

Children's University



Regulations

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Regulations 2022

These regulations are approved in the Academic Council dated 23/08/2022 and Executive Council dated 23/08/2022 and notified to come into force from today i.e. 23/08/2022.

In exercise of the power vested under Section 36 of the Children's University Act 2009 (Gujarat Act No. 15 of 2009), the Executive Council hereby approves the following regulations.

Reg 1 Short title and Commencement

- [1] These Regulations may be called "Children's University Regulations 2022".
- [2] These regulations shall come into force from the date passed by the Executive Council.
- [3] After approval of these regulations, all previous regulations of the same subject are repealed.
- [4] The subjects which are not covered in these regulations or in the case of interpretation in any regulation then the decision of the Vice-Chancellor shall be final and binding to all. The Vice-Chancellor has the power to relax any conditions laid down in these regulations.

Reg 2 Schedule of Powers (SOP)

The Schedule of Powers (SOP) is intended to bring in uniformity in the delegation of financial and administrative powers across the Children's University (CU) system. The Vice-Chancellor could however add further to this delegation after approval with the Executive Council keeping in view the immediate requirements.

- [1] The delegation of powers specified are made with due regard to the need for decentralization and for effective decision making commensurate with responsibilities at all levels.
- [2] The exercise of powers delegated is subject to the availability of financial propriety in the budget head.

[3] Unless otherwise specified in the schedule of powers, all sanctions of a financial nature should be accorded only with the prior concurrence of the Vice-Chancellor as the case may be.

[4] No official is empowered to suspend the exercise of or to withdraw the powers of officials subordinate to him in respect of powers delegated in this schedule and the powers cannot be exercised by any other official for or on their behalf. The Vice-Chancellor can exercise powers of any of the officers to whom powers have been delegated as above.

[5] All officers must adhere to the rules of financial discipline and expenditure and availability of budget head.

[6] Errors or Omissions which may be found in this SOP may please be brought to the notice of the Vice-Chancellor. Suggestions which will further improve the method of presentation or facilitate expeditious and efficient disposal of work are welcome. Such suggestions will be brought to the notice of the Executive Council.

[7] Delegation of Powers

(a) **F1 Group** means officer among Deputy Registrar/Estate Officer/ Head of Examination Branch/ University Development Officer/ Director of Physical Education/ Branch Head/ Rector / Deputy Director / Assistant Registrar.

(b) **F2 Group** means officer among Director of Center/ FAO / ADG.

(c)

1. The Administrative approval of the Vice – Chancellor on submission note with the need of item / matter and justification is always required for the expenses more than Rs. 25000.

2. The administrative approval of the Director General as above is required for the expenses up to Rs. 25000 for administrative branches or Centres.

3. The administrative approval of the Registrar as above is required for the expenses up to Rs. 7500 for administrative branches or Centres. The Registrar is empowered to sanction the day to day as well as miscellaneous expenses of bill amount up to the amount of Rs. 7500.
 4. The total day to day as well as miscellaneous expenses shall be put in the knowledge of the Vice-Chancellor at the end of the month by FAO.
- (d) GEM must be given priority.
- (e) Expense of same item in Jan – Jun or Jul – Dec can not be divided in parts.

Sr. No.	Nature of Expense	Sanction Authority with Remarks
1	Expenses up to Rs. 1000 without quotations.	F1 Group Maximum once in a week
2	Expenses up to Rs. 5000 without quotations.	F2 Group Maximum once in a week
3	Expenses up to Rs. 7500 without quotations.	Registrar
4	Expenses up to Rs. 100000 without quotations.	Director General
5	Expenses up to Rs. 250000 without quotations.	Vice – Chancellor
6	Expenses up to Rs. 10000 with three quotations from the open market.	Group F1 Maximum once in a fortnight
7	Expenses up to Rs. 20000 with three quotations from the open market.	Group F2 Maximum once in a fortnight

Sr. No.	Nature of Expense	Sanction Authority with Remarks
8	Expenses up to Rs. 25000 with three quotations from the open market.	Registrar
9	Expenses up to Rs. 250000 with three quotations from the open market.	Director General
10	Expenses up to Rs. 500000 with three quotations from the open market.	Vice – Chancellor
11	Expenses up to Rs. 2500000	Vice – Chancellor GEM / E-tender / Invitation of tender by Newspaper as per the direction of the Vice-Chancellor
12	Legal charges up to Rs. 100000 in each case.	Vice – Chancellor
13	Audit charges up to Rs. 100000 in each case	Vice – Chancellor
14	Regular Bills of Electricity / Gas / Mobile/ Govt. Tax / Subscription of Newspapers / Telephone Bills each up to Rs. 10000	Registrar
15	Books procurement without quotation up to Rs. 10000	Director

Sr. No.	Nature of Expense	Sanction Authority with Remarks
16	Direct expense for repairing or maintenance or service from OEM or vendor of the item up to Rs. 100000	Vice - Chancellor
17	Confidential work of exam / test (Examiners honorarium and travel allowances, Printing of question papers, Assessment, Result processing)	Vice - Chancellor A bank account of the Vice - Chancellor for the purpose shall be used for the payment
18	Power to create seasonal/casual posts of teaching or non teaching or technical or Director for seasonal/emergent work and to fill for maximum up to eleven months	Vice - Chancellor
19	Participation of students and faculties in State Government / Central Government organized or International Event up to Rs. 500000	Vice - Chancellor
20	Disaster management which is having risk of life of student / staff of university up to Rs. 1000000 without inviting tender	Vice - Chancellor

Sr. No.	Nature of Expense	Sanction Authority with Remarks
21	An organization of event which is having significant dignitaries, the Vice Chancellor is empowered to make expenses up to Rs. 2500000 without inviting any tender and then it shall be put in the knowledge of Finance Committee.	Vice - Chancellor
22	In any extra ordinary circumstances which shall be note down in the approval note, the Vice Chancellor is empowered to make expenses up to any amount and then it shall be put in the knowledge of Finance Committee.	Vice - Chancellor

Reg 3 Entitlement of the Vice - Chancellor

- [1] This regulation is as per the provision by section 13(3) of the Act.
- [2] The Vice - Chancellor shall be entitled to use a furnished residence, rent free, throughout his term of office and no charge shall fall on the Vice - Chancellor in respect of the maintenance of such residence.
- [3] The Vice-Chancellor shall be paid a salary as may be notified by the University Grant Commission / Government of India and Government of Gujarat from time to time. If the Vice-Chancellor pays the rent of allotted residence, he would be entitled for HRA.
- [4] The Vice - Chancellor shall be entitled to the facility of a free official car. He

/She shall also be entitled to mobile phone and free telephone (with STD and ISO) service at his/her residence. He /She shall be entitled for the good quality broad band internet connection at his /her residence.

- [5] The Vice – Chancellor shall be entitled for one cook, helper, housekeeping and security at his/her residence.
- [6] The Vice – Chancellor shall be entitled to the reimbursement of the expenses on account of TA and DA as per prevailing norms of State Government for himself / herself and his/her family
- [7] The Vice-Chancellor shall be entitled to the actual expenses in favor of transfer his/her household luggage for the accommodation at University head-quarter. The University shall make the arrangement for the transfer of his/her household luggage for accommodation when he/she joins or leaves the post.
- [8] The Vice – Chancellor shall be entitled for making of work-station at home which includes all the items which he deemed fit upto the limit of his five salary.
- [9] The Vice – Chancellor shall be entitled to get the expenses of legal aids if it related to the university matter even after the service term.

Reg 4 The Director General

- [1] Subject to the provisions of the University Act, the DG shall function under the overall control of the Vice – Chancellor and assist the Vice – Chancellor in maintaining academic standards and coordinating the teaching and research in the Faculty.
- [2] The DG shall–
 - [a] preside over the meetings of the Faculty;

- [b] have the right to be present and participate in the deliberations of any meeting of Faculty Committee or any Board of Studies under the Faculty;
 - [c] present the candidates of the concerned Faculty for the conferment of Degrees in the Convocation;
 - [d] be responsible for planning and development of the courses and research activities of the Faculty;
- [3] The DG shall have the following powers to:
- [a] recommend to the Academic Council, in consultation with the Faculty, the constitution, structure and academic and administrative responsibilities of the 'Centres';
 - [b] recommend to the Registrar, deputation of teachers to approved conferences, seminars, workshop, etc;
 - [c] recommend to the Registrar, the Research proposals submitted by the teachers of the concerned Faculty to external funding agencies like UGC, CSIR, etc;
 - [d] plan and organize seminars, refresher courses and workshops pertaining to the subjects under the Faculty;
 - [e] permit Research Scholars to attend summer schools, symposia, conferences, without any financial commitment on the part of the University and to treat their absence as an active period of research.
- [4] DG shall exercise such other powers and perform such other academic and the administrative duties as may be suggested by the Vice – Chancellor.

Reg 5 Pay, Entitlement and Emoluments of the Director General

- [1] This regulation is as per the provision by section 34(1)(xiv) of the Act and Statute 6 [8].
- [2] The pay of the DG is in Level 15 i.e. 182200 – 224100 of the 7th Pay scale and amendment from time to time.
- [3] The DG shall be entitled to use a furnished residence, rent free, throughout his term of office and no charge shall fall on the DG in respect of the maintenance of such residence. If the DG is not provided the residence by the University then he would be entitled for HRA.
- [4] The DG shall be entitled to the facility of a free official car. He /She shall also be entitled to mobile phone and free telephone (with STD and ISO) service at his/her residence. He /She shall be entitled for the good quality broad band internet connection at his /her residence.
- [5] The DG shall be entitled for making of work-station at home which includes all the items which he deemed fit upto the limit of his five salary.
- [6] The DG shall be entitled to get the expenses of legal aids if it related to the university matter even after the service term.
- [7] The DG shall be entitled for provident fund as per the prevailing norms and in continuation of last service.
- [8] He/She shall be entitled to one cook, helper, housekeeping, and security at his/her residence

Reg 6 Qualification, Pay, Entitlement and Emoluments of the Registrar

- [1] This regulation is as per the provision by section 16(2) of the Act.

7 PAY, ENTITLEMENT AND EMOLUMENTS OF THE ASSISTANT DIRECTOR GENERAL

- [2] The qualification and pay of the Registrar shall be as per prevailing norms of UGC / State Government.
- [3] The Registrar shall be entitled for provident fund as per the prevailing norms and in continuation of last service.
- [4] The Registrar shall be entitled to use a furnished residence if available, rent free, throughout his term of office and no charge shall fall on the Registrar in respect of the maintenance of such residence. If the He/She is not provided the residence by the University then he/she would be entitled for HRA.
- [5] The Registrar shall be entitled to the facility of a free official car. He shall also be entitled to laptop, mobile phone and free telephone service at his/her residence. He/ She shall be entitled for the good quality broad band internet connection and Printer at his / her residence.
- [6] The Registrar shall be entitled to get the expenses of legal aids if it related to the university matter even after the service term.

Reg 7 Pay, Entitlement and Emoluments of the Assistant Director General

- [1] This regulation is as per the provision by section 34(1)(xiv) of the Act and Statute 9 [5].
- [2] The pay of the ADG shall be as per prevailing norms of UGC / State Government. The prevailing 7th pay at Level 14 is 144200 – 218200.
- [3] The ADG shall be entitled for provident fund or pension scheme as per the prevailing norms and in continuation of last service.
- [4] He/She will be entitled to reimburse the amount paid for monthly bill of mobile number with unlimited talk time and sufficient data pack as per the approval of the Vice-Chancellor.

Reg 8 Qualification, Pay and Facility of the Finance Accounts Officer

- [1] This regulation is as per the provision by section 34(1)(xiv) of the Act.
- [2] The qualification and pay of the FAO shall be as per prevailing norms of UGC / State Government.
- [3] He/She will be entitled to reimburse the amount paid for monthly bill of mobile number with unlimited talk time and sufficient data pack as per the approval of the Vice-Chancellor.
- [4] The post may be filled by the State Government by Account Officer cader.

Reg 9 Facility for Academic and Administration Personnel

- [1] This regulation shall be applicable to Directors of Centre, ADG, Deputy Directors, Head of Departments in COE, Head of IQAC, Branch Heads.
- [2] The Director of Centre will be entitled to get the laptop/ Desktop PC and printer at office.
- [3] The Director of Centre will be entitled to have necessary software with prior approval of the Vice-Chancellor.
- [4] He/She will be entitled to reimburse the amount paid for monthly bill of mobile number with unlimited talk time and sufficient data pack up to the Rs. 300 per month. They can submit for the reimbursement quarterly.
- [5] He/She will be entitled to get the external hard drive for data storage.
- [6] If any person is having more than one designation then he/she will be eligible for maximum one of above facilities.

Reg 10 Constitution of Committees

This regulation is as per the provision by section 36(1) of the Act.

The following shall be committees of the University, constituted to fulfillment of university objectives, functions and powers as per the section 5, 6 of the Act and as per the guidelines of UGC/GOI/GOG and others statutory bodies.

- [1] University Planning and Development Committee;
- [2] Internal Quality Assurance Cell;
- [3] Sports, Yoga and Student Welfare Committee;
- [4] University Library Committee;
- [5] Building and Works Committee;
- [6] Purchase Committee;
- [7] Curbing the Menace of Ragging in Higher Educational Institutions;
- [8] Equal Oppertunity Cell;
- [9] Women Development Cell;
- [10] Internal Complaint Committee;
- [11] Digital Innovation Committee;
- [12] Hostel Committee;
- [13] Grivence Redressel Cell;

Reg 11 University Planning and Development Committee

- [1] The University Planning and Development Committee shall consists of following members:

- [a] The Vice Chancellor as Chairperson;
 - [b] Director General;
 - [c] Registrar;
 - [d] Two Directors among the university centres nominated by the Vice Chancellor by rotation for the term of three years;
 - [e] Any two Heads of other institutions nominated by the Vice – Chancellor for the term of three years;
 - [f] Finance and Account Officer;
 - [g] Head, Estate Branch looking after Estate;
 - [h] Head, Academic Branch as member secretary;
- [2] Power and functions of University Planning and Development Committee.
- [a] To monitor and suggest the academic growth;
 - [b] To suggest Strategic development plan as per National Education Policy;
 - [c] To suggest the land Use plan, land development plan, infrastructure development;
 - [d] To formulate short-term and long-term policies in conformity with the guidelines issued from time to time by statutory bodies like UGC, NCTE;
- [3] The committee shall meet at least twice in a year and may meet as often as required, if necessary.
- [4] The meeting of the committee will be convened by the Registrar in consultation with the Chairperson of the Board.

- [5] The Seven days' notice shall ordinarily be required to be given for the meetings.
- [6] Half of the members of the total members shall constitute the quorum for the meeting. A meeting adjourned for want of a quorum may be held after half an hour of the scheduled meeting. No quorum shall be necessary for the adjourned meeting.

Reg 12 Internal Quality Assurance Cell (IQAC)

- [1] The University shall constitute an Internal Quality Assurance Cell (IQAC) to-
 - [a] develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of University, and
 - [b] promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- [2] The Vice – Chancellor shall be the Chairperson of IQAC, and he will be assisted by a Head IQAC.
- [3] The Head of IQAC shall be appointed by the Vice – Chancellor from among the faculty of the University.
 - (a) He/She will be entitled to get the laptop and printer.
 - (b) He/She will be entitled to have necessary software with prior approval of the Vice–Chancellor.
 - (c) He/She will be entitled to reimburse the amount paid for monthly bill of mobile number with unlimited talk time and sufficient data pack.

- [4] The term of appointment of the Head of IQAC shall be for a period of three years.
- [5] Composition of the IQAC. The members of IQAC will be as follows:-
- [a] The Vice-Chancellor (Chairperson)
 - [b] Three teachers of the University Centres to represent all levels
 - [c] One administrative official of the University.
 - [d] One nominee from local society/students/alumni.
 - [e] One nominee from Employers/industrialists/Stakeholders.
 - [f] Head, (IQAC) will act as a member secretary.
- [6] The members at sub-clauses 5b – 5e of clause above shall be nominated by the Vice-Chancellor in consultation with the Academic Council. The term of the nominated members shall be for a period of two years.
- [7] A teacher will cease to be a member on superannuation unless otherwise permitted by the Vice – Chancellor. Any person appointed in a vacancy occurring before the expiry of the original term of two years, subject to other provisions, shall be a member of IQAC only for the residuary period for which the person whose place he has filled would have been a member.
- [8] The IQAC shall meet at every quarter in the year. The quorum for the meeting shall be two-third of the total members.
- [9] The agenda, minutes and Action Taken Reports will to be documented with official signatures and maintained electronically in a retrievable format by the Head IQAC.
- [10] Functions of IQAC.

- [a] Develop and apply quality benchmarks / parameters for the various academic and administrative activities of the University;
- [b] Facilitate the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- [c] Arrange for feedback responses from students, parents and other stakeholders on quality-related institutional processes;
- [d] Disseminate information on the various quality parameters of higher education;
- [e] Organize inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- [f] Document the various programs /activities of the University, leading to quality improvement;
- [g] Act as a nodal agency of the University for coordinating quality-related activities, including adoption and dissemination of good practices;
- [h] Develop and maintain Institutional database through Management Information System for the purpose of maintaining /enhancing the institutional quality;
- [i] Develop Quality Culture in the University;
- [j] Prepare 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) in the prescribed format;
- [k] Bi-annual development of Quality Radars (QRs) and Ranking of Integral Units of the University based on the AQAR;

- [l] Submit AQAR for approval and necessary quality enhancement measure to Academic Council and Executive Council;
- [m] Submit AQAR to NAAC / UGC / other accreditation body with followup reports;
- [n] Upload AQAR and other quality reports on exclusive window of university website;
- [o] To verify and process the applications of faculties for CAS as per the prevailing UGC Regulation / State Government guidelines.

Reg 13 Sports, Yoga and Student Welfare Committee

[1] It shall consist of

- [a] The Vice – Chancellor shall be Chairperson.
- [b] Director General;
- [c] Two experts each of sports, yoga, and culture to be nominated by the Vice Chancellor.
- [d] Associate NCC Officer (ANO) of the University – NCC;
- [e] Programme Coordinator of the University – NSS;
- [f] Three students who has participated inter university or national level to be nominated by the Vice Chancellor for one year. Preferably one shall be female student and each from sports, yoga, and culture.
- [g] A faculty nominated by the Vice Chancellor as member secretary.

[2] The objectives shall be as follows :

- [a] To promote, organize and schedule the sports, yoga, and cultural, etc. in the University area;
 - [b] To inculcate and enhance the spirit of true sportsmanship;
 - [c] To undertake and conduct University and Inter–University and such other types of sports tournaments and competitions.
- [3] The term of office of the nominated members shall be three years other than students.
- [4] The committee shall meet at least once in a year and may meet as often as required, if necessary.
- [5] The meeting will be convened by the member secretary in consultation with the Chairperson.
- [6] Half of the members of the total members shall constitute the quorum for the meeting.
- [7] The powers and functions shall be as follows:
- [a] To frame rules to conduct various sports, yoga, and cultural activities;
 - [b] To prepare the Annual Budget.
 - [c] To make arrangements for the purchase of materials and other necessary equipment, to secure grounds and other appendages in order to ensure the proper discharge of its functions and for the fulfilment of its objectives.
 - [d] To organize coaching camps, seminars, workshops, and events, with a view to raise the standards of performance in general and increase the capacities of students in particular.

- [e] To decide the University should participate in the Inter University tournaments / competitions.
- [f] To select participants for the various teams for participation in Inter University Tournament / competition.
- [g] To incur expenditure within the framework of the sanctioned budget.
- [h] To institute and receive Prizes and Trophies and to receive donations for the purpose.
- [i] To organize the student support activities by NCC / NSS volunteers;
- [j] To educate the students about their obligations towards society;
- [k] To promote national integration and solidarity among students;
- [l] to channelize the resources and energy of students for social reconstruction and social outreach activities;
- [m] To organize the recreational activities such as mountaineering, hobby, workshop, hiking, cycling etc. for the encouragement of spirit of adventure;
- [n] Celebration of university sports day.
- [o] MOU with other organizations to use their sports facilities.
- [p] Organization of various sports at college, university, inter-university, and various levels as per AIU.
- [q] Procurement of sports equipment, sports accessories, and dresses for participants.
- [r] Planning and celebration of International Yoga Day.

- [s] Organization of various sports and physical activities for staff and students.
 - [t] Student support, various competitions, awareness programme, the community outreach programme, blood donation camps etc.
 - [u] Organizations of camps for adventure activities.
 - [v] Youth festival and cultural activities at various levels.
 - [w] Alumni.
 - [x] Activities for the weaker and needy section students.
- [8] This committee will work from the Centre of Education.

Reg 14 Vibrant Association of Trained and Sanguine Alumni (VATSA)

- [1] There shall be an alumni association titled as "Vibrant Association of Trained and Sanguine Alumni (VATSA)". It shall be registered under the Societies registration act 21 of 1860.
- [2] The registration deed with necessary details shall be passed through Academic Council and Executive Council before registration.
- [3] The alumni-relations wing (executive body) shall be as follows to look after the administration association.
 - [a] President;
 - [b] Vice President (Two) ;
 - [c] Honorary Secretary;
 - [d] Honorary Treasurer;

- [e] Members (Two);
- [4] Initially, the posts shall be nominated by the Vice Chancellor for the tenure of three years.
- [5] There shall be mechanism to monitor Student Career Progression at every stage, in the age of 'student centric learning'.
- [6] There shall be mechanism to collect data when the student leaves college/ university which could become base data for tracing future career progression of students.
- [7] There shall be an alumni network that can nurture the long-term relationship between the universities, and their students.
- [8] The expected visible involvement of the alumni is by contributing their time to participate in activities of the university, mentoring students, leveraging their contacts to support university administration, faculty and students in their various endeavours, etc.
- [9] The another major visible activity of the alumni is by providing or collecting donations to the university. The donation is invariably contributed to support activities that the alumni are passionate to support.
- [10] Another visible activity is in assisting with student placements and internships
- [11] Alumni participation may be assured in various academic and non-academic advisory bodies of a university.
- [12] Alumni chapters/clusters may be formed at a regional level and these chapters may organize annual events for alumni in their catchment areas. Care should be taken so that the chapters/clusters undertake fundraising only to the extent required for the alumni events (for example, up to 20 % surplus

fund may be retained by the chapters and the rest given to the university for its alumni-activities fund).

- [13] The alumni who reach positions of eminence or are otherwise role models to the students are generally recognized by the university by bestowing them with distinguished alumnus/alumna and they can be invited in the important university programs as alumni or chief guest etc.
- [14] The wing is typically responsible for all alumni engagement initiatives, fundraising and often, for deployment of the funds raised through donations.
- [15] The alumni-relations wing is also responsible for providing stewardship to the donors so that they are well-versed with the utilisation of their funds.
- [16] The alumni-relations wing shall collect the information regarding the career progress of the alumni. It is important to keep confidential the personal information of alumni.
- [17] There shall be General Body of the association.
- [18] The General Body of the Association shall hold an Annual General Body Meeting at least once a year and not more than 18 months shall elapse between two successive Annual General Body Meetings.
- [19] The General Body may appoint the members of alumni – relations wing.
- [20] Objectives of association:
 - [a] To promote, encourage and initiate the activities including educational, cultural and other extra-curricular activities for the betterment of the Children's University (CU) without any discrimination of caste, creed or religion whatsoever.
 - [b] To undertake activities of nation building including those of charitable nature.

- [c] To generate corpus and utilize it for the fulfillment of associations intended goals.
 - [d] To exchange professional knowledge, organize technical conferences, seminars, workshops training courses and publish journals and other materials for promoting its objectives.
 - [e] To undertake all required lawful activities as are conducive to the attainment of above objectives.
- [21] Life Membership of association:
- [a] All Under Graduate, Post Graduate and Ph.D. graduates of the University.
 - [b] All members of teaching staff, as defined in CU ordinance, with more than 1 year standing at CU.
 - [c] The Vice Chancellor, CU.
 - [d] The Director General, CU;
 - [e] The Registrar, CU.
 - [f] Annual Membership Fee – Rs.200/- and life Membership fee – Rs.2000/-.

Reg 15 University Library Committee

- [1] There shall be a University Library Committee. It shall consist of
- [a] the Vice Chancellor;
 - [b] the Director General;
 - [c] the Directors of Centres;
 - [d] two members from the Academic Council, to be nominated by the Vice – Chancellor for the three years.

- [e] One member shall be nominated by the Vice Chancellor from INFLIBNET / Central Government Libraries for the three years.
 - [f] One member shall be nominated by the Vice Chancellor from Libraries organizations for the three years.
 - [g] A staff nominated by the Vice Chancellor shall be member-secretary.
- [2] The Committee shall meet at-least once in every term and at such other times as the meeting thereof is convened by the Chairman. Half of the members of the Committee shall form a quorum for a meeting of the Committee.
- [3] Functions:
- [a] The committee shall make recommendations to the Academic Council;
 - [i] regarding the budget preparation and utilisation of Library;
 - [ii] regarding the facilities for the readers at Library;
 - [iii] regarding the procurement of books, periodicals, journals, subscription of digital books, journals and periodicals;
 - [iv] regarding other matters connected with Library;
 - [b] The committee shall report to the Academic Council, for information, the purchase of books and disposal of such books as in the opinion of the Committee, are either worthless, unserviceable or otherwise useless. For the purpose of the regulation, books shall include manuscripts and periodicals;
 - [c] The Committee shall have the power to make rules governing the use of the Library from time to time and to amend them.
 - [d] The Committee shall have the power to write off books lost during any year, of the value not exceeding Rs.10,000/- after holding necessary inquiry.

