conclusion that the employee should be compulsory retired or removed from service, it shall give three months' notice in case of employee in Group A to C service and one month's notice in case of an employee in Group D service.

3. The employee on probation shall be leave or discontinue his/her service without first giving prior one month's notice in writing or one month's salary in lieu thereof.

4. The competent Authority shall not terminate the service of the employee on probation without giving one month's prior notice in writing to the employee or one month's salary in lieu thereof.

5. No notice of resignation or termination of service shall be necessary in case of the employee—

   a. On work charged establishment and

   b. Appointed purely on temporary basis with or without definite period prescribed in the appointment order.

6. The employee shall cease to be in the service of the University in case he absents himself continuously, for a period of five years:

Provided that the period spent by the employee on Study Leave shall not be counted as absence for this/her purpose.

7. The employee suffering from contagious or infectious disease and is declared unfit for the service by the Medical Authority shall be discharged from the service of the University.

VII : RETIREMENT

S11. 80. Retirement:-

1. The employee after confirmation shall continue in the service of the University till he/she attains the age of superannuation.
2. The Competent Authority shall require the employee to retire from the service of the College or Recognized Institution, if-

   a. he/she has reached the age of superannuation.

   b. he/she has committed misconduct and is imposed with the penalty under sub-clause (iv), (v) or (vi) of clause (b) of S11.68 and is found to be inefficient.

   c. he/she is found by the Medical Authority to be incapacitated for further service of any kind, which includes retirement on account of mental or physical infirmity.

   d. the post held by the employee is abolished and there is no suitable post equal to his/her post in which he can be absorbed.

   e. he/she is retired on retirement pension.

   f.he/she is absent from duties for five years or more.

S11. 81. Age of superannuation:-

Every non-teaching employee other than Group D shall retire from service on afternoon of the last day of the month in which he attains the age of 58 years. Non-teaching employee in Group D service shall retire from service on the afternoon of the last day of the month in which he attains the age of 60 years.

S11. 82.Extension in service beyond the age of superannuation:-

1. The Competent Authority may, subject to the prior approval of the government grant an extension of service to the employee beyond the age of superannuation, on academic or administrative grounds only, which shall be recorded in writing.

   Provided that, in very exceptional circumstances, extension may be granted beyond the age of superannuation. Such proposal of granting extension to the employee shall be forwarded to the government three months prior to his/her date of retirement.

   Provided further that, if such proposal is accepted by the government then, the salary for the period for which the employee is given extension shall not be held admissible for the Salary Grant.

2. The decision of the government to grant extension in the service to the employee or otherwise shall be final and the university shall comply.

3. Reemployment:

   a. Notwithstanding anything contained in this/her standard code, the Competent Authority may, subject to the prior approval of the government grant re-employment to any employee already retired, in the interest of the University, which shall be recorded in writing.

   b. The employee who has retired before the age of superannuation voluntarily on medical grounds, or for some other reasons but not for avoiding any departmental proceedings, may be re-employed by the Appointing Authority; with prior approval of the director or government as the case may be. The specific reasons, carefully examined and recorded in writing by the Appointing Authority shall be communicated to the director or government as the case may be. Such re-employed employee shall be in the service of the University up to his/her normal age of superannuation and shall be subject to the provisions of this/her standard code.

   Provided that, the Salary of such re-employed employee shall be fixed as per the Government rules, from time to time.

S11.83.Superannuation Proposal:-

1. The case of each employee, shall be taken up for examination at least one year before the date of his/her retirement by the Competent Authority who shall prepare a list, every six months on 1st January and 1st July each year, of all

the employees who are due to retire within the next twenty-four months and forward the same to the Director of Higher Education, the Joint Director and the Audit Officer before 31st January or 31st July respectively.

2. The Competent Authority shall intimate the employee one year in advance the date of his/her superannuation along with the documents related to pension proposal and require him to furnish them duly filled in, within two months. The Competent Authority shall scrutinize the same and complete other service record, documents and certificate required and forward the proposal to the Joint Director, eight months in advance, for consideration and approval. The Joint Director shall submit the pension papers to the Audit Officer, six months prior to the date of superannuation of the said employee for his/her sanction.

S11.84. Voluntary Retirement:-

1. The employee who has put in at least twenty years of service, may at his/her sole discretion, opt to retire from the services of the University, as the case may be, by giving three clear months (90 days) notice to the Appointing Authority.

   Provided that, during the three months notice period, the said employee shall have the liberty to withdraw such a notice of Voluntary Retirement at any time.

2. The employee who has opted for voluntary retirement shall have added weightage of not more than five years. For determining the qualifying service, a period of five years or the period up to the date of his/her superannuation, whichever is less, shall be added to the period of his/her service held as qualifying.

3. The weightage of qualifying service shall be for calculation of pension and gratuity based on the pay drawn by the employee on the date of his/her retirement, but shall neither be counted for notional increments nor for calculations of notional leave for the purpose of encashment.

4. As soon as the notice of voluntary retirement of the employee is received, the Appointing Authority shall intimate the employee, the Joint Director and the Audit Officer about the acceptance of the employee's request. The Appointing Authority and the Joint Director shall process his/her pension and other retirement papers as expeditiously as possible.

S11.85. Retirement on Retiring Pension:-

1. The Competent Authority may, at least six months in advance, take up the case of the employee who has attained the age of fifty three/fifty-five years, to review whether the employee may be continued in the service of the University. In case, in the confidential reports, the observation regarding the general performance of the Employee is unsatisfactory for majority number of reporting years or if the Employee had departmental proceedings involving major penalty, but were not substantially proved, the Competent Authority may consider whether the services of the Employee be continued beyond fifty three or fifty five years of his/her age or be required to retire.
2. The employee so retired shall be entitled to the retiring pensioner benefits up to the date on which he retires.

S11.86. Retirement on Medical Ground:-

If the employee is declared invalid for service, by the Medical Authority, on physical or mental incapacity, the non-teaching employee shall retire from the service of the University with effect from the date of such declaration and shall be entitled to proportionate post-retirement benefits up to the date of retirement.

S11.87.Removal or Compulsory retirement:-

1. Subject to these Standard Codes, the Competent Authority may remove any employee from the service of the University or may require him to retire on grounds of misconduct and inefficiency.
2. In respect of the employee retiring for reasons other than by way of superannuation, the Registrar shall promptly inform the Director, Higher Education, the Joint Director and the Audit Officer as soon as the cause thereof arises.
3. While forwarding such a list, the Registrar shall specifically make a mention whether any dues either to the Government/ University are outstanding in the name of the employee who is due for retirement.

S11.88. Claim for Compensation for Retirement:-

No claim as compensation by the employee who is required to retire under these provisions shall be entertained, except the post-retirement benefits as may be prescribed by the Government, from time to time.

S11.89. Post Retirement Benefit:-

1. The employee working in the University against the post approved by the Government and who is covered under Salary Payment Scheme shall be eligible for the post-retirement benefits such as Pension, Gratuity, Commutation of Pension, Encashment of unutilized leave and other post-retirement benefits as sanctioned by the Government, for its employees working in comparable pay scales; from time to time.
2. The employee working in the University against the post approved by the Government and/or who is covered by the Contributory Provident Fund scheme by choice or working in a post which is not covered under salary payment scheme or covered by the Self Supporting Scheme or DCPS shall be eligible for the contribution from the employer at the rate as may be prescribed by the Government, from time to time. The employee's subscription and the employer's contribution and the interest thereon shall be maintained in separate account/fund as provided by the Act. The employee on retirement shall be entitled to the amount accrued to his/her account, both as employee's subscription and employer's contribution and interest thereon till the date of disbursement, The employee shall also be entitled to such other terminal benefits as gratuity, encashment of unutilized leave and other post-retirement benefits at the rates applicable to the employee covered by pension scheme.
3. The employee shall clear all dues payable to the University outstanding to his/her account and vacate the residential accommodation, if provided, before the post-retirement benefits are extended to him/her, as may be prescribed by the Government, from time to time.
4. The employee who has been declared as deserter or who ceases to be in service, may be entitled to the post-retirement benefits, as prescribed by the Government, from time to time, pro-rata up to the date he/she attended his/her duties regularly, provided the said period qualifies for such benefits.

S11.90.Qualifying Service:-

The provisions of Maharashtra Civil Services (Pension) Rules, 1982 will be applicable.

S11.91.Pensionable Pay:-

The provisions of Maharashtra Civil Services (Pension) Rules, 1982 will be applicable.

S11.92.Classes of Pensions:-

The provisions of Maharashtra Civil Services (Pension) Rules, 1982 will be applicable.

S11.93.Determination and Authorization of the amount of pension and gratuity:-

The provisions of Maharashtra Civil Services (Pension) Rules, 1982 will be applicable.

S11.94. Payment of Pension:-

The provisions of Maharashtra Civil Services (Pension) Rules, 1982 will be applicable

VIII : MISCELLANEOUS

S11.95.Break condonation:-

The University or the Director of Technical Education, as the case may be, shall condone the break, in service of the employee for the purpose of pay and pensionary benefits, as per the Government rules, from time to time.

S11.96.Discharge certificate:-

The Registrar shall issue a Discharge Certification to the employee who leaves service after following due procedure as laid down under the standard codes,

S11.97.Tenure post:-

1. If the employee is appointed on a post which is sanctioned/created for a specific period of time, the employee shall be governed by the specific provisions of the terms of contract and not by the provision of these standard codes. He shall have no legal claim on the said or similar post in the University, except those specified in the contract.

   Provided that, if the post is extended on tenure basis, the employee already working or the employee who was working may be given preference. On the expiry of such extended period, the employee shall be entitled to the terminal benefits as may be admissible.

2. The employee may be appointed for a tenure period on a permanent or a temporary post, by a contract and shall be governed by the terms of contract and not by the provisions of this Standard codes.

S11.98. Abolition of post:-

1. The post of the employee shall not be abolished without prior permission of the Director Technical Education or Government.
2. If the employee is declared as surplus for want of student strength, no work or due to any reason, then such employee shall be absorbed as prescribed in S11.34.
3. In case of the employee who cannot be declared as surplus, as per the rules thereof, then the post held by such employee shall be abolished in the following manner:

   a. The appointing authority shall submit the proposal to the Director Technical Education or Government with reasons thereof.

   b. The Director Technical Education, after scrutinizing the proposal shall give the permission to abolish the post(s)

   c. The employee(s) working against the post(s) which is/are to be abolished shall be entitled to the salary as follows:

i. If the employee has put in more than ten years of service, he/she shall be entitled to twelve months' salary and pension and allied benefits if any as per the Pension rules applicable from time to time.

ii. If the employee has put in more than five years and less than ten years of service, he/she shall be entitled to six months' salary.

iii. If the employee who is confirmed and has put in more than two years and less than five years of service, he shall be entitled to three months' salary.

d. In case, the abolished post is again created due to any reason, the employee shall have option to come back to the said post.

S11.99. Resignation:-

1. Any employee working in the University shall resign from his/her post by submitting resignation letter to the Competent Authority in his/her own handwriting.
2. The permanent employee shall submit the resignation with 3 months notice or 3 months pay in lieu of notice. Pay in lieu of notice is basic pay with AGP.
3. The temporary employee shall submit the resignation with 1 months notice or 1 month's pay in lieu of notice. Pay in lieu of notice is basic pay with AGP.

S11.100. Handing over the charge:-

1. The employee before leaving the service shall handover the charge of his/her post to the Registrar or the person duly authorized by the Registrar on his/her behalf.

2. The employee shall return to the University all advances, consumer society loan, books, etc. and shall pay the maintenance charges of the accommodation (if any) provided to him.

3. The employee shall vacate the quarter allotted to him before handing over the charge and shall pay all the dues due to him and submit no dues form as prescribed.

4. The University shall pay all the dues which are payable to the employee before he is relieved.

5. The University shall handover the discharge certificate to the employee.

S11.101.Contributory Provident Fund:-

The employee who is not covered under salary payment scheme or Pension Scheme, as the case may be, shall be entitled to Contributory Provident Fund scheme.

Provided that, the rate of monthly subscription of the employees' and the university's share shall be as per the rules of Government of India, from time to time.

Provided further that, the employee, who is covered under salary payment scheme or Pension Scheme, as the case may be, shall be entitled to for gratuity as per the Government rules from time to time.

S11.102. Defined Contributory Pension Scheme:-

The employee entered in the services of University on or after 1st November, 2005 shall be eligible for this/her scheme as per the rules of Government of Maharashtra from time to time.

S11. 103.Special provisions for the female employees:-

1. Female employees may be allowed to accumulate the casual leaves to the extent of sixty days for the purpose of her child rearing activities.

2. Where both husband and wife are working under the same or different universities, the creation of earned and half-pay leave bank may be permitted and the female employee may be allowed to avail leave admissible for rearing of very young children.

   Provided that, such period shall not exceed more than six years in entire service.

Provided further that the female employee shall be allowed to avail this/her leave facility if she has no other leave to her credit and there is earned leave to the credit of her husband.

3. The female employee, in her entire service, may be allowed to work part-time for a period of not more than five years, when her children are young and family commitments are maximum.

Provided that, this/her part-time service shall be counted for the purpose of Seniority, Increments, and Retirement benefits, etc.

Provided further that such female employee as far as possible may be allowed to enjoy the benefits of flexi time-table convenient as per her requirements.

4. The break(s) in the service of the female employee shall be condoned by the Government or the University, as the case may be, in the following manner:

a. The total number of breaks in service shall not be more than six in the entire service.

b. The total period of such breaks shall not be more than six years irrespective of the length of break.

c. The reason(s) for the break(s) shall include (i) marriage, (ii) transfer of both wife and husband, (iii) termination of service for reasons other than disciplinary measures, (iv) non-employment, (v) children's birth or family commitments or any other cause related to her dual responsibilities as a mother and the employee.

d. Such breaks shall be ignored for all the benefits such as Increments, Retirement benefits etc.

e. The female employee shall be allowed to rejoin the service (not necessarily in the same job/post) and the service rendered by such an employee prior to joining the new post shall be counted for the retirement benefits.

5. Priority may be given to the female employee for training/course organized nearer to their place of work.

S11.104. Duties and Responsibilities of non-teaching employees:-

1. Deputy Registrar and equivalent cadres:

a. The Deputy Registrar as in-charge of Section/Unit/Department, shall be personally responsible for the smooth conduct and working of his/her Section/Unit/Department, for the allotment of work to the Assistant Registrar/Section Officer, etc., who shall be directly responsible to him.

b. He shall convene regular meetings of the officers and / or of the staff working under him and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms, if any. He shall also get the daily reports / worksheets from the officers and guide the officers and / or staff to ensure that the job assigned to each of them is understood by them and to see that they conduct the business without any difficulties.

c. He shall issue warnings and reprimand to erring employees. He shall also maintain or cause to maintain leave register, movement register and all other official registers of appointment etc.

d. He shall inspect periodically and after every fifteen days the attendance register and countersign it for having inspected the same and take such action as he may deem fit in case of habitual latecomers or those who habitually remain absent by issuing warnings periodically in writing and recommending to the Registrar to take the disciplinary action of severe nature, in case, the same employee shows no improvement.

e. He shall have to maintain and review the annual confidential reports of the officers and employees directly working under him, review the confidential / assessment reports given by the subordinate officers and submit them to the Registrar within specified period. He should communicate in writing from time to time about the progress and difficulties and evaluate the staff and give his/her recommendations. He shall also be responsible for submission of accounts of money his/her section spends. He shall submit periodical returns and reports, and must prepare the budget for his/her section every year and place it for the approval of the appropriate authority.

f. It shall be the duty of the Deputy Registrar to maintain cordial public relations and to attend the queries of the members of the public and supply the information through the Registrar to Government. U.G.C. Chancellor and other semi-Government bodies as per the requirements. It shall also be the duty to help the members of the public to solve their difficulties concerning his/her section to entertain the complaints, if any, against the staff working under him.

g. He shall carry out his/her duties and responsibilities in a just manner without any discrimination and motivate his/her staff to take their work seriously and willingly and shall pay personal attention to their welfare.

h. He shall be solely responsible for the work of the highly confidential nature that may be undertaken by his/her section. He shall be responsible for preserving of the documents, deeds etc. concerning his/her section.

i. Deputy Registrar must personally look into the court cases concerning his/her section and must take steps to deal with the legal matters of his/her section adequately. He must keep the Registrar informed about the cases and obtain his/her orders wherever necessary.

j. Any other work assigned to his/her by the officers of the University from time to time.

2. University Engineer:

a. The Engineer shall perform the duties assigned to him by the Vice-Chancellor and the Registrar from time to time.

b. The Engineer shall assist the Registrar / Deputy Registrar and shall be under the control of the Registrar.

c. In exercise of his/her powers as Engineer, he shall be responsible for the entire construction work of the University buildings.

d. He shall assist the Registrar or any other officer responsible for the calling Building & Works Committee meetings and meetings related to the Building & Works Committee and preparing minutes of the same.

e. He shall be responsible for the entire maintenance of the University building, calling quotations, preparing blue prints etc. and overall responsible for the entire staff working under him.

f. He shall be responsible for the work for which payment is made on his/her recommendation. He should submit the account of projects undertaken for storing the material and for the upkeep of stores / University Building etc.

g. He shall inspect all the buildings periodically and submit his/her report to the Registrar / Vice-Chancellor regarding state of building state of building repairs, modifications, water proofing / fittings and fixtures and shall supervise construction / repair work as and when undertaken.

h. He shall have all powers duties and responsibilities as the Deputy Registrar stated above in respect of the staff working under him.

3. Public Relations Officer:

a. The Public Relations Officer shall be under direct control of the Registrar and shall assist the Registrar in the matter as per needs.

b. He shall be responsible to ensure that the information relating to the University is disseminated. He shall have to coordinate the provision of media for communication purposes, publicizing of social events, academic achievements of the University as concurred by the Registrar.

c. He shall have to maintain the enquiry service for students; staff and also for visitors to the University regarding courses being conducted, the examination and admission ruleS11.

d. He shall have to forward information about the views and reaction of the community on the various University decisions, feed back to review its existing programme and plan for the future. He should keep liaison in institutions of academic / research, government research and development organizations or similar institutions and shall disseminate information through periodicals, booklets, press advertisements and audio visual media.

e. He shall have acquaintance with printing techniques.

f. He shall assist the Vice-Chancellor/Registrar in calling and organizing press conferences as and when required by the Vice-Chancellor / Executive Council.

g. The Public Relations Officer shall have all disciplinary powers and responsibilities as that of the Deputy Registrar in respect of the staff working under him.

4. Assistant Registrar and Equivalent cadres:

a. The Assistant Registrar shall perform the duties as may be assigned to him from time to time, by the Vice-Chancellor, Registrar, Deputy Registrar or Head of the concerned Section where the Assistant Registrar is working as a Head of the Section and he shall have the powers and responsibilities analogues to the powers assigned to the Deputy Registrar above.

b. He shall be in-charge of the units / sections and shall be responsible for their normal and smooth working.

c. He shall look after day to day work of the Section / Unit of which he is in-charge as per the instructions from the higher authorities from time to time.

d. He shall be responsible for planning and scheduling of the entire work the section / unit / department well in advance and shall take the periodical reviews of the its execution.

e. He shall assign / reassign specific jobs to his/her subordinates, and shall also decide the time-dimension in respect of each of the jobs so assigned where the norms are not laid down.

f. He shall ensure and maintain proper co-ordination and follow up with other Department / Unit / Section and shall be totally accountable for follow up actions on the decisions given by the University authorities.

g. He shall be responsible for smooth and efficient running / working of the section / unit / department and timely disposal of cases, letters, bills, reports, returns etc. and he shall maintain proper filling procedure.

h. He shall ensure that the cases / letters requiring immediate and urgent disposal are dealt with immediately.

i. He shall deal with non-routine cases referred to him by the supervisory staff working in his/her section / unit / department. He shall call

meetings of his/her staff periodically and also train the members of his/her department and provide guidance to all.

j. He shall dispose of cases of importance where relevant and regulations are clearly applicable and forward otherwise the same to higher officer, with clear and specific comments. He shall also prepare item for consideration of the Executive Council / Academic Council or for other authorities / bodies of the University.

k. He shall keep exhaustive and self-contained notes of important papers pass down and keep track of their movements till final disposal and also consider the proceeding of the work.

l. He shall exercise constant vigilance which is sine/quanon of speedy and qualitative disposal of work, safety of the record, regular and orderly behaviour of the staff.

m. He shall prepare as per rules and specifications the annual confidential and assessment report and submit them to the Registrar through Deputy Registrar. The Assistant Registrar shall also issue warning in writing, to the staff working under him from time to time and report the cases of erring employees to the Registrar through the Deputy Registrar for suitable disciplinary action.

n. He shall record verbal discussions, orders and instructions, which shall be attested by the Registrar.

o. He shall hold meeting every fortnight with section officers / Assistant Section Officers to discuss the arrears of work, procedural knot-points and other problems which create bottlenecks in the quick disposal of cases of his/her Unit / Department.

p. He shall appraise the plan which he may prepare and its time schedule to employees working under him, watch results, appraise responses and motivate individuals towards achievement of objectives. He shall also deal with staff in a just manner and shall show no discrimination on whatever ground and would after the welfare of the employees working under him.

q. Any other work assigned to him from time to time.

5. Security Officer:

The Security Officer shall be under the direct control of the Registrar and shall assist the Registrar in maintaining security of the University Campus and of its movable and immovable property.

He shall be responsible in respect of -

a. All routine matters pertaining to the recruitment of security staff, their postings, substitute appointments, sanctioning of all kinds of leave to them, transferring of the Watchman from one place to another and to take the disciplinary actions, if any, against them. In case of major disciplinary action, the approval of the Registrar shall be obtained.
b. He shall perform such other duties and functions as may be assigned to him by the Registrar from time to time.
c. He shall be personally responsible for the safety of the staff / officers etc. and for the Security of the University property. It shall be the duty of the Security Officer to see that no encroachment on the University property / Campus and Buildings takes place and that no unauthorized persons are allowed to enter the premises of the University. In case of such encroachment and insecurity or of the situation created by riot etc. he shall have to take help of the police.

6. Superintendent, Supervisor and Equivalent Cadres:

a. To receive and to initial and date each receipt in token of his/her having seen it and to record therein instructions wherever necessary for the guidance of the staff working under him.
b. To deal with letters which he himself can dispose of without the assistance of the officers and those letters which in his/her opinion are important enough to be seen by the higher Officers at the initial stage or on which he desires their instructions.
c. To mark and to distribute the letters in the name of dealing assistants.

d. To exercise check and follow up of letters received from the Government of India / Chancellor / State Government / U.G.C./ Office of the Director of Education / Universities etc.

e. To draft notes and independently deal with cases which are of routine in nature, draft notes essentially with reference to relevant rules, regulations, precedence and implications etc. on special cases and submit to higher officers, and give interim replies.

f. To point out mistakes or misstatements, if any, and draw attention where ever necessary, to the statutory or customary practice and point out rules where they are concerned. To maintain the muster roll of the members of the staff working under him and inform the Assistant Registrar about late attendance.

g. To scrutinize notes / cases submitted by the lower staff, put his/her own remarks / suggestions, if any, and submit the same to the Assistant Registrar and / or Deputy Registrar, as the case may be.

h. To attend meetings, issue notice of meetings, prepare agenda, prepare draft minutes of the meetings and take follow-up actions.

i. To supervise the work of subordinate staff in the form of periodic check of the work carried out by the staff.

j. To inspect the racks and tables of assistants / and / or senior assistants working under him and satisfy himself that no papers of files have been over looked and that there are no odd receipts or bills lying indisposed off.

k. To give instructions regarding destruction of old records according to the directives of Branch Officers / Section Head.

l. To attend to such other work as may be given to him with the approval of the Registrar / Head of the Department.

7. Personal Assistant:

a. The Personal Assistant shall be responsible to the Officer under whom he is working.

b. He shall be responsible for their personal correspondence, appointments, engagements etc., other than normal office dutieS11.

c. He shall perform the duties and responsibilities assigned to him by the concerned Officer from time to time.

d. He shall maintain programme sheets of his/her officers; prepare drafts of meeting and correspondence of routine nature. He shall organize plan and follow tour programme of his/her officer. He shall maintain the confidential and other files as per requirements and make suitable arrangements for the safe custody. He shall sort out the mail and dispatch it promptly to relevant section. He shall issue reminders etc. in respect of such cases, where the officer has called for information / date or has suggested or ordered immediate action in any of the cases. He shall maintain absolute confidentiality and integrity in respect of the work assigned to him.

8. Head Clerk / Assistant Superintendent and Equivalent Cadres:

a. To exercise, check and to follow up the incoming letters received from the University Department / College / Students etc.

b. To point out mistake or misstatements, if any, and draw attention wherever necessary, to the statutory or customary practice and point out rules wherever they are concerned.

c. To submit notes / drafts for approval of the officers through the Superintendent.

d. To scrutinize notes / cases submitted by the lower staff, put his/her own remarks / Suggestions, if any, and submit the same to the Superintendent / Assistant Registrar, as the case may be.

e. To ensure the prompt dispatch of letters.

f. To arrange filing of the papers and arrange files in order, year-wise and subject-wise.

g. To scrutinize notes / cases submitted by the lower staff, put his/her own remarks / suggestions, if any, and submit the same to the Superintendent / Assistant Registrar.

h. To maintain calendar of periodical returns for incoming and outgoing, separately.

i. To attend to such other work that may be assigned to him with the approval of the concerned Deputy Registrar.

9. Senior Clerk / Junior Clerk and Equivalent Cadres:

a. To enter the mail and letters and inter-departmental correspondence / files etc. letters, documents etc. addressed to the officer by name will be received by the officers themselves or through P.A's /Stenographers / Secretaries.

b. To acknowledge letters received.

c. To submit *dak* to the Section Officer / Assistant Section Officer daily, dispatch and watch every entry in the register bearing the initials of the recipients of the letter / documents etc.

d. To prepare list of letters issued during a fortnight to which replies have not been received and for which reminders are required to be sent.

e. To send relevant extracts or any part of a receipt, through Section Officer /Assistant Registrar / Superintendent to the Section, branch concerned for remarks and / or necessary action.

f. To open and maintain service-book / new file(s)-note-book(s), do copying work / rubber stamping and to attend to all types of administrative / clerical work.

g. To maintain different registers, forms etc.

h. To keep a note-book to watch timely disposal of urgent papers.

i. To collect the relevant material required for taking action on a receipt *viz.* file on the subject, if one already exists, other papers / files, if any, refer to any receipt and any other relevant material etc.

j. To supply other relevant facts and figures and also papers pertaining to previous decisions of policy.

k. To prepare routine letter / replies for approval where noting is not required issue reminders.

l. To maintain daily work sheet, and to submit weekly arrears report to the Section Officer and / or Assistant Section Officer.

m. To prepare monthly arrears report and submit it to the Assistant Section Officer and / or Section Officer for perusal and guidance /instructions.

n. Any other work assigned from time to time, with the approval of the Assistant Registrar.

10. Deputy Accountant:

a. To ensure that the various payments made from the University funds are within budget provision and with the sanction of competent authorities.

b. To attend to correspondence with State / Central Government / U.G.C. and other higher authorities with the assistance of the Assistant Accountant.

c. To ensure proper attendance of staff working under him.

d. To ensure accuracy in bank reconciliation statement and budget, final accounts of funds assigned to him and also to ensure that non-revenue accounts appearing in particular account of fund are reconciled.

e. To attend to audit queries and to reply audit report. To submit necessary statement of accounts.

f. To recover grants due to the University from the outside bodies including State and Central Government.

g. To report to the Assistant Registrar (Finance and Accounts) / Deputy Registrar (Finance and Accounts) about such of the financial provisions of Act and Accounts Code that are followed by the departments / sections which are attached to him.

h. To attend to such other works assigned to him with the approval of the Finance Officer.

11. Assistant Accountant:

a. To prepare bank reconciliation statement, budget and final accounts of funds entrusted to him.

b. To prepare periodic accounts of funds entrusted to him and to assist the Deputy Accountant in furnishing of figures of expenditure to higher authorities.

c. To maintain books of accounts, payments register and funds entrusted to him.

d. To attend to all the matters pertaining to deduction of Income Tax, Professional Tax and L.I.C. Premia from the salary of individual employee.

e. To attend to routine correspondence with Banks and other Departments.

f. To supervise the work of Accounts Clerk under him and to pass the bill for payment as per relevant rules.

g. To attend to such other works as may be assigned to him with the approval of the Deputy Registrar (Finance and Accounts), from time to time.

12. Accounts Clerk:

a. To write various books of accounts such as ledger salary register, income tax register.

b. To ensure filing of vouchers and papers.

c. To prepare bills for payment.

d. To prepare various returns.

e. To report to the Assistant Accountant / Deputy Accountant about any mistakes noticed by him in books of accounts.

f. To attend to such other work as may be assigned to him with the approval of the Assistant Registrar (Finance and Accounts) Accountant, from time to time.

13. Garden Superintendent:

The Garden Superintendent shall be under the direct control of the Administrative Coordinator or Registrar as the case may be.

He shall be responsible for maintenance and development of garden. He shall also supervise the work of Malies and other persons working under him and

shall exercise such power as he may deem fit to regulate the working of the staff working under him by obtaining directions from the Registrar / Administrative Coordinator.

14. Receptionist:

The Receptionist shall work under the direct control of the Public Relations Officer or Deputy Registrar / Assistant Registrar as the case may be.

a. He shall have to receive the guests, visitors, members of the various organizations and student community etc. and guide them to the proper sections to meet their requirements.
b. He shall be well acquainted with exam. dates, various programmers of the university meetings. University publications and announcement of result etc.
c. He shall perform such other duties and responsibilities as may be assigned to him by the concerned Officer from time to time.
d. He shall display on the notice-board important notices, circulars etc. received from the various section.

15. Laboratory Assistant and equivalent cadres:

a. To assist students and teachers in conducting practicals and experiments.
b. To maintain dead stock register and register of consumable materials and to undertake physical stock verification of laboratory materials.
c. To assist the in-charge of Laboratory in purchase and procurement of laboratory materials.
d. To supervise the work of laboratory attendants working under him.
e. To assist the in-charge of laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.
f. To report about breakages / losses in laboratory, to his/her superiors.
g. To report to in-charge of laboratory about misbehaviour inside the laboratory.

h. To ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants.

i. To attend to such other duties as may be specially brought to his/her notice, with approval of the Head of the Department.

16. Laboratory Attendant:

a. To clean laboratory and to keep Laboratory materials including apparatus and equipments in proper place.

b. To render physical assistance to students, teachers and other Laboratory Staff in movement of laboratory equipment, instruments, chemical and other materials within and outside the laboratory.

c. To assist Laboratory Assistant and other laboratory staff in physical stock verification of laboratory equipment, instruments, chemicals and other materials.

d. To render physical assistance to students and teachers in conducting practicals and experiments.

e. To report about loss of laboratory equipment and other materials to his/her superiors.

f. To open and to lock cupboards, doors, windows and gates of laboratory.

g. To attend to delivery of letter connected with laboratory and its staff.

h. To attend to such other duties which are assigned to him by the Laboratory staff, with the approval of Incharge of the Laboratory.

17. Assistant Librarian and equivalent cadres:

The Job responsibilities of an Assistant Librarian are as follows:

a. Gift Book Processing

b. Catalogue – Data entry

c. Library Notices – Drafting, putting up notices on the Library Notice Board

d. Displays

e. Binding of Books & Journals

f. Journals – General supervision
g. Discipline in the Library
h. Solar System & Panel
i. Library Clearance
j. Correspondence – Print & Dispatch
k. Library Maintenance – Liaison with Administrator
l. Hardware & Network – Liaison with Knowledge Centre
m. Library Statistics
n. Library Membership, Summer cleaning administration, Weeding out
o. Reference, Printing of Spine / Book/ Barcode Labels
p. Library Orientation Tours u.
q. Any other work assigned by the Librarian from time to time.

18. Library Attendants:

a. To clean Library and to keep Library books & other material in proper place.
b. To render physical assistance to students, teachers and other Library Staff in movement of Library books, journals, newspapers and other materials within and outside the Library.
c. To assist Assistant Librarian and other Library staff in physical stock verification of books and other materials.
d. To render physical assistance to students and teachers in distributing books.
e. To report about loss of Library books and other materials to his/her superiors.
f. To open and to lock cupboards, doors, windows and a gates of Library.
g. To attend to delivery of letters connected with Library and its staff.
h. To make use of Computer for data feeding, excel, MS word and Ms PPT whenever required in the library/college
i. To seek permission of immediate incharge while leaving the Library.
j. To attend to such other duties which are assigned to him by the Library staff, with the approval of Librarian.

19. Office Attendant (old post-Peon):

a. To open windows, doors, office, classrooms, staffrooms, etc. and switch on fans and lights and to close the same, when not required.

b. Maintain cleanliness of the campus, office, classrooms, staffrooms, etc.

c. Do dusting of office furniture, machines, files, table equipment, switch on light and fans and switch them off when not required, remove and replace covers of machines, filling up inkpots.

d. Do the work of opening, pasting and sorting and arranging paper and circulars in accordance with instructions of the Section Officers / Branch Head, and also do the work of stitching agenda and minutes of meeting according to instructions.

e. Do the work of affixing stamps, sticking and sealing envelopes or wrappers, packing up of parcels.

f. Carry messages, papers, registers, files, circulars, bags, portable size etc. from one place to another inside office or outside as the case may be.

g. Carry papers, franking, machines, etc., within building and other such portable items (office equipment) from one place to another.

h. Operate franking machine, wherever necessary.

i. Operate cyclostyling machine, photocopy machine, wherever necessary.

j. carry out any other work of similar nature which the officer incharge / Dy. Registrar / Assist. Registrar / Section Officer / Office Superintendent/ Lab Assistant may instruct.

k. serve drinking water to employees and to visitors, when required.

l. dispatch letter including letters by hand delivery

m. carry cash, cheque etc. to and from banks.

n. Any other work as may be assigned to him / her by the concerned officer from time to time.

o. Office Attendant shall also have to attend to the duties assigned to coolies.

p. Sweeping and cleaning the Lavatories, latrines, floors in the building and university premises and any other office work related to cleaning as assigned by the officer / Hawaldar / Mukadam.

q. To make use of Computer for data feeding, excel, MS Word and MS PPT whenever required in the college

r. To seek permission of immediate in-charge while leaving the place of work.

s. Any other work as may be assigned to him by the concerned officer from time to time.

20. Technical/non technical/multitasking skilled/Other Staff:

Where the duties of the staff undertaking a specialized operation or where the employee having same nomenclature is required to perform diverse duties, no specific duties and responsibilities can be laid down without disturbing the individual requirements of the each of the Universities. The duties and the responsibilities of several such categories mentioned in S11.11 shall be specified and governed by each of the Universities by adding there in the manner and in keeping with their set of practices and requirements. Thus, it shall be the responsibility of every University to prescribe duties and responsibilities for the post for which duties are not prescribed here and above.

S11.105. Code of Professional Ethics:

1. Non teaching employee shall:

a. devote his/her time and energy to develop and improve his/her academic and professional competence by availing all opportunities to attend and participate in programmes, such as Seminars, Orientation, Refresher Courses, In-service programme, etc. The university shall give the Non teaching employee every possible opportunity to do so.

b. Not ordinarily remain absent from work without prior permission or grant of leave.

c. observe the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force and as modified, from time to time and

abide by the decisions of the University and shall ensure the interest of the University. Such decisions, Statutes, Ordinances, Regulations, etc. If it is found by the university by an act or negligence or neglect or default on the part of the Non teaching employee, such damage or loss shall be recoverable from him.

d. When required, attend to extra-curricular, co-curricular activities organized by the University, College and recognized Institution and Non teaching and supervisory work and maintenance of records and self reports or any other duties befitting the status of an administrator assigned to him by the university.

e. shall help the University, authorities to enforce and maintain discipline and good habits among the students.

f. shall perform all his/her duties faithfully and will not avoid his/her responsibility. However, following lapses would constitute improper conduct on the part of the Non teaching employee:

   i. Failure to perform his/her usual duties
   ii. Gross partiality in students, deliberately attempting victimization on any grounds.
   iii. Inciting or instigating students against other students, colleagues, administration
   iv. Raising questions of castes, creed or religion, race or sex in his/her relationships with the students and his/her colleagues and trying to use the above considerations for improvement of his/her prospects.
   v. Refusal to carry out the decisions of appropriate authorities, officers, administrative and academic bodies of the University. This/her will not inhibit his/her right to express his/her difference with their policies or decisions, expression, provided that he will not use the facilities or forum of the University, College or Recognized Institution to propagate his/her own ideas or beliefs for or against particular political party or alignment of political or religious activities.
   vi. Accepting tuitions, conducting/participation in private coaching directly or indirectly or any classes or courses in any manner.

vii. Violation of the Anti – bigamy Act, Anti-dowry Act and any other such Acts in any manner directly or indirectly.

viii. Violation of the non-academic activities directly or indirectly such as –Undertaking of any office of profit, agency, etc.

g. not avoid any work related to the University examinations without reasonable grounds.

h. be modest in the behavior with male and female students and other employees.

i. Strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being.

j. Not consume any intoxicating drink or be under the influence of any intoxicating drink or drug, during the course of his/her duty, and shall also take due care that the performance of his/her duties at any time is not affected in any way by the influence of any such drink or drug.

k. Refrain from consuming any intoxicating drink or drug in a public place

l. Not appear in a public place in a state of intoxication.

m. Not use any intoxicating drink or drug in excess so that he is unable to control his/her behavior.[Explanation : For the purpose of this/her rule, "public Place" means any place or premises (including conveyance) to which the public have or are permitted to have access, whether on payment or otherwise].

n. Enjoy full civic and political rights as provided by the constitution.

i. Have a right to adequate emoluments, social position, just conditions of service, professional independence and adequate social insurance.

ii. Be calm, patient and communicative by temperament and amiable in disposition.

i. Adhere to a responsible pattern of conduct and demeanor expected of him by the community.

ii. Manage his/her private affairs in a manner consistent with the dignity of the University.

iii. Co-operate and assist in carrying out functions relating to the educational responsibilities of the College or Recognized Institution and the University

such as : assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation, and participate in extension, co-curricular and extracurricular activities including community service.

2. Non teaching employee and the students:

The Non teaching employee shall-

a. Respect the right and dignity of the students in expressing his/her opinion.
b. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
c. Strive to meet student's individual needs.
d. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
e. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
f. Make himself available to the students even beyond their office hours and help and guide students without any remuneration or reward, in University premises.
g. Aid students to develop an understanding of our national heritage and national goals, and
h. Refrain from inciting students against other students, colleagues or administration.

3. Non teaching employee and colleagues:

The Non teaching employee shall –

a. Treat other members of the profession in the same manner as they themselves wish to be treated.
b. Speak respectfully of other colleagues and render assistance for professional administration.

c. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.

d. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional Endeavour.

4. Non teaching employee and authorities:

Non teaching employee shall-

a. Discharge their professional responsibilities according to the existing rules and adhere to procedure and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.

b. Not undertake any other employment and commitment including private tuition and coaching classes;

c. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

d. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;

e. Adhere to the conditions of contract;

f. Give and expect due notice before a change of position is made; and

g. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of administrative schedule.

5. Non teaching employee and teachers:

Non teaching employee should-

a. Treat the teachers as colleagues and equal partners in a co-operative undertaking, within every educational institution.
b. Help in the function of joint staff council covering both teachers and the Non teaching employees.

6. Non teaching employee and guardians:

Non teaching employee shall

a. Maintain contact with the guardians of their students.
b. send report of their performance to the guardians whenever necessary
c. Meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

7. Non teaching employee and society:

Non teaching employee shall-

a. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
b. Work to improve education in the community and strengthen the community's moral and intellectual life.
c. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
d. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.
e. Refrain from taking part in a subscribing to or assisting in any way, activities which tend to promote feeling of hatred or enmity among different communities, relations or linguistic groups but actively work for National Integration.

DBATU AFFILIATED COLLEGES STANDARD CODE 2019

GOVERNING THE TERMS AND CONDITIONS OF SERVICE OF THE OFFICERS AND OTHER EMPLOYEES (NON - TEACHING EMPLOYEES) WORKING IN AFFILIATED COLLEGES AND RECOGNIZED INSTITUTIONS

Prepared Under the Subsection 2 of *Section 24 and Section 93 of the Act*

DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY

Established as an Affiliating Technical University in the State of Maharashtra

Under Dr. Babasaheb Ambedkar Technological University Act *Maharashtra Act No. XXIX* of 2014
dated March 2014

CHAPTER TWELVE

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DBATU AFFILIATED COLLEGES STANDARD CODE 2019

GOVERNING THE TERMS AND CONDITIONS OF SERVICE OF THE OFFICERS AND OTHER EMPLOYEES (NON - TEACHING EMPLOYEES) WORKING IN THE AFFILIATED COLLEGES AND RECOGNIZED INSTITUTIONS

In exercise of the powers conferred by Section 40 read with *Sections 24 (2) and 93* **of** *Dr. Babasaheb Ambedkar Technological University Act No. XXIX* of 2014 *dated* March 2014 **the First Vice Chancellor of the Universit**y hereby prescribes DBATU Colleges Standard Code 2019 governing the terms and conditions of Service of the officers and other employees (non -teaching employees) working in the Affiliated Colleges and Recognized Institutions for the purpose of securing and maintaining uniform standards by notification in the Official Gazette,

DBATU Colleges Standard Code 2019

CHAPTER – I
PRELIMINARY

S12.1. Short Title and Commencement

1) This standard code may be called the "DBATU Colleges Standard Code 2019" governing the terms and conditions of Service of the officers and other employees (non -teaching employees)working in the Affiliated Colleges and Recognized Institutions affiliated to Babasaheb Ambedkar Technological University
2) This Standard Code shall come into force with effect from ----------2019.

