

महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय
वर्धा (महाराष्ट्र)



ज्ञान शान्ति मंत्र

प्रशासनिक अध्यादेश

(दिनांक 31.01.2015 तक संशोधित)

(11 से 54)



ज्ञान शान्ति मंत्र

कुलसचिव
महात्मा गांधी अंतरराष्ट्रीय
हिंदी विश्वविद्यालय, वर्धा

Ordinance 11

THE DEAN OF STUDENTS' WELFARE

(Under Section 18 Of the act)

- 1 To look after the general welfare of the students, as also provide appropriate encouragement for sound and fruitful relationship between the intellectual and social life of the students and for those aspects of the University life outside the classroom, which contribute to their growth and development as mature and responsible human beings needs post of Dean of Students' Welfare in the University, Precisely, his role will be that of a counselor and enforcer of the discipline among students.

The Vice-Chancellor shall appoint one of the senior faculty member as the Dean of students Welfare. He shall be part-time functionary, discharging the Dean's function besides of his/her regular departmental work.

2. The Dean of Student's Welfare will arrange for the guidance of and advise to the students of the University in matters relating to the following:
 - (1) Organisation and development of students' bodies;
 - (2) Counseling and students' guidance facilities;
 - (3) Promotion of students' participation in co-curricular and social activities;
 - (4) Financial aid to students;
 - (5) Students- Teacher and student- Administration relationship;
 - (6) Career Counseling;
 - (7) Health and Medical Services for the students;
 - (8) Residential life of the students;
 - (9) Arranging facilities for the students educational tours and excursion, other than those prescribed as part of curriculum;
 - (10) Securing facilities for students for further studies in the country and/or abroad, and career advancement; and
 - (11) Any other problems of the students relation to the University.
3. The Dean of Students' Welfare shall:
 - (1) Coordinate the activities of various Halls of Residence and have power of shifting a resident student from one Hall/Hostel to another, if deemed necessary;
 - (2) make arrangement with the Railway and Airlines for the issue of concession tickets to student during vacations, for educational tours and for students, participation in extra-curricular activities and sports;
 - (3) maintain the register of Alumni and foster communication;
 - (4) operate the budget of his Office; and
 - (5) perform such other duties and discharge such other responsibilities, as may be assigned to him by the academic Council/the Vice-Chancellor from time to time.

Ordinance 12

THE PROCTOR

(Under Section 18 of the Act)

1. The Proctor shall be appointed by the Executive Council, on the recommendation of the Vice-Chancellor from amongst the teachers, of the University not below the rank of Reader and shall exercise such power and perform such duties in respect of the maintenance of discipline among students, as may be assigned to him by the Vice-Chancellor from time to time.

"Students", means any person admitted to pursue education in the University and currently on the rolls of Departments of Studies/Centres/Schools/Distance Education System.

2. The Proctor shall hold office for a period of two year and shall be eligible for reappointment.
3. The Proctor shall have all such powers as may be delegated from time to time to him by the Vice-Chancellor.
4. The Proctor shall be entitled to such allowances and amenities as the Executive Council may approve from time to time.
5. The Proctor shall be the secretary of the Discipline Committee, and he shall convene the meetings of the Committee.
6. The Proctor shall have the power to take cognizance of any breach of discipline, and if the circumstances so require, to take immediate disciplinary action in such cases.
7. The Proctor shall :
 - (a) continuously monitor the disciplinary condition prevailing among the students, on and off the campus.
 - (b) be the principal counselor of the Students and Parents,
 - (c) take preventive steps such as issue of notices, warnings, instruction regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline;
 - (d) collect relevant fact about the incidents of indiscipline, evaluate the evidence and decide/ recommend the quantum of punishment to be imposed on the erring students. Whenever considered necessary, the Proctor shall place the relevant information before the Vice-Chancellor or the Discipline Committee for their decision; and
 - (e) issue all orders relating to disciplinary proceedings against students.
8. The Proctor shall make arrangement for the maintenance of Cycle/Scooter Stands on the Campus.
9. The Proctor shall maintain liaison with the local law and order authorities to maintain discipline on the Campus and in hostels.

10. The Proctor shall have the power:

- (a) to suspend or institute proceedings in case of discipline, referred to him/her by the Vice-Chancellor or reported to him/her by any other person or noticed by himself/herself.
- (b) to suspend a student up to a maximum period of two weeks; and
- (c) to impose a fine as prescribed from time to time.

11. In case of disciplinary action, where the Proctor dealing with the matter considers that a higher punishment than he/she has power to impose is required, he/she shall report the same to the Discipline Committee for suitable action.

12. The Proctor shall perform such other functions as the Vice-Chancellor may direct from time to time.

Ordinance 13

ACADEMIC STAFF

1. The Academic Staff of the, University shall mean and include such Categories of Staff, as are appointed to conduct research or to academically assist in teaching/research, or preparation of books, and reading material, or in other allied activities of academic nature.
2. In addition to the Categories mentioned in 'Para 1 above', the following Categories of the University employees shall also be recognized as the Academic Staff of the University:

Directors of Distance Education

1. Such other Categories of the University employee as may be assigned as Academic Staff by the Executive Council from time to time.

Ordinance 14

TEMPORARY APPOINTMENTS OF TEACHING POSITIONS

(US : 26(d) & Statute 19(7))

1. Vacancies caused due to leave of Professors/Readers/Lectures will be filled in the cadre of lecturer.
2. Temporary vacancies shall be filled on the advice of the Selection Committees in accordance with the procedure prescribed as per Clause(7) of Statute 19.
3. A temporary appointment so made shall be continued for the period of leave granted to a permanent incumbent. However, the temporary appointee cannot with any further express recommendations of a Selection Committee be continued after the exhaustion of his/her temporary tenure or be adjusted against any other vacancy/vacancies.
4. The temporary appointment so held shall not confer any rights on the teacher(s), so appointed to seniority, regularization, absorption or preference in future appointment in the University.

Ordinance 15

RESEARCH AND OTHER PROJECTS

1. Research Projects or other Projects shall be initiated by the Institutions, the Departments of Studies and the individuals, as per the guidelines of funding Agencies. The Project, so formulated, shall, on the approval of the Vice-Chancellor be forwarded to the Agency from which the Grant is to be received for the purpose.
2. (a) The institutions, the Departments of Studies or individuals may also formulate a research or other Project to be undertaken jointly with a Teacher or any other Academic Staff working in any other University or Institution.
(b) Permission for such a collaborative project shall have to be taken from the Vice-Chancellor before the submission to the funding agency.

Provide that the Teacher or the Academic Staff, so appointed, shall be on deputation in the University and shall be governed by the Deputation Rules of his/her parent University or Institution.
3. The Scheme of the Research Project shall specify the name of the Head of the Research Project and the Composition of the Advisory Committee, if any, for this purpose to the Vice-Chancellor, which may be communicated to the Funding Agency after getting its approval.
4. The budget of the Research Project after getting the sanction from the Funding Agencies shall be approved by the Vice-Chancellor.
5. The Vice-Chancellor, in consultation with the Head of the Research Project, shall create temporary posts for the period for which the Funding Agencies approved the Projects.
6. The qualifications of all the posts of the staff of the Project shall be approved by the Vice-Chancellor, in consultation with the Head of the Project, as per the guidelines of the funding agency.
7. (i) The Vice-Chancellor, shall approve the appointment of the staff for the period not exceeding six months in consultation with the Head of the Project concerned.
(ii) For appointments exceeding 6 months, the appointment would be made by the Vice-Chancellor, on the recommendation of a local selection Committee, consisting of the following members, namely:
 - (a) Vice-Chancellor or his nominee-(Chairman);
 - (b) Head of the concerned Department;
 - (c) The Head of the Project Concerned.
8. The finances of the project shall be governed by the Rules and Regulations of the University, or as negotiated with the funding Agencies, as the case may be.



9. The Staff of the Project shall be treated as temporary staff, appointed on the posts sanctioned for the Project and shall be subject to the termination of their services automatically on the closure or suspension of the Project or earlier, as the circumstances may warrant after giving one month's notice.
10. The Vice-Chancellor shall have the power to re-appropriate project funds, if necessary, from one head of expenditure to another according to the terms and conditions of the funding Agencies.
11. Except for the specific conditions prescribed by the funding Agency, the Staff of the Project shall be governed by the University Act, the Statutes, the Ordinances and the Regulations of the University in Vogue.

Ordinance 16

HONORARY PROFESSORS

1. The Executive Council on the recommendation of the Vice-Chancellor may appoint any outstanding scholar or eminent person whose association with the University would help in furtherance of the academic activities of the University as an Honorary Professor for a period of two years. This period may, however, be extended for a period of only one year.
2. The Head of the Department concerned in consultation with his/her colleagues in the Department, may propose to the Vice-Chancellor the appointment of a person as Honorary Professor.
3. No person shall be appointed or continued as Honorary Professor on his/her attaining the age of 70 years.
4. An Honorary Professor shall be expected to be associated with the normal academic activities of the Department to which he/she is attached.
5. He/She shall not be a member of any committee of the University except that of the Board of Studies of the Department concerned.
6. An Honorary Professorship will be paid the honorarium at the rate prescribed by the University Grants Commission from time to time, or decided by the Executive Council.

Ordinance 17

VISITING PROFESSORS

1. Distinguished person, having special competence in one or other fields of study covered by the University, may be invited by the Vice-Chancellor to function as Visiting Professor/s in the University. These Visiting Professors can be drawn either from within India or abroad.
2. Such Visiting Professors/s shall as per the arrangements as the arrangements entered into, in each individual case, deliver a course of lectures or take seminars or participate in such other manner as may be deemed appropriate. The Visiting professor shall share the proportionate lectures or seminars on par with other University Professors.
3. Person invited as Visiting Professor/s may be paid such salary, honorarium, traveling expenses, hospitality, etc. as may be decided by the UGC from time to time.
4. To the extent possible, the University will make arrangements for accommodating such visiting professor/s within the campus so that fruitful contacts could be established between them and the teachers and students of the University.
5. Subject to the above, the Vice-Chancellor will determine, at his discretion, such other terms and conditions including the duration of appointment as may be deemed necessary in the case of any visiting Professor.

Ordinance 18

APPOINTMENT OF DIRECTOR/S

1. Distinguished persons, having special competence in one or the other field of study covered by the University, may be appointed by the Vice-Chancellor through duly constituted Selection Committees. The number of Directors should be as per sanctioned strength with the approval of the UGC.
2. Such Director/s shall as per the arrangements entered into, in each individual case, perform the functions/ duties as delegated by the Vice-Chancellor from time to time.
3. Persons invited as Director/s may be paid such salary, honorarium, traveling expenses, hospitality, etc. as may be decided in each case by the Vice-Chancellor.
4. To the extent possible, the University will make arrangements for accommodating such Director/s within the campus.
5. Subject to the above, the Vice-Chancellor will determine, at his discretion, such other terms and conditions including the duration of appointment as may be deemed necessary in the case of any Director/s.

Ordinance 19

HEADS OF DEPARTMENTS OF STUDIES

1. Appointment of the Head Department of Studies :

- (1) Each Department of Studies shall have a Head, who shall be a Professor.

Provided that if there are more than one Professor, the Head of the Department shall be appointed by the Vice-Chancellor by rotation in order of seniority from amongst the Professors for a period of three years.

Provided further that if there is no Professor in a 'Department', a Reader may be appointed as the Head of the Department, and if there are more than one Readers, the Head of the Department will be appointed by rotation according to seniority from amongst the Readers for a period of three years.

Provided further that in the absence of Professor(s) or Reader(s) in a Department the Dean of the School concerned will act as the Head of the Department. Vice Chancellor shall nominate a teacher of the Department or another related Department as the in-charge head.

Further provided that until such time when the regular faculty is appointed, any ad-hoc teacher may be asked by the Vice-Chancellor to work as the incharge Head of the Department.

- (2) In case of the absence of the Head of the Department, the next Senior Professor/Reader, as the case may, shall officiate the Head of the Department.
- (3) A Head of the on attaining the age of sixty five years shall cease to hold the office as such.