Reg 16 Building and Works Committee

- [1] There shall be a University Building and Works Committee consisting of:
- [a] The Vice Chancellor;
 - [b] The Director General;
 - [c] The City Engineer, GMC, Gandhinagar;
 - [d] The Executive Engineer (R & B Circle, Gandhinagar) or his nominee not below the rank of DE;
 - [e] Two expert members appointed by the Vice – Chancellor for a period of three years;
 - [f] University Engineer or Structural Engineer to be nominated by the Vice Chancellor for a period of three years;
 - [g] Head, Academic Branch;
 - [h] Head, Estate Branch;
 - [i] Registrar as a member secretary;
- [2] The Committee shall meet twice every year and at such other times as a meeting thereof is convened by the Vice-Chancellor.
- [3] Half of the members shall form a quorum for a meeting of the Committee.
- [4] The Committee shall recommend to the Executive Council in the matter of:
- [a] Construction of building, their plans and estimates, etc;
 - [b] Acceptance of tenders after scrutiny of Estate Work;
 - [c] Repairs, alterations or additions to the existing building;

- [d] All other matters like security, housekeeping, maintenance etc. relating to the University Estate.

Reg 17 Purchase Committee

- [1] There shall be a University Purchase Committee consisting of:

- [a] A nominee of the Vice Chancellor as Chairman.
- [b] Finance and Account Officer
- [c] Head, Estate Branch;
- [d] Head, Examination Branch;
- [e] Relevant Branch Head – Member Secretary

- [2] The functions of the committee shall be:

- [a] The committee shall be responsible for the routine Purchase of the relevant Branch.
- [b] To Discuss and finalize the requisition raised for purchase of any item with detail specification or as may be directed by the Vice Chancellor.
- [c] To monitor and control the process for inviting tenders, quotations and to take decisions there after consultation with appropriate authority within the time limit.
- [d] To design and create unique and cost effective Vendor Tie-ups for a minimum 3 years where the Price Contract may be subject to revision after one year.
- [e] Allocation of resources as per the requirement approved by respective Authorities.

- [f] To take decisions in line with State Government Purchase Policy and to vary from the policy as may deem fit by committee and directed by the Vice Chancellor.
- [3] The committee shall meet as per the need of procurement.
- [4] Member Secretary for the committee shall be responsible for finalization of agenda and minutes of the meetings with the approval of the Chairman of the Committee.
- [5] Half of the members shall form a quorum for a meeting of the Committee.
- [6] The Vice Chancellor, if deems fit, can invite any expert as an Invitee to attend the meeting of the Committee. Invitee members will be entitled to Travelling Allowance and Seating Fees as may be prescribed as per norms.

Reg 18 Digital Innovation Committee

- [1] The Digital Innovation Committee is to promote digital ideas and concepts in the university that will help students and teachers get more facility.
- [2] The Committee aims to provide a good framework and guidance in order to help the stake holders in digital aspects to their working pattern.
- [3] The committee shall meet at least once in a year.
- [4] The members of the committee are as follows:
 - [a] The Vice – Chancellor as Chairperson;
 - [b] The Director General;
 - [c] One of Directors of the Centers nominated by the Vice Chancellor
 - [d] Two experts to be nominated by the Vice Chancellor

- [e] Head of Examination Branch
- [f] Head of Estate Branch as member secretary
- [5] The term of nominated members is three years.
- [6] Half of the members shall be made quorum.

Reg 19 Hostel Committee

- [1] There shall be Hostel Committee; which shall advise the Statutory Authorities in all matters relating to the hostel of the university or recognized hostels.
- [2] The Hostel Committee shall consist of:
 - [a] The Vice chancellor as Chairman;
 - [b] The Director General;
 - [c] Director of Centre of Education;
 - [d] Head, Sports Yoga and Student Welfare Branch;
 - [e] Head, Estate Branch;
 - [f] Three members to be nominated by the Vice Chancellor;
 - [g] Rector as member secretary;
 - [h] Two student representatives from the hostel nominated by the Vice Chancellor. The student nomination will be of one year from the date of nomination while his/her studentship;
- [3] The hostel committee shall meet at least once in every term and at other times as decided by the Vice Chancellor.
- [4] Two third members shall be made quorum.

- [5] The nomination except students will be of three years from the date of nomination.
- [6] The power and function of the committee will be as follows:
 - [a] To recommend rules for the management of University hostels;
 - [b] To organise programs of sports and games for hostel students;
 - [c] To organise study circles for hostel students;
 - [d] To frame programs of visit of educationalist, public workers and other eminent persons to the hostel;
 - [e] Any other related recommendations;

Reg 20 Writing Off Committee

- [1] Writing Off. Due to theft, wear and tear, breakages during the operations and losses in operation, unaccounted losses, natural calamity or reasons deemed sufficient / satisfactory by the Vice – Chancellor the writing off can be done. With regard to the writing off old, useless and surplus dead stock articles, books, apparatus, due to theft, etc. or waiving the recovery of the value of property money lost, over payments, outstanding dues and all other items having money value, a committee consisting of–
 - [a] Finance and Account Officer – Chairman;
 - [b] Head, Estate Branch – Member secretary;
 - [c] Two experts to be nominated by the Vice – Chancellor shall have powers to Examine, to propose write–off value/ upset value;
 - [d] Concerned Director of Centre/ Branch Head;

- [2] The Finance Committee as an authority can sanction such write off as recommended by the committee.
- [3] The member secretary shall then take steps through the concerned branch / officer to dispose of the articles written off.
- [4] Condemnation and Depreciation of IT Hardware and Electronics Items
 - [a] For the condemnation and depreciation of IT hardware and electronics items the G.R. No. COB-2004-394-DST of Science and Technology Department dated 7th November 2005 shall be followed.

Reg 21 Curbing the Menace of Ragging in HEI

- [1] All committees under this regulation shall read *UGC Regulation on curbing the Menace of Ragging in Higher Educational Institutions 2009* and subsequent amendments.
- [2] All committees under this regulation shall read *Education Department GR No. PRCH/1309/729/KH* dated 14th July 2009 and subsequent GRs if any.
- [3] Anti Ragging Monitoring Cell
 - [a] There shall be Anti Ragging Monitoring Cell for the University comprising of the following:
 - [i] The Vice Chancellor or his nominee as Chairperson;
 - [ii] Two heads of the institutes not below the rank of Associate Professor shall be nominated;
 - [iii] Civil Admin/Police Officer in the rank of DySP shall be nominated;
 - [iv] NGO representative involved in youth activity shall be nominated;
 - [v] Media representative shall be nominated;

- [vi] Parent Representative shall be nominated;
 - [vii] Chairperson of Internal Complaints Committee;
 - [viii] University Legal officer or a lawyer shall be nominated;
 - [ix] Head of Sports Yoga and Student Welfare Branch;
 - [x] Rector of CU Hostel;
 - [xi] Registrar as member secretary;
- [b] The Vice Chancellor shall nominate the positions.
- [c] The tenure of the nominated members shall be of three years.
- [d] The committee shall meet at least once in a year or as and when required by the approval of the Vice Chancellor.
- [e] At least half of the members shall form the quorum of the meeting.
- [f] Functions of Anti Ragging Monitoring Cell
- [i] The Cell shall coordinate with the COE to achieve the objectives of regulation read in (1).
 - [ii] The Monitoring Cell shall call for reports from the Centre of Education in regard to the activities of the Anti Ragging Committees, Anti Ragging Squads.
 - [iii] The Monitoring Cell shall review the efforts made to publicize anti ragging measures, soliciting of affidavits from parents / guardians and from students, each academic year.
 - [iv] Any such other activities suggested by the UGC regulation.
- [4] Centre of Education shall have Anti Ragging Monitoring Cell as per the UGC regulation.

[5] The formation of Anti Ragging Committee and Anti Ragging Squad of Centre of Education shall be as under:

[a] Anti Ragging Committee

- [i] Director as Chairman.
 - [ii] Representative of Police Administration Police Inspector / Police-Sub Inspector as member.
 - [iii] Representative of Non – government organizations (NGO) involved in youth activity as member.
 - [iv] Representative of Parents as member.
 - [v] Media representative shall be nominated;
 - [vi] Representative of students belonging to the fresher’s category as a member.
 - [vii] Representative of senior students as a member.
 - [viii] Representative of non-teaching staff as a member.
 - [ix] Representative of Civil Administration as a member.
 - [x] Representative of a faculty member as member secretary.
- Director shall nominate the representatives for a tenure of one year.

[b] Anti Ragging Squad

- [i] Rector of the Hostel. If Rector position is not available than one faculty nominated by the Director;
- [ii] Chief Warden (if exists);
- [iii] Warden for Boys (if exists);
- [iv] Warden for Girls (if exists);

[v] Student's representative Boys (Senior's).

[vi] Student's representative Girls (Senior's).

[vii] Student's representative Boys (Fresher's).

[viii] Student's representative Girls (Fresher's).

The Director shall nominate the representatives for the tenure of one year.

[c] The committee shall meet at least once in a semester or as and when required by the approval of the Director.

[d] At least half of the members shall form the quorum of the meeting for the committee.

[6] Ragging is strictly prohibited inside and outside University campus. The Anti Ragging Committee constituted for this purpose by the Institute is empowered to take an immediate action against any untoward action and also to counsel the fresher. Students seeking admission shall have to furnish affidavit and undertaking in this regard. To enhance familiarity and to acclimatize the fresher to the academic and social environment of the campus, the institute will organize an orientation session in the first week of the new academic calendar.

[7] The ragging means any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing or handling with rudeness any other student, in rowdy or undisciplined activities which cause or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior students or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

- [8] The student will also be required to give affidavit and undertaking in the Proforma as per UGC guideline and signed the candidate and his parent/guardian to the effect that he/she is aware of the University's approach towards ragging and the punishment to which he/she shall be liable, if found guilty of ragging.
- [9] All the students admitted under the different institutions of the University will have to observe and abide by the discipline rules prescribed by the University and he/she will submit to the disciplinary jurisdiction of the head of the Institution and other competent officers or authorities or bodies of the University, as the case may be, and in this respect he/she has to submit the declaration in the prescribed Proforma at the time of admission.
- [10] Ragging in the University campus is absolutely banned and hence, any student found indulging in an act of ragging shall meet strict disciplinary action, which may include immediate rustication from the University.
- [11] The main objectives and duties of the Anti-Ragging Committee are as follows:
To make the students aware of dehumanizing effect of ragging inherent in its perversity; To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence;
- [a] To promptly and stringently deal with the incidents of ragging brought to CU authorities.
 - [b] To generate an atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished.
 - [c] The Committee shall establish, fund and operate, a toll-free Anti-Ragging Helpline, operational round the clock, which could be accessed by students in distress owing to ragging related incidents.

- [d] Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.
- [e] The Director shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline.
- [f] The telephone numbers of the Anti-Ragging Helping and all the important functionaries in every institution, heads of institutions, faculty members, members of the anti-ragging committee and anti ragging squads, district and sub-divisional authorities, Wardens of hostels and other functionaries where relevant, shall be widely disseminated for access or to seek help in emergencies.
- [g] The Committee shall maintain an appropriate database to be created out of affidavits, affirmed by each student and his/her parents / guardians and stored electronically by the institution, either on its or through an agency to be designed by it; and such database shall also function as a record of ragging complaints received and the status of the action taken thereon.
- [h] The Committee shall make available the database to a non-governmental agency to be nominated by the Central Government, to build confidence in the public and also to provide information of noncompliance with these Regulations to the Executive Council and to such bodies as may be authorized by the Committee or by the Central Government.

- [12] All the Cell, committees and squads under this regulation shall follow the guideline prescribed by UGC regulation / State or Central Government guidelines time by time.

Reg 22 Students Grievance Redressal Cell

- [1] The committee and officers appointed under this regulation shall read University Grants Commission Grievance Redressal Regulations 2012, 2019 and subsequent amendments.
- [2] There shall be an Ombudsman for redressal of grievances of students as per the UGC Regulation read in [1]. In the case of vacancy the Academic Council may appoint an Ombudsman till the appointment as per UGC regulation.
- [3] The Vice Chancellor shall nominate the positions as mentioned in the committees for the term of two years.
- [4] There shall be Collegiate Student Grievance Redressal Committee (DSGRC) as per UGC (Redressal of Grievance of Students) Regulations 2019 and amended there too as the case may be.
- [5] There shall be Institutional Student Grievance Redressal Committee (ISGRC) and University Student Grievance Redressal Committee (USGRC) as per UGC (Redressal of Grievance of Students) Regulations 2019 and amended there too as the case may be.
- [6] Functions of the committees shall be as read in UGC regulation [1].

Reg 23 Equal Opportunity Cell

- [1] The committee and officers appointed under this regulation shall read UGC (Promotion of Equity in Higher Educational Institutions) Regulations 2012, and subsequent amendments.

[2] Advisory Committee

- [a] The Vice Chancellor – Chairperson;
- [b] The Director General;
- [c] Registrar – Member;
- [d] Two Directors of Centres / Professors of CU – Member;
- [e] One Associate Professors / Assistant Professors of CU – Member;
- [f] Two members outside of COE not below the rank of Associate Professor - Member;
- [g] Anti Discrimination Officer not below the rank of Professor – Member Secretary;

The members shall be nominated by the Vice Chancellor for the term of three years.

[3] The committee helps EOC for affirmative action for students i.e. for the deprived sections such as persons from SC, ST, OBC (Non- creamy layer) , EWS categories, persons from religious & language minorities, differently-abled persons and Women of the university.

[4] Equal Opportunity Cell(EOC)

- [a] The Vice Chancellor – Chairperson;
- [b] One Directors of Centres / Professor of CU – Member;
- [c] Two Associate Professors / Assistant Professors of CU – Member;
- [d] Two members outside of COE not below the rank of Associate Professor - Member;

[e] Anti Discrimination Officer not below the rank of Professor – Member Secretary;

The members shall be nominated by the Vice Chancellor for the term of three years.

The nominations may cover the representatives of SC, ST, SEBC, Religious and language minorities, Person with Disability and General category.

[5] The EOC of the University shall:

[a] oversee/monitor Seminars/ symposia/ workshops/ conferences/ exhibitions, etc. from time- to-time on issues of contemporary significance for empowering, educationally and culturally, students belonging to the marginalized sections.

[b] be responsible for the effective functioning of EOC dealing with the problems of different socially disadvantaged groups.

[c] convene the meeting of all the members of the committee from time to time as required and meeting with coordinators of other Committees/Programmes dealing with social issues such as WDC, ICC, National Service Schemes (NSS) etc. to have alignment of their activities with EOC.

[d] shall submit the progress/review report to the Vice Chancellor at the end of academic year.

[e] maintain grievances register about discrimination/ victimisation/ bullying.

[f] publish progress achieved by the Cell in the Annual Report of the University.

Reg 24 Women Development Cell

- [1] The objective of Women Development Cell is creating a congenial and safe working environment for all the female students, women faculty and staff of the university.
- [2] The cell shall be comprising of female members and nominated as follows:
 - [a] Director / Professor as Chairperson.
 - [b] One faculty member of University.
 - [c] One non teaching member of University.
 - [d] One expert.
 - [e] Two students from COE.
 - [f] One Assistant Professor as member secretary.
- [3] The nominations shall be done by the Vice Chancellor.
- [4] The tenure of the nominated members shall be of three years other than student members. The tenure of student member shall be of one year.
- [5] The committee shall meet at least once in a semester or as and when required by the approval of the Vice Chancellor.
- [6] At least half of the members shall form the quorum of the meeting.
- [7] Functions of WDC
 - [a] Gender sensitization programmes in consultation with ICC.
 - [b] Help to disseminate anti-sexual harassment policies on campuses on a regular basis.

- [c] The 'cultural' space and the 'formal academic space' need to collaborate to render such workshops innovative, engaging and non mechanical.
- [d] Conducting seminars, workshops, self defense workshop etc. for the girls.

Reg 25 Internal Complaints Committee

- [1] The committee shall read the *Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (14 of 2013)*.
- [2] The committee shall read the *Handbook on Sexual Harassment of Women at Workplace*.
- [3] There shall be an Internal Complaint Committee, whose constitution and functions shall be as per the *University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations 2015*.
- [4] There shall be an Internal Complaints Committee, whose constitution is as follows:
 - [a] Director or Professor who is woman shall be as Presiding Officer. If no such senior woman employee is available then it shall be as per University Grants Commission (Prevention, prohibition, and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations 2015.
Provided further that in case the other offices or administrative units of the workplace do not have a senior-level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organization.

[b] Two faculty members preferably committed to the cause of women or who have had experience in social work or have legal knowledge, shall be nominated.

[c] Two non teaching members preferably committed to the cause of women or who have had experience in social work or have legal knowledge, shall be nominated.

[d] One member from amongst non government organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment shall be nominated.

If the matter involves students then it shall be as per University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations 2015.

[5] The tenure of the nominated members shall be of three years.

[6] The nominations shall be done by the Vice Chancellor. One – third of the members of the ICC may change every year. At least one-half of the total members of the ICC shall be women.

[7] The committee shall meet at least once in a year or as and when required by the approval of the Vice Chancellor.

[8] At least half of the members shall form the quorum of the meeting.

Reg 26 Entitlement of Fees of Members of Various Committees

[1] The members of the following committees shall be entitled to sitting fees of Rs. 2500 except the Officers of the University mentioned in Statute 3(1) – 3(4).

[a] General Council;

- [b] Executive Council;
- [c] Academic Council;
- [d] Search Committee;
- [e] Standing Committee;
- [f] Finance Committee;
- [g] Selection Committee;
- [h] Research Council;

[2] All members of the committees in 2a – 2b shall be entitled to sitting fees of Rs. 1500.

The members other than CU staff shall be eligible in the committees 2c – 2g for the sitting fees of Rs. 1500.

- [a] Board of Studies;
- [b] Local Inspection Committee;
- [c] Scrutiny Committee;
- [d] Various Cells of University;
- [e] Any other Committee/Council mentioned in Statutes;
- [f] Any other Committee/Council mentioned in Ordinances / Regulations;
- [g] Any other committee to be formed by the Vice Chancellor;

[3] The Vice-Chancellor may change the sitting fees with the reason to be noted in the file.

Reg 27 Removal of Member

- [1] This regulation shall be applicable for those authority / body / committee constituted by Ordinances or Regulations.
- [2] Any nominated member of any authority / body / committee of the University may request for discontinuation by letter addressed to the Vice Chancellor. He/She has to work till the acceptance of his/her request by the Vice Chancellor. The Vice Chancellor may accept and remove from the committee as per his/her request.
- [3] A nominated member may be removed from the membership of any authority / body / committee of the University who convicted by a court of law of any offence involving moral delinquency or punished by the University for malpractice connected with any University affair, examination.
- [4] The Vice Chancellor may also remove any member from the membership of any authority / body / committee of the University if he becomes of unsound mind or deaf-mute or has applied to be adjudicated or has been adjudicated as insolvent. A member shall be provided reasonable opportunity to defend himself, before any infliction of any punishment.
- [5] The Vice Chancellor may remove any nominated member if the committee is going to be reconstituted with reason.

Reg 28 Cessation of Membership

- [1] This regulation shall be applicable for those authority / body / committee constituted by Ordinances or Regulations.
- [2] If a nominated member of any authorities or bodies of the University fails to attend three consecutive meetings of that authority or body, he shall cease to be a member of such authority or body and thereupon the Registrar shall

intimate him that he has ceased to be such member. Provided that authorities may, if satisfied that there was sufficient cause for the failure of the member to attend the meetings, restore him to its membership.

Reg 29 Disqualifications for Membership

- [1] This regulation shall be applicable for those authority / body / committee constituted by Ordinances or Regulations.
- [2] No person shall be qualified for selection or nomination or appointment as a member of any of the authorities of the University or for continuing as such member, if he
- [a] is unsound mind or a deaf-mute; or
 - [b] is an undischarged insolvent; or
 - [c] has been convicted by a court of law of an offence involving moral delinquency; or
 - [d] has been debarred by any University from appearing in examinations, for malpractices in connection with any examination:

Provided that sub-clause 2a above shall not apply to a person nominated in the capacity of a student to any of the said authorities.

- [3] If any question arises as to whether any person is disqualified under sub-clauses 2a to 2d of above clause the question shall be referred to the Vice Chancellor and his decision thereon shall be final.

Reg 30 Examination

- [1] Eligibility of students for examination.

- [a] Centre of Education shall publish the presence report of each student on institute website every month within six days of the following month and shall send to the university on email id studentpresence@cugujarat.ac.in. It shall be make sure that it reaches to every students by email also. For the presence of student there may be provision in ERP as an alternate method if available.
- [b] A student may be eligible to attend the semester-end examination if he/ she has 80% attendance in theory and 90% attendance in Practical work. The Director shall not forward / approve the candidates for the examination who has not sufficient presence. Up to 65 % attendance in theory and completion of all internal – practical work, Director may recommend to the Vice Chancellor for the waiver of this condition on medical ground / maternity leave / unavoidable circumstances only, on or before the one day of commencement of examination form fill up. If the recommendation is consented by the Vice Chancellor, then it shall be put in the knowledge of the next Academic Council by the Examination Branch.
- [c] A student may be eligible to attend the semester-end examination if he/ she has paid the fees of the current semester. The Director shall not forward / approve the candidates for the examination who has not paid such fees on or before as notified by the institute.
- [d] Only those candidates who have passed the Internal Assessment of the particular course shall be permitted to appear in the examination. In case exam forms for a particular examination are filled before submission of Internal Marks by the COE to the University and student appears in the examination and fails in Internal Assessment then his/her result of an external examination of that particular course shall be canceled.

He/she shall appear in examination of all the components of that particular course next time whenever University conducts the examination.

[2] The following deadlines should be followed:

- (a) The assessment must start within four days of the completion of the paper.
- (b) From the day assessment starts, the coordinator must see that the assessment work shall finish within 15 days after completion of the Examination.
- (c) Soft copy of Mark Sheets along with Assessed Answer books shall be submitted within one week to the Examination branch.
- (d) The examination branch will prepare and declare the result within fifteen days of submission of the assessed answer-books, marks of practical examination and soft copy of Mark sheets.
- (e) Any problem encountered in the assessment work should be brought to the notice of the COE and Examination Committee.
- (f) The Centre Coordinator should open the sealed parcels of answer books as soon as they receive them, even if they are unsealed or have their seals broken, and check the contents and verify whether they are according to the answer books count allocated to the Centre. They should report to the Examination Committee, whether the contents of the parcels are in accordance with the report of the Hall Supervisor/ Centre Coordinator tied to the bundles of the answer books.

[3] Re – Checking & Re – Assessment

- [a] After the declaration of the results of an examination, the candidates shall be permitted to make applications for the Re-Checking/ Re-Assessment in prescribed form accompanied by a fee.
- [b] A Student must apply for re - checking/ re- assessment of the paper within 7 days after the declaration of result. No such application shall be entertained after the due date.
- [c] The students are allowed to have rechecking /reassessment in theory papers.
- [d] Rechecking/Reassessment is not done for the students whose result is withheld for any reason.
- [e] In the rechecking process, only marks obtained by the student in each question and total marks shall be rechecked. No assessment will be done.
 - [i] The person authorised for work of rechecking shall examine the answer scripts to check the following:
 - (i) whether all the questions and sub-questions answered have been evaluated
 - (ii) the allotted marks have been properly entered
 - (iii) totalling inside the answer script and on the front page of the answer script is correct.
 - [ii] If there are any changes, the Examination branch may invite the respective examiner to make the necessary changes and such changes will be signed in full by the examiner or person authorised for work of rechecking. The university will verify the changes and endorse the same.

- [f] The University shall appoint an examiner to re-evaluate the answer books, who shall not be the same examiner who evaluated the answer books.
- [g] If the difference between original assessment and re-assessment is less than 5 per cent (%) of total marks in a particular paper no modification will be done in the original marks.
- [h] If the difference between original assessment and re-assessment is between 5 to 10 per cent (%) of total marks in a particular paper then the modification in marks shall be considered
- [i] If the difference between original assessment and re-assessment is more than 10 per cent (%) of the total marks in a particular paper then the answer book shall be reassessed by a third examiner who shall be appointed by the vice chancellor and the average marks of second and third assessment shall be considered.
- [j] In special case Vice Chancellor can ask for the extra assessment and he/she has the power to decide which marks to consider average of second and third or marks of extra assessment.
- [k] The re-assessment process must be completed within a month's time after due date of application for the same.
- [l] The original result shall be the final result of the student; until, the modified result after re-assessment /rechecking is declared by the university authority. (i.e. Examination dept.).
- [m] No application for re-assessment of marks/grades obtained at the Internal Test, Practical, Viva-Voce, Thesis and Dissertation etc. shall be entertained by the University.

[4] Unfair Internal Assessment

- [a] It is mandatory for COE to observe and maintaining transparency and unbiased internal assessment by observing all Regulations and Guidelines of University, Regulatory Authority, UGC and Central and/or State Government time-by-time.
- [b] It is expected and mandated that internal assessment in form of submissions /attendance /internship /viva-voce/CCE, etc. or any of the form in which internal assessment defined by University shall be carried out without any bias or prejudice and should be judiciously adjudged by assessor/teacher educator/examiner/supervisor, whosoever assigned the task of adjudging the prospective teacher.
- [c] The marks should be distributed evenly, if not skewed or Kurto statistically may be considered as unfair means.
- [d] COE is hereby mandated to keep the all necessary and required documents of any part of internal evaluation and shall be liable to present them to University Authorities.
- [e] If the University is suspicious about any irregularities in the internal assessment, COE may be asked to submit the required data for further analysis.
- [f] During the process of analysis and verification, the University may withheld the result until the process is over and upon no irregularities observed, the University shall release the results withheld. Otherwise notice is to be issued to the COE and shall be given opportunity to represent the matter.
- [g] If, in case, any of the irregularities observed, such irregularities shall be passed on to Academic Council for further action. The COE may be asked to remain present in front of Academic Council to defend the matter.