S12.2. Extent of Application

The non-teaching employee shall accept the employment in the Affiliated College and Recognized Institution with full understanding and agreement to work in furtherance of the objectives, development and welfare of the Affiliated College and Recognized Institution that he serves, by placing all his/her time, energy, intelligence and skill at the disposal of the employer and by complying with the provisions of the Act, Statutes, Ordinances and Regulations and such other directives of the University Authorities, orders of the Management and Principal/Director of the Affiliated College /Recognized Institution and orders of the Government issued from time to time. Hence this Standard Code shall apply to the entire officers and other employees (non-teaching employees) working in the Affiliated Colleges and Recognized Institutions.

S12.3. Right to Interpret

The Chancellor shall have the right of interpretation of the DBATU Colleges Standard Code 2019

S12.4. Powers to amend and repeal the Standard Code 2019

DBATU Colleges Standard Code 2019 may be amended or repealed as provided under the Act.

S12.5. Powers to implement the DBATU Colleges Standard Code 2019

The powers to implement the Standard Code 2019 shall rest with the Competent Authority. The Competent Authority may from time to time issue such orders or directives as may be necessary to give effect to, and carry out the provisions of this Standard Code and to secure effective control over the officers and other employees (non-teaching employees)working in the Colleges and Recognized Institutions.

S12.6. Power to Relaxation

Where the Chancellor is satisfied that the operation of any of these Standard Code causes or is likely to cause undue hardship in the case of any non-teaching employee, working in the College and Recognized Institution, he/she may exempt any such non-teaching employee from any provisions of Standard Code or may direct that such provisions shall apply to said non-teaching employee with such modifications not affecting the substance thereof as may be specified.

S12.7. Validity of terms of Contract

The terms of a specific contract enforceable as provided by the Act, necessarily override the provisions of the DBATU Colleges Standard Code 2019.

S12.8. Exercise and Delegation of Powers

No powers may be exercised or delegated under theStandard Code, except in consultation with the Competent Authority, as mentioned in the Act.

S12.9. Definitions

The definitions given in the Act shall hold well for the purpose of the DBATU Colleges Standard Code 2019. In the DBATU Colleges Standard Code 2019, unless the context otherwise requires:

1. 'Act' means *Dr. Babasaheb Ambedkar Technological University No. XXIX* of 2014;
2. 'All India Council of Technical Education' means the All India Council of Technical Education established under the All India Council of Technical Education Act, xxxx.
3. Additional charge means an employee so assigned by the competent authority to carry out functions and/or duties of the post in addition to functions and duties of his own post.

4. ‘Agreement’ means the contract entered into in writing between then on-teaching employee and the Competent Authority/Officer or the person authorized;
5. ‘Appendix’ means the appendix appended to these Statutes;
6. ‘Audit Officer’ means an Audit Officer appointed by the Controller and Auditor General of India, whatever his/her official designation, in whose circle of audit the non-teaching employee is serving or has served;
7. ‘Appointing Authority’ means the authority competent to make appointments to the post created in affiliated Colleges and Recognized Institutions as provided by this Standard Code;
8. ‘Cadre’ means the strength of the service or a part of service,sanctioned as a separate unit, by the State Government as a separate unit from time to time;
9. ‘College’ means a college affiliated to the University, situated in the University area or jurisdiction;
10. ‘Competent Authority’ means the authority competent to exercise different powers under the Act and in this Standard Code;
11. ‘Continuous Service’ means the service rendered by the non-teaching employee without any break under the Appointing Authority;
12. ‘Compensatory Allowance’ means the allowance granted to meetpersonal expenditure necessitated by the special circumstances inwhich duty is performed;
13. ‘Contract’ means the contract entered into in writing between non-teaching employee and the competent authority/officer or the person authorized by it;
14. ‘Disciplinary Authority’ means the Authority as prescribed in this Standard Code or except otherwise provided in the Act;
15. ‘Duty’ means the compliance of the duties and responsibilities the non-teaching employee is expected to do by virtue of his/her taking a job or assuming an office and as explained in this Standard Code;
16. ‘Employee’ means a non-teaching employee duly appointed in the employment of the College and Recognized Institution, on approved post, on a time-scale pay, by following the procedure as prescribed;
17. ‘Employer’ means the Management of the College and Recognized Institution, in which the employee is appointed;
18. ‘Emolument’ means the pay, pension (except family pension and injury pension),leave salary, subsistence allowance orcompensatory allowance, if any, payable to the non-teaching employee as defined in this Standard Code and

includes any remuneration of the nature of salary received in respect of foreign service;

19. ‘Family’ means the wife or husband of the non-teaching employee, as the case may be, legitimate children including adopted children, step children, parents, parents-in-law, sisters and brothers, if residing with and wholly dependent on him/her;
20. ‘First Appointment’ for the purpose of pension means the appointment of a non-teaching employee who is not holding any appointment under the College and Recognized Institution, even though he/she may have previously held any such appointment either temporary or on tenure basis;
21. ‘Form’ means any form appended to this Standard Code;
22. ‘Foreign Service’ means service in which the non-teaching employee receives his/her salary, with the sanction of the Competent Authority, from any source other than funds and finance of the College and Recognized Institution;
23. ‘Government’ means the State Government of Maharashtra;
24. ‘Grievances Committee’ means the Committee constituted as theGrievance Committee under the Act;
25. ‘Holiday’ means a Sunday, any weekly off or any other day declared asholiday by the College and Recognized Institution;
26. ‘Honorarium’ means the recurring or nonrecurring payment granted to the non-teaching employee fromthe College and Recognized Institution fund, as remuneration for special work of occasional or intermittent character;
27. In-charge means an employee so designated by the appointing authority to perform the duties and responsibilities of the designated post for the time being.
28. ‘Joining Time’ means the time limit prescribed for and the period availed of by the non-teaching employee to join a new post and includes transit time to a place to which he/she is posted or transferred;
29. ‘Leave’ means permission granted by the Competent Authority to then on-teaching employee to remain absent from duty;
30. ‘Leave Salary’ means the monthly emoluments paid by the College and Recognized Institution to its non-teaching employee on leave;
31. ‘Lien’ means the title of the non-teaching employee who holds substantively, either immediately or on the termination of the period or periods of absence, a

permanent post, including tenure post, to which he/she has been appointed substantively;

32. 'Management' means the trustees or the managing or governing body by whatever name called, of any trust registered under the Maharashtra Public Trusts Act or any Society registered under the Societies Registration Act, 1860 or a Company registered under section 8 of the Companies Act, 2013, under the Management of which one or more colleges or institutions or other institutions of higher learning, are conducted and admitted to the privileges of the university;

    Provided that, in relation to any college or institution established or maintained by the Central Government or the State Government or a local authority like Zilha Parishad, a Municipal Council or Municipal Corporation, it means, respectively, the Central Government or the State Government or a local authority like Zilha Parishad, a Municipal Council or Municipal Corporation as the case may be;

33. 'Medical Authority' means the Medical Board constituted by the concerned State Government Authority;
34. 'Month' means a calendar month i.e. any one of the twelve portions into which the conventional year is divided, or a period from any day in one month to corresponding day of the next calendar month;
35. 'Non-Teaching Employee' means an officer or other employee in employment of the affiliated college/recognized institution as the case may be and appointed on a time-scale of pay other than the teachers;
36. 'Officiate' means to carry out functions and/or duties of the post on which another person holds a lien or of the vacant post on which no other employee holds a lien and drawing the salary of the post of which he is acting/officiating.
37. 'Pay' means the amount drawn on monthly basis sanctioned for a post, in a scale of pay held substantively or in officiating capacity or to which he is entitled by reason of his position in the cadre, and includes Personal pay, Special pay, Dearness pay and any other emoluments specially classed as 'Pay' by the Government, from time to time;
38. 'Permanent Post' means the approved post, carrying a definite scale of pay, sanctioned without time limit;

39. ‘Pension’ means the monthly emoluments payable to the non-teaching employee after his/her retirement from the service, as per the Government Rules, specified from time to time and includes gratuity;
40. ‘Pensionable Pay’ means the average pay earned by the non-teaching employee during the last 10 months’ service or for the period as may be decided by the Government, from time to time;
41. ‘Pensionable Service’ means the service, which qualifies the non-teaching employee performing it to receive pension from the fund established for this purpose;
42. ‘Personal Pay’ means any additional pay granted to the non-teaching employee to save him/her from a loss of substantive pay in respect of a permanent post other than a tenure post, due to revision of pay or due to any reduction of such substantive pay, otherwise than as a disciplinary measure;
43. ‘Presumptive Pay’ means the pay of a post to which the non-teaching employee would be entitled, had he/she held the said post and had he/she been performing his/her duties;
44. ‘Principal’ means a teacher who is duly approved as a Principal by the University;
45. ‘Qualifying Service’ means the service rendered by the non-teaching employee for which pension is payable, under this Standard Code;
46. ‘Recognized Institution’ means an institution of higher learning, research or specialized studies other than an affiliated College, recognized to be so by the University;
47. ‘Special Pay’ means additional pay granted to the post and/or to the non-teaching employee in consideration of the specially arduous nature of duties or specific addition to the work of responsibility;
48. ‘Subsistence Allowance’ means the monthly grant paid to the non-teaching employee, who is not in receipt of pay or leave salary during the period of his/her suspension;
49. ‘Substantive appointment’ means an appointment made in a substantive or a permanent capacity in a permanent post which is clearly vacant or on which another person holds a suspended Lien
50. ‘Substantive pay’ means the pay other than special pay, personal pay or emoluments classed as pay, under this Standard Code to which the non-teaching

employee is entitled, on account of a post to which he/she has been appointed substantively or by reasons of his/her substantive position in the Cadre;

51. 'Surplus non-teaching employee' means aided non-teaching employee duly declared as surplus and enlisted as aided surplus non-teaching employee by the Director of Technical Education due to the non-availability of the work in the College/recognized Institution;
52. 'Tribunal' means the Tribunal established under the Act;
53. 'Temporary appointment' means an appointment made on purely temporary basis either in a permanent post, not more than twelve months against temporarily vacant post or a tenure post or against a temporary position;
54. 'Tenure post' means a permanent post which the non-teaching employee may not hold for more than a specified limited time without reappointment or a temporary post which is created for a specified limited period only;
55. 'Transfer' means the transfer of the non-teaching employee from one post to another similar post at the same or another place, either to take up the duties of other post or in consequence of change of head-quarter;
56. 'Transit time' means the actual period required to reach the destination or transfer from headquarter or from one outstation to another; subject to maximum as prescribed under the Statutes;
57. 'University' means the University as specified in the Act;
58. 'Vice-Chancellor' means the Vice-Chancellor of the University;
59. 'Working hours' means the working hours prescribed by the State Government
60. 'University Grants Commission' means the University Grants Commission, established under the University Grants Commission, Act, 1956.

CHAPTER II

CLASSIFICATION, RECRUITMENT AND PATTERN

S12.10. Classification:

The Non-Teaching Employees of the Affiliated Colleges and Recognized Institutions shall be classified in the following groups:–

1) **Group A:-**
   i) Registrar (*Prabandhak),*
   ii) System Administrator

   These posts shall be sanctioned (in addition to Group B, Group Cand Group D posts) to affiliated college or recognized Institution with the student strength of 4001 and above and these posts shall be classified as Class –I cadre in the pay band of Rs. 15600-39100 with grade pay Rs. 5400 and above.

2) **Group B:-**
   i) Assistant Registrar *(Sahayak Prabandhak),*
   ii) Assistant System Administrator
   iii) Senior Stenographer

   These posts shall be sanctioned (in addition to Group C and Group D posts) to affiliated college or recognized Institution with the students strength of 2001 and above and these posts shall be classified as Class—II cadre in the pay band Rs. 9300-34800 with grade pay Rs. 4400 to 5399.

   Provided that the incumbent Registrar of the affiliated college/recognized institution here and after shall be designated as the Assistant Registrar *(Sahayak Prabandhak)* and he shall be held eligible for direct recruitment/promotion to the post of Registrar *(Prabandhak)* if he fulfills/acquires the qualifications assigned for the post of the Registrar *(Prabandhak)*

3) Group C :-

i) Superintendent or equivalent

ii) Junior Stenographer or equivalent

iii) Head Clerk or equivalent

iv) Senior Clerk or equivalent

v) Steno typist

vi) Junior Clerk or Typist cum Data Entry Operator or equivalent

vii) Library Assistant or Library Clerk or Assistant Librarian or equivalent

viii) Laboratory Assistant(or Technical Assistant or Laboratory Technician or equivalent)

ix) Central Store keeper

x) Any other equivalent posts not included in Group A and Group B

These posts shall be sanctioned, as prescribed in S12.20 of this Standard Code, to affiliated college or recognized institution and these post shall be classified as Class—III cadre in the pay band Rs. 5200-20200 with grade pay Rs. 1900 to 4399.

4) Group D:-

i) Library Attendant,

ii) Laboratory Attendant/ Field collector/ Plant collector

iii) Office Attendant (Old Post-Peon),

iv) Sweeper / Watchman /Security Guard / Gardener / Plumber / Electrician / Driver or equivalent

v) Employees who are not included in Group A, Group B or Group C

These posts shall be sanctioned, as prescribed in S12.20 of this Standard Code, to affiliated college or recognized Institution. These posts shall be classified as Class—IV cadre with pay band 4440-7440 and 5200-20200 with Grade Pay less than 1899.

5) Explanation

i. Employee who is placed in higher pay band/grade pay under Assured Promotion Scheme(*Ashwashit Pragati Yojana),* his group will not change till he gets promotion in higher group.

ii. The boundaries of pay band and grade Pay will vary, as prescribed by State Government from time to time.

iii. Unless it is specifically mentioned in government resolution, the group of the employee will be classified as per the provisions shown in 1 to 4 of Section S12.10 of this Standard Code.

S12.11. Qualifications and Experience:

The Qualifications and Experience of non teaching employees of affiliated colleges/ recognized institutions shall be as under:

1) Group A:

Group A			
Sr. No.	Name of the Post	Educational Qualifications& Experience	
		Direct Recruitment	Promotion
1.	Registrar *(Prabandhak*)	i. Shall be Post Graduate with minimum 55 % Marks or B+ grade from any statutory University. ii. Shall not be more than 45 years of age provided that for the person who is already in service of University or Affiliated Colleges upper age limit of 45 years is not applicable.	i. Shall have passed Bachelor's degree from any statutory University. ii. Shall have passed the departmental examination as prescribed herein. iii. Shall have acquired requisite training as prescribed herein.

		iii. Shall have any supervisory administrative experience of not less than 5 year.	iv. Shall have 5 years administrative experience in class II / Group B Post. v. The Promotion of incumbent shall be done as prescribed herein.
2.	System Administrator	i. Shall be Post Graduate with minimum 55 % Marks or B+ grade in Computer Science / Computer Application / Computer Engineering / Information Technology from any statutory University ii. Shall not be more than 45 years of age provided that for the person who is already in service of University or Affiliated Colleges upper age limit of 45 years is not applicable. iii. Shall have an experience of not less than 5 year in the concerned field.	i. Shall be Post Graduate with minimum 55 % Marks or B+ grade in Computer Science / Computer Application / Computer Engineering / Information Technology from any statutory University. ii. Shall have passed the departmental examination as prescribed. iii. Shall have 3 years experience as an Assistant System Administrator.

2) Group B :

Group B			
Sr. No	Name of Post	Educational Qualifications& Experience	
		Direct Recruitment	Promotion
1.	Assistant Registrar (*Sahayyak Prabandhak*) (Old Post- Registrar)	i. Shall be a Graduate from any stream from any recognized University with 5 years experience (out of which at least 3 years experience of office superintendent level) in College or its equivalent. ii. Shall not be more than 38 years of age provided that for the person who is already in service of University or Affiliated Colleges upper age limit of 38 years is not applicable.	i. Shall be Graduate from any recognized University. ii. Shall have passed the departmental examination as prescribed. iii.Shall have acquired requisite training as prescribed herein. iv.Shall have 5 years administrative experience in any of the Group C / Class III Posts. (out of which at least 3 years experience of office superintendent level). v. The Promotion of incumbent shall be done as prescribed.
2.	Assistant System Administrator	i. Shall be a Graduate with minimum 45 % Marks or B grade in Computer Science / Computer Application / Computer Engineering / Information Technology from any recognized University. ii. Shall not be more than 38 years of age provided that for the person who is already in	i. Shall be a Graduate with minimum 45 % Marks or B grade in Computer Science / Computer Application / Computer Engineering / Information Technology from any recognized University. ii. Shall have passed the departmental examination as prescribed.

		service of University or Affiliated Colleges upper age limit of 38 years is not applicable. iii. Shall have an experience of not less than 3 year in the concerned field.	iii. Shall have 3 years experience in the concerned field. iv. The Promotion of incumbent shall be done as prescribed.
3.	Senior Stenographer	i. Shall be a Graduate from any recognized University ii. Age 18 – 38 years. iii. Shall have acquired certificate of computer knowledge of a recognized instituteor shall have acquired relevant skill level prescribed by NSQF. iv. Shall have 3 years experience as Junior stenographer. v. Shall have passed Marathi / English Shorthand 100 w.p.m. and Typing 40/50 w.p.m. and G.C.C. Certificate.	i. Shall be Graduate from any recognized University. ii. Shall have passed the departmental examination as prescribed. iii. Shall have 3 years experience as Junior stenographer of the Group C / Class III Posts. iv. The Promotion of incumbent shall be done as prescribed.

3) Group C :

Group C			
Sr. No.	Name of Post	Educational Qualifications& Experience	
		Direct Recruitment	Promotion
1.	Superintendent	NA	i. Shall be Graduate from any recognized University. ii. Shall have passed the departmental examination as prescribed. iii. Shall have 3 years administrative experience as head clerk of the Group C / Class III Post. iv. The Promotion of incumbent shall be done as prescribed.
2.	Head Clerk	NA(?)	i. Shall be Graduate from any recognized University. ii. Shall have passed the departmental examination as prescribed. iii. Shall have 3 years administrative experience in any of the Group C / Class III Posts. iv. The Promotion of incumbent shall be done as prescribed.
3.	Junior Stenographer	i. Shall be a Graduate from any recognized University ii. Age 18 – 38 years. iii. Shall have acquired certificate of computer	i. Shall be Graduate from any recognized University. ii. Shall have passed the departmental examination as

		knowledge of a recognized institute or shall have acquired relevant skill level prescribed by NSQF. iv. Shall have passed Marathi / English Shorthand 100 w.p.m. and Typing 40/50 w.p.m. and G.C.C. Certificate.	prescribed. iii. Shall have 3 years experience as Steno typist iv. The Promotion of incumbent shall be done as prescribed.
4.	Senior Clerk	NA	i. Shall be Graduate from any recognized University. ii. Shall have passed the departmental examination as prescribed. iii. Shall have 3 years administrative experience in any of the Group C / Class III lower Posts such as Junior Clerk, Library Clerk, Laboratory Assistant, etc. iv. The Promotion of incumbent shall be done as prescribed.
5.	Steno typist	i. Shall be a Graduate from any recognized University ii. Age 18 – 38 years. iii. Shall have acquired certificate of computer knowledge of a recognized institute or shall have acquired	i. Shall be Graduate from any recognized University. ii. Shall have passed the departmental examination as prescribed. iii. Shall have acquired

		relevant skill level prescribed by NSQF. iv. Shall have passed Marathi / English Shorthand 80 w.p.m. and Typing 30/40 w.p.m.	certificate of computer knowledge of a recognized institute or shall have acquired relevant skill level prescribed by NSQF. iv. Shall have passed Marathi / English Shorthand 80 w.p.m. and Typing 30/40 w.p.m. v. The Promotion of incumbent shall be done as prescribed.
6.	Junior Clerkcum Data Entry Operator cum Typist	i. Shall be a Graduate from any stream from any recognized University. ii. Age 18 – 38 years. iii. Shall have acquired certificate of computer knowledge of a recognized institute or shall have acquired relevant skill level prescribed by NSQF. iv.The passing certificate of Typing is essential with typing speed 40 wpm in English and 30 wpm in Marathi.	i. Shall have passed HSC from any recognized Board. ii. Shall have acquired certificate of computer knowledge of a recognized institute or shall have acquired relevant skill level prescribed by NSQF. iii.The passing certificate of Typing is essential with typing speed 40 wpm in English and 30 wpm in Marathi. iv. Shall have passed the departmental examination as prescribed. v. Shall have 3 years experience as Office Attendant (old post-Peon) in Group D/Class IV

			Posts. vi. The Promotion of incumbent, who has passed SSC examination, shall be done as prescribed.
7.	Laboratory Assistant / Technical Assistant / Laboratory Technician/ Central Store Keeper	i. Shall be a Science Graduate from any recognized University. ii. Age 18 – 38 years. iii. Shall have acquired certificate of computer knowledge of a recognized institute or shall have acquired relevant skill level prescribed by NSQF. iv.The passing certificate of Typing is essential with typing speed 40 wpm in English and 30 wpm in Marathi.	i. Shall passed HSC in Science stream from any recognized Board. ii. Shall have acquired certificate of computer knowledge of a recognized institute or shall have acquired relevant skill level prescribed by NSQF. iii.The passing certificate of Typing is essential with typing speed 40 wpm in English and 30 wpm in Marathi. iv. Shall have passed the departmental examination as prescribed. v. Shall have 3 years experience as Laboratory Attendant. vi. The Promotion of incumbent, who has passed SSC examination, shall be done as prescribed.
8.	Library Clerk /	i. Shall be a Graduate in	i. Shall be HSC from any stream

	Library Assistant / Assistant Librarian	Library and Information Science from any recognized University. ii. Age 18 – 38 years. iii. Shall have acquired certificate of computer knowledge of a recognized institute or shall have acquired relevant skill level prescribed by NSQF. iv.The passing certificate of Typing is essential with typing speed 40 wpm in English and 30 wpm in Marathi.	from recognized board. ii Shall have passed Certificate course / Diploma in Library Science of at least 01 year duration of any recognized university ii. Shall have acquired certificate of computer knowledge of a recognized institute or shall have acquired relevant skill level prescribed by NSQF. iii.The passing certificate of Typing is essential with typing speed 40 wpm in English and 30 wpm in Marathi. iv. Shall have passed the departmental examination as prescribed. v. Shall have 3 years experience as Library Attendant, provided that for the promotion to the post of Assistant Librarian, he shall have minimum 20 years total experience of which minimum 5 years as Library Assistant.

4) Group D :

Group D			
Sr. No.	Name of Post	Educational Qualifications& Experience	
		Direct Recruitment	Promotion
1.	Library Attendant		i. Shall be HSC from any stream from recognized board. ii Shall have passed Certificate course / Diploma in Library Science of atleast 01 year duration of any recognized university iii. Age 18-38 years.
2.	Laboratory Attendant/ Field Collector /Plant Collector	i. Shall be HSC in Science stream from recognized board. ii. Age 18-38 years.	--
3.	Office Attendant (Old Post – Peon)	i. Shall be HSC from any stream from recognized board. ii. Age 18-38 years	--
4.	Multitasking Non-Technical Attendant Such as Sweeper, Watchman, Security Guard, Gardener, Plumber, Electrician, Driver, etc.	i. Shall be 10^{th} standard failed or passed having additional ITI or relevant Qualification/experience of at least one year wherever required. ii. Age 18-38 years	--

5) General Conditions:

a. The qualifications and/or experience as prescribed above are applicable from the date of publication of the Official Gazette.

b. Candidate shall possess the certificate of computer knowledge from the recognized institute which is approved by the Government of Maharashtra from time to time.

OR

Shall have to acquire relevant Level prescribed by National Skill Qualification Framework (NSQF).

c. The Recruitment / Promotion shall subject to reservation policy determined by the Government from time to time.

d. The relaxation in the age limit, qualification, etc to the candidate belonging to the reservation categories shall be as recommended by Government from time to time.

e. The candidate completing 45 years of his age may be relaxed from educational qualification for promotion.

f. The Departmental examination for promotion shall be as prescribed by the State government from time to time.

g. The requisite training for promotion shall be prescribed by the State government from time to time.

S12.12. Working hours:

1. The hours of working and attendance of the non-teaching employee of the College / recognized institution shall be 42 hour per week in the case of Group A, B and C employees and 46 hour in the case of Group D employees including lunch recess per week.

2. The Competent Authority shall prescribe the daily working hours and weekly holidays for its employees, Sections, Departments etc. The Competent Authority may change the working timings and the weekly holidays as per its administrative

convenience. The employee shall be required to discharge his duties and functions as required during the working hours prescribed for him by the Competent Authority.

3. If it becomes necessary, the supervising officer of the employee may require the employee working under him to work, either before or after the office hours. The employee required to work over-time (not more than 200 hours in a year) shall be entitled to over-time allowance as prescribed by the State Government from time to time. It shall not be competent on the part of the employee to refuse to work over-time, if refused, it shall amount to misconduct.

S12.13. Recruitment for Substantive / Permanent post:

1) Group A-

a. Except or otherwise provided in the Act, appointments to these posts, shall be made either by selectionor by promotion in the ratio of 50:50, provided that, if there is only one post it should be filled in by promotion or by selection alternatively.

b. Appointment by promotion shall be made on the basis of seniority cum-merit from amongst the persons who fulfill qualifications and experience as prescribed in S12.11.

c. Appointment by selection shall be made from amongst the persons who fulfill the qualifications and experience as prescribed in S12.11.

d. The candidates selected and appointed by selection, shallbe on probation.

2) Group B–

a. Except or otherwise provided in the Act, appointments to these posts shall be made either by promotion or by nomination in the ratio of 50:50, provided that, if there is only one post it should be filled in by promotion or by selection alternatively.

b. Appointment by promotion shall be made on the basis of seniority cum-merit from amongst the persons who fulfils qualifications and experience as prescribed in S12.11.

c. Appointment by selection shall be made from amongst the persons who fulfill the qualifications and experience as prescribed in S12.11.

d. The candidates selected and appointed by selection, shall be on probation.

3) Group C –

a. Appointments to the senior posts in Group C except lowest post (entry point post)in promotion chain shall be made by 100% promotion within Group C, on the basis of Seniority-cum-merit from amongst the persons who are working in the affiliated college/recognized institution and who possess the minimum qualifications and experience as prescribed in S12.11.

b. Appointments to the lowest post(entry point post) in promotion chain shall be made by selection or by promotion in the ratio 50:50.

c. Appointments by selections to the lowest posts (entry point posts) in promotion chain shall be made from amongst the persons:

   i. Who fulfill the qualifications and experience as prescribed in S12.11.
   ii. Who are recommended by the concern employment exchanges or the concern district social welfare officers of the concern district, as the case may be, and who fulfill the qualifications and experience as prescribed in S12.11.

d. Appointments by Promotion to the lowest posts (entry point posts) in promotion chain shall be made on the basis of seniority-cum-merit from amongst the persons who fulfill qualification and experience as prescribed in S12.11.

e. The candidates selected and appointed by selection, shall be on probation.

4) Group D –

a. Appointments to the senior posts in Group D except lowest post (entry point post)in promotion chain, where the recruitment qualification, required for the Junior Postand Senior Post are same, shall be made by 100% promotion only, on the basis of Seniority-cum-merit from amongst the persons who are working in the affiliated college and recognized institution and who possesses the minimum qualifications and experience as prescribed in S12.11.

b. Appointments to the junior posts in Group D carrying the lowest scales of pay in affiliated college / recognized institution, in promotion chain shall be made by selection from amongst the persons

   i. who fulfill the qualifications and experience as prescribed in S12.11
   ii. who are recommended by the concern employment exchanges or the concern district social welfare officers of the concern district, as the case may be, and who fulfill the qualifications and experience as prescribed in S12.11

c. The candidates selected and appointed by selection, shall be on probation.

d. Where no person is available for the post to be filled in by promotion, such post shall be filled in by selection provided that a prior reasonable justification is given in writing and which is accepted by competent authority.

S12.14. Procedure-

1. All posts which are required to be filled by selection shall be advertised in at least two daily News papers, one of which shall be a State level Marathi newspaper. The detailed advertisement shall be published on the website of the affiliated college/recognized institution indicating the minimum academic or other technical qualifications, if any, experience required, pay scale, total emoluments admissible for the post, etc.

2. Advertisement should be published, giving reasonable period (which shall not be less than 15 clear days, from the date of publication of advertisement in the newspapers and website, whichever is later) within which the candidates are required to submit their applications.

3. Simultaneously these vacancies shall also be notified to the concerned employment exchanges and the concerned district social welfare officers of the districts in which the management has affiliated colleges/recognized institutions, as the case may be, and they shall provide the list of eligible candidates to affiliated college/recognized institution within two weeks, otherwise, affiliated college/recognized institution shall proceed with selection process.

4. The applicants already employed shall submit their applications through proper channel. While forwarding the application, the employer shall have to clarify whether the lien will be granted to the applicant, if selected.

S12.15. Scrutiny committee-

1. After receipt of applications affiliated college/recognized institution shall appoint Scrutiny committees to scrutinize the applications as under :

Group A

i. Principal – Chairman
ii. One member as nominee of college development council nominated by the chairman of college development council
iii. One member from senior teachers nominated by Chairman of college development council
iv. Registrar*(Prabandhak)* /Assistant Registrar *(Sahayak Prabandhak)* / Superintendent/ Head Clerk shall act as Member Secretary provided he is not the candidate.

Group B, C & D

i. Principal – Chairman

ii. One member of college development council nominated by Chairman of college development council

iii. One member from senior non teaching staff nominated by Principal as Member Secretary.

2. The member on Scrutiny Committee shall not be of the rank below the post advertised.

3. The date of the meeting of every Scrutiny Committee shall be so fixed, that each member of scrutiny committee be informed at least 7 days prior to the date of meeting.

4. The scrutiny committee shall scrutinize all the documents submitted by the candidates and, after getting satisfied with the documents, shall recommend the names of eligible candidates for the written test for Group A to C. The successful candidates in the written test shall be called for interview on merit basis in the proportion of 1:15.

   Provided that it shall be clearly mentioned in the advertisement / on the website that the ratio of the number of vacancies to number of successful candidates in the written test shall be called in the proportion of 1:15.

5. There shall not be interview for the recruitment for the Group D. Therefore, the scrutiny committee shall scrutinize all the documents submitted by the candidates and, after getting satisfied with the documents, shall recommend the names of eligible candidates for the written test for Group D and Candidates shall be appointed on the basis of merit.

S12.16. Selection committee-

1. **Selection Committee for Group A and B:-**Except otherwise provided, the selection committee for the Group A and Group B posts shall consist of the following members, namely: —

a. The Chairman of the Management or his nominee-Chairman.

b. The Joint Director of Technical Education of concerned region or his representative not below the rank of the Administrative Officer, if the post is on grant-in-aid basis in the college.

c. One member of the College Development Council to be nominated by the Chairman of the Management.
d. One member from the senior teachers nominated by the chairman of the management.
e. The Principal - Member Secretary

Provided that

a. The member on Selection Committee shall not be of the rank below the post advertised.
b. For the posts of Technical nature, an expert or the concerned Head of the Department who have special knowledge in concerned field is to be nominated, in addition, as a member of the selection committee by the Chairman of the Management.
c. If the posts are reserved for backward class/woman/minority/PWD (Person With Disability) and if no member of the selection committee belongs to the concerned category, one member of the concerned category be nominated, in addition, as a member of the selection committee by the Chairman of the Management.

2. **Selection Committee for Group C and D:-**Except otherwise provided, the selection committee for the Group C and Group D posts shall consist of the following members, namely: —

a. The Principal-Chairman
b. One member of the College Development Council to be nominated by the Chairman of the Management.
c. One member from the senior teachers nominated by the Principal.
d. The Registrar/Assistant Registrar/Superintendent /Head Clerk - Member Secretary, if he himself is not the candidate.

Provided that -

a. The member on Selection Committee shall not be of the rank below the post advertised.

b. For the posts of Technical nature, an expert or the concerned Head of the Department who has special knowledge in concerned field is to be nominated, in addition, as a member of the selection committee by the Principal.
c. If the posts are reserved for backward class/woman/minority/PWD (Person with Disability) and if no member of the selection committee belongs to the concerned category, one member of the concerned category be nominated, in addition, as a member of the selection committee by the Principal.

3. The date of the meeting of every Selection Committee shall be so fixed, that each member of selection committee be informed at least One week and candidates shall be informed at least two weeks prior to the date of meeting through email/Speed Post.

4. The particulars of the candidates excluding name, address and any other identification shall reach to each of the members of the Selection Committee at least one week before the date of the meeting.

5. The quorum to constitute the meeting of every selection committee shall be one third of the total members of the selection committee,

6. The Selection Committee shall interview and/or observe the evaluation of the written test and judge the merits of each candidate in accordance with the qualifications and experience advertised and recommend to the Appointing Authority the names arranged in order of merits of the persons for appointment to the post advertised.

7. No interview shall be conducted for the posts of Group D posts, however there shall be written test as prescribed.

S12.17.Mode of Written test / Interview:

1. Mode of written test and interview for **Group A and B** is as under:

a. Type of Examination and its Objective/Syllabus to be provided by the affiliated college or recognized institution.

Medium of Examination	Marathi/English	
Total Questions	80	
Marks	80	
Method of examination-	online or offline or both	
Subjects	General Knowledge	10 questions
	Intelligence test	10 questions
	Computer knowledge	20 questions
	Knowledge related to post	40 questions

Total questions (one question carries one mark)	80
Interview Marks (average of the present members of the Selection Committee)	20
Total Marks	100

b. Eligibility to be called for interview: Minimum 40 marks out of 80 in written test.

c. The Eligible candidates shall be called for interview in order of merit of written test in 1:15 proportions.

Provided that,

a. If more than one candidate are at the last merit with the same marks, all such candidates shall be called for interview.
b. Marks of the written test and interview taken together will be considered for final selection list.
c. The selection list shall be published on college/recognized institution website as prescribed.
d. The information of selection shall be communicated to selected candidates through e-mail or mobile message on the same day of the interview.

2. Mode of written test and interview for **Group C** is as under :

a. Type of Examination and its Objective/Syllabus to be provided by the College

Medium of Examination	Marathi/English	
Total Questions	80	
Marks	80	
Method of examination	online or offline or both.	
Subject	Marathi (Vyavsaik)& English (Functional)	15 questions
	General Knowledge	10 questions
	Numerical abilities & Intelligence test	10 questions
	Computer knowledge	15 questions
	Knowledge related to post	30 questions

Total questions (one question carries one mark)	80
Interview Marks (average of the present members of the Selection Committee)	20
Total Marks	100

b. Eligibility to be called for interview - Minimum marks 40 out of 80 in written test.
c. The Eligible candidates shall be called for interview in order of merit of written test in 1:15 proportions.

Provided that,

a. If more than one candidate are at the last merit with the same marks, all such candidates shall be called for interview.
b. Marks of the written test and interview taken together will be considered for final selection list.
c. The selection list shall be published on college/recognized institution website as prescribed.
d. The information of selection shall be communicated to selected candidates through e-mail or mobile message on the same day of the interview.

3. Mode of written test **Group D** is as under:
   a. Type of Examination and its Objective/Syllabus to be provided by the College

Medium of Examination	Marathi/English	
Total Questions	100	
Marks	100	
Method of examination	online or offline or both.	
Subject	Marathi (Vyavsaik) & English (Functional)	15 questions
	General Knowledge	15 questions
	Numerical abilities & Intelligence test	10 questions
	Computer knowledge	20 questions
	Knowledge/skills related to post	40 questions
Total questions (one question carries one mark)		100
Total Marks		100

Provided that,

There shall be additional test for physical fitness of 50 marks for the posts which require such minimum physical fitness. The candidate shall have to pass this additional test with minimum 25 marks. However, the marks obtained in such test shall not be considered while preparing the final selection merit list.

b. Eligibility to be appointed - Minimum marks 40 out of 100.
c. The final selection list shall be prepared and declared on college or recognized institution's Website and notice board as prescribed.

S12.18.Reservation-

1. The appointments and advertisements of the various categories of non teaching posts in the colleges/recognized institutions shall be subject to reservation policy determined by the government, from time to time.

2. The relaxation in the age limit etc. to the candidates belonging to the reservation categories shall be as recommended by the Government from time to time.

3. The College/recognized institution shall maintain the Roster as per the Government Rules, from time to time and the same shall be available for inspection to the Government.

S12.19. **Recruitment for Temporary Appointment:**

1. If the vacancies on the substantive posts cannot be filled for any reason, such vacancies shall be filled in temporarily for the period not exceeding 11 months by the appointing authority on the recommendations of the Principal.
2. The Principal shall seek the approval from the Joint Director, ~~Higher~~ Technical Education concerned region for such appointments if the post is grant-in-aid from the Government.
3. The State Government shall pay consolidated salary to such employee which shall not be less than 50% of the total salary paid for the same post under grant-in-aid.
4. The employee appointed on temporary basis shall not have right on the permanent vacancy.
5. While filling the temporary vacancy, roster for such substantive posts as approved by the competent authorityshall be applicable.

S12.20. Pattern- Applicable for posts under Group C and Group D:

Sr.No.	Student Admitted in Affiliated Colleges / Recognized Institutions	Post to be sanctioned
1.	Up to 500 Student	6 Post
2.	501 to 1000	1 Post / 100 Students i.e. 05 Post
3.	1001 to 2000	1 Post / 200 Students i.e. 05 Post
4.	2001 on words	1 Post / 250 Students i.e. (04 Post per 1000 Students)
5.	For Library	1 post /250 students
6.	For Sports	1 post /500 students
7.	Subjects with practical/fieldwork of 2-3 clock hours per day per batch per week	5 Posts for first 100 students Thereafter 4 Posts per 100 students. Provided that one of the Lab. Assistant shall be designated as

		Central Store Keeper when the strength of Science students exceeds 1500 and above

Provided that,

1. The total number of post shall be distributed in 2 Groups such as Group C 30% & Group D 70% (Percentage includes administrative, Non-Technical as well as Technical Posts. However, excludes the posts of Group A and Group B). Out of the number of posts allotted to Group D, 20% of such allotted posts may be reserved for the Multitasking Non-Technical Attendant such as Sweeper, Watchman, Security Guard, Gardener, Plumber, Electrician, Driver, etc.

2. Post shall be filled in minimum pay scale and minimum grade pay in that Group or the lowest scale and/or the lowest Grade pay in that group as specified and as published by the government in *Official Gazette* from time to time.

3. The College / recognized Institutionshall reviewevery year, the strength of students and number of posts sanctionedand shallobtain the sanction of the Government for additional posts (if any).For this purpose the strength of students on the date of 1st October of the reviewing academic year will be considered(for ex. reviewing year is 2016-17 then students strength on 1st Oct 2016 will be considered)

Example:

1. A College or recognized institution with 535 students' strength

Sr. No.	Student Admitted in Affiliated Colleges / recognized Institutions	Post to be sanctioned
1.	Up to 500 Student	06 Post
2.	501 to 1000 (35x1/100=0.35=0)	00 Post (0.35 is equivalent to 0)
3.	1001 to 2000	NA
4.	2001 on words	NA
5.	For Library -1 post /250 students	02 Posts

	(535x1/250=2.14=2)	
6.	For Sports -1 post /500 students (535x1/500=1.07=1)	01 Post
7	Subjects with practical/fieldwork of 2-3 clock hours a day – No students	Nil
	Grand Total	09 Posts

Distribution of Post in groups out of 09 posts

30% Group C 30x9/100 = 2.3 = 03

70% Group D 70x9/100 = 6.3 = 06

2. A College or recognized institution having 4440 students' strength

Sr. No.	Student Admitted in Affiliated Colleges / recognized Institutions	Post to be sanctioned
1.	Up to 500 Student	06 Posts
2.	501 to 1000 (1 post/100 students)	05 Posts
3.	1001 to 2000 (1 post /200 students)	05 Posts
4.	2001 to 4440 (1 Post/250 students) 2440x1/250=9.76=10	10 Posts
5.	For Library 1 post /250 students (4440x1/250=17.76=18)	18 Posts
6.	For Sports 1 post /500 students (4440x1/500=8.88=9	09 Posts
7.	Subjects with practical/fieldwork of 2-3 clock hours per day per batch, 5 Posts for first 100 students Thereafter 3 Posts per 100 students let us assume 2460 students First 100 students =5 posts Remaining 2360x3/100=70.80 =71 posts	71 posts
	Grand Total	124 Posts

Distribution of Post in groups out of 124 posts

30% Group C 30x124/100 = 37.20 = 37

70% Group D70x124/100 = 86.80 = 87

III : APPOINTMENTS

S12.21. Appointments:

1. Except as otherwise provided, all permanent appointments in Group A shall be made by the Competent Authority and all officiating temporary appointments shall be made by the Management and the letters of appointments shall be issued under the signature of the Principal.

2. All Appointments including officiating appointments in Group B shall be made by the Management of the college. The letters of Appointments shall be issued under the signature of the Principal.

3. All Appointments including officiating appointments in Group C and Group D shall be made by the Principal.The letters of Appointments shall be issued under the signature of the Principal.

4. The appointing Authority may temporarily appoint an employee to officiate in any higher post for a period not exceeding eleven months or till a regular appointment is made whichever is earlier. The principle of the seniority-cum-merit shall be observed in promoting the employee up to the Superintendant.