2. Powers and Functions of the Head of the Department :

The Head of the Department shall:

- (1) be the academic head of the Department and shall convene and preside over the meetings of the Department and the Board of Studies;
- (2) maintain discipline in the Classroom and Campus through teachers of the Department;
- (3) assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department;
- (4) be responsible for coordination and supervision of teaching and research *in the Department*;
- (5) recommend leave application of the members and other staff of the Department to the Dean of the School according to the rules framed for the purpose;
- (6) be responsible for the records, equipment and furniture and other property of the University placed under the disposal of the Department and the books of the Departmental Library;

- (7) Prepare Budget Estimates for the ensuing year to be considered by the Finance Committee;
- (8) operate the Budget of the Department; and ,
- (9) have such other powers and perform such other functions, as may be assigned to him by the Academic Council, the School Board or the Dean of the School concerned or the Vice-Chancellor.
- (10) Prepare a comprehensive academic calendar of activities for the next year including 180 days' effective teaching and research proposals.
- (11) Pledge and ensure full cooperation in conduct of any activity of the University, including the conduct of examinations.

Ordinance 20

BOARD OF PUBLICATIONS

1. (a) There shall be a Board of Publications consisting of the following members, namely:
 - (1) The Vice-Chancellor – Chairman;
 - (2) The Pro- Vice-Chancellor;
 - (3) The Deans of the Schools;
 - (4) One Professor, from amongst the Professors of the University on the basis of the seniority by rotation to be nominated by the Vice-Chancellor;
 - (5) One Reader, from amongst the Readers of the University on the basis of the seniority by rotation to be nominated by the Vice-Chancellor;
 - (6) One Lecturer, from amongst the Lecturers of the University on the basis of the seniority by rotation to be nominated by the Vice-Chancellor;
 - (7) The Librarian;
 - (8) The Finance Officer; and
 - (9) The Registrar (Secretary).
 - (10) The Editor (or incharge of Publication Department)
- (b) The member of the Board, specified in Items (4), (5) and (6) above shall hold office for a term of two years.
2. The Board shall meet at least once a year and as often as convened by the Vice-Chancellor.
3. The functions of the Board shall be:
 - (i) to recommend to the Executive Council the allocation of publication grants of the University;
 - (ii) to undertake the publication of :
 - (a) University Research Journals;
 - (b) Such of the research work which is done under the auspices of the Schools, provided that it is recommended by the Schools concerned for publication; and
 - (c) Any other work, literary or scientific, considered suitable for publication by the Board.

4. To take a review of the quality and circulation of the University's periodicals and publications.
5. To suggest ways and means to make the publications activity a self-sustaining activity.
6. One- third of the total number of members shall form the quorum for a meeting of the Board.

Ordinance 21

THE UNIVESRSITY LIBRARY COMMITTEE

1. (a) There shall be a university Library Committee consisting of the following members,

(i)	The Vice-Chancellor	-	Chairman;
(ii)	The Pro-Vice Chancellor	-	Member;
(iii)	Registrar	-	Member;
(iv)	Finance Officer	-	Member;
(v)	Deans of the Schools	-	Member;(4)
(vi)	Director of Student Welfare	-	Member;
(vii)	One senior teacher from each of the Schools to be nominated by the Vice-Chancellor	-	Member;(4)
(viii)	Proctor	-	Member;
(ix)	Librarian	-	Member Secretary
- (b) The member of the Committee specified in the Item (7) above, shall hold office for a term of one calendar year.
2. The Committee shall:
 - (i) exercise general supervision over the University Library.
 - (ii) frame Regulations for the management and use of the Libraries subject to be the approval of the Academic Council;
 - (iii) allocate funds to various Departments, assess the requirements of the Library and frame budget to be submitted to the Finance Committee;
 - (iv) Prepare Annual Report for submission to the Academic Council on the working of the Library
 - (v) recommend to the Executive Council the creation of any new post in the Library; and
 - (vi) formulate and administer proposals concerning the development of the library of the University.
3. The Committee shall meet at least twice in a year.
4. The Librarian – Secretary shall fix the date of meeting in consultation with the Vice-Chancellor.
5. One-third of the total number of members shall constitute the quorum for a meeting of the committee.

6. The Librarian shall be the custodian of the property related and assigned to the Library. He/she shall be responsible for the proper maintenance and upkeep of the Library and its premises.
7. He/she shall also be responsible for maintaining the discipline, rules and decorum of the Library, for which he/she shall exercise all precaution and his/her authority; incidental to maintain the decency and order in the Library.

Ordinance 22

LIBRARY RULES

1. Every student admitted to a course to a course in the University will have to pay the security deposit of Rs. and the library fee prescribed for the purpose in the first instance.
2. Library fee will be payable every year as the annual fee whereas the security deposit shall be refundable to the student whenever he/she collects the Migration Certificate from the University.
3. No student will be allowed to take library books during summer vacation.
4. There will be open access to the Library.
5. Students will not be allowed to carry their bags and other books with them inside the library. However they can carry notebooks with them to make their notes. The bags and other material will be deposited at the counter.
6. Each student will be issued a maximum of 3 books at a time for a maximum period of the seven days.
7. During workings days students will be permitted to read in the Reading Room of the library.
8. Student will return the books to library within 7 days. The same book can be reissued after proper entry. However no single book will be Kept by a student for more than 20 days under any circumstances.
9. student will be charged a fine @ 50 paise per day for issued book after 7 days, if not renewed.
10. The Issue Counter will be open on working days during 11:00am to 4:00p.m.
11. In case of the lost book student will have to pay double the price of the book or replace the same with new book.
12. Each student will be issued 3 Library Cards (Borrow Tickets). On each Library Card only 1 book will be issued at a time.
13. Rs. 10/- will be charged for issuing a duplicate Library Card in place of a lost Library Card.
14. Physical verification of the library books will be done after every two years.
15. Membership of the library for students will be applicable for the academic session only.
16. Reference Books will not be issued to students. They will have to be used in Library Reading Room.
17. Such of the University staff who shall apply for the membership of the library in the prescribed form shall become the members of the Library. Such membership will be governed by the terms and conditions, laid down by the Library Committee from time to time.

18. The Secretary shall issue to each member a Notice convening the meeting and a copy of the Agenda at least seven days before each Ordinary Meeting of the Committee
19. The Secretary shall, issue a Notice along with a copy of the Agenda to each member at least 24 hours before an Extra Ordinary Meeting of the Committee.

Ordinance 23

RE-EMPLOYMENT OF TEACHERS

The Executive Council may, in the interest of the University, re-employ a distinguished superannuated University teacher, who has contributed substantially to the field of knowledge and learning in accordance with the following procedure:

1. (a) A University teacher retiring on superannuation shall intimate his/her willingness for re-employment to the Vice-Chancellor atleast six months before the date of his/her superannuation through proper channel.
- (b) The Head of the Department or the Dean of the School concerned, shall forward the same to the Vice-Chancellor with his specific recommendations.
- (c) In the case of the Head of the Department seeking re-employment, the Dean of the School shall forward his/her application with his/her remarks to the Vice-Chancellor. If the Dean of the School is himself/herself seeking re-employment, he/she shall submit his/her application to the Vice-Chancellor directly.
- (d) The application for re-employment shall be supported by the following documents:
 - (i) Complete bio-data of the retiring teacher with special emphasis on the academic and other achievements made during the last five years. The biodata shall include details regarding teaching and research experience, publications, attendance/presentations at conferences, workshops, seminars, symposia etc.
 - (ii) Medical certificate of fitness from the recognised Health Centres/Hospitals. (The University reserves the right to get it verified by a competent health authority.)
2. On receipt of the application/proposal and complete bio-data from the University teacher willing to work on re-employment, the Vice-Chancellor shall, in consultation with the Head of the Department or with any other expert in the field/subject of the applicant teacher, form his/her opinion and views about the re-employment of such a teacher and place the same in the form of a proposal before the Executive Council for consideration.
3. No teacher can claim re-employment as a matter of right.
4. The re-employment of a University teacher would be for the period of maximum three years, subject to the over-all age limit of 70 years beyond which there would be no provision for extension.
5. The re-employment shall be treated as a fresh temporary appointment.
6. The Executive Council at its discretion may terminate the services of a re-employed University teacher by giving him/her one months' notice in writing.
7. A re-employed University teacher shall not be appointed as Head of the Department or Dean of a Schools nor can be a member of an authority of the University nor shall be given any other administrative responsibility.
8. The salary and other benefits admissible to a University teacher shall be in accordance with the Rules prescribed by the UGC from time to time and adopted by the University.

Ordinance 24

PROFESSOR EMERITUS

- 1.(a) The Executive Council may, confer the title of "Professor Emeritus" on a Professor of the University, who has retired from the University after a total service of at least fifteen years, including at least seven years as Professor in the University.
- (b) The Vice-Chancellor may recommend to the Academic Council the conferment of the title of "Professor Emeritus" and on the recommendations of the Academic Council, the Executive Council may confer the title.

Note :- The proposal for appointment of professor Emeritus will be carried unanimously at all levels.

- 2 The title of the "Professor Emeritus" will be conferred only on scholars, who have made outstanding contribution to their subject by their published research work and teaching.
3. A "Professor Emeritus" may pursue academic work within the framework of the Department to which he/she is attached. He/She will not be provided with any special facilities like a personal office or an independent laboratory nor will he/she be a member of any Committee of the Department of the University.
4. Emeritus Professorship will carry with it no financial commitment for the University or responsibility for providing residential accommodation.
5. The conferment of the title of "Professor Emeritus" will be for life.

REGULATIONS OF SELECTION COMMITTEES

1. The meetings of the Selection Committee shall be convened and presided over by the Vice-Chancellor or in his absence by the Pro- Vice-Chancellor.
2. The meeting of the Selection Committees may be fixed with the prior consent of the Visitor's Nominee and other persons nominated to constitute such a Committee.
3. The Registrar shall be the Member Secretary of the Selection Committee for all Groups "B", "C" and "D" categories of administrative/technical posts.
4. The Registrar shall be the Secretary of the selection Committee for all Group "A" positions.
5. The Registrar shall ordinarily give ten days' Notice to the candidates.
6. The Selection Committee shall make a categorical recommendation as regards the selected candidate(s) and may also indicate the order of preference, whenever more than one candidates are recommended for appointment to a particular post.
7. The Selection Committee may, in fit cases, recommend to the Executive Council waiving of the probationary period and grant of advance increment(s) subject to a maximum of five increments.
8. The Selection Committee shall after interviewing the candidates for the post, or after considering the case of a candidate otherwise than by interview, recommend to the Executive Council the appointment of candidate(s).
9. The proceedings of the Selection Committee shall be preserved for sufficiently long time, and if the selection process is challenged in a court of law until the case is disposed of.
10. A highly meritorious candidate for the post of professor may be considered by the Selection Committee in absentia.
11. The panel, as recommended by a Selection Committee shall remain valid for a period of One year only from the date of acceptance of the said recommendation by the Executive Council.
12. The panel so recommended by a Selection Committee shall remain operative vis-à-vis the post(s) advertised and for which the selection has been held. The panel shall not be carried to any future vacancies.
13. There shall be a Screening Committee to screen the applications received for various posts for the purpose of inviting the candidates for interview by the Selection Committee.

The Screening Committee shall consist of the following members:

(a) For teaching posts :

- (i) The Dean of the School concerned – (Chairman);
- (ii) The Head of the Department concerned;

- (iii) One Professor as expert from out side to be nominated by the Vice-Chancellor; and
 - (iv) The Registrar – Convener.
- (b) For other academic posts, Registrar, Finance Officer.
- (i) The Dean of School/Head of the Department / Professor to be nominated by the Vice-Chancellor.
 - (ii) One Professor to be nominated by the Vice-Chancellor.
 - (iii) One out side expert to be nominated by the Vice-Chancellor.
 - (iv) Registrar or a Director to be nominated by the Vice-Chancellor-Convener.
- (c) For Non teaching posts other than specified at (b) above :
- (i) The Registrar; (Chairman)
 - (ii) Head of the Section/department; and
 - (iii) (3)One nominee of the Vice Chancellor.
- (d) Transitory Arrangement :
Until the time, the regular staff is appointed in the teaching and non-teaching posts, the Vice-Chancellor shall nominate the available personnel to work on the Screening Committee.
14. The Screening Committee shall scrutinize all applications and shall recommend the names of eligible candidates to be called for interview.
15. Further, the Screening Committee shall, in case of unusually large number of candidates, lay down reasonable criteria for short listing and determining the number of candidates to be called for interview.
16. The process of selection for the post(s) of Reader shall involve inviting the bio-data and re-prints of three major publications of the candidates before interview and getting the same assessed by three external experts who are to be invited to interview.
17. As regards the post(s) of Professor, the process of selection shall involve the inviting of the bio-data and re-prints of the three major publications of which one shall be a Book/Research Report, before the interview and getting the same assessed by three external experts who are to be invited for the interview.
18. The assessment reports, as envisaged in paras 16 and 17 hereinabove shall be placed for consideration before the selection Committee.