[h] In event of any of the such irregularities which is unsatisfactory and proved to be very serious in larger interest of Education by Academic Council, looking at the gravity of irregularity/ies, Academic Council may recommend EC for disciplinary action.

[5] Unfair Means and Malpractices in Examinations

[a] These Regulations shall apply to all the examinations held by the University to grant and confer Degrees, Diplomas and other academic distinction on persons who have enrolled and pursued a course of study or have carried on research.

[b] Use of unfair means (UFM)/ malpractice in examinations is any activity – intentional or unintentional – that is likely to affect the honor to the degree offered by the University. No circumstances justify use of unfair means (UFM)/ academic malpractice, and a penalty must always be applied as deemed to be fit.

[c] The following acts of the candidates before, during or after the Examination shall be considered as Unfair Means

[i] Talking to another candidate or any person, inside or outside the Examination hall, during the Examination hours without the permission of supervisory staff.

[ii] Leaving the Examination hall without handing over the Answer Book or continuation sheet, if any, to the Superintendent or Invigilator concerned, and taking away/running away with the Answer Book, tearing off or otherwise disposing of the same or any part thereof.

[iii] Possession by a candidate or having access to books, notes, paper/mobile phone or calculator or any other material whether written, inscribed or engraved, or any other device, which could be of

help or assistance to him in answering any part of the question paper.

- [iv] Copying, attempting to copy, taking–assistance or help from any book, notes, paper or any other material or device or from any other candidate, to do any of these things or facilitating or rendering any assistance to any other candidate to do any of these things.
- [v] Writing on any part of the body/furniture/walls.
- [vi] Plagiarism in projects/seminar/assignments submitted for evaluation.
- [vii] Seeking or extending help in the exam, in relation to the questions asked.
- [viii] Contacting or trying to contact any other person during the Examination time;
- [ix] Disclosure of identity in the answer sheet in any form
- [x] Using abusive or obscene language in the Answer Book.
- [xi] Running Away with Answer book.
- [xii] Making an appeal to the examiner through the Answer Book.
- [xiii] Concealing, destroying, disfiguring, rendering illegible, swallowing, running away with the answer book causing disappearance of or attempting to do any of these things in respect of any book, notes, paper or other material or device, used or, attempted to be used for assistance or help or in answering a question or a part thereof.
- [xiv] Refusal to surrender unfair means material or attempt to destroy.
- [xv] Refusing to obey instructions of the Invigilator.
- [xvi] Smuggling into the Examination hall an Answer Book or a continuation sheet, or taking out or arranging to send an Answer Book or

continuation sheet, during or after the Examination with or without the help of or connivance of any person connected with the Examination or through any other agent, whatsoever.

- [xvii] Inserting/substituting or removing any page from the answer book/ additional answer book.
- [xviii] Impersonation in exam including interchanging of Roll Numbers and / or answer sheets.
- [xix] Candidates taking an examination shall be under the disciplinary of the Centre In-Charge, and shall obey his instructions. In the event of a candidate disobeying the instructions of the Centre In-Charge supporting examination staff or behaving insolently towards the Centre In-Charge or supporting examination staff, the candidate may be excluded from the day's examination and if he persists in misbehavior, he may be excluded from the rest of the examinations by the Centre In-Charge. In all such cases, a full report of each case shall be sent to the Head of Examination Branch, may, according to the gravity of the offence ratify the action taken, by the Centre In-Charge or further punish a candidate by cancelling the examination taken by him/her either in whole or in part, or de-barring him/her from appearing for any University examination for a specified period or permanently.
- [xx] Any other similar malpractice, which in the opinion of the Disciplinary Committee amounts to a use of unfair means.
- [xxi] If the Vice Chancellor is satisfied that there has been a Mass copying or use of unfair means at a particular Examination centre/hall, he may cancel the Examination of all or candidates concerned and order for conduct of re-Examination, if required.
- [xxii] On the recommendation of Examination Committee Vice Chancel-

lor may declare any other act of omission or commission to be unfair means in respect of any or all the Examinations, which he may deem fit.

[d] Use of Unfair Means shall be inquired into by the Disciplinary Committee

[e] The Committee shall submit a report to the Vice chancellor through Registrar. Once it is approved by Vice Chancellor the university will impose the penalty with reasons in writing. An appeal can be made to the Vice-Chancellor who shall refer back the matter if worthy enough to the Committee. The Committee within ten days time will hold a meeting to review the matter.

[f] If the Vice-Chancellor is satisfied after enquiry that as a consequence of the conduct of any person connected with the conduct of the examination at the Centre, that there have been malpractices in the conduct of examination in any University Centre, the Vice-Chancellor may punish such person in such manner as it may deem fit and may also abolish the Centre for conduct of examinations for such period as it may deem fit.

[6] Due to any reason if appointed person is not able to perform his/her duties on designated day or place than he/she should inform in writing to the Appointing Authority well in advance.

[7] Condonation

[a] Where a candidate at a University Examination other than the Entrance Examination fails in only one head of passing, his failure in that head of passing shall be condoned on the following basis:

[b] For each one per cent of marks in the grand total secured by the candidate above the minimum required for passing one mark shall be

added subject to a maximum of ten marks as a grace in the one head of passing in which candidate has failed. Benefit of the condonation shall be given to a student if he/she is passing after condonation.

[c] A candidate getting the benefit of condonation on this basis shall not be entitled to prizes or scholarships.

[d] The grace marks so added shall not count for the grand total.

[e] A candidate passing the examination under this regulation is eligible for a class, provided his percentage prior to condonation entitles him.

[f] For the purpose of this regulation, a fraction of one-half per cent or more shall be considered as one.

Note. – The benefit of this regulation shall be given only to a candidate who appears at a time in all the papers and practical (if any) without availing himself of exemptions from any subject or subjects or a part thereof.

[8] Grace Marks For passing in each course/ head of passing (Theory/ Practical/ Oral/ External Semester End Exam)

[a] Benefit of grace marks shall not be a right of the examinees. The examinee shall be given the benefit of grace marks only for passing in each course / head of passing (Theory / Practical / Oral, Project) in External

/ Semester End Examination Assessment as follows:

Total Marks up to	Gracing Marks up to
0 - 50	4
51 - 70	6
71 - 100	8

- [b] The Examination branch may investigate a case where the marks awarded in a particular subject are unusually low or high, and decide suitable measures to rectify the result. In such a case, the Examination branch should record the case, with observations in detail and appropriate recommendations, and forward the report to the Vice-Chancellor for approval of such measure as required for rectification of results. For any further gracing or corrective measure, the decision of Vice Chancellor will be final.
- [c] For an examinee the maximum number of papers in which gracing marks can be given is two papers in a semester.
- [d] Provided further that the benefit of gracing of marks under this regulation shall be applicable only if the candidate passes the entire examination of semester.
- [e] Grace for getting Higher Grade
Gracing shall be given to a candidate / learner who has passed in all the subjects / courses without the benefit of either gracing or Condonation rules and whose total number of grade point is fall short up to 0.05 to get the next higher grade as the case may be.
- [f] Provided that benefits of above mentioned grace shall not be given, if the candidate fails to secure necessary passing marks in the aggregate course / head of passing also, if prescribed, in the examination concerned.
- [g] Provided further that benefits of above mentioned grace of grade point shall be given to the candidate for such examination/s only for which provision of award of Grade has been prescribed.
- [h] In case performance of the majority students found dissatisfactory than

Vice Chancellor has powers to give general gracing to all the students in such cases.

[9] Amendments of Results

[a] Due to errors: In any case where it is found that the result of an examination has been affected by errors, the Head of Examination Branch shall have power to amend such result in such manner as shall be in accordance with the true position and to make such declaration as is necessary, provided the errors are reported / detected within one months from the date declaration of results. Errors detected thereafter shall be placed before the Vice – Chancellor.

[b] Error means:

(i) Error in computer/data entry, printing or programming and others of similar kind.

(ii) Clerical error, manual or machine, in totaling or entering of marks on ledger/register.

(iii) Error due to negligence or oversight of examiner or any other person Connected with evaluation, moderation and result preparation.

[c] Debarring Candidate and Quashing Results:

If any time or during the course of the examination or after the publication of results, it is found that a candidate was not eligible for taking the examination, or that he has secured admission to the course or the examination, on production of false information in the application form or that he has used unfair means at an examination, University shall have power to quash the results of the examination, taken by the candidate, and/or debar him from appearing for any examination of the University permanently or for a specified period according to the gravity of the offence committed by the candidate.

[10] Practical Examination

- (a) The practical examination will be organized by the University in coordination with the Centre and if Centre needs to organize it at their level by the instruction of the University then, the Director will submit the time table including the names of the examiners to the examination branch at least before 7 days of the commencement of the Examination for appointment of examiners.
- (b) In case of the assessment of practical component, the examiners shall be appointed by the university.
- (c) In case of the assessment of project reports/ thesis/ dissertation etc. the work should be undertaken by university examiners.

[11] Mark Sheet

Mark sheets issued to a successful candidates contain the performance of the student in terms of grades and it should contain photographs of the student, hologram, QR Code, Name of the Centre where student studied, Mode of Study (Regular, Part Time or Distance) and Mark sheets of last semester shall also show the details about the Special Subjects of study.

[12] Normal and Maximum duration and Credits for all the programmes:

Sr. No.	Degree	Normal Duration	Maximum Duration	Maximum Credits	Minimum Credits	Passing Criteria in individual paper
1	UG	3	5	140	120	40 %
2	UG	4	6	180	160	40 %
3	PG	2	4	90	80	40 %
4	PGD	1	2	50	40	40 %

Credits and duration mentioned in Course Structure will be considered final in case of dispute.

[13] Award of Gold Medals

The Prizes and Medals, the award of which are instituted by the University shall be presented at the Convocation to the awardees, if they choose to remain present, immediately after the conferment of the degrees. In other cases the same will be delivered to them through the Director.

- (a) Gold Medal(s) shall be awarded on the basis of Total Marks obtained by the student in all the semesters. Medal will only be awarded for the Courses in which Minimum 5 Students are enrolled in last semester.
- (b) If two or more students have secured the same Marks, then the marks secured by the students in the external examination only shall be taken into consideration in awarding the Gold medals.
- (c) If both students also secure the same external marks, then both the students should be awarded the gold medal
- (d) The rank holders on the basis of Marks shall be awarded the University Gold medal for being First. The Second and third Rank holders shall be

given rank certificates by the university. The University shall also issue Certificates indicating the name of the Medal awarded to the students.

- (e) The University may also consider issuing other Certificates of Merit or overall conduct at any convocation organized by the University.
- (f) A student who has been fined or has been expelled from the Hostel / University for any act of indiscipline shall not be eligible for the award of gold medal(s). A student who has failed in any course and has cleared the course in a Repeat Examination shall not be eligible for award of gold medals/ rank certificates.

[14] Retention and disposal of Examination materials

[a] Type of record

- [i] Examination Materials (used answer booklets/ Answer sheets), multiple choice question OMR answer sheets and Question Papers.
- [ii] Observer's report if any, Marks sheet submitted by examiners, Examination forms, attendance report, Application of Reassessment/ Rechecking etc.
- [iii] Original Question Paper submitted by examiners (Used).
- [iv] Convocation application submitted by eligible candidates.

[b] Retention Period

- [i] For the items 14(a)i – 14(a)iii a minimum period of three months from the date of announcement of results.
- [ii] For the item 14(a)iv a minimum period of one months from the completion of respective convocation.

[c] In special case due to administrative requirements or Legal Matter which is pending at Examination branch or it is in knowledge of Examination branch on or before the last date of six months from the date of result declaration, answer scripts and other related material shall be retained until the matter is finalized or all available appeal avenues are exhausted. Once the matter is finalized, the documents will be retained for a further period of 6 Months.

[d] Records that are ready to be disposed must go through the following procedures:

- [i] A committee appointed/approved by the Vice Chancellor shall be responsible for the destruction of records.
- [ii] Records must be destroyed by shredding or any other appropriate means.
- [iii] Destruction must be handled in a secure and confidential manner.
- [iv] Vendor to whom, committee decides to sell the material must submit the declaration on appropriate Stamp Paper that he/she will use the material to make the Pulp.

Reg 31 Remuneration for Examination

[1] Remuneration for Examination Committee

Sr. No.	Particulars	No. of Teaching Staff	Rs./ day
1	Chairman	One	500
2	Member	Two	400

The committee has to maintain daily work note.

[2] Remuneration for Digital Assessment

Sr. No.	Particulars	No. of Staff	Rs. per day
1	Coordinator (Teaching Staff)	One	300
2	Assistant Coordinator (Teaching Staff)	One - (Up to 20000 answer books)	250
3	Administrative Staff	One - (Up to 20000 answer books)	200
4	Class - 4 employee (for scanning work)	Two - (Up to 20000 answer books)	150

[a] Assessment work shall be completed within 15 days after completion of the examination.

[3] Remuneration Rate for Paper Setter for theory and practical:

Sr. No.	Particulars	Rupees
1	For up to 2 hours exam (including key) / UG Practical QP	300
2	For more than 2 hours exam (including key) / PG Practical QP	400
3	MCQ paper setting (including key) per question	20

In practical examination the remuneration shall be equally distributed among the paper setters.

[4] Remuneration rate for Examination Center

Sr. No.	Particulars	No. of Staff	Rupees
1	Centre Coordinator per session	One	500
2	Senior Supervisor per session	One per 5 Block	250
3	Junior Supervisor per session	One per Block	200
4	Reliever Junior Supervisor per session	One per 5 Block	200
5	Stationary Supervisor per session	One per Centre	175
6	Class 4 employee per session	Two per 5 Block	110
7	Center Expense per day		500
8	Sanitizing Expense for whole semester exam		500

Each block is of max 30 students for theory exam.

[5] Remuneration for Science Practical Exam Centre;

Sr. No.	Particulars	No. of Staff	Session	Rate in Rs.
1	Chairman	Complete Exam - 1	Per session	175
2	Lab Supervisor	Per Subject - 1	Per session	125
3	Lab Assistant	Per Subject - 1	Per session	100
4	Class 4 Employee	Per Centre - 2	Per session	75

[6] Remuneration for UG, PG Practical / Doctorate Studies / UG, PG viva voce :
The remuneration shall be distributed equally to all examiners except not stated clearly.

Sr. No.	Course	Particulars	Rs. per student
1	UG	Viva - voce / EPC / Education Subjects	20
2	UG	Science Practical	40
3	PG	Viva - voce / Practical	50
4	PG	Dissertation assessment	100
5	PhD	Viva -voce per student	1000
6	PhD	Thesis assessment	2000

[7] Remuneration Rate for Assessment:

Rate for per one answer book assessment of theory exam for Certificate, UG, and PG Course.

Sr. No.	Particulars	Rupees
1	Up to 50 marks paper or up to 2 hours exam paper	20
2	More than 50 marks paper or more than 2 hours exam paper	25
3	Re-checking per answer sheet	50
4	Re-assessment per answer sheet	100

Reg 32 Bequests, Donations and Endowments

- [1] The University shall promote the solicitation, acceptance and stewardship of bequest, CSR fund, MP – MLA or any other elected member and of such local body fund, donation or endowment funds to secure resources that shall enable the University to further advance its priorities and commitment to excellence in teaching, learning and research.
- [2] Any proposal for bequest, donation or endowment from any individual. Institution /organization for utilization of the funds by the university for any specific purpose including faculty support, student support, research activities, seminar, workshop, webinar, extension services, construction of a building, creating any of the facilities etc. or any other matter as per the objectives of the University shall be made to the Registrar in writing.
- [3] If such a proposal is made, the Academic Council shall be consulted and thereafter the proposal along with the opinion of the Academic Council shall be placed before the Executive Council for consideration.

[4] Medal Naming Process

In case of medal, the nomenclature (the name of the medal) shall be finalized by the Executive Council.

[5] The Executive Council shall then consider the proposal and accept it, reject it or accept it subject to such modifications as it may think fit.

[6] If the Executive Council accepts the proposal as such or approves the proposal subject to any such modification, it shall communicate the decision to the person who has made the proposal for obtaining his/her final consent for the same. Even if the proposal is not accepted the decision shall be communicated to the person who has given the proposal.

[7] If the donor who has been offered a naming opportunity by the University falls into disrepute, the University reserves the right to discontinue the use of the relevant name.

[8] The right to accept any proposal, with or without modification shall always vest with the Executive Council.

[9] Management of Bequests, Donations and Endowments:

[a] The Executive Council shall pass all necessary directives to manage the bequests, donations or endowments which have been approved and accepted by it.

[b] If any changes in the terms or conditions of the bequest, donations or endowment become necessary before or during implementation of such conditional bequest, donation or endowment, the Executive Council may suggest changes in the said bequest, donation or endowment, in consultation with the donor.

[c] The funds donated or endowed will be utilized strictly in accordance for bequest, donation or endowment received. The fund received for

the purpose will be invested in Bonds declared by the Central or State Governments including Gold, Infrastructure or any other such instruments or Public Sector Bank Deposits as University may deem fit and award fellowship, scholarships, medals, prizes etc., out of the interest accrued thereon.

- [d] In case of the donation for the purpose of awarding a medal to the students, if in the subsequent years, the price of metal hikes and the interest earned out of such a specific donation amount is not sufficient to meet the expense of the medal, the donation amount will be utilized apart from interest on donation amount. In such cases, the donor shall be informed to make additional marginal donation. If the donor denies to donate the marginal amount, the medal shall be awarded till the entire amount of donation is fully utilized.

Reg 33 Strategic Plan

- [1] There shall be strategic plan of five years to follow the mission, vision and objectives of the university.
- [2] Each year the strategic plan shall be updated for the next five years.
- [3] Strategic Plan Committee
- [a] The Vice Chancellor as Chairperson;
 - [b] The Director General;
 - [c] All Members of IQAC;
 - [d] All Members of UPDC;
 - [e] Head, Academic Branch as member secretary;

- [4] The committee shall meet at least once in a year or as when required with the prior approval of the Vice Chancellor.
- [5] Half of the members shall form the quorum for the meeting.
- [6] The strategic plan may cover the following points:
 - [a] Academic Excellence;
 - [b] Research and Innovation;
 - [c] National and International Collaboration;
 - [d] Governance and Services;
 - [e] Infrastructure and Digital Campus;
 - [f] Capacity Building;
 - [g] Self Reliance;
 - [h] Sustainability;
 - [i] Holistic Development;
 - [j] Assessment and Accreditation;
 - [k] Branding of University;
- [7] The strategic plan shall be submitted to Academic Council, Executive Council and General Council every year.
- [8] After approval of General Council it shall be distributed to all administrative branches and centers of CU for implementation.

Reg 34 Academic Calendar

- [1] University shall publish an Academic Calendar every year, which shall be followed by all University centres for their Academic Programmes.
- [2] The academic branch shall prepare a draft of Academic Calendar/s for all certificates, UG, PG and research courses of the University in the month of April – May every year in consultation with the Director General and all Centre Directors. This draft shall be put before the Academic Council and Executive Council for the approval.
- [3] The Academic Calendar shall be circulated to all centres and shall be displayed on the University website. All the activities shall be strictly adhered to the academic calendar.
- [4] Academic calendar shall be published before 15th June.
- [5] The academic year may be considered as July to June of next year.
- [6] The Academic Calendar of the University may include the following:
 - [a] There shall be at least 180 working days in a year for UG / PG courses excluding admission and examination or notification by respective council/ UGC / university.
 - [b] University centres shall follow at least forty hours working schedule per week in case of teaching.
 - [c] The dates for the important academic events scheduled during the academic session shall be specified in the Academic Calendar. In particular, the dates for the following events shall be specified: Orientation / Induction programmes, Commencement of Classes and End of semesters, University Foundation Day, Youth Festival, Sports Events, Internal Examinations, University Examinations, Seminars, and workshops.

- [7] If any change or update in the Academic Calendar is required due to any event, the agenda shall be submitted to the Academic Council for the approval.

Reg 35 Administrative Calendar

- [1] University may publish an Administrative Calendar every year, which shall be followed by all University centres and administrative branches for their functions.
- [2] The establishment branch shall prepare a draft of Administrative Calendar for all branches of the University every year in consultation with all branches and Centres.
- [3] The Administrative Calendar shall cover normally begins in July every year and ends in Jun of next year.
- [4] Each administrative branches and Centres shall write their planning of events, meetings in the calendar to follow the objective and functions of CU Act, Statutes, Ordinances and Regulations.
- [5] The administrative calendar shall be put in the Academic Council and Executive Council for the information.
- [6] Each administrative branches and Centres shall implement the administrative calendar. The event denoted in the administrative calendar shall be completed within that quarter and if there is any difficulty then the matter shall be put in the knowledge of the Vice Chancellor.
- [7] There shall be quarters as follows:
- [a] July to September;
 - [b] October to December;

[c] January to March;

[d] April to June;

Reg 36 Annual Report

[1] The Annual Report shall be prepared by the Academic Branch;

[2] The annual report shall cover the data from 1st July to 30th Jun.

[3] The Annual Report shall contain at least the following chapters:

(a) The University with vision, mission and objectives;

(b) Organization Structure;

(c) Statutory Bodies meetings and decisions data;

(d) No. of meetings of various cells and committees;

(e) Academic Calendar;

(f) List of Centres and Academic Departments and their activity;

(g) Quantitative Data of University as per accreditation and ranking system;

(h) Qualitative Data of University as per accreditation and ranking system;

(i) Reports of Various Events;

(j) Innovative practices of University;

(k) Good Governance;

(l) Audit para and their answers;

(m) Strategic Plan;

- [4] The Annual Report shall be put in Academic Council, Executive Council and General Council for the approval.
- [5] The Annual Report shall be published on the Convocation Day.
- [6] The Annual Report shall be submitted to the State Government for the knowledge and information.

Reg 37 Annual Accounts

- [1] The Annual Accounts shall be prepared by the Accounts Branch;
- [2] The annual accounts report shall cover the data from 1st April to 31st March.
- [3] The Annual Accounts shall contain at least the following chapters:
 - (a) The University with vision, mission and objectives;
 - (b) Statutory Audit Report;
 - (c) Internal Audit Report;
 - (d) Balance Sheet;
 - (e) Income and Expenditure Account, which shall show the Expenditure of the year (Y-1), Income and Expenditure of the Year with revised budget (Y) and probable income and expenditure of the year (Y+1);
 - (f) Current item budget to be submitted to the Government for the grant;
 - (g) New item budget to be submitted to the Government for the grant;
 - (h) Audit para and their answers;
- [4] The Annual Accounts shall be put in Finance Committee, Executive Council and General Council for the approval.

Reg 38 Dead-stock Register

- [1] There shall be a dead stock register which may have the following information and data entry:
- [a] Sr. No.;
 - [b] Page No.;
 - [c] Date of Purchase;
 - [d] Name of Supplier;
 - [e] Mode of purchase, Invoice No. and Date;
 - [f] Particular of items;
 - [g] Quantity received;
 - [h] Rate per unit;
 - [i] Total amount;
 - [j] Branch Head / HOD sign where it is placed;
 - [k] Remarks;
- [2] At the end of every page, the Head of Estate Branch shall sign;
- [3] The dead-stock register shall be verified by the committee nominated by the Registrar at the end of every financial year.

Reg 39 Establishment and Maintenance of Physical Facilities

- [1] There shall be demand for establishment and maintenance of physical facilities like Buildings, Gardens, Water, Electricity, Hostel, Laboratory, Museum, Vehicles, Studio, IT equipment, Networking etc. from each concerned branch with justification to fulfillment of objectives of university.

- [2] Each such proposal shall be made by concerned Centres/ branch before the preparation of budget and shall be included in budget by Account Branch.
- [3] The demand shall be discussed in concerned committee (if any) and consented to forward it in Finance Committee.
- [4] After consent of Finance Committee, it shall be put in Academic Council / Executive Council (as the case may be) for the approval.
- [5] The proposal shall be forwarded to State Government for the requirement of grants.
- [6] The university fund may be utilise for the fulfillment of objectives of university in case of availability of less grant and need of the time.
- [7] There shall be Annual Maintenance Contract / Insurance to maintain / protect such facility and the process shall be done through BWC / Purchase Committee as the case may be.

Reg 40 Various Laboratory

[1] Establishment of laboratories

- [a] The Children's University (CU) shall establish separate laboratories for Toy innovation, Computer Lab, Food Nutrition Lab, as well as humanities streams and it shall be provided with facilities and adequate equipment for conducting experiments.

[2] Maintenance of Laboratories

- [a] Laboratories are maintained by the respective department staff and attendants and supervised by the respective Head of the Department. The laboratory assistants take care of their respective laboratories. The

Heads of Departments report to the administration periodically for all the maintenance works. Minor repairs are registered in a ledger maintained in the office and are attended on priority basis. Staff of respective departments monitor effective utilization of the laboratories.

- [b] The respective faculty members, staff, lab assistants and other service personnel shall be responsible to maintain the equipment. Stock registers, asset registers, log books, tools and plant registers shall be maintained by the respective laboratories to report entries and defects arising for rectification. For the major repairs external expertise to be sought wherever necessary with the permission of the Authority.
- [c] Standard operating procedures (SOP) for all high end equipment shall be made available to the users. Breakage and repair if any shall be reported to the Head of Department or the faculty-in-charge as the case may be and suitable measures shall be taken for speedy functioning of the equipment. Breakage of glassware intended for use by students and scholars shall be entered in the breakage register and charges shall be levied based on the cost of the equipment payable by the students at the end of the year and by the research scholars at the culmination of the course programme.
- [d] The condemned/obsolete items shall be discarded by procedure after getting the approval of authority.