S12.22. Temporary Appointment:

1. Temporary appointment means an appointment made on purely temporary basis either in a permanent post, temporary vacant post and tenure post or against a temporary position.

2. When temporary vacancy occurs by reason of leave or illness the Management may temporarily appoint an employee to officiate in any higher post for a period not exceeding eleven months or till the regular person resumes on his duty whichever is earlier. The principle of seniority cum merit shall be observed in promoting the employee.

3. When temporary vacancy occurs by any other reason the management may temporarily appoint an employee for a period not exceeding eleven months or till a regular appointment is made whichever is earlier.

S12.23. Probation:

1. The candidates selected and appointed by selection, shall be on probation for a period of 1 year. During the period of probation, the performance appraisal shall be undertaken after first six months and then in next three months. The concerned candidate shall be informed about the performance appraisal report. If the performance is found to be unsatisfactory probation period may be extended by one more year.

2. The employee appointed to officiate in higher post for a temporary period shall not be considered to be on probation.

3. During the period of probation, the employee shall comply with conditions of successful completion of probation, prescribed by the Competent Authority from time to time.

4. The Head of the Department/Section (Assessing Authority) under whom the employee on probation is working shall send to the Principal his report about his work and conduct, after every six months from the date of the joining. The deficiencies, if any, mentioned in the report shall be conveyed to the employee on probation.

5. The assessing Authority under whom the employee on probation is working shall send to the Principal at least one month before the expiry of probationary period, a report about the work and conduct of the employee with specific recommendations for his confirmation in service or otherwise. When he recommends action other than confirmation, he should furnish sufficient particulars about the probationer's performance and conduct in support of his recommendation.

6. On receipt of each report, the Principal shall place the report and the recommendations of the Assessing Authority before Competent Authority for consideration. The Competent Authority may
   a. confirm the probationer in service, from a specific date, or

b. extend his probationary period, maximum by one year, six months at a time, on expiry of which he shall either be confirmed or his service shall dispensed with, or

c. terminate his service, or

d. revert him to the post held by him, if any, under the same Management, prior to his appointment on probation.Provided if the person on probation enjoys leave, except casual leave, his probationary period shall be deemed to have been extended to the extent of leave taken by him.

e. if on the opinion of the Appointing Authority, the work or behavior of any probationer or during the period of the probation is not satisfactory the appointing authority may without assigning any reason terminate the services of the probationer at any time during the period of his probation, after giving him one month's notice.

S12.24 Substantive Appointment:-

1. A person shall be appointed on probation only against a substantive vacancy and on completing his probation period satisfactorily; he shall be confirmed in the service of the College/Recognized Institution by an order of the Competent Authority.

2. When the employee is given 'substantive appointment', the post to which he is so appointed shall be permanent vacant post on which no other employee holds a lien. He shall acquire a lien on the basis on which he is confirmed. The Competent Authority may appoint the employee in a provisionally substantive capacity to a post on which another employee holds a suspended lien.

3. Provisional substantive appointment of the employee in a post shall cease to be operative as soon as the other employee who holds a suspended lien of that post reverts to the post.

4. The Competent Authority may suspend lien of the employee who is on deputation to Foreign Service, if there is a reason to believe that he will remain away from the post on which he holds a lien, for a period of not less than five years. The Lien shall not, however, be suspended if the employee on the deputation to Foreign Service is deemed to retire within a period of three years from the date of his deputation.

5. In case the employee on deputation fails to revert back to his original post in the College/Recognized Institution after three years, then he shall automatically loose claim on his substantive appointment, unless otherwise directed.

6. Suspension of lien may be sanctioned with retrospective effect from the date, the employee is absent from the post on deputation to Foreign Service. In such cases, provisional substantive appointment to another employee may be given from the respective date. Employee's lien on a post, which has been suspended in accordance with cause 4 above, shall revive as soon as he reverts to his post.

7. The lien of the employee on any post shall not be terminated under any circumstances. The lien shall cease to be operative when he ceases to be in the service of the college; by virtue of his retirement, resignation, discharge, dismissal, acquiring a lien in a higher post or absorption in foreign service.

8. The employee, who is given provisional substantive appointment to a post, shall be given a fully substantive appointment and shall acquire a lien, when the suspended lien of another employee on that post ceases to be operative in accordance with the preceding provision.

9. Subject to the provisions of these rules whenever any employee is rendered surplus in the cadre for the reasons such as the reduction in the strength of cadre; return of the senior employee from deputation or from leave; by reversion of the senior employee from higher cadre to the lower cadre; for joining of the employee by selection in the cadre; etc. the junior most officiating employee shall be reverted to the lower cadre.

10. Subject to the provisions of these rules, the employee either confirmed or officiating may be reverted to the post in the lower cadre, as a measure of punishment, provided, he holds such a post in the lower cadre under the same Management.

S12.25 Service:-

1. A person appointed in the service of the college in Group B and Group C posts shall be required to sign the undertaking or the agreement as prescribed.

2. The service of a person under the college/Recognized Institution commences from the date on which he joins his first appointment provided he reports for duty on that day before 12 noon, otherwise from the next day.

3. The service of the employee on return from leave or from Foreign Service shall commence from the date provided he assumes charge of the post before 12 noon, otherwise from the next date.

4. The service of the employee under the same Management in the cadre, shall cease from the date on which he relinquishes his post, for whatever reason before 12 noon, otherwise from the next date.

S12.26. Lien:

1. It is obligatory on the competent authorityto sanction Lien to a permanent and confirmed employee provided
   a. He applies in writing to the competent authority for lien.
   b. He chooses to join to the post of same pay scale or higher pay scale under same or different management, same or different college/recognized institution/university.
   c. Ordinarily, the initial period of lien shall be of two years, to be extended on express request by the foreign employer, on express consent by the employee, which shall not exceed five years at a time.
   d. If he chooses to join on tenure post, the competent authority should sanction the lien for the period of tenure.

e. The period of lien shall be treated as continuous service and shall count for increment, promotions, leave, pensionary and allied benefits,etc.

2. When the employee is given substantive appointment, the post to which he is so appointed shall be permanent vacant post on which no other employee holds a lien. He shall acquire a lien on the basis on which he is confirmed. The Competent Authority may appoint the employee in a provisionally substantive capacity to a post on which another employee holds a suspended lien.

3. Provisional substantive appointment of the employee in a post shall cease to be operative as soon as the other employee who holds suspended lien of that post reverts to the post.

4. The Competent Authority may suspend lien of the employee who is on deputation to Foreign Service, if there is a reason to believe that he will remain away from the post on which he holds a lien, for a period or not less than five years. The lien shall not, however, be suspended in the employee on deputation to Foreign Service is deemed to retire within period of three years from the date of his deputation.

S12.27. Deputation:

Maharashtra Civil Services (Joining time, Foreign Service and payments during suspension, dismissal and removal) Rules 1981 will be applicable for deputation of employees on Foreign Service in private college.

S12.28. Foreign Service:

1. On requisition by an organization (hereinafter referred to as Foreign Employer) and on express consent by the employee, the Competent Authority may by special resolution place the services of the employee at the disposal of the foreign employer.

2. The position with the foreign Employer and the terms and conditions of the service there under should not be too attractive to distract him or any other

employees in his cadre. The terms and conditions shall be decided by the Competent Authority in consultation with the foreign Employer.

3. The employee shall be treated to be on deputation from the date he relinquishes his charge till he resumes the charge on repatriation from the foreign employment.

4. Ordinarily, the initial period of deputation shall be of two years, to be extended on express request by the foreign employer, on express consent by the employee, and resolution by the Competent Authority specifying the period of extension, which shall not exceed five years in total. The period of deputation shall be treated as continuous service and shall count for increment, promotions, leave, etc.

5. When the employee is due for promotion or reversion under the Competent Authority, his services shall be recalled. However, if the Foreign employer requests for his continuation and agrees to extend him the benefits of promotion the Competent Authority may allow the employee to remain in foreign service and shall be entitled for the benefits of promotion from the date on which the employee next below him stands promoted.

6. The Competent Authority may recall the services of the employee by intimating the employee and the foreign employer three months prior to the date from which he is proposed to be recalled. The Foreign employer shall make necessary arrangements to release the employee from that date.

7. The Foreign Employer may request, by giving three months notice to Competent Authority and to the employee, that the services of the employee may be recalled. The Competent Authority shall make necessary arrangements to recall the services of the employee.

8. The employee may request the Competent Authority and the foreign employer to revert him in the services of the Competent Authority by giving three months intimation. The Competent Authority in consultation with the foreign employer shall make necessary arrangements to revert the services of the employee.

9. The Foreign employer shall on the annual basis, make contributions to the Competent Authority towards Leave salary, Contributory Provident Fund and Gratuity at the rate prescribed by the Competent Authority from time to time and intimates the same to the employee.

10. The employee in service of the foreign employer shall be entitled to leave, benefits of surrender leave and leave salary, and the foreign employer shall be liable to the remission of proportionate leave salary, contribution.

11. The employee shall be granted reasonable joining time as admissible under the rule while proceeding on foreign services and while reverting there from.

12. The employee on deputation to any organization shall have to revert to his parent service before he accepts deputations to another Organization.

13. The employee seeking prolong study leave for studies not directly connected with his foreign services but connected with his parent services shall apply to the Competent Authority through the Foreign Employer for such study leave and shall have to revert to his parent service before proceeding on such study leave.

14. The foreign employer may grant to the employee study leave for pursuing studies connected with his foreign service, and such period shall also be treated as Foreign Service. The period of such study leave shall be intimated by the foreign employer to

S12.29. Seniority:

1. The seniority of the employee in a cadre under the College/Recognized Institution under same management shall be determined on the basis of date of continuous service in that cadre. The service rendered by an employee in other recognized institution or College under, the same management, whether aided or unaided, or in the office of the management shall be treated as Foreign Service and the same shall be counted for seniority.

2. The employee confirmed in a permanent post shall rank higher to that appointed in officiating capacity. The seniority of the employee confirmed in a cadre shall be determined on the basis of the date of confirmation in that cadre.

3. If more than one employee is appointed by open competition or on recommendation of the Selection Committee and if they complete their probation within normal uniform probationary period, the seniority of the candidates selected at the same interview shall be in the order in which they are ranked by the Selection Committee, irrespective of the dates of their joining the duties or the dates of their confirmation :

   Provided that, in case the probationary period of the employee appointed on probation is extended beyond the normal period of probation and his date of confirmation having been postponed to any subsequent date, his seniority shall be determined with reference to the date from which he completes his probationary period.

4. The employee promoted to a post in higher cadre shall rank below those employees in that cadre on the date of his promotion irrespective of their inter se-seniority in the lower cadre. The employee promoted to a post in higher cadre earlier shall be considered senior to the employee promoted to that cadre at a later date, irrespective of their respective seniority in the lower cadre or the pay drawn.

   Explanation. – If the promotion of junior employee to the post in higher grade is ordered temporarily because the senior employee is not immediately available for taking the charge of the post in a higher cadre either on medical grounds or on other personal grounds he shall not lose his original seniority.

5. The employee reduced to a lower cadre by reversion shall be considered senior most in the lower cadre unless the authority ordering such reduction or reversion directs that he shall rank in such lower grade or cadre next below any specified member thereof.

6. The employee who requests for change in the cadre of equivalent level, the Competent Authority may examine the merits of the request and relative utility in granting the request, and may grant the same. In such case, the employee shall

rank lowest in the seniority and the date of order of transfer of cadre shall be considered as a continuous officiating date in that cadre.

7. If the Competent Authority is of the opinion that the services of any employee are more useful in another cadre of equivalent level, the Competent Authority may by order transfer the employee to the other cadre. In such case, the employee shall rank at the appropriate place with reference to the date of his continuous officiating or confirmation in the former cadre, and his seniority accordingly fixed in the later cadre.

8. If the employee has requested for a change from higher cadre to lower cadre, and if the Competent Authority grants his request, the employee shall not get higher seniority in the lower cadre than he would have held, had he not been so promoted.

9. The Seniority list of all the employees in a cadre shall be prepared and maintained up to date by the College. The seniority list so prepared shall be circulated in April every year among the employees concerned and their signatures obtained. Any subsequent change made in the seniority list from time to time shall also be similarly circulated. Objections, if any, to the seniority list or to the changes made therein shall be duly taken into consideration by the Principal before finalizing the seniority list. Disputes, if any shall be referred to the Chairman of the Management whose decision shall be final.

S12.30. Promotion:

1. All the appointments which are required to be made by promotion shall be notified every year.
2. Departmental Promotion Committee:
   Except otherwise provided, the Departmental Promotion Committee (D.P.C.) for the Group A to D posts shall consist of the following members, namely: —
   a. Principal/Director – Chairman
   b. Two members of the College Development Council to be nominated by the Chairman of the Management

c. The Registrar/Assistant Registrar/Superintendent/Head Clerk-Member Secretary

Provided that

a. For the posts of Technical nature, an expert or the concerned Head of the Department who have special knowledge in concerned field is to be nominated, in addition, as a member of the departmental promotion committee by the Chairman of the Management.
b. If the posts are reserved for backward class / woman / minority /PWD (Person With Disability) and if no member of the departmental promotion committee belongs to the concerned category, one member of the concerned category be nominated, in addition, as a member of the departmental promotion committee by the Chairman of the Management.
c. The departmental committee shall also see that the employee to be promoted has undergone departmental examinations and also see that he has successfully completed the requisite training as prescribed by the State Government from time to time.

3. The promotion of the employees of the college/recognized institution shall be only of two tiers, consisting of interview and qualifying written test, however, in case of the technical post requiring technical/practical skill, it shall be three tiers including technical/practical skill test along with interview and qualifying written test.
4. The date of the meeting of every Departmental Promotion Committee shall be so fixed, that each member of the committee and candidates could be informed at least one week prior to the date meeting.
5. The quorum to constitute the meeting of every departmental promotion committee shall be one third of the total members of the committee or three whichever is more.
6. The department promotion committee shall recommend the name/s of employee/s to be promoted by judging the merits of each candidate in accordance with confidential report of previous three years, written test, technical/practical test (if any) and interview.
7. The average grading of confidential report of employee for previous three years should be B+ or above for promotion to the group A.

8. The average grading of confidential report of employee for previous three years shall be B or abovefor promotion to the group B, C, and D.
9. The average grading should be calculated by assigning the values as under:

Grade	Value
A+	5
A	4
B+	3
B	2
B-	1
C	0

Explanation:

   a. For example if the grading of employee for last three years is A+, B+ and C then the average grading will be 5+3+0 divided by 3 (years) = 2.66 ≈ 3, (i.e. the average grading will be B+)
   b. The calculated sum shall be rounded off to nearest digit, however, if it is 0.5 and above it should be rounded to next digit and rounded to lower digit if it is less than 0.5.

10. The College/Recognized Institution shall take the review of post/s to be vacant for promotion in the next year at the end of March and September every year and notify it on the College/Recognized Institution's website.
11. The College/Recognized Institution administration shall prepare the list of senior most employee/s due for promotion on the post/s vacant by verifying qualification, experience and confidential report.
12. The College/Recognized Institution administration shall conduct the written test and or practical/technical test before interview.
13. The College/Recognized Institution administration shall submit the report of action taken on clause number 11 and 12 before departmental promotion committee and the committee shall recommend the names of employees to be promoted on the vacant posts, taking into consideration the performance of the employee in interview as well as written test, practical/ technical test (if any).
14. The appointing authority shall make promotion of the candidates as recommended by the departmental promotion committee.

Provided that, where the Appointing Authority in respects of GroupA post propose not to promote employee/s as per the recommendation of departmental promotion committee, he shall record its reasons in writing and submit the recommendations of the departmental promotion committee and the reasons to the Management whose decision shall be final.

Further provided that, where the Appointing Authority in respects of Group B, C, and D post propose not to promote employee/s as per the recommendation of departmental promotion committee, he shall record its reasons in writing and submit the recommendations of the departmental promotion committee and the reasons to the Chairman of the Management whose decision shall be final.

S12.31.Assessment or Confidential Report:

1. The Assessing Authority under whom the employee on probation is working shall send to the Principal his report about work and conduct at the end of every six months from the date of his joining. The last report about the work and conduct of the employee on probation shall be sent to the Principal so as to reach him three months prior to the date of completion of his probationary period.

2. The Assessing Authority shall prepare the confidential report of permanent employee for the period ending 31st March every year, in respect of every employee placed under his control for the time being. If the employee is placed under the Assessing Authority for a broken period not ending on 31st March, the Assessing Authority shall write the assessment report for such period as the employee was working under him.

3. The confidential report written by the Assessing Authority shall be reviewed by the Officer who is directly superior to such Assessing Authority. Such a Reviewing Authority shall carefully examine the remarks adverse or outstandingly good in character and verify the same with the factual position and satisfy himself about the said remarks. If the Reviewing Authority does not agree with the remarks of the Assessing Authority, he shall state the reasons for not agreeing and shall record his own assessment about the work and conduct of the employee.

4. The annual confidential reports of an employee shall be the basis for determining 'merit'. The record of service shall be deemed to be satisfactory if there is nothing adverse in the report for previous three years. Adverse remarks not duly communicated in writing to the employee shall be disregarded for the purpose.

5. Remarks in the confidential report which are either adverse or outstanding in character shall be brought to the notice of the employee in writing within one month. Whenever minor irregularities occur, they shall be brought to the notice of the employee orally by the Assessing Authority.

6. A photocopy of the confidential report shall be provided to the employee by 30th June of every year.

7. The following shall be the Assessing/Reporting Authority and Reviewing Authority :-

Sr.No.	Employees	Reporting Authority	Reviewing Authority
1.	Employees in Group A & B and Superintendent and Head Clerk of Group C	Principal	Chairman of the Management
2.	Other Employees in Group C& all employees of Group D	Registrar/Assistant Registrar Superintendent / Head Clerk / HOD under whom the employee is working.	Principal/ Director
3.	Technical/Laboratory/Library/Sports Staff	Head of the Department	Principal / Director

8. The employee who has been communicated adverse remarks may within 30 days of receipt of such communication represent his case in writing to the Reviewing Authority. The Reviewing Authority may obtain the remarks or the

Assessing/Reporting Authority before he decides whether the adverse remarks be expunged or otherwise. The decision of the Reviewing Authority shall be final.

9. Yearly confidential report in respect of each employee shall be maintained as prescribed and shall be taken into account at the time of promotions and at other times when necessary.

10. A personal file shall be opened for every employee immediately on his appointment in College, and all orders and papers in connection with his official record shall be properly filed therein.

11. The confidential files including the confidential Reports of the Group A and Group B Officer shall be maintained by the Principal.

12. The Confidential files including the confidential reports for other staff in the Colleges shall be maintained by the Registrar/Superintendent/Head Clerk

13. Annual Confidential reports and other reports of all the College employees shall be in the custody of the Principal.

S12.32. Service book

1. Service-Book shall be maintained in the prescribed booklet by the Principal or any other duly authorized person by the Competent Authority, for every employee appointed substantively or in an officiating capacity to a permanent post or appointed to hold for the first time a temporary post but not a post of purely temporary nature. The service-book shall contain the record of service of each employee covering all essential events in his official career such as : (i) his first appointment, (ii) his subsequent appointments to higher grades whether in an officiating or substantive capacity, (iii) increments (with dates) sanctioned to him from time to time (iv) punishment with relevant office order in the matter, (v) all kinds of leave except casual leave, granted to him from time to time, lien, etc. (vi) any reward or appreciation of work.

2. It shall be the responsibility of the Principal to keep service record up-to-date of an employee by making with reasonable time, entries in respect of his different appointments, leave etc. The office orders in respect of important changes shall be quoted against the respective entries. The service-books shall be in the safe custody of some responsible person in the office, and shall on no account be allowed to remain with the employees concerned. If however they so desire, they may be allowed to peruse the entries in their service-books to ensure that the record of their service is correctly maintained. Personal certificate of character should not be entered in the service-book. All such entries shall be completed, and at the end of every year be shown to the employee and his signature be obtained thereon.

3. The duplicate copy of the service-book shall be supplied to the employee and shall be brought up-to-date from time to time.

4. When the employee is reduced to a lower rank, removed or dismissed from the service, or suspended from employment, the reasons for such reduction, removal, dismissal or suspension as the case may be, shall be briefly stated in the service-book, such entries shall be carefully checked and attested by the officer of the College authorized to maintain the service-books.

5. At the time of joining the service of the College, the date of birth of employees shall be carefully recorded in his service-book and shall be verified with reference to the documentary evidence and a certificate to that effect shall be recorded stating the nature of document relied on, such as School Leaving Certificate, S.S.C. Certificate, Extract of Birth Register or any other evidence. Horoscope or an Affidavit shall not be considered as an authenticated document for this purpose:

   Provided that in respect of an employee already in the service on the date on which these rules come into force and in whose case the dateof birth has not been recorded and duly verified or has not been properly recorded as prescribed shall be required within one year to produce the documentary evidence or a certificate as prescribed or appear before the Medical Authority. The date of birth in respect

of such an employee shall be assumed to correspond to the date of the certificate by the Medical Authority reduced by number of years representing his age is certified:

Explanation –

i. In case the year of the birth is known but the month and date are not known, first of July of that year shall be taken as his date of birth. When the year and the month of the birth, are known and exact date is not known, 16th of that month shall be treated as his date of birth.

ii. The Competent Authority shall, after satisfying itself about the *bona fides* of the order in the entry regarding date of birth, issue order for correction to be made in the service-book and attest the correction thereof. Any such correction shall be brought about only within a period of five years from the date of his joining, and no correction shall be made there-after under any circumstances.

6. The service-books shall be taken up for verification in April every year by such officer in the College empowered for the purpose by the Principal. The Officer so empowered shall, after satisfying himself that the services for the employees are correctly recorded in the service-books in conformity with the instructions contained in these rules and also such other instructions as may be issued from time to time, record in the service-books a certificate under his signature to the effect that he has verified upto date the services of the employee from pay bills, acquaintance rolls and similar records. The service book shall be kept in digital format in the college.

7. The service-book may be given to an employee after he retires or resigns or is discharged from the service without fault, an entry being first made therein to this effect, or in event of an employee's service terminating by his death, to his relatives on application. If no application is made within six months from the death of the employee, the service-book may be destroyed, if it is no longer required by the College.

An employee whose service is terminated by removal or dismissal, his service book shall be retained for a period of five years or until the employee's demise whichever is earlier, thereafter it shall be destroyed:

Provided that, if any legal proceeding in connection with the removal or dismissal has been instituted against the College by the concerned employee, the service-book shall be retained till the legal proceedings are finally disposed off by the last Court exercising appellate or provisional jurisdiction. Every care shall be taken in issuing administrative orders by the Principal to see that service-books are not tampered with when kept in the office or during inspection by the concerned employee.

S12.33. Service record

1. The Appointing/Competent Authority may retain the confidentialreport and other reports of the employee in a separate confidential file. Any letter of appreciation for good work or memo for misdemeanor, order granting additional increment(s) or promotion, order inflicting penalty or punishment, shall be maintained in such confidential file.

2. The principal shall be the Competent Authority for this purpose only.A personal file shall be maintained for every employee immediately after his appointment and all orders and papers in connection with his official record shall be properly maintained therein.

S12. 34. Absorption of surplus employees:

Whenever any confirmed employee working on grant-in-aid post in the affiliated college/recognized institution is rendered surplus due to any reason, shall be first absorbed devoid of reservation category in aided affiliated college/recognized institution within the same management and then within the aided affiliated college/recognized institution within the jurisdiction of the university and then in the university, The mechanism in this regard shall be as prescribed by the state government through from time to time and the Director, Technical Education shall be the Controlling Authority for execution of process of absorption of surplus employees.

S12.35.Incapacity:-

1. The employee shall be considered to be incapacitated to discharge his duties either on physical grounds or on mental grounds for the reasons stated below or otherwise as may be determined by the Medical Authority.
    a. The employee may be considered to be physically incapacitated to render his services because of ---
        i. Physical incapacity due to accident, such as loss of limb or being seriously injured etc;
        ii. Physical incapacity due to severe illness such as paralysis, heart attack, cancer, leprosy, etc;
    b. Employee may be considered mentally incapacitated to render his services, if
        i. he has lost his control on his mental functions and is incapable of foreseeing the consequences of any of his actions ;
        ii. he has turned insane;
        iii. He is not capable of meeting with the requirements of the post to which he is appointed, despite of his mental equilibrium having been properly set.

2. Whenever the employee is to be declared to be incapacitated either physically or mentally, his case shall be referred to the committee specially constituted by the Competent Authority for the purpose and it shall scrutinize the case thoroughly and report thereon . In support of this, the Committee shall refer the case to the Medical Authority and obtain the opinion. In addition, the Committee may obtain opinion of such other persons as it may deem fit. Adequate opportunity shall be provided to the incumbent to defend his case either personally or through his representative. The Committee shall submit its report to the Competent Authority which shall take final decision in the matter. Such cases shall be considered by the Committee having regard to the prime interest of the college and sympathetic view towards the employee.

3. The mental or physical incapacity to function efficiently in his existing post would be treated as incapacity for continuing him in the same post or appointment in higher post, provided the incapacity is well proved. The Competent Authority may adopt such a procedure judiciously. The Competent Authority shall,

however, endeavor to see whether the employee can be provided an equivalent post or any other lower post. The employee or his representative shall be given full opportunity to represent his case. The same procedure as mentioned in clause (2) shall be followed in this case.

4. The employee declared incapacitated either physically or mentally shall be discharged from the services of the College and the Competent Authority may sanction him pension, if he is otherwise eligible.

IV : PAY AND ALLOWANCES

S12. 36. Scales of Pay–

1. The employee in the service of the college/recognized institution shall, unless otherwise directed, be entitled to receive the pay in the prescribed time-scale of pay from the commencement upto the cessation of the service in the college/recognized institution under the same Management, in a cadre.
2. The time-scale of pay including special pays, if any, for various posts in the college/recognized institution shall be as prescribed by Government and may be revised by Government from time to time.
3. The initial pay of the employee selected for the college/recognized institution service shall be the minimum of the time-scale pay.
4. In respect of the employee who expires while in service, his pay shall be drawn for the day on which the employee has died. The hour at which the death takes place shall have no effect on the claim.
5. Additional Charge -.
    a. The employee, who is holding charge of another equivalent post or a post of higher status than his original post, shall receive 20 per cent additional pay of the pay which he would have drawn, had he been appointed to the post, on satisfactory performance of duties of the additional post. The additional pay shall not exceed Rs. 5000 per month. The Competent Authority while sanctioning the additional pay shall record the following certificate in the Order –

i. The second post of which additional charge is held shall not be subordinate to the original post:
ii. There has been specific addition to the work and responsibilities.
iii. The second post is an independent post and has an independent jurisdiction.

b. The additional pay shall be admissible, if the period of additional charge is more than 15 days and less than six months.
c. An employee holding one post when placed in charge of the duties of a subordinate post shall not receive any additional pay for the additional work.

S12. 37. Pay on Placement in higher grade / scale –

1. On Placement in higher grade / scale, either in a substantive or in an officiating capacity, to a post belonging to GroupA to D carrying higher time-scale of pay or on appointment to a post carrying higher duties and responsibilities, the initial pay of the employee in the higher post shall be fixed at the minimum of the higher time-scale of pay, or at the stage next above the pay notionally arrived at by increasing his pay in the lower post by one increment at the stage at which such pay is accrued, whichever is more.
2. If the employee has reached the maximum of the time-scale of pay in the lower post, his notional pay for the purpose of this rule shall be arrived at by increasing that pay by adding an amount equivalent to the last increment.
3. If the conditions laid down in clause (1) are not satisfied, he will draw as initial pay of the stage of the time-scale of pay next above his pay in respect of the lower post.
4. The period(s) for which the employee has served in the said or similar higher post under the college / recognized institution, such period shall be counted for calculation of increment and fixation of pay on promotion.
5. If the appointment to the higher post is for less than 15 days the employee may be placed in-charge of the current duties of the post but no formal appointment to officiate shall be made, unless formal appointment is essential in order to provide for the exercise of statutory powers. The employee shall not, in such cases, be entitled to fixation of pay in the higher time-scale of pay.

Explanation - If an employee has previously held the same post or another post on the same or identical time-scale then save as provided under these rules, his initial pay shall, not be less than the pay other than the special pay, personal pay or emoluments classed as 'Pay" under these rules which he had drawn on the last such occasion, and he shall count the period during which he drew that pay on such last and any previous occasion for increments in the stage of the time equivalent to that pay.

S12. 38.Pay on Reversion–

1. The employee on reversion shall draw pay in the lower time-scale of pay, not less than that which he would have drawn, had he not been so promoted before reversion, provided that in case the employee is reverted as a measure of punishment on account of misconduct, the Competent Authority may fix his pay at any lower stage in the lower time-scale of pay.
2. When the employee is reverted on account of misconduct or inefficiency to a post carrying lower time-scale of pay, and is subsequently promoted or reinstated, his previous service in the post from which, he was reverted, shall count for increments unless the Competent Authority declares that it shall not be counted either in whole or in part.

S12. 39.Pay on joining time–

An employee treated on duty shall draw the pay of the post of service to which he is appointed.

S12.40.Increment–

1. The employee, having his pay on the time-scale of pay shall draw increment every year unless it is withheld. The benefit of increment falling due on any date of the calendar month shall be extended to the employee from the 1st of that calendar month, without affecting the date of increment. The Competent Authority may withhold, by an order in writing, the increment of the employee if his conduct has not been found to be good or his work has not been found satisfactory. The

Competent Authority while ordering the withholding of the increment shall state the period for which it is withhold and whether the postponement shall have effect on future increments.

2. The Competent Authority withholding increment shall expressly state in the order the period for which increment has been stopped, and whether it shall be exclusive of any interval spent on leave before the period is completed.
3. While on promotion, the increment shall be drawn on completion of full incremental period in the new post.
4. Service rendered in the circumstances mentioned below shall count for increment in the time-scale of pay :-
   a. All duty whether continuous or otherwise in a post on a time-scale of pay,
   b. Authorized leave other than extra-ordinary leave.
   c. Extra-ordinary Leave on medical grounds with the permission of the Director of Technical Education, Maharashtra State

      Provided that, in exceptional circumstances, if employee is required to avail of extra-ordinary leave for reasons beyond his control, the Competent Authority may with the previous approval of the Director of Technical Education, Maharashtra State, by an order in writing direct that the absence of leave without pay shall not affect his normal date of increment.
   d. The duty performed by an employee in higher post in officiating or temporary capacity, on reversion to the lower post.
   e. The service rendered in unaided college/recognized institution/university in a post carrying time-scale of pay, after fixing his pay notionally considering that as if he had been appointed on grant-in-aidpost,provided that he shall submit up dated service book and his appointment shall have made by the selection committee as prescribed.
   f. The service rendered in a post carrying time-scale of pay during the period of probation, subject to the following conditions namely,
      i. The first increment shall be released on completion of one year of the probationary period and the subsequent increment shall be released on completion of the probationary period satisfactorily.
      ii. A probationer whose probationary period is extended on account of failure to pass departmental examination within the prescribed time limit or on account of leave taken by him during the probationary period shall

be allowed to draw, on his appointment on that post on long term basis after completion of probationary period satisfactorily, such pay as he would have drawn had he not been on probation and consequential arrears.

iii. A probationer whose probationary period is extended on account of unsatisfactory performance should be allowed to draw second increment only with effect from the date of satisfactory completion 'of the probationary period and shall not be eligible for arrears.

g. Period spent on deputation to Foreign Service.

5. The employee on authorized leave shall draw the annual increment falling due during the leave period on resumption of duty after expiry of leave.

S12.41. Personal Pay –

The Competent Authority may grant personal pay to the employee to save him from loss of substantive pay, in respect of a permanent post, other than a tenure post due to revision of pay or due to any reduction of such substantive pay otherwise than as a measure of disciplinary action.

S12.42.Other Allowances

1) The employee working in the time-scale of pay shall be entitled to the Dearness Allowance, Compensatory Local Allowance, House Rent Allowance and such other allowances as may be sanctioned by Government from time to time to its employees working in equivalent scales of pay.
2) For the purpose of calculating allowances which are related to pay, the term pay shall include basic pay, additional pay, officiating pay, personal pay or special pay, if any. The allowance except cash allowance (i.e. allowance sanctioned for handling cash), typing allowance, shorthand allowance, shall not, however, count as pay for this purpose.
3) In case where both husband and wife are employed under the College/Recognized Institutions, they shall draw dearness allowance, if otherwise, admissible to them.
4) Dearness Allowance may be drawn during the period of any kind of leave except extra-ordinary leave.

5) The House Rent Allowance shall be admissible to employee at the places and at the rates as sanctioned by Government to its employees working in equivalent scales of pay, from time to time. When an employee is provided with the residential quarters by the College/Recognized Institution either on rent free basis or on rental basis he shall not be entitled to House Rent Allowance.

S12. 43. Leave Salary:-

1. The employee on authorized earned leave shall be entitled to the pay, drawn by him immediately prior to the commencement of leave, plus allowances admissible on that pay.
2. The employee on authorized half pay leave or on leave not due shall be entitled to half of the basic pay drawn by him immediately prior to the commencement of half pay leave or leave not due, as the case may be plus the allowances admissible on that pay.
3. The employee on authorized commuted leave is entitled to leave salary equal to the amount admissible under sub-clause (1).
4. The employee who is granted leave not due shall be entitled to leave salary equal to the amount admissible under clause (2).
5. The employee who is granted special disability leave shall be entitled to leave salary equal to the amount admissible under clause (1) for the first 120 days and for the remaining period, at equal to the amount admissible under clause (2).
6. The lady employee on authorized maternity leave shall be entitled to:
    a. Leave salary admissible under clause (1) in case the employee is permanent.
    b. Leave salary admissible under clause (1), in case of temporary employee, who has put in not less than one year continuous service.
    c. Leave salary admissible as under clause (2), in case of temporary employee who has put in more than one year continuous service but less than two years continuous service.
    d. The temporary female employee with less than one year service shall not be entitled to any leave salary.

7. The employee who is granted study leave shall be entitled to leave salary equal to the amount admissible under clause (2), in case the employee is in receipt of any stipend or scholarship or any other monetary assistance during such leave;

otherwise he shall be entitled to leave salary equal to the amount admissible under sub-clause (1).

8. The employee on extra-ordinary leave shall not be entitled to any leave salary.

9. The employee on leave which is not authorized shall not be entitled to any leave salary.

10. The employee on authorized leave shall be entitled to pay, personal pay, compensatory local allowance, dearness allowance, house-rent allowance but shall not be entitled to additional pay, officiating pay and special pay if any.

11. The employee who has been authorized to surrender leave, shall be entitled to the pay and personal pay drawn by him immediately prior to the commencement of the leave, plus dearness pay, dearness allowance, compensatory local allowance, as admissible under the rules, for the period of leave, so encashed. However, no house rent allowance shall be admissible.

S12.44.Encashment of Leave:

1. The authority competent to grant leave shall suo-motu sanction to an employee who retires on attaining the age of superannuation, the cash equivalent of leave salary in respect of the period of earned leave at his credit on the date of his superannuation, subject to a maximum of 300 days.

2. The cash equivalent of leave salary payable under sub-rule (1), shall also include dearness allowance admissible on the leave salary at the rates in force on the date of retirement and it shall be paid in one lump sum as a onetime settlement.

3. The compensatory local allowance and house rent allowance shall not be included in calculating the cash equivalent of the leave salary under this rule.

4. From the cash equivalent so worked out, no deduction shall be made on account of pension and pensionary equivalent of other retirement benefits.

5. A non-teaching employee who retires from service on attaining the age of compulsory retirement while under suspension shall be paid cash equivalent of leave salary under sub rule (1) in respect of the period of earned leave at his credit on the date of his superannuation, provided that in the opinion of the authority competent to order reinstatement, a non-teaching employee has been fully exonerated and the suspension was wholly unjustified.

   Explanation 1 - An employee can also avail of leave preparatory to retirement of a part of earned leave at his credit. In that case, he shall be allowed payment of cash equivalent of leave salary for the balance of the earned leave that remains at his credit on the date of retirement in accordance with sub-rule (1).

   Explanation 2 - With a view to enabling the retiring employee to receive cash equivalent of leave salary in respect of the unutilized earned leave without delay, the following procedure shall be followed, namely :-

6. An employee nearing the retirement date on superannuation should inform in writing to the Authority competent to sanction leave, six months in advance of the date of retirement, if he desires to avail of cash equivalent of leave salary in respect of the unutilized earned leave at his credit on the date of his superannuation.

7. The Competent Authority shall after satisfying himself that earned leave, if any, availed of by the concerned employee after receipt of his written intimation as in clause (a) is actually deducted from the earned leave due and admissible as on the date of superannuation as reported by his office, arrange to issue necessary orders sanctioning cash equivalent of leave salary in respect of the unutilized earned leave within a week of the date of retirement of the concerned non-teaching employee.

8. Thereafter, the Competent Authority shall within 15 days after the date of retirement, prefer a bill claiming the cash equivalent of leave salary in respect of the unutilized earned leave to the Joint Director, ~~Higher~~ Technical Education of the region concerned.

9. Payment of cash equivalent of leave salary in respect of the unutilized earned leave at the credit of the non-teaching employee retiring on superannuation shall be made irrespective of whether or not 'No Demand Certificate' from the Principal concerned is received.

Explanation: - The cash payment for unutilized earned leave shall be made in the following manner:-

$$\text{Cash Payment} = \frac{\text{Pay + Dearness Allowance Admissible on date of retirement.}}{30} \times \text{No. of unutilized days of earned leave at credit subject to maximum of 300 days.}$$

10. Cash Equivalent of leave salary in case of death while in service - In case of a non-teaching employee dies while in service, the cash equivalent of his leave salary admissible on the date immediately following the death and in any case, not exceeding leave salary for 300 days, shall be paid to his family without any reduction on account of pension and pension equivalent to death-cum-retirement gratuity. In addition to the cash equivalent of leave salary admissible, his family shall also be entitled to payment of dearness allowance only.

S12.45. Subsistence Allowance:-

1. The employee under suspension shall not be entitled to pay and allowances as prescribed in these standard codes. The Competent Authority, shall pay to the employee under suspension or deemed to have been placed under suspension by an order in writing, a subsistence allowance at the following rates:
   a. A subsistence allowance at an amount equal to the leave salary which the employee would have drawn, if he had been on leave on half pay and in addition, dearness allowance based on such leave salary shall be payable to the employee under suspension.

b. Where the period of suspension exceeds 3 months, the Authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first 3 months as follows, namely,

i. The amount of subsistence allowance may be increased by suitable amount not exceeding 50 per cent of the subsistence allowance admissible during the period of first 3 months, if in the opinion of the said authority, the period of suspension has been prolonged for reasons, to be recorded in writing, not directly attributable to the employee.

ii. The amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50 per cent of the subsistence allowance admissible during the period of the first 3 months, if in the opinion of the said authority, the period of suspension has been prolonged due to reasons, to be recorded in writing, directly attributable to the employee.

iii. The rate of Dearness Allowance shall be based on the increased or on the decreased amount of subsistence allowance, as the case may be, admissible under sub-clauses (i) and (ii).

2. The employee shall not be paid the subsistence allowance unless he furnishes a certificate to the following effect before payment, is made every month:-

"I certify that I did not accept any private employment or engage myself in trade or business during the period in question."

If the Authority sanctioning the payment, of subsistence allowance has any reasons to doubt this certificate, it may ask the police authority to verify the certificate and if, the employee is found to have given a false certificate, that should be construed as an act of misconduct and it shall be made an additional charge against him.

3. Other compensatory allowances, if any, of which the employee was in receipt on the date of suspension shall also be payable to the employee under suspension too, such an extent and subject to such conditions as the authority suspending the employee may direct.

Provided that the employee shall not be entitled to the compensatory allowances unless the said Authority is satisfied that the employee continues to meet the expenditure for which such allowances was granted,

Provided further that, when an employee is convicted by a competent court and sentenced to imprisonment, the subsistence allowance shall be reduced to a nominal amount of rupee one per month with effect from the date of such conviction and he shall continue to draw the same till the date of his removal or reinstatement by the Competent Authority:

Provided also that, if an employee is acquitted by the appellate court and no further appeal or a revision application to a higher court is preferred and pending, he shall draw the subsistence allowance at the normal rate from date of acquittal by the appellate court till the termination of the inquiry, if any, initiated under these rules:

Provided also that, in cases falling under sub-clauses (1) and (3) where the college/recognized institution refuses to pay or fails to start and continue payment of subsistence allowance and other compensatory allowances, if any to an employee under suspension, payment of the same may be made by the Director of Technical Education, Maharashtra State, who may deduct an equal amount from the grant that may be due and payable or may become due and payable to the college/recognized institution

4. When an employee under suspension attains the age of superannuation while under suspension, he shall be deemed to have been retired on attaining the age of superannuation and any departmental or judicial proceedings pending against him shall be continued even after his retirement. He shall not be entitled to subsistence allowance after he attains the age of superannuation. If he has opted for the Contributory Provident Fund Scheme, he shall be entitled to his share of contribution on his attaining the age of superannuation but he shall not be entitled to the management's share to the Contributory Provident Fund If he has opted for the pension-cum-gratuity Scheme, he shall be entitled to provisional pension not exceeding the maximum pension which would have been admissible to him on the basis of qualifying service upto the date immediately preceding the date on which

he was placed under suspension No amount of Death-cum-Retirement Gratuity shall be paid to him till his case is finally decided.