Ordinance 25

TRAVELLING AND HALTING ALLOWANCE (TA / DA RULES)

1. These Regulations may be called the Travelling and Halting Allowance Regulations of the University.
2. These shall apply to –
 - (a) Members of the authorities of the University, i.e. Court, Executive Council, Academic Council, Faculties and members of the Committee or Committees appointed by the authorities or the Vice-Chancellor who do not reside at Wardha.
 - (b) The Chancellor, Vice-Chancellor, and Pro-Vice-Chancellor.
 - (c) Other employees of the University.
 - (d) Staff and students proceeding on approved excursions/field work and other academic activities or official duty.
3. Travelling and Halting Allowance shall be applicable to the following categories –
 - (A) (a) Members of the authorities :
 - (i) Journey by Air – One standard air fare to and fro.
 - (ii) Journey by Rail: A.C. I class each way fare for the members from the place of residence to place of meeting and back as per actuals.
 - (iii) Journey by Road: Rs.6.00 per kilometer.
 - (iv) Daily Allowance – (as per Schedule : II Attached here)

Members required to attend two or more meetings of the University with an interval of one or more days not exceeding three will be entitled to draw halting allowance at the same rate for such days.
 - (b) Members of the Committee appointed by the various authorities or by the Vice-Chancellor.
 - (i) Journey by Air – One standard air fare to and fro whose basic pay is more than 16400.
 - (ii) Journey by Rail: A.C. I class each way fare for the members from the place of residence to the place of meeting and back as per actuals.
 - (iii) Journey by Road: Rs.6.00 per Kilometre.
 - (iv) Daily Allowance – (as per Schedule : II attached here)

Members required to attend two or more meetings of the University with an interval of the one or more days not exceeding three will be entitled to draw halting allowance at the same rate for such days.
- (B) Members of the authorities and members of various committee appointed as stated at para 3A(b) other than the employees of the University, who reside at Wardha shall be entitled to traveling allowance for attending meetings of authorities or Committees as prescribed under 3 A(a) and (iii) above

(C) The Chancellor, Vice-Chancellor, Pro-Vice-Chancellor

- (i) Journey by Rail - Single Air conditioned accommodation of the highest class provide by the Railway.
- (ii) Journey by Air:- One standard air fare to and fro.

Note

- (i) Standard air fare means the actual single air fare payable for the service by which the journey is performed.
- (ii) Journey by Road:- Rs.6.00 per kilometer.
- (iii) Daily Allowance :- (Schedule II of this Ordinance)

Wherever Rail-cum-Road services exist and tickets for the combined journey are issued by the Railway authorities, the journey will be performed on Rail-cum-Road tickets issued by the Railway authorities and the mileage allowance for the road portion of the journey shall be calculated as for journey by Rail.

(D) Other employees of the University

Members of the staff will be categorized into five grades as follows for the purpose of traveling/halting allowance:

Basic Pay + NPA + Stagnation Increment.

- (i) Rs.16,400 and above
- (ii) Rs. 8,000 -16,399
- (iii) Rs. 6,500 – 7,999
- (iv) Rs. 4,100 – 6,499
- (v) Below Rs. 4,100 – GIO (1), SR 17.

Note 1: 'Pay' means, pay in the revised scales of pay, non-practising allowance, personal pay and nay other emoluments which may be specially classed as pay, actually drawn by the person.

Note 2: In the case of re-employed persons, 'pay' will include the amount of original pension and pension equivalent of retirement gratuity which he has been allowed to draw in addition to pay on re-employment. If the total of pay plus pension etc. exceeds the maximum of the pay scale of the post. such excess will be ignored.

Note 3: Honorary or part-time workers shall rank in such grade as the Vice-Chancellor may decide in each case.

(E) Students proceeding on academic activities.

- (i) Students allowed deputation to a conference / seminar, a field study or any competitive event, shall be paid a second sleeper class ticket with reservation charges, provided that the students concession allowed by the Indian Railways shall be availed fully.
- (ii) Such students will be entitled to receive the D.A. @ of Rs. 75.00 per day for the period of journey and halting.

- (i) A member of the staff will be paid traveling/halting allowance for travel in connection with official work or in connection with conferences or seminars when he is sent as a delegate by the University (and is not paid by the host organization) or when he has to proceed on field work or accompany students on educational tour/field work. Approval of the competent authority prescribed for the purpose shall, however, be taken before undertaking such journeys.

Note: In the case of conferences and seminars, approval of the Vice-Chancellor shall be obtained. The Deans may sanction field work by teachers and other Research/Technical staff of the University in respect of projects approved by the School Board and within the sanctioned budgetary limits.

In the case of other tours on official work, Finance Officer, Deans, Registrar and Directors may authorize the move in the case of staff working with them. In the case of Deans, Registrar, Finance Officer and Directors the tour programme shall be approved by the Vice-Chancellor.

- (ii) Schedule I & II sum up the provisions regarding (a) the entitlement to air and rail travel, and rates of mileage and the conditions subject to which the payment will be regulated and (b) the rate of daily allowance and the conditions regulating its payment.
- (iii) When a person combines tour with vacation/leave and does not return to headquarters immediately on completion of tour, he will be entitled to traveling/halting allowance for onward journey only.
- (iv) When a members of the vacation staff is required to come to headquarters from outside to attend, during vacation, the meetings of the Executive Council or other Statutory bodies and of Committees appointed by these bodies or meetings of examination committees etc., he will entitled to travel allowance for the journey from the place of stay outside to the place of the meeting and back but not to any halting allowance.
- (v) A person compulsorily recalled to duty before the expiry of leave sanctioned to him will be entitled to draw travel bill from the place at which the communication reaches him provided the leave is curtailed by not less than a month. If the period by which the leave is curtailed is less than a month, travel bill may be allowed at the discretion of the Vice-Chancellor.
- (vi) Contribution may be granted in the following cases to the University Teachers who attend conferences/seminars etc. outside India with the approval of the Executive Council :
- (a) A person who is nominated or elected as President or Chairman of the Conference/meeting/section/Technical Session etc.;
 - (b) A person whose paper has been accepted for being presented at the Conference/Seminar.

The traveling allowance shall not exceed the actual traveling expenses. Halting allowance may be paid to the participants at special rates to be decided by the Vice-Chancellor.

- (vii) On educational tour/field work trips, the railway fare will be allowed at the concessional rate, where such concession is permissible under the railway regulations, by the class to which the person is entitled according to his grade.
- (viii) The authority competent to permit a person to proceed on tour etc. may sanction an advance to cover his traveling expenses for a period not exceeding thirty days.
A second advance is not permissible except under special sanction of the Vice-Chancellor, until an account has been given of the first advance.
- (ix) The T.A bills shall be submitted within a month of the completion of the tour. Balance out of the advance, if any, shall be refunded immediately.

Unless permitted by the Vice-Chancellor the entitlement of a person to travelling and halting allowances shall be forfeited as deemed to have been relinquished if the claim is not preferred within two months from the date on which they became due.

- (x) Travelling and halting allowances once drawn and admitted shall not be revised in consequence of revision of T A regulations or increase in pay resultant on promotion/grant of advance increments with retrospective effect, except for late authorization or drawal of increments.
- (xi) The Deans, Registrar, Finance Officer and Directors will be the Controlling officers in the case of the staff working with them.
- (xii) It shall be the duty of a Controlling Officer before signing or counter-signing a travelling allowance bill to-
 - (a) see that the halt has not been unnecessarily or unduly protracted;
 - (b) to satisfy him self that traveling allowance for journey by Rail has been claimed for the class of accommodation actually used; and
 - (c) to observe any other instructions which the Executive Council or the Vice-Chancellor may give for his guidance.

The Controlling Officer may disallow any claim which, in his opinion, does not fulfill the above conditions.

- (xiii) The Controlling Officer may permit a person to draw the actual cost of hiring a conveyance not exceeding the scales give below in connection with a journey performed in the interest of the University within a radius of 8 Kms. From his headquarters when a staff car conveyance is not made available and no traveling allowance is admissible.

Those in Grade I
Those in Grade II

Taxi fare
Scooter fare

Note: The conveyance charges reimbursable shall normally be the bus fare if the places to be visited are connected by the public conveyance. If on such routes any other conveyance is hired, the hire charges may be reimbursed on the certificate of the Finance Officer, Deans, Directors and Registrar that in the interest of the expenditures work or due to the urgency it was necessary to hire such a conveyance, scooter fare may be paid.

- Note 1: Conveyance expenses will not be reimbursed in respect of a journey if the person concerned is granted any compensatory leave or otherwise receives any special remuneration, for the purpose of the duty which necessitated the journey. However, where the person is recalled to office from his residence the controlling office may reimburse conveyance expenses in addition to the overtime allowance admissible to him.
- Note 2: In the case of the of a person less than in rank of an Assistant or equivalent. conveyance expenses may be paid if he is required to come to office outside the ordinary hours of duty and does not receive any special remuneration/overtime allowance.
- Note 3: When a person travels a class lower than that he is entitled, he shall be entitled to the reimbursement fare of the class actually used.

Schedule – I
(Reference No. (ii) of the General)

**ENTITLEMENT TO RAIL TRAVEL AND RATES OF
MILEAGE AND CONDITIONS OF PAYEMENT**

1. **Entitlement to Rail Accommodation and Mileage Allowance.-** The pay ranges and the travel entitlement for journeys by rail on tour and transfer will be as follows;

Pay Range	Shatabdi Express	*Rajdhani Express	Other Trains
Rs. 16,400 & above	Executive Class	AC First Class	AC First Class
Rs. 8,000 to Rs. 16,399	AC Chair Car	AC 2-Tier Sleeper	AC 2-Tier Sleeper
Rs. 6,500 to Rs. 7,999	--do--	@ AC Chair Car	*First Class/ AC 3-Tier Sleeper / AC Chair Car
Rs. 4,100 to Rs. 6,499	----	----	*--do--
Below Rs. 4,100	----	----	Second Sleeper
Students	----	----	Second Sleeper at Student Concession

*All Government servants who are entitled to travel on tour/transfer by AC 3-tier/First Class/AC Chair Car may, at their discretion travel on tour/transfer by AC 2-tier Sleeper where any of the direct trains, connecting the originating and destination stations by the direct shortest route do not provide these three classes of accommodation.

@Travel by AC 3-tier Sleeper is permissible in trains where AC Chair Car accommodation is not provided.

Note: Journey by air may be undertaken only with the prior approval of the Vice-Chancellor

When permitted to travel by air the person will be entitled to standard air fare by the economy class

**II. Condition of Payment
A. Journey by Rail**

- a. When a person travels a class lower than that he is entitled, he shall be entitled to the reimbursement fare of the class actually used
- b. When traveling by the Rajdhani Express, the daily allowance for the period of Journey will be restricted to ½ daily allowance at ordinary rated.
- c. Person in all grades will be entitled to reimbursement of reservation charge for a seat (for day Journeys and sleeper berth for night Journeys) in addition to the fare for Second Class.

B. Journey By Road

- d. For Journeys within a radius of 8 Kms. From the headquarters, only conveyance hire is reimbursable.
- e. Journeys within the Municipal limit of a city are termed as local Journeys and for such local Journeys mileage allowance and 50% of the admissible quantum of daily allowance for the duration of absence from, headquarters are admissible vide sl.no.2 and 3 of "II-condition regarding the payment of Daily Allowance" below Annexure II.
- f. For other road Journeys the following conditions shall apply-
 - (i) If the two places are not connected by rail, entitlement as calculated at the rates given in the above table would be further restricted to the TA admissible as for a rail Journey if that be less.
 - (ii) When the means of locomotion is provided free of charge, the person may draw only the daily allowance for the full duration of absence from headquarters.
 - (iii) When two or more persons travel together by sharing the hire charges of a conveyance each one of them may draw the fare actually paid by him limited to the road, mileage admissible at the rates shown in the table.