[3] Annual Stock Checking

- [a] Annual stock checking of furniture, lab equipment, stationery, ICT facilities and all assets and reporting of repairs shall be done by designated person in the **last week of May** and the consolidated report shall be submitted to the administration to take up necessary actions if required.

Reg 41 Museum

- [1] There shall be a museum with the space of the exhibition, as a showcase of Toy Innovation, literary, art, and child education;
- [2] There shall be a museum committee to administer the museum.
 - [a] The Vice Chancellor – Chairperson;
 - [b] The Director General;
 - [c] The Director, Centre of Extension – Member Secretary;
 - [d] Head, Department of Toy Innovation;
 - [e] Two expert from education field to be nominated by the Vice Chancellor;
 - [f] One expert from the Science City or Science Museum or National level Museum not below the rank of Class – 1, to be nominated by the Vice Chancellor;
 - [g] Two experts related to Museums / Art / Culture / Toy industry to be nominated by the Vice Chancellor;
- [3] The term of nominated members shall be of three years from the date of appointment.
- [4] Half of the members shall form the quorum of the meeting.
- [5] The committee shall meet at least once in a year.
- [6] Functions:
 - [a] Collections / digital collections of sculptures, paintings, folk-art objects, manuscripts, etc. of Indian Arts and Culture. Technology, Toys, Bhavya Divya Bharat, Environment;

- [b] Collections / digital collections indigenous tradition of teacher student relation;
- [c] Archives of educational policies, Reports, Survey of State and Central Governments and Educational Institutions, Act, Statutes, Ordinances, Regulations, Rules, Various Annual Reports of CU;
- [d] Collection of photos, videos, films, documents of various events of CU;
- [e] To do MOU with other museums for the arrangement of visits of teacher, students, staffs and exchange of knowledge and expertise;
- [f] To prepare the budget and annual account of museum;
- [g] To maintain and develop the museum;
- [h] Any other policy matter related to museum;

Reg 42 Quarter Allotment

- [1] There may be university-owned quarters or allotted by the government for the residential purpose of the staff.
- [2] The employee who wants to avail of this facility shall apply when the vacancy is declared by the university.
- [3] The estate branch shall declare the availability of the quarters in March – April of the year.
- [4] The quarter shall be allotted on a priority basis as per their grade pay. The priority shall be decided by the estate branch. The HRA shall be deducted as per the norms.
- [5] In case of requirement of the university, any of the quarters can be allotted to any employee.

- [6] The allotted quarter shall be vacated by the employee on the notice of the university or government within 30 days.
- [7] The rent, taxes, and other bills shall be payable by the occupants of the quarter timely.
- [8] The allotted quarter can be used for residential purpose for the occupant with his/her family only.
- [9] The allotted quarter can not use for any charitable, commercial / religious / social / political purpose.

Reg 43 Creation of Academic and Administrative Posts

- [1] To fulfill the objectives of the university and as per the functions of university the Centres of CU and administration branches may suggest the requirement of teaching and non-teaching posts to the Establishment Branch with workload and justification before 31st August.
- [2] The Establishment branch shall put the requirement before the following committee:
 - [a] The Director General as Chairperson;
 - [b] Two Director of Centre nominated by the Vice Chancellor for three years;
 - [c] Head, UPD Branch;
 - [d] Head, Establishment Branch as member secretary;
- [3] The committee shall assess the need as per the provision of CU Act and temporary need of CU work.
- [4] The committee shall meet every year before 30th October or as and when it is called by the Registrar.

- [5] The recommendation of committee shall be put before the Academic Council and Executive council for the consent.
- [6] The consented posts shall be sent to the government for the approval of such posts as per section 35(1) of CU Act.
- [7] Till the sanction of such posts by the government, university may appoint temporarily on contractual/ adhoc / visiting / adjunct / daily basis as per the requirement for the period of not more than 11 months.

Reg 44 The Centre of Education

- [1] The Centre of Education is established vide CU Act, 2009, Section 6(4)(ii).
- [2] The Centre of Education shall function as envisaged in CU Act, 2009, Section 6(18,19,24,26, 27, 28,32, 33,34).
- [3] The Centre of Education shall be headed by Director.
- [4] The Director and Head of Departments shall be nominated by the Vice Chancellor.
- [5] The Centre of Education shall offer UG, PG, Research courses and certificate courses which are duly recognized by Statutory Bodies, Govt. of Gujarat and the University as per the discretion of University authorities.
- [6] The following Department shall be functioning as the Department of Centre of Education.
 - [a] Department of UG Programme;
 - [b] Department of PG Programme;
 - [c] Department of Research Programme;

[d] Department of Enrichment Programme;

[7] The Centre of Education shall have the following Centre Coordination Committee for inter discipline and Subject coordination for smooth functioning of Centre.

[a] Director (Chairperson);

[b] Heads of all Departments;

[c] Subject-in-charge of all Subjects and/or Subject Groups;

[8] The Centre Coordination Committee shall meet at least once in a month and report to the Centre Council.

Reg 45 The Centre of Training

[1] The Centre of Training is established vide CU Act, 2009, Section 6(4)(iii).

[2] The Centre of Training shall function as envisaged in CU Act, 2009, Section 6 (8, 9, 13, 14, 15, 23, 24,31, 35)

[3] The Centre of Training shall be headed by Director.

[4] The Director and Head of Departments shall be nominated by the Vice Chancellor.

[5] There shall be following departments under the Centre of Training.

[a] Department of Gijubhai Extensive Education Training (GEET);

[b] Department of School Accreditation;

[c] Department of Digital Learning Resources;

[6] The functions of Department of Gijubhai Extensive Education Training shall be as follows:

- [a] To undertake government-funded/institution-funded programmes and conduct Demand-based/Customised Faculty Development Programmes for the purpose of Anganwadi Workers, Elementary Teachers etc. training for those who are engaged in elementary / primary education of all fields.
- [b] To undertake government-funded/institution-funded programmes and conduct Demand-based / Customised Programmes and Announced Programmes for the purpose of School teachers training for those who are engaged in the work of teaching in various schools and institutions.
- [c] To provide Customized/Demand-based/Announced Faculty Development Program, Short-term Training Program and One to three days' skill development courses and training programs for the stakeholders involved in Higher Education, School Education and Community system through comprehensive integrated skill courses and training modules catering to cognitive, affective and psychomotor domains. These stakeholders include Students, Pre-service and In-service School Teachers, Supervisors, Vice Principals, College faculties, Principals, Administrative Staff and Parents as a community.
- [d] To offer the special In-house training in the school and colleges too.
- [e] To organise specialised in-service training courses so as to serve those who need to migrate to a foreign country and such groups of candidates or teachers who have special needs for training.
- [f] To provide training for implementation of educational innovations.

- [g] To endeavor to enrich the present system of teacher education so as to make it more responsive to the ideals of Indian Nationalism and Internationalism.
 - [h] To provide elementary courses related to the lessons of history, with special reference to Indian culture, its underlying spirituality, robust intellectuality and inexhaustible vitality.
 - [i] To provide counseling to Parents as a Community.
 - [j] Gijubhai Badheka Award – Shresth Balguru and Shresth Balvatika.
- [7] The functions of the Department of School Accreditation
- [a] To develop an Accreditation manual for pre-school /Anganwadi/ school
 - [b] To guide pre-school / Anganwadi/ school for accreditation process
 - [c] To accredit pre-school / Anganwadi/ school
 - [d] To offer suggestions to upgrade pre-school / Anganwadi/ school
 - [e] To take follow up of accredited pre-school / Anganwadi/ school
 - [f] To suggest corrective measures to upgrade pre-school / Anganwadi/ school
 - [g] To draft report of current status of upgraded pre-school/Anganwadi / school and share it to all concerned.
 - [h] To organize National/State level seminars/conferences for modification of accreditation process and establishing ideal pre-school/Anganwadi / school
- [8] The functions of the Department of Digital Learning Resources shall be as follows:

- [a] To develop DLR making skill of Pre-Service and In-service Teachers.
 - [b] To provide standard DLR kit to Schools and Teacher Training Institutes according to related Syllabus.
 - [c] To organise workshops for making DLR for Pre-Service and In-service Teachers.
 - [d] To do research for further improvement in various DLR.
 - [e] To prepare a Module for the Guidance of DLR making with collaboration with other departments and organizations.
 - [f] To develop and registered innovative practices in DLR and further possible to patent filing.
 - [g] To develop e-content in audio, video, and audio-visual format, digital format, static and dynamic teaching learning material, modules etc.
 - [h] To arrange the facility for the development and delivery system of e-content for various digital / broadcasting/ podcasting /MOOC platforms.
 - [i] There shall be Museum as per Regulation – 41.
- [9] The Centre of Training shall have the following Centre Coordination Committee for smooth functioning of Centre.
- [a] Director (Chairperson);
 - [b] Heads of all Departments;
- [10] The Centre Coordination Committee shall meet at least once in a month and report to the Centre Council.

Reg 46 The Centre of Research

- [1] The Centre of Research is established vide CU Act, 2009, Section 6(4)(i).
- [2] The Centre of Research shall function as envisaged in CU Act, 2009, Section 6 (10, 11, 12).
- [3] The Centre of Research shall be headed by Director.
- [4] The Director and Head of Departments shall be nominated by the Vice Chancellor.
- [5] There shall be following departments under the Centre of Research.
 - [a] Department of Testing and Evaluation;
 - [b] Department of Education, Science, Languages and Social Science Research;
 - [c] Department of Student Start-up and Toy Innovation;
- [6] The Head of departments shall be nominated by the Vice Chancellor.
- [7] The functions of Department of Testing and Evaluation shall be as follows:
 - [a] To construct, adopt psychological test and experiments.
 - [b] To develop a testing services for psychological test.
 - [c] To provide standardized tools to the schools and research scholars.
 - [d] To conduct research in the area of examination anxiety, use of computer technology in examination, innovation in testing and examination, self assessment, process assessment, performance assessment, skill assessment, personality assessment, values assessment, attitude assessment, aptitude assessment, examination reforms etc.

[8] The functions of Department of Education, Science, Languages and Social Science Research shall be as follows:

- [a] To deal with the affairs of Research Councils and Centre Council.
- [b] To encourage the university faculties for research activities;
- [c] To encourage for quality publications;
- [d] To encourage faculties for minor / major research projects and grants;
- [e] To establishing Facilities for Research and availability of standard tools;
- [f] To provide research repository.
- [g] To conduct MoU with other research organisations and centres.
- [h] To establish facilities of Data Analysis software (Qualitative as well as Quantitative) and providing its services to researchers and different institutions
- [i] To process JRF and SRF to the scholars as per Act.
- [j] To establish facilities for publications of research outputs of national and state importance and dissemination of the same.
- [k] To give awards and rewards to excellent researches at State and National Level.
- [l] To provide facilities for publication research to the researchers in the research journals of national and international level.
- [m] To get the research projects from the agencies like MHRD, UGC, ICSSR, DST, NCERT, GCERT, IUCTEs, and Schools of Education under PMMMNMTT Scheme etc.

[n] Establishing the Activities of Research

- [i] To provide the data analysis facilities to the scholars using the license version of the data analysis packages like SPSS and others.
- [ii] To organize the conferences on the themes of research methodology.
- [iii] To publish research journals based on the different research councils.
- [iv] To prepare a database of research supervisors and research scholars in Education of Gujarat state.
- [v] To compile the research conducted in Gujarat with the Abstracts.
- [vi] To provide the platforms for competition of Dissertations submitted at PG and Ph.D. courses.
- [vii] To give awards to the best young researcher for his/her quality research.

[o] Publishing and Disseminating Advanced Research

- [i] To gather materials of advanced research relating to teachers education.
- [ii] To compile and publish the advanced research outputs according to the theme. To invite the writers to write in particular themes of advanced educational research.
- [iii] To disseminate the published work to the stakeholders in terms of books, journals etc.
- [iv] To disseminate the advanced knowledge, skills by training.
- [v] To publish and disseminate results of advanced research relating to teacher education for purposes of advancement of capacities to

teach and learn among professional teachers as also among parents, social educators and social workers

[vi] To establish the relation with the training institutes like GCERT to disseminate results of advanced research through training.

[9] The Head of Department of Student Start-up and Toy Innovation shall work as University SSIP Coordinator.

[10] The functions of Department of Student Start-up and Toy Innovation shall be as follows:

[a] The members shall work for the research and innovation in the direction of Toy Innovation.

[b] The members of the department under this regulation shall read student start-up and innovation policy and subsequent directions from the government.

[c] They shall also read the guidelines for utilization of grant at university level under student start-up and innovation policy (SSIP), Government of Gujarat

[d] There shall be university level SSIP committee as follows:

[i] The Vice Chancellor;

[ii] Director of Centre of Research;

[iii] An industry expert who shall be nominated by the Vice Chancellor;

[iv] An alumni who is having own startup / patent / innovation / industry shall be nominated by the Vice Chancellor;

[v] Finance Expert shall be nominated by the Vice Chancellor;

[vi] Two academic experts nominated by the Vice Chancellor;

[vii] University SSIP Coordinator as a member secretary;

[e] There shall be IPR scrutiny committee as follows:

[i] The Vice Chancellor;

[ii] Director of Centre of Research;

[iii] Technical Experts nominated by the Vice Chancellor;

[iv] IPR Expert having minimum three year experience in the field of IPR nominated by the Vice Chancellor;

[v] University SSIP Coordinator as a member secretary;

[11] The Centre of Research shall have the following Centre Coordination Committee for smooth functioning of Centre.

[a] Director (Chairperson);

[b] Heads of all Departments;

[12] The Centre Coordination Committee shall meet at least once in a month and report to the Centre Council.

Reg 47 The Centre of Extension Services

[1] The Centre of Extension Services is established vide CU Act, 2009, Section 6(4)(iii).

[2] The Centre of Extension shall function as envisaged in CU Act, 2009, Section 6 (8, 9, 13, 14, 15, 16, 23, 31, 35).

[3] The Centre of Extension shall be headed by Director.

[4] The Director and Head of Departments shall be nominated by the Vice Chancellor.

- [5] There shall be following departments under the Centre of Extension.
- [a] Department of Tapovan;
 - [b] Department of Shishu Paramarshan;
 - [c] Department of Vidya Niketan;
 - [d] Department of Saptadhara;
- [6] The functions of the Department of Tapovan:
- [a] To develop awareness in among couples regarding the planning of pregnancy (divine Progeny – Uttam Dampati Divya Santati)
 - [b] To provide a systematic training related to pre-natal care education to expecting mothers for the holistic development of a child
 - [c] To organize various seminars and workshops for couples planning a child, expecting mothers, Anganwadi workers and other concerned groups
 - [d] To work in the direction of pre-natal care education with a strong base of Indian antiquity
 - [e] To carry out research studies in various aspects related to Indian Eugenics, Garbhasamsakar, pre-natal neuroscience, pre-natal care (physical psycho-hygiene) and such other areas.
 - [f] To collaborate with various Government Departments to impart knowledge for the achievement of shared goals related to the areas of pre-and post-natal care education.
 - [g] To develop research areas for pre-natal care and give suggestions to all beneficiaries.

[7] The functions of the Department of Shishu Paramarshan :

- [a] To work for Holistic development of the Toddlers according to Bhartiya Tattvgyan.
- [b] To Design an informal curriculum for the holistic development of the Toddler.
- [c] To impart an understanding of Holistic development and child rearing to parents of toddlers.
- [d] To organize an awareness program for parents and other concerned persons related to toddlers.
- [e] To carry out research work in all subjects related to Toddler
- [f] To create community awareness of the needs of the Shishu Paramarshan Kendra and to elicit and build a community environment and participation in the programme.

[8] The functions of the Department of Vidya Niketan:

- [a] To develop ideal school known as "Vidyanyketan' for all stages of school education which will implement Indian Philosophy and psychology.
- [b] To develop an educational mechanism and put it into action on the base of Bharatiya knowledge system.
- [c] To undertake various child centric researches to create new pathways in various aspects of education system.
- [d] To provide training programs for teachers, parents, students, policy makers and administrators to witness epistemological shift.

- [e] To establish academic relationship with innovative educational institutions, individuals and take benefits of their work for betterment of the education.
 - [f] To suggest research and experience-based inputs and concrete suggestions to government for the benefits of education system of the state and nation.
 - [g] To organize National/State level seminars/conferences for deliberations on new parameters for continuous upgradation of Vidyaniketan.
 - [h] To create and provide innovative materials, books, supportive literature, skill-based add-on courses encompassing all the stages of school education with a special focus on ECCE.
 - [i] To create innovative pedagogy to achieve inclusiveness in education system for differently abled learners.
- [9] The functions of the Department of Saptadhara shall be defined by the Director and approved by Academic Council.
- [a] The department is going to organise a variety of programs pertaining to seven disciplines from an exploratory approach to understand the role of knowledge, creative expression, song-music and dance, community service, colourful art skills, drama, exercise-yoga-sports for holistic development of all students involved in various courses in the university and the schools across the state. Moreover, the department is keen to undertake activities along with conducting research on them.
 - [b] To provide extension services in terms of identifying students who participate in Saptadhara activities and who exhibit high talent to help them advance in the field and advise, encourage, and make necessary arrangements for that.

- [c] To plan consistent programs, activities, projects and conduct smooth implementation through online and offline medium to create an environment for holistic development of students in the state in accordance with various laws.
 - [d] Preparation of supplementary literature for the purpose of guiding the students and teachers according to Saptadhara.
 - [e] To conduct short term courses, work camps and education–training programs for highly talented students in Saptadhara to advance in the field.
- [10] The Centre of Extension shall have the following Centre Coordination Committee for smooth functioning of Centre.
- [a] Director (Chairperson);
 - [b] Heads of all Departments;
- [11] The Centre Coordination Committee shall meet at least once in a month and report to the Centre Council.

Reg 48 Duties of Director of Centre

- [1] The Director of Centre is non vocational academic staff.
- [2] The Director of Centre has to prepare and submit the rules with annexures if any, to govern the activities of Centre to the Academic Council and Executive Council for the approval.
- [3] He/She shall look after the day-to-day work of the Centre as per the provisions of Act / Statutes / Ordinance / Regulations / instructions from the higher authorities from time to time.
- [4] He/She shall be responsible to store in a cloud drive and Centre hard disk the

following data pertaining to the Centre:

- (1) the scanned data of each files,
- (2) photos – videos,
- (3) reports
- (4) any other important data / communication

- [5] He/She shall be responsible for planning and scheduling of the entire work of the Centre well in advance and shall take the periodical reviews of its execution.
- [6] He/She shall ensure and maintain proper coordination and follow up with other Department/ Centers/ Unit/ Branch and shall be totally accountable for follow up actions on the decisions given by the University authorities.
- [7] He/She shall be responsible for the smooth and efficient running/working of the Centre and timely disposal of legal matters, cases, letters, bills, reports, returns, etc. and decide and maintain proper filing procedure.
- [8] He/She shall ensure that the cases/letters requiring immediate and urgent disposal are dealt with immediately.
- [9] He/She shall dispose of cases of importance where relevant and regulations are clearly applicable and forward otherwise the same to higher officers, with clear and specific provisions. He/She shall also prepare items for consideration of authorities/ bodies of the University if it is concerned.
- [10] He/She 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 proceedings of the work.
- [11] He/She shall exercise constant vigilance of speedy and qualitative disposal of work, safety of the record, regular and orderly behaviors of the staff.
- [12] He/She shall be responsible for correspondence with Government, UGC, other

universities/ institutions on relevant matters in coordination with the Registrar and the Vice Chancellor.

- [13] He/She shall be acquainted with the Act/ Statutes/ Ordinances/ Regulations/ Rules of the university and resolutions of government and work accordingly in coordination with the Registrar and the Vice Chancellor.
- [14] He/She is responsible for the note submission from the Centre which shall be as per the provision of Act/ Statutes/ Ordinances/ Regulations/ Rules of the university and resolutions of government.
- [15] He/She shall be responsible for the agenda, minutes of meeting, action taken report, as per the direction of authorities/ committees of the university.
- [16] He/She shall work as PIO of their Centre or as defined.
- [17] It shall be the duty of the Head of the Centre 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, Vice Chancellor, and other Authorities/ Statutory Bodies as per the requirements.

Reg 49 Establishment of Extension Centres

- [1] The university shall establish extension centres in recognised / approved institution / Government Institutions / institution who is imparting education and social work as per the need.
- [2] The University may invite the applications to establish the extension centres.
- [3] The application fee shall be Rs. 5000 (Non refundable) and the LIC visit fees is Rs. 10000. This fee shall be paid only one time till the continuation of extension centre. If there is a break and the applicant want to start it again then he/she have to pay the fees once again.

- [4] The applicant institute shall have suitable and adequate physical infrastructure and facilities such as buildings, laboratories, library, books, equipment required for teaching and research as may be prescribed by the UGC / NCTE / statutory body / CU;
- [5] The Vice Chancellor shall appoint an Inspection Committee to inspect and report on the fulfillment of the above conditions.
- [6] On the satisfactory report, the Academic Council may approve the application of extension centre for the period of one academic year.
- [7] The extension centre is supposed to carry the academic activity as prescribed by the Centre of Extension, CU.
- [8] The honorarium and other expenses to run the extension centre shall be pre-approved from the CU.
- [9] All other methodology, practices and examination shall be as per the directives from Centre of Extension and the Head of Examination Branch.
- [10] The Vice Chancellor shall have power to suspend or withdraw the extension centre for sufficient reason and after giving an opportunity of hearing to the management.

Reg 50 Functions of Various Admin Branches

The head of each branch shall be decided by the Vice Chancellor.

[1] Academic Branch

- (1) Act, Statutes, Ordinance, Regulation preparation and amendment.
- (2) Statutory authorities, BOS, Centre Councils, various committees like (1) Curbing the Menace of Ragging in Higher Educational Institutions (2) Students Grievance Redressal Cell (3) Equal Opportunity Cell (4) Women

Development Cell (5) Internal Complaints Committee as per provision of Central Government Agency.

- (3) Institution of Centres, New courses, course approval, curriculum framework of Certificate courses, UG, PG, and Research courses, Equivalency of courses.
- (4) National Education Policy 2020 (NEP 2020) implementation.
- (5) Affiliation, recognition, approved institutes, teacher recognition, staff profile, subject experts.
- (6) Correspondence with Centres of CU, approved and recognized institutes.
- (7) Admission prospectus including eligibility criteria, Entrance examination structure and lateral entry details (To be deleted- Integrated Test for Teacher Trainee (i3T) structure) rules, seats, and fee structure.
- (8) Fellowship, scholarship, Academic Awards, Honorary degree.
- (9) Academic Calendar, Annual Report.
- (10) Work of Central Government Agencies like AISHE, AIU, UGC, NCTE etc.
- (11) Five-year action plan.
- (12) Correspondence with UGC for 2f and 12B recognition for university.
- (13) RUSA and other such schemes.
- (14) MP Grant and CSR grant.
- (15) MOU.
- (16) NIRF, SIRF, and any such other ranking.

- (17) Education fair.
- (18) Strategic Plan.
- (19) UGC Minor and Major research projects, UGC JRF Schemes, and such other schemes. Grants from the central government.
- (20) List of Acts, Rules, Regulations, Notifications, Letters of State government or Central government agencies pertaining to the branch and the duo process of implementation of latest one.
- (21) RTI and Legal work pertaining to the branch.
- (22) Any other task assigned by the Registrar, the Director General, and the Vice Chancellor.

[2] Examination Branch

- (1) Students' eligibility, examination forms, and hall tickets through ERP.
- (2) Arrangement of Examination Centers
- (3) Examination Schedule of Certificates/ UG/ PG/ Research course.
- (4) Dealing with Examiner's Committee, Paper setters, Examiners, Moderators, Vigilance Squad, Discipline Committee, Assessment Coordinator, Exam Center Coordinator.
- (5) Procurement of Examination Stationery and material.
- (6) Hiring of services for various examination work like digital assessment, online examination with proctoring or without proctoring, open book examination, etc.
- (7) National Academic Depository (NAD).
- (8) Academic Bank of Credits (ABC).

- (9) Providing services to NTA or such other organization.
- (10) Question Bank preparation and collection of past question papers.
- (11) Distribution of Examination Stationery, materials, and Question papers.
- (12) Collection of answer sheets and scanning work.
- (13) Digital assessment.
- (14) Result processing and declaration.
- (15) Mark sheets, Gold Medal awardee list, Rank and Degree certificates.
- (16) Verification, revaluation, and reassessment work.
- (17) Statistical data of examination process.
- (18) Office Records of students' marks and grades.
- (19) Issuance of Transcript, Rank certificates, and duplicate Mark sheet.
- (20) ERP module updating.
- (21) Candidate Registration for admission test, Admission Process.
- (22) Registration and Enrollment of students of Certificate courses, UG, PG, and Research Courses.
- (23) Eligibility, Transfer, Migration, and Code of Conduct of students.
- (24) Roll of Graduates.
- (25) Celebration of University Foundation Day.
- (26) Convocation, Special Convocation.
- (27) List of Acts, Rules, Regulations, Notifications, Letters of State government or Central government agencies pertaining to the branch and the duo process of implementation of latest one.

- (28) RTI, and Legal work pertaining to the branch.
- (29) Any other task assigned by the Registrar, the Director General, and the Vice Chancellor.

[3] Estate Branch

- (1) Proposal of new items, reconstruction, and maintenance for civil, electrical work to State Government.
- (2) Land documents, Campus Master plan, Approved building plan, BU and other necessary permissions, approval, NOC, certificates as per concerned authority.
- (3) Construction, repairing and renovation at University campus and hostel.
- (4) Civil, Electrical and Water related work, Solid waste management, Sanitisation, Pest control and AMC of related items.
- (5) Hiring, empanelling, Maintenance Contract, monitoring and management of services for Security, Canteen, Mess, Housekeeping, Transportation, electrical and electronics items, Gardening, Landscaping and Campus development.
- (6) Necessary permission and Protocol from the respective authorities for university functions and activities.
- (7) Disaster management and Emergency services like Medical, Fire and Police related work.
- (8) Furniture procurement, arrangement and maintenance.
- (9) Procurement and maintenance of vehicles of university.
- (10) Dead stock Register.
- (11) Dead stock of sports equipment.