5. When an employee who has been suspended is reinstated, the Competent, Authority to order the reinstatement shall consider and make a specific order-

   a. regarding the said period being treated as duty or 'leave' and
   b. regarding the pay and allowance to be paid to the employee for the period of his absence from duty.

6. If the Authority mentioned in sub-clause (5) is of the opinion that the employee has been fully exonerated or in the case of suspension, that it was wholly unjustified, the employee shall be given full pay and allowances to which he could have been entitled to, had he not been dismissed, removed or suspended, as the case may be. In that case the subsistence allowance already paid to him shall be fully recovered from the arrears of the pay and allowance. The Management shall bear expenditure on pay and allowances of the substitute, if any, appointed in place of the employee under suspension, and the same shall not be held admissible for Government Grants.

7. In case the employee is not fully exonerated, the authority mentioned in sub-clause (5) shall specify in the order the pay and allowances to be given to such an employee which may either be equal to (i) subsistence allowance already sanctioned to him, or (ii) any other percentage of pay depending upon the merits of the case :

   Provided that the period of absence from the date of suspension to the date of reinstatement or otherwise can be converted into leave due and admissible only if the employee concerned requests the Authority mentioned in sub-clause (5) in writing:

   Provided further that the subsistence allowance already paid to an employeeshall be fully recovered either from the pay and allowances or from the leave salary payable to him.

7. Subsistence allowance when to be paid:

The subsistence Allowance or arrears of pay and allowances or leave salary, as provided under sub-clauses (1), (3), (6) or (7) of S12.45 shall be payable to an employee only after he produces a certificate that during his period of suspension he had not engaged himself into any gainful employment, trade, or business and the competent Authority shall pay the subsistence allowance only after he is satisfied in that respect.

9. Where the employee, on grant-in-aid post, is entitled to the subsistence allowance or arrears of pay and allowances or leave salary, as provided under sub-clauses (1), (3), (6) or (7) of S12.45, and when the Competent Authority does not pay the same within the reasonable time fixed by the Director of Technical Education, Maharashtra State, , or the Joint Director, Technical of the region concerned, then the Director of Technical Education, Maharashtra State, or Joint Director, Technical Education of the region concerned shall be competent to pay the same, direct to the employee concerned upto a period of one year subject to the following conditions, namely -

   a. The employee concerned has been suspended by the Competent Authority after obtaining prior approval of the Director of Technical Education, Maharashtra State.

   b. If the Competent Authority fails to obtain prior approval as provided in condition (i), the Competent Authority, shall not be entitled to the grant on the pay and allowances of the substitute, appointed in the vacancy of the suspended employee.

   c. Such a direct payment to the suspended employee shall be restricted to a period of six months, within which period the competent Authority shall make all efforts to finalize the enquiry. The Director of Technical Education, shall also see that the period of suspension comes to an end as early as possible and in no case it shall extend beyond a period of one year. If the period of suspension is required to be extended beyond a period of one year, the Competent Authority or the Director of Technical Education, Maharashtra State, , shall take steps, well in advance, to obtain Government's approval for

extending the period of suspension as well as for the payment of amount provided in condition (i) direct to the employee.

S12.46. Travelling Allowance–

1. The employee required to undertake tour in the course of discharge of this duty, shall be entitled to travelling allowance and daily allowance as per the rules and at the rates prescribed by the Government for its employees working in comparable scales of pay from time to time.

2. The employee proceeding to his home town or otherwise and back during leave shall be entitled to leave travel allowance (concession) as per the rules and at the rates prescribed by the Government for its employees working in comparable & scales of pay from time to time.

S12.47. Medical reimbursement allowances:

The employee shall be entitled to medical reimbursement allowances as per Government rules made applicable from time to time.

V: LEAVE

S12.48. Leave:

1. a. The leave cannot be claimed as a matter of right. When exigencies of the service so require, discretion to refuse or revoke leave of any kind is reserved by the Leave Sanctioning Authority. On such recall, the employee shall report for duty forthwith. The leave sanctioning Authority may sanction or refuse the leave applied for but shall not alter the nature of the leave applied for.
   b. The employee may be granted leave only on his request. The employee shall not be forced to proceed on leave except on a disciplinary ground. The employee may, with the approval or the Leave Sanctioning Authority curtail the period of his leave. The employee, who is on leave preparatory to

retirement, shall not, however, be entitled to return to duty by cancelling the unexpired portion of his leave.

2. The employee shall be entitled to leave in proportion to the period spend on duty and of kind to the extent specified herein below. The period spent in foreign service counts as duty, if contribution towards leave salary is paid, however, the period spent on leave is not counted as duty for this purpose. The period of suspension of the employee shall be treated as duty for the purpose. The period of suspension of the employee shall be treated as duty for the purpose in case the employee is fully exonerated by the Competent Authority from the charges for which he was suspended and reinstated in service.
3. The employee shall have to apply for grant of leave by writing/filling an application as prescribed and shall proceed on leave after due sanction:

   Provided, that if the employee is required to proceed suddenly on any leave and for reasons beyond his control, the leave sanctioning Authority may, on satisfying itself sanction leave on his application which is submitted later.
4. Leave shall not be granted ordinarily to the extent by which it would deplete the strength of service or department below essential minimum. In case large number of applications are received resulting into exigency, the Leave Sanctioning Authority may ascertain at least 70% employees remain on duty and then consider the following factors while granting the applications, namely:
   a. Special circumstances for which leave is requested;
   b. amount of leave due to the applicant.
   c. whether applicant was recalled from his last leave or has been refused leave in the interest of office requirement:
   d. the period and character of the service rendered by the applicant since his last return from leave;
   e. the employee who can for the time being best be spared;
   f. Whether any of the employees already on leave can be recalled to duty in order to spare any other employee for availing his leave under any special circumstances.
5. The period of leave of the employee begins on the day on which be relinquishes charges of his post before 12 noon, if not, from the next day. The period of leave ends on the day the employee assumes charges of his post before 12 noon, if not, from the next day.

6. Except otherwise provided under these rules, any period of leave may be granted in combination with or in continuation of any other kind of leave except casual leave, subject to the limit of aggregate period of absence, as may be prescribed by the Competent Authority. Sundays and Holidays may be prefixed or suffixed to the leave.
7. The application for leave on medical grounds shall ordinarily be accompanied by medical certificate given by the Registered Medical Practitioner, indicating the nature and probable duration of the illness. The employee returning to duty from leave on medical grounds shall produce a certificate of fitness from the RegisteredMedical Practitioner.
8. The employee against whom a departmental enquiry is Instituted or proposed to be Instituted or who is proposed to be suspended or is discharged or is under orders of removal or dismissal, or has given notice of resignation shall not be entitled to leave, however, he may be given short leave, on condition that he becomes available for inquiry, if and when required. The employee already on authorized leave, on submitting the notice of resignation, shall cease to draw any leave salary with effect from the date from which his resignation is accepted. No leave can be adjusted against the period of notice of resignation.

   Provided that, on the recommendations of the Registered Medical Practitioner, the Leave Sanctioning Authority may sanction leave to such employee.
9. The employee on leave shall not accept any other employment, either part-time or full-time except casual literary work or service at public examinations.
10. If the employee overstays the sanctioned period of his leave without prior permission and intimation, he shall not be entitled to any leave salary for this period, and such absence from duty may be treated as misconduct. The Sanctioning Authority may, however, for the reasons to be recorded in writing condone the irregularity.
11. The employee shall not be permitted to formally join the duty at the end of the leave with the intention of taking leave again within a few days.
12. If the employee frequently applies for grant of leave on medical ground with short intervals, his case may be referred to the Medical Authority, with a request to give its considered opinion on employee’s state of health, the period required for his

complete recovery, and also whether he is likely to be fit for duty after rest of treatment.

13. The employee discharged or removed except on account of misconduct or who has once resigned, if reappointed, shall not be entitled to claim leave in respect of service rendered prior to his discharge, removal or resignation, as the case may be.
14. The employee appointed on contract basis in time scale of pay shall be entitled to leave in accordance with the terms of the contract entered into by him with the Competent Authority.

S12.49. Casual Leave –

1.

a. The employee shall be entitled to 12 days casual leave in a calendar year.
b. Permission for casual leave in writing shall ordinarily be obtained before the day from which casual leave is required. In exceptional circumstances where application of casual leave cannot be submitted before the leave begins ex-post-facto sanction for casual leave shall be obtained by the employee.

   In exceptional circumstances Leave Sanctioning Authority may grant ex-post-facto sanction to the casual leave which was not previously approved. If the Leave Sanctioning Authority is not satisfied about the exceptional circumstances, the casual leave availed of without prior permission may be treated as leave without pay.

   Mass casual leave shall not be treated as casual leave. It shall be treated as unauthorized absence and dealt with accordingly. The action to go on mass casual leave shall be treated as misconduct.

c. The employee shall be entitled to not more than six days casual leave at a time. The same may be prefixed or suffixed with holidays or Sundays provided that the period of total absence does not exceed ten days at a time. Any number of Sundays and/ or Public Holidays are permitted to be prefixed/or suffixed so also a holiday or a series of holidays are permitted to interpose between the period of casual leave. However, the total period of casual leave and holidays enjoyed in continuation at one time should not exceed ten days.

d. The casual leave cannot be combined with any other kind of leave except duty leave/on duty leave/special casual leave.

e. The casual leave for half day can be granted to an employee. Absence on Saturday where it is observed as half working day shall be treated as casual leave for full day.

f. The following kinds of special casual leave which shall not be debited to the casual leave admissible to an employee shall be granted, namely:-

Special Casual Leave under the Family Planning Scheme:-

Sr. No.	**Occasion**	**Special Casual Leave Admissible**
i.	Vasectomy or tubectomy operation.	Not exceeding six working days.
ii	Female Employees undergoing non-puerperal sterilization.	Not exceeding 14 days.
iii	Female employees undergoing I.U.C.D. insertion	For a day subject to production of a medical certificate.
iv	Employee whose wife under goes a Gynaec. Sterilisation non-puerperal tubectomy)	Not exceeding seven days, subject to production of a medical certificate.
v	Employees whose wife under goes Tubectomy operation immediately after the delivery	Not exceeding four days, subject to Production of a medical certificate.
vi	Anti-rabid treatment…	Upto 3 weeks
vii	Participation in national or international sports.	Upto 30 days, subject to the provisions of explanations 1 and 3.
viii	Mountaineering ….	Upto 30 days, subject to the

		provisions of explanations 2 and 3.
ix	Free Blood Donation….	One day (either on the same day or on the very next day of donation of blood but not to any other subsequent day.)

Explanation for (i) & (ii) - The special casual leave may be combined with ordinary casual leave or regular leave provided the application is supported by a medical certificate.

Explanation for (iii) & (iv) - The special casual leave may be combined with ordinary casual leave or regular leave provided the application is supported by a medical certificate by a doctor who actually performs the operation to the effect that the presence of the employee is essential to look after his wife during the period of leave.

Explanation 1- Grant of Special Casual Leave for participation in National or International sports shall be –

a. For participation in sporting events of national or International Importance.
b. When the employee is selected for such participation –
    i. In respect of International Sporting events be National Sports Federation or Association recognized by the All India Council or Board and approved be Ministry of Education of Government of India, or
    ii. In respect of national importance when the sporting event in which participation takes place is held on an Inter-State, Inter-Zonal or Inter-Circle basis and the employee takes part in the event in a team as a duly nominated representative on behalf of the State, Zone or Circle and when he participates in his personal capacity.
    iii. When an employee is selected or sponsored for attending, coaching a Training Camp or All-India Coaching or Training Schemes or his service are utilized as Umpire for such sporting events.

Explanation 2- special casual leave for Mountaineering shall be admissible when the expedition is approved by the Indian Mountaineering Foundation.

Explanation 3- If an employee participates in National or International Sporting event and also in mountaineering the total special casual leave shall not exceed 30 days, in a calendar year.

g. Account of casual leave and special casual leave availed by the employee shall be maintained separately.

h. Leave sanctioning Authority may refuse casual leave if it is requested on flimsy pretext. The Leave Sanctioning Authority shall have the power to grant casual leave in proportion to the period from 1stJuly of the year to 30thJune of the next year and the casual leave availed of until then. The Leave Sanctioning Authority may grant leave without pay of shorter duration if no casual leave is available to the account of the employee.

i. The employees belonging either to Group B, Group C or Group D, if asked to work on Sundays or holidays by the Competent Authority in writing shall be entitled to have compensatory holidayto be availed within the period of Six Months. Compensatory Holidays can be prefixed or suffixed or both to the leave due or holidays.

S12.50. Earned Leave:-

1. An employee who is not entitled to vacation shall be entitled to the earned leave at the rate of one eleventh of the period spent on duty, subject to the accumulation of maximum of 300 days of leave.
2. The employee may be granted not more than 210 days earned leave at a time.
3. A permanent employee who is entitled to vacation shall not be entitled to any earn leave in respect of duty performed in any year, in which he himself avails full vacation.
4. If, in any year, the permanent employee entitled for vacation does not avail himself of any vacation, earn leave shall be admissible to him in respect of that year provided that the appointing authority has recorded such earn leave in the

service book and endorsed by Regional Joint Director or the case may be, subject to the accumulation of maximum of Three Hundred days of leave.

5. The employee who retires on superannuation or who dies while in service shall be entitled to the benefit of cash equivalent of unutilized earned leave standing to his credit, on the date of such retirement or death, as the case may be.

S12.51. Leave on Half Pay:-

1. The employee including an employee who is entitled to vacation shall be entitled to leave on half pay to the extent of 20 days for every completed year of service. The leave so earned can be accumulated without any limitation. The employee shall not be entitled to leave on half pay during the first year of his service. The leave on half pay due may be granted to the employee either on medical ground or for private reasons. The leave requested on medical ground shall have to be supported with the certificate from the Registered Medical Practitioner.

   Explanation – The period of suspension, if any, finally treated as suspension shall be excluded for counting completed years of service for this purpose.
2. If an employee is on leave on the day on which he completes a year of service, he shall be entitled to half pay leave without having to return to duty.

S12.52. Commuted Leave:-

1. The employee may with the approval of Competent Authority, commute leave on half pay at his credit on medical grounds on the following conditions, namely :-
   a. The commuted leave shall be debited to the account of leave on half pay at the rate of twice the number of days actually availed of,
   b. No commuted leave shall be granted under this rule unless the authority competent to sanction leave is satisfied that there is reasonable prospect of the employee returning to duty on it expiry.
   c. The authority competent to grant leave shall obtain an undertaking from the employee that in the event of his resignation or retiring voluntarily from service he shall refund the difference between the leave salary drawn during commuted leave and that admissible during half pay leave.
2. Where an employee who has been granted commuted leave resigns from his service or at his request is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the difference between

the leave salary in respect of commuted leave and half pay leave shall be recovered:

Provided that not such recovery shall be made if the retirement is by reason of ill-health incapacity the employee for further service or in the event of his death.

S12.53. Leave not due:-

In respect of permanent employee if he has no earned leave or leave on half pay to his credit the Leave Sanctioning Authority may grant him leave not due, for a period not exceeding 300 days during the entire service. The employee shall be entitled to not more than 150 days at a time except on medical ground. Such leave availed of by the employee shall be debited against the leave on half pay that the employee shall earn subsequently.

Provided that the leave not due shall be granted only if the leave Sanctioning Authority is satisfied that there are reasonable prospects of the employee returning to duty, on expiry of leave and has sufficient service to earn leave to compensate leave not due granted to him.

S12.54 Special Disability Leave: -

1. The employee disabled by injury or illness caused in, or in consequence of due performance of his official duty, or in consequence of his official position, shall be entitled to special disability leave, only when the injury or illness is sustained as result of a risk which is beyond the ordinary risk attached to the post. On production of certificate from the concerned Medical Authority, covering the requirement, the leave Sanctioning Authority shall sanction the said leave for such period as is certified by the concerned medical authorities which shall in no case exceed 24 months in entire service. Such leave shall not be debited to any other kind of leave. But it may be combined with leave of another kind. The period of such leave shall be treated is duty for pension only.

2. a. In the case of a person to whom the Workmen's Compensation Act, 1923 (VIII of 1923) applies, the amount of leave salary payable under this rule shall be

reduced by the amount of compensation payable under clause (d) of sub-section (l) of section 4 of the said Act.

b. In the case of a person to whom the employee's State Insurance Act, 1948 (XXXIV of 1948) applies, the amount of leave salary payable this rule shall be reduced by the amount of benefit payable under the said Act for the corresponding period.

S12.55. Maternity Leave: -

1. A Competent Authority may, subject to the provisions of this rule, grant to any female employee, and maternity leave for a period of 240 days from the date of its commencement During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Such leave shall not be debited to the leave account In the case of the employees entitled to vacation, if the confinement takes place during a vacation, the maternity leave shall not run concurrently with the vacation.
2. The application for maternity leave shall invariable be supported by medical certificate as to the probable date of confinement, and an undertaking to the effect that the employee shall report the date of confinement supported by a medical certificate. In case of a Group D employee in which insistence on a regular medical certificate is likely to cause hardship, the authority competent to grant leave may accept such certificate as it may deem sufficient.
3. A female employee may be allowed leave of the kind due, including commuted leave, if she so desires, in continuation of the maternity leave, up to a maximum of 90 days without production of medical certificate.
4. Leave under this rule shall be admissible in a case of mis-carriage or abortion including abortion under the Medical Termination of Pregnancy Act, 1971, subject to the following conditions namely:-

   a. the leave does not exceed six weeks, and

   b. the application for the leave is supported by a medical certificate.

5. Provisions of sub section 1 to 4 above shall be applicable *mutatis-mutandis* in case of maternity leave for adoption.

6. Special child care leave upto 730 days during service period to employees having disabled child will be granted as per prevailing rules.
7. Provisions of sub section 1 to 4 above shall be applicable *mutatis-mutandis* to woman employee to nurture child born through Surrogacy.

S12.56. Paternity Leave:-Paternity leave of 15 days shall be granted to male employee during the confinement of his wife.

S12.57. Extraordinary Leave: -

1. Extraordinary leave (leave without pay and allowances) may be granted to an employee in special circumstances –

   a. when no other leave is admissible;

   b. When other leave is admissible but the employees applies in writing for the grant of extraordinary leave.

2. Unless the Competent Authority in view of the exceptional circumstances of the case otherwise determines, no employee who is not in permanent employment shall be granted extraordinary leave on any one occasion in excess of the following limits:-

   a. three months

   b. six months, where the non-teaching, employee has completed three years continuous service on the date of expiry of leave of the kind due and admissible under these rules, including three mounts extraordinary leave under clause (a) and (b) of sub-rule (2) if the extraordinary leave is required on account of illness of the non-teaching employee as certified by a Medical Authority.

3. The extraordinary leave on medical grounds shall count for increment provided it is recorded in the service book and endorsed by Regional Joint Director.
4. The extraordinary leave not on Medical ground, more than six months in a year, shall not count for increment in that year (i.e. 1 July to 30 June).
5. The extra-ordinary leave shall not ordinarily be granted to the employee for more than a year at a time, provided that if the employee is suffering from Tuberculosis,

Leprosy, Cancer or such other disease, which may be specified by Medical Authority, extraordinary leave up to 24 months may be granted by the Competent Authority.

6. The extraordinary leave shall be debited to the employee's account and it shall postpone his date of increment, postpone the date of a confirmation if on probation, and affect such other privileges as may be depended on the period of such leave.
7. The extraordinary leave may be availed in combination with any other kind of leave with the approval of the Competent Authority.
8. The Competent Authority may commute retrospectively the period of absence without leave not exceeding five years on each occasion, into extraordinary leave.

Explanation:- The power of commuting retrospectively the period of absence without leave into extraordinary leave is absolute and subject to any conditions, that may be laid down by the leave sanctioning Authority.

S12.58. **Duty Leave:-**The employee may be sanctioned duty leave for attending approved Conference / Seminar / workshops /symposia etc. related to administrative work. Provided that such leave shall not exceed 10 days in a year.

S12.59. **On Duty Leave:-** Leave of absence of the employee may be treated as On Duty if he is permitted to attend training programmes, examination work, meetings of various authorities and bodies.

S12.60. **Leave on reemployment**:-

1. In the case of a person re-employed after retirement, the provisions of these rules shall apply as if he had entered in the service of the University or the College, for the first time on the date of his re-employment.
2. Earned leave due and admissible may be granted to a re-employed pensioner prior to cessation of his duties.

S12.61. **Leave Preparatory to Retirement**:- A non-teaching employee may be permitted by the Authority competent to grant leave to take leave preparatory to retirement to the extent of earned leave due, not exceeding 300 days together with half pay leave due, subject to the condition that the total period of leave should not

exceed 28 months or such leave does not extend beyond the date of compulsory retirement.

S12.62. 1) Cash equivalent of leave salary in respect of earned leave at the credit at the time of retirement on superannuation –

a. The authority competent to grant leave shall suo-motu sanction to an employee who retires on attaining the age of superannuation, the cash equivalent of leave salary in respect of the period of earned leave at his credit on the date of his superannuation, subject to a maximum of 300 days.
b. The cash equivalent of leave salary payable under sub-rule (i) shall also include dearness allowance admissible on the leave salary at the rates in force on the date of retirement and it shall be paid in one lump sum as one time settlement.
c. The compensatory local allowance and house rent allowance shall not be included in calculating the cash equivalent of the leave salary under this rule.
d. From the cash equivalent so worked out, no deduction shall be made on account of pension and pensionary equivalent of other retirement benefits.
e. A non-teaching employee who retires from service on attaining the age of compulsory retirement while under suspension shall be paid cash equivalent of leave salary under sub-rule 1) in respect of the period of earned leave at his credit on the date of his superannuation, provided that in the opinion of the authority competent to order reinstatement, a non-teaching employee has been fully exonerated and the suspension was wholly unjustified.

Explanation 1 – An employee can also avail of leave preparatory in retirement of a part of earned leave at his credit. In that case, he shall be allowed payment of cash equivalent of leave salary for the balance of the earned leave that remains at his credit on the date of retirement in accordance with sub-rule 1)

Explanation 2 - With a view to enabling the retiring employee to receive cash equivalent of leave salary in respect of the unutilized earned leave without delay the following procedure shall be followed namely:-

a. An employee nearing the retirement date on superannuation should inform in writing to the Authority competent to sanction leave, three months in advance of the date of retirement, if he desires to avail of cash equivalent of leave

salary in respect of the unutilized earned leave at his credit on the date of his superannuation.

b. The Competent Authority shall after satisfying himself that earned leave, if any, availed of by the concerned employee after receipt of his written intimation as in clause a) is actual deducted from the earned leave due and admissible as on the date of superannuation as reported by his office arrange to issue necessary orders sanctioning cash equivalent of leave salary in respect of the unutilized earned leave within a week of the date of retirement of the concerned non-teaching employee.

c. Thereafter, the competent authority shall within 15 days after the date of retirement, prefer a bill claiming the cash equivalent of leave salary in respect of the unutilized earned leave to the concerned Government Authority.

d. Payment of cash equivalent of leave salary in respect of the unutilized earned leave at the credit of the non-teaching employee retiring on superannuation, shall be made irrespective of whether or not 'No Demand Certificate' from the Registrar or the Principal concerned is received.

Explanation: - The cash payment for unutilized earned leave shall be made in the following manner:-

$$\text{Cash Payment} = \frac{\text{Pay + Dearness Allowance Admissible on date Of retirement.}}{30} \times \text{No. of unutilized days of earned leave at credit subject to a maximum of 300 days.}$$

2) **Cash Equivalent of leave salary in case of death while in service** -

In case of a non- teaching employee dies while in service the cash equivalent of his leave salary admissible on the date immediately following the death and in any case, not exceeding leave salary for 300days, shall be paid to his family without any reduction on account of pension and pension equivalent to death cum-retirement gratuity. In addition to the cash equivalent of leave salary admissible his family shall also be entitled to payment of dearness allowance only.

S12.63. **Leave Sanctioning Authority**- Subject to the overall control of the Competent Authority, the following shall be the Leave Sanctioning Authorities –

Sr. No.	Kind of Leave	Category	Leave Sanctioning Authority
1.	Casual leave	Principal / Director	Chairman of the Management/ Chairman of College Deployment Committee
2.	Casual leave	Employees in Group A Employee in Group B Employee in Group C & D	Principal/ Director His Superior in Group A or HOD or Principal / Director His Superior in Group B or HOD or Principal / Director
3.	Earned leave, Half-pay leave, Commuted leave, Maternity leave, Extraordinary leave and any other leave	Principal/Director All categories of employee in Group A to D	Chairman of the Management Principal/ Director
4.	Leave not due, Special Disability leave, Special leave.	All categories	Appointing Authority

Provided, that the Leave Sanctioning Authority may further delegate to the Chairman/Principal/Director or such other subordinate officer the power to sanction particular kind of leave.

S12.64. Leave Salary:-

1.

a. The employee on authorized earned leave shall be entitled to the pay, drawn by him immediately prior to the commencement of leave, plus allowances admissible on that pay, subject to the provisions of rule 19.

b. The employee on authorized half pay leave or on leave not due shall be entitled to half of the basis pay drawn by him immediately prior to the commencement of half pay leave or leave not due, as the case may be plus the allowances admissible on that pay.

c. The employee on authorized commuted leave is entitled to leave salary equal to the amount admissible under sub-clause (a).

d. The employee who is granted leave not due shall be entitled to leave salary equal to the amount admissible under clause (b).

e. The employee who is granted special disability leave shall be entitled to leave salary equal to the amount admissible under clause (a) for the first 120 days and for the remaining period, at equal to the amount admissible under clause (b).

f. The lady employee on authorized maternity leave shall be entitled to:-

   i. leave salary admissible under clause (a), in case the employee is permanent.

   ii. leave salary admissible under clause (a) in case of temporary employee, who has put in not less than two years continuous service.

   iii. leave salary admissible under clause (b) in case of temporary employee, who has put in more than one year continuous service but less than two years continuous service.

g. The employee who is granted study leave shall be entitled to leave salary equal to the amount admissible under clause (b), in case the employee is in receipt of any stipend or scholarship or any other monetary assistance during such leave; otherwise he shall be entitled to leave salary equal to the amount admissible under sub-clause (a).

h. i. The employee on extra-ordinary leave shall not be entitled to any leave salary.

   ii. The employee on leave which is not authorized shall not be entitled to any leave salary.

2. The employee on authorized leave shall be entitled to pay, personal pay, compensatory local allowance, dearness allowance, house-rent allowance but shall not be entitled to additional pay, officiating pay and special pay if any.

3. The employee who has been authorized to surrender leave, shall be entitled to the pay and personal pay drawn by him immediately prior to the commencement of the leave, plus dearness pay, dearness allowance, compensatory local allowance, as admissible under the rules, for the period of leave, so encashed. However, no house rent allowance shall be admissible.

4. The leave salary for the period of surrendered leave shall not be liable for deduction on account of Provident Fund, House Rent Allowance and repayment dues, co-operative societies etc. For this purpose a month shall be reckoned of 30 days.

VI : CONDUCT, DISCIPLINE AND APPEAL

S12.65 Conduct

1. The Employee shall be at the disposal of the College or Recognized Institution for full time and shall serve in such capacity and at such place as he may, from time to time, be so directed.

2. The employee shall conform and abide by the provisions of the Act, Statutes, Standard Code, Ordinances, Regulations and Rules and directives and decisions of the Competent Authority. The Employees shall also observe, comply with and obey all orders and instructions which may from time to time be given to him by the officer under whose jurisdiction, superintendence or control, he has been placed, for the time being.

3. The employee shall at all-time maintain absolute integrity, and show devotion to duty, and shall do nothing which is unbecoming of an employee as the case may be. He shall ensure the integrity and devotion to duty of all employees under his control and authority for the time being.

4. The employee shall extend utmost courtesy and attention to all persons with whom he has to deal in the sphere of his duties. He shall strive hard to promote the interest of the College or Recognized Institution.

5. No employee shall in the discharge of the official duties deal with any matter relating to award of any conduct in favour of a company or firm or any other body or person in which he or any member of his family is interested, except with the prior permission of the competent authority. After such a permission is granted, the employee shall refrain himself from extending any undue advantage or benefit to such company, firm or body as the case may be.

6. The employee, except in accordance with any general or special orders of the Competent Authority or in performance of his duties and in good faith, shall not communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person, within the College or Recognized Institution or outsider, to whom he is not authorized to communicate such document or information, or to make any use thereof.

7. The employee shall not contribute to the Press any matter connected with the College or Recognized Institution without obtaining the previous sanction of the Competent Authority or without such sanction to make use of any document, paper or information, which may have come to his profession in his official capacity. He shall also not try to obtain unauthorized any information, document, paper which may not come in his possession in his official capacity, in order to make any use thereof.

8. The employee shall not directly or indirectly take part in any activity or demonstration or movement which is considered by the Competent Authority to be prejudicial to the academic and administrative interests of the College or Recognized Institution or being the College or Recognized Institution in disrepute.

9. No Employee shall join or continue to be a member of an association, the objects or activities of which are prejudicial to the interest of the sovereignty and integrity of India or public order or morality.

10. Every employee shall, in performance of his duties in good faith, communicate information to person in accordance with the Right to Information Act, 2005 and the rules made thereunder.

    Provided that no employee shall, except in accordance with any general or special order of the college or Recognized Institution or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof or classified information to any other person to whom he is not authorized to communicate such document or information.

11. No employee shall, except with the previous sanction of the competent authority, ask for or accept contribution to, or otherwise associate himself with the raising of any fund or other collections in cash or in kind in pursuance of any objective whatsoever.

    Provided that the provisions of this rule shall not to applicable to the employee who voluntarily participate in the Flag day fund raising efforts observed by the National Foundation for Communal harmony, New Delhi.

12. **N**o employee shall accept, or permit any member of his family or any person acting on his behalf to accept any gift. Gift includes free transport, boarding, lodging or other services or any other pecuniary advantage provided by any person other than near relative or personal friend having no official dealings with the employee of College or Recognized Institution.

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

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

    Explanation -

a. Canvassing by an employee in support of the business of insurance agency, commission agency etc. owned or managed by his wife or any other member of his family shall be deemed to be a breach of this sub-rule.
b. No employee may accept any fee for any work done by him for any public body or any private person without the sanction of the competent authority.

14. Every employee shall on his first appointment to any service, post and thereafter at such interval as may be specified by the competent authority, submit return of his assets and liabilities, in such form as may be prescribed by the competent authority.

15. No employee shall act as arbitrator in any private case which is likely to come before him in any shape by virtue of any judicial or executive post held by him.

16. No employee shall indulge in any Act (for example a) to e) of sexual harassment of any woman at her work place.
    a. Physical contact and advances;
    b. A demand or request for sexual favours;
    c. Sexually coloured remarks;
    d. Showing pornography; or
    e. Any other unwelcome physical, verbal, or nonverbal conduct of a sexual nature.

17. Every employee, who is in charge of a work place, shall take necessary steps to prevent sexual harassment to any woman at such work place.

18. No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority in relation to any matter pertaining to his service under the College/Recognized Institution.

19. No employee by writing, speech or deed, or otherwise indulge in any activity which is likely to incite and create feelings of hatred or ill-will between different communities in India on religious, racial, regional and communal or such other grounds**.**

20. An employee shall strictly abide by any law related to intoxicating drinks or drugs in force any area in which he may happen to be for the time being.

21. An employee shall not consume any intoxicating drink while on duty or not be under influence of any intoxicating drinks or drugs during the course of his duty and shall take due care that the performance of his duties at any time is not affected in any way by the influence of any such drink or drug.

22. An association, which is recognized by a competent authority, shall be entitled to submit any representation or memorandum in respect of any matter affecting the employees of the College or Recognized Institution.

23. The employee, except with the previous sanction of the Competent Authority, shall not give evidence in connection with any inquiry conducted by any person, committee, or authority and shall not criticize the policy or action of the Competent Authority.Provided that the employee may give evidence at- a) an inquiry before an authority appointed by the competent authority. b) a judicial inquiry and c) a departmental inquiry ordered by the competent authority.

24. The employee without the express sanction of the Competent Authority, shall not ask for or accept contribution to, or otherwise associate himself with the raising of funds or other collections in cash or otherwise for his own benefit.

25. The employee shall not accept or permit any member of his family or any person acting on his behalf to accept any gift in cash or in kind for his own benefit from any person including another employee for a work to be done in connection with the business of the College or Recognized Institution. Provided that the collection of monthly subscription of membership at the rate prescribed, collected by the office bearer of the employee's union or the Club and in respect of which a due receipt is tendered, shall not amount to gift or realization of other contribution for this purpose.

a. **Explanation 1 –**The expression 'gift' include free transport, boarding lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealing with the employee.
b. **Explanation2 –**The employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms, organizations, or any similar bodies.

26. The employee shall not accept, solicit, or seek except with the pervious sanction of the Competent Authority any outside office, stipendiary or honorary work. He shall not engage in any trade or business or canvass in support of in any commercial or insurance owned or managed by any member of his family expect co-operative consumers or housing or credit Society.

27. Every employee shall report to the Competent Authority if any member or his family is engaged in any trade or business or owns or manages an insurance agency or commission agency the Competent Authority may grant the permission if it is satisfied that the work can be undertaken without detriment to his official duties and responsibilities. The Competent Authority, while granting this sanction, may stipulate that any fees received by the employee for undertaking the work shall be paid in whole or in part to the College or Recognized Institution. Provided that, this provision shall not be applicable to the honorary work of special charitable nature, or literary or artistic or scientific in character, including T.V./Radio talk without affecting his official duties.

28. The employee shall not apply for job, post or scholarship without the pervious knowledge of the Competent Authority.

29. The employee shall not absent himself from his duties, without his first having obtained the permission of the Competent Authority. In case it is not possible for the employee to obtain such permission owing to circumstances or reasons beyond his control, he shall intimate to Competent Authority within 3 days from the first date of absence, failing which the absence may be treated as leave without pay,

and he shall further be liable to such disciplinary action as the Competent Authority may deem fit.

Provided that**,** the Competent Authority may condone this condition in respect of an employee who for reason of his own physical state was unable to convey the cause of his absence.

30. The employee shall not bid either directly or indirectly, at any auction of any College or Recognized Institution property nor shall he submit any tender for any supply to the College or Recognized Institution.

31. The employee shall not enter upon a course of studies or appear for any examination by University or other bodies without the pervious permission of the Competent Authority.

32. Contesting Elections:-

1) Subject to the provisions of this rule, an employee may, with previous permission of the Management in writing, contest elections to public offices, other than those mentioned in clause(1), at the local, state or national levels.

2) The permanent employee shall, immediately after filing the nomination form for contesting such elections and the same being declared as valid, proceed on leave due and admissible to him, and if there is no leave to his credit, he shall proceed on extraordinary leave, and shall continue to be on leave till the declaration of the election results.

   Provided that**,** the management may require a temporary employee contesting such elections to resign his post even during the election campaign, if in the opinion of the management the election campaign is likely to adversely affect the duties of the employee.

3) The employee contesting such an election shall not involve the management, employees or students of the college or recognized institution in which he is employed, in the election campaign.

4) In the event of his being elected the permanent employee shall apply for further extension of leave due and admissible to him and if there is no leave to his credit, the extraordinary leave for the period for which he is likely to continue to hold the office shall be granted by the Management in relaxation of the limit as prescribed in S12.57.

5) In case, however, if the sessions or meetings of the public office are held at intervals he may be allowed to avail of leave due and admissible to him or as the case may be, the extraordinary leave, for the actual period of the sessions or meetings including the period of journey and may be allowed to attend the college/recognized institution during the remaining periods.

6) The period of extraordinary leave availed of for the purpose, shall be counted for purposes of annual increments.

7) In the event of a permanent employee who becomes an office bearer such as Chairman, President, Vice-President, Secretary, Joint Secretary, etc. which requires full-time attendance or long-time absence from normal duties, then, he shall be granted extraordinary leave by the management.

8) In the case of temporary employee who is on leave till the declaration of election results, and in the event of his being elected he shall resign the post he had held immediately on his election to the public office.

9) Provisions of sub-rules (3) to (7) shall *mutatis mutandis* also apply to the permanent employees elected to public offices.

S12.66. **Misconduct –** Misconduct, shall include as follows, namely:-

1. Any action by the employee contrary to the provisions prescribed in the foregoing rules,
2. Going on illegal strike, abetting including instigation or action in furtherance thereof,
3. Theft, fraud or dishonesty,

4. Willful or negligent damage of the College or Recognized Institution property,
5. Refusal to accept charge-sheet, order or other communications served according to therules,
6. Conviction in a court of law, involving moral turpitude,
7. Riotous or disorderly behavior, threatening, intimidating or coercing in connection with or relating to any duties or working of the College or Recognized Institution,
8. Neglect of work or negligence in discharging any duty or failure to give the day's out-turn,
9. Violence or inciting violence
10. Stopping work either singly or with other employee or inciting anyone else not to work,
11. Allowing anyone within the prohibited premise of the University or College or Recognized Institution or allowing any person or persons whose entry is prohibited without the permission of the Competent Authority,
12. Falsification or tampering any paper or record of the College or Recognized Institution,
13. Obtaining employment under the College or Recognized Institution by misrepresentation of facts,
14. Making any false or exaggerated allegations against any officer, superior or a co-employee or Authority,
15. Committing nuisance during the working hours by being found intoxicated or otherwise,
16. Misappropriation of any amount, movable property, of the College or Recognized Institution or delay in crediting the amount in the College or Recognized Institution account,
17. Committing any act involving moral turpitude.

S12.67. Disciplinary Authority:–

The Disciplinary authority in case of minor penalties shall be the Principal / Director and in case of major penalties shall be competent authority.

S12.68. Penalties –

1. Without prejudice to the provisions of any law for the time being in force, the following penalties may, for good and sufficient reasons and as hereinafter

provided, be imposed on the employee of the College or Recognized Institution found guilty of misconduct :-

A. Minor Penalties –

i. Censure,

ii. Fine,

iii. Withholding of increment pay for only one year,

iv. Withholding of promotion for only one year,

v. Recovery from his pay or such other amounts as may be due to him, of the whole or part of any pecuniary loss caused by him to the College or Recognized Institution, by negligence or by breach of orders.

B. Major penalties –

i. Reduction to a lower stage in the time-scale of pay/pay band and/or grade pay, for a specified period with further direction as to whether or not the employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction shall or shall not have the effect of postponing the future increments of his pay.

ii. reduction to a lower time-scale of pay, grade, post or services which shall, ordinarily be a bar to the promotion of the employee to the time-scale of pay, grade, post or service from which he was reduced, with or without further directions regarding condition of restoration to the time-scale of pay, grade, post or service from which he was reduced and his seniority and pay on such restoration,

iii. Compulsory retirement,

iv. Removal/Termination from service, which shall not be a disqualification for future employment.

v. Dismissal from service, which shall be a disqualification for future employment under the College or Recognized Institution.

Explanation –The following shall not amount to penalty within the meaning of this code, namely:-

i. Withholding of increment of pay of the employee for his failure to pass any department examination, in accordance with the rules or orders or the terms of his appointment/probation,

ii. stoppage of an employee, whether in substantiate or in officiating capacity, after consideration of his case, to a service, grade or post for promotion to which he is eligible, administrative ground not connected with his conduct ;

iii. non-promotion of the employee, whether in substantiate or in officiating capacity, after consideration of his case, to a service, grade or post for promotion to which he is eligible, on administrative ground not connected with his conduct ;

iv. reversion of the employee, officiating in higher service, grade or post to a lower grade or post on the ground that he is considered to be unsuitable for such higher service, grade or post, or on any administrative ground not connected with his conduct ;

v. reversion of the employee, appointment on probation to any other service, grade or post; to the same college, management, 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.

vi. Repatriation of the service of the employee whose service have been borrowed from outside authority or recalling the employee from the foreign employment to such probation.

vii. Compulsory retirement of an employee in accordance with the provisions relating to his superannuation or retirement;

viii. termination of the services (a) of the employee appointed on probation, during or at the end of his probation, in accordance with the terms of his appointment or rules or orders governing such probation; or (b) of a temporary employee on grounds unconnected with his conduct or (c) of the employee under an agreement, in accordance with the terms of such agreement.

ix. Non placement of non-teaching employee either in upper scale

x. Reversion of the non-teaching employee appointed on probation.

2. Where a penalty mentioned in item (B) (i) or (ii) in sub-rule (1) is imposed on the employee, the Authority imposing the penalty shall expressly state in the order

imposing the penalty that the period for which the reduction is to be effective shall be exclusive of any interval spent on leave before the period is completed.

S12.69. Procedure for imposing Minor Penalty –

No full-fledged and elaborate departmental enquiry shall be necessary for inflicting minor penalty. In such case, the employee shall be given intimation of the act of misconduct committed by him and he shall be given a reasonable opportunity to furnish his explanation, before the penalty is imposed.

S12.70. Procedure for imposing Major Penalty –

1) The order imposing major penalty shall be made only after an enquiry is held. Whenever the Competent Authority is of the opinion that there are grounds for enquiry into the truth of imputation of misconduct or which may result in major penalty, misbehavior against another employee, it may itself enquire into, or appoint an authority to enquire into the truth thereof.

2) Where it is proposed to hold enquiry against the employee, the Disciplinary Authority shall draw up or cause to be drawn up:
   a. The substance of imputation of misconduct or misbehavior into definite or distinct articles of charge.
   b. A statement of imputation of misconduct or misbehavior in support of each article of charge which shall contain:
      i. A statement of all relevant facts including any admission, or confession by the employee, and
      ii. A list of documents by which, a list of witnesses by whom, the articles of charge are proposed to be sustained.