C. Others :

- g. The Journey shall be made by the shortest of two or more practicable routes or by the cheapest of such routes as may be equally short.
- h. When a return ticket is available at reduced rates and the return journey is expected to be performed within the period allowed on such ticket, it shall always be purchased.
- i. Expenditure in connection with the booking of tickets shall be borne by borne by the individual concerned. However, Reservation charges shall be reimbursed.

Schedule : II
(Reference. No. 4(II) of the Bye-law XIX)
Rates of Daily Allowance for Halt Admissible
And Conditions Regulating their Drawal

1 Rates of Daily Allowance

Rates of D.A for halt at various station/localities are given below:-

(1)	(2)		(3)		(4)		(5)	
Pay Range	A-1 Class Cities		A-Class Cities & specially expensive localities		B-1 Class Cities expensive localities		Other localities	
	Ordy.	Hotel	Ordy.	Hotel	Ordy.	Hotel	Ordy.	Hotel
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
16,400 and above	260	650	210	525	170	425	135	335
Rs. 8,000 to Rs. 16,399	230	505	185	405	150	330	120	225
Rs. 6,500 to Rs. 7,999	200	380	160	305	130	250	105	200
Rs. 4,100 to Rs. 4,100	105	125	85	100	70	85	55	65
Below Rs. 4,100	105	125	85	100	70	85	55	65
Students	@ Rs. 75.00 per day							

II. Conditions Regulating the Payment of Daily Allowance:

1. In all cases where a person stays in Government or public sector Guest House and pays lodging charges in excess of 25% of daily allowance admissible to him in the concerned localities under
 - (i) The respective rate of daily allowance for the concerned localities as shown in table (A) shall be reduced by 25% and the lodging charges (exclusive of breakfast/meals) paid by a person to the Government public sector Guest House, authority for each calendar day shall be added thereto.
 - (ii) Daily allowance equal to the amount calculated in (i) above shall be admissible to the person concerned subject to the condition that where it exceeds the hotel rate to which the person concerned is entitled for the respective locality as per table (B) above, it shall be restricted to the latter rate.
2. No daily allowance shall be drawn unless a person reaches point beyond 8 kms.
3. For 'local Journey' (i.e. Journey to a point which is beyond a radius of 8 kms. from the duty point but within the municipal limits of the city in which the duty point is located) a person will draw for the Journey involved, mileage allowance at the rates given in the Annexure I and in addition draw 50 per cent of daily allowance calculated at the rates laid down in note below, i.e. where the absence from headquarters is for less than 6 hours he will draw 50% of 30% daily allowance and so on.

When a person of a grade lower than the first grade is required by the Finance Officer, Dean and Registrar to travel by means of a conveyance the hire charges of which exceeds the amount of mileage and daily allowance admissible as stated above, he may draw the actual cost of conveyance hire.

In such cases, the claim shall be supported by the special conveyance as absolutely necessary and specifying the circumstances which rendered it necessary.

4. No daily allowance for a 'local Journey' will however, be drawn if the Journey is performed in a staff car or other University vehicle.
- 5.

5. As mentioned in note I below "II-Conditions of payment" of Annexure I. No incidentals are admissible for the rail/road/air journey. The daily allowance will now be payable for the full duration of absence from headquarters.

Full daily allowance may be granted for each completed calendar day of absence reckoned from midnight to midnight. For absence from headquarters for less than 24 hours the daily allowance will be admissible at the following rates:

If the absence does not exceed 6 hours	Nil
If the absence exceeds 6 hours but does not exceed 12 hours.	70 per cent
If the absence exceeds 12 hours	Full

Similarly, daily allowance for days of departure from the arrival at headquarters will also be regulated accordingly.

6. Whenever the claim is preferred with reference to the rates at (B) above, it should be accompanied by a certificate in the following terms and the vouchers in support of the stay in the hotel/establishment should be annexed to the T A claims:

"Certified that I stayed from(Date) to.....(Date)..... at
..... (name of the hotel/ establishment) at
(name of the place).

which provides board lodging at scheduled tariffs"

7. If a person is provided with free boarding and lodging he will draw only 1/4th of daily allowance admissible to him. If he is provided with only free boarding, he will draw 1/2 of the daily allowance. If he is provided only free lodging he will draw 3/4 of the daily allowance.
8. For the time spent in Journey, only ordinary rate of daily allowance as in the table at (A) will be admissible. When the total absence from headquarters is partly spent in Journey/Ordinary locality and partly in expensive locality the total number of daily

allowances in terms of note(5) above will first be calculated. From this, the number of daily allowance for halt in the expensive locality for which daily allowance at the special rates will be allowed, will be deducted. The remaining number of daily allowance will then be calculated at the ordinary rate in table at (A) above.

9. A person is not entitled to draw daily allowance on days when he is on leave of any kind. NO daily allowance is also admissible for any day, whether Sunday or holiday, unless the person is actually in Camp.

Ordinance 26

LEAVE TRAVEL CONCESSION

I. Definitions .

This Ordinance relates to the Leave Travel Concession (here in after mentioned as the L. T.C). The relevant terms are defined as hereunder:

(i) Family:

The term "family" means a University employee's wife or husband, as the case may be, residing with the employee, and legitimate children, parents, sisters and minor brothers, residing with and wholly dependent upon the employee.

(ii) Home:

The term "home" means the permanent home town or village, as entered in the Service Book, or other appropriate official record of the employee concerned, or such other place, as has been declared by him/her, duly supported by reasons, such as ownership of immovable property, permanent residence of near relative etc. at the place where he/she *would* normally reside, but for his/her absence from such a station for service in the University.

(iii) Once in a period of two calendar years:

The expression "once in a period of two calendar years" means once in each block of two calendar years, starting from the year from which the Scheme is formally introduced in the University.

(iv) Regular Leave:

"Regular Leave" for the purpose of the L.T.C means and includes all kinds or Leave, such as Maternity Leave, Extra-Ordinary Leave, Earned Leave. Medical Leave, but does not include Casual Leave.

Note: In the case of vacation staff, vacation *shall* be treated as Regular Leave for the purpose of the L.T.C., and no additional Leave shall be necessary.

(v) Shortest Route:

The term "Shortest Route" is given the same interpretation as recognised for travel on duty.

(vi) Entitled Class of Accommodation:

The class of accommodation is decided by the class to which an employee is entitled under the T.A. Regulations of the University at the time the journeys are undertaken.

(vii) "Class IV Employees"

Means the University employees, the maximum of the scale of Pay of the post of which is Rs./- or less, or as revised from time to time and classified as categories.

2. The Leave Travel Concession shall be admissible to the following persons

- (i) All employees of the University of all grades and the Government employees on deputation with the University, whose salaries are paid out of the Government grants.
- (ii) University Officers, appointed on contract basis, shall be eligible for the L.T.C. on completion of one year's continuous service, if the period of the contract is more than one year. Where the initial contract is for one year, but is later extended, the total duration of the contract will be taken into account for this purpose.
- (iii) Re-employed employees of the University shall be eligible for the L.T.C. on completion of one year's continuous service, subject to the conditions under the rules. But in the case of re-employment immediately after retirement, the period of re-employed service may be treated as continuous with the previous service for the purpose of calculating the 2 year block for the L.T.C.

3. The L.T.C. shall be admissible to the employees for journeys:

- (i) to their home towns and back to the headquarters during Regular Leave;
- (ii) to visit any place in India (other than the home town) and back to the headquarters; and
- (iii) during Leave Preparatory to Retirement, but shall be limited to the onward journey only.

4. The L. T.C. is not applicable to persons, who are:

- (i) not in the whole-time employment of the University;
- (ii) paid from Contingencies; and
- (iii) eligible for any other form of L.T.C.

5. The L. T.C. shall be availed of, subject to the following and such other conditions as may be laid down from time to time.:

- (i) The L.T.C. shall cover self and family;
- (ii) The L.T.C. shall be admissible only to those employees, (whether permanent, on probation, temporary or officiating), who have completed one year of continuous service on the date of journeys performed by them or their families as the case may be;
- (iii) The L.T.C. shall be allowed once in a period of two calendar years.
However, an employee, who has a family living away from his/her place of work, may avail of the L. T. C. for himself/herself alone every year for visiting his/her

home town, instead of having the L.T.C. for both self and family once in a block of four years

- (iv) The L. T .C. is ordinarily admissible to the employees for the journeys to their home towns performed during Regular Leave. No Leave shall be necessary for the journeys of family members.
- (v) The L. T .C. is restricted to journeys within India, and is admissible to the employees for journeys between places connected by Air/Rail/Road/Steamer services.
- (vi) If an employee's home town is outside India, the assistance shall be admissible up to the Indian Railway Station or Port nearest to his/her home town;
- (vii) In the case of the L. T .C. to visit any place in India (other than the home town) once in a block of four years the reimbursement of fare may be allowed for the entire distance both ways;
- (viii) The L.T.C. shall also be available during Leave Preparatory to Retirement both for self and family, but shall be restricted to onward journey only, and the journeys of self and family shall commence within the period of Leave.
- (ix) The L.T.C. shall not be admissible to an employee, who proceeds on Regular Leave and then resigns his/her post without returning to duty.
- (x) The L. T .C. may be combined with journeys on transfer or tour
- (xi) Advances upto 4/5 of the admissible amount shall be granted to the employees to enable them to avail themselves of the L. T .C., provided that such an advance will be granted to a temporary employee against the surety of a permanent employee of the University.
- (xii) Once in a block of four calendar years, commencing from the year from which the Scheme is introduced in the University, every employee of the University would be entitled to avail himself/herself of the L. T .C. for journeys to any place in India, subject to all other conditions laid down in this behalf. In particular, the L. T .C. for traveling to any place in India, if not utilised during a block of four years, could be carried forward to the first year of the next block of four years.
- (xiii) Employees, who are entitled to L.T.C. for journeys to their home towns, shall also be eligible to avail themselves of the L. T .C. to travel to any place in India once in a block of four years, but if this L. T .C. is utilised, it will be in lieu of, and adjusted against the L. T .C. to the home town, including the L.T.C. if any, carried forward, to which they may be entitled at the time the journey to any place in India is undertaken. Further, such employees shall be entitled to carry forward the L.T.C. to travel to any place in India to the first year of the next block of four years only, if they are entitled to a carried forward L. T .C. to home town for that year.
- (xiv) Full reimbursement shall be allowed in respect of the L.T.C. to home town, irrespective of the distance.

(xv) No L.T.C. claim, in respect of a journey performed by the University employee by a Chartered Bus, Van or any other Vehicle, owned by Private Operators, shall be admitted. There is, however, no bar to travel by buses, vans or other vehicles on Charter, where these vehicles are operated by Tourism Development Corporation in the Public Sector, State Transport Corporation and Transport Services, run by other Government or Local Bodies. The L.T.C. claims for journeys performed by Private Cars shall also not be admissible.

(xvi) In the case of journeys performed by means of transport, otherwise than by rail, or in cases, where the journeys performed by the employees are not covered by the existing provisions of the Ordinance, the claims shall be dealt with in accordance with the rules and orders issued by the Central Government for their own employees.

6. An employee availing L.T.C. shall:

- (i) ensure that his/her home town is correctly indicated in his/her service records, otherwise he/she shall take action to have his/her home town entered therein;
- (ii) whenever he/she intends to avail of the L. T.C., inform the Controlling Officer before journeys, for which assistance will be claimed or undertaken;
- (iii) produce evidence of his/her having actually performed the journey, for example, Photo Copies of Railway Tickets, Cash Receipts etc.;
- (iv) if he/she takes an advance, ensure that the outward journey is commenced within 30 days from the date of grant of the advance, or refund the full advance;
- (v) see that half the advance is refunded, if the period of absence exceeds 90 days; and
- (vi) submit the bills, adjusting the advance taken within one month from the completion of the return journey. In all cases, the claim shall stand forfeited, or deemed to have been relinquished, if the same is not submitted within one year from the date of the return journey.

7. Controlling Officer for Leave Travel Concession Claims:

- (i) The Registrar shall be the Controlling Officer for L. T.C.
- (ii) A record of all assistance relating to L.T.C. shall be maintained in the Service Books/ Service Records of the employees.
- (iii) The Controlling Officer shall maintain for his own convenience a Register of Home Towns in respect of the employees under his control.