- (12) Energy audit, Green audit and such other audit.
- (13) Planning and maintenance of sports facility.
- (14) Maintenance of ground.
- (15) Lease/rent of university facilities, Allotment of quarters, Electricity bills, Rent and property taxes to the government and such other bills.
- (16) GEM procurement facilitation.
- (17) Digital campus with cctv, access points, networking, bio metric, boom gate, digital display, digital signage, MOOC platform, firewall and gateway.
- (18) Enterprise Resource Planning (ERP).
- (19) Development and maintenance of CU website.
- (20) IT policy.
- (21) Administration of CU domain email.
- (22) sms service.
- (23) Procurement of hardware and software instruments.
- (24) Maintenance of Computer Laboratories.
- (25) Annual maintenance contract for IT hardware.
- (26) Troubleshooting of IT hardware and software problems.
- (27) Internet Connection.
- (28) Dead stock of IT hardware and Register of software.
- (29) Stationery procurement, management and their utility register.
- (30) Inward, Outward registers.

- (31) MOU with post and other courier service.
- (32) Reception activity.
- (33) Telephones and mobile service procurement and bills.
- (34) Hospitality and food arrangement for various guests of the university at VCO and RO.
- (35) List of Acts, Rules, Regulations, Notifications, Letters of State government or Central government agencies pertaining to the branch and the duo process of implementation of latest one.
- (36) RTI and Legal work pertaining to the branch.
- (37) Any other task assigned by the Registrar and the Vice Chancellor.

[4] Establishment Branch

- (1) Organizational Structure and planning.
- (2) Administrative Calendar.
- (3) Proposal of new items / current items to State Government for human resources in budget.
- (4) Correspondence with State Government for the sanction and continuation of posts, service matters, etc.
- (5) Recruitment and Appointment on various posts like permanent, contractual, adhoc, visiting, eminent, etc.
- (6) Hiring of Manpower Agency services and related work.
- (7) Empanelling of Legal Advisors.
- (8) Hiring / Empanelling / Appointment of Medical Officer and health services.

- (9) Service / Pay related matters / LTC / Medical Reimbursement / Allowances of employees, service book.
- (10) Local Fund Audit and other such audit.
- (11) Code of conduct of employees.
- (12) Performance appraisal of teaching and non teaching employees.
- (13) Salary and leave of all employees.
- (14) Roster.
- (15) NPS, GPF, IFMS.
- (16) Advisory to the staff, staff training and welfare, insurance etc.
- (17) List of Acts, Rules, Regulations, Notifications, Letters of State government or Central government agencies pertaining to the branch and the duo process of implementation of latest one.
- (18) RTI and Legal work pertaining to the branch.
- (19) Any other task assigned by the Registrar, the Director General and the Vice Chancellor.

[5] Publication and Public Relations Branch

(1) Publication

- [i] Designing, printing and publication work of university which include but not limited to producing designs for various magazines, books, research reports, University diary, calendars, admission booklets, annual reports, curriculum, event reports, stationery like letterheads, visiting cards, notepads, and publicity & branding material for the University including social media posts, posters, brochures,

booklets, announcements, advertisements, coffee table books, event branding materials etc.

- [ii] Maintain University's Publication related processes like procuring ISBN/ ISSN for the books, magazines and journals.
- [iii] Creation and maintenance of digital / physical archive of CU's various events and activities of the University.
- [iv] Designing of frequent advertisements for various administrative and academic requirements.
- [v] Designing / procurement of university stall, teblo, ad campaign, hoardings for various university programme and branding.
- [vi] Coordination with designers, content providing departments, and printing agencies like printing press, photocopy shops, framing agencies etc.
- [vii] Stock Record, sell and distribution of University (price and non price) Publications.
- [viii] Hiring / empanelling / agreement agencies for event management, photos, videos, digital content, films, documentary, printing, live streaming, social media, branding, etc.
- [ix] Procurement and subscription of various equipment, tools, software, communication platforms related to PR and Publication branch.
- [x] All matters relating to public domain on behalf of university regarding publication matters.

(2) Public Relation

- [i] Developing communication strategies and processes for the brand building and image makeover exercise of the University.
- [ii] Media management, communicating with journalists and space mar-

keting personnel.

- [iii] Organizing press conferences and media interactions, press notes and advertising material.
- [iv] Provide creative inputs from the communication perspective for different events and activities of the University to ensure brand positioning in the academia.
- [v] Conceptualization, planning and reporting of different events and activities of the University.
- [vi] Content Creation for different modes of mass communication including but not limited to Print, Television and Digital media platforms and Social Media for various events and activities of the University.
- [vii] Creation of social media posts for different platforms like Facebook, Instagram, Twitter, and YouTube.
- [viii] Making a content calendar for regular social media postings
- [ix] Developing Social Media campaigns and events to increase engagement of the education fraternity with CU on social media platforms.
- [x] Executing Social Media Live broadcast of CU's various events on appropriate platforms.
- [xi] Data analysis of social media platforms for enhancing the engagement of the stakeholders of Education fraternity and impactful social media communication.
- [xii] Social Media campaigns to increase engagement of the education fraternity with CU on social media platforms.
- [xiii] Creation of database of media personnel, media house and digital archive of CU's various events and activities of the University.

(3) List of Acts, Rules, Regulations, Notifications, Letters of State govern-

ment or Central government agencies pertaining to the branch and the duo process of implementation of latest one.

- (4) RTI and Legal work pertaining to the branch.
- (5) Any other task assigned by the Registrar, the Director General and the Vice Chancellor.

[6] Account Branch

- (1) Finance Committee.
- (2) Preparation of Annual Budget estimation and expenditure.
- (3) Statutory / Internal / Local Fund Audit and any such other Audit.
- (4) Hiring of services of Statutory Auditor, Internal Auditor, Financial Advisor etc.
- (5) Correspondence, information and data submission with State Government and Central Government for the various grants and expenditure.
- (6) Income tax Returns, Form No. 16, TDS, GST, 24Q, 26Q and other taxes if any.
- (7) Petty cash
- (8) Maintenance of Fixed Deposits, Security Deposits, EMD, Grants Registers.
- (9) GEM procurement facilitation.
- (10) Accounting on Tally.
- (11) Salary of employees.
- (12) Maintaining various registers for audit purpose.
- (13) Dealing with all other branches for their various payments and bills.
- (14) List of Acts, Rules, Regulations, Notifications, Letters of State govern-

ment or Central government agencies pertaining to the branch and the duo process of implementation of latest one.

(15) RTI and Legal work pertaining to the branch.

(16) Any other task assigned by the Registrar, the Director General and the Vice Chancellor.

Reg 51 Registers to be maintained

[1] There shall be registers to mark presence of members in the meeting for all statutory authorities / bodies / committees in concerned branch.

[2] There shall be registers to maintain the minutes of meeting for all statutory authorities / bodies / committees in concerned branch.

[3] All branches have to maintain the registers which are necessary as per the directions and statutory provisions of central government or state government agency or university which are necessary for recognition, assessment and accreditation.

[4] All Branches have to maintain the registers which are necessary for the audit purpose.

[5] All types of registers shall be signed by the concern Head / Director of Centres and shall be reported to the Registrar at the end of every quarter.

Reg 52 Head of Branch

[1] The Head of Branch shall be the officers at the level of Assistant Registrar and above or faculty of CU.

[2] The Head of Branch shall assist the Registrar in the management of university activities.

- [3] The head of branch has to prepare and submit the rules with annexures if any, to govern the activities of branch to the Academic Council and Executive Council for the approval.
- [4] He/She shall look after the day-to-day work of the branch as per the provisions of Act / Statutes / Ordinance / Regulations / instructions from the higher authorities from time to time.
- [5] He/She shall be responsible to store in a cloud drive and branch hard disk the following data pertaining to the branch:
 - (1) the scanned data of each files,
 - (2) photos – videos,
 - (3) reports
 - (4) any other important data / communication
- [6] He/She shall be responsible for planning and scheduling of the entire work of the branch well in advance and shall take the periodical reviews of its execution.
- [7] He/She shall assign/reassign specific jobs to his subordinates, and shall also decide the time dimension in respect of each of the jobs so assigned where the norms are not laid down.
- [8] He/She shall ensure and maintain proper coordination and follow up with other Department/ Centers/ Unit/ Branch and shall be totally accountable for follow up actions on the decisions given by the University authorities.
- [9] He/She shall be responsible for the smooth and efficient running/working of the branch and timely disposal of legal matters, cases, letters, bills, reports, returns, etc. and decide and maintain proper filing procedure.
- [10] He/She shall ensure that the cases/letters requiring immediate and urgent disposal are dealt with immediately.

- [11] He/She shall dispose of cases of importance where relevant and regulations are clearly applicable and forward otherwise the same to higher officers, with clear and specific provisions. He shall also prepare items for consideration of authorities/ bodies of the University if it is concerned.
- [12] He/She 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 proceedings of the work.
- [13] He/She shall exercise constant vigilance of speedy and qualitative disposal of work, safety of the record, regular and orderly behaviors of the staff.
- [14] He/She shall be responsible for correspondence with Government, UGC, other universities/institutions on relevant matters in coordination with the Registrar and the Vice-Chancellor.
- [15] He/She shall be acquainted with the Act/ Statutes/ Ordinances/ Regulations/ Rules of the university and resolutions of government and work accordingly in coordination with the Registrar and the Vice Chancellor.
- [16] He/She is responsible for the note submission from the branch which shall be as per the provision of Act/ Statutes/ Ordinances/ Regulations/ Rules of the university and resolutions of government.
- [17] He/She shall be responsible for the agenda, minutes of meeting, action taken report, as per the direction of authorities/committees of the university.
- [18] He/She shall work as PIO of their branch or as defined.
- [19] It shall be the duty of the Head of the Branch 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, Vice Chancellor, and other Authorities/ Statutory Bodies as per the requirements.
- [20] All the digital official communication shall be done by the branch email id.

Reg 53 Work from Safe Place Policy

In this corona pandemic situation work from a safe place (WFSP) is the need of today's work environment, where one can easily plug-in from just any safe place they are.

[1] A work from safe place policy is an agreement between the CU and the employees who prefer to have the work from safe place privileges.

[2] The policy defines the expectations, responsibilities, the eligibility and the other work from safe place guidelines. In short, it ensures that all employees understand what is required of them when they choose to work from a safe place.

[3] Policy Brief and Purpose

CU is encouraging the employees to work from a safe place policy for the safety of employees, their families and workplace colleagues. It is also believed that it may increase the employees flexible working hours and increase their productivity. Work from a safe place allows the employee to save some extra time each day to take some extra care of their health.

[4] Scope and eligibility

The following points will be considered to allow the employee for work from a safe place:

[a] Does the nature of the employee's job allow them to work from home or a safe place?

[b] Will communication with the remote employees be difficult?

[c] Do the employees have laptop/ PC?

[d] Do they have the required software or equipment installed at home or

at a safe place?

[e] What are the conditions in the employee's place of work?

[f] Do they have access to good speed broadband internet connection?

[g] Do the employee will be available to head-quarter for 24*7?

[h] Can the employee complete any type of assigned work?

[5] Generally, he/she can work from a safe place with prior approval of the authority:

[a] On certain occasions.

[b] Full time.

[c] Every day, by dividing their time between being at the physical workplace and their remote safe place.

[6] The request process:

The employees are required to make a formal request to work from a safe place. If the employee shall satisfy the prerequisite to work from a safe place with planning of proposed work and probable output. The proposed place for a work from a safe place may be approved by the Vice Chancellor.

[7] Attendance and Availability Standards:

It is highly recommended to be available and be connected to the CU office through online mode as per the timely suggestion. Everyday google doc meeting/ team meeting / any other suggested is the preferred mode of communication and presence as per the scheduled time.

[8] Productivity measures:

It is expected to goal and present the specific task of the day in everyday google doc / video meetings. The day-to-day routine work / work is not expected. The personal reading or observations or increase in knowledge work

can not be considered as work in favor of university objectives. The work in the favor to fulfilment of university objectives with prior approval of the Vice Chancellor can be considered as productive measures.

[9] Equipment and Tech:

The employees shall have the PC/laptop at their safe place. Broadband is the need of every working and literate family and it is expected that employees shall have good broadband or higher internet connection.

[10] Response measures:

At the end of the day every such employee has to fill the daily activity report and need to submit it by email failing which it will be treated as leave. The employee may be called for the video meeting to review their progress of work.

[11] Dress code and Protocol:

While working employees still have to be in touch with colleagues, or students via Video conferencing. For this condition, he/she has to follow essentially a suitable dress code and maintaining the protocol.

Reg 54 Roll of Registered Graduates

[1] The Roll of Registered Graduate is the official record of the students receiving a degree from the university.

[2] The Roll of Registered Graduates course wise shall be updated every year as on the 31st December by the Registration Branch.

[3] It shall be published and displayed on the university website by 7th January by the Registration Branch. The no. of graduates course wise and year wise updated in the roll of registered graduates shall be put before the Academic Council for the information.

[4] The following details of graduates shall be included in the Roll.

- [a] Enrollment No.;
- [b] Name;
- [c] Address;
- [d] Contact No.;
- [e] Email Id;
- [f] Degree;
- [g] Year of Degree Awarded;

Reg 55 Annual Convocation

[1] Conferment of Degrees:

[2] Academic Council shall from time to time, determine as to the degrees which may be conferred on graduates in person and the degrees to be conferred in absentia at the Convocation.

[3] The Chancellor shall confer the Honorary Degree, Award of Distinction and Degree of Doctor of Philosophy (Ph.D.), Degree and Diploma.

[4] Provided that the Vice Chancellor may confer a degree in advance of the Annual Convocation on students proceeding to Universities abroad for further studies, or in any other situation where considered essential.

[5] **Order of Precedence:** The following order of precedence shall be observed at the time of Convocation and on other ceremonial occasions:

- [a] The Chancellor;
- [b] The Minister-in-charge of Education;
- [c] The Minister-in-charge of Women and Child Welfare;

- [d] The Chief Guest / Guest of Honour;
 - [e] The Vice Chancellor;
 - [f] The Director General;
 - [g] Ex Vice Chancellors;
 - [h] The Registrar;
 - [i] Members of General Council;
 - [j] Members of Executive Council;
 - [k] Members of Academic Council;
 - [l] Members of Finance Committee;
 - [m] Directors of Centres;
 - [n] Assistant Director Generals;
 - [o] Teachers of the University;
 - [p] Donner of the medals;
- [6] In case of other distinguished dignitaries present precedence shall be regulated in accordance of the warrant of precedence or such official rules as may govern the matter.
- [7] The Vice Chancellor shall determine from time to time as to the persons who will form the procession at the Convocation.
- [8] **Academic Costumes:** The Academic Costumes may be worn at the time of convocation. The university shall provide at least the academic costumes as follows:
- [a] The dignitaries on dias may have a common dress code. The full dress shall be in Indian attire whose material shall be Linen–Khadi with a unique stall.

[b] The member of statutory bodies and other special invitees may have Koti in Khadi dress material with a unique stall.

[c] The students have to wear the prescribed color stall or as otherwise prescribed by the competent authority.

[9] Instructions for the Candidates:

[a] Candidates must appear in the prescribed academic dress.

[b] A rehearsal shall be arranged on or before the date of the Convocation at which candidates for degrees must be present. Candidates not present at the rehearsal run the risk of not being admitted at the Convocation.

[c] Candidates who are unable to attend the Convocation must inform the Head of Examination Branch well in advance. Such candidates will be admitted to the degree in absentia in accordance with the rules prescribed from time to time.

[d] The candidates have to pay the fees of Rs. 1000 as a convocation fees.

[10] Presentation of the Candidates:

[a] On the Procession entering the Hall, the candidates and the audience shall stand and remain standing until the members of the procession have taken their seats.

[b] It shall begin with Deep Pragatya and the university song.

[c] The Registrar will seek the consent of the Chancellor or in his absence of the Vice Chancellor, to declare the Convocation open in the following manner:

“Hon’ble Chancellor/Vice Chancellor, May I request you to declare the Convocation open!”

The Chancellor/Vice Chancellor: “ I declare the Convocation open”.

[d] The candidates, who are to be awarded degrees at the Convocation shall be presented by the Director, COE in the following order:

The Director, COE will direct the recipients of the Degree of concerned programme to rise from their seats, and will address as under:

"Sir,

I present to you _____ students of _____ programme whose names are set out in the list, and who have been examined and found qualified for the Degree of _____ to which I pray that they may be admitted. "

The Chancellor/Vice Chancellor, thereupon shall give to the students the Degrees and shall say –

"By virtue of the authority vested in me as Chancellor/Vice Chancellor of the Children's University, I admit you all to the Degree of _____ and I charge you that ever in your life, thought, action and conversation, you prove yourselves worthy of the same."

The concerned students will acknowledge and sit down.

[i] If there is a purpose of conferring Honorary degree on a distinguished person then the Vice Chancellor welcome the distinguished person and shall read out the citation and request the Chancellor to confer the Honorary Degree in the following words:

"By virtue of the authority vested in me as the Vice Chancellor of Children's University, I request Hon'ble Chancellor that you may be pleased to graciously confer upon _____ (Name of the distinguished person) the Degree of Honoris Causa for his / her outstanding services."

The Chancellor shall confer the Honorary Degree in the following words:

"I confer on _____ (name of the distinguished per-

son) the degree of Honoris Causa.”

Provided, that if the Vice Chancellor is presiding over the Special Convocation, the Director, COE shall read the citation and perform such functions that the Vice Chancellor would have performed.

[ii] The recipient of the Honorary Degree will then present his/her address.

[e] The Vice Chancellor will request the Chief Guest to present the medals and awards to the students. The Director, COE will announce the medals and other distinctions shall then be presented by the Chief Guest of the Convocation.

[f] The Vice Chancellor will present the annual report of activities of the University and request the Chief Guest to deliver his convocation address.

[g] Chancellor’s Address.

[h] The Chief Guest shall deliver his convocation address.

[i] Vote of thanks.

[j] The Registrar shall request the Chancellor/Vice Chancellor to declare the Convocation closed in the following manner

[k] “Hon’ble Chancellor / Vice Chancellor, May I request you to declare the convocation closed.”

[l] The Chancellor/Vice Chancellor shall declare the Convocation closed in the following manner.

“ I declare the convocation closed.”

[m] The Registrar shall request the august gathering to rise from their seats for the National Anthem.

[n] The National Anthem

[o] The Procession will leave in the same order as it entered. The audience shall remain standing till the procession has left the Convocation Hall.

Reg 56 Research Programme Guidelines and Prevention of Plagiarism

[1] Schedule

In continuation of Ordinance 13 the following guidelines and checklist shall be followed.

Sr. No.	Activity (Duration)	Role and Responsibility
1	Application for Research Supervisor, processing and Approval (Every year in January)	Academic Branch shall do it and after approval to be forwarded the same to Centre of Education by notification.
2	Seat determination under supervisor for number of students (3rd Week of April)	Center of Education shall submit it after approval to the Academic Branch
3	Advertisement (Before 15th of May)	Academic Branch
4	Entrance test and declaration of Result (3rd Week of June)	Registration Branch
5	RDC for GD and PI and Declaration of Admission to PhD Course (4th Week of June)	Academic Branch. There shall be notification by the branch.

Sr. No.	Activity (Duration)	Role and Responsibility
6	Fee Collection (Starting of New Term)	Centre of Education
7	Issue of Provisional Registration Number after admission notification(4th Week of June)	Registration Branch shall make notification
8	Induction Programme (During First week of Course Work)	Centre of Education
9	Research Supervisor and Panel of RAC to be finalised (After Induction Programme within one week)	Academic Branch
10	Course Work of Newly Admitted Scholars (3rd Week of July)	Centre of Education
11	(1) A Certificate of completion of Course work with at-least eighty percent attendance of candidate (2) A submission of internal Marks (1st Week of December)	Centre of Education shall submit to Academic Branch and Examination Branch
12	Course Work Examination and Declaration of Result (Last Week of December)	Examination Branch
13	RAC for finalisation of Title or Review of Research Work (2nd Week of January, July)	Center of Education call RAC with the approval of the Vice-Chancellor and shall submit the report to Academic Branch

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14	RDC for the review of recommendation of RAC (4th Week of January, July)	Academic Branch
15	Eligibility, Migration and Final Registration Number and Certificate(1st Week of February)	Registration Branch shall make notification and shall forward to Centre of Education
16	The above process may be arranged for the students who failed in coursework with the approval of the Vice-Chancellor if in case. (Duration shall be taken in the approval note)	Same as above procedure
17	Maintenance of Attendance Records of Ph.D. students by Research Supervisor (Tenure of Scholar)	Centre of Education
18	Submission of photocopy of Research Papers published as per Ordinance and Regulation of the University Submission of photocopy of Seminar/Conference attended as per Ordinance and Regulation of the University (Tenure of Scholar)	Centre of Education

19	Request if any for Change of Title or Change in Supervisor by a candidate or by RAC (As and when application / report is received)	Request Letter Forwarded by Director, Centre of Education- Processed by Academic Branch - Approved by RDC and returned back to Centre of Education by Academic Branch
20	There shall be minimum six RAC reports for full time students and minimum eight RAC reports for part time students	Centre of Education
21	(i) Synopsis Submission along with required Fees (ii) Circulation of Synopsis to various members (iii) Arrangement of Pre Submission Seminar/Viva (iv) Report of Pre Submission Seminar/Viva (v) Communicating with Research Scholars (vi) Certificate of Satisfactory Incorporation of suggestions of Pre Submission Viva (As and when synopsis submission is done by research scholar)	Centre of Education

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22	<p>(i) Submission of 2 copies spiral bound Thesis (ii) CD of thesis (iii) Cheque/DD Receipt of Evaluation Fees with Check List and all the required documents and certificates</p>	Centre of Education shall forward to Academic Branch
23	If any work is plagiarised then the regulation 56 (4) shall be considered for further decision and action	Centre of Education
24	List of Referee for Evaluation of thesis by respective Guides	Centre of Education shall forward to Academic Branch in sealed cover.
25	Selection of Referee/Experts	The Vice-Chancellor shall give consent on the file of Academic Branch
26	<p>(i) To get the Consent from Referee (ii) To send the report for evaluation (iii) To receive the Evaluation Report (iv) To submit it for the Approval (v) To forward it to the Centre of Education for conducting viva voce and Research Supervisor to make corrections in final thesis if any</p>	Academic Branch
27	<p>Final Thesis in 4 copies hard bound and CD of the same (In two weeks after getting the reports of referee)</p>	Ph.D. candidate after the consent of RAC. Center of Education shall forward it to Academic Branch

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28	(i) Open Defence and Viva Voce (ii) Report of Viva Voce shall be forwarded to Academic Branch	Centre of Education
29	(i) Approval of Report (ii) Ph.D. Notification (iii) Any other certificate regarding Ph.D. course if any (iv) Uploading of thesis on INFLIBNET or any other digital platform as per recommendation	Academic Branch
30	Award of Degree (At the time of Convocation)	Examination Branch
31	The fulfilment of UGC conditions is to be certified by	The Director, COE

[2] Check List for Pre-submission Viva of Ph.D. Course

Sr. No.	Particular	Details
1	Name of the Research Scholar	
2	Name of the Research Supervisor	
3	Name of the Co-Supervisor (if any)	
4	Name of the RAC Member 1	
5	Name of the RAC Member 2	
6	Registration Number	
7	Date of Registration	
8	Fee Receipt Detail	
	First Year	
	Second Year	
	Third Year	
	Fourth Year	
9	Result of Course Work Exam	
10	Submission of copy of RAC reports	
11	Copy of Research Papers as per Ph.D. Ordinance	

Sr. No.	Particular	Details
12	Date of Synopsis submission	
13	Fees for Pre-submission Viva	
	DD No. / Online Transaction No.	
	Date and Name of Bank	
14	Ref. No. of Extension letter if any	

Remarks of Research Supervisor duly signed

Recommendation of Ph.D. Programme – Head

Forwarded by Director – Center of Education

[3] Check List for Spiral Thesis Submission

Sr. No.	Particular	Details
1	Name of the Research Scholar	
2	Name of the Research Supervisor	
3	Name of the Co-Supervisor (if any)	
4	Name of the RAC Member 1	
5	Name of the RAC Member 2	
6	Registration Number	
7	Date of Registration	
8	Report of Pre Submission Viva	
9	A sealed envelop with Names of Referees as per Ordinance	
10	Plagiarism Report shall be included in thesis	
11	Two copies of thesis in spiral bound and CD with pdf file.	

Sr. No.	Particular	Details
12	Fees details for thesis submission	
13	Copy of Student File which was maintained by Research Supervisor	
14	Abstract of Research Work	

Remarks of Research Supervisor duly signed

Recommendation of Ph.D. Programme – Head

Forwarded by Director – Center of Education

[4] Promotion of Academic Integrity and Prevention of Plagiarism

- [a] This regulation shall be applicable to students, faculty, researchers, staff and said committees under this regulation.
- [b] The concerned students, faculty, researchers and staff shall read and follow the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 and subsequent amendments.
- [c] Objectives:
 - [i] To create awareness about the responsible conduct of research, thesis, dissertation, promotion of academic integrity, and prevention of misconduct including plagiarism in academic writing among students, faculty, researcher, and staff.
 - [ii] To establish an institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity, and deterrence from plagiarism.
 - [iii] To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher, or staff committing the act of plagiarism.
- [d] [i] There shall be Departmental Academic Integrity Panel (DAIP) as follows:
 - A. Chairman – Head of the Department
 - B. Member – Senior academician from outside the department, to be nominated by the Vice Chancellor
 - C. Member – A person well versed with anti plagiarism tools, to be nominated by the Vice Chancellor.