3) The disciplinary Authority shall deliver or cause to be delivered to the employee, a copy of the articles of charge, the statement of imputation of misconduct and misbehavior and a list of documents and of the witnesses by which each article of charge is proposed to be sustained, and shall, by a written notice, require the employee to submit to it within such time as may be specified in the notice, a written statement of his defense, and to state whether he desires to be heard in person.

4) a. On receipt of the written statement of defense, the Disciplinary Authority may itself inquire into such of the articles of charges as are not admitted, or if it considers it necessary to do so, appoint an Enquiring Authority for the purpose, and where all the articles of charge have been admitted by the employee, the Disciplinary Authority shall record its findings on each charge after taking such evidence as it may think, and shall act in the manner laid down herein

b. If no written statement of defense is submitted by the employee, the Disciplinary Authority may itself enquire into the articles of charge or may appoint Enquiring Authority,

c. Where the disciplinary authority appoints the Enquiring Authority, it may by an order appoint another employee or a legal practitioner as the Presenting Officer to present the case in support of the articles of charge before the Enquiring Authority, The employee may take assistance of any other employee to represent the case on his behalf, but may not engage a legal practitioner unless the Presenting Officer is a legal practitioner or the Disciplinary Authority, having regard to the circumstances, so permits.

5) The Disciplinary Authority shall forward to the Enquiring Authority as follows, namely–

a. A copy of each of the articles of charge and the statement of imputation of misconduct or misbehavior.

b. A copy of the written statement of defense submitted by the employee,

c. Copies of the statement of witnesses.

d. Evidence proving the delivery of documents to the employee, and

e. A copy of the order appointing the Presenting Officer.

6) The employee shall appear in person before the Disciplinary Authority or the Enquiring Authority on such day and at such time within 10 working days from the date of receipt by the employee of the articles of charge and the statement of imputation of misconduct or misbehavior as the Disciplinary or the Enquiring Authority may by notice in writing specify, or such further time not exceeding 10days as the Enquiring Authority may allow.

7) The Disciplinary Authority may *suo-moto* or on being moved by the employee against whom enquiry is instituted, for just and sufficient reason, transfer the proceedings to another Enquiring Authority constituted for the purpose.

8) If the employee who has not admitted any of the articles of charge in his written statement of defense, or has not submitted any written statement of defense, appears before the Disciplinary Authority or Enquiring Authority, it shall ask him whether he is guilty or has any defense to make and if he pleads guilty of any of the articles of charge, it shall be so recorded under the signature of the employee and of that Authority.

9) The Enquiring Authority shall return to the Disciplinary Authority the findings of guilt in respect of those articles of charge to which the employee pleads guilty.

10) If the employee fails to appear within the specified time or refuses to plead or admits to plead, the Enquiring Authority shall require the Presenting Officer to produce the evidence by which he proposes to prove articles of charge, and shall adjourn the case to a later date not exceeding 30 days, after recording the order that the employee may, for the purpose of preparing his defense,

   a. inspect within 5 days of the order or within such further time not exceeding 5 days as the Enquiring Authority may allow, the documents specified in the list,
   b. Submit a list of witnesses to be examined on his behalf,
   c. give a notice within 10 days of the order or within such further time 10 days of the order or within such further time not exceeding 10 days as the Enquiry Authority may allow, for the discovery or production of any documents, but not mentioned in the list, indicating the relevance of such documents.

11) Whether the employee applies orally or in writing for the supply copies of the statements of witness mentioned in the list, the Enquiry Authority shall furnish him such copies as early as possible, as and in any case not later than 3 days before the commencement of the examination of the witness on behalf of the Disciplinary Authority.

12) a. Where the Enquiring Authority receives a notice from the employee for the discovery of production of documents, the Enquiring Authority, shall 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 a specified date :

Provided that, the Enquiring Authority may, for reasons to be recorded in writing, refuse to requisition any of such documents as are not relevant in the case.

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

Provided that**,** if the authorities having the custody or possession of the requisitioned documents, is satisfied for the reasons to be recorded in writing that the production of all or any of such documents would be against the public interest, it shall inform the Enquiring Authority shall, on being so informed, communicate the information to the employee and withdraw the requisition.

13) a. The enquiry shall be commenced on the date fixed by the Enquiring Authority and shall continue thereafter on the dates as may be fixed from time to time.

b. The oral and documentary evidence by which the articles of charge are proposed to be proved shall be produced by the Disciplinary Authority. The witnesses may be examined by the Disciplinary Authority and cross-examined by the employee. The Disciplinary Authority 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 permission of the Enquiring Authority. The Enquiring Authority any also put questions to the witnesses.

c. Before the close of the case by the Disciplinary Authority, the enquiring Authority may allow the Presenting Officer to produce fresh evidence, not included in the list, or may itself call for new evidence or re-call and re-examine any witnesses, and in such cased, the employee shall be entitled to a copy of the list of further evidence. The Enquiring Authority shall give the employee an opportunity of inspection of documents before they are taken on record. The Enquiring Authority may also allow the employee to produce new evidence, if it is necessary in the interest of justice:

d. When the case of the Disciplinary Authority is closed, the employee shall be required to state his defense orally or in writing as he may prefer. If the defense is made orally, it shall be recorded and the employee shall sign the

same. A copy of the statement of defense, shall be given to the Disciplinary Authority, the employee may examine himself, and the witness. They may be cross-examined by the Disciplinary Authority, re-examined by the employee and examined by the Enquiring Authority.

e. After the employee closes his case and if the employee has not examined himself, the Enquiring Authority may generally question him on the circumstance appearing against him, for the purpose of enabling the employee to explain any circumstances appearing in the evidence against him.

f. The enquiring Authority may, after the completion of production of evidence, here the Disciplinary Authority or Presenting Officer and the employee or permits them to file written briefs of their respective case.

g. If the employee to whom a copy of the articles of charge has been delivered does not submit a written statement of defense on or before the date specified or does not appear in person before the Enquiring authority or otherwise fails or refuses to comply with the provision of this rule, the Enquiring Authority may hold the enquiry ex-parte.

14) a. Where the Disciplinary Authority is competent to impose any of the minor penalties, but not competent to impose any of the major penalties, has itself enquired into or causes to be enquired into any of the articles of charge and that Authority having regard to its own findings or having regard to its decision on any of the findings of the Enquiring Authority appointment by it, is of the opinion that any of the major penalties should be imposed on the employee, that Authority shall forward the record of the enquiry to the Authority competent to impose major penalty.

b. The Disciplinary Authority to which the records are forwarded may act on the evidence of the record or may, if it is of the opinion that further examination of any of the witnesses is necessary, recall the witnesses and examine, cross-examine, and re-examine the witnesses, and impose on the employee such penalty as it may deem fit in accordance with these standard codes, Provided that, if any witness is recalled, he may be cross-examined by the employee.

15) Whenever any Enquiring Authority, after having heard and recorded the whole or in part of the evidence an enquiry, ceases to exercise jurisdiction therein and is succeeded by another Enquiring Authority, which has such jurisdiction, the Enquiring Authority so succeeding him, shall act on the evidence so recorded by its predecessor and partly recorded by itself:

Provided that, if the succeeding Enquiring Authority is of the opinion that further examination of any of the witnesses, already recorded, is necessary in the interest of justice, it may recall, examine, cross-examine and re-examine him :
Provided further that, if the witnesses are recalled, he may be cross-examined by the employee.

16) a. after the conclusion of the enquiry, a report shall be prepared by the Enquiring Authority. Such report shall contain
    i. Articles of charge and the statement of imputation of misconduct and misbehavior
    ii. The defence of the employee in respect of each article of charge:
    iii. An assessment of the evidence in respect of each article of charge: and
    iv. The findings on each article of charge and the reasons therefore:
    v. Recommendation regarding quantum of punishment.

b. Where in the opinion of the Enquiring Authority, the proceedings of the enquiry establish any article of charge different from original article of charge; it may record its findings on such article of charge:

c. The Enquiring Authority, where it is not itself the Disciplinary Authority, shall forward to the Disciplinary Authority, the record of enquiry which shall include:
    i. The report prepared by it
    ii. The written statement of defense submitted by the employee.
    iii. The oral and documentary evidence produced in the enquiry,
    iv. Written briefs filed by the Presenting Officer and the employee, and
    v. the orders, if any, made by the Disciplinary Authority and Enquiring Authority in regard to the enquiry.

S12. 71. Action not amounting to penalty:

The following shall not amount to penalty within the meaning of these statute namely:

1. Non placement of non-teaching employee either in upper scale or grade
2. Reversion of the non-teaching employee.
3. Compulsory retirement of the non-teaching employee in accordance with the provision relating to his superannuation or retirement

4. Discontinuation and Termination:

(1) The employer shall not leave or discontinue his service in the College or Recognized Institution without giving a prior notice in writing to the Director of Recognized Institution or to the Principal of the College, as the case may be his intention to leave or discontinue the services. The period of notice shall be,

5. a. *Three* calendar months in the case of employee in Group A and B.

   b. One calendar month in the case of employee in Group C and D.

   c. In case of breach of these provisions, the employee shall pay to the College or Recognized Institution an amount equal to his pay for the notice period required to be given by him. In case he fails to pay the amount, it shall be recovered from the dues payable to him.

6. The Competent Authority, after completing the procedure of departmental enquiry, comes to the conclusion that the employee shall be compulsory retired or removed from service, it shall give three months' notice in case of employee in Group A and B service and one month's notice in case of an employee in in Group C and D service.
7. The employee on probation shall leave or shall be discontinued from his service without giving prior one month's notice in writing or one month's salary in lieu thereof.
8. No notice of resignation or termination of service shall be necessary in case of the employee who is appointed purely on temporary basis with or without definite period prescribed in the appointment order.
9. The employee shall cease to be in the service of the College or Recognized Institution in case he absents himself continuously, for a period of five years:

   Provided that the period spent by the employee on Study Leave shall not be counted as absence for this purpose.

10. The employee suffering from contagious or infectious disease and is declared unfit for the service by the Medical Authority shall be discharged from the service of the College or Recognized Institution.

S12.72. Suspension –

1. The appointing Authority or any authority to which the Appointing Authority is subordinate or any other authority empowered in that behalf by the Competent Authority, by general or special order, may place an employee under suspension :-
   a. Where disciplinary proceeding against him is contemplated or is pending and is likely to result into imposing any of the major penalties, or
   b. Where in the opinion of the Authority he has engaged himself in activities prejudicial to the interest of the College or Recognized Institution,
   c. Where case against him in respect of any criminal offence is under investigation, enquiry or trial:

   Provided that, where the order of suspension is made by an Authority lower than the Appointing Authority, such Authority shall forthwith report to the Appointing Authority, the circumstances in which the order was made:

   Provided further that, suspension of an employee shall not be ordered unless there is a prima-facie case against him for imposing one of the major penalties stated in these rule or there is reason to believe that his continuance in service is likely to cause embarrassment or to hamper the investigation of the case.

2. The employee shall be deemed to have been placed under suspension –
   a. With effect from the date of his detention, if he is detained in police or judicial custody, on a criminal charge, for a portioned exceeding 48 hours.
   b. with effect from the date of his conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding 48 hours and is not forthwith dismissed or removed or compulsory retired, consequent to

such conviction and shall remain under suspension until the order of suspension is modified or revoked by the Authority Competent to do so.

3. While under suspension, the employee shall not be allowed to resign nor shall he be granted leave by the Competent Authority.
4. The employee under suspension shall not accept any private or gainful employment.
5. The employee under suspension shall not leave the headquarters during the period of suspension without the prior approval of the Competent Authority.

S12.73. Preliminary Enquiry:

1. Before holding the Departmental enquiry of the employee, a preliminary enquiry may be held by the following Committee:
   a. Principal – Chairman
   b. Senior Teacher to be nominated by the Chairman of the Management
   c. One Senior on teaching employee to be nominated by Chairman of the Management
2. The Committee, after going through all the documents and evidence(s), shall see whether there is a prima facie case against the employee.

   Provided that, while holding the preliminary enquiry, full opportunity shall be given to the Employee, as the case may be, to defend his case before the Committee.

3. The Committee, after going through all the documentary evidence(s) and giving reasonable opportunity to the employee himself, shall prepare the report and may propose to hold full fledge departmental enquiry of the employee or otherwise.

S12.74. Common Procedure of enquiry:

Where two or more employees are connected in any case, the Competent Authority, who is the Appointing Authority for the highest ranking employee amongst those concerned, shall take all actions as Disciplinary Authority and proceed as per the provisions hereto before provided in respect of the employee concerned and direct disciplinary action against all of them in a common proceeding.

S12.75. Report of Enquiry Officer:

1. After the conclusion of enquiry, the Enquiry Officer shall prepare a report. Such report shall contain-
   a. article(s) of charge(s) and the statement of imputation(s) of misconduct;
   b. the defense of the employee in respect of each article of charge;
   c. an assessment of the evidence in respect of each article of charge; and
   d. the findings on each article of charge and the reasons thereof.
2. The Enquiry Officer, shall forward to the Disciplinary Authority, the record of enquiry which shall include -
   a. the report prepared by him;
   b. the written statements of defense submitted by the employee.
   c. the oral and documentary evidence produced in theenquiry.
   d. the written statements of argument filed by the Presenting Officer and the employee, if any; and
   e. the orders, made by the Disciplinary Authority and Enquiry Officer in regard to the enquiry.
3. The Disciplinary Authority, to which the record is forwarded may act on the evidence of the record or may, if it is of the opinion that further examination of any of the witnesses is necessary, recall the witness(es) and examine, cross-examine, and re-examine the witness(es) and impose on the employee such penalty as it may deem fit in accordance with these Statutes.

Provided that, if any witness is so recalled, he may be crossexamined by the employee.

S12.76. Action on Enquiry Report:

1. The Disciplinary Authority, if it is not itself enquiring Authority, shall consider the report and record its finding on each charge.
2. A. if the Disciplinary Authority having regard to its findings on all or any of the articles of charge is of the opinion that any of the major penalties shall be imposed on the employee, and then it shall –
   i. furnish to the employee, a copy of the report of the inquiry held by it and its findings on each article of charge or where the inquiry has been held by an enquiring Authority appointed by it, a copy of the report of such

Authority and a statement of its findings of the Enquiring Authority, together with brief reasons for its disagreement, it any, with the findings of the Enquiring Authority: and

ii. give to the employee a notice starting the penalty proposed to be imposed on him, and calling upon him to submit within fifteen days of receipt of the notice or such further time not exceeding fifteen days, as may be allowed such representation he may wish to make on the proposed penalty on the basis of the evidence adduced during the inquiry.

B. The Disciplinary Authority shall consider the representation, if any, made by theEmployee and determine the quantum of penalty, if any, that shall be imposed on him on the basis of the evidence adduced.

3. If the Disciplinary Authority, having regard to the finding, is of the opinion that any of the minor penalties shall be imposed on the employee, it shall notwithstanding anything contained in these rules, determine what penalty shall be imposed on the employee and make an order imposing such penalty.
4. If the Disciplinary Authority, having regard to the findings on the charges, is of the opinion that no penalty shall be imposed or that the employee is honorably acquitted, the Disciplinary Authority shall inform the employee accordingly.
5. The Disciplinary Authority, itself not being the Enquiring Authority, shall consider the enquiry report and if it disagree with the Enquiring Authority on any article charge, it shall record its reasons for such disagreement, and refer the case back to the Enquiring Authority for further enquiry and report. The Enquiring Authority shall thereon proceed to hold further enquiry according to the provisions of the proceeding rule as far as may be.
6. The orders made by the Disciplinary Authority under this rule shall be communicated to the employee and the Enquiring Authority.

S12.77. Appeals and Review ---

1. Notwithstanding anything contained in this standard code no appeal shall lie against –

a. Any order of an interlocutory nature or of the nature of a step-in-aid or the final disposal of a disciplinary proceeding, other than an order of suspension:

b. Any order passed by an Enquiring Authority in the case of an enquiry under these standard codes.

2. Subject to the provisions of clause

(1) employee may prefer an appeal against all or any of the following orders, namely:--

a. An order of suspension or deemed suspension made under S12.72.

b. An order imposing any of the penalties, whether made by the Disciplinary Authority or by any Appellate, or by Reviewing Authority;

c. An order which –

i. Denies or varies to his disadvantage his pay, allowances or any other conditions of service

ii. Denies promotion to which he is otherwise eligible according to the recruitment and promotion rules and which is due to him according to seniority:

iii. Interpreted to his disadvantage the provisions of any such rules:

iv. An order –

(i) Stopping him at the efficiency bar in the time scale of pay on the ground of his unfitness to cross the bar:

(ii) Reverting him while officiating in higher service, grade or post to lower service, grade or post, otherwise than as a penalty:

(iii) Reducing or withholding the post-retirement benefits, it any:

(iv) Determining the subsistence and other allowances to be paid or him for the period of suspension or for the period during which he is deemed to be under suspension or for any portion thereof:

(v) Determining his pay and allowance,

(1) For the period of suspension, or

(2) for the period of his dismissal, removal, or compulsory retirement from service, or from the date of his reduction to a lower service, grade, post, time-scale or stage in a time-scale of pay, to the date of his reinstatement or restoration to his service, grade, or post, or

(vi) Determining nature of the period from the date of his suspension or from the date of his dismissal, removal, compulsory retirement or reduction to a lower service, grade, and post, time-scale of pay or state

in a time-scale of pay to the date of his reinstatement or restoration to his service, grade or post.

3. **Appellate Authorities-**

Subject to the provisions of any law for the time being in Force:

a. The employee in Group A and B shall appeal to the executive Council or the Management of the College against the order passed by the Chairman of the Trust or Society.

b. The employee in Group Cshall appeal to the Chairman or the Management against the orders of the Director of the Recognized Institution or the Principal of the College.

c. The employee in Group D appeal to the Director of Recognized Institution/Principal of the College against the orders passed by the authorities subordinate to the Director of Recognized Institution or the Principal of the College.

4. **Period of Limitations for Appeals –**

No appeal preferred under these rules shall be entertained unless it is preferred within a period of 30 days from the date of the order:

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 preferring the appeal in time.

5. Mode, Form and Contents of Appeal –

a. Every employee preferring an appeal shall do so separately and in his own name and shall address it to the Authority to which the appeal lies.

b. The appeal shall be complete in it and shall contain all material statement and arguments on which the appellant relies, but shall not contain any disrespectful or improper language.

6. Submission of Appeals –

a. every appeal shall be submitted to the Appellate Authority through the proper channel.

b. An advance copy may be submitted direct to the Appellate Authority.

7. Transmission of Appeals –

The Authority which made the order appealed against shall, on receipt of a copy of the appeal, without any avoidable delay and without waiting for any direction from the Appellate Authority, transmit to the Appellate Authority every appeal together with its comments thereon and the relevant records.

8. Consideration of Appeal –

a. In the case of an appeal against an order of suspension, the Appellate Authority shall consider whether the order of suspension is justified or not and confirm or revoke the order accordingly.

b. In case of an appeal against an order in these penalties specified in the rule or enhancing any penalty imposed under the rule, the Appellate Authority shall consider-

i. Whether the procedure laid down in these rules has been followed, if not whether such non-compliance has resulted in the violation of any provisions of the Acts or in the failure of justice;

ii. Whether the findings of the Disciplinary Authority are warranted by the evidence on the record; and

iii. Whether the penalty imposed is adequate or severe; and passes orders

i. Confirming, enhancing, reducing or setting aside the penalty ; or

ii. Remitting the case to the Authority which had passed the order appealed against, with such directions as it may deem fit in the circumstances of case :

Provided that –

i. the Appellate Authority shall not impose any enhanced penalty. Neither such Authority nor the Authority, which made the order appealed against, is competent to impose;

ii. if the enhanced penalty which the Appellate Authority propose to impose to impose is one of the major penalties and an enquiry under the rules has not already been held in the case, the Appellate Authority shall itself hold such enquiry or cause it to be held as per the prescribed provisions and thereafter on consideration of the proceeding of such enquiry and after giving the employee a notice stating the enhanced penalty to be imposed on him and calling upon him to submit within 15 days of receipt of the

notice or such further time not exceeding 15 days as may be allowed, such representation as he may wish to make on the proposed enhanced penalty.

iii. if the enhanced penalty which the Appellate Authority propose to impose is one of the major penalties and an enquiry under these rules has already been hold in the case, the Appellate Authority shall give to the employee a notice stating the enhanced penalty proposed to be imposed on him, and calling upon him to submit within 15 days of receipt of the notice or such further time not exceeding 15 days, as may be allowed, such representation as he may wish to make on the enhanced penalty and make orders as it may deem fit; and

iv. no order imposing an enhanced penalty shall be made in any other case Unless the appellants has been served with a notice.

c. The Appellate Authority shall consider all the circumstances of the case and make such orders as it may deem just and equitable and calling upon him to submit within 15 days of receipt of the notice or such further time not exceeding 15 days as may be allowed, such representation as he may wish to make on the proposed enhanced penalty.

9. Service of orders, Notices, etc.:

Every order, notice and other process made or issued under these Statutes shall be served in person on the employee concerned or shall be communicated to him by speed/registered post/e-mail. In case the registered post is not effectively served the notice shall be pasted on the door of his residence and published in at least one leading local newspaper.

10. Implementation of orders –

The Authority which made the order appealed against shall give effect to the orders passed by the Appellate Authority.

11. Review –

1. Notwithstanding anything contained in these rules the Reviewing Authority may at any time either on his own or on being moved call for the records of an enquiry and review any order made under these rules ; and

a. Confirm, or set aside the order; or

b. Direct the competent authority to reduce or to enhance the penalty imposed by the orders or imposes any penalty where no penalty has been imposed;

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 the circumstances of the case:

Provided that, the Competent Authority shall not enhance the penalty and give such directives, unless the employee is given opportunity to represent as to why the penalty should not be enhanced.

2. No proceeding for review shall be commenced until after

a. The expiry to the period if limitation for an appeal.

b. The disposal of the appeal, if any such appeal has been prefers.

3. An application for review shall be dealt with in the same manner as if it were an appeal under these rules except that the period of limitation for its consideration shall be six months commencing from the date on which a copy of the order under review is delivered to the applicant.

(12) Miscellaneous –

1. Service of order, notices, etc. Every order, notice and other process made or issued under these rules shall be served in person on the employee concerned or shall be communicated to him by registered post.

2. *power to relax time – limit and condone delay* - Save as otherwise expressly provided in these rules, the Authority competent under these rules to make any order may, for good and sufficient reasons, or, if sufficient cause is shown, extend the time specified in these rules for anything required be done under these rules or condone any delay.

S12.78. Deserter –

The employee, who absents from duty without permission for a period of more than thirty days, shall be deemed to deserter and his services shall stand terminated automatically on the expiry of the period of thirty days.

Provided that, whenever the employee is not able to attend the duties as prescribed and not able to communicate reasons of his absence for the reason beyond his control, the Competent Authority may, by a special order condone his absence.

S12.79. Discontinuation and Termination:

1. The employee shall not leave or discontinue his service in the College or Recognized Institution without giving a prior notice in writing to the Director of Recognized Institution or the Principal of the College, as the case may be his intention to leave or discontinue the services. The period of notice shall be,
    a. *Three* calendar months in the case of employee in Group A, Group B and Group C.
    b. One calendar month in the case of employee in Group D.
    c. In case of breach of these provisions, the employee shall pay to the College or Recognized Institution an amount equal to his pay for the notice period required to be given by him. In case he falls to pay the amount, it shall be recovered from the dues payable to him.
2. The Competent Authority, after completing the procedure of departments enquiry, comes to the conclusion that the employee should be compulsory retired or removed from service, it shall give three months' notice in case of employee in Group A to C service and one month's notice in case of an employee in Group D service.
3. The employee on probation shall be leave or discontinue his service without first giving prior one month's notice in writing or one month's salary in lieu thereof.
4. The competent Authority shall not terminate the service of the employee on probation without giving one month's prior notice in writing to the employee or one month's salary in lieu thereof.
5. No notice of resignation or termination of service shall be necessary in case of the employee—
    a. On work charged establishment and
    b. Appointed purely on temporary basis with or without definite period prescribed in the appointment order.
6. The employee shall cease to be in the service of the College or Recognized Institution in case he absents himself continuously, for a period of five years:

    Provided that the period spent by the employee on Study Leave shall not be counted as absence for this purpose.

7. The employee suffering from contagious or infectious disease and is declared unfit for the service by the Medical Authority shall be discharged from the service of the College or Recognized Institution.

VII : RETIREMENT

S12.80. Retirement

1. The employee after confirmation shall continue in the service of the College or Recognized Institution till he/she attains the age of superannuation.
2. The Competent Authority shall require the employee to retire from the service of the College or Recognized Institution, if-
    a. he/she has reached the age of superannuation.
    b. he/she has committed misconduct and is imposed with the penalty under sub-clause (iv), (v) or (vi) of clause (b) of S12.68 and is found to be inefficient.
    c. he/she is found by the Medical Authority to be incapacitated for further service of any kind, which includes retirement on account of mental or physical infirmity.
    d. the post held by the employee is abolished and there is no suitable post equal to his post in which he can be absorbed.
    e. he/she is retired on retirement pension.
    f. he/she is absent from duties for five years or more.

S12.81. Age of superannuation

Every non-teaching employee other than Group D shall retire from service on afternoon of the last day of the month in which he attains the age of 58 years. Non-teaching employee in Group D service shall retire from service on the afternoon of the last day of the month in which he attains the age of 60 years.

S12.82. Extension in service beyond the age of superannuation

1. The Competent Authority may, subject to the prior approval of the government grant an extension of service to the employee beyond the age of superannuation, on academic or administrative grounds only, which shall be recorded in writing.
    Provided that, in very exceptional circumstances, extension may be granted beyond the age of superannuation. Such proposal of granting extension to the

employee shall be forwarded to the government three months prior to his date of retirement.

Provided further that, if such proposal is accepted by the government then, the salary for the period for which the employee is given extension shall not be held admissible for the Salary Grant.

2. The decision of the government to grant extension in the service to the employee or otherwise shall be final and the Management shall comply.
3. **Reemployment:**
    a. Notwithstanding anything contained in these Statutes, the Competent Authority may, subject to the prior approval of the government grant re-employment to any employee already retired, in the interest of the College or Recognized Institution, which shall be recorded in writing.
    b. The employee who has retired before the age of superannuation voluntarily on medical grounds, or for some other reasons but not for avoiding any departmental proceedings, may be re-employed by the Appointing Authority; with prior approval of the director or government as the case may be. The specific reasons, carefully examined and recorded in writing by the Appointing Authority shall be communicated to the director or government as the case may be. Such re-employed employee shall be in the service of the college or recognized institution upto his normal age of superannuation and shall be subject to the provisions of these Statutes.

Provided that, the Salary of such re-employed employee shall be fixed as per the Government rules, from time to time.

S12.83. Superannuation Proposal

1. The case of each employee, shall be taken up for examination at least one year before the date of his retirement by the Competent Authority who shall prepare a list, every six months on 1st January and 1st July each year, of all the employees who are due to retire within the next twenty-four months and forward the same to the Director of ~~Higher~~ Technical Education, the Joint Director and the Audit Officer before 31st January or 31st July respectively.
2. The Competent Authority shall intimate the employee one year in advance the date of his superannuation along with the documents related to pension proposal

and require him to furnish them duly filled in, within two months. The Competent Authority shall scrutinize the same and complete other service record, documents and certificate required and forward the proposal to the Joint Director, eight months in advance, for consideration and approval. The Joint Director shall submit the pension papers to the Audit Officer, six months prior to the date of superannuation of the said employee for his sanction.

S12.84. Voluntary Retirement

1. The employee who has put in at least twenty years of service, may at his sole discretion, opt to retire from the services of the College or recognized institution, as the case may be, by giving three clear months (90 days) notice to the Appointing Authority.

   Provided that, during the three months notice period, the said employee shall have the liberty to withdraw such a notice of Voluntary Retirement at any time.
2. The employee who has opted for voluntary retirement shall have added weightage of not more than five years. For determining the qualifying service, a period of five years or the period up to the date of his superannuation, whichever is less, shall be added to the period of his service held as qualifying.
3. The weightage of qualifying service shall be for calculation of pension and gratuity based on the pay drawn by the employee on the date of his retirement, but shall neither be counted for notional increments nor for calculations of notional leave for the purpose of encashment.
4. As soon as the notice of voluntary retirement of the employee is received, the Appointing Authority shall intimate the employee, the Joint Director and the Audit Officer about the acceptance of the employee's request. The Appointing Authority and the Joint Director shall process his pension and other retirement papers as expeditiously as possible.

S12.85. Retirement on Retiring Pension

1. The Competent Authority may, at least six months in advance, take up the case of the employee who has attained the age of fifty three/fifty-five years, to review whether the employee may be continued in the service of the College or recognized Institution under the same Management, as the case may be. In case, in the confidential reports, the observation regarding the general performance of the

Employee is unsatisfactory for majority number of reporting years or if the Employee had departmental proceedings involving major penalty, but were not substantially proved, the Competent Authority may consider whether the services of the Employee be continued beyond fifty three or fifty five years of his age or be required to retire.

2. The employee so retired shall be entitled to the retiring pensioner benefits up to t the date on which he retires.

S12.86. Retirement on Medical Ground

If the employee is declared invalid for service, by the Medical Authority, on physical or mental incapacity, the non-teaching employee shall retire from the service of the College or Recognized Institution with effect from the date of such declaration and shall be entitled to proportionate post-retirement benefits up to the date of retirement.

S12.87. Removal or Compulsory retirement

1. Subject to these Statutes, the Competent Authority may remove any employee from the service of the College or Recognized Institution or may require him to retire on grounds of misconduct and inefficiency.
2. In respect of the employee retiring for reasons other than by way of superannuation, the Principal/Director shall promptly inform the Director, ~~Higher~~ Technical Education, the Joint Director and the Audit Officer as soon as the cause thereof arises.
3. While forwarding such a list, the Principal/Director shall specifically make a mention whether any dues either to the Government/college/recognized institution are outstanding in the name of the employee who is due for retirement.

S12.88. Claim for Compensation for Retirement

No claim as compensation by the employee who is required to retire under these provisions shall be entertained, except the post-retirement benefits as may be prescribed by the Government, from time to time.

S12.89. Post Retirement Benefit

1. The employee working in the college or recognized institution against the post approved by the Government and who is covered under Salary Payment Scheme

shall be eligible for the post-retirement benefits such as Pension, Gratuity, Commutation of Pension, Encashment of unutilized leave and other post-retirement benefits as sanctioned by the Government, for its employees working in comparable pay scales; from time to time.

2. The employee working in the college or recognized institution against the post approved by the Government and/or who is covered by the Contributory Provident Fund scheme by choice or working in a post which is not covered under salary payment scheme or covered by the Self Supporting Scheme or DCPS shall be eligible for the contribution from the employer at the rate as may be prescribed by the Government, under the Statutes, from time to time. The employee's subscription and the employer's contribution and the interest thereon shall be maintained in separate account/fund as provided by the Act. The employee on retirement shall be entitled to the amount accrued to his account, both as employee's subscription and employer's contribution and interest thereon till the date of disbursement, The employee shall also be entitled to such other terminal benefits as gratuity, encashment of unutilized leave and other post-retirement benefits at the rates applicable to the employee covered by pension scheme.
3. The employee shall clear all dues payable to the College or Recognized Institution outstanding to his account and vacate the residential accommodation, if provided, before the post-retirement benefits are extended to him/her, as may be prescribed by the Government, from time to time.
4. The employee who has been declared as deserter or who ceases to be in service, may be entitled to the post-retirement benefits, as prescribed by the Government, from time to time, pro-rata up to the date he/she attended his duties regularly, provided the said period qualifies for such benefits.

S12.90. Qualifying Service:

The provisions of Maharashtra Civil Services (Pension) Rules, 1982 will be applicable.

S12.91. Pensionable Pay:

The provisions of Maharashtra Civil Services (Pension) Rules,1982 will be applicable.

S12.92. Classes of Pensions:

The provisions of Maharashtra Civil Services (Pension) Rules, 1982 will be applicable.

S12.93. Determination and Authorization of the amount of pension and gratuity

The provisions of Maharashtra Civil Services (Pension) Rules, 1982 will be applicable.

S12.94. Payment of Pension

The provisions of Maharashtra Civil Services (Pension) Rules, 1982 will be applicable

VIII : MISCELLANEOUS

S12.95. Break condonation

The University or the Director of ~~Higher~~ Technical Education, as the case may be, shall condone the break, in service of the employee for the purpose of pay and pensionary benefits, as per the Government rules, from time to time.

S12.96. Discharge certificate

The Principal shall issue a Discharge Certification to the employee who leaves service after following due procedure as laid down under the standard codes,

S12.97. Tenure post

1. If the employee is appointed on a post which is sanctioned / created for a specific period of time, the employee shall be governed by the specific provisions of the terms of contract and not by the provision of these standard codes. He shall have no legal claim on the said or similar post in the college or recognized Institution, except those specified in the contract.

   Provided that, if the post is extended on tenure basis, the employee already working or the employee who was working may be given preference. On the

expiry of such extended period, the employee shall be entitled to the terminal benefits as may be admissible.

6. The employee may be appointed for a tenure period on a permanent or a temporary post, by a contract and shall be governed by the terms of contract and not by the provisions of these standard codes.

S12.98. Abolition of post

1. The post of the employee shall not be abolished without prior permission of the Director Technical Education or Government.
2. If the employee is declared as surplus for want of student strength, no work or due to any reason, then such employee shall be absorbed as prescribed in S12.34.
3. In case of the employee who cannot be declared as surplus, as per the rules thereof, then the post held by such employee shall be abolished in the following manner:
   a. The appointing authority shall submit the proposal to the Director ~~Higher~~ Technical Education or Government with reasons thereof.

   b. The Director Technical Education or Government, after scrutinizing the proposal shall give the permission to abolish the post(s)

   c. The employee(s) working against the post(s) which is/are to be abolished shall be entitled to the salary as follows:
      i. If the employee has put in more than ten years of service, he/she shall be entitled to twelve months' salary and pension and allied benefits if any as per the Pension rules applicable from time to time.
      ii. If the employee has put in more than five years and less than ten years of service, he/she shall be entitled to six months' salary.
      iii. If the employee who is confirmed and has put in more than two years and less than five years of service, he shall be entitled to three months' salary.
   d. In case, the abolished post is again created due to any reason, the employee shall have option to come back to the said post.

S12.99. Resignation

1. Any employee working in the college or recognized institution shall resign from his post by submitting resignation letter to the Competent Authority in his own handwriting, which shall be attested by two senior teachers/senior employees working in the same college or recognized institution.
2. The permanent employee shall submit the resignation with 3 months notice or 3 months pay in lieu of notice. Pay in lieu of notice is basic pay with AGP.
3. The temporary employee shall submit the resignation with 1 months notice or 1 month's pay in lieu of notice. Pay in lieu of notice is basic pay with AGP.

S12.100. Handing over the charge

1. The employee before leaving the service shall handover the charge of his post to the Principal/Director or the person duly authorized by the Principal/Director on his behalf.

2. The employee shall return to the college or recognized institution all advances, consumer society loan, books, etc. and shall pay the maintenance charges of the accommodation (if any) provided to him.

3. The employee shall vacate the quarter allotted to him before handing over the charge and shall pay all the dues due to him and submit no dues form as prescribed.

4. The college or recognized institution shall pay all the dues which are payable to the employee before he is relieved.

5. The college or recognized institution shall handover the discharge certificate to the employee.

S12.101. Contributory Provident Fund

The employee who is not covered under salary payment scheme or Pension Scheme, as the case may be, shall be entitled to Contributory Provident Fund scheme.

Provided that, the rate of monthly subscription of the employees' and the Management's share shall be as per the rules of Government of India, from time to time.

Provided further that, the employee, who is covered under salary payment scheme or Pension Scheme, as the case may be, shall be entitled to for gratuity as per the Government rules from time to time.

S12.102. Defined Contributory Pension Scheme

The employee entered in the services of college/recognized institution on or after 1st November, 2005 shall be eligible for this scheme as per the rules of Government of Maharashtra from time to time.

S12.103. Special provisions for the female employees

1. Female employees may be allowed to accumulate the casual leaves to the extent of sixty days for the purpose of her child rearing activities.
2. Where both husband and wife are working under the same or different managements, the creation of earned and half-pay leave bank may be permitted and the female employee may be allowed to avail leave admissible for rearing of very young children.

   Provided that, such period shall not exceed more than six years in entire service.

   Provided further that the female employee shall be allowed to avail this leave facility if she has no other leave to her credit and there is earned leave to the credit of her husband.

3. The female employee, in her entire service, may be allowed to work part-time for a period of not more than five years, when her children are young and family commitments are maximum.

   Provided that, this part-time service shall be counted for the purpose of Seniority, Increments, and Retirement benefits, etc.

Provided further that such female employee as far as possible may be allowed to enjoy the benefits of flexi time-table convenient as per her requirements.

4. The break(s) in the service of the female employee shall be condoned by the Government or the University, as the case may be, in the following manner:
   a. The total number of breaks in service shall not be more than six in the entire service.
   b. The total period of such breaks shall not be more than six years irrespective of the length of break.
   c. The reason(s) for the break(s) shall include (i) marriage, (ii) transfer of both wife and husband, (iii) termination of service for reasons other than disciplinary measures, (iv) non-employment, (v) children's birth or family commitments or any other cause related to her dual responsibilities as a mother and the employee.
   d. Such breaks shall be ignored for all the benefits such as Increments, Retirement benefits etc.
   e. The female employee shall be allowed to rejoin the service (not necessarily in the same job/post) and the service rendered by such an employee prior to joining the new post shall be counted for the retirement benefits.
5. Priority may be given to the female employee for training/course organized nearer to their place of work.

S12.104. Duties and Responsibilities of administrative employees:

1. Registrar/Assistant Registrar:

Subject to the supervision and general control of the Management of the society/the Principal, the Senior Registrar/Junior Registrar being the administrative Head of the College/Recognized Institution, shall

a. regulate the work and conduct of the administrative staff in accordance with the uniform statutes prescribed herein.

b. assess and evaluate the performance of administrative staff and sections and taking such measures as he deems fit to regularize and to improve the working of the College/Recognized Institution

c. have the power to issue warnings, reprimands, memos to the Administrative employees subject to the approval of the Principal.

d. be the custodian of the records, the common seal and such other property of the College as the Principal may commit to his charge.

e. keep the Minutes of all the meetings and records of such meetings.

f. coordinate the work in the College amongst the teaching and administrative staff.

g. shall bring to the notice of the Principal any of the acts of the staff or the students, if prejudicial to the College and/or are not in the interest of the Institution/College.

h. maintain an enquiry service for students, staff and also for visitors to the College, regarding courses being conducted, examination and admission rules and such other allied matters of importance.

i. sign letters issued from the College office of a routine nature.

j. watch over the work of the College affiliation, staff recognition and follow procedures for appointments.

k. also watch over the Accounts, Audit, assessment work of Maintenance and other Grants and keep a check on receipts, expenditure and maintenance of true and correct accounts.

l. look after the Examination work (College/Board/University) and shall ensure the smooth conduct of the examinations and prepare the necessary work distribution chart in this connection.

m. cooperate and assist in the teaching, research and training programmes of the College

n. assist the Principal and the staff in planning and implementation of academic programmes such as Refresher/Orientation course, seminars, in-service and other training programmes organized by the University / College for academic competence of the Faculty Member.

o. streamline the process of admission of students and helping in maintenance of discipline of the college.

p. assistto the Principal and the staff in administration and supervision of curricular, co-curricular/extra-curricular or extra-mural, students' welfare activities of the College/Recognized Institution.

q. keep informed to the Principal of the Act, Statutes, Ordinance, Regulations, Rules and other Orders issued thereunder by the University authorities and bodies, from time to time.

r. help in Planning of supervision of the examinations, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examinations of College/Recognized Institution.

s. keep the record of Confidential Reports, Self Assessment Reports/CAS reports/API reports and update the service books of all employees of the College/ Recognized Institution and also serve the second copy of the service book to each and every concerned employee.

t. exercise such other powers and perform such other duties as are prescribed or are required from time to time by the Principal of the College and Management of the Society.

2. Superintendent:

a. Superintendent shall be in-charge of the College office and shall be personally responsible for the smooth conduct and working, for the allotment of work to his subordinates who shall be directly responsible to him with the prior approval of the Registrar.

b. shall convene regular meetings of the office staff and laboratory Assistants and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms if any.
c. shall issue Memos and reprimands of erring employees.
d. shall inspect the attendance register of the administrative staff and take such action as he may deem fit in case of habitual late comers or those who habitually remain absent, by issuing warnings in writing and recommending to the Registrar/Principal to take disciplinary action, in case the same employee shows no improvement.
e. shall maintain cordial public relations and to attend to the queries of the members of the public and students and supply information through the Registrar/Principal to Government authorities as per requirements.
f. shall help the members of the public to solve their difficulties concerning office work, and to entertain complaints, if any, against the staff subordinate to him, in the College.
g. shall carry out the duties and responsibilities in a just manner without any discrimination and motivate his staff to take their work seriously and willingly and shall pay personal attention to their welfare.
h. shall be responsible for the work of a highly confidential nature that may be undertaken by his section. He shall be responsible for preserving of the documents, etc. concerning his section.

i. shall personally look into the court cases concerning the College and obtain orders/instructions from the Registrar/Principal wherever necessary.
j. shall mark and distribute letters in the name of assistants or to the Heads of the Departments in the College.
k. shall exercise a check on and follow up of letters received from the Government, University Grant Commission, University, Management etc.
l. shall draft notes and deal independently the cases which are of a routine nature. He shall also draft notes essentially with reference to relevant rules, regulations, precedence and implications etc. or special cases and submit to the higher authority i.e. Registrar or the Principal and give interim replies.
m. shall point out mistakes or mis-statements, if any, and draw attention wherever necessary to the statutory or customary practice and point out rules where they are concerned.
n. shall be responsible of examination work pertaining to the Degree College/Junior College in the overall supervision of the Registrar or the Principal. And any other work assigned to the Superintendent by the Principal or Registrar from time to time.
o. shall exercise such other powers and perform such other duties as are prescribed or are required from time to time by the Principal of the College and Management of the Society.