8. Certificate to be given by the Employee:

An employee, availing of the L.T.C. shall furnish a Certificate, saying that:

- (i) I have not submitted any other claim for L. T.C., in respect of myself or my family members in respect of the block of the year and

- (ii) I have already drawn T.A. for the L.T.C. in respect of a journey performed by me/my wife with.....children. This claim is in respect of the journey performed by me/wife/myself withchildren, none of whom travelled with the party on the earlier occasion.
- (iii) I have not already drawn T.A. for the L.T.C., in respect of a journey performed by me/my wife with..... children, in respect of the block of two years and This claim is in respect of the journey performed by me/my wife/myself with..... children, none of whom availed of the L. T .C. relating to that block.
- (iv) I have already drawn TA for the L.T.C.. in respect of a journey performed by me in the year ,in respect of block of two years and This claim is in respect of the journey performed by me in the year This is against the L.T.C., admissible once every year in a prescribed block for visiting home town, as all the members of my family are living away from my place of work.
- (v) The journey has been performed by me/my wife with children to the declared home town, viz
- (vi) My husband/wife is not employed in the University or a government office/My husband/wife is employed in the University or a government office, and the L.T.C. has not been availed of by him/her separately for himself/herself, or for any of the family members for the concerned block of two years.

Signature of the
LTC Claimant

(vii) Certificate to be given by the Controlling Officer:

Certified:-

- (a) That Shri/ Shrimati/ Kumari (name of the University employee) _____ has rendered continuous service for one year or more, on the date of commencing the outward journey; and .
- (b) That the necessary entries have been made in the Service: Book of Shri/ Shrimati/ Kumari _____

Signature and designation of the
Controlling Officer

LEAVE RULES APPLICABLE TO TEACHERS

(A) In these rules:-

- (a) (i) "Teachers" means whole time permanent teachers of the University.
- (ii) Leave includes "Earned Leave", "Half-Pay Leave", "Commuted Leave, "Extra-Ordinary Leave, "Maternity Leave, and "Paternity Leave".
- (iii) "Earned Leave" means leave earned on the basis of actual service rendered including the vacations.
- (iv) "Half Pay Leave" means earned in respect of completed years of service calculated according to the rules hereinafter contained. .
- (iv) "Commuted Leave" means leave as provided hereinafter. .
- (v) "Completed years of service" means continuous service of the specified duration under the University and includes periods spend on duty as well as on deputation with Government and leave including Extra-Ordinarily Leave, unless otherwise provided.

(b) RIGHT OF LEAVE :

Leave cannot be claimed as a matter of right and when the exigencies or circumstances so demand, leave of any description may be refused or revoked by the leave sanctioning authority.

Important Provision :

All the provisions of Leave shall be availed subject to the condition that a teacher, notwithstanding any circumstances prevailing, shall discharge 180 days' teaching schedule every year.

In case a teacher is recalled to duty before the expiry of his Leave. such recall to duty shall be deemed an emergency and responded to without any exception; and that the leave period so reduced shall be credited to the leave account of the employee for future use, including the journey time, two-ways.

(c) EARNING OF LEAVE :

Except as otherwise provided in these rules, leave shall be earned by period spent on duty only.

- (d) (i) Leave shall always be applied on prescribed proforma and reach competent authority to grant leave, well in time. Normally application in respect of long leave such as Study Leave, Sabbatical Leave, Extra Ordinary Leave etc. during Scholastic session, shall not be entertained.

(ii) Leave shall always be applied for and sanctioned before it is taken except in case of emergency and for satisfactory reasons.

- (e) The leave year shall run from 1st January to the 31st December every year.

- (f) The following kinds of leave would be admissible to permanent teachers:

- (i) Leave treated as duty: "
Casual Leave, Special Casual Leave and Duty Leave.

- (ii) Leave earned by duty.
Earned Leave, Half Pay Leave and Commuted Leave.
- (iii) Leave not earned by duty:
Extra Ordinary Leave and Leave not due.
- (iv) Leave not debited to leave account:
Maternity Leave, Paternity Leave, Quarantine Leave, Study Leave, Duty Leave and Sabbatical Leave.
 - a) Leave for academic pursuits.
 - b) Leave on grounds of Health.

The Executive Council may in exceptional cases grant, for the reasons to be recorded, any other kind of leave subject to such terms and conditions as it may deem fit to impose.

(B) (a) CASUAL LEAVE :

- (i) A whole time teacher of the University shall be eligible for 8 days casual leave each year for domestic and private affairs.
- (ii) Casual Leave cannot be carried over to the next leave year.
- (iii) Public Holidays and Sundays falling in between the Casual Leave shall not be counted as part of Casual Leave and such holidays may be pre-fixed/suffixed with casual leave.
- (iv) Casual Leave can not be combined with any other kind of leave, except Special Casual Leave.

(B) (b) SPECIAL CASUAL LEAVE :

- (i) Special Casual Leave not exceeding ten days in a calendar year may be granted to a teacher by the Vice Chancellor:
 - (a) to conduct examination of a University, Public Service Commission, Board of Examination or other similar bodies/institutions,
 - (b) to inspect academic institutions, attached to a Statutory Board.

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

- (ii) In addition, special casual leave to the extent mentioned below may also be granted:-
 - (a) to undergo sterilization operation (vasectomy or Selpingectomy) under Family Planning Programme. Leave in this case will be restricted to six working days;

(b) to a female teacher who undergoes non-peruperal sterilization. and Leave in this case will be restricted to fourteen days;

(c) Special Casual Leave cannot be accumulated, nor it can be combined with any other kind of leave except Casual leave. It may be granted in combination with holidays or the vacation.

(B) (c) DUTY LEAVE :

(i) Duty Leave may be granted for :-

(a) attending conferences, congresses, symposia and seminars on behalf of the University or with the permission of the University.

(b) delivering lectures in institutions and Universities on invitation and accepted by the Vice-Chancellor;

(c) working in another Indian or foreign University, any other agency, institution or organisation and deputed by the University;

(d) participating in a delegation or working on a Committee appointed by the Government of India, the University Grants Commission, a sister University or any other Academic Body and for performing any other duty for the University; and

(e) for attending meetings of the UGC or a Government agency where a teacher is invited to share his/her expertise with academic bodies, government or an NGO.

(ii) The duration of leave shall be such as may be considered necessary by the sanctioning authority on each occasion.

(iii) The leave may be granted on full pay except in case if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he may be sanctioned duty leave on proportionately reduced pay and allowances.

(iv) Duty Leave may be combined with earned leave, half-pay leave or extra ordinary leave.

(B) (d) EARNED LEAVE :

(i) Earned Leave admissible to a teacher shall be :-

(a) 1/30th of actual service including vacation; plus

(b) 1/3rd of the period, if any, during which he is required to perform duty during vacation.

Note: (i) For purpose of computation of period of actual service all periods of leave except casual, special Casual and duty leave shall be excluded sanctioned under 8(ii)(a).

(ii) Earned Leave at the credit of a teacher shall not be accumulated beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned Leave exceeding 60 days may, however, be sanctioned in the case of higher

study of training or leave on medical certificate or when the entire leave or portion thereof is spent outside India

Note : 1

When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

Note : 2

In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.

(B) (e) HALF PAY LEAVE

Half Pay Leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on medical certificate, from a Registered Medical Practitioner, for private affairs or for academic purposes.

Half Pay Leave at the credit of a teacher shall not be accumulated beyond 200 days.

Note: A completed year of service means continuous service of specified duration under the University and includes period spent, on duty as well as leave including extra ordinary leave.

(B) (f) COMMUTED LEAVE

Commutated Leave not exceeding half the amount of half pay leave may be granted on medical certificate to a permanent teacher subject to the following conditions:

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days.
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due.
- (iii) The total duration of earned leave and commuted leave taken in 'conjunction, shall not exceed 240 days at a time. Provided that no commuted leave may be granted under the provision unless the authority competent to sanction leave has reasons to believe that the teacher will return to duty on its expiry.
- (iv) Where a teacher who has been granted commuted leave resigns from service or at his request is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered.

Provided that no such recovery shall be made if the retirement is by reason of ill-health incapacitating the teacher for further service or in the event of his death.

(B) (g) EXTRA ORDINARY LEAVE

- (i) A permanent teacher may be granted extra ordinary leave

- (a) When no other leave is admissible: or
 - (b) When other leave is admissible and the teacher applies in writing for the grant of extra ordinary leave.
- (ii) Extra Ordinary Leave shall always be without pay and allowances. Extra-Ordinary-Leave shall not count for increment except in the following cases:-
- (a) Leave taken on medical certificate:
 - (b) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin, duty, due to civil commotion or a natural calamity, provided that the teacher has no, other kind of leave to his credit.
 - (c) Leave taken for pursuing higher studies; and
 - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or an assignment for technical or academic work of importance.
- (iii) Extra Ordinary Leave may be combined with any other kind of leave except casual leave and special casual leave provided that the total period of continuous' absence from duty on leave (including period of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.
- (iv) At no time, more than 20% of the strength of the teachers on rolls of the Department shall be allowed to avail the extra ordinary leave and study leave/ sabbatical leave.

(B) (h) LEAVE NOT DUE

- (i) Leave not due may, at the discretion of the Vice-Chancellor, be granted to a permanent teacher for a period not exceeding. 360 days during the entire service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay-leave earned by him subsequently.
- (ii) 'Leave not due' shall not be granted unless the Vice- Chancellor is satisfied that as far as can reasonably be foreseen the teacher will return to duty on the expiry of the leave and earn the leave granted.
- (iii) A teacher to whom 'Leave not due' is granted, shall not be permitted to tender his resignation from service so long as the debit balance in his leave account is not wiped off by active service, or he refunds the amount paid to him as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of illness incapacitating that teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.

Provided further that the Executive Council may, in any other exceptional cases waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

(B) (i) MATERNITY LEAVE

- (i) Maternity Leave may be granted to a woman teacher on full pay for a period not exceeding 135 days, to be availed of twice in the entire career.
- (ii) 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 medical certificate.
- (iii) Maternity Leave may be combined with leave of any other kind, except casual leave, but the leave applied for in continuation of maternity leave may be granted only if the application is supported by a medical certificate.
- (iv) Leave in continuation of maternity leave may also be granted in case of illness of a newly born baby, subject to production of medical certificate to the effect that the condition of the ailing baby warrants mother's personal attention and that her presence by the baby's side is absolutely necessary.

(B) (j) PATERNITY LEAVE

- Paternity Leave of not exceeding 15 days may be granted to male teachers during the confinement of their wives provided, the limit is upto two children.

(B) (k) QUARANTINE LEAVE

- (i) Quarantine leave is leave of absence from duty necessitated in consequence of the presence of an infectious disease in the family or household of a teacher.
- (ii) Quarantine leave may be granted on medical certificate for a period not exceeding 21 days; in exceptional cases this limit may be raised to thirty days.

Any leave necessary for quarantine purpose in excess of this period shall be treated as ordinary leave. Quarantine leave may be combined with earned leave, half pay leave or extra ordinary leave.

(B) (l) ADOPTION LEAVE

Adoption Leave may be provided as per the rules of the Central Government.

(B) (m) STUDY LEAVE

- (i) Study leave may be granted after a minimum of 3 years of continuous service, to pursue a special line of study or research directly related to his/her work in the university or to make a special study of the various aspects of university organisation and methods of education. The paid period of study leave should be for 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide.
Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department. Provided that the Executive Council may, in the special circumstances of a case, waive the condition of years service being continuous.

Explanation: In computing the length of service, the time during which a person was on probation or engaged as a research assistance may be reckoned provided -

- (a) the person is a teacher on the date of the application; and
 - (b) there is no break in service.
- (ii) Study leave shall be granted by the Executive Council on the recommendation of the concerned Head of the Department. The leave shall not be granted for more than three years in one spell, save in very 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.
 - (iii) 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.
 - (iv) Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed five years.
 - (v) 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. When 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 ordinary leave has been obtained.
 - (vi) Subject to the provisions of sub-clauses (vii) and (viii) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the university.
 - (vii) The amount of scholarship fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc. so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The foreign scholarship/fellowship would be offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.
 - (viii) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined, with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post,
 - (ix) A teacher granted study leave shall on his/her return and re-joining the service of the university may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.

(x) Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the university on the expiry of his/her study leave.

(xi) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.

Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

(xii) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the university for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave.

(xiii) 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 sub-clause (xiii) and (xiv) 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 sub-clause (xiv) above.