- [ii] The tenure of the nominated members shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).
 - [iii] The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
 - [iv] The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.
 - [v] The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the IAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.
- [e] [i] There shall be Institutional Academic Integrity Panel (IAIP) as follows:
- A. Chairman – Director General or his/her nominee.
 - B. Member – Senior Academician other than Chairman, to be nominated by the Vice Chancellor.
 - C. Member – One member nominated by the Vice Chancellor from outside the CU.
 - D. Member – A person well versed with anti-plagiarism tools, to be nominated by the Vice Chancellor.
- [ii] The Chairman of DAIP and IAIP shall not be the same.
 - [iii] The tenure of the nominated members shall be three years.
 - [iv] The quorum for the meetings shall be 3 out of 4 members (including Chairman).
 - [v] The IAIP shall consider the recommendations of DAIP.

- [vi] The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
 - [vii] The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of CU.
 - [viii] The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
 - [ix] The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Vice Chancellor within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint / initiation of the proceedings.
 - [x] The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted
- [f] Level of Plagiarism, Penalties and all other concerned matters shall be as per para (4b).

Reg 57 National Cadet Corps (NCC)

- [1] The ANO and all concerned shall read National Cadet Corps Act and Rules, 1948 and subsequent circulars if any.
- [2] There shall be Assistant NCC Officer (ANO) in the university to look after the activities of NCC as per the National Cadet Corps Rules 1948.
- [3] Student support activities will be carried out with the help of NCC cadets.
- [4] The ANO shall be responsible for the training and discipline of the cadets.
- [5] The ANO has to work under the Student Support, Cultural and Welfare Branch at university level.

[6] The ANO has to keep the data of all cadets.

Reg 58 National Service Scheme (NSS)

[1] The NSS Manual (Revised) 2006 and its amendments if any, issued by the Government of India, Ministry of Youth Affairs Sports, New Delhi shall be read by all the committees said in this regulation.

[2] There shall be program coordinator at the university level for the tenure of three years whose age shall be less than 50 years and assistant professor level nominated by the Vice Chancellor.

[3] There shall be NSS University Cell as follows:

[a] The Vice Chancellor – Chairman;

[b] Programme Coordinator, NSS – Member Secretary;

[4] There shall be University Advisory Committee – NSS as follows:

[a] The Vice Chancellor – Chairman;

[b] The Director General;

[c] Commissioner of Higher Education or his nominee;

[d] Registrar;

[e] Secretary/Director of Education/Youth Services;

[f] Head of concerned NSS Regional Centre;

[g] TOC/TORC Coordinator;

[h] Three faculty members nominated by the Vice Chancellor;

- [i] One or two NSS student representative nominated by the Vice Chancellor;
 - [j] One or two Programme Officers nominated by the Vice Chancellor;
 - [k] State Liaison Officer NSS;
 - [l] Five representatives from concerned Government / Non – Government organisations involved in youth Programmes/ social work/ rural development work at divisional /district level (like NYK, Scouts & Guide, NCC, NGOs etc.);
 - [m] Finance and Account Officer;
 - [n] Programme Coordinator, NSS – Member Secretary;
- [5] Half of the committee members shall form the quorum for the meeting.
- [6] The committee shall meet at least twice in a year.
- [7] Program Coordinator has to plan, execute and evaluate the NSS activities in a proper perspective.
- [8] NSS grants:
- [a] The received grant from State NSS Cell shall be utilized for student activities, establishment of NSS cell, program activities, salary to Program Coordinator and Program Officer (Full time) and other expenditure related to NSS.
 - [b] CU have to keep the NSS funds in saving bank accounts and the amount of interest accrued in NSS saving bank account can be utilized for the purchase of equipment, which are considered essential for field work and program development.

- [c] Any purchase shall be made only after approval of the University advisory committee.
 - [d] The NSS Coordinator has to submit the annual report to Academic Branch for the inclusion in University Annual Report.
- [9] Some of various programs by NSS shall be as follows:
- [a] Celebration of NSS Day on 24th September, every year;
 - [b] Orientation of NSS Volunteers;
 - [c] Tree plantation, their preservation and upkeep swachhata abhiyan;
 - [d] Blood donation camps;
 - [e] Various awareness programs;
 - [f] Adoption of villages, slums and identifying their problem and serve them
Special camping program;

Reg 59 Organizing Policy of Programmes and Activities

- [1] This regulation shall be applicable to various programmes and activities like seminar, conference, workshop, webinar, FDP, training, curricular and co-curricular activities.
- [2] Each proposal / note submission shall be comprised of the following points:
 - [a] International / National / State / University Level:
 - [b] Seminars/ Conferences/ Workshops / Training / Focused theme base programme / Theme based Meeting /Sports Activity:
 - [c] Name of Coordinators:

[d] Title of the programme:

[e] Objectives of the programme:

[f] Name & Brief introduction of Speakers with contact numbers:

[g] Target group:

[h] Number of participants likely to attend:

[i] Nature of assistance collected from other source or participants fees:

[j] Assistance required from university fund (Head wise) :

[k] Broucher (if any)

[l] References of previous similar activities (if any)

[3] Programme Report making shall cover minimum the following points:

[a] Title of the programme:

[b] International / National / State / University Level:

[c] Seminars/ Conferences/ Workshops / Training / Focused theme base programme / Theme based Meeting /Sports Activity:

[d] Date/s and Duration:

[e] Venue:

[f] Dignitary/s present at inaugural function:

[i] Name

[ii] Designation

[iii] Name of institute

[iv] Contact details

[g] Dignitary/s present at valedictory function:

[i] Name

[ii] Designation

[iii] Name of institute

[iv] Contact details

[h] Invited speakers / Experts:

[i] Name

[ii] Designation

[iii] Name of institute

[iv] Contact details

[v] Topic of lecture

[vi] Lecture / presentation notes

[i] Total no. of participants (provide full list with name, address, institutions and contact numbers).

[j] Technical brochure / leaflet (attached).

[k] Program summary (200 words).

[l] Finale Statement of Income and Expenditure.

[m] Utilization Certificate with signature of the coordinator.

[n] Copy of vouchers and bill duly signed by the coordinator.

[o] Photographs and video.

[p] Press Release / Media Report, if any.

Reg 60 Scholarship

[1] There is provision of Meritorious Scholarship to the UG, PG students of Centre of Education:

[a] CU promotes and facilitates meritorious students. There is a provision of waiving of two semesters' tuition fees only of top five percent of admitted students and shall have attained 75% in the Entrance Test.

[b] Meritorious scholarship of the amount equal to tuition fees shall be offered, provided:

[i] These students secure the admission and continue their studies at CU.

[ii] The first two semesters tuition fees shall be reimburse before the ending of even semester as per the eligibility.

[iii] For continuation of scholarship, the candidate must secure O+ grade in both semesters of the academic year.

[c] Once a candidate will become not eligible for this scholarship, then he will not be considered for the scholarship for the remaining tenure of his/her studies.

[d] A scholarship-holder shall at all times be of good behaviour and observe all rules of discipline. Scholarships are liable to be withdrawn in case of misconduct, deliberate concealment of material facts and/or supply of false information or any such activity describe in Ordinance. The Academic Council may cease his/her scholarship and may be asked to refund the received scholarship.

[e] A scholarship shall be liable to termination if the scholarship holder discontinues studies during the middle of a session, leaving the Univer-

sity on their own accord without completing the programme of study. He/She will be required to refund the amount of scholarship.

Reg 61 Academic Awards

- [1] To promote and recognize the contribution in the field of "Early Childhood, Care and Education", there shall be Academic Awards by the University.
- [2] The university may accept the donations from individuals or organizations to set up academic awards as per the regulation.
- [3] The Gijubhai Badheka Awards for Early Childhood Care and Education (ECCE) is being instituted to recognise the efforts and achievements at the Foundation Stage.
 - [a] The award shall be given in two categories, namely:
 - [i] Shresth Balguru;
 - [ii] Shresth Balvatika;
 - [b] Every year in the month of January the university shall invite applications through an advertisement.
 - [c] Eligibility Criteria:
 - [i] Shresth Balguru:
 - [A] The person should have at least ten years of experience as teacher / mentor / administrator / counsellor in the field of Foundational Stage of School Education (early childhood care and education) as per NEP 2020.
 - [ii] Shresth Balvatika:

[A] Any government/ grant-in-aid/ autonomous/ constituent/ public/ private institution / NGO / Society / Trust should have at least five years of experience in the field of Foundational Stage of School Education (early childhood care and education) as per NEP 2020.

[d] The awardees will be felicitated every year on the Foundation Day of CU (31st July), with a certificate, trophy and a cash prize.

[e] Selection Process:

[i] Review of the received applications will be done.

[ii] Selection from the eligible applications by selection committee will be done. Selection Committee members may have telephonic/ online/ offline discussion with applicant/ nominees/ peers/ colleagues/ head etc.

[iii] Finalizing the name of awardee by screening committee and if required the finalists will be informed in advance with requirement further to be submitted for the final selection of the awardee.

[iv] The members of committees shall be nominated by the Vice Chancellor.

[v] The selection or recommendation of committee shall be approved by the Academic Council.

[f] Terms and Conditions:

[i] A recipient of the award cannot be considered for the award again in future for the same category.

[ii] CU reserves the right to consider or reject any submitted nomination without informing the nominee/ associated institution.

- [iii] Nominee's details will be treated with respect and will be confidential.
- [iv] The decision of CU in choosing the awardee will be final and cannot be challenged.
- [v] Any kind of changes/ modification may be done by CU without any declaration if deemed necessary.
- [vi] By applying for the award, it is considered that the applicant agrees with all the terms and conditions laid down by CU.
- [vii] Any false information submitted in the application form will lead to immediate & permanent disqualification of the nominee for the award.

Reg 62 Non recurring Fees for the students

- [1] This regulation is applicable to the students of Centres of the University/ recognised institutions / approved institutions.
- [2] Non recurring fees to all students for all UG, PG, Research, Diploma and Certificate courses shall be taken for the following items:
 - [a] Registration Fee;
 - [b] Convocation Fee;
 - [c] Alumni Fee;
 - [d] Provisional Eligibility Certificate Fee, Migration Certificate Fee, Transfer / Reshuffling Fee, Registration Form Correction Fee, Registered Graduate Fee, Transcript Fee, Provisional Degree Certificate Fee, Duplicate Degree

Certificate Fee, Name correction in Mark-sheet application Fee, Duplicate Mark-sheet Fee, Reassessment Fee per paper, Bonafide Certificate Fee, Student Record Verification Fee;

[e] CGPA to Marks Conversion Fee, Special Subject Certificate, Mark-sheet verification fee, Rechecking Fee per paper;

[3] The non recurring fees shall be non refundable.

Reg 63 Fees of University Students

[1] This regulation shall be applicable to the students of Centres of University.

[2] The fees per semester to be charged for various courses for various components shall be as notified by the University from time to time.

[3] All types of fees shall be reviewed by the Finance Committee at every three years or as and when required. The recommendation and decision shall be sent to the Executive Council for the consent.

[4] The fees shall be collected within 15 days of the starting of the academic term. The Fee collection schedule shall be declared in advance by the Centre of CU.

[5] Delay or default in payment:

[a] If a student does not pay fee on time, a fine shall be levied as per the decided by the Director of the Centre.

[b] If a student fail to pay the fees during this extended (15 days) time then his/her admission shall be notified as cancelled admission by the Director of the Centre.

[6] The term fees shall be inclusive for the various components like (1) Tuition Fees (2) Laboratory fees (3) Stationery/Material Fees (4) Library Fees (5) Cultural Fees (6) Sports Fees (7) EPC Fees (8) Foundation in Research Fees (9)

Campus Development Fees (10) ERP Fees (11) Internet Access Fees (12) ID Card Fees (13) Amenities Fees etc.

[7] Fee refund for the admission cancellation request by the student:

[a] If a student make a request to cancel the admission within one month then he/she will be eligible to get the 100 % refund of the fees paid except registration fees.

[b] If a student make a request to cancel the admission after one month but before two month then he/she will be eligible to get the 50 % refund of the fees paid except registration fees.

[c] After two months no student will get refund from the fees paid.

[8] The student with Free-ship Card has to pay the fees except tuition fees.

[9] The examination fees are planned and collected at the time of the middle semester for planning and arrangement.

[10] The payment of examination fees is not the eligibility to sit in the examination. If in any case, a student is not eligible to give the examination, then the fees of this purpose shall be refunded to him/her by the account branch on the recommendation of the examination branch.

Reg 64 Fees of Students of Recognised / Approved Institutions

[1] This regulation shall be applicable to the students of Recognised and Approved Institutions.

[2] The fees per semester to be charged for various courses for various components shall be as notified by the University from time to time.

- [3] All types of fees shall be reviewed by the Finance Committee at every three years or as and when required. The recommendation and decision shall be sent to the Executive Council for the consent.
- [4] The fees shall be collected within 15 days of the starting of the academic term. The Fee collection schedule shall be declared in advance.
- [5] The portion of the university from collected fees shall be submitted to the university within one month of the starting of the academic term. The portion of the university from collected fees shall be notified by the university.
- [6] Delay or default in payment:
- [a] If a student does not pay fee on time, a fine shall be levied as per the decided by the Head of Recognised / Approved Institution.
 - [b] If a student fail to pay the fees during this extended time then his/her admission shall be notified as cancelled admission by the Head of Recognised / Approved Institution.
- [7] The term fees shall be inclusive for the various components like (1) Tuition Fees (2) Laboratory fees (3) Stationery/Material Fees (4) Library Fees (5) Cultural Fees (6) Sports Fees (7) EPC Fees (8) Foundation in Research Fees (9) Campus Development Fees (10) ERP Fees (11) Internet Access Fees (12) ID Card Fees (13) Amenities Fees etc.
- [8] Fee refund for the admission cancellation request by the student:
- [a] If a student make a request to cancel the admission within one month then he/she will be eligible to get the 100 % refund of the fees paid except registration fees.

[b] If a student make a request to cancel the admission after one month but before two month then he/she will be eligible to get the 50 % refund of the fees paid except registration fees.

[c] After two months no student will get refund from the fees paid.

[9] Institute can not charge or collect the fees or amount which is not prescribed by the university.

Reg 65 Qualification, Pay, Duties and Recruitment of Teaching Posts

[1] UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in Universities and colleges and other measures for the maintenance of standards in Higher Education, 2018 and Statutory Bodies / NCTE regulation / Government of Gujarat guide lines / CU Act shall be read by the concerned for this regulation.

[2] Subject to the availability of vacant positions and fitness, teachers such as Assistant Professor, Associate Professor, Professor and Senior Professor only, may be re-employed on contract appointment beyond the age of superannuation, as applicable to the concerned University, college and Institution, up to the age of seventy years. Provided further that all such re-employment shall be strictly in accordance with the guidelines prescribed by the UGC / Statutory Bodies, from time to time.

[3] The committee for the appointment of Director General, Registrar, Professor, and Assistant Director General shall be as prescribed in section 39 of the CU Act.

[4] Selection Committee Composition for other University Teachers

[a] The Selection Committee for the post of Assistant Professor, Associate Professor in the University shall consist of the following persons :

- [i] Vice Chancellor who shall be the Chairperson of the Committee.
 - [ii] An academician not below the rank of Professor to be nominated by the Chancellor, wherever applicable.
 - [iii] Three experts in the subject/ field concerned to be nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
 - [iv] Director General.
 - [v] Head of the Department.
 - [vi] An academician belonging to the SC/ST/OBC/EWS/Minority/ Women/ Differently-abled categories, if any of the candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee does not belong to that category.
- [b] At least four members, including two outside subject experts, shall constitute the quorum.

[5] Assistant Professor (Education) (Direct Recruitment)

1	Name of the Post	Assistant Professor (Education)
2	Number of Posts	As per sanction strength
3	Classification	Class 2
4	Scale of Pay	6th CPC: PB-3 (15600 – 39100) with Grade Pay 6000 7th CPC: Level 10 (57,700)
5	Educational and other qualification required for direct recruits	<p>Essential:</p> <p>(1) Post Graduate Degree in Arts / Humanities/ Sciences/ Commerce with a minimum of 55 % marks (or an equivalent grade in a point scale wherever grading system is followed)</p> <p>(2) Post Graduate Degree in Education (M.Ed.) with minimum 55 % marks (or an equivalent grade in a point scale wherever grading system is followed)</p> <p>(3) Doctor of Philosophy in Education as prescribed by UGC Regulation, 2018.</p>
6	Period of probation, if any	Two Year

[6] Assistant Professor (Subject) (Direct Recruitment)

1	Name of the Post	Assistant Professor (Subject)
2	Number of Posts	As per sanction strength
3	Classification	Class 2
4	Scale of Pay	6th CPC: PB-3 (15600 – 39100) with Grade Pay 6000 7th CPC: Level 10 (57,700)
5	Educational and other qualification required for direct recruits	<p>Essential:</p> <p>(1) A Master's degree with 55 % marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.</p> <p>(2) Preferable – Degree in Education (B.Ed.) with minimum 55 % marks (or an equivalent grade in a point scale wherever grading system is followed)</p> <p>(3) Doctor of Philosophy in the Subject / Education as prescribed by UGC Regulation, 2018.</p>
6	Period of probation, if any	Two Year

[7] Associate Professor (Education) (Direct Recruitment)

1	Name of the Post	Associate Professor (Education)
2	Number of Posts	As per sanction strength
3	Classification	Class 1
4	Scale of Pay	6th CPC: PB-4 (37400 – 67000) with Grade Pay 9000 7th CPC: Level 13A (1,31,400)
5	Educational and other qualification required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> (1) Post Graduate Degree in Arts /Humanities /Sciences /Commerce with a minimum of 55 % marks (or an equivalent grade in a point scale wherever grading system is followed) (2) Post Graduate Degree in Education (M.Ed.) with minimum 55 % marks. (or an equivalent grade in a point scale wherever grading system is followed) (3) Ph.D.Degree in Education <p>Experience:</p> <ol style="list-style-type: none"> (1) An Assistant Professor or above who has a minimum 08 years of teaching experience in Department of Education at University level / College of Education and / or as a Teacher Educator in institution of Teacher Education with PG Teacher recognition and /or research experience at equivalent level at the University / National Level / State Level Institutions with evidence of having successfully guided doctoral candidates and / or equivalent research work. (2) A minimum of 7 publications in the peer reviewed or UGC listed journal sand a total research score of 75 as per the criteria given in Appendix II,Table-2,UGC Regulations-2018.
6	Period of probation	Two Year

[8] Associate Professor (Subject) (Direct Recruitment)

1	Name of the Post	Associate Professor (Subject)
2	Number of Posts	As per sanction strength
3	Classification	Class 1
4	Scale of Pay	6th CPC: PB-4 (37400 – 67000) with Grade Pay 9000 7th CPC: Level 13A (1,31,400)
5	Educational and other qualification required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> (1) A Master's degree with 55 % marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university. (2) Degree in Education (B.Ed.) with minimum 55 % marks. (or an equivalent grade in a point scale wherever grading system is followed) (3) A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines. <p>Experience:</p> <ol style="list-style-type: none"> (1) A minimum of 08 years or experience of teaching equivalent to that of assistant professor in a University/ College and/ or research experience at equivalent level at the University/ National Level/ State Level Institutions with evidence of having successfully guided doctoral candidates and /or equivalent research work. (2) A minimum of 7 publications in the peer reviewed or UGC listed journal sand a total research score of 75 as per the criteria given in Appendix II,Table-2,UGC Regulations-2018. <p>Desirable:</p> <ol style="list-style-type: none"> (1) M.Ed. or M.A. Education
6	Period of probation, if any	Two Year

[9] Professor (Education) (Direct Recruitment)

1	Name of the Post	Professor (Education)
2	Number of Posts	As per sanction strength
3	Classification	Class 1
4	Scale of Pay	6th CPC: PB-4 (37400 - 67000) with Grade Pay 10000 7th CPC: Level 14 (1,44,200)
5	Educational and other qualification required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> (1) Post Graduate Degree in Arts /Humanities /Sciences /Commerce with a minimum of 55 % marks (or an equivalent grade in a point scale wherever grading system is followed) (2) Post Graduate Degree in Education (M.Ed.) with minimum 55 % marks. (or an equivalent grade in a point scale wherever grading system is followed) (3) Ph.D. Degree in Education <p>Experience:</p> <ol style="list-style-type: none"> (1) An Associate Professor or above who has a minimum 10 years of teaching experience in Department of Education at University level/ College of Education and/ or as a Teacher Educator in institution of Teacher Education with PG Teacher recognition and/ or research experience at equivalent level at the University/ National Level/ State Level Institutions with evidence of having successfully guided doctoral candidates; or (2) An outstanding professional having a Ph.D. degree in Education from any academic institutions, Industry, who has made significant contribution to the knowledge in the field of Education, supported by documentary evidence provided he/she has ten years experience. (3) Published work of high quality, actively engaged research with evidence of published work with a minimum of 10 research publications in the peer reviewed or UGC listed journals and a total research score of 120 as per the criteria given in Appendix II, Table - 2, UGC Regulations-2018.
6	Period of probation, if any	Two Year

[10] Professor (Subject) (Direct Recruitment)

1	Name of the Post	Professor (Subject)
2	Number of Posts	As per sanction strength
3	Classification	Class 1
4	Scale of Pay	6th CPC: PB-4 (37400 – 67000) with Grade Pay 10000 7th CPC: Level 14 (1,44,200)
5	Educational and other qualification required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> (1) Post Graduate Degree in concerned Subject with a minimum of 55 % marks (or an equivalent grade in a point scale wherever grading system is followed) (2) Ph.D. Degree in Subject <p>Experience:</p> <ol style="list-style-type: none"> (1) An Associate Professor or above who has a minimum 10 years of teaching experience in the University level/ College and/ or research experience at equivalent level at the University/ National Level/ State Level Institutions with evidence of having successfully guided doctoral candidates; or (2) An outstanding professional having a Ph.D. degree in concerned Subject from any academic institutions, Industry, who has made significant contribution to the knowledge in the field of Education, supported by documentary evidence provided he/she has ten years experience. (3) Published work of high quality, actively engaged research with evidence of published work with a minimum of 10 research publications in the peer reviewed or UGC listed journals and a total research score of 120 as per the criteria given in Appendix II, Table – 2, UGC Regulations–2018.
6	Period of probation, if any	Two Year

[11] Duties of University Teachers

- (1) Teaching (Number of classes taught / total classes assigned which includes sessions on tutorials, lab, and other teaching-related activities) shall be more than 80 % for the faculties who are engaged with teaching. Other faculties shall be engaged with Research, Consultancy, and Extension.
- (2) He/She shall be involved in atleast three activities of the University like administration /examination /research /Book writing /E-content /MOOCs /start up /consultancy /extension / training /co-curricular related activities / etc. as assigned by the authority.
- (3) The workload of teachers shall not be less than forty hours a week. Further there shall be six days working in a week. Teachers shall devote at least Two hours per week for mentoring of students (minimum Fifteen students per coordinator) for Community Development /Extra-Curricular Activities/library consultation/research in case of Under-Graduate Courses and/or at least two hours per day for research in case of Post Graduate courses. The teachers who are involved in the research programme only, have to devote at least two hours per day to research scholars. from his/her regular duties.
- (4) Every Assistant Professor shall publish at least one paper in a year in a quality journal as per UGC-CARE List / a list decided by RDC.
- (5) Every Associate Professor shall publish at least two papers in a year in the quality journal as per UGC-CARE List / a list decided by RDC.
- (6) Every Professor shall publish at least three papers in a year in the quality journal as per UGC-CARE List / a list decided by RDC.
- (7) Every teacher shall follow the code of professional ethics.

Reg 66 Appointment of Adjunct Faculty

[1] Target Groups:

Professionals, experts, officials and managers having experience of working in:

- [a] Teaching and research organizations supported by bodies like ICAR, ICSSR, CSIR, ICMR, DRDO, Central and State Universities, etc.
- [b] Central and state public sector undertakings (PSUs), business corporations, NGOs and professional associations.
- [c] Civil servants (IAS / IPS / officials from Central and Provincial Services) and professionals & officials from professional councils and statutory bodies like UGC and NCTE, both serving and retired;
- [d] Skill training providers recognized by National Skills Development Corporation and / or Sector Skill Councils in their respective area for skills education and training;
- [e] NRIs and PIOs working with overseas academic, research and business organizations or having a demonstrated interest in Teacher Education.
- [f] Skilled professionals working in organized and unorganized sectors known for their hands-on skilling techniques and expertise.

[2] Qualifications

Candidate for adjunct faculty should satisfy the following norms

[a] For Conventional Higher Education Courses:

- [i] Should have the minimum qualifications as prescribed in the regulations framed by UGC / respective statutory council / CU from time to time. OR

[ii] A person of eminence with or without a postgraduate or Ph.D. qualifications

[b] For Skill based Courses:

[i] Should be an accomplished professional / expert in his chosen field of discipline and may not necessarily possess qualifications prescribed under UGC regulations. OR

[ii] Should be a certified professional, for teaching and training on National Occupational Standards under NSQF, by the Sector Skills Council for teaching respective trade / job role.

[c] In addition to the above, it is expected that the adjunct faculty in both the above streams would be an accomplished scholar in his area of specialization and his association would add value to the academic programmes he is associated with.

[3] Selection Criteria:

[a] Adjunct Faculty will be appointed by the Vice Chancellor. The Vice Chancellor may ask for the opinion to the committee of Regulation(43). Period of empanelment will vary from 6 months to 3 years as decided by the Vice Chancellor on mutually agreed terms and conditions.