3. Accountant/Head Clerk:

a. The Accountant/Head Clerk shall inform periodically on the financial position of the College to the Principal of the College and examine and ensure that the code and financial norms are followed by the college or department.
b. shall prepare and present budget estimates, with the help of Heads of Departments in the College. And also prepare the budget and income and expenditure statements, maintain all accounts and get them audited.
c. shall attend to all the Government scrutiny, inspections and audit.
d. shall be responsible for the proper implementation of the financial transactions as per rules, Accounts Code, Statutes, Ordinances, Rules and Regulations made in that behalf and monitor the finances of the College as per directions of the Registrar and place before the College Finance Committee the financial

position of the College such as its receipts, payments Government grants and balance from time to time.

e. shall scrutinize all bills of expenditure before recommending payment, and maintain or get it maintained by subordinate staff the cash-book, ledger, and bank pass-books.
f. shall watch over the progress of the expenditure and receipt of fees and Government grants in time.
g. shall carry out the duties of the Superintendent in addition to his own duties if there is no post of Superintendent in the College or if the Superintendent proceeds on leave the Accountant/Head Clerk
h. shall carry out any other work entrusted to him by the Principal or Registrar from time to time.

4. Senior Clerk and/or Junior Clerk / Library Assistant

a. Senior Clerk/Junior Clerk / Library Clerk shall perform the duties as may be assigned to him from time to time, by the Principal, the Registrar, Superintendent or Head Clerk as the case may be.
b. He shall be in charge of the unit or section and shall be responsible for its normal and smooth working.
c. He shall assist the Superintendent in the disposal of his duties and shall look after the day to day work in the office of which he is in charge as per the instructions received from the higher authorities from time to time.
d. He shall ensure and maintain proper co-ordination and follow up with the other departments or section of the College.
e. He shall be responsible for the smooth, efficient and effective working of the office and timely disposal of cases, letters, bills, reports, returns etc. and decide and maintain proper filing procedure.
f. He shall also ensure that the cases or letters requiring immediate and urgent disposal are dealt with immediately.
g. He shall train the members of his department and provide guidance to all.

h. He shall dispose of important cases where relevant regulations are clearly applicable and forward otherwise the same to Head Clerk or the Superintendent or the Registrar with clear and specific comments.
i. He shall keep exhaustive and self-contained notes of important papers passed down and facilitate their movement till final disposal and also consider the proceeding of the work.
j. He shall exercise constant vigilance on expenditure, quantitative disposal of work, safety of the records, furniture, fittings of the College, regular and orderly behaviour of the staff under him.
k. He shall attend meetings, issue notice of meetings, prepare agenda and draft minutes of the meetings and take follow up actions.
l. He shall inspect the racks and tables of assistants working under him and satisfy himself that no paper or files have been overlooked and that there are no old receipts or bills lying un-disposed off.
m. He shall submit notes or drafts for approval of the authorities through the Head Clerk/Superintendent.
n. He shall attend to audit queries and reply to audit report, and also submit necessary statement of accounts.
o. He shall recover grants due from the Government etc. and shall prepare the requirement of furniture, other equipment, stationery etc. with the consultation of the Higher Authority.
p. He shall be responsible for the examination work of the Senior College/Junior College unit with overall supervision of the Registrar.
q. He shall attend to any other work assigned to him from time to time by the Higher Authorities.

5. Assistant Librarian:

The Job responsibilities of an Assistant Librarian are as follows:

a. Gift Book Processing
b. Catalogue – Data entry
c. Library Notices – Drafting, putting up notices on the Library Notice board
d. Displays
e. Binding of Books & Journals

f. Journals – General supervision
g. Discipline in the Library
h. Solar System & Panel
i. Library Clearance
j. Correspondence – Print & Dispatch
k. Library Maintenance – Liaison with Administrator
l. Hardware & Network – Liaison with Knowledge Centre
m. Library Statistics
n. Library Membership, Summer cleaning administration, Weeding out
o. Reference, Printing of Spine / Book/ Barcode Labels
p. Library Orientation Tours u.
q. Any other work assigned by the Librarian from time to time.

6. Laboratory Assistant:

a. To assist students and teachers in conducting practicals and experiments.
b. To maintain dead stock register and register of consumable materials and to undertake physical stock verification of laboratory materials.
c. To assist the Incharge of Laboratory in purchase and procurement of laboratory materials.
d. To supervise the work of laboratory attendants working under him.
e. To assist the Incharge of laboratory in routine administrative matters and the ensure that the laboratory facilities are not misused by any person.
f. To report about breakages / losses in laboratory, to his superiors.
g. To report to Incharge of laboratory about misbehaviour inside the laboratory.
h. To ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants.
i. To make use of Computer for data feeding, excell, MS word and Ms PPT whenever required in the lab/college
j. To seek permission of immediate incharge while leaving the Laboratory.
k. To attend to such other duties as may be specially brought to his notice, with the approval of the Head of the Department.

7. Laboratory Attendants:

a. To clean laboratory and to keep Laboratory materials including apparatus and equipments in proper place.
b. To render physical assistance to students, teachers and other Laboratory Staff in movement of laboratory equipment, instruments, chemical and other materials within and outside the laboratory.
c. To assist Laboratory Assistant and other laboratory staff in physical stock verification of laboratory equipment, instruments, chemical and other materials.
d. To render physical assistance to students and teachers in conducting practicals and experiments.
e. To report about loss of laboratory equipment and other materials to his superiors.
f. To open and to lock cupboards, doors, window and a gates of laboratory.
g. To attend to delivery of letters connected with laboratory and its staff.
h. To make use of Computer for data feeding, excel, MS Word and MS PPT whenever required in the lab/college.
i. To seek permission of immediate in-charge while leaving the Laboratory.
j. To attend to such other duties which are assigned to him by the Laboratory staff with the approval of in-charge of the laboratory.

8. Library Attendants:

a. To clean Library and to keep Library books & other material in proper place.
b. To render physical assistance to students, teachers and other Library Staff in movement of Library books, journals, newspapers and other materials within and outside the Library.
c. To assist Assistant Librarian and other Library staff in physical stock verification of books and other materials.
d. To render physical assistance to students and teachers in distributing books.
e. To report about loss of Library books and other materials to his superiors.
f. To open and to lock cupboards, doors, windows and a gates of Library.
g. To attend to delivery of letters connected with Library and its staff.
h. To make use of Computer for data feeding, excel, MS word and Ms PPT whenever required in the library/college

i. To seek permission of immediate incharge while leaving the Library.
j. To attend to such other duties which are assigned to him by the Library staff, with the approval of Librarian / Principal.

9. Office Attendant (old post-Peon):

a. To open windows, doors, office, classrooms, staffrooms, etc. and switch on fans and lights and to close the same, when not required.
b. Maintain cleanliness of the campus, office, classrooms, staffrooms, etc.
c. Do dusting of office furniture, machines, files, table equipment, switch on light and fans and switch them off when not required, remove and replace covers of machines, filling up inkpots.
d. do the work of opening, pasting and sorting and arranging paper and circulars in accordance with instructions of the Section Officers / Branch Head, and also do the work of stitching agenda and minutes of meeting according to instructions.
e. do the work of affixing stamps, sticking and sealing envelopes or wrappers, packing up of parcels.
f. carry messages, papers, registers, files, circulars, bags, portable size etc. from one place to another inside office or outside as the case may be.
g. carry papers, franking, machines, etc., within building and other such portable items (office equipment) from one place to another.
h. Operate franking machine, wherever necessary.
i. operate cyclostyling machine, photocopy machine, wherever necessary.
j. carry out any other work of similar nature which the officer incharge / Dy. Registrar / Asst. Registrar / Section Officer/ Principal /Office Superintendent, may instruct.
k. serve drinking water to employees and to visitors, when required.
l. dispatch letter including letters by hand delivery
m. carry cash, cheque etc. to and from banks.
n. Any other work as may be assigned to him / her by the concerned officer from time to time.
o. Office Attendant shall also have to attend to the duties assigned to coolies.

p. Sweeping and cleaning the Lavatories, latrines, floors in the building and university premises and any other office work related to cleaning as assigned by the officer / Hawaldar / Mukadam.

q. To make use of Computer for data feeding, excel, MS Word and MS PPT whenever required in the college

r. To seek permission of immediate in-charge while leaving the place of work.

s. Any other work as may be assigned to him by the concerned officer from time to time.

10. Technical/non technical/multitasking non technical (skilled)/Other Staff:

Where the duties of the staff undertaking a specialized operation or where the employee having same nomenclature is required to perform diverse duties, no specific duties and responsibilities can be laid down without disturbing the individual requirements of the each of the Universities. The duties and the responsibilities of several such posts/categories mentioned in S12. 11 shall be specified and governed by each of the colleges or recognized institutions by adding there in the manner and in keeping with their set of practices and requirements. Thus, it shall be the responsibility of every college or recognized institution to prescribe duties and responsibilities for the post for which duties are not prescribed here and above.

S12.105. Code of Professional Ethics:

1. Non teaching employee shall:

a. devote his time and energy to develop and improve his academic and professional competence by availing all opportunities to attend and participate in programmes, such as Seminars, Orientation, Refresher Courses, In-service programme, etc. The Management shall give the Non teaching employee every possible opportunity to do so.

b. Not ordinarily remain absent from work without prior permission or grant of leave.

c. observe the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force and as modified, from time to time and abide by the decisions of the University/Management, Principal and shall ensure the

interest of the University, College or Recognized Institution. Such decisions, Statutes, Ordinances, Regulations, etc. If it is found by the Management Institution by an act or negligence neglect or default on the part of the Non teaching employee, such damage or loss shall be recoverable from him.

d. when required, attend to extra-curricular, co-curricular activities organized by the University, College and recognized Institution and Non teaching and supervisory work and maintenance of records and self reports or any other duties befitting the status of an administrator assigned to him by the Principal.
e. shall help the University, College or Recognized Institution authorities to enforce and maintain discipline and good habits among the students.
f. shall perform all his duties faithfully and will not avoid his responsibility. However, following lapses would constitute improper conduct on the part of the Non teaching employee:
    i. Failure to perform his usual duties
    ii. Gross partiality in students, deliberately attempting victimization on any grounds.
    iii. Inciting or instigating students against other students, colleagues, administration
    iv. Raising questions of castes, creed or religion, race or sex in his relationships with the students and his colleagues and trying to use the above considerations for improvement of his prospects.
    v. Refusal to carry out the decisions of appropriate authorities, officers, administrative and academic bodies of the University. This will not inhibit his right to express his difference with their policies or decisions, expression, provided that he will not use the facilities or forum of the University, College or Recognized Institution to propagate his own ideas or beliefs for or against particular political party or alignment of political or religious activities.
    vi. Accepting tuitions, conducting/participation in private coaching directly or indirectly or any classes or courses in any manner.
    vii. Violation of the Anti – bigamy Act, Anti-dowry Act and any other such Acts in any manner directly or indirectly.

viii. Violation of the non-academic activities directly or indirectly such as – Undertaking of any office of profit, agency, etc.

ix. not avoid any work related to the University examinations without reasonable grounds.

x. be modest in the behavior with male and female students and other employees.

xi. Strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being.

xii. Not consume any intoxicating drink or be under the influence of any intoxicating drink or drug, during the course of his duty, and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of any such drink or drug.

xiii. Refrain from consuming any intoxicating drink or drug in a public place

xiv. Not appear in a public place in a state of intoxication.

xv. Not use any intoxicating drink or drug in excess so that he is unable to control his behavior.[Explanation : For the purpose of this rule, "public Place" means any place or premises (including conveyance) to which the public have or are permitted to have access, whether on payment or otherwise].

xvi. Enjoy full civic and political rights as provided by the constitution.

p. Have a right to adequate emoluments, social position, just conditions of service, professional independence and adequate social insurance.

q. Be calm, patient and communicative by temperament and amiable in disposition.

r. Adhere to a responsible pattern of conduct and demeanor expected of him by the community.

s. Manage his private affairs in a manner consistent with the dignity of the college

t. Co-operate and assist in carrying out functions relating to the educational responsibilities of the College or Recognized Institution and the University such as: assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation, and participate in extension, co-curricular and extracurricular activities including community service.

2. **Non teaching employee and the students:**

   The Non teaching employee shall-

   a. Respect the right and dignity of the students in expressing his opinion.
   b. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
   c. Strive to meet student's individual needs.
   d. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
   e. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
   f. Make himself available to the students even beyond their office hours and help and guide students without any remuneration or reward, in college premises.
   g. Aid students to develop an understanding of our national heritage and national goals, and
   h. Refrain from inciting students against other students, colleagues or administration.

3. **Non teaching employee and colleagues :**

   The Non teaching employee shall –

   a. Treat other members of the profession in the same manner as they themselves wish to be treated.
   b. Speak respectfully of other colleagues and render assistance for professional administration.
   c. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
   d. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional Endeavour.

4. **Non teaching employee and authorities:**

   Non teaching employee shall-

a. Discharge their professional responsibilities according to the existing rules and adhere to procedure and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
b. Not undertake any other employment and commitment including private tuition and coaching classes;
c. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
d. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
e. Adhere to the conditions of contract;
f. Give and expect due notice before a change of position is made; and
g. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of administrative schedule.

5. Non teaching employee and teachers:

Non teaching employee shall-

a. Treat the teachers as colleagues and equal partners in a co-operative undertaking, within every educational institution.
b. Help in the function of joint staff council covering both teachers and the Non teaching employees.

6. Non teaching employee and guardians:

Non teaching employee shall

a. maintain contact with the guardians of their students.
b. send report of their performance to the guardians whenever necessary
c. meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

7. Non teaching employee and society:

Non teaching employee shall-

a. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
b. Work to improve education in the community and strengthen the community's moral and intellectual life.
c. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
d. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.
e. Refrain from taking part in a subscribing to or assisting in any way, activities which tend to promote feeling of hatred or enmity among different communities, relations or linguistic groups but actively work for National Integration.

STATUTES FOR AFFILIATION OF COLLEGES AND RECOGNITION OF INSTITUTIONS

(under Sections 47-50 of the Act)

DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY

Established as an Affiliating Technical University in the State of Maharashtra

Under *Maharashtra Act No. XXIX* of 2014 *dated* March 2014

CHAPTER THIRTEEN

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STATUTES FOR AFFILIATION OF COLLEGES AND RECOGNITION OF INSTITUTIONS

(under Sections 47-50 of the Act)

In exercise of the powers conferred by *Sections 40, read with Sections 47-50* of Dr. Babasaheb Ambedkar Technological University *Maharashtra Act No. XXIX* of 2014 *dated* March 2014 the First Vice-Chancellor hereby prescribes the First Statute Governing the Terms and Conditions of Affiliation of colleges to the Dr. Babasaheb Ambedkar Technological university, for the purpose of securing and maintaining uniform standards by notification in the Official Gazette,

STATUTES FOR AFFILIATION OF COLLEGES AND RECOGNITION OF INSTITUTIONS

(under Sections 47-50 of the Act)

S13.1. Short Title and Commencement

1) This Statute may be called the Statute for affiliation of colleges .
2) This Statute shall come into force with effect from the assent of the Chancellor

S13.2 Extent of Application

This Statute shall apply to colleges imparting education in the area of Engineering and Technology, Pharmacy, Architecture and Hotel management and Catering technology affiliated to the University and seeking affiliation to the University.

S13.3. Right to Interpret

The Chancellor shall have the right of interpretation of this Statute

S13.4. Powers to amend and repeal the Statute

The Statute may be amended or repealed as provided under the Act.

S13.5. Powers to implements the Statute

The powers to implement this Statute shall rest with the Competent Authority. The Competent Authority may from time to time issue such orders or directives as may be

necessary to give effect to, and carry out the provisions of this Statute and to secure effective technical education in colleges affiliated to the University.

S13.6. Power to Relaxation

Where the Chancellor is satisfied that the operation of any of these Statutes causes or is likely to cause undue hardship in the case of colleges affiliated to the University, may direct that such provisions shall apply with such modifications not affecting the substance thereof as may be specified in the Act.

S13.7 UGC Regulations for affiliation of colleges to University

The affiliation to Dr. Babasaheb Ambedkar Technological University, as per the Dr. Babasaheb Ambedkar Technological University Act (Maharashtra Act XXIX of 2014) 2014, shall be subject to the UGC Regulations 2009 and 2014 and amendments thereof, regarding the affiliation of the colleges offering Engineering and Technology, Pharmacy, Architecture and Hotel management & Catering Technology education at degree and postgraduate levels to the State Universities.

S13.8: Norms and Procedure for Grant of Affiliation

(*Section 8(24), 47, 48 of the Act)*

(1) The University shall publish a notification in the local newspaper and also on the website of the University, inviting online applications from the managements for submission on or before 31st October of the year preceding the year from which the permission is sought for-

(a) affiliation of new colleges or institutions of higher learning

(b) Starting new courses of study, subjects, faculties, and additional divisions from affiliated colleges

(c) for affiliation of existing colleges affiliated to other Universities

provided such application is in conformity with the Perspective plan of the University.

(2) The management shall apply online in a prescribed format, along with payment of prescribed processing fees

(3) The Management must have been registered as Society/Trust/Company under the Societies Registration Act, 1860 or the Maharashtra Public Trusts Act, 1950 or under Section 8 of the Companies Act, 2013, as the case may be, at least one year before the date of submission of the application for opening of new colleges or institutions of higher learning.

(4) The Management shall also submit ONE hard copy of the online application along with the attested copies of the required documents above to the University within 15 days of closure of last date of submission of online application.

S13.9 Procedure for Processing applications for affiliation of New Colleges

(under Section 48,49 of the Act)

(1) All such applications for affiliation shall be scrutinized by a Scrutiny Committee appointed by the Planning and Evaluation Board consisting of

(i) One Director of Regional Centre, -Chairman

(ii) One Joint Director of SubCentre, -Member Secretary

(iii) One Dean,

(iv) One member of the Board from members nominated by the Academic council

(v) One member of the Board from the members nominated by the Executive Council

(2) The report of the Scrutiny Committee shall be forwarded to the Planning and Monitoring(Evaluation) Board.

(3) The Planning and Monitoring (Evaluation) Board, based on Report of the Scrutiny Committee shall give its recommendation to the Executive Council for approval

(4) The Executive Council shall send the applications to the Government with appropriate recommendations on or before the last day of the December.

(5) On receipt of the permission from the State Government, the Academic Council shall constitute an Local Enquiry Committee as prescribed by the Regulating Authority.

(6) The Enquiry Committee shall visit the college for physical verification of required facilities and submit the report to Academic Council, in the prescribed format, with recommendations.

(7) The Composition of Enquiry Committee shall be as per the norms laid down by the regulating authority in this regard and accepted by the University.

(8) Based on the Enquiry Committee report, the Academic Council shall take appropriate decision.

(9) The Registrar shall communicate the decision of the Academic Council to the management of the college.

(10) The Registrar shall send a copy of the decision of the Academic Council to the Director, Directorate of Technical Education., Government of Maharashtra

S13.10 Continuation of Affiliation

(1) The affiliated college or the recognized institute shall apply for continuation of affiliation or recognition for the courses of study for which affiliation or recognition was granted, on or before 31st October.

(2) The procedure for continuation of affiliation shall be as given in Statute S13.9

S13.11 Extension of Affiliation and Recognitions

(1) The affiliated college or the recognized institute shall apply for extension of affiliation or recognition for additional courses of study for which affiliation or recognition was granted, on or before 31st October .

(2) The procedure for extension of affiliation shall be as given in Statute S13.9

S13.12 Procedure for processing applications for affiliation of Existing Colleges

(1) A college affiliated to any other State University other than the University and desires to apply for affiliation to the University must obtain a No Objection Certificate from the parent University before applying for the affiliation, on or before 31st October.

(2) The procedure for processing applications for the affiliation shall be as given in Statutes S13.9

S13.13 Norms and Procedure for Grant of Permanent Affiliation

(1) The University shall publish a notification in the local newspaper and also on the official web site of the University, inviting online applications from the affiliated colleges or institutions for permanent affiliation.

(2) The affiliated college or recognized Institution with at least six years standing shall be eligible to apply for permanent affiliation or recognition.

(3) The affiliated college or institution seeking permanent affiliation shall apply online in a prescribed format, along with the affiliation fees and required documents prescribed by the University, to the Registrar of the University before

the last day of October of the year preceding the year from which the permanent affiliation is sought.

(4) The affiliated college or institution seeking permanent affiliation shall submit a hard copy of the online application along with the attested copies of the required documents to the Director of the Regional Centre.

(5) Only those applications complying with the requirements and received within the prescribed time-limit, shall be accepted and considered by the University

(6) The Planning and Evaluation (Monitoring) Board of the University shall consider and scrutinize the application against the norms of the regulatory bodies and shall cause an inspection by an Expert Committee of the following members

(a) two experts not below the rank of the Professor, for each of the subject areas proposed;

(b) Dean of the Faculty concerned of the University;

(c) An Engineer from the State Public Works Department / Central Public Works Department or the University not below the rank of Executive Engineer; and

(d) an officer of the University not below the rank of the Deputy Registrar.

One of the subject experts at the level of Professor, as nominated by the Board, shall be the Chairperson of the Committee

(7) The Expert Committee constituted by the Board shall visit the college or institution of higher learning on or before 31st December of the year. The date of visit of the Expert Committee for physical verification of the requirements for grant of an affiliation shall be informed to the management at least seven days

before the date of the visit. At the time of inspection by the Expert Committee, the management shall make all relevant documents available to the Committee

(8) The Expert Committee shall inter-alia, apply the following criteria while examining the application and making its report thereon, namely:-

(a) whether affiliated college or institution has fulfilled all the conditions of affiliation satisfactorily;

(b) whether the college has attained high academic and administrative standards as prescribed by the University and the regulatory bodies concerned, from time to time;

(c) whether necessary measures have been taken for fulfilling the objectives of the college and the University.

(9) The Expert Committee shall submit a report thereof to the Planning and Monitoring Board for approval, in the format prescribed by the University with specific remarks on the compliance of each of the requirements prescribed by the University, on or before the 31st January of the next calendar year. The Expert Committee in its report shall also mention its recommendations duly supported by relevant reasons as are deemed appropriate.

(10) The Board shall make recommendation to the Academic Council on or before the last day of February of the next calendar year

(11) If the Academic Council is satisfied that the affiliated college or institution has fulfilled all the conditions of affiliation prescribed in the Act satisfactorily and has attained high academic and administrative standards as prescribed by the University and regulatory bodies concerned, from time to time, it shall grant permanent affiliation to the college or institution.

(12) If the Academic Council of the University decides not to grant permanent affiliation to the college or institution, the college may apply again if it fulfils the conditions/requirements subsequently, but not earlier than six months from the date of rejection of its earlier application.

(13) The Registrar shall communicate the decision of the Academic Council to the management of the college with a copy to the Director of Technical Education, on or before 15th June of the year from which permanent affiliation is to be granted.

S13.14 :Withdrawal of Affiliation

(*as per Section 57 of the Act*.)

(1) Privileges conferred on the college or institution by affiliation are liable to be withdrawn, if an affiliated college or institution,-

(a) fails to comply with the conditions of affiliation or recognition as provided in the Act; or

(c) fails to take action as per directions issued under the Act; or

(d) is conducting the college in a manner prejudicial to the interest of the University or the standards laid down by it

(2) The Board of Deans shall, on receiving a complaint or may, in any other matter, *suo motu*, issue a notice to the management, to show cause as to why the privileges conferred on the college or by affiliation should not be withdrawn in part or in whole or modified.

(3) The Board of Deans shall mention the grounds on which it proposes to take the action and shall send a copy of the notice to the principal of the college. It shall also specify in the notice, the period, being a period which shall not be less than

thirty days within which the management should file its written statement in reply to the notice.

(4) On receipt of such written statement or on expiry of the period specified in the notice issued under Clause (3) above, the Board of Deans shall offer a reasonable opportunity to be heard to the college and the management thereof, to defend their case.

(5) The statements of the college and the management thereof, shall be recorded by the Board of Deans. The Board of Deans shall place before the Academic Council, the show cause notice, the written statement, if any, and the statements of the college and the management thereof recorded by during the course of hearing, with or without the motion for withdrawal or modification of such privileges.

(6) The Academic Council shall, having regard to the interest of students studying in the colleges, shall recommend an action in this behalf to the Vice-Chancellor and the Vice-Chancellor shall pass the necessary order.

(7) If the Academic Council recommends the affiliation should be withdrawn, it shall be withdrawn in phases. It shall be the responsibility of the Vice-Chancellor to complete the process of withdrawal of affiliation well in advance and in any case before the last day of March of the year from which the affiliation is to be withdrawn.

(8) The Vice-Chancellor shall inform the State Government the decision of withdrawal of affiliation of a college.

(9) The management of the college, affiliation of which has been withdrawn by the University, shall have to seek the permission of the State Government before re-affiliation of the college.

(10) If the University decides to withdraw the affiliation or recognition, it shall be in phases so that the students already enrolled in the college or Institution would not suffer.

S13.15 Closure of College

(1) The procedure of an affiliated college or recognized Institute shall be as per *Section 58* of the Act.

(2) The college shall submit an application for closure on or before 31st August with the supporting documents

(3) On receipt of application for closure of a college, the academic council shall form an Enquiry Committee of the following members, not below the level of Professor

(i) Dean of concerned Faculty - Chairman

(ii) A member nominated by the academic council, from its members

(iii) A member nominated by the Executive council, from its members

(iv) A member nominated by the Planning and Monitoring Board, from its members

(v) Jt. Director(Admin) of Regional Centre- Member Secretary.

(4) The Enquiry Committee shall submit the report to the Board of Deans for recommendation to, the Academic Council

(5) The Academic Council shall recommend necessary action to the Executive Council.

(6) The Executive Council, on approval of the Government Competent Body, shall then decide the closure of the college.

S13.16 PROCEDURE OF RECOGNITION OF INSTITUTIONS OF RESEARCH AND SPECIALIZED STUDIES

(1) Procedure of recognition of an Institution actively conducting research or specialized studies shall be as per the *Section 50* of the Act

(2) The College seeking recognition shall submit an online application on the University's portal on or before 31st October.

(3) All such applications for Recognition shall be scrutinized by a Scrutiny Committee appointed by the Planning and Evaluation Board consisting of

(i) One Director of Regional Centre, -Chairman

(ii) One Joint Director of SubCentre, -Member Secretary

(iii) One Dean,

(iv) One member of the Board from members nominated by the Academic council

(v) One member of the Board from the members nominated by the Executive Council

(4) The report of the Scrutiny Committee shall be forwarded to the Planning and Monitoring(Evaluation) Board.

(5) The Planning and Monitoring (Evaluation) Board, based on Report of the Scrutiny Committee shall form an Enquiry Committee of the following members, not below the level of Professor

(i) Dean of concerned Faculty - Chairman

(ii) One member nominated by the Board, from its members

(iii) One member nominated by the Academic council

(iv) Jt. Director(Admin) of Regional Centre- Member Secretary.

(6) The Enquiry Committee shall submit the report to the Board

(7) The Board shall recommend necessary action to the Academic Council.

(8) If the Academic Council is satisfied with the report of the Enquiry Committee and the recommendation of the Planning and Monitoring Board, then it shall grant recognition as the case may be to the institution,

(9) If the Academic Council decides not to grant Recognition to institution, the Institute may apply again if it fulfils the conditions/requirements subsequently, but not earlier than six months from the date of rejection of its earlier application.

S13.17 Refusal to consider affiliation of a college, if deaffiliated by other State University

(1) A college which has been de-affiliated by any State University shall not be permanently affiliated to the University,

provided that such application may be considered by the University for temporary affiliation only for one year and affiliation shall be continued annually with thorough scrutiny and enquiry only one year at a time

provided further the case-by case, such a college may be considered for permanent affiliation in due course of time, not less than five years, if the University is convinced that college had fulfilled all conditions of affiliation.

(2) A college de-affiliated by any other State University shall submit along with the application for affiliation all documents giving the details of the ground on which the college was de-affiliated from the parent university and corrective steps, if any, taken by the management for remedial and sufficient measures.

(3) If the de-affiliation of the college has taken place because of activities of the college faculty, principal, or management, prejudicial to the interests of the education, the college shall not be affiliated to the University

(4) A college once deaffiliated, shall not be considered for affiliation again by the University.

(5) If the college has been de-affiliated for one or more of the following reasons, the college shall not be considered for affiliation to the University.

(a) violation of any of the conditions of affiliation, detrimental to the educational standards; with the parent University

(b) act in a manner prejudicial to the interest of the parent University

(c) neglect in proper and strict conduct of the examinations,

(d) instances of the malpractices or encouraging adoption of unfair means at the examination in the college

(e) collection of unauthorized or higher fees from the students;

(f) neglect to take appropriate disciplinary action as directed by the parent University against the Principal/ Director/ Teachers or other employees as per the relevant provisions in the Standard Code;

(g) neglect to implement or comply with the decisions of the Grievances Committee of the parent University constituted under the relevant provisions of the Act, appropriately and promptly;

(h) commits any other act which, in the opinion of the Academic Council, is an act of violating the conditions of affiliation/ recognition

PENALTIES ON ERRING COLLEGES

S13.18:Competent Authority to take action against erring affiliated colleges

The Executive Council shall be the competent authority to take disciplinary action against the erring affiliated college or recognised institution, as the case may be.

S13.19: Violation of Conditions by affiliated colleges

An affiliated college/recognised institution or the management thereof, as the case may be, shall be liable for disciplinary action, if it commits any of the following acts, namely:-

(1) violates any of the conditions of affiliation/recognition as prescribed in the Act;

(2) acts in a manner prejudicial to the interest of the University and/or acts detrimental to the educational standards;

(3) submits eligibility forms, examination forms or any other forms beyond the date prescribed;

(4) neglects to take due care to maintain peaceful and proper atmosphere during the conduct of examinations;

(5) neglects to exercise due care in the smooth, proper and strict conduct of the examinations, leading to the instances of the mal-practices or adoption of unfair means at the examination centres of the affiliated college/recognized institution;

(6) permits and/or encourages directly or indirectly mal-practices in the conduct of examinations;

(7) collects unauthorized or higher fees from the students;

(8) neglects to take appropriate disciplinary action as directed by the University against the Principal/Director/teachers or other employees as per the relevant provisions in the Standard Code;

(9) neglects to implement or comply with the decisions of the Grievances Committees of the University constituted under the relevant provisions of the Act, appropriately and promptly;

(10) refusal for participation or non-participation in conduct of University Examination and Evaluation process leading to delay in declaration of results

(10) commits any other act which, in the opinion of the Executive Council, is an act violating the conditions of affiliation/recognition, as the case may be, and/or other rules or directives or orders of the University.

S13.20: Penalties

(1) The Executive Council may impose any one or more of the following penalties upon the affiliated college/ recognised institution or the management thereof, as the case may be, found guilty of an act of violation of conditions specified in Statute S13.19 above, commensuration with the gravity of an act of violation of conditions, namely:-

(a) warning/reprimand;

(b) a fine not less than Rs. Ten thousand and not exceeding Rs. Ten lakh;

(c) prohibition to continue unauthorized division or course beyond the respective academic year;

(d) prohibiting the students to complete the unauthorized course and/or to appear for examination.

(e) denial to accept the eligibility forms, examinations forms and/or any other forms submitted beyond the prescribed date;

(f) discontinuation of the centre for conducting the examinations for a specified period;

(g) a fine of the amount equivalent to five times the total fees charged to the students admitted in excess along with the reduction in the strength in the courses/divisions/students for the subsequent year/s not more than number of

courses/divisions/students admitted in excess of the permitted strength for that academic year;

(h) suspension of affiliation or recognition, as the case may be, and prohibiting new admissions of the students to the courses;

(i) any other punitive action, as it may deem fit.

S13.21: Procedure to Impose Penalties

(1) Upon receipt of a complaint, or *suo motu*, if the Executive Council is *prima-facie* satisfied that the affiliated college/recognised institution or the management thereof, as the case may be, has committed violation of any of the conditions provided in Statutes S13.19, it shall issue a notice to the management of the erring affiliated college/recognized institution about alleged act/s of violating conditions and shall require the management to submit written explanation to the Vice- Chancellor, within a period of fifteen days. A copy of such notice shall also be sent to the Principal of the affiliated college or Head of the recognised institution, as the case may be.

(2) In case the management fails to submit the written explanation within the stipulated period or admits the acts of violation of conditions indicated in the notice, the Executive Council shall decide the quantum of penalties to be imposed upon the erring affiliated college/recognised institution or the management thereof, as the case may be;

(3) If the management does not admit the acts of violation of conditions indicated in the notice, the Executive Council shall appoint a, Enquiry Committee to cause an enquiry into the matter.

(4) The Enquiry Committee shall offer reasonable opportunity to be heard to the University and to the management of the erring affiliated college/recognised institution to present their respective claims, with or without oral and/or documentary evidence. The enquiry committee shall record its findings on each act of violation of conditions indicated in the notice and shall also record the reasons for such findings. The Enquiry Committee shall complete the enquiry and submit the report to the Executive Council, within thirty days from date of its constitution.

(5) The Executive Council on the basis of the findings of the Enquiry Committee shall decide to impose any or all of the penalties and fines prescribed in clause (3) as it may deem fit.

(6) Upon the Executive Council deciding the quantum of penalties, the Board of Examination shall issue the management of the erring affiliated college/recognised institution, a final notice to show cause as to why penalty as decided by the Executive Council should not be imposed on it and shall require the management to submit the written explanation within a period of fifteen days. On receipt of the written explanation and or in absence thereof, the Board of Examination shall place the notice and the written explanation before the Executive Council in its ensuing meeting, which shall, after taking consideration of the cause shown by the management of the erring affiliated college/recognised institution, decide the final quantum of penalty to be imposed.

(7) The Board shall inform the management of the erring affiliated college/recognised institution, of the penalty so imposed, within fifteen days from the date of decision of the Executive Council.

(8) If the management fails to comply with the order of the University imposing penalty, without any reasonable cause, within the period specified in the order, or

within such further period as may be allowed by the University, the management, shall be liable to pay–

(a) the fine which may extend to five thousand rupees per day, for the first default;

(b) the fine which may extend to ten thousand rupees per day, for the second and subsequent defaults.

S13.22: Effect of Imposition of Penalty

Imposition of the penalty under this Statute does not imply in any event that the irregularity committed by the erring affiliated college/recognized institution or the management thereof, as the case may be, is regularised or waived

STATUTE FOR GRANT OF AUTONOMY TO UNIVERSITY DEPARTMENTS AND INSTITUTIONS

(Under Section 55 of the Dr. Babasaheb Ambedkar Technological University Act of 2014)

DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY

Established as an Affiliating Technical University in the State of Maharashtra

Under *Maharashtra Act No. XXIX* of 2014 *dated* March 2014

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STATUTE FOR GRANT OF AUTONOMY TO UNIVERSITY DEPARTMENTS AND INSTITUTIONS

In exercise for powers conferred by Section 40 read with *Section 55* of the Dr. Babasaheb Ambedkar Technological University Act of 2014, (Maharashtra Act. No. XXIX of 2014), the First Vice-Chancellor hereby, prescribes the First Statute, relating to Norms for Grant of Autonomy to University Departments and Institutions,

S14.1 Short title and application.-

(1) This Statute may be called the Statute for Norms for Grant of Autonomy to University Departments and Institutions, 2019.

(2) This Statute shall apply to all Departments, Institutions, Research Centres of the Dr. Babasaheb Ambedkar Technological University seeking the conferment of autonomous status.

S14.2 Definitions.-

In this Statute, unless the context otherwise requires—

(1) "Academic Council" means the Academic Council of the University;

(2) "Act" means the Dr. Babasaheb Ambedkar Technological University Act, 2014 (Maharashtra. XXIX of 2014);

(3) "Board of Studies" means the Board of studies of the autonomous Department;

(4) "Statutory body" means a body constituted under any law for the time being in force for determining and maintaining prescribed standards of quality in the relevant areas of higher education;

(5) AICTE means 'All India Council for Technical Education'

(6) "UGC" means the University Grants Commission established under the University Grants Commission Act, 1956.

S14.3 Terms and conditions of an autonomous university department or university institution.-

(1) An autonomous university department or university institution shall,

(a) review existing courses or programmes and, restructure, redesign and prescribe its own courses or programmes of study and syllabi;

(b) formulate new courses or programmes as per the nomenclature specified by the UGC vide Notification No. F.5-1/2013 (CCP-II) published in Gazette of India, July 5, 2014 and as amended from time to time;

(c) evolve methods of assessment of students performance, conduct of examinations and declaration of results;

(d) announce results, issue mark sheets and other certificates, with University logo. However, the degree shall be awarded by the University with the name of the university department or university institution on the degree certificate;

(e) prescribe norms for admission which shall be in consonance with the reservation policy of the State Government or Central Government, as the case may be;

(f) prepare Academic Calendar which shall be in consonance with the University calendar;

(g) strengthen research activities;

(h) recommend fees for the respective courses for consideration of Fee Fixation Committee of the University;

(i) constitute its own Departmental Committee, Examination Committee, Board of Studies and other Committees for smooth conduct of academic programmes and examination.

(2) Autonomous university department or university institution shall have full academic and administrative autonomy. However, it will not have a privilege of creating and appointing its own administrative and teaching posts. Teachers shall be appointed by the university as per the regulations prescribed by the All India Council for Technical Education (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, 2010 as amended from time to time;

(3) The autonomous university department or university institution shall continue to receive only those funds from the University, State Government, Central Government and other funding agencies as being done before the grant of autonomous status, if any:

Provided that, the autonomous university department or university institution does not entitle for any extra grants after conferment of autonomous status.

(4) Autonomy granted to the university department or university institution is at the institutional level and is not partial, and shall cover the programmes at all levels such as U.G., P.G., and Ph.D. offered by the university department or university institution. The courses introduced by the university department or university institution after the conferment of autonomous status shall automatically come under the purview of autonomy.

(5) The autonomy shall always come into effect from the ensuing academic year.

(6) The students enrolled for the first year of any course at the time of actual commencement of autonomy to the university department or university institution only shall be covered under autonomy and thereafter such students shall be covered under autonomy progressively.

(7) Autonomous status shall be granted to university department or university institution initially for a period of five years. Every further extension for five years shall be granted after receiving and reviewing the satisfactory report of the Expert Committee, appointed by the Vice-Chancellor of the university.

S14.4 Role of the University.-

(1) The Board of Deans of the University shall, after receiving the application of the university department or university institution for grant of autonomous status, constitute the Expert Committee for onsite visit to the university department or university institution.

(2) The Expert Committee shall consist of the following members, namely:-

(a) Former Vice-Chancellor of the State university or Central university in India- Chairman

(b) Dean of the Faculty concerned of other university in India;

(c) Two professors in the relevant subject, of other universities;

(d) Director Technical Education or his nominee not below the rank of Joint Director.

(e) Dean of the faculty concerned- Member Secretary.

(3) The university department or university institution on attaining autonomous status shall continue to be university department or university institution and shall enjoy the privileges of autonomy.

(4) The university shall ensure that all teaching positions required to run self-financed courses are also filled.

(5) There shall be responsive administrative and governance support of the university.

S14.5 Role of the State Government.-

(1) The State Government shall continue to provide the funds to the university department or university institution as had been providing before the conferment of autonomous status.

However, the university department or university institution shall not claim any extra financial aid from the State Government.

(2) The State Government shall ensure that all sanctioned faculty positions are allowed to be filled on regular and ongoing basis.

S14.6 Eligibility.-

(1) The university department or university institution shall have at least 10 years of existence.

(2) The university department or university institution shall have the required number of qualified full-time teachers appointed as per AICTE norms.

(3) The university department or university institution shall be accredited by NBA for three years.

S14.7 Conferment or extension of autonomous status.-

(1) The university department or university institution intending to have autonomous status shall submit an application to the university, any time during the year, in the Form annexed to this Statute.

(2) If the university department or university institution is found to have fulfilled the eligibility conditions, the Board of Deans, shall examine the proposal for conferment

or extension of autonomous status and shall arrange for onsite visit of an Expert Committee.

(3) The report of the Expert Committee for conferment or extension of autonomous status shall be placed before Academic Council and Executive Council by the Board of Deans for consideration. The letter granting autonomy may be issued by the university on the basis of the decision of the Executive Council.

(4) The autonomous university department or university institution shall apply in the prescribed Form to the university for extension of autonomous status six months prior to expiry of the autonomy cycle.

(5) If an autonomous university department or university institution wishes to surrender the autonomous status, it shall follow due process of forwarding the resolution passed by the Governing Body to the university. However, such withdrawal shall take effect only after the last batch of students then enrolled under autonomy passes out.