(xiv) The teacher shall submit to the Registrar, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

(B) (n) SABBATICAL LEAVE

(i) Permanent, whole time teachers of the university who have completed seven years of service as Lecturer Selection Grade/Reader or Professor, may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system.

(ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.

(iii) A teacher who has availed himself/herself of study leave, would not be entitled to the sabbatical leave.

Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme.

(iv) 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.

(v) 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 regular employment in an institution of advanced studies, provided that in such cases the Executive Council/Syndicate may, if it so desires, sanction sabbatical leave on reduced pay and allowance.

- (vi) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provided fund, provided that the teacher rejoins the university on the expiry of his/her leave.

NOTE- I: The programme to be followed during sabbatical leave shall be submitted to the university for approval along with the application for grant of leave.

NOTE-II: On return from leave, the teacher shall report to the university the nature of studies; research or other work undertaken during the period of leave.

(C) (a) COMMENCEMENT AND TERMINATION OF LEAVE:

- (i) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding on which duty is resumed.
- (ii) Sunday or other public holidays (except vacations) may be prefixed as well as suffixed to leave,
- (iii) Teachers are normally expected to be present on the last day of the session and on the opening day of the session after a vacation. However, in exceptional or special circumstances, combination of vacations at one end might be allowed by the Vice-Chancellor to any kind of leave except casual leave,

Note:- Normally applications during Scholastic session shall not be entertained.

(C) (b) RETURN TO DUTY ON EXPIRY OF LEAVE:

Except with the permission of the authority which granted the leave, no person on leave may return to duty before the expiry of the period of leave granted to him.

(C) (c) COMBINATION OF LEAVE:

Except as otherwise provided in these rules, any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave.

(C)(d) GRANT OF LEAVE BEYOND THE DATE OF RETIREMENT AND ON RESIGNATION:

No leave shall be granted beyond the date on which a teacher must retire, provided that a teacher may be paid each equivalent of leave salary in respect of the period of earned leave at his credit at the time of retirement on superannuating subject to the following conditions:-

- (i) The payment of cash equivalent of leave salary for earned leave shall be limited to 300 days.

(ii) In respect of a teacher who retires on attaining the normal age prescribed for retirement under the terms and conditions governing his service, the authority competent to grant leave shall suo-motu issue an order granting cash equivalent of leave salary for earned leave, if any, at the credit of the teacher on the date of his retirement subject to a maximum of 300 days.

(iii) The cash payment will be equal to leave salary as admissible for earned leave and dearness allowance admissible on that leave salary at the rates in force on the date of retirement. No city compensatory allowance and/or rent allowance shall be payable.

The cash payment for unutilised earned leave shall be made in the manner indicated below: "

Pay admissible on the date of Number of unutilised earned leave at retirement plus dearness credit on the date of retirement subject allowance admissible on to maximum of 300 days that cash payment.

(iv) A teacher who is re-employed after retirement may, on termination of his re-employment, be granted suo-motu by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date of termination of re-employment; subject to a maximum of 300 days, including the period for which encashment was allowed at the time of retirement.

(v) A teacher can also avail of, as leave preparatory to retirement, a part of earned leave at his credit. In that case, he will be allowed benefits of this rule for the earned leave that remains at credit on the date of retirement in accordance with the terms and conditions stipulated in this rule-

(vi) A teacher already on leave preparatory to retirement who has been allowed to return to duty shall also be entitled to benefit under this rule on the date of retirement.

(vii) The authority competent to grant leave may withhold whole or part of cash equivalent of earned leave in the case of a teacher who retires from service on attaining the age of retirement while under suspension -or while disciplinary or criminal proceedings are pending against him, if in the view of such authority there is a possibility of some money becoming recoverable from him on conclusion of the proceedings against him. On conclusion of the proceedings, he will become eligible to the amount so withheld after adjustment of University's dues, if any.

(C)(e) CONVERSION OF ONE KIND OF LEAVE INTO ANOTHER KIND:

(i) At the request of teacher of sanctioning authority may convert any kind of leave retrospectively into leave of a different kind which was due and admissible to him at the time the leave was granted, but the teacher Cannot claim such conversion as a matter of right"

(ii) The conversion of one kind of leave into another, shall be subject to adjustment of leave salary on the basis of leave finally granted to the teacher, that is to say, any amount paid to him in excess shall be recovered or any arrears due to him shall be paid.

Note:- Extra Ordinary Leave granted on medical certificate or otherwise may be converted retrospectively into leave not due subject to the provisions of Rule 9 (Leave not due)

(C)(f) REJOINING OF DUTY ON RETURN FROM LEAVE ON MEDICAL GROUNDS:

A teacher who has been granted leave on medical certificate will be required to produce a medical certificate of fitness before resuming duties in such manner and from such persons as may be prescribed.

The authority competent to grant leave may in its discretion, waive the production of a medical certificate in case of an application for leave for a period not exceeding 3 days at a time on medical ground. Such leave shall not however, be treated as a leave on medical certificate and shall be debited against leave other than leave on medical grounds.

(C) (g) INCREMENT DURING LEAVE:

If the increment falls during leave other than casual leave or special causal leave, the effect of increase of pay will be given from the date the employee resumes duty without prejudice to the normal date of his increment.

(C) (h) (i) No permanent employee shall be granted leave of any kind for a continuous period exceeding three years.

(ii) When an employee does not resume duty after availing leave for continuous period of three years, or whether an employee after the expiry of his leave remains absent from duty, otherwise than on foreign service or on account of suspension, for any period which together with the period of leave granted to him exceeds three years his lien shall, unless the Executive Council in view of the exceptional circumstances of the case otherwise determines, be deemed to have terminated and he shall cease to be in the University service,

(C)(i) ABSENCE AFTER EXPIRY OF LEAVE:

(i) Unless the authority competent to grant leave extends the leave, a University employee who remains absent after the end of leave is entitled to no leave salary for the period of such absence and period shall be debited against his leave account " as though it were half pay leave, to the extent such leave is due, the period in excess of such leave due being treated as extra-ordinary leave.';

(ii) The leave account except casual leave shall be maintained for each teacher in the Office of the Registrar.

The order sanctioning earned leave half pay leave to a teacher shall thereafter indicate the balance of such leave at his credit.

(C)(j) LEAVE SALARY:

(i) Except as provided in sub-rules (5), a teacher on earned leave is entitled to leave salary equivalent to the pay drawn immediately before proceeding on leave.

(ii) A teacher on half pay leave or leave not due is entitled to leave salary' equal to half the amount specified in sub-rule(i).

(iii) A teacher on commuted leave is entitled to leave salary equal to the amount admissible under sub-rule(i).

(iv) A teacher on extra ordinary leave is not entitled to any leave salary.

(v) (a) A teacher who is granted leave beyond the date of retirement or quitting of service, as the case may be, shall be entitled during such leave, to leave salary as admissible under the rules in lump sum for the entire period of such leave as one time settlement, reduced by the amount of pension and pension equivalent of other retirement benefits.

(b) Where such teacher is re-employed during such leave, the leave salary shall be restricted to the amount of leave admissible while on half pay leave and further reduced by the amount of pension and pension equivalent of other retirement benefits. Provided that it shall be open to the teacher not to avail himself of the leave but to avail of full pension.

(C)(k) ADVANCE OF LEAVE SALARY

(i) The advance in lieu of leave salary admissible to a teacher proceeding on leave of not less than thirty days shall include allowances as well subject to deduction on account of income tax, provident fund, house rent recovery of advance etc.

(ii) In case a teacher who dies in harness, the cash equivalent of the leave salary that the deceased employee would have got, had he gone on earned leave, but for the death, due and admissible, on the date immediately following the date of death, subject to a maximum of leave salary for 300 days, shall be paid to his family. Further, such cash equivalent shall not be subject to reduction on account of pension equivalent of death-cum- retirement, gratuity.

(iii) Half Pay Leave upto a maximum of 180 days shall be allowed to be commuted during the entire service where such leave is utilised for an approved course of study i.e. a course which is certified to be in the public interest by the leave sanctioning authority.

(D) TEACHER APPOINTED ON PROBATION:

A teacher, appointed as a probationer against a substantive vacancy and with definite terms of probation, shall during the period of probation be granted leave which would be admissible to him if he held his post substantively otherwise than on probation. If for any reason it is proposed to terminate the services of a probationer, any leave granted to him should not extend beyond the date on which the probationary period expires or any earlier date on which his services are terminated by the orders of the Executive Council. On the other hand, a teacher appointed 'on probation' to a post, not substantively vacant to assess his suitability to the post shall until he is substantively confirmed, be treated as a temporary teacher for purposes of grant of leave. If a person in the permanent service of the University is appointed on deputation to a higher post he shall not, during probation, be deprived of the benefit of leave rules applicable to his permanent post.

(E) TEMPORARY TEACHER:

The teachers appointed on temporary basis in the University are entitled to the same privileges of leave and annual increments as are given to permanent teachers.

MEDICAL ATTENDANCE RULES

1. APPLICABILITY

These rules may be called University Medical Attendance Rules.

- (a) These Medical Rules are mainly drawn from Central Services (Medical Attendance) Rules and any amendments/modifications in C.S. (M.A.) Rules will automatically get extended to the University employees.
- (b) These rules shall apply to the regular category of employees.

NOTE:

Regular Employees would be eligible for treatment facilities at a Govt. Hospital or in Clinics approved by the Executive Council from time to time only and reimbursement of medical claims would not be allowed in any case. However, for the retired employees the Medical Scheme as formulated by the University Grants Commission for its retired employees may be adopted by the University for its retired employees after the scheme has been approved by the Govt. of India,

2. DEFINITION

Under these Rules unless the context otherwise requires :

- (i) "Hospital" means a Hospital approved by the University for the purpose including a Clinic, of these Rules and included in the list under Rule 6 below.

- (ii) Family :

The family for the purpose of these Rules shall mean employee's wife or husband, as the case may be; parents, children, sisters, widowed sisters, widowed daughters, minor brothers all residing with and also wholly dependant upon the employee.

NOTE:

- (1) To be considered as dependant. in case the total monthly income of such member does not exceed Rs. 1500/- p.m. from all sources. The condition of

dependency both in the case of husband or wife of the Govt. servants has been dispensed with.

- (2) All the employees would be required to fill in the declaration form (as per Appendix I) in triplicate every year and send it to the Finance Officer through proper channel.
- (3) The Head of the family has to furnish his/her photograph for medical file purpose.
- (iii) Authorised Medical Attendant (A.M.A.) means any qualified and registered medical practitioner possessing recognized medical qualification not below M.B.B.S. in Allopathic system or its equivalent in Homeopathic, Ayurvedic and or Indian system of medicines.
- (iv) "Government" means the Government of India or the State Government, as the case may be.
- (v) "Employee" means any employee (both teaching and non-teaching) working in the University.
- (vi) "Beneficiary" means any working employee and member of his/her family.
- (vii) "Patient" means a beneficiary taking benefit under these Rules.
- (viii) "Medical Attendance" means consultation with the Authorised Medical Attendants.
- (ix) "Specialist" means anyone employed and working in a Hospital including a specialist and for the time being attached to a specialized department of a Government Hospital or Hospitals recognised by the University or registered Medical Officer recognized by the University.
- (x) "Medical Treatment" means the use of all Medical and Surgical facilities available to private individual at the hospital in which the patient is treated as an indoor or outdoor patient as well as supply of drugs prescribed by the A.M.A./Specialist who considers them to be essential for the recovery of prevention of deterioration in the condition of the patient.

3. COMMENCEMENT

These Rules shall come into force with effect from the date they are notified.

4. MEDICAL CONTRIBUTION

Admission to the Scheme shall be on payment of contribution which will be on the basis of the pay being drawn by the Employees and it should be at par with the rates being charged by CGHS from the Central Govt. Employees.

The rates of contribution are as follows:

<i>Pay of the beneficiary</i>	<i>Rate of Subscription per month (Fig. In Rupees)</i>
Upto Rs. 3,000	15
3,001 to 6,000	40
6,001 to 10,000	70
10,001 to 15,000	100
15,001 and above	150

The above subscription rates are as per the Govt. of India, Ministry of Health and Family Welfare O.M. No.S.11011/4/94-CGHS(P) dated 20.5.1994.
This will be subject to revision from time to time as per Govt. orders.

5. MEDICAL FACILITIES ADMISSIBLE

- (i) The following types of medical facilities shall be admissible to the employees and their families.