[b] The strength of Adjunct faculty may not exceed 25 % the sanctioned strength of faculty at any time.

[4] Honorarium:

[a] He/She will be provided an honorarium of Rs. 1000/- (Rs. One Thousand Only) per lecture to a maximum of Rs. 4000/- (Rs. Four Thousand Only) per day of service subject to a maximum ceiling of Rs. 1,00,000/- (Rs. One Lakh Only) per month.

[5] Roles and Responsibilities:

[a] He/She shall be actively involved in Conventional Higher Education Courses or Skill based Vocational Courses or Research Courses or Training or Research or Services.

[6] The appointment may be terminated by the Hon'ble Vice Chancellor at any time if the work of the appointed person is not found satisfactory or in case of no requirement of his/her service with one month notice period or remaining period, whichever is less.

[7] The appointed person shall have to follow the code of conduct (Ordinance – 10) and disciplines in the University.

Reg 67 Appointment of Visiting Teacher

[1] The teaching load where the requirement is not on regular basis as a permanent faculty may be engaged with visiting teacher with prior approval of the Vice Chancellor before the beginning of the academic term.

[2] He/She will be provided an honorarium of Rs. 500/- (Rs. Five Hundred Only) per lecture and Rs. 150/- (Rs. One Hundred Fifty Only) per practical.

[3] The eligibility and scope of work of visiting faculty shall be considered and approved by the committee of Regulation (43).

[4] The visiting teacher shall have to follow the code of conduct (Ordinance – 10) and disciplines in the University.

Reg 68 Appointment of Contractual and Adhoc

[1] The posts which are recommended by the committee of Regulation (43) can be filled as Contractual or Adhoc till the sanction obtained from the State Government.

- [2] The appointed person shall be bound to work for Monday – Saturday and in case of requirement Sunday also.
- [3] The pay, allowances, qualification, and job responsibilities shall be decided by the committee of Regulation (43).
- [4] After the duration stated in the appointment order, the appointment shall be terminated automatically without any further notice.
- [5] The appointment may be terminated by the Hon’ble Vice Chancellor at any time if the work of the appointed person is not found satisfactory or in case of no requirement of his/her service with one month notice period or remaining period, whichever is less.
- [6] The appointed person shall have to follow the code of conduct (Ordinance – 10) and disciplines in the University.
- [7] The appointed person for the academic work shall be responsible to complete the teaching and assessment work of the semester even after the completion of their tenure.
- [8] He/She will not be entitled to get any type of certificates except experience certificate and salary certificate.

Reg 69 Appointment of Project Fellow, Consultant and Advisor

- [1] The Project Fellow, Consultant and Advisor may be appointed if the committee of Regulation (43) recommend such requirement.
- [2] The appointed Person/Firm shall be bound to work on Project basis.
- [3] The pay / fees, qualification/eligibility, and job responsibilities shall be recommended by the committee of Regulation (43) to the University.

- [4] After the duration stated in the appointment order, the appointment shall be terminated automatically without any further notice.
- [5] The appointment may be terminated by the Hon'ble Vice Chancellor at any time if the work of the appointed person/Firm is not found satisfactory or in case of no requirement of his/her service with one month notice period or remaining period, whichever is less.
- [6] The appointed person/Firm shall have to follow the code of conduct (Ordinance – 10) and disciplines in the University.
- [7] He/She will be entitled to get project completion certificate.

Reg 70 Quarterly PAR for Non Teaching

[1] Name: _____

[2] Designation: _____

[3] Quarter: Month _____ to _____

[4] Date of Presentation: _____

[5] Time of Presentation: _____

[6] Mobile Number: _____

[7] Email Id: _____

[8] Main Duties

[a] _____

[b] _____

[c] _____

[d] _____

[e] _____

[9] Goals – Achievements

(1) _____ (1) _____

(2) _____ (2) _____

(3) _____ (3) _____

(4) _____ (4) _____

[10] Self Assessment (1 – Extremely dissatisfied, 2 – Dissatisfied, 3 – Neutra, 4 – Satisfied, 5 – Extremely satisfied)

Completion of works	
Quality of works	
Adherence to work related procedures	
Ability to make work decisions	
Ability to coordinate work matters	

[11] Participation in various committees

University	
Branch	
Any Other	

[12] Best Practices

University	
Branch	
Any Other	

[13] Involvement in Professional Readiness

University	
Branch	
Any Other	

Date:

Signature of Applicant

Place:

Reg 71 Quarterly FAR for Teaching Staff

- [1] Name: _____
- [2] Designation: _____
- [3] Subject _____ Department _____
- [4] Quarter: Month _____ to _____
- [5] Date of Presentation: _____
- [6] Time of Presentation: _____
- [7] Academic Qualification: _____
- [8] Date of Appointment: _____
- [9] Date of Confirmation: _____
- [10] Total Experience: _____
- [11] Period of Absence and Leave Type: _____
- [12] Brief History of work (completed and ongoing) during the quarter:
 - [a] Allotted Assignments
 - [i] Curricular _____
 - [ii] _____
 - [iii] Co-Curricular _____
 - [iv] _____
 - [b] Initiative Taken
 - [i] by University _____

[ii] _____

[iii] by Department _____

[iv] _____

[v] by Individual _____

[vi] _____

[c] Contribution in Assembly

[i] _____

[ii] _____

[iii] _____

[d] Any innovation introduced in the Institute

[i] _____

[ii] _____

[iii] _____

[e] Any New Experiment added in the Institute

[i] _____

[ii] _____

[iii] _____

[f] Any Step Taken for Resource Generation

[i] _____

[ii] _____

[iii] _____

[g] Any Contribution to Student Support

[i] _____

[ii] _____

[iii] _____

[h] Any Contribution to Enhance the Capacity Building of the University

[i] _____

[ii] _____

[iii] _____

[i] Publications

(Give total number and details of Local/State/National/International)

[i] Books _____

[ii] Articles _____

[iii] Research Papers _____

[iv] Chapters in Books _____

[v] Books Edited _____

[j] Details regarding applications forwarded for various posts at another institute:

[i] Name of Institute: _____

[ii] Post: _____

[iii] Pay Scale: _____

[iv] Reason for Apply: _____

[13] Creation of ICT Mediated Teaching Learning Pedagogy, Content and Development of New and Innovation Courses and Curricula.

[a] MOOCs developed in 4 quadrant (Per module/Lecture): _____

[b] _____

[c] _____

[d] _____

[14] Research Guidance

1				
2				
3				

[15] Curriculum Transaction Status:

Month _____ Week _____

(a) Course: _____

(b) Subject and Name of Paper with Code:

(c) Name of Chapter: _____

(d) Number of Lectures (In Hours): _____

(e) Number of Practicals (In Hours): _____

(f) Number of Guidance (In Hours): _____

(g) Remarks: _____

Date:

Signature of Applicant

Place:

Reg 72 Performance Based Appraisal System for Teachers

[1]

Part A – Self Information

- (1) Name of Faculty: _____
- (2) Father's Name: _____
- (3) Department: _____
- (4) Present Designation and Pay band: _____

- (5) Date of first appointment: _____
- (6) Date of last promotion: _____
- (7) Which position and Pay Band are you an applicant under CAS?

- (8) Date of eligibility for promotion: _____
- (9) Date and Place of Birth: _____
- (10) Sex : _____
- (11) Marital Status: _____
- (12) Nationality: _____
- (13) Category: _____
- (14) Address for Communication:

Mobile: _____ Email : _____

(15) Permanent Address:

(16) Performance Appraisal Report for the period:

(17) Academic Qualifications (HSC till Post Graduation)

Examination	Board/University	Year of Passing	%	Class	Subject
HSC					
UG					
PG					
B.Ed.					
M.Ed.					

(18) Academic Qualifications (Research Degrees)

Degrees	Title	Date of Award	University
M.Phil.			

Ph.D./ D.Phil.			
D.Sc./ D.Lit.			

(19) Appointments held before joining CU.

Designation	Name of Employer	Date of Joining	Date of Leaving	Salary with Grade Pay	Reason of Leaving

(20) Posts held after appointment in CU

Designation	Department	Date of Joining	Date of Leaving	Salary with Grade Pay

(20) Period of teaching experience

PG Classes (in Years)		UG Classes (in Years)	
--------------------------	--	--------------------------	--

(21) Research Experience excluding years spent in M.Phil / Ph.D.

In Years	
----------	--

(21) Fields of Specialization under the Subject / Discipline.

(a)	
(b)	

(22) Academic Staff College Orientation / Refresher Course attended:

Name of the Course / Summer School	Place	Duration	Sponsoring Agency

Date:

Signature of Applicant

Place:

[2]

Part B – Academic Performance Indicators

Category 1 – Teaching, Learning and Evaluation related Activities

[a] Work plan and achievement:

Task to be performed	Deliverables	Actual Achievement

[b] During the period under report, do you believe that you have made any innovation / best practices / extra ordinary contribution? If so, please give a verbal description (within 100 words):

[c] Initiatives taken:

Initiative by University	
Initiative by Department	
Initiative by Individual	

[d] Contribution in Assembly:

--

[e] Curricular Activities: Lectures(L), Seminars(S), Tutorials(T), Practicals(P),
Contact Hours(C) (Give semester wise details, where necessary)

S.No.	Course /Paper	Level	Mode of Teaching	Hours per week allotted	% of class taken as per documented record

		API Score
(a)	Class taken (Max 50 for 100 % performance and proportionate score upto 80 % performance, below which no score may be given)	
(b)	Teaching Load in excess of UGC norms (Max Score 10)	

[f] Reading / Instructional material consulted and additional knowledge resources provided to students

S.No.	Course /Paper	Consulted	Prescribed	Additional Resource Provided
API Score based on Preparation and imparting of knowledge / instruction as per curriculum and syllabus enrichment by providing additional resources to students (Max. Score 20)				API Score

72 PERFORMANCE BASED APPRAISAL SYSTEM FOR TEACHERS

[g] Creation of ICT Mediated Teaching Learning Pedagogy and Content Development of new and innovative courses and curricula or Use of Participatory and Innovative Teaching – Learning Methodologies, updating of Subject Content, Course Improvement etc.

S.No.	Short Description	API Score
MOOCs		
1		
2		
	Total Score (Max Score: 20)	

[h] Examination duties assigned and performed.

S.No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
	Total Score (Max Score: 25)			

**Category 2 – Co-Curricular, Extension, Professional Development related
Activities**

[a] Please mention your contribution to any of the following:

S.No.	Type of Activity	Average Hrs/Week	API Score
	(1) Extension, Co-curricular and field based activities		
	Total (Max: 20)		
	(2) Contribution to Corporate Life and Management of the Institution	Yearly / Semester wise responsibilities	API Score
	Total (Max: 15)		
	(3) Professional Development Activities		API Score
	Total (Max: 15)		
	Total Score ((1)+(2)+(3)) (Max: 25)		

Category 3 – Research, Publications and Academic Contributions

[a] Published Papers in Journals

S.No.	Title with page no.	Journal	ISSN /ISBN No.	Whether peer re-viewed? Impact factor if any	No. of Co - authors	Whether you are the main author?	API Score

[b] Articles /Chapters published in Books

S.No.	Title with page no.	Book Title, Editor & Publisher	ISSN /ISBN No.	Whether peer re-viewed?	No. of Co - authors	Whether you are the main author?	API Score

[c] Full Papers in Conference Proceedings

S.No.	Title with page no.	Details of Conference Publications	ISSN /ISBN No.	No. of Co - authors	Whether you are the main author?	API Score

[d] Books Published as single author or as editor

S.No.	Title with page no.	Type of Book & Authorship	Publisher & ISSN /ISBN No.	Whether peer re-viewed?	No. of Co - authors	Whether you are the main author?	API Score

[e] Ongoing Research Projects and Consultancies

S.No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. lakh)	API Score

72 PERFORMANCE BASED APPRAISAL SYSTEM FOR TEACHERS

[f] Completed Research Projects and Consultancies

S.No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. lakh)	Whether policy document / patent as outcome	API Score

[g] Research Guidance

S.No.	Number Enrolled	Thesis Submitted	Degree Awarded	API Score
M. Phil. or equivalent				
Ph. D. or equivalent				

**[h] Training Courses, Teaching – Learning – Evaluation Technology programmes,
Faculty Development programmes (not less than one week duration)**

S.No.	Programme	Duration	Organized by	API Score

[i] Papers presented in Conferences, Seminars, Workshops, Symposia.

S.No.	Title of the paper presented	Title of Conference / Seminar etc.	Organized by	Whether international / national /state / regional / college or university level	API Score

[j] Invited Lectures and Chairmanships at national or international conference / seminar etc.

S.No.	Title of Lecture / Academic Session	Title of Conference / Seminar etc.	Organized by	Whether international / national	API Score

[3] Summary of API Scores

S.No.	Criteria	Last Academic Year	Total - API Score for Assessment Period	Annual Average API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities			
II	Co-curricular, Extension, Professional development etc.			
	Total I + II			
III	Research and Academic Contribution			

[4]

Part C – Other Relevant Information

Please give details of any other credential, significant contribution, awards received etc. not mentioned earlier.

S.No.	Details (Mention year, value etc. where relevant)

[5] List of Enclosures: (Please attach copies of certificates, sanction orders, papers etc. wherever necessary)

1	6
2	7
3	8
4	9
5	10

I certify that the information provided is correct as per records available with the university and/or documents enclosed along with the duly filled PBAS proforma.

Place: _____ Signature of the faculty with
Date: _____ Designation

Place: _____
Date: _____ Signature of the HOD

Place: _____
Date: _____ Signature of the Director/Principal

Note: The individual PBAS proforma duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the University / College as necessary and placed before the Screening cum Evaluation Committee for assessment / verification.

Reg 73 Performance Appraisal Report for Non Teaching Staff

Form of Performance Appraisal Report up to Class-I and Class-II Administrative Employees of CU.

[1]

Section I – Basic Information
(To be filled in by Establishment Branch)

(1) Name of the Employee reported upon :

(2) Designation:

(3) Department:

(4) Additional Responsibility, if applicable :

(5) Date of Appointment :

(6) Quarterly Performance Appraisal Report for the period:

(7) Date of Birth :

(8) Reporting and Reviewing Authorities:

Authority	Name & Designation	Period Worked
Reporting Authority		
Reviewing Authority		

(9) Period of absence due to on leave other reason(S):

Period	Specify Type of Leave	Remarks

(10) Training Programs attended:

Date from	Date to	Institute	Subject

(11) Please give the details if the officer had held the additional charge of any other post for three months or more:

S.No.	Date from	Date to	The name of branch and name of post

(12) Overall Grade of last three year's Performance Appraisal Report:

S.No.	Period	Overall Grade

(13) Details of PAR for the year _____ (Previous Year) which has not been reported or reviewed by him/her.

Activity	To be done	Done	Not Done
Reporting			
Reviewing			

Date:

Signature on behalf of

Place:

Establishment Branch

[2]

Section II – Self-Appraisal

(1) Brief description of duties : (Objectives of the position you hold and the tasks you are required to perform, in about 100 words)

--

(2) Work plan and achievement:

Task to be performed	Deliverables	Actual Achievement

- (3) During the period under report, do you believe that you have made any extra ordinary contribution? E.g. You may mention any awards or honours received. (Resulting in Significant benefits to the public and/or reduction in time and costs) If so, please give a verbal description (within 100 words):

--

- (4) What are the factors that hindered your performance?

--

- (5) Involvement in Professional Readiness

University	
Branch	
Any Other	

(6) Declaration:

S.No.	Activities	Detail	Date
1	Have you filed your immovable property return of previous year before 31st January?	Yes/No	
2	PARS of how many subordinate employees for previous year have to be assessed by you?		
3	PARS of how many subordinate employees for previous year have been assessed and sent to the reviewing officer before 15th June?		

(7) Self Assessment (1 – Extremely dissatisfied, 2 – Dissatisfied, 3 – Neutral, 4 – Satisfied, 5 – Extremely satisfied)

Completion of works	
Quality of works	
Adherence to work related procedures	
Ability to make work decisions	
Ability to coordinate work matters	

(8) Participation in various committees

University	
Branch	
Any Other	

(9) Best Practices

University	
Branch	
Any Other	

(10) Additional Charges: If you have held the additional charge of any other post for 3 months or more, please attach Annexure with following details:

- (1) Name and Post of the officer Reported upon:
- (2) Duration of holding additional charge:
- (3) Achievements under additional charge:
- (4) Any extra ordinary contribution:

Date:

Signature of

Place:

Officer reported Upon

[3]

Section III – Appraisal by Reporting Officer

- (1) Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section II. If not, please furnish factual details. **YES/NO.**

- (2) Please comment on the claim (if made) of extra ordinary contribution by the officer reported upon.

- (3) Has the officer reported upon met with any significant failures in respect of his work or if any disciplinary action has been taken, during the year under report? If yes, please Furnish factual details. **YES/NO**
-

--

(4) Assessment of work output (Grades Should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade). (40 Marks)

S.No.	Activity	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Accomplishment of planned work			
2	Quality of Output			
3	Accomplishment of extraordinary work			
4	Analytical ability			

(5) Assessment of personal Attributes (Grade should be assigned on a scale of 1-5, in whole numbers, with 1 referring to the lowest grade and 5 to the best grade). (30 Marks)

S.No.	Activity	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Attitude to work			
2	Sense of responsibility			
3	Inter-personal relation and emotional stability			

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4	Communication skills			
5	Moral courage			
6	Leadership qualities			

(6) Assessment of Function Competency (Grades should be assigned on a scale of 1-5, in whole numbers, with 1 referring to the lowest grade and 5 to the best grade). (25 Marks)

S.No.	Activity	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Knowledge of laws/ rules/procedures/ IT skills			
2	Decision making ability			
3	Initiative			
4	Coordination ability			
5	Ability to motivate and Team spirit			

(7) Assessment of Organization Discipline (5 Marks)

S.No.	Activity	Reporting Authority
1	Filed or not filed the immovable property return before 31 'st January? If yes 2 mark, otherwise 0 mark.	
2	Has the officer reported upon sent his/her PAR of the current year before 15th May to the reporting officer? If yes 1 marks, otherwise 0 mark.	

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3	Has the officer reported upon sent PAR of the subordinate employees for the previous year to the concerned reviewing officer before 15th Jun.? If 85% or more PAR's are sent, give 2 marks otherwise give 0 mark.	
---	---	--

(8) Integrity: Please comment on the integrity of the officer.

(9) Pen picture by Reporting Officer, Please comment (In about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections and ability for field / Secretariat.

(10) Recommendation for domain assignment (Please tick mark any four) :

	Culture and information		Establishment		Legislative and Court matter		Project Planning
	Accounting		Field work		Project management		IT
	Inquiry Matter		Service Matter		Co-ordination		

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(11) overall assessment (Total Marks on the basis of cols. 4 to 7 out of 100.)

= _____

Date:

Signature of

Place:

Reporting Officer

[4]

Section IV – Review

(1) Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes and extraordinary achievements and/ or significant failures in section III? (In case you do not agree with any of the numerical assessments of attributes please record your assessments in the column provided for you in that section and initial your entries). **YES/NO**

(2) In case of difference of opinion details and reasons for the same may be given.

(3) Comments, if any, on the Pen Picture written by the Reporting Authority.

(4) Overall assessment (Total Marks on the basis of cols. 4 to 7 out of 100 in Section 3). (If the reviewing officer differs from reporting officer).

Date:

Place:

Signature of

Reviewing Authority

Reg 74 Leave benefits for University Employees

[1] This regulation shall be applicable to all the permanent University employees.

[2] Right to Leave

[a] Leave is a permission granted by the competent authority, at its discretion to the employee, to remain absent from duty.

[b] Leave shall not be claimed as a matter of right.

[c] The leave application of teacher shall include the allotment of teaching load to other staff with their sign or alternate arrangement.

[d] The leave application of Branch Head shall include the on going work and completion plan.

[e] The leave application shall contain the date and time of submission and shall be applied at least three days before. In case of fewer than three days of application, the decision of leave approval may not be informed before the date of leave.

[f] Leave shall be availed with prior approval of the authorities. Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.

[g] Leave of any kind cannot be claimed as a matter of right.

[h] The leave sanctioning authority may refuse or revoke leave of any kind.

- [i] Leave sanctioning authority cannot alter the kind of leave due and applied for, except at the written request of the University Employee.
- [j] Absence from duty after expiry of leave entails disciplinary action.
- [k] Absence without leave will constitute an interruption in service.
- [l] A staff on leave should not take up any service or employment elsewhere.

[3] Authority empowered to sanction Leave

[a] For the teaching staff:

- [i] Application for leave other than casual leave shall be addressed to the Director. Director shall forward this application to Registrar, which will be presented to the Vice Chancellor. Vice Chancellor shall be the competent authority to sanction such leave, except provision is made in this regulation otherwise.
- [ii] Casual Leave of Director/ Professor/ Deputy Director shall be sanctioned by the Vice Chancellor. Casual Leave of all other teaching staff shall be sanctioned by the Head of the Department. Leave record for the casual leave of teaching staff will be maintained by respective Centre.

[b] For all other staff:

- [i] Applications for leave other than casual leave shall be addressed to the Registrar. It Shall be presented to the Vice Chancellor. Vice Chancellor shall be the competent authority to sanction such leave, except provision is made in this regulation otherwise.

[ii] Casual Leave of Registrar shall be sanctioned by the Vice Chancellor. Casual Leave of all other staff shall be sanctioned by the Registrar. Leave record for the casual leave of staff will be maintained by respective Centre/ Department/ Branch.

[4] Consideration for sanctioning of leave on application

[a] In case, where applications for grant of leave are more in numbers, and in public interest all applications cannot be granted, the authority competent to grant leave while deciding the applications shall take into consideration the following points, namely:

[i] The University employee who can be spared for the time being;

[ii] The amount of leave due to the various applicants;

[iii] The amount and character of the service rendered by each applicant since he last returned from leave;

[iv] Whether such applicant was compulsorily re-called from his leave;

[v] Whether such applicant has been refused leave in the public interest;

[5] Grant of leave should not unduly deplete cadre

[a] Leave may not be granted of Registrar / Director / Deputy Director / Branch Head / Head of the Department (COE) to an extent which would deplete the strength of a service or department available for duty below the essential minimum. The charge of the cadre may be given to another employee by the Vice Chancellor in such case.

[6] Commutation of one kind of leave into another

[a] At the request of a University Employee, the authority which granted him leave may commute it retrospectively into leave of a different kind which was due and admissible to him at the time the leave was granted, but such commutation shall not be claimed as a matter of right by the University Employee.

[b] The commutation of one kind of leave into another shall be subject of adjustment of leave salary on the basis of leave finally granted to the University Employee. Any amount paid in excess shall be recovered or any arrears due to him shall be paid.

Note: Extraordinary leave granted on medical certificate or otherwise may be commuted retrospectively into leave not due as per provision of regulation for Leave Not Due (Sr. No. 34).

[7] Combination of different kinds of leave

[a] Except as otherwise provided in this regulation, any kind of leave under this regulation may be granted in combination with or in continuation of any other kind of leave.

Explanation: Casual leave which is not recognizing as leave under this regulation shall not be combined with any other kind of leave admissible under this regulation.

[8] Maximum period of continuous leave

[a] Unless University in view of the exceptional circumstances of the case otherwise determines, no University employee shall be granted leave of any kind for a continuous period exceeding three years.

[b] A University employee shall be deemed to have resigned from the service if, he:

[i] is absent without authorization for a period of 180 days from the date of expiry of sanctioned leave or permission : or

[ii] is absent from the duty for a continuous period exceeding three years even if the period of the unauthorized absence is for less than 180 days. Provided that a reasonable opportunity to explain the reason for such absence shall be given to the University employee before the provisions of sub-rule (8b) are invoked.

[9] Formal joining of duty at the end of leave with the intention of taking leave again:

[a] Formal joining of duty at the end of leave with the intention of taking leave again within a few days should not be permitted. The principle on which the requirements of this regulation should be enforced is that no deliberate or intentional evasion of the regulation should be permitted: but so long as this condition is satisfied, it is at the discretion of the competent authority to grant or refuse the leave.

[10] Acceptance of service or employment while on leave:

[a] A University employee while on leave shall not take up any service or employment elsewhere without previous sanction of the competent authority.

[b] The leave salary of a University employee who is permitted to take up employment under Government, other institute or a private employer during leave shall be subject to such conditions as the University may by order specify.

[c] A University employee who is on leave on Medical Certificate shall not be permitted to undertake any service or employment elsewhere during such leave. When a University employee on leave, whether with or

without leave salary, is allowed to take up under this regulation an employment in another Government office, institution or any other employment, all leave salary shall be ipso facto cease on joining the new employment, other than work or service referred to in sub-rule (10a) of this regulation.

[11] Application for leave

- [a] An application for grant or extension of leave shall be made in Form 1 (Sr. No. 41) to the competent authority. The leave application shall contain the date and time of submission and shall be applied at least three days before.

[12] Leave account

- [a] A leave account in the service book of each permanent employee shall be maintained by the establishment branch.

[13] Combination of holidays with leave:

- [a] When the day, immediately preceding the day on which an employee's leave begins or immediately following the day on which his/ her leave expires, is a holiday or one of a series of holidays, the employee may be permitted to leave his/ her station at the close of the day before, or return to it on the day following such holidays or series of holidays.
- [b] An employee who has availed of half day casual leave and then proceeds on leave from the next day may be allowed to prefix half day's casual leave to the leave.
- [c] A **compensatory leave** granted in lieu of duty performed by a class 4 employee on Sunday or a holiday for a full day granted to an employee may be treated as a holiday for the above purpose.

[14] Verification of title to leave

[a] The grant of leave shall be subject to verification of leave account by the Establishment Branch and modified sanction for the period of leave shall be issued where necessary.