S14.8 Criteria for granting autonomy to the university department or university institution.-

(1) Good academic reputation with previous performance in university examinations and its academic or co-curricular or extension or research activities.

(2) The university department or university institution shall have executed at least five Projects sanctioned by the Government or non- Government Funding Agencies in preceding five years.

(3) The university department or university institution shall have conducted faculty training programmes, such as FDP, STTP, etc.

(4) The university department or university institution shall have been sanctioned Institutional Development Proposals such as FIST by DST , SAP by UGC, MODROB by AICTE, ICSSR, SWACH BHARAT, JALYUKT SHIWAR, UNNAT BHARAT, etc.

(5) The university department or university institution shall have been strong linkages with Industries or Society or Alumni and shall have record of resource generation through consultancy.

(6) The university department or university institution shall have good placement record (in campus and off campus), for preceding five years.

(7) The examination result of the university department or university institution shall be 75% average for preceding five years.

(8) Extension Activities of the university department or university institution showing connectivity with the society.

(9) Quality and merit in the selection of UG, PG, and Ph.D. students subject to statutory requirements in this regard.

(10) Adequacy of infrastructure in terms of class rooms, library, books, journals and e-resources, laboratories and equipment, sports facilities and facilities for recreation activities for faculty and students as per the norms and standards.

(11) Financial strength of the university department or university institution in the form of adequate budgetary provisions annually by the University.

(12) Motivation and involvement of faculty in the promotion of innovative reforms.

S14.9 Monitoring of Autonomous University department or university institution.-

(1) The Departmental Internal Quality Assurance Cell (IQAC) shall have been established in the university department or university institution for regular monitoring of the activities.

(2) The Departmental IQAC shall consist of the following members, namely:-

(a) Head of Department/ Institution ……- Chairman;

(b) External Expert from Industry or Research Organization or Academic Institution nominated by Vice-Chancellor…. Member

(c) One Professor, One Associate Professor, One Assistant Professor nominated by the Head of the university department or university institution…. Member

(d) Student Representative, one under-graduate or post-graduate and one Ph. D….. Member

(e) Representative of administration of university department or university institution Alumni of the university department/ university institution…. Member

(f) One Teacher nominated by the Head of the university department or university institution…. Member Secretary.

(3) The Departmental IQAC shall appoint an external Peer Review Team comprising of academicians of repute and shall send report to university regarding the performance of the university department or university institution. The report shall also be put on public domain on the website of the university department or university institution. The external peer review shall be conducted at least once in a year. On receipt of adverse report by the external peer team appointed by Departmental IQAC or in case of complaint, the university shall have powers to constitute its own Expert Committee for careful scrutiny of the report and may revoke the autonomous status of the university department or university institution after giving due opportunity to the university department or university institution to defend itself.

(4) The autonomous university department or university institution shall, without fail, upload on its website information regarding the courses offered by it, fees for the courses, details of the teachers along with qualifications and unique ID, details of

adjunct teachers, admission procedure, the details of relevant infrastructures, research activities of the university department or university institution including thrust areas of research along with the details of Ph.D. students enrolled, with the date of registrations, topics of research, name of the supervisor, etc.

(5) The university department or university institution shall also put on its website the creation of various Committees or Cells as mandated in the various University Regulations notified from time to time. The university department or university institution shall conduct the meetings of the statutory bodies regularly and upload the minutes of the meetings on the website of the university department or university institution.

(6) The university department or university institution shall upload on its website all the information about the university department or university institution s in the prescribed format and the same shall be sent to the university while applying for fresh or extension of autonomous status. The university department or university institution shall also submit progress report the university and utilization certificate annually to the university and other funding agencies as per the prescribed norms.

(7) All the Regulations notified by the university, UGC, AICTE, MHRD and State Government shall be followed in letter and spirit by all the Autonomous institutions/departments and an undertaking to this effect shall be uploaded on the department website.

(8) The number of contractual teachers in an autonomous university department or university institution shall not be more than 10% of the total number of sanctioned teaching positions in the university department or university institution.

S14.10 Matters regarding starting of new courses.-

(1) An autonomous university department or university institution is free to start post-graduate diploma courses or certificate course without prior approval of the University and State Government:

Provided that, the prior approval of the Governing Body shall be obtained before introduction of these courses. Diplomas and certificates shall be issued under the seal of the university department or university institution. The university shall, however, be informed about such introduction of new courses.

(2) An autonomous university department or university institution is free to start a new degree or post-graduate course or Ph.D. with the prior approval of the Academic Council of the university and concerned Statutory Councils, such as AICTE, COA, PCI, etc., wherever required, provided the nomenclature of the degree is as per the University Grants Commission Notification on Specification of Degrees, 2014 and as amended from time to time. Such courses shall fulfill the minimum standards prescribed by the university, AICTE, PCI, and COA in respective discipline in terms of number of hours, credits, curricular content and standards.

(3) An autonomous university department or university institution may rename an existing course as per the University Grants Commission Notification on Specification of Degrees issued under Section 22 of the University Grants Commission Act, 1956 as amended from time to time, after restructuring or redesigning it with the prior approval of the Academic Council of the university.

S14.11 Governance of an autonomous university department or institution or department.-

(1) The university department or university institution shall constitute various bodies and committees to ensure proper management of academic, financial and general administrative affairs. The statutory bodies in the autonomous university department or university institution shall be as under:-

(a) Governing Body;

(b) Departmental Committee;

(c) Board of Studies.

(2) The university department or university institution shall, in addition, have other non-statutory committees such as the Planning and Evaluation Committee, Grievance Redressal Committee, Examination Committee, Admission Committee, Research committee, Library Committee, Student Welfare Committee, Internal Complaint Committee, Unfair Means Inquiry Committee, Anti Ragging Committee, Extra-Curricular Activities Committee and Academic Audit Committee, etc.

***(3)* Governing Body**

(a) The Governing Body shall consist of the following members, namely:-

(i) Vice-Chancellor -Chairman;

(ii) Dean of Faculty concerned;

(iii) Head of the university department or university institution;

(iv) expert from Industry or Research Organization nominated by the Vice-Chancellor;

(v) two Professors from other Universities or autonomous Institutes nominated by the Vice- Chancellor;

(vi) one Professor, one Associated Professor, one Assistant Professor, from the university department or university institution nominated by Head of the Department;

(vii) Chairman of Board of Studies of the relevant subject of the University;

(viii) one senior teacher nominated by Head of Department…..Member Secretary.

(b) The Governing Body shall have the following powers and duties, namely:-

(i) to recommend new under-graduate and post-graduate courses to the Academic Council of the University.

(ii) to control, regulate and co-ordinate research activity to maintain standards of teaching and research.

(iii) to approve academic calendar of the department, curriculum of the courses, co-curricular and extra-curricular activities, departmental extension activities,

(iv) to recommend departmental budget to the university to incorporate in the university budget.

(v) to allocate funds generated by the autonomous university department or university institution by undertaking projects as per the norms of the funding agency.

(vi) to provide guidelines for distribution of share generated through consultancy and allied services, among the teachers providing consultancy and allied services, autonomous department or university institution and the university.

(vii) to approve departmental research proposals for submission to funding agency through university.

(viii) to provide infrastructural facility for innovation and research project.

(ix) to recommend to the university the required faculty and non-teaching staff for appointment.

(x) to recommend to the university for signing of MoU with industry or research or academic institutions.

(xi) to approve Alumni association.

(xii) to recommend to the university institution of scholarship, studentship, fellowship, prizes and medals.

(xiii) to perform such other functions as may be assigned by the university.

(xiv) to approve regulations regarding admission of students to different programme of study in the department.

*(xv)*to approve regulations for sports, extra-curricular activities and proper maintenance and functioning of equipment and facilities.

(c) Term of the Governing Body shall be three years.

(d) The Governing Body shall meet at least twice a year.

(4) ***Departmental Committee***.-

(a) the Departmental Committee of university institution shall consist of the following members, namely:-

(i) the Director of Institution ……-.Chairman;

(ii) all the Heads of Departments in the university institution;

(iii) two Professors in the university institution;

(iv) two Associate Professors in the university institution;

(v) three Assistant Professors in the university institution:

Provided that the teachers representing different categories of teaching staff be appointed by the Director by rotation on the basis of seniority of service in the university institution;

(vi) not less than three experts or academicians from outside the university representing various fields to be nominated by the Vice-Chancellor;

(vii) a teacher in the university institution nominated by the Director……. -Member Secretary.

(b) the Departmental Committee of university department shall consist of the following members, namely:-

(i) the Head of the department.....Chairman;

(ii) all the Professors of the department;

(iii) two Associate Professors of the department;

(iv) two Assistant Professors of the department;

Provided that the teachers representing different categories of teaching staff be appointed by the Head by rotation on the basis of seniority of service in the department.

(v) not less than three experts or academicians from outside the university representing various fields to be nominated by the Vice-Chancellor;

(vi) a teacher nominated by the Head of the university department Member Secretary.

(c) The term of nominated members of the Departmental Committee shall be three years.

(d) The Departmental Committee shall meet at least twice a year.

(e) Powers and Functions of the Departmental Committee:

The Departmental Committee of the university department or university institution shall have following powers and functions, namely:-

(i) to guide the University department or university institution while fulfilling the objectives for which the university department or university institution has been granted autonomous status;

(ii) to recommend to the Governing Body for approval of new programmes of study leading to degrees or diplomas;

(iii) to make efforts for recruitments of teaching faculty in accordance with the policies laid down by the university and State Government, from time to time;

(iv) to prepare and submit annual budget of the university department or university institution to the governing body;

(v) to perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the university department or university institution;

(vi) to scrutinize and approve the proposals, with or without modification, of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that, where the Academic Council of the university differs on any proposal, it shall have the right to refer back the matter for reconsideration through the head of the university department or university institution to the Board of Studies concerned or reject it, after giving reasons to do so.

(vii) to make draft regulations regarding the admission of students to different programmes of study in the university department or university institution keeping in view the policy of the Government.

(viii) to make draft regulations for sports, extra-curricular activities, and proper maintenance and functioning of equipment and facilities,

(ix) to recommend to the Governing Body, institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.

(x) to give suggestions(s) to the university pertaining to academic affairs made by it.

(xi) to perform such other functions as may be assigned by the university.

(5) **Board of Studies**.-

(a) the Board of Studies shall consist of the following members, namely:-

(i) head of the university department or Director of the university institution ……-Chairman;

(ii) one teacher of each specialization;

(iii) Two subject experts from outside the university to be nominated by the Chairman of the Governing Body;

(iv) one expert to be nominated by the Vice-Chancellor from a panel of six recommended by Head of the university department or Director of the university institution;

(v) One representative from industry or corporate sector or allied area relating to placement nominated by the Governing Body

(vi) one post-graduate meritorious alumnus to be nominated by Director of the Institution or Head of the Department;

(vii) the Chairman, Board of Studies, may co-opt:

(a) Experts from outside the university whenever special courses of studies are to be formulated;

(b) Other member of staff of the same faculty;

(c) One teacher to be nominated by the Head of the university department or Director of the university institution .....Member Secretary.

(b) The term of the nominated members of the Board of Studies shall be three years.

(c) The Board of Studies shall meet at least twice a year.

(d) The Board of Studies of University department or university institution shall havethe following powers and functions, namely:-

(i) to prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for

consideration and forward to the Academic Council of the university for approval;

(ii) to suggest methodologies for innovative teaching and evaluation techniques;

(iii) to suggest panel of teachers to the Governing Body for appointment of examiners, paper setters and evaluators.

(iv) to coordinate research, teaching, extension and other academic activities in the university department or university institution.

(6) **Examination cell and system**:

An autonomous university department or university institution shall have an examination section headed by the chairman of examination committee. The head of the department or director of the school shall be the chief controller of examinations. The chairman of examination committee shall be assisted by the deputy chairman of the examination committee along with other office support.

(7) ***Examination Committee***.-

(a) the examination committee shall consist of the following members, namely:-

(i) one teacher nominated by the Head of the university department or Director of the university institution .....Chairman;

(ii) one Professor nominated by the Head of the university department or Director of the university institution;

*(iii)*one Associate Professor nominated by the Head of the university department or Director of the university institution;

(iv) two Assistant Professors nominated by the Head of the university department or Director of the university institution;

(v) two administrative staff nominated by the Head of the university department or Director of the university institution;

(vi) one teacher nominated by the Head of the university department or Director of the university institution .....Member Secretary.

(b) Term of the Examination Committee shall be three years.

(c) The Examination Committee shall meet at least twice a year.

(d) The Examination Committee shall have the following functions, namely:-

(i) to prepare time tables for Internal and end-semester examinations;

(ii) conduct of examinations;

(iii) evaluation of answer books and declaration of results in time;

(iv) to appoint Unfair Means Committee;

S14.12 Consequential and Financial Burden

The university shall bear all consequential and financial burden which would arise after the conferment of Autonomous status to the university department or university institution, as the case may be.

S14.13 Consequences of violation of provisions of directives or guidelines.-

All directives or guidelines of the UGC, other Apex Regulatory Bodies such as AICTE, PCI, COA, State Government and University issued from time to time shall be strictly followed, failing which, the UGC, other Apex Regulatory Bodies, State Government or University, as the case may be shall take appropriate action against the defaulting autonomous university department or university institution.

ANNEXURE

FORMAT FOR SUBMISSION OF PROPOSAL FOR GRANT OF AUTONOMY TO THE UNIVERSITY DEPARTMENTS

(Provide information for last Five years)

1. Name of the Department/Institution:
2. Year of establishment:
3. Courses offered: UG, PG, Ph.D., Integrated Courses:
4. Courses introduced during last 5 years:
5. Inter-disciplinary programmes offered and departments involved:
6. Courses conducted in collaboration with other Universities or Institutions:
7. Details of programmes discontinued, if any during last five years, with reasons:
8. Examination System: Annual or Semester or Trimester, Choice Based Credit System or Credit and Grading System or any other system, specify:
9. Provide information about the participation of teachers in curricular revision and number of courses (papers) taught and courses for which the curriculum was revised.
10. Information about courses having focus on Employability, Entrepreneurship and Skill development.
11. Number of value added courses imparting transferable and life skills offered during the year.
12. Does the department assess the learning levels of the students, after admission and organize special programmes for advanced learners and slow learners?
13. Provide information about differently abled students and facilities available for them.
14. Number of teaching posts sanctioned and filled.

Designation	Sanctioned	Filled	Filled under CAS
Professor			
Associate Professor			
Assistant Professor			
Others			
Total			

15. Faculty profile with name, qualifications, designation, experience, nature of appointment (confirmed or probation/temporary):

a) Appointed on grant-in-aid Posts.

Name	Designation	Qualifications	Teaching or Research Experience	Nature of appointment

b) Appointed from University Fund.

Name	Designation	Qualifications	Teaching or Research Experience	Nature of appointment,.

c) Other appointments such as Teaching associates, etc.

Name	Designation	Qualifications	Teaching or Research Experience	Nature of appointment

16. Details of Distinguished Professors or Visiting Fellows or Guest Lecturers, Adjunct and Emeritus Professors.

17. Percentage of classes taken by temporary or visiting faculty (programme - wise information):

18. Programme-wise Student Teacher Ratio: (*Average of 5 Years*)

19. Number of academic support staff (technical) and administrative staff sanctioned, filled and vacant

    a. Filled under grant-in-aid category:

Sr. No.	Posts	Sanctioned posts	Filled	Vacant
1	Laboratory Assistant			
2	Clerk (office)			

3	Laboratory Attendant			
4	Peon			
5	Others			

b. Filled from University fund:

Sr. No.	Posts	Sanctioned posts	Filled	Vacant
1	Laboratory Assistant			
2	Clerk (office)			
3	Laboratory Attendant			
4	Peon			
5	Others			

20. Thrust areas of research as identified by the department and its usefulness for society:

21. Does the department have well defined policy for promotion of research and available on website:

22. Information about individual research grants, projects completed and ongoing during the period of last 5 years:

a) From National funding agencies (like UGC, AICTE,CSIR, DST, ICSSR, DBT etc):

Sr. No	Name of the Principle Investigator (Co-investigator)	Title of the Project	Funding Agency, Duration & date of sanction	Amount (in Lakh)

b) From International funding agencies:

Sr. No.	Name of the Principle Investigator (C0-investigator)	Title of the Project	Funding Agency, Duration & date of sanction	Amount (in Lakh)

23. Funds received at Departmental level through DST-FIST; CSIR, UGC-SAP/CAS, DAE, DBT, BRNS, ICSSR, AICTE, etc

Scheme and Funding Agency	Non- Recurring	Recurring	Project Fellow	Total

24. Research facilities available in the department.

25. Number of teachers awarded international fellowships for advanced studies or research.

26. Number of JRFs, SRFs, and other research fellows working in the department.

Sr No.	Name of Guide	Name of JRF	Name of SRF	Topic of Research	Date of Admission	Funding Agency

27. Number of Post Doctoral Fellows, Research Associates working in the department.

Sr. No.	Name of the Faculty/Supervisor	Name of Post-doctoral Fellow	Name of Research Associates	Topic of Research	Duration of work(from-to)

28. Publications:

Sr. No	Name of the Teacher	Papers published in peer reviewed journals	Monographs, Books, Chapters in books	Citations	*h*-index	Impact factor range/Average Impact factor

29. Details of patents filed, granted and income generated:

30. Revenue generated from corporate training by the department.

31. Consultancy services provided and income generated:

Sr. No.	Year	Name of the teacher	Nature of consultancy	Funds generated (In Lakh)

32. Number of linkages developed with Institutions or Industries for Internship, on-the-job training, project work, sharing of research facility etc.

33. Details of collaborations and functional MoUs with Institutions of National, International importance, other universities and Industries.

34. Details of teachers invited as resource persons for Refresher courses, Orientation courses, Seminars, Workshops, Conferences at national and international levels.

35. Details of teachers participated in Refresher Courses, Orientation Courses, Short Term Course and Faculty Development Programmes.

36. Details of teachers participated in Seminars, Workshops and Conferences at national and international levels. (participant, presented paper, Resource Person, chaired the session, delivered keynote address)

37. Participation of teachers in various academic activities as members of committees at University level, State level, National level, International level bodies. (give details)

38. Details of teachers appointed or nominated on Editorial Boards at university, state, national and international level Journals.

39. Number of teachers who received Awards or Prizes /0r recognitions or fellowships at university, state, national and international level (provide details)

40. Awards and Prizes received by students at university, state, national and international level (provide details)

41. Details of Seminars/ Conferences/Workshops organized at university, state, national and international level and the source of funding.

Name of Conference/ Seminars / Workshops	Funding agency	No. of Participants	University/State/National/ International	Dates

42. Programme-wise Student profile.

UG/PG	Applications Received	Seats Available	No. of students Admitted		Total	Year
			Male	Female		

43. Year-wise results of students at UG and PG:

UG/PG	Year	No. of students		Pass percentage	Number of students with			
		Appeared	Passed		O	A	B	C

44. Number of days required for declaration of result.

Course UG/PG	Last date of examination	Date of declaration of result	Number of days required for declaration of result

45. Information about Masters programme:

No of Applications Received	Seats Available	No. of students admitted		Total	Year
		Male	Female		

46. Details of award of Masters degree.

Sr. No.	Name of the student	Name of the Guide	Topic of Research	Date of Registration	Date of Award

47. Information about Ph. D. programme:

No of Applications Received	Seats Available	No. of students admitted		Total	Year
		Male	Female		

48. Details of award of Ph. D. degree.

Sr. No.	Name of the student	Name of the Guide	Topic of Research	Date of Registration	Date of Award

49. Diversity of Students : (Year-wise)

Name of the Programme	Percentage of students from the same university	Percentage of students from other universities within the State	Percentage of students from universities outside the State	Percentage of students from other countries
UG				
PG				
M.Phil.				
Ph. D.				

50. Number of students qualified in State or National or International level Examinations, GRE/ GATE/GMAT/CAT/TOEFL/ Civil & Defense Services examinations.

Year	MPSC	UPSC	GMAT	CAT	TOEFL	GATE	GRE	Other Exams	Total

51. Student progression or placement record: percentage of students proceeded for higher studies and percentage of students placed:

Year	% proceeded for higher studies			Percentage of students placed
	UG to PG	PG to Ph.D.	Ph.D. to Post Doctoral	

52. Diversity of Faculty:

Teaching faculty	Percentage
from the same university	
from other universities within the State	
from other States	
from outside the country	

53. Average percentage of teachers using ICT methods for effective teaching with Learning Management System (LMS), e-learning resources etc.

54. Ratio of Mentor to Students for Academic & Stress related issues.

55. Present details of departmental infrastructural & other facilities with regard to
    a) Central Library Books and Journals-
    b) Departmental Library (books, journals etc.)-
    c) Total No. of Computers available in the department-
    d) Internet facilities for staff -
    e) Total number of class rooms-
    f) Class rooms with ICT facility-
    g) Students' laboratories-
    h) Research laboratories-
    i) Seminar Hall-
    j) Smart class rooms-
    k) Any other facility such as LCDs,

56. Brief information about Curricular Development:

    a) Whetherthefeedback collected from stakeholder's viz. Students /Alumni/Parents/Employers is analyzed and considered while framing curriculum?

    b) What is the frequency of curriculum revision?

    c) Does the curriculum have emerging thrust areas, including interdisciplinary area? (If yes, elaborate).

57. Teaching-Learning, Evaluation.

    (i) Percentage of teachers who prepare and follow Teaching plans.
    (ii) How many teachers use the following teaching methods?
        (a) Interactive lecture method using blackboard, Group discussions, Problem solving sessions and Seminars.
        (b) ICT methods to support lectures.
    (iii) Does the Department have Peer Review processes? If yes, are the suggestions of peer team effectively used to improve the quality of teaching?
    (iv) Does the department have any mechanism to ensure that entire syllabus is taught by the teachers during the semesters?
    (v) Does the department offer Bridge or Remedial courses? If yes, Give details.
    (vi) What are the methods used for conducting internal evaluation?
    (vii) How many days it takes to declare the result of the internal tests?

58. Teacher Performance:

    i) Whether the performance of the teacher is assessed by the students? If yes, whether the feedback reports are analysed and suggestions communicated to teachers?
    ii) Number of teachers getting a) Very Good _____ b) Good _____ c) Average_____ remarks from students.
    iii) Do teachers submit Self-Appraisal Reports? Are these reports appraised by HOD and forwarded to the university with comments?

59. Give details of student enrichment programmes (special lectures / workshops / seminar) involving external experts.

60. Highlight the Special facilities available in the Department.

61. Unique features of the department.

62. State the Innovative practices adopted in the department.

63. Future plans of the department:
    a. Long term plans-
    b. Short term plans

Date:

Director of the Institution/ Head of Department
Signature and Seal

STATUTE FOR GRANT OF AUTONOMY TO AFFILIATED COLLEGES AND RECOGNIZED INSTITUTES

(Under Section 55 of the Dr. Babasaheb Ambedkar Technological University Act of 2014)

DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY

Established as an Affiliating Technical University in the State of Maharashtra

Under *Maharashtra Act No. XXIX* of 2014 *dated* March 2014

CHAPTER FIFTEEN
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STATUTE FOR GRANT OF AUTONOMY TO AFFILIATED COLLEGES AND RECOGNIZED INSTITUTES

(under Section 55 of the Act)

In exercise of power conferred in Section 40 read with in *Section 55* of the Dr. Babasaheb Ambedkar Technological University Act of 2014, (Maharashtra Act. No. XXIX of 2014), the First Vice-Chancellor hereby, prescribes the Statute, relating to Norms for Grant of Autonomy to Affiliated Colleges and Recognized Institutions, namely :—

Need And Importance Of Autonomy

(1) Highlighting the importance of autonomous colleges, the document of the University Grants Commission on the profile of higher education in India clearly states that: "The only safe and better way to improve the quality of undergraduate education is to the delink most of the colleges from the affiliating structure. Colleges with academic and operative freedom are doing better and have more credibility. The financial support to such colleges boosts the concept of autonomy."

(2) The affiliating colleges do not have the freedom to modernize their curricula or make them globally competent, locally relevant and skill oriented to promote employability. The regulations of the university and its common system, governing all colleges alike, irrespective of their characteristic strengths, weaknesses and locations, have affected the academic development of individual colleges. Colleges that have the potential for offering programmes of a higher standard do not have the freedom to offer them. The UGC has recommended college autonomy, which, in essence, is the instrument for promoting academic excellence.

STATUTE FOR GRANT OF AUTONOMY TO AFFILIATED COLLEGES AND RECOGNIZED INSTITUTES

(under Section 55 of the Act)

S15.1 Short Title and application.-

(1) This Statute may be called the Statute for Norms for Grant of Autonomy to Affiliated Colleges and Recognized Institutions, 2019.

(2) This Statute shall apply to all affiliated colleges and recognized Institutions, of the Dr. Babasaheb Ambedkar Technological University seeking the conferment of autonomous status.

S15.2 Definitions

In these statutes, unless the context otherwise requires—

(1) "Academic Council" means the Academic Council of the autonomous college;

(2) "Act" means the Dr Babasaheb Ambedkar Technological University Act, 2014;

(3) AICTE means All India Council for Technical Education

(4) "Board of Studies" means the Board of Studies of a Department of the autonomous College;

(5) "College" means any institution, whether known as such or by any other name, which provides for undergraduate and/or postgraduate and/or Ph.D. programmes for obtaining any qualification from a university and which, is recognized as competent to provide for such programmes/courses of study and present students undergoing such courses of study for the examination for the award of such qualification, and includes recognized institution and conducted/constituent college;

(6) "Finance Committee" means the Finance Committee of the autonomous college;

(7) "Governing Body" means the Governing Body of the autonomous college, which is different from the Trust Board or the Board of Management or the Executive Committee or the Management Committee;

(8) "Notification" means a notification issued by the affiliating University declaring a college as an autonomous one after the conferment of autonomous status by the University Grants Commission;

(9) "Statutory body" means a body constituted under any law for the time being in force for determining and maintaining prescribed standards of quality in the relevant areas of higher education;

(10) "UGC" means the University Grants Commission.

S15.3 Role/terms and conditions of an autonomous college

(1) An autonomous college shall,

(i) review existing courses/programmes and, restructure, redesign and prescribe its own courses/programmes of study and syllabi;

(ii) formulate new courses/programmes within the nomenclature specified by the UGC as per the Specification of Degrees 2014 and amended from time to time;

(iii) evolve methods of assessment of students performance, conduct of examinations and notification of results;

(iv) to announce results, issue mark sheets, migration and other certificates; however, the degree shall be awarded by the parent University with the name of the college on the degree certificate;

(v) prescribe rules for admission in consonance with the reservation policy of the State Government/national policy;

(vi) fix fees of the courses at their own level;

(vii) constitute their own Governing Body, Academic Council, Board of Studies and Finance Committee.

(2) Autonomous colleges need not pay affiliation/recognition fee to the parent university every year. However, onetime fee shall be paid at the time of conferment of autonomous status and/or at the time of extension of autonomous status. Such fees shall be decided by the Executive Council of the university, provided that such fees shall not be more than the amount equivalent to four years affiliation/recognition fee for continuation of affiliation/recognition, as the case may be.

(3) Autonomous colleges shall have full academic and administrative autonomy and have privilege of appointing their own administrative staff and teaching faculty including Principal/Director. However, the staff shall be appointed as per the AICTE (Minimum Qualifications for Appointment of Teachers and other Academic Staff and Measures for the Maintenance of Standards in Technical Education) Regulations, 2010 as amended from time to time:

Provided that the college shall obtain the sanction/approval to the appointments of administrative staff and/or teaching faculty from the State Government and/or university, as the case may be.

(4) The autonomous colleges shall continue to receive funds as being done before the grant of autonomous status, if any.

(5) Autonomy granted to the college is at the institutional level and is not partial, and shall cover the programmes at all levels such as U.G., P.G. and Ph.D. offered by the college. The courses introduced by the college after the conferment of autonomous status shall automatically come under the purview of autonomy

(6) The autonomy shall always come into effect from the new academic year.

(7) The students enrolled for the first year of any course at the time of actual commencement of autonomy to the College only shall be covered under autonomy and thereafter such students shall be covered under autonomy progressively.

(8) Autonomous status shall be granted initially for a period of ten years; further extension shall be for five years at a time except those covered under Clause S15.6 (5).

S15.4 Role of the university

(1) The university shall forward the application of the college for autonomous status/provide nominee on the Expert Committee/various Statutory Bodies and issue notification within 30 days for a college to function as an autonomous entity once autonomous status is conferred on the college.

(2) If the University does not forward the proposal/provide nominee within 30 days, it shall be presumed that the University has no objection to the processing of the proposal by the UGC for conferment of autonomous status.

(3) The college on attaining autonomous status will continue to be affiliated to/recognized by the university but will enjoy the privileges of autonomy.

S15.5 Role of the state government

(1) The State Government shall provide nominee on the Expert Committee/various Statutory Bodies within 30 days.

(2) The State Government will continue to provide the same funds to Government/Aided colleges as they had been providing before the conferment of autonomous status.

(3) The State Government shall ensure that all sanctioned faculty positions are filled on regular and ongoing basis at all time.

S15.6 Eligibility

(1) Colleges (of any discipline) whether aided, partially aided and unaided/self financing are eligible, provided they are under Section 2(f) of the UGC Act.

(2) The college should have at least 10 years of existence.

(3) The college must be accredited by either NAAC with minimum 'A' Grade or by NBA for at least three programme(s) with a minimum score of 675 individually or a corresponding accreditation Grade/score from a UGC empanelled accreditation agency. However, if the number of programme(s) being run by the college is less than three, then each of the programmes should secure 675 or more marks. Accreditation status must be valid at the time of application.

The existing autonomous colleges shall be required to comply with this eligibility condition within a maximum period of five years from the date of notification of UGC regulations in this regard.

The conducted/constituent colleges shall also undergo separate accreditation by NAAC/NBA/UGC empanelled accreditation agency to be considered eligible.

(4) (i) Colleges accredited with a score of 3.0 and above, upto 3.25 on a 4 point scale of NAAC/corresponding NBA score / corresponding accreditation score from a UGC empanelled accreditation agency at the time of application shall be considered for grant of autonomous status with an on-site visit of the duly constituted Expert Committee.

(ii) Colleges which have a NAAC score of 3.26 and above, up to 3.50 or a corresponding NBA score or a corresponding accreditation Grade/score from a UGC empanelled accreditation agency for one complete cycle and also accredited accordingly in the second cycle, shall be considered for grant of autonomous status without on-site visit by the Expert Committee.

(iii) Colleges with 3.51 and above in a 4 point scale of NAAC or a minimum of three programmes have been accredited by NBA with a minimum score of 750 individually or a corresponding accreditation Grade/score from a UGC empanelled accreditation agency at the time of application shall be considered for grant of autonomous status without onsite visit by the Expert Committee.

However, the colleges are required to adhere to UGC Regulations like (a) curbing the menace of ragging in Higher Education Institutions Regulations 2012; (b) UGC (Promotion of Equity in Higher Educational Institutions) Regulations 2012; (c) UGC (Grievance Redressal) Regulations 2012, etc. in letter and spirit.

The application of colleges covered under 4 (b) and (c) above shall be considered as the report of the Expert Committee for consideration of the UGC and its approval thereof.

(5) If an autonomous college has obtained the score of 3.51 and above on a 4-Point scale from NAAC or a minimum of three programmes have been accredited by NBA with a minimum score of 750 individually or a corresponding accreditation Grade/score from a UGC empanelled accreditation agency, the college shall be granted extension of autonomous status for further ten years without on-site visit.

(Colleges which apply for reaccreditation within the stipulated six months before the end of the cycle of accreditation as per the guidelines of National Assessment and Accreditation Council, the gap period between two consecutive accreditations shall be condoned. In case of other colleges which have not applied as per the guidelines mentioned above, the maximum period for condonation would be one year between the two accreditation cycles)

S15.7 Conferment/extension of autonomous status

(1) A college intending to become autonomous shall make an application, any time during the year, in the format specified by the UGC, from time to time

(2) The college shall forward an advance copy of the proposal to UGC indicating the date of receipt of the proposal by the university for the record of the UGC.

(3) The college shall submit the proposal to the university which may forward the same to UGC within 30 days of the receipt of proposal. In case the proposal is rejected by the university, the decision shall be communicated to the college and the UGC through a "Speaking Order"

(4) If the university and State Government fail to provide the nominees for the UGC Expert Committee, the UGC may proceed with the on-spot visit and take decision on the proposal of the college.

(5) If the college is found eligible as per the guidelines, the UGC shall examine the proposal for conferment/extension of autonomous status with the help of an Expert Committee constituted by the Chairman of the UGC consisting of three expert members (preferably at the level of Professor/Principal of an autonomous college) out of which one shall be the Chairperson, nominees from the university and the State Government. A UGC official may be nominated to coordinate the visit

(6) The decision for conferment /extension of autonomous status shall be taken by the Standing Committee (comprising of three Commission members) on autonomous colleges after due consideration of the recommendations of the Expert Committee. The approval letters may be issued on the basis of the decision of the Standing Committee. The decisions may be ratified by the UGC subsequently.

(7) If the proposal of a college for the conferment of autonomous status is rejected for any reason whatsoever, the college shall be eligible to reapply, but not before one year from the date of rejection of its earlier proposal.

(8) The autonomous College shall apply in the prescribed format to the UGC for extension of autonomous status six months prior to expiry of the autonomy cycle.

(9) In case of expiry of accreditation cycle, the college seeking extension of autonomous status must submit a proof of having applied for accreditation by NAAC/NBA to be eligible for extension.

(10) Till the extension of autonomous status is awarded by the UGC, the college shall continue to avail the autonomous status. The UGC shall also consider the interim period while granting extension of autonomous status to the college.

(11) If an autonomous college wishes to surrender the autonomous status, it shall follow due process of forwarding the resolution by the Governing Body through the university (with a copy to the State Government) to UGC for consideration. However, such withdrawal shall take effect only after the last batch of students then enrolled under autonomy passes out.

S15.8 Criteria for granting autonomy to colleges

(1) Academic reputation and previous performance in university examinations and its academic/co-curricular/extension activities in the past.

(2) Academic/extension / research achievements of the faculty.

(3) Quality and merit in the selection of students and teachers, subject to statutory requirements in this regard.

(4) Adequacy of infrastructure in terms of class rooms, library books and e-resources, laboratories and equipments, sports facilities, facilities for recreation activities, residential accommodation for faculty and students, transport facilities etc.

(5) Quality of institutional management.

(6) Financial strength of the institution.

(7) Responsiveness of administrative structure.

(8) Motivation and involvement of faculty in the promotion of innovative reforms.

S15.9 Monitoring of Autonomous colleges

(1) The Internal Quality Assurance Cell (IQAC) shall be established in the college for regular monitoring of the college under intimation to the UGC. The Cell shall

have an external Peer Review Team comprising of academicians of repute and will send report to UGC regarding the performance of the college. The report shall also be put on public domain on the website of the college. The external peer review shall be conducted at least once in a year.

(2) On receipt of adverse report by the external peer team of IQAC or in case of complaint, the UGC has the power to constitute its own Expert Committee for careful scrutiny of the report and may revoke the autonomous status of the college after giving due opportunity to the management by way of notification and by passing a speaking order.

(3) The autonomous college shall, without fail, upload on its website information regarding the courses offered by it, the fees for the courses, the details of the faculty along with qualification and unique ID, the admission procedure, the details of relevant infrastructures, research activities of the college along with the details of Ph.D. students enrolled, if any, with the date of enrolment, topics and supervisor.

(4) The college shall also put on its website the creation of various Committees/Cells as mandated in the various UGC Regulations notified from time to time. The college shall conduct the meetings of the statutory bodies regularly and upload the minutes of the meetings on the college website.

(5) The college shall upload on its website all the information about the college in the prescribed format and the same shall be sent to the UGC while applying for fresh/extension of autonomous status. The college shall also submit progress report and utilization certificate annually as per the prescribed formats.

(6) All the Regulations notified by the UGC shall be followed in letter and spirit by all the Autonomous Colleges and an undertaking to this effect shall be uploaded on the College website.

S15.10 Matters regarding starting of new courses

(1) An autonomous college is free to start post-graduate diploma or certificate courses without prior approval of the University and State Government. However, approval of the concerned statutory bodies of the college shall be obtained. Diplomas and certificates shall be issued under the seal of the college. The university shall, however, be informed about such introduction of new courses.

(2) An autonomous college is free to start a new degree or post-graduate course/Ph.D. with the approval of the Academic Council of the college and concerned Statutory Councils, such as AICTE, PCI, COA, etc., wherever required, provided the nomenclature of the degree is in consonance with the UGC Notification on Specification of Degrees, 2014 as amended from time to time. Such courses shall fulfill the minimum standards prescribed by the university/UGC in terms of

number of hours, curricular content and standards, and the university and State Government shall be duly informed of such courses.

(3) An autonomous college may rename an existing course as per the UGC Notification on Specification of Degrees, 2014 as amended from time to time after restructuring/ redesigning it with the approval of the Academic Council of the college as per UGC norms. The university and State Government shall be duly informed of such proceedings.

S15.11 Examination cell and system

(1) An autonomous college shall have an Examination Cell headed by the Controller of Examinations. The Principal of the college shall be the Chief Controller of Examinations.

(2) The Controller of Examinations shall be assisted by the Deputy Controller of Examinations along with other office support.

S15.12 Governance of an autonomous college

(1) The college shall constitute various bodies and committees to ensure proper management of academic, financial and general administrative affairs.

The following shall be the statutory bodies in the autonomous college:

(i) Governing Body
(ii) Academic Council
(iii) Board of Studies
(iv) Finance Committee

(The Governing Body is different from Trust Board/Board of Management/ Executive Committee/ Management Committee).

(2) The college shall, in addition, have other non-statutory committees such as the Planning and Evaluation Committee, Grievance Redressal Committee, Examination Committee, Admission Committee, Library Committee, Student Welfare Committee, Sexual Harassment Committee, Extra-Curricular Activities Committee and Academic Audit Committee.

S15.13 Governing Body:

(1) Constitution of Governing Body of Private /Self Financing College/Constituent College run by Trust/Society

Number	Category	Nature

5 Members	Management	Trust or management as per the constitution or byelaws, with the Chairman or President/ Director as the chairperson
2 Members	Teachers of the College	Nominated by the Principal based on seniority by rotation
1 Member	Educationist or industrialist	Nominated by the management
1 Member	UGC Nominee	Nominated by the UGC
1 Member	State Government nominee	Academician not below the rank of professor or State Government official of Directorate of Technical Education/ State Council of Higher and Technical Education
1 Member	University Nominee	Nominated by the University
1 Member	Principal of College	Ex-Officio , Secretary

(2) Constitution of Governing Body of Government Colleges

Number	Category	Nature
3 Members one of them to be Chairperson	Educationist, Industrialist, Professional	Nominated by the State Government, persons of proven academic interest with at least PG level qualification
2 Members	Teachers of the College	Nominated by the Principal on seniority by rotation.
1 Member	Educationist or industrialist	Nominated by the Principal for two years
1 Member	UGC Nominee	Nominated by UGC
1 Member	State Government nominee	Nominated by the State Government
1 Member	University Professor	Nominated by the University
1 Member	Principal of College	Ex-Officio, Secretary

(3) Constitution of Governing Body of Constituent Colleges run by University

Number	Category	Nature
3 Members one of them to be Chairperson	Educationist, Industrialist, Professional	Nominated by the University, persons of proven academic interest with at least PG level qualification
2 Members	Teachers of the College	Nominated by the Principal on seniority by rotation.
1 Member	State Government nominee	Nominated by the State Government
1 Member	University Professor	Nominated by the University
1 Member	UGC Nominee	Nominated by UGC
1 Member	Principal of College	Ex-Officio, Secretary

(4) Term: The Governing Body shall be reconstituted every three years except in the case of UGC nominee who shall have a term of five years.

(5) Meetings: Meetings of the Governing Body shall be held at least twice a year.

a) The Principal/Director shall issue a notice of meeting at least fifteen days before the date of the meeting. However, in case of emergency meeting, the period of notice of agenda shall be waived by the Chairperson of the Governing Body and the item may be taken up for consideration with the approval of the Chairperson, even if the item is not included in the agenda.

b) The Chairperson, or in his absence, a member nominated by the Chairperson for the purpose, shall preside over the meeting.

c) One-third of the number of members shall constitute the quorum for a meeting. In case the meeting is adjourned for want of quorum, no quorum shall be required for such adjourned meeting.

d) The agenda of the Governing Body along with its enclosures and the minutes of the meeting of the Governing Body shall be treated as confidential document and shall not be disclosed to any persons other than members of the Governing Body till the action on the resolutions passed by the Governing Body is completed.

e) The decision of the Governing Body shall be recorded in the resolution form. The resolution shall not contain the deliberations and discussions and whether the decision

is unanimous or otherwise, except the mention of any dissent specifically requested for by the members for being so recorded.

f) The Secretary shall draw the minutes of the proceeding of the Governing Body within eight days from the date of the meeting and shall submit the same to the Chairperson of the Governing Body for approval. The minutes of the meeting shall be circulated to the members of the Governing Body along with the agenda of the succeeding meeting.

g) The Principal/Director shall ensure that the action taken on every resolution of the Governing Body is duly reported to the Governing Body in the next meeting. In order to ensure the proper reporting, the Principal/Director may adopt suitable administrative procedure such as maintaining the register of the items, the resolutions thereon and the nature of action taken.