Medical attendance at a Govt. Hospital

OR

where the employee resides beyond 8 k.m. from a Govt. Hospital by an Authorised Medical Attendant. The appointment of AMA would be approved by the Executive Council.

NOTE:

- (1) Medical attendance means attendance in recognised hospitals/laboratories or at the authorised Medical Attendant's consulting room/premises including pathological, radiological or other methods of examination for the purpose of diagnosis as are available in the said hospital or other laboratory as considered necessary by the A.M.A.
- (2) Employees residing beyond 8 k.m. of AHC shall have to declare their AMA and get it approved by the University.

(ii) Specialist's Consultation

If the A.M.A. is of the opinion that the case of a patient is of such a special nature as to require medical attendance in a hospital other than himself, he may send the patient to:

- (a) Any government hospital including homeopathy, Ayurvedic and/or Unani System.
- (b) Recognised Hospitals as included in the list under Rule 6 below.
- (c) Hospitals as approved by the Govt. of India from time to time.
- (d) General O.P.D. of Kasturba Gandhi Medical Hospital, Sevagram.
- (e) District Government Hospital, Wardha.
- (f) Govt. Medical College & Hospital, Nagpur.
- (g) Radhikabai Meghe Memorial Hospital, Savangi (Meghe), Wardha

6. APPROVED HOSPITALS

- (i) The following shall be the approved Hospitals Diagnostic Centres for the purposes of reimbursement of medical expenses for hospitalization :-
- (a) Government Hospitals both of Central as well as of Maharashtra Govt. at Nagpur and District Civil Hospital, Wardha.
 - (b) K.G.M. Hospital, Sevagram.
 - (c) Any other Hospital/Institute with the approval of the Vice-Chancellor/Executive council.
- (ii) The Standing Committee consisting of the following members will examine the question of inclusion/deletion of the hospitals as per the University requirements :
- (a) Vice-Chancellor;
 - (b) Registrar; and
 - (c) Finance Officer.

NOTE:

- (1) The provisions of private hospitals/diagnostic centres for the treatment of the CGHS beneficiaries under CGHS, Delhi and fixation of ceiling rates for different specialties (treatment/diagnostic procedures) as detailed in Office Memo No. S-11011/16-94-CGHS Desk-II/CMO(D)/CGHS(P) dated 18th September, 1996 may also be made applicable to the employees of the University.
- (2) The expenses of any operation not covered by the orders of the Govt. of India may be reimbursed as per the rates of K.G.M. Medical College Hospital, Sevagram.
- (3) instructions for simplification of the procedure for referral to recognized hospitals as contained in the Govt. of India Office Memorandum No.S-11011/6/96-CGHS(P) dated 11 th June, 1997 will be followed by the University.

7. INDOOR HOSPITAL TREATMENT

- (a) In case of treatment requiring hospitalisation, the University employees shall be entitled to medical facilities in:
- (i) All government hospitals:
 - (ii) Any approved hospital. However, for treatment in a recognised Hospital, the reimbursement would be subject to limits of admissible charges approved by the Govt. of India from time to time for CGHS beneficiaries under CGHS Scheme.

Note:

In case of emergency where the reference from the A.M.A. is not possible due to closure of the Centre or otherwise, the medical consultation may be obtained from any of the Government Hospitals/ recognised Hospital. However a certificate to the effect of "emergency" will have to be obtained from the Medical Officer immediately thereafter and in any case during the course of such treatment.

(b) The entitlement for indoor treatment would be as under :

(i) Pay up to Rs. 8,275	General Ward
(ii) Pay Rs. 8,276 to Rs.10,500/-	Semi Private Ward
(iii) Pay Rs. 10,501 to Rs. 17,300/-	Private Ward-II
(iv) Pay Rs. 17,301 and above	Private Ward-I

In hospital, where semi-private ward is not available, beneficiaries with pay below Rs. 10,500- will be entitled for General Ward.

The maximum Room Rent for different categories would be :

Private I	Rs. 1200/- per day
Private II	Rs. 750/- per day
Semi-Private	Rs. 500/- per day
General Ward	Rs. 260/- per day

(c) Lab. charges

Charges of Pathological. Radiological, Bacteriological or other methods of examination for purpose of diagnosis conducted at recognised Hospitals and laboratories on the advice of A.M.A. would be reimbursed.

(d) Specialist treatment

University employees or a member of his family may receive treatment for cancer, diabetes, mental diseases, tuberculosis at the nearest Govt./recognised Hospital providing such treatment including indoor treatments and is recommended by the A.M.A.

(e) Maternity

In maternity cases Central Government Rules would be applicable. For maternity treatment hospitals have been specified in Central Govt. Medical Attendance Rules alongwith the ceilings. These ceilings would also be applicable to cases treated in the recognised hospitals.

(f) Outstation Treatment

Employees (including the members of the family) who fall sick while out of station or who are visiting home town, may get the treatment from the nearest Hospitals of State/Central Govt. and expenditure in such cases be reimbursed as per rules.

8. RULES FOR REGULATING MEDICAL CLAIMS

(i) Rate of Consultation

- (a) The rate of consultation fee of A.M.A. shall be as per the rates fixed by the Govt. of India from time to time in this regard.
- (b) Consultation fees charged by other recognized Hospitals for outdoor treatment (General OPD) would be reimbursed subject to the maximum of the rate fixed by the Govt. from time to time

- (ii) Cost of admissible medicines prescribed by the AMA would be reimbursed on the production of the essential certificate countersigned by the AMA along with cash memos, vouchers, receipt of payment etc.

Essentially certificates A & B in the cases of OPD treatment in the recognized hospitals may not be insisted upon. However, certificate 'B' for the treatment as 'indoor' patient will continue to be obtained from the concerned hospital in all cases.

- (iii) Cost of preparation which are not medicines but primarily foods, tonics, disinfectants is not admissible.
- (iv) Cost of medicines inadmissible under the Central Civil Service Medical Attendant Rules would not be reimbursed,
- (v) The period of treatment for which the cost of medicines would be reimbursed shall be limited to a maximum of 20 days from the date of commencement of a treatment. In case treatment is not completed within 20 days, the patient should be referred to a recognised hospital, The cost of medicine would continue to be reimbursed in such a case even after the patient is discharged from the hospital,
- (vi) Claim for reimbursement of medical expenses in respect of a particular spell of illness should be preferred within 3 months from the date of completion of treatment certified by the AMA concerned.
- (vii) The bills of medical reimbursement should be forwarded to the Finance Officer by the Heads of the Department of the employee concerned.
- (viii) Employees whose wife/husband is working in Govt. of India or any other institution and where separate medical facility is available; may opt to avail of the facilities either under these rules or as per the rules applicable to the spouse. For this purpose he/she will have to submit a declaration.
- (ix) In case of any doubt in respect of operation of these rules, the provisions contained in the Central Services (Medical Attendance) Rules shall apply.
- (x) Vice-Chancellor would be governed by separate rules as per his terms of appointment.

9. CONTROLLING OFFICER

The Registrar shall be the Controlling Officer to pass claims for reimbursement of medical expenses in respect of all the employees except the Vice-Chancellor for whom the Vice-Chancellor himself shall be the Controlling Officer.

10. INTERPRETATION OF RULES

If any question arises regarding the interpretation of these Rules, it shall be referred to the Vice-Chancellor whose decision shall be final.

II APPLICATION OF THE ORDERS OF GOVT. OF INDIA

In all other matters not specified in this Scheme, the provisions of Central Services (Medical Attendance) Rules and rules governing CGHS beneficiaries as amended from time to time and the instructions/orders issued thereunder shall apply mutis-mutandis to the employees of the University except those which have been specifically excluded under this Scheme.

Verified:

(To be verified by the Head of the Department/Office concerned)

Dated:-----

Signature

Designation and Deptt. IO Office

(FOR OFFICE USE ONLY)

Registered at Serial No.

Signature of Dealing Asstt.

Eligibility verified:

Dated:

Signature of S.O./A.R.

Dated:

Registrar

(for Use in the Health Centre)

Admitted to the Medical facilities

Dated:

Signature
Medical Attendance Officer

APPENDIX-I
OFFICE OF THE REGISTRAR
Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya,
Wardha - 442 001.

FAMILY DECLARATION FORM FOR MEDICAL FACILITIES
(TO BE FILLED IN BY THE EMPLOYEE IN TRIPLICATE)

Name of the Employee -----

Department/Office -----

Designation -----

Present Home Address -----

S.No.	Name	Age	Relation with employee
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

This should be accompanied by photograph of the Head of the family.

EXPLANATION:

The family for the purpose of these rules shall mean employees' wife or husband as the case may be, parents, children, sisters, widowed-sisters, widowed daughters, minor brothers residing with the employees and also wholly dependent upon the employee.

Note: To be considered as dependent, the total monthly income of such member should not exceed Rs. 1500/- p.m. from all sources.

Certified that the particulars mentioned above are correct.

Dated: -----

Signature of the Employee

Ordinance 29

EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE VICE-CHANCELLOR

1. The Vice-Chancellor shall receive a salary as follows:
 - (a) Pay : As notified by the University Grants Commission from time to time.
 - (b) Dearness and other Allowances : As notified by the Govt. of India/ University Grants Commission from time to time
2. The Vice-Chancellor shall be entitled to the benefits of the Contributory Provident Fund of the University.
3. The Vice-Chancellor shall be entitled to Leave Travel Concession, as approved by the University from time to time.
4. The Vice-Chancellor shall be entitled to the reimbursement of medical expenses incurred on the medical treatment of himself and his family members obtained from a Private OPD/Private Wards of any approved Hospital/Nursing Home approved by the University.
5. The Vice-Chancellor shall be entitled to the reimbursement of the expenses on account of T.A., D.A. for himself/herself and his/her family members and transportation of personal effects (inclusive of that of his/her family) from his/her home town to Wardha and back on his/her assuming office and relinquishing it on the expiry of his/her tenure.
6. The Vice-Chancellor shall be entitled to receive Traveling Allowance at the rates prescribed by the relevant Ordinances.
7. Leave:
 - (i) (a) The Leave at the credit of the Vice-Chancellor at the close of the previous half year shall be carried forward to the new half year, subject to the condition that the Leave, so carried forward plus the credit for that half year, does not exceed the maximum limit of 300 days.
 - (b) The Vice-Chancellor, on relinquishing the charge of his/her office, shall be entitled for the number of days equivalent to the Leave Salary admissible for the number of days of Leave on Full Pay due to him at the time of his relinquishment of charge, subject to a maximum of 300 days, including encashment benefit availed of elsewhere.
 - (c) The Vice-Chancellor shall also be entitled to avail himself of Extra-Ordinary Leave without pay for a maximum period of three months during the full term of five year on medical grounds or otherwise.

- (ii) During the period of such Leave, the Vice-Chancellor shall be entitled to the same Salary, Honorarium and Allowances and such other facilities of services as may have been provided.
- (iii) In the case of any absence of the Vice-Chancellor occasioned by any call by the Central or State Government, or Public Service, or on Deputation on behalf of the University for any public purpose, the period, so spent shall be treated on duty.
- (iv) Where an employee of the University is appointed as Vice-Chancellor, he/she shall be allowed to avail himself of any Leave at his credit before his/her appointment as Vice-Chancellor.

Similarly, on his/her relinquishing the post of the Vice-Chancellor and in the event of his/her re-joining his/her old post, he/she shall be entitled to carry back the Leave at his/her credit to the new post.

- 8. If a person, employed in another Institution, is appointed Vice-Chancellor on Deputation, he/she shall be entitled to Salary, Allowances, Leave and Leave Salary as per Deputation Rules of the Institution to which he/she was entitled prior to his/her appointment as Vice-Chancellor and till he/she continues to hold his/her lien on this post. The University shall also pay Leave Salary, Provident Fund, Pension Contributions to the Institution, where he/she is permanently employed, as admissible under the Rules.

9. Amenities:

- (i) The Vice-Chancellor shall be entitled to have a water & power and rent-free furnished residential accommodation with the provision of such furniture, as may be approved by the University. The premises of his/her lodging will be maintained by the University.
- (ii) If the Vice-Chancellor resides in his/her own house, he/she shall be entitled to a house rent Allowances as per rules. In addition, the Vice-Chancellor shall also be entitled to a monthly allowance of Rs. 2000/- in lieu of a free furnished house.
- (iii) The Vice-Chancellor shall be entitled to the facility of a free official car, free telephone (with STD) service at his/her residence and a mobile phone.
- (iv) The Vice-Chancellor shall also be entitled to one cook, an attendant and a bearer at his/her residence.
- (v) The Vice-Chancellor shall be allowed entertainment allowance, in full, to treat the guests and visitors in his office.