[i] No leave shall be granted to an employee until a report regarding its admissibility has been confirmed by Establishment Branch in the Form 1.

[ii] The Establishment Branch shall mention the balance of such leave at his/her credit in the Form 1 **and orders sanctioning earned leave or half pay leave.**

[15] Leave not to be granted in certain circumstances

[a] Leave shall not be granted to an employee whom a competent punishing authority has decided to dismiss, remove or compulsorily retire from the service.

[16] Repeated grant of leave on medical certificate within short intervals

[a] When an employee applies for leave on medical certificate within short intervals, the attention of the Medical Board or Medical Officer may be drawn with a view to consider the period of absence necessary for his complete recovery.

[b] An employee shall be required to appear before the Medical Board or Medical Officer, at the discretion of the Vice Chancellor.

[c] Leave on Medical grounds to the employee may be granted on production of a Medical Certificate in Form-3 (Sr. No. 42) issued by a Civil Surgeon or an authorized Medical Attendant or the Registered Medical Practitioner.

[17] Conditions governing issue of Medical Certificate

- [a] A Medical Officer shall not recommend the grant of leave in any case in which there appears to be no reasonable prospect that the employee concerned will ever be fit to resume his duties and in such cases, the opinion that the employee is permanently unfit for service shall be recorded in the medical certificate.
- [b] The Vice Chancellor, at its discretion, secure a second medical opinion by requesting a Government Medical Officer, not below the rank of Civil Surgeon, to have the applicant medically examined on the earliest possible date and forward the original medical certificate produced by the applicant to the Medical Officer by whom he /she is to be re-examined.
- [c] The Medical Officer shall express an opinion both as regards to the facts of the illness and as regards the necessity of leave required to be recommended and he shall either require the applicant to appear before him.
- [d] An employee who has been granted leave on a medical certificate shall return to duty only after producing a medical certificate of fitness in Form-4 (Sr. No. 43).

[18] Medical Certificate not to confer right to Leave

- [a] The grant of a medical certificate under this regulation shall not confer upon the concerned employee any right to proceed on leave. The certificate shall be forwarded to the Vice Chancellor to grant the leave and the order of the Registrar shall be awaited.

[19] Leave in case of an employee unlikely to return to duty

[a] When the Medical board/officer has reported that there is no reasonable prospect that a particular employee shall ever be fit to return to duty, leave shall not necessarily be refused to such employee. The leave may be granted, if due, by the Vice Chancellor to grant leave subject to the following conditions:

[i] If the Medical board/Officer is unable to say with certainty that the employee will never again be fit for service, leave not exceeding twelve months in all may be granted and such leave shall not be extended without further reference to Medical board/Officer;

[ii] If an employee is declared by a Medical Board/Officer to be completely and permanently incapacitated for further service, leave or an extension of leave may be granted to him after the report of the Medical Board/Officer has been received, provided such leave is due to him and the amount of leave as debited to leave account does not exceed six months from the date of the report.

[b] An employee who is declared by a Medical Authority/Officer to be completely and permanently incapacitated for further service shall

[i] if he is on duty, be invalided from service from the date of relief of his duties, which shall be arranged without delay on receipt of the report of the Medical Authority/Officer. If, however, he is granted leave he shall be invalided from service on the expiry of such leave.

[ii] if he is already on leave, he shall be invalided from service on the expiry of that leave or extension of leave, if any, granted to him.

[20] Recall to duty before expiry of leave

[a] All orders recalling an employee to duty before the expiry of his leave shall state whether the return to duty is optional or compulsory.

[b] Where the return to duty is optional, the employee shall not be entitled any concession.

[c] Where the return to duty is compulsory, the employee shall be entitled

[i] if the leave from which he/she is recalled is in India, to be treated as on duty from the date on which he starts for the station to which he is ordered, and to draw

[A] travelling Allowance as per norms in this behalf for the journey; and

[B] leave salary, until he joins his post, at the same rate at which he would have drawn it but for recall to duty.

[ii] if the leave from which he is recalled is out of India

[A] to count the time spent on the voyage to India as duty for purpose of calculating leave, and to draw

[B] the cost of change in return ticket as travelling allowance in this behalf for the journey.

[21] Return from leave

[a] A University employee on leave shall not return to duty before the expiry of the period of leave granted to him unless he/she is permitted to do so by the authority, authorised to grant leave.

[b] An employee who has been granted leave on Medical ground may not return to duty until he has produced a medical certificate of fitness Form 4 (Sr. No. 43).

[c] An employee returning from leave is not entitled, in the absence of specific orders to that effect, to resume, as a matter of course, the post which he held before going on leave.

[22] Absence after expiry of leave

[a] Unless the Vice Chancellor approves the extension of leave, an employee who remains absent shall not be entitled to the leave salary for the period of such absence and that period shall be debited against his leave account as though it were half-pay leave, to the extent such leave is due and the period in excess of such leave due being treated as extraordinary leave.

[b] Willful absence from duty after the expiry of leave shall render an employee liable to disciplinary action.

[23] Leave intervening treated as over-stayed

[a] The entire period (including Sundays and holidays) intervening between the day on which the employee resumes duty shall be treated as over-stayed.

[24] Permanent teachers shall be considered as vacation staff and the other permanent non-teaching staffs shall be considered as non-vacation staff. (To be deleted – All permanent teaching and non-teaching staffs shall be considered as non-vacation staff.)

[25] Kinds of Leave for Permanent Employees of the University:

[a] Leave treated as duty;

[i] casual leave;

[ii] special casual leave;

[iii] duty leave;

[b] Leave earned by duty;

- [i] earned leave;
 - [ii] half-pay leave;
 - [iii] commuted leave;
- [c] Leave not earned by duty;
- [i] extraordinary leave;
 - [ii] leave not due;
- [d] Leave for academic pursuits (Only for Teachers);
- [i] study leave;
 - [ii] sabbatical leave;
- [e] Leave on grounds of health;
- [i] maternity leave;
 - [ii] paternity leave;
- [f] The Executive Council may grant, in exceptional cases, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

[26] Casual Leave

- [a] The total casual leave granted to an employee shall not exceed twelve days in an academic year (1st July to 30th June).
- [b] Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.
- [c] An Employee going on such leave is entitled to full pay including work

and conveyance during the period of such leave.

[d] Holidays and Sunday falling within the period of casual leave will not be counted as casual leave.

[e] Employee should attend his/her duty at least half of their working hours continuously in case of Half Casual Leave.

[f] Casual Leave cannot be accumulated and leave not availed of during any particular academic year shall lapse at the end of that year.

[g] The Head of Department is empowered to sanction maximum three consecutive leaves of teachers. More than that shall be forwarded to the Vice Chancellor through the Director of Centre for the approval.

The Registrar is empowered to sanction maximum of three consecutive leaves for all non-teaching staff.

More than that shall be forwarded to the Vice Chancellor for the approval.

Important Note: More than three casual leaves shall be asked for unavoidable situation only.

[27] Special Casual Leave

[a] Special casual leave to the extent mentioned below, may be granted;

[i] To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case shall be restricted to six working days; and

[ii] To a female teacher who undergoes non-puerperal sterilization. Leave in this case shall be restricted to 14 days.

[b] The special casual leave shall not accumulate, nor can it be combined with any other kind of leave except the casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority

on each occasion.

[28] Duty Leave

[a] Duty Leave of the maximum of 20 days in an academic year may be granted for the following purposes:

[i] Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Short Term Courses, Symposia and Seminar, as a delegate with the prior permission of the university;

[ii] Delivering lectures in institutions and universities at the invitation of such institutions or universities with prior approval of the Vice Chancellor;

[iii] Working in another Indian or foreign university, any other agency, institution or organisation, with prior approval of the Vice Chancellor;

[iv] Participating in a delegation or working on a committee appointed by the Central Government, State Government, UGC, DST, NCTE, RCI, CBSE, NIOS, NCERT, GCERT, GSEB, SEB, SSA, Textbook Board, or any other similar academic body;

[v] To conduct examination of other university/ Public Service Commission/ Board of Examination or any other similar body/ institution; and

[b] The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.

[c] The leave may be granted on full pay, provided, that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.

[d] Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.

[e] Clarification:

If any employee shall be nominated/deputed/work assigned/ nominated by the office order of the university then he/she shall be considered on – duty.

[29] Earned Leave

[a] [i] It will be applicable to Permanent Non-Teaching Staff (To be deleted – All academic and administrative staffs are non vacational staff.)

[ii] This regulation about EL shall be subject to the provision and approval of the State Government time to time.

[iii] A non-vacation permanent employee shall be entitled to earned leave at the rate of 15 days for each half year. This shall be credited in advance to the leave account of the employee on first January and first July of every year.

[iv] The credits under para (29(a)iii) shall be reduced by 1 / 10th of the period of extraordinary leave only availed of during the previous half year, subject to a maximum of 15 days.

[v] Encashment of earned leave for teaching faculty is subject to the provision and approval of the State Government.

[vi] Encashment of Earned Leave of permanent non-vacation employee shall be maximum of three hundred days or as per the norms of the State Government and subject to approval of the State Government.

[b] In case of an employee who is permanently appointed during the half-year, earned leave shall be credited to his leave account at the rate of

two and half days for each completed calendar month of service.

- [c] The earned leave at the credit of the employee on the close of the half-year shall be carried forward to the next half year, subject to the condition that the earned leave so carried forward plus the credit for that half year shall not exceed three hundred days.
- [d] The earned leave at the credit of the employee on the close of the half-year shall be carried forward to the next half year, subject to the following conditions:
 - [i] In the case of an employee, having at his credit earned leave of 285 days or less as on 1st January or 1st July of a year earned leave of 15 days or proportionately less in respect of retiring persons or those leaving service during the next half-year, shall be credited to his leave accounts in advance.
- [e] The credit for the half-year in which a non vacation employee is due for retirement from service or resigns shall be afforded only at the rate of two and half days per completed calendar month in the half-year up to the date of retirement or resignation. If the leave availed of is more than the credit so due to him necessary adjustment shall be made in respect of leave salary overdrawn, if any.
- [f] All credit in the leave account shall be made only for complete days, the fraction being rounded off to the nearest day.
- [g] When a non vacation employee is removed or dismissed from the service or dies while in service, credit of earned leave shall be allowed at the rate of two and half days per completed calendar month in the half-year in which he/she was removed or dismissed from service or dies in service. When the quantum of earned leave is more than the leave enjoyed, the over payment of leave salary shall be recovered.

[h] Earned Leave may be sanctioned ordinarily to an employee on not more than three occasions during a year, and the minimum period on each occasion shall not be less than seven days inclusive of holidays allowed to be prefixed or suffixed. If the full period of seven days is not admissible in a given case, the authority sanctioning leave may, at its discretion grant leave for a lesser period.

[i] Earned Leave may be granted to an employee for a period exceeding one hundred twenty days, but not exceeding one hundred eighty days, if the entire leave so granted for travelling abroad.

[j] Subject to the provisions of sub-regulation (29e), (29h) and (29i), the maximum earned leave that may be granted at a time shall be one hundred twenty days.

[30] Encashment of earned leave while availing of Leave Travel Concessions

[a] A non vacation employee shall be permitted to encash ten days earned leave at the time of availing of Leave Travel Concession, subject to the following conditions:

[i] the total leave so encashed during the entire service shall not exceed sixty days in aggregate;

[ii] earned leave of at least an equivalent duration is also availed of simultaneously by the employee;

[iii] a balance of at least thirty days of earned leave is still available to the credit of the employee after taking into account the period of encashment as well as leave;

[iv] the period of leave encashed shall be deducted from the quantum of leave that can be normally encashed by him at the time of superannuation;

[b] the sanction to the encashment of earned leave shall be accorded by the Vice Chancellor.

[31] Half-pay Leave

- [a] [i] An employee shall be entitled to Half Pay Leave at the rate of ten days for each half year's service. This shall be credited in advance to the leave account of the employee on first January and first July of every year by the establishment branch.
- [ii] If an employee is appointed during the half-year, Half pay leave shall be credited to his leave account at the rate of 5/3 days for each completed calendar month of service. The Half pay leave at the credit of the employee on the close of the half-year shall be carried forward to the next half-year;
- [iii] All credit in the leave account shall be made for complete days, the fraction being rounded off to the nearest day.
- [b] [i] The credit for the half-year in which an employee is due for retirement from service or resigns shall be afforded only at the rate of 5/3 days per completed calendar month in the half-year up to the date of retirement or resignation. If the leave availed of is more than the credit so due to him, necessary adjustment shall be made in respect of leave salary overdrawn, if any;
- [ii] When an employee is removed or dismissed from the service or dies while in service, credit of Half pay leave shall be allowed at the rate of 5/ 3 days per completed calendar month in the half-year in which he was removed or dismissed from service or dies while in service. When the quantum of Half pay leave is in excess of the leave enjoyed, the over-payment of leave salary shall be recovered.

[c] Note :

Half-pay leave shall be combined with earned leave for calculating the number of earned leaves in case the number of earned leaves are less than 300 for purpose of encashment of leave at the time of superannuation as applicable to the employees of the Government of India/ State Government.

[32] Commuted Leave

[a] Commuted leave not exceeding half the amount of half pay leave may be granted to an employee on medical certificate in Form-3 from Civil Surgeon or authorized Medical Officer or the Registered Medical Practitioner subject to the following conditions :

[i] the Vice Chancellor is satisfied that there are reasonable prospects of the employee returning to duty on expiry of the leave;

[ii] when commuted leave is granted, twice the amount of such leave is debited against the half-pay leave due;

[iii] the authority competent to grant leave obtains an undertaking from the employee that in the event of his voluntary retirement from service he/she shall refund the difference between the leave salary drawn during commuted leave and that admissible during half pay leave.

[b] Commuted Leave up to 90 days may be allowed during the entire service, without production of a medical certificate, where such leave is utilized for an approved course of study whether full time or part-time certified to be in the public interest by the Vice Chancellor.

[c] Where an employee who has been granted commuted leave 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 no such recovery shall be made if the retirement is by the reason of ill-health incapacitating the employee for further service or in the event of his death.

- [d] Commuted Leave may be granted at the request of the employee even though earned leave is due to him.
- [e] An employee may be granted commuted leave also in case of sickness of any member of his family who is dependent on him on the production of medical certificate from the medical officer **in the Form-5, appended to these rules** who is competent to issue such medical certificate in respect of the employee himself.
- [f] The minimum period of commuted leave sanctioned to an employee on each occasion shall not be less than seven days inclusive of holidays allowed to be prefixed and suffixed. If the full period of seven days is not admissible or the medical officer has certified the necessity of leave less than seven days, the Vice Chancellor, at its discretion may grant leave for a lesser period.

[33] Extraordinary Leave

- [a] Extraordinary Leave not exceeding thirty-six months in aggregate during the entire service may be granted to a permanent employee in special circumstances:
 - [i] when no other leave is admissible;
 - [ii] when other leave is admissible but the employee applies in writing for the grant of extraordinary leave;

- [b] Unless the Vice-Chancellor in view of the exceptional circumstances of the case otherwise determines, no employee, shall be granted extraordinary leave for a continuous period in excess of the following limits
- [i] Nine months; except in the case of the period of suspension converted into extraordinary leave.
 - [ii] Twelve months, where the employee who has completed one year of continuous service is undergoing treatment for Cancer in an institution recognized for the treatment of such disease or under a Civil Surgeon or a specialist in such disease.
 - [iii] Fifteen months, where the Government employee who has completed one year continuous service is undergoing treatment for
 - [A] pulmonary tuberculosis or pleurisy of tubercular origin, in a recognised sanatorium;
 - [B] tuberculosis of any other part of the body by a qualified tuberculosis specialist or a Civil Surgeon ;
 - [iv] Note: The concession of extraordinary leave up to fifteen months shall be admissible also to an employee suffering from pulmonary tuberculosis or pleurisy of tubercular origin who receives treatment at his residence under a tuberculosis specialist recognized as such by the State Administrative Medical Officer concerned and produces a certificate signed by that specialist to the effect that he is under his treatment and that he has reasonable chances of recovery on the expiry of the leave recommended.
- [c] Two spell of extraordinary leave, if intervened by a spell of vacation or by any other kind of leave, shall be treated as one continuous spell of extraordinary leave.

- [d] The Vice Chancellor may commute retrospectively period of absence without leave into extraordinary leave.
- [e] The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except in the following cases:
 - [i] Leave taken on the basis of medical certificates;
 - [ii] Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the employee, such as inability to join or rejoin duty due to civil commotion or a natural calamity, and the employee has no other kind of leave to his credit;
 - [iii] Leave taken for pursuing higher studies; and
 - [iv] 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.
- [f] Extraordinary leave may be combined with any other leave except the casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years, except in cases where the leave is taken on medical certificate. The total period of absence from duty shall in no case, exceed five years in the entire service period of the individual.

[34] Leave Not Due

- [a] Leave Not Due may be granted to a permanent employee subject to the following conditions :
 - [i] the Vice Chancellor is satisfied that there is a reasonable prospect of the employee returning to duty on expiry of the leave.

- [ii] Leave Not Due shall be limited to the half pay leave he is likely to earn thereafter.
 - [iii] Leave Not Due during the entire service shall be limited to a maximum of three hundred sixty days out of which not more than ninety days at a time and one hundred eighty days in all may be granted without a medical certificate.
 - [iv] Leave not due shall be debited against the half-pay leave the employee may earn subsequently.
 - [v] The Vice Chancellor obtains an undertaking from the employee that in the event of his resigning or voluntary resignation from service without returning to duty, he shall refund the leave salary paid to him.
- [b] [i] Where an employee who has been granted leave not due, resigns from service or is at his request permitted to retire voluntarily without returning to duty, the leave not due shall be canceled, his resignation or retirement taking effect from the date on which such leave had commenced and the leave salary shall be recovered.
- [ii] Where an employee who has availed leave not due, returns to duty but resigns or retires from service before he has earned such leave, he shall be required to refund the leave salary to the extent of the leave he has not earned subsequently.
 - [iii] If the retirement is voluntary, the refund shall be enforced. If it is unavoidable by reasons of ill-health incapacitating him from further services, the refund may be partly or wholly waived on the merits of each case by the authority competent to permit the employee to retire.

[35] Study Leave

[a] The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature called), for pursuing further studies, leading to a Ph.D./ Post-doctoral qualification or for undertaking a research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary paid to him/her by his /her parent institution. The awardee shall be paid salary for the entire duration of fellowship/scholarship, provided, that he/ she does not take up any other remunerative jobs, like teaching, in the host country.

[b] A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organisation in India or abroad. He/ she be allowed to accept a fellowship or a research scholarship or an ad aching and research assignment with an honorarium or any other form of assistance, other than the regular employment in an institution either in India or abroad, provided, that the Executive Council of his/ her parent institution 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.

[c] The study leave shall be granted to an entry-level appointee as Assistant Professor (other than as Associate Professor or Professor of a University, who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/ her work in the University/ College/ Institution or to make a special study of the various aspects of University organisation

and methods of education, giving a full plan of the work.

- [d] The study leave shall be granted by the Executive Council on the recommendation of the Director of the Centre concerned. The leave shall not be granted for more than three years in one spell, save in exceptional cases, in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.
- [e] The 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.
- [f] The study leave shall be granted not more than twice during one's entire career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.
- [g] The study leave may be granted more than once, provided, that not less than five years have elapsed after the teacher/returned to duty on completion of the earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.
- [h] No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council, 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 Executive Council to treat the period of shortfall as Extra-Ordinary leave has been obtained.
- [i] Subject to the maximum period of absence from duty, on leave not ex-

ceeding three years, the study leave may be combined with the earned leave, half-pay leave, extra ordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When the 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 the study leave, shall be placed in that position and shall get the higher scale only after joining the post.

- [j] The period of study leave shall count as service for purpose of the retirement benefits (pension/ contributory provident fund), provided that the teacher rejoins the University on the expiry of his/ her study leave, and serve the institution for the period for which the Bond has been executed.
- [k] The study leave granted to a teacher shall be deemed to have been cancelled in case it is not availed of within 12 months of its sanction, provided, that where the study leave granted has been so cancelled. The teacher may apply again for such leave.
- [l] A teacher availing himself/ herself of the study leave, shall undertake that he/she shall serve the University for a continuous period of at least three years to be calculated from the date of his/her resuming duty on the expiry of the study leave.
- [m] A teacher –
 - [i] who is unable to complete his/her studies within the period of study leave granted to him/her or
 - [ii] who fails to rejoin the services of the University on the expiry of his/her study leave or
 - [iii] who rejoins the service of the university but leaves the service

without completing the prescribed period of service after rejoining the service or

[iv] who, within the said period, is dismissed or removed from the service by the University.

He/She shall be liable to refund, to the University, the amount of the leave salary and allowances and other expenses, incurred on the teacher or paid to him/ her or on his/ her behalf in connection with the course of study.

[v] Explanation

[A] If a teacher asks for extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these Regulations.

[B] Notwithstanding the above provision, the Executive Council may order that nothing in these Regulations shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Executive Council may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under these Regulations.

[n] After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University, binding himself/herself for the due fulfillment of the conditions laid down in paragraph (35j) to (35m) above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might

become refundable to the University in accordance with paragraph (35j) to (35m) above.

[o] The teacher on study leave shall submit to the Registrar six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the Registrar within one month of the expiry of every six months of the period 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.

[p] The teacher on 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 the study leave shall be put in the public domain, preferably on the website of the University.

[q] With a view to enhancing the knowledge and skills of the faculty members, especially the junior faculty, at the level of Assistant Professor, the Heads of universities and their subordinate Departments are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting the academic standards of the University in the long run.

[36] Sabbatical Leave

[a] The permanent, whole-time teachers of the university who have completed seven years of service as a Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.

- [b] A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration of one year or more.
- [c] A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/ her immediately prior to his/ her proceeding on sabbatical leave.
- [d] A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or adhoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, provided that in such cases the Executive Council may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.
- [e] During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, provided that the teacher rejoins the university on the expiry of his/ her leave.

[37] Maternity Leave

- [a] Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage, including abortion, subject to the condition that the total leave granted in respect

of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.

[b] If an employee has put in two or more years' continuous service, the leave salary admissible shall be equal to the pay drawn immediately before proceeding on leave.

[c] If an employee has put in continuous service for a period exceeding one year, but less than two years, the leave salary admissible shall be equal to half the pay drawn immediately before proceeding on leave.

[d] Maternity leave may be combined with any earned leave, half-pay leave or extraordinary leave, but any leave applied for in continuation of the maternity leave may be granted if the request is supported by a medical certificate.

[38] Paternity Leave

[a] Paternity leave of 15 days may be granted to male teachers during the confinement of their wife, and such leave shall be granted only up to two children.

[39] Miscellaneous

[a] If any employee applies for leave for the unavoidable situation, which is not mentioned in this regulation from the Gujarat Civil Services (Leave) Rules 2002 and subsequent amendments, then the decision of the Vice Chancellor shall be final and binding.

[b] In case of any dispute or discrepancy regarding interpretation of any matter under this regulation, the decision of the Vice Chancellor of CU shall be final and binding.

[40] Encashment of Leave

- [a] The encashment of leave of non vacation permanent staff shall be as per the norms of State Government.

[41]

Form 1

One Original copy shall be sent to the Establishment Branch

1	Name of applicant	
2	Designation	
3	Department / Branch	
4	Nature and period of leave	
5	Sundays and holidays, if any, proposed to be prefixed/suffixed to leave	
6	Grounds on which leave is applied for	
7	Date of return from last leave, and the nature and period of that leave	
8	Address during leave period	
9	Alternate Arrangement:	
10	Applicant Signature: Date: Time:	
	Forwarding Authority Signature and Name:	
	Verification of title to leave by Establishment Branch:	
	Registrar / Director Signature:	

[42]

Form 3

Medical certificate for leave or extension of leave or commutation of leave

Statement of the case:

Name: _____

Appointment held: _____

Age: _____ Total Service: _____ Previous periods
of leave of absence on medical certificate: _____

Habits: _____

Disease: _____

(to be filled in by the applicant in the presence of the Civil Surgeon or authorized Medical Attendant).

I _____ Civil Surgeon/ Medical Officer of
_____ after careful personal examination of the
case hereby certify that Mr./Ms. _____
is in a bad state of health and I solemnly and sincerely declare that according
to the best of my judgement a period of absence from duty is essentially
necessary for the recovery of his/her health and recommend that he/she
may be granted leave for _____ with effect from
_____.

Remarks:

Signature of

Civil Surgeon/Authorized Medical attendant/Registered Medical Practitioner

[43]

Form 4

Medical Certificate of Fitness to return to duty

Signature of the employee: _____

I _____ Civil Surgeon/ Authorized Medical Attendant/ Registered Medical Practitioner, do hereby certify that I have carefully examined Mr./ Mrs./ _____ whose signature is given above, and find that he/ she has recovered from his/ her illness and is now fit to resume duties in Government service. I examined the original medical certificate(s) and statement(s) of the case (or certified copies thereof) on which leave was granted or extended and have taken these into consideration in arriving at our/my decision.

Remarks:

Date:

Signature of

Civil Surgeon/Authorized Medical attendant/Registered Medical Practitioner

Note: The original medical certificate(s) and statement(s) of the case on which the leave was originally granted or extended shall be produced before the authority required to issue the above certificate.

[44]

Form 5

Medical Certificate for commuted leave on the ground of sickness of a family member of an employee

This is to certify that _____ days of leave would be necessary for Mr./Mrs. _____ serving in _____ Office / Department for looking after the health of his / her wife / husband / Legitimate and step son / daughter / unmarried sister / brother / father / mother who is suffering from _____ and is under my treatment.

Date:

Signature of

Civil Surgeon/Authorized Medical attendant/Registered Medical Practitioner