(6) Powers of Governing Body:

Subject to the existing provisions in the bye-laws of respective college and Regulations of the university, the Governing Body shall have the following powers and functions, namely:-

a) Guide the college while fulfilling the objectives for which the college has been granted autonomous status;

b) Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council;

c) Approve new programmes of study leading to degrees and/or diplomas;

d) Make recruitments of Teaching Faculty, Principal/Director in accordance with the policies laid down by the UGC, AICTE, PCI, ACI and State Government, from time to time;

e) approve annual budget of the college;

f) perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college.

(7) Functions and duties of Governing Body:

Subject to the provisions of the Act and Statutes, Ordinances, Rules and Regulations made there under and the guidelines of the University Grants Commission, the Governing Body of the autonomous college, shall perform the following functions and duties, namely:-

(a) to approve the fee, including tuition fee and other charges payable by the students, on the recommendations of its Academic Council. The total fee shall not exceed the cost of

education per student which includes expenses on salary, non-salary, maintenance, rent and development. The autonomous college shall inform the fee structure so prescribed, to the University at least sixty days before the commencement of the terms of courses concerned;

(b) to institute scholarships, fellowships, studentship, medals, prizes and certificates on the recommendation of its Academic Council;

(c) to approve institution of new courses leading to degrees, diplomas or certificates, and to rename an existing course after restructuring/redesigning it as per the norms of the University Grants Commission. The University shall be duly informed of such courses at least sixty days before the commencement of terms of such courses. The University shall have the right to deny institution of such degree / diploma / certificate (under-graduate and post-graduate), if it is found that such new courses or restructured/redesigned courses do not fulfill the minimum standards and norms prescribed by the University /AICTE/PCI/ COA/ University Grants Commission in terms of number of hours, curricular contents and standards.

(d) to accept on behalf of the autonomous college, the endowments and donations;

(e) to consider, approve and adopt the financial estimates and balance sheet and audited statements;

(f) to make, amend and repeal rules and regulations pertaining to the internal functioning of the Governing Body;

(g) to receive the report of the working of the autonomous college;

(h) to consider the reports of the internal and external review committee of the autonomous college;

(i) to approve academic calendar of the autonomous college;

(j) to assess the feasibility and approve the proposals of academic programs;

(k) to perform such other functions, duties and constitute such other committees, as may be necessary for the proper development of the autonomous college and to fulfill the objectives and obligations of authority;.

S15.14 Academic Council:

(1) Constitution of Academic Council:

(a) The Principal (Chairman)

(b) All the Heads of Departments in the college

(c) Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college. Provided that two shall be from general category, one from SC/ST/DT/NT/OBC, by rotation and one shall be woman.

(d) Not less than four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.

(e) Three members not less than Professors nominated by Executive Council of the university

(f) A faculty member nominated by the Principal (Member Secretary).

(2) Term: The term of the nominated members shall be three years.

(3) Meetings: Academic Council shall meet at least twice a year.

(a) The Principal/Director of the autonomous college shall convene a meeting of the Academic Council.

(b) One-third members of the Academic Council shall constitute the quorum. In case meeting is adjourned for want of quorum, no quorum is required for such adjourned meeting.

(c) The decision of the Academic Council shall be recorded in the form of resolution.

(d) The Secretary shall draw the minutes of the proceeding of the Governing Body within eight days from the date of the meeting and shall submit the same to the chairperson of the Academic Council for approval. The minutes of the meeting shall be circulated to the members of the Academic Council along with the agenda of the succeeding meeting.

(4) Powers and duties of the Academic Council:

The Academic Council shall have powers to:

(a) to recommend to the Governing Body proposals to institute new courses/ programs of studies submitted by Board of Studies;

(b) to refer the matter for reconsideration to the Board of Studies or to reject the same after giving reasons therefore. After the matter is re-submitted by the Board of Studies, the Academic Council may decide the matter on merit and the decision of the Academic Council shall be final;

(c) to rename an existing course after restructuring/redesigning it. Such restructured/ redesigned courses shall fulfill the minimum standards and norms prescribed by the University /University Grants Commission in terms of number of hours, curricular contents and standards.

(d) to make regulations regarding the admission of students to different programmes of study in consonance with the reservation policy of the State Government;

(e) to initiate measures for improving the quality of teaching, frame rules for conduct of examinations, rules of students' evaluation and develop student advisory programs;

(f) to make rules for sports, extra-curricular activities, for proper maintenance and functioning of the building, libraries, laboratories, playgrounds and hostels;

(g) to recommend to the Governing Body, institution of scholarship, studentships, fellowships prizes and medals and frame rules for the award of the same;

(h) to advise the Governing Body on matters pertaining to the academic affairs;

(i) to prescribe norms for recognition and to grant recognition to teachers;

(j) to perform such other functions and duties as may be assigned by the Governing Body.

S15.15 Board of Studies:

(1) Composition of Board of Studies:

(a) Head of the Department concerned (Chairman).

(b) The entire faculty of each specialization.

(c) Two subject experts from outside the University to be nominated by the Academic Council.

(d) One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college principal.

(e) One representative from industry/corporate sector/allied area relating to placement.

(f) One postgraduate meritorious alumnus to be nominated by the principal.

The Chairman, Board of Studies may, with the approval of the principal of the college, co-opt:

i) Experts from outside the college whenever special courses of studies are to be formulated.

ii) Other members of staff of the same faculty.

(2) Term: The term of the nominated members shall be three years.

(3) Meetings: The Board of Studies shall meet at least twice a year. One-third members of the Board of Studies shall constitute the quorum. In case meeting is adjourned for want of quorum, no quorum is required for such adjourned meeting.

(4) Functions and duties of the Board of Studies:

The Board of Studies of a Department in the college shall have the following functions, namely:-:

(a) To prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;

(b) To suggest methodologies for innovative teaching and evaluation techniques;

(c) To suggest panel of names to the Academic Council for appointment of paper setters, examiners and moderators ; and

(d) To coordinate research, teaching, extension and other academic activities in the department/college.

S15.16 Finance Committee:

(1) Composition of Finance Committee:

(a) The Principal/Director (Chairman).

(b) One person to be nominated by the Governing Body of the college for a period of two years.

(c) Finance Officer of the University

(d) One senior-most teacher of the college to be nominated in rotation by the principal/ director for two years.

(2) Term: Term of the Finance Committee shall be three years.

(3) Meetings:

The Finance Committee shall meet at least twice a year. One-third members of the Finance Committee shall constitute the quorum. In case meeting is adjourned for want of quorum, no quorum is required for such adjourned meeting.

(4) Functions of the Finance Committee:

The Finance Committee shall act as an advisory body to the Governing Body, to consider:

(a) Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and
(b) Audited accounts for the above.
(c) to prepare various proposals for getting funding from the AICTE/ University Grants Commission and from other funding agencies, under the guidance of the Academic Council of the college/ recognized institution.
(d) to carry out any other function as may be assigned by the Governing Body

S15.17 Examination Committee of autonomous college/ recognized institution:

(1) Autonomous College shall have an Examination Cell headed by Controller of Examinations. The Principal of the college shall be the Chief Controller, Examinations.

(2) The Controller of Examinations shall be assisted by the Deputy Controller of Examinations along with other office support.

(3) The autonomous college/ recognized institution shall constitute the Examination Committee, which shall consist of the following members, namely:-

(a) Principal/Director, Chairperson;

(b) Controller of Examinations

(c) three teachers with minimum ten years teaching experience nominated by the Chairperson by rotation, according to seniority;

(d) One evaluation expert nominated by the Chairperson;

(e) Office Superintendent/ Registrar / Member of teaching staff nominated by the Principal

(4) The tenure of the Examination Committee shall be of two years.

(5) Meeting of Examination Committee

(a) The Committee shall meet at least twice during the academic year and such other time as required.

(b) One third members shall constitute a quorum. If the meeting is adjourned for want of quorum, no quorum shall be required for such adjourned meeting.

(c) In case of any emergency which require immediate action to be taken, the Chairperson of the Committee or any other officer or person authorized by him in that behalf, shall take such action as he thinks fit and necessary, and shall report at the next meeting of the Committee, of action taken by him.

(6) Powers and duties of the Examination Committee:

(a) The Examination committee shall have the following powers and duties, namely:-

(i) to ensure proper organization of examinations, tutorials and tests including moderation, tabulation and declaration of the results;

(ii) to appoint examiners, moderators, and paper-setters from amongst the persons included in the panels prepared by the respective Board of Studies and approved by Academic Council;

(iii) to obtain three sets of question papers in sealed covers in the respective subject. The Chairperson shall draw at random one of such sealed covers with seal intact, which shall then be sent for printing;

(iv) to carry out examination reforms by use of modern technology and update the same from time to time;

(v) to prepare the time schedule of examination and dates of declaration of their result at the beginning of the term and notify the same.

(vi) to carry out any other function as may be assigned by the Governing Body.

(b) Assessment of answer-books: The assessment of answer-books for all examinations shall be done centrally through Central Assessment System. Answer-books of all examinations shall be bar coded and the result sheet shall be prepared by the Examination Committee.

(c) Malpractices and lapses:

(i) In order to investigate and take disciplinary action for malpractice and lapses on the part of candidates, paper setters, examiners, moderators, teachers or any other person connected with the examinations, the Controller of Examinations shall constitute a Committee consisting of three members, of whom one shall be Chairperson.

(ii) The recommendations of the Committee shall be placed before the Examination Committee, which shall take the disciplinary action in the matter as it deems fit.

(iii) The Examination Committee shall arrange for strict vigilance during the conduct of the examination so as to avoid use of unfair means by the students, teachers, invigilators and supervisors.

(d) The Examination Committee shall perform such other duties and responsibilities which are assigned to it, from time to time, by the Governing Body.

S15.18: Other Committees of autonomous college

(a) The Governing Body of the autonomous college may constitute the following committees

(i) Purchase Committee,

(ii) Planning and Evaluation Committee,

(iii) Grievance Redressal Committee,

(iv) Admission Committee,

(v) Library Committee,

(vi) Student Welfare Committee,

(vii) Extra-curricular Activities Committee

(viii) Academic Audit Committee,

(b) The Governing Body may also constitute specific Committees with terms and reference for any specific task and such committee shall consist of members of the Governing Body or statutory bodies, as the case may be.

(c) Tenure of these Committees shall be three years.

(d) Duties and responsibilities and the procedure of their meetings shall be such as may be prescribed by the Governing Body.

S15.19: Casual Vacancy in Statutory Bodies

(a) When any vacancy occurs in the office of a member of any body or committee, other than an ex-officio member of the Governing Body, before the expiry of his normal term, the vacancy shall be filled in, as soon as may be, by nomination of a person by the respective authority.

(b) The person so nominated shall hold office only so long as the member in whose place he has been nominated would have held it, if the vacancy had not occurred.

S15.20 Question regarding Interpretation and Disputes regarding Constitution of Bodies/Committees of autonomous college

If any question arises regarding interpretation of provision of any rule or regulations or whether a person who has been duly appointed/ nominated/ co-opted is entitled to be a member of the authority or body or committee of the autonomous college, the matter may be referred to the Vice-Chancellor of the University who shall, after taking leagal advice as he thinks necessary, decide the question and his decision shall be final.

S15.21: Conduct of Examinations and Declaration of Results

(a) The autonomous college shall conduct the examinations at specified periods as determined and notified by Examination Committee. The examination and evaluation shall be carried out in such a manner as to enhance the trust and the credibility in the minds of the students and the society by being fair and rational.

(b) The students after passing the examinations conducted by the autonomous college shall be awarded degree/ diploma/ certificate, as the case may be, by the university as per the provisions of the Act and the Statutes.

(c) The autonomous college shall strive to declare results of each and every examination conducted by it within thirty days from the last date of the examination for that particular course and shall, in any case declare the results latest within forty-five days thereof:

Provided that if for any reasons whatsoever, the autonomous centre is unable to finally declare the results of any examination within the aforesaid period of 45 days, it shall submit a report incorporating the detailed reasons for such delay to the Vice-Chancellor of the University.

S15.22: Generation and Utilization of Funds

(a) The autonomous college shall be competent to raise its own resources by-

(i) introducing the new degrees / diplomas /certificates courses on self-financing basis;

(ii) accepting endowment and/or donations in concurrence with the relevant Act/Rules, which are not linked with the admissions;

(iii) revising fees of the self-finance courses instituted by them with the permission of its Academic Council and Governing Body;

(iv) receiving grants from various funding agencies in different fields of Science Technology, Education, Management etc.;

(vi) such other sources which are legally permissible in consonance with the objectives of the autonomous college and of grant-in aid;

(b) The resources generated by the autonomous college shall be utilized solely for the purpose of its generation and for the development of the autonomous college as provided for, by the annual financial estimates (Budget) approved by the Governing Body.

S15.23: Inspection of autonomous college

(a) The University on receiving the complaint that the autonomous college has violated any of the provisions of the Act, Statutes, Ordinances and Regulations or the adverse report of the External Peer Review Team of IQAC may appoint an inspection committee and obtain a report thereof.

(b) The Inspection committee shall consist of the following members, namely:-

(i) Director of Regional Centre of the University, Chairperson;

(ii) one expert not below the rank of professor/principal, nominated by the executive Council of the University;

(iii) one person nominated by the Vice-Chancellor of the University, who shall include distinguished educationist, industrialist, professional, etc.;

(iv) one Nominee of the Government of Maharashtra, not below the rank of the Joint Director nominated by the Director, Technical Education,

(v) Dean of the Faculty concerned (Member Secretary).

(c) The inspection committee shall -

(i) inspect the functioning of the autonomous college on the basis of the report of the external peer team of IQAC and the complaint received;

(ii) ensure that the minimum standards and norms prescribed by the University/ AICTE/ University Grants Commission/ Government of Maharashtra are fulfilled;

(iii) evaluate the academic and standards of the autonomous college;

(d) The report of the inspection committee shall be submitted to the Vice-Chancellor of University within thirty days from the date of its constitution.

(e) The Vice-Chancellor of the University shall call for the compliance of the report of the inspection committee, from the autonomous centre, within a period of sixty days.

S15.24: Action on the Report of Inspection Committee-

(a) The Academic Council of the University, on the basis of the report of the inspection committee and the compliance thereof submitted by the autonomous college, may recommend to the executive Council to take appropriate action or recommend to UGC to revoke the autonomous status conferred on the autonomous college.

(b) The Executive Council of the University shall cause to issue a notice through the Vice-Chancellor to the autonomous college to show cause as to why the autonomous status conferred on the college should not be withdrawn. The executive Council shall mention the grounds on which it proposes to take action and shall also specify in the notice, the period which shall not be more than thirty days within which the autonomous college should file its written statement in reply to the notice.

(c) On receipt of the written statement or on expiry of the period specified in the show cause notice and after hearing the autonomous college concerned, the Executive Council shall decide whether the autonomous status should be revoked or not, recording the reasons therefore.

(d) The Vice-Chancellor shall send the decision of the Executive Council for revocation of the autonomous status along with the show cause notice, written statement, if any, submitted by autonomous college concerned, and other relevant documents to the UGC for necessary action.

(e) On receipt of the concurrence of the UGC, the Director of Regional Centre shall communicate to the autonomous college concerned, the decision of revocation of autonomous status conferred on it with a copy tt the state government and AICTE.

(f) The revocation of the autonomy conferred on the autonomous college shall be in phases. The students admitted prior to the revocation of autonomous status shall continue to be treated as students of the autonomous college and shall be allowed to complete their respective courses to which they are admitted, within the prescribed period.

S15.25: Recruitment of the Teaching and Non-Teaching Staff

The recruitment of the teaching and non-teaching staff and their qualifications, and service conditions shall be as per the Standard Code prescribed by the State Government and as per the reservation policy prescribed by the State Government, from time to time.

S15.26 Consequences of violation of provisions of directives/guidelines

All directives/guidelines of the UGC, Apex Regulatory bodies, State Government and university issued from time to time shall be strictly followed, failing which appropriate action shall be taken against the defaulting autonomous college.

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STATUTE FOR RECOVERY OF DAMAGES OR LOSS

DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY
Established as an Affiliating Technical University in the State of Maharashtra
Under *Maharashtra Act No. XXIX* of 2014 *dated* March 2014

CHAPTER SIXTEEN

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STATUTE FOR RECOVERY OF DAMAGE OR LOSS

(under Section 25(2) of the Act)

S16.1: Competent Authority

The Vice-Chancellor shall be the competent authority to take an action of recovery of damage or loss from any authority or body or members thereof or from any officer for causing damage or loss to the University. If the damage or loss to the University is caused by any action of the Vice-Chancellor, the Chancellor shall be the competent authority.

S16.2: Grounds for Recovery of Damage or Loss

Any damage or loss to the University shall be liable to be recovered from the authority or body or the concerned members thereof, jointly or severally, or from the officer concerned, if it is found that such damage or loss has been caused to the University-

(1) by any action, wilful or negligent, on the part of the authority or body or officer concerned, which is not in conformity with the provisions of this Act, Statutes, Ordinances or Regulations, except when done in good faith; or

(2) due to failure to act in conformity with the provisions of this Act, Statutes, Ordinances or Regulations, by wilful neglect or default on its or his part, as the case may be.

S16.3: Procedure for Recovery of Damage or Loss

(1) On a complaint being received against the authority or body or the concerned members thereof, or against the officer concerned, of having caused damage or loss to the University, the competent authority shall appoint a committee to determine whether there is that a *prima facie* case for initiating an action of recovery of damage or loss from such authority or body or members thereof, or against such officer.

(2) In case it is found that a *prima facie* case for initiating an action of recovery of damage or loss from such authority or body or members thereof, or against such officer concerned exists, the competent authority shall issue a notice in writing to the person/s concerned, to show cause as to why the damage or loss caused to the University shall not be recovered from him/them. The competent authority shall mention in the notice, the grounds on which it proposes to take the action and shall also specify the estimated amount of recovery and the period, being a period which shall not be less than thirty days within which the person/s concerned should file his written explanation in reply to the notice. Copies of relevant documents which have been relied upon, shall also be supplied to the alleged person/s along with the show cause notice.

(3) On receipt of such written explanation or on expiry of the period specified in the show cause notice issued under Clause (2), the competent authority shall offer a fair opportunity to the alleged person/s to explain, either on his own or through his representative, why the damage or loss caused to the University be not recovered from him/ them, jointly or severally.

(4) After taking into consideration the written explanation, if any, to the show cause notice, the statements of the alleged person/s, made and recorded during the course

of hearing and the relevant documents, the competent authority shall determine the amount to be recovered from the alleged person/s, jointly or severally, and the period within which such amount shall be paid, which shall not be less than thirty days and more than six months. Provided that-

(a) the total amount to be recovered shall not exceed the actual amount of the loss or damage caused to the University;

(b) recovery shall be compensatory and not penal in nature;

(c) recovery shall not be made for any remote or indirect loss or damage sustained by the University.

(5) The decision of the competent authority shall be communicated to the alleged person/s.

(6) The procedure prescribed in Clauses (3) and (4) need not be followed when the person alleged admits the alleged act in writing.

(7) The amount so recovered shall be deposited in the appropriate fund of the University.

STATUTE FOR CONDUCT OF

CONVOCATION OF THE UNIVERSITY

(Under Section 97 of the Act)

DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY

Established as an Affiliating Technical University in the State of Maharashtra

Under *Maharashtra Act No. XXIX* of 2014 *dated* March 2014

CHAPTER SEVENTEEN

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STATUTE FOR CONDUCT OF

CONVOCATION OF THE UNIVERSITY

(Under Section 97 of the Act)

S17.1 Convocation Procedure

(a) The University shall declare the tentative date of the Convocation in advance in its academic calendar.

(b) Convocation shall be held on the date to be fixed by the Vice-Chancellor in consultation with the Chancellor.

(c) In a meeting preceding the Convocation, the Academic Council shall recommend the names of the persons who have duly qualified for and sought admissions to the Degrees, Diplomas, or Certificates to the Executive Council; and also the names of the persons on whom Honorary Degrees and other Academic distinctions will be conferred.

(d) The Executive Council shall consider the names recommended by the Academic Council and give assent to confer the Degrees, Diplomas, Certificates, Honorary Degrees and other Academic Distinctions on the persons duly qualified for the same and in accordance with such assent of the Executive Council, the Degrees, Diplomas, Certificates, Honorary Degrees and other Academic Distinctions shall be conferred on the candidates.

(e) No degrees, diplomas, certificates and academic distinctions shall be conferred unless the same has been specified by the University Grants Commission and instituted by the University in accordance with the provisions of the Act. Such degrees, diplomas, certificates and academic distinctions shall be prescribed by the Ordinance.

(f) The university shall notify a programme of the convocation at least 30 days before the date of convocation fixed.

(g) The ceremony of Convocation shall be conducted as per the provisions made in the ordinance.

(h) The University may assign affiliated colleges/recognized institutions to hold graduation ceremony for their students on its behalf, on the date so fixed, for the purpose of distribution of degrees.

Provided that such graduation ceremony shall be held within one month after the convocation is held by the University.

(i) Such affiliated colleges/recognized institutions shall follow the directions given by the University in this regard and hold the graduation ceremony as per the schedule and protocol fixed.

S17.2 Convocation Ceremony

At the convocation, Dean of each Faculty, or in his absence, a member of the Faculty, nominated by the Vice-Chancellor, shall present the candidates who have sought admissions to respective Degrees, Diplomas, or Certificates.

S17.3 Degrees at the Convocation

On recommendation of the Academic Council, the Executive Council shall institute and confer the following Degrees at the Convocation.

(A) Faculty of Engineering and Technology

(1) **Doctor of Philosophy(Ph.D.) in**

Automobile Engineering
Biochemical Engineering
Biotechnology
Biomedical Engineering
Chemical Engineering
Civil Engineering
Computer Science
Computer Engineering
Electrical Engineering
Electronics Engineering
Electronics and Instrumentation Engineering
Electronics and Telecommunication Engineering
Environmental Engineering

Information Technology

Instrumentation Engineering

Mechanical Engineering

Petrochemical Engineering

Polymer Engineering

Production Engineering

Telecommunication Engineering

Thermal Power Engineering

(2) **Master of Technology (M.Tech.)**

Automobile Engineering

Biochemical Engineering

Biotechnology

Biomedical Engineering

Chemical Engineering

Civil Engineering

Computer Science

Computer Engineering

Electrical Engineering

Electronics Engineering

Electronics and Instrumentation Engineering

Electronics and Telecommunication Engineering

Environmental Engineering

Information Technology

Instrumentation Engineering

Mechanical Engineering

Petrochemical Engineering

Polymer Engineering

Production Engineering

Telecommunication Engineering

(3) **Bachelor of Technology(B.Tech.) in**

Automobile Engineering

Biochemical Engineering

Biotechnology

Biomedical Engineering

Chemical Engineering

Civil Engineering

Computer Science

Computer Engineering

Electrical Engineering

Electronics Engineering

Electronics and Instrumentation Engineering

Electronics and Telecommunication Engineering

Environmental Engineering

Information Technology

Instrumentation Engineering

Mechanical Engineering

Petrochemical Engineering

Polymer Engineering

Production Engineering

Telecommunication Engineering

(B) Faculty of Pharmacy

(1) Doctor of Philosophy (Ph.D.) in Pharmacy

(2) Master of Pharmacy (M.Pharm.) in Pharmacy

(3) Bachelor of Pharmacy (B.Pharm.) in Pharmacy

(C) Faculty of Architecture

(1) Doctor of Philosophy in (Ph.D.) in Architecture

(2) Master of Architecture(M.Arch.) in Architecture

(3) Bachelor of Architecture (B.Arch.) in
Architecture

(D) Faculty of Hotel Management and Catering Technology

(1) Doctor of Philosophy (Ph.D.) in
Hotel Management and Catering Technology

(2)Master of Hotel Management and Catering Technology(M.HMCT.) in
Hotel Management and Catering Technology

(3)Bachelor of Hotel Management and Catering Technology (B.HMCT.) in
Hotel Management and Catering Technology

(E) Faculty of Sciences

(1) Doctor of Philosophy(Ph.D.) in
Chemistry
Physics
Mathematics

(F) Faculty of Humanities

(1)Doctor of Philosophy (Ph.D.) in
English

(G) Faculty of Vocational Training (B.Voc.) in

(1) Bachelor of Vocation (B.Voc.) in
Software Development
Production Technology
Industrial Tool Manufacturing
Electronics Manufacturing Services
Industrial Tool Manufacturing
Automotive Manufacturing Technology
Refrigeration and Air Conditioning

STATUTES FOR INSTITUTION OF AWARDS, HONORARY DEGREES, DONATIONS, ANNUAL REPORT, REGISTRATION OF GRADUATES AND INFORMATION AND EMPLOYMENT BUREAU OF THE UNIVERSITY

(under section *29(1), 8(31), 8(20),* 39(i) *41(c), 41(g),* **66, 92, of the Act)**

DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY
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CHAPTER EIGHTEEN

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STATUTES FOR INSTITUTION OF AWARDS, HONORARY DEGREES, DONATIONS, ANNUAL REPORT, REGISTRATION OF GRADUATES AND INFORMATION AND EMPLOYMENT BUREAU OF THE UNIVERSITY

(under Sections *29(1), 8(31), 8(20),* 39(i) *41(c), 41(g),* **66, 92, of the Act)**

S18.1 Institution of Awards, Medals, Prizes, Fellowships and Scholarships

(1) The University, depending on its financial conditions, may offer fellowships, scholarships, free studentships to eligible candidates

(2) The Criteria and Procedure of award of Scholarships shall be as per corresponding ordinances.

(3) The University shall institute medals, and prizes for the students for exemplary performance to students in Academics, Sports, NCC, NSS, co-curricular and extracurricular activities

(4) The Criteria and Procedure of award of Medals and prizes shall be as per corresponding ordinances.

(5) The University shall accept donations and financial support to support the scholarships, medals and prizes to the students, staff, faculty members, alumni and other stake holders of the University.

(6) The University shall form Committees for award of Scholarship and medals and prizes as prescribed in corresponding ordinances.

S18.2 Honorary Degrees and Academic Distinctions *(Section 66 of the Act)*

(1) Doctor of Science (D.Sc.) *Honorius Causa* may be conferred upon persons or proven exceptional merit.

(2) The University may confer not more than two honorary degrees on academic distinctions per year, in the fields of Science, Technology, Engineering, Pharmacy, Architecture, and Social service.

(3) The Honorary Degrees and Academic Distinctions are conferred on suitable persons without undergoing any test or examination, on the ground solely that he/she by reason of his/her eminent position, attainments and public service, is a fit and proper person to receive such a degree or other academic distinction..

(4) The honorary degrees and academic distinctions shall be conferred at the convocation of the University.

(5) An Honorary Degree or Academic Distinction shall not be considered as an academic qualification.

S18.3 Eligibility for Honorary Degree

(1) The following persons shall be considered eligible for conferment of Honorary Degrees and Academic Distinctions

(i) Nobel Laureates.

(ii) Padma Awardees.

(iii) Persons of distinguished merit who have made outstanding contributions in the sphere of their activities as evidenced by their individual standing and stature, eminence of their personality, and impact of their contribution on the society.

(iv) Distinguished scholars of international recognition/reputation who have put in highest quality research work as demonstrated by high quality publications, very high

citations for research work done (excluding self-citations and services/monograph citations), H-index, large number of patents exploited, etc.

S18.4 Procedure for the conferment of Honorary Degrees and Academic Distinctions

(under Section 66 of the Act)

(1) There shall be a Standing Committee constituted by Academic Council of four eminent persons who are senior professors from the University, senior professors/scientists from Institutes of National Importance, which would invite and receive nominations for such awards from distinguished persons, public institutions and Academic bodies of the University.

(2) The Professors of the University, the Heads of the University Departments, the Executive Council members, and the Academic council members may send recommendations along with the required details to the Vice Chancellor, throughout the year.

(3) The persons nominated should not belong to any of the nominating institutions.

(4) The Standing Committee appointed by the Academic Council shall examine such nominations and forward their recommendations for considerations of the Academic Council

(5) The Academic Council shall evaluate the recommendations and make specific recommendations to the Vice-Chancellor of suitable names for the award of Honorary Degrees and Academic Distinctions.

(6) The Vice-Chancellor shall put up the recommendation to the Executive Council,

(7) The Executive council may consider and decide the conferment of an Honorary Degrees and Academic Distinctions and such recommendation shall be deemed to have been duly passed if supported by a majority of not less than two-thirds of the members present at the meeting of the Executive Council, being not less than one-half of the total membership.

(8) The Executive Council shall recommend the proposal to the Chancellor for approval for conferment of the Honorary Degrees.

(9) The Vice-Chancellor shall obtain approval of the Chancellor to the name(s) recommended.

S18.5 Acceptance and management of any property, legacy, endowment, donation, bequest or gift

(Under Sections 29(1)(xviii) and 8(31) of the Act)

(1) The University may accept any legacy, endowment, donation, bequest, gift, or any movable or immovable property for the purpose of education and research or otherwise in furtherance of the objects of the University, on conditions which are mutually acceptable to both the parties concerned.

(2) The University may act as trustees or managers for any property, legacy, endowment, bequest for the purpose of education and research or otherwise in furtherance of the objects of the University.

(3) For each such case the Registrar shall receive the request from the interested party and submit the proposal to the Executive Council.

(4) The Executive Council discuss the proposal and decide about the acceptance of the offer and stipulate appropriate conditions, if any, for the acceptance; or reject the offer.

(5) After the approval of the Executive Council, the Registrar shall sign the deed or Memorandum of Understanding on behalf of the University.

(6) The University shall not accept any legacy, endowment, donation, bequest, gift, or transfer of any movable or immovable property from any person with conditions not in line with objects of the University.

(7) Wherever necessary suitable rules shall be made to operate endowments and trusts.

(8) Once such legacy, endowment, donation, bequest, gift, or any movable or immovable property is accepted and acquired by the University, the donor party at no time can request to refund the money or property given and terminate the associated activities; unless otherwise stipulated in the agreement.

Provided that under special circumstances, the purposes for the utilization of the money or property may be changed with the approval of the Executive Council.

(9) The University shall not accept any legacy, endowment, donation, bequest, gift, or any movable or immovable property endowment, the benefits whereof are sought to be restricted to any religion, caste, creed or community.

Provided that the restrictions shall not apply in the case of an award meant for students belonging to the Reserved Categories.

S18.6 Annual Report of the University

(under Section 92 of the Act)

(1) The annual report of the University shall be prepared under the direction of the Executive Council, on or before such date as may be prescribed. The format shall be approved by the Executive Council .

(2) The University shall publish its Annual report in English and Marathi within four months of conclusion of Academic Year giving salient features of the progress of the University.

(3) The Registrar shall appoint a Committee of five members from the University to collate the information from Directors of Regional Centres, Jt. Directors of SubCentres, Heads of Departments at the Main Centres, Finance Officer, Director of Academics, Examination and Evaluation, Sectional Heads and Directors of different Boards at the University.

(4) The Committee shall submit the draft report to the Registrar before 15th September and initiate the process of printing the report.

(5) The final draft shall be presented to members of the Executive Council by 30th October.

(6) The Printed copies of the report shall be made available to the State Government before the winter session of the Assembly in December

S18.7 Establishment and Maintenance of Hostels

(under Section 8(20), 41(c), 41(g), of the Act)

(1) The University shall strive to provide accommodation to all students, research scholars and research fellows in the Hostels built by the University for the purpose.

(2) The University shall establish separate hostels for boys and girls at its campuses.

(3) A student pursuing his studies in the University may reside in hostel, owned and maintained by the University during the studentship of the academic programme.

(4) Every resident in the Hostels shall conform to rules laid clown by the Executive Council for the purpose.

(5) The information regarding hostels shall be provided on the University website as well as in the prospectus of academic programmes.

(6) Hostel shall have the following infrastructure and facilities, namely:-

(a) hostel rooms with an adequate furniture;

(b) sufficient toilet and bathroom facilities with wash basins on each floor of the students' hostel;

(c) visitor's room with comfortable seating, lighting and toilet facilities.

(7) The University shall provide the facility of mess and dining hall for the students staying in the hostels, with adequate tables, chairs, water coolers, refrigerators and heating facilities. Hand washing facilities shall be provided in the mess.

(8) Allotment of the rooms in the hostel to the students shall be made as per the regulations prescribed by the University in that regard.

(9) The University shall engage adequate staff for each hostel, such as warden, sweeper, gardener, security guards, etc.

(10) The University shall frame necessary regulations to ensure that the hostel property is protected, students staying in the hostel are comfortable in a conducive environment for healthy living and discipline is maintained amongst the inmates.

(11) The University shall take all necessary measures to prohibit ragging in any form in the hostel and shall take appropriate action against the student found guilty of ragging.

(12) For each Hall of Residence there shall be a Rector and such number of Assistant Rectors and other staff as may be determined by the Executive Council from time to time.

(13) The offices of Rector and Assistant Rector shall be held by the members of the Academic Staff of the University. The appointments shall be made by the Registrar.

(14) Rectors and Assistant rectors shall be entitled to rent free unfurnished quarters corresponding to the type of quarters to which they are normally entitled as teachers of the Institute. In addition, they shall be paid an allowance provided that in case a Professor is appointed as Warden, he shall not be entitled to receive any allowance.

(15) The management of the Hostels shall be in accordance with the rules laid down by the Executive Council.

S18.8 Residential Accommodation for Staff

(Section 8(20) of the Act)

(1) An employee of the University may be allotted an unfurnished house within the campus of the University for residential use, if available, in which he shall be required to reside, subject to such conditions as may be laid down by the Executive Council

(2) (a) An employee of the University who has been allotted house for residential use shall be charged licence fee at a rate prescribed by the Government, time to time.

(b) In addition to the licence fee, charges for water, electricity and any other service rendered shall be recovered from an employee at such rates as may be determined by the Director from time to time and in the case of Vice-Chancellor, by the Executive Council.

(3) The Executive Council may allot furnished or unfurnished accommodation without levying any license fee or levying such fee at concessional rates to any category of staff, if it considers it necessary to do so in the interest of the University.

Explanation: - For the purpose of this Statute the expression "allot" means to grant a licence to an employee of the University to occupy a house or a portion thereof, owned or leased by the Institute, for use by him as residence.

Registration of Graduates

(Under Section 39(i) of the Act)

S18.9 (1) The following persons shall be entitled to have their names entered in the register of registered graduates or deemed to be registered graduates, maintained by the University, namely:

i) Who are graduates in the faculties of Engineering and Technology, Pharmacy, Architecture, Hotel Management and catering Technology, Basic Sciences and Humanities, of the university.

Provided that, a person who -

a) is of unsound mind and stands so declared by a competent court;

b) is an undischarged insolvent;

c) is a registered graduate of any other university established by law in the State of Maharashtra

shall not be qualified to have his name entered in the register of graduates, or be a registered graduate.

(2) The names of all graduates of the University shall be entered in the registers of Registered Graduates of different faculties prescribed by the University on their

first graduation in the University only after the degrees have been duly conferred on them.

(3) The fees for registration of a graduate shall be as decided by the University, from time to time.

(4) Every person who intends to be Registered Graduate of the University, shall submit an application to the Registrar in the prescribed form and pay the fees as decided by the University from time to time. He shall clearly specify in the application the Faculty in which he desires to be registered for the purpose of registration in the Register of Registered Graduates.

(5) The Vice-Chancellor shall, after making such inquiry as he thinks fit, decide whether the person is entitled to be a registered graduate. If any question arises whether a person is entitled to have his name entered in the register of graduates or be a registered graduate or is not qualified to be a registered graduate, it shall be decided by the Vice-Chancellor after making such inquiry as he thinks fit and his decision shall be final.

(6) Registered Graduates shall notify to the Registrar every change of their address.

(7) The Registrar shall revise the register of Registered Graduates after every five years from the date it has been first prepared for the purpose of Registration under the Act.

University Information Bureau and

(Under Sections 29(1) (xxii) of the Act)

S18.10. (1) The University Information Bureau shall consist of following members :

(i) Vice-Chancellor - Chairman;

(ii) All Deans of Faculties;

(iii) Two Members of Executive Council nominated by Executive Council;

(iv) The Registrar;

(v) Principal of the conducted institute.

(vi) Director of Students' Welfare - Member Secretary.

(2) Members of the Bureau, other than ex-officio, shall hold office for five years and the Executive Council shall make appointments to fill up temporary vacancies, caused by death, resignation or from any other cause whatsoever. A member on retirement shall be eligible for reappointment.

(3) The Bureau shall meet at least once in every term and at other times when convened by the Vice-Chancellor.

(4) The Vice-Chancellor shall preside at all meetings of the Bureau and in his absence, the Dean R and D shall preside over the meeting. Three members shall form the quorum for a meeting of the Bureau. No quorum shall be necessary in the case of a meeting adjourned for want of a quorum. If there is no quorum at the commencement of the scheduled meeting, the adjournment should be recorded by the Secretary under the signature of the Chairman and the adjourned meeting shall be held after half an hour.

(5) The functions of the Bureau shall be :

a) to collect and furnish information in regard to Indian and foreign Universities, other educational institutions, training centres and industrial works;

b) to correspond with Indian and foreign Universities, other educational institutions, training centres and industrial works with a view to placing

Indian students in suitable conditions of study and/or training in those Universities, Institutions, Centres or Works;

c) to advise students and give them such other help as may be possible;

d) to keep in constant touch with the work of the office and with the applications and inquiries received by the office from students, Indian and foreign Universities, other educational institutions and training centres or industrial works, from time to time.

(6) **(a)** The Bureau shall have the power to correspond directly with such Universities, Institutions and persons as agreed to such direct correspondence.

(b). The Bureau shall have the power to take a deposit from any person or applicant who desires expenditure to be incurred on his behalf, or who wishes books, pamphlets, etc., from the Bureau to be issued to him.

(c). Wherever necessary, the Bureau shall correspond on behalf of applicants. But the cost of dispatching applications for admission, leadership, etc., by air mail shall be borne by the applicant. The cost of sending fax, E-mail, if any, should be borne by the applicant or the person on whose behalf they are sent.

(d) The Bureau shall have the power to conduct and manage, on behalf of recognised or approved Universities and Institutions, examination which may facilitate the admission of Indian students to those Universities and Institutions or may aid Indian students in obtaining qualifications in such Universities or Institutions.

(e). The Bureau shall have the power to refuse to forward any application for reasons deemed sufficient by it, any shall not be bound to give the reasons of such refusal to the applicant concerned.

(7) The Bureau shall charge a fee of Rs. 100/- to every student who is not or has not been studying in the University and who applies for information or submits through it an application for admission scholarships, etc., to an Indian or Foreign University, other Educational Institutions, Training Centres or Industrial Works.

The Employment Bureau

(Under Sections 29(1) (xxii(d)))

S18.11 (1) The Employment Bureau of the University shall consist of :

i) The Vice-Chancellor, Chairman

ii) Director Student Development and Extentional Activities,

iii) The Training and Placement Officer, Member secretary

iv) Two other members nominated by the Vice-Chancellor of whom at least one shall be connected with Chambers of Commerce and Industries;

v) The Registrar.

(2) The nominated members of the Bureau shall hold office for three years.

(3) The Bureau shall meet at least once in each term and at other times when convened by the Vice-Chancellor.

(4) The Vice-Chancellor shall preside over the meetings of the Bureau, and in his absence, the members shall elect their own Chairman. Three members shall form a quorum for

a meeting of the Bureau. No quorum shall be necessary in the case of a meeting adjourned for want of a quorum.

If there is no quorum at the commencement of the scheduled meeting, the adjournment should be recorded by the Registrar or his representative under the signature of the Chairman and the adjourned meeting shall be held after half an hour.

(5) The functions of the Bureau shall be :

i. To select apprentices for practical training both technical and non-technical in firms and industrial concerns;

ii. To recommend to the firms, colleges, university, etc, names of suitable candidates for appointments when requested;

iii. To establish liaison with the prospective employers;

iv. To prepare database of possible openings and supplying information to graduates and post-graduates regarding the careers open to them;

v. To advise students preparing for various competitive examinations, to supply them with particulars of such examinations, and, if necessary, to organise their training and to organise from time to time courses of lectures by competent persons.

ANNEXURE - I

DR. BABASAHEB AMBEDKAR TECHNOLOGICAL UNIVERSITY, LONERE

REGISTRATION OF GRADUATES

(Application Form)

(Note : A person can register his name only in one Faculty)

To :

The Registrar,

Dr. Babasaheb Ambedkar Technological University,

Lonere 402 103, Tal. Mangaon, Dist. Raigad

Sir,

I hereby apply for the registration of my name as a graduate of the University.

I give below the particulars regarding my name, address and the degree obtained by me from the University :

i) Full Name :_____

(Beginning with Surname in BLOCK Letters)

In Devnagari Script: _____

ii) Examinations passed :_____of the_____University

iii) Year/s of obtaining the Degree/s:_____

iv) Full address :_____

v) _____

vi) v) I hereby submit xerox copy(ies) of Degree Certificate/s duly attested.

vii) vi) I am paying/sending herewith in Cash/Demand Draft payable to Registrar, Dr. Babasaheb Ambedkar Technological University, Lonere 402 103, of Rs. /- (Rupees_____only) prescribed in that behalf for registration.

viii) vii) I desire that my name may be registered in the register of

ix) Faculty of _____

x) (State here name of the faculty e.g. Engineering and Technology, Management etc.. as the case may be for the purpose of election.)

xi) viii) I hereby declare that my name has not been registered as a graduate in any other University in the State of Maharashtra.

xii) ix) I hereby declare on oath that the information given is true and correct.

xiii) Place : _____ Yours faithfully,

xiv) Date : _____ ( )

xv)