Ordinance 30

EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE PRO-VICE-CHANCELLOR

1. The Pro-Vice-Chancellor shall receive a salary as follows:
 - (i) Pay : As notified by the University Grants Commission from time to time
 - (ii) Dearness and other : As notified by the Govt. of India/University Allowances Grants Commission from time to time.
2. The Pro-Vice-Chancellor shall be entitled to the benefits of the Contributory Provident Fund of the University:
Provided that where an employee of this university or any other Institution is appointed as Pro-Vice-Chancellor, he/she shall continue to be governed by the same retirement benefit scheme, (namely general provident fund/contributory provident fund/pension/gratuity) to which he was entitled prior to his appointment as Pro-Vice-Chancellor, and till he/she continues to hold his/her lien on that post.
3. The Pro-Vice-Chancellor shall be entitled to leave travel concession, as provided by the university.
4. The Pro-Vice-Chancellor shall be entitled to the reimbursement of medical expenses incurred on the medical treatment of himself/herself and his/her family members obtained from the private OPD/private Wards of any hospital or nursing home approved by the university.
5. The Pro-Vice-Chancellor shall be entitled to reimbursement of the expenses on account of TA, DA for himself and his family members and transportation of personal effects from his home town to Wardha and back on his assuming office and relinquishing it on the expiry of the term.
6. The Pro-Vice-Chancellor shall be entitled to receive Travelling Allowances at the rates prescribed by the relevant Ordinances of University.
7. The Pro-Vice-Chancellor shall be entitled to have water, power and rent-free furnished residential accommodation. The premises of his/her lodging will be maintained by the University.
8. The Pro-Vice-Chancellor shall be entitled to the facility of a staff car for journeys performed between Office and his/her residence. He shall also be entitled to free telephone service at his residence.
9. The Pro-Vice-Chancellor shall also be entitled to an attendant bearer at his/her residence.
10. Leave :
 - (1) The Pro-Vice-Chancellor shall be entitled to Leave on full Pay at the rate of 30 days in a calendar year. The leave shall be created to his/her account *in advance in two* half-yearly installments of 15 days on the first day of January and the first day of July every year.
Provided that if the Pro-Vice-Chancellor assumes or relinquishes the charge of the office of the Pro-Vice-Chancellor during the currency of a half year the leave shall

be credited proportionately at the rate of two and a half days for each completed month of service

- (2) The Leave at the credit of the Pro-Vice-Chancellor at the close of the previous half year shall be carried forward to the new half year, subject to the *condition* that the Leave, so carried forward the credit for that half year, does not exceed the maximum limit of 300 days.
- (3) The Pro-Vice-Chancellor, on relinquishing the charge of his office, shall be entitled to receive a sum equivalent to the Leave Salary admissible for the number of days of Leave on full pay due to him at the time of his relinquishment of charge, subject to a maximum of 300 days, *including* encashment benefits availed of elsewhere.
- (4) The Pro-Vice-Chancellor shall also be entitled to Half Pay Leave at the rate of 20 days for each completed year of service.
This Half Pay Leave may only be availed as Commuted Leave on full pay on Medical Certificate. When Commuted Leave is availed, twice the amount of Half Pay Leave shall be debited against the Half-Pay Leave due.
- (5) The Pro-Vice-Chancellor shall also be entitled to avail himself of Extra-Ordinary Leave without pay for maximum period three months during the full term of his office on, medical ground or otherwise.
- (6) In case the Pro-Vice-Chancellor is appointed for a further terms the Leave period, mentioned above, shall apply separately to each term.
- (7) During the period of such Leave, the Pro-Vice-Chancellor shall be entitled to the same Salary, honorarium and allowances and such other facilities of services as may have been provided.
- (8) In the case of any absence of the Pro-Vice-Chancellor, occasioned by any call by the Central of State Government, or Public Service, or on Deputation, on behalf of the University for any public purpose, the period, so spent, shall be treated as on duty.
- (9) Where an employee of this University is appointed as Pro- Vice-Chancellor, he/she shall be allowed to avail himself/herself of any Leave at his/her credit before, his/her appointment as Pro-Vice-Chancellor. Similarly, on his/her relinquishing the above post and in the event of his/her re-joining his/her old post, he/she shall be entitled to carry back the Leave at his/her credit to the new post. .
- (10) If a person employed in another Institution is appointed Pro-Vice-Chancellor on Deputation, he/she shall be entitled to Salary, Allowances, Leave and Leave Salary, as per Deputation Rules of the University. The University would also pay Provident Fund and Pension Contributions to the University/Institution, where he/she is permanently employed, as admissible under the Rules.
- (11) The Pro Vice-Chancellor on deputation may be repatriated earlier than the stipulated period or in case of employee of the University, he may be repatriated by the Executive Council on the recommendation(s) of the Vice-Chancellor as per the rules in vogue.

Ordinance 31

EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE REGISTRAR

1. The Registrar shall be appointed on the basis of direct recruitment for a tenure of five years which can be renewed for a similar term by the Executive Council and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.
2. The terms and conditions of service of the Registrar shall be such, as prescribed for other non-vocational employees of the University.
3. If the services of the Registrar are borrowed from the Government or any other Organization/Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the University.
4. Any Registrar on deputation may be repatriated earlier than the stipulated period or in case of Director appointee, may be terminated by the Executive Council on the recommendation (s) of the Vice-Chancellor as per the rules in vogue.
5. The Registrar shall be entitled to a rent free furnished residential accommodation including free electricity & water. He will also be provided with a free telephone service (with STD) at his/her residence.
6. The Registrar shall be entitled to such Leave, Allowances, Provident Fund and other, terminal benefits as prescribed by the University from time to time for its non-vocational staff.
7. The Registrar shall be entitled to the facility of staff car between the Office and his/her residence.

Ordinance 32

EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE FINANCE OFFICER

1. The Finance Officer shall be appointed on the basis of direct recruitment for a tenure of five years which can be renewed for a similar term by the Executive Council and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.
2. The Finance Officer shall receive a salary as follows :-
 - (i) Pay : As notified by the University Grants Commission from time to time.
 - (ii) Dearness H.R.A. and other Allowances : As notified by the Govt. of India/University Grants Commission from time to time.
3. The Finance Officer shall be entitled to such leave and other terminal benefits as applicable to the Non-Vocational Staff of the University.
4. If the services of the Finance Officer are borrowed from the Government or any other Organization/Institution, his/her terms and conditions of service shall be governed by the Deputation Rules of the University.
5. The Finance Officer, if appointed on Deputation, shall be entitled to Provident Fund, and such other benefits as may be prescribed in this behalf by the University from time to time for its employees.
6. The Finance Officer on deputation may be repatriated earlier than the stipulated period or in case of Director appointee, may be terminated by the Executive Council on the recommendation(s) of the Vice-Chancellor as per the rules in vogue.
7. The conditions of service of the Finance Officer shall be those as embodied in the Contract of Service prescribed by the University for its salaried Non-Vocational Staff.
8. The Finance Officer shall be entitled to a rent free furnished residential accommodation including free electricity & water. He will also be provided with a free telephone service (with STD) at his/her residence.
9. The Finance Officer shall be entitled to the facility of staff car between the Office and his/her residence.

PURCHASE COMMITTEE

1. There shall be a Purchase Committee of the University, consisting of the following members, namely:
 - (i) Pro Vice-Chancellor or a Professor to be nominated by the Vice Chancellor (Chairman);
 - (ii) The Registrar; (Member)
 - (iii) Finance Officer (Member)
 - (iv) The Deans of the Schools concerned; (Member)
 - (v) Heads of the Departments concerned; (Member)
 - (vi) The Store-Purchase Officer - (Secretary).
2. The Store Purchase Officer shall invite tenders/quotations for the purchase of articles involving expenditure of more than Rs.5000/- on one item of the budget.
3. The Store Purchase Officer shall convene the meeting of the Purchase Committee within two weeks from the date of receipt of the Indent or as and when necessary .
4.
 - (i) The Purchase Committee shall approve of the tenders of rates received from the firms in different item requirements. The orders for the items approved by the aforesaid Committee shall be placed with these firms by all, the budget operating authorities, as and when the requirement occur.
 - (ii) The Purchase Committee with at two-thirds members present, may invite the tenderers to specify the quality requirements, time-schedule to be followed and also to negotiate the rates, if it feels it necessary.
 - (iii) Approval of the rates may be given as rate-contract for at least a year.
 - (iv) In case, the rates of the approved firms fluctuate violently during the period of rate-contract, the Purchase Committee meeting may be convened to review the market conditions and the rates may be re-fixed accordingly; higher or lower.
 - (v) If the purchase of any item the rate of which has not already been approved by the Purchase Committee, should become necessary in exceptional circumstances and time does not permit the convening of a meeting of the Purchase Committee, the purchase of the item shall be approved by the Finance Officer and the same shall be placed before the next meeting of the Purchase Committee, for post-facto approval.
 - (vi) In the event of a change in the rate already approved by the Purchase Committee and when time does not permit the convening of a meeting of the Purchase

Committee, the purchase at the revised rates shall be approved by the Finance Officer and the same shall be placed before the next meeting of the Purchase Committee for the post-facto approval.

5. The Purchase Committee may appoint a Sub-Committee consisting of a few members as and when required.
6. One-third members of the Committee shall form the quorum.

Dr. Babasaheb Ambedkar Chair

1. Under the provisions of the Act and the Statutes and in consonance with the aims and objectives of the University, there shall be a "Centre for Dalit and Tribal Studies" (hereinafter referred to as the CDTS);
2. The objective of the Centre (CDTS) shall be to:
 - (a) Organize instruction, teaching and research leading to the award of university degree diploma / certificate in Dalit and Tribal Studies;
 - (b) Undertake and promote research and consultancy in the areas of the languages, literature, arts & culture of the Depressed classes of the society;
 - (c) Promote and undertake comparative studies in the areas of Political, social, cultural and economic Thoughts of Gandhi and Ambedkar;
 - (d) Conduct and arrange public awareness and mass education campaign to promote understanding about the problems of the oppressed classes of the society;
 - (e) Perform such other functions and to undertake such other activities which are essential or incidental to the achievement of its principal objectives;
3. The Centre shall have a Board of Management to advise and manage the affairs of the Centre;
4. The Board of Management of the Centre shall consist of the following members:
 - a. The Vice Chancellor, who shall be the Chairperson;
 - b. Three teachers of the university, belonging to the allied and cognate discipline and having special interest in the objectives of the Centre to be appointed for a term of three years by the Executive Council on the recommendations of the Vice Chancellor.
 - c. Three experts from other university and/or research institutions belonging to the allied and cognate discipline and having special interest in the objectives of the Centre to be appointed for a term of three years by the Executive Council on the recommendation of the Vice Chancellor;
 - d. Director of the Centre, who shall be the member-secretary of the Board of management;
5. Five Members of the Board of Management shall form the quorum for the meeting for the Board of management of the centre

Amended Ordinance 36 continued from Page No. 80 to 84 ➡

6. The Board of Management of the centre shall meet at least twice a year or as and when necessary
7. The Board of Management of the Centre shall function under the overall supervision and direction of the Vice-Chancellor and shall be competent to exercise all or any of the following powers, namely:
 - a. to recommend to the Executive Council the creation, abolition of and appointment to the posts of Professors, Readers, Lecturers, and Librarian;
 - b. to appoint visiting Professors, visiting Fellows and adjunct Professors on such terms and conditions as may be approved by the Executive Council;
 - c. to enter into national and international collaboration including academic exchange and faculty development program. Subject to such terms and conditions as may be approved by the Executive Council.
 - d. to institute and regulate the award of fellowships, scholarships studentship, medals. Prizes, certificate of honors and merit certificates;
 - e. to direct and supervise the academic program and activities of the centre;
 - f. to submit proposals for drafting. Amending / modifying ordinance for the proper and effective function of the centre to the vice-chancellor;
 - g. to manage day-to-day business and all other administrative affairs of the Centre;
 - h. to exercise such other powers and perform such other function and discharge such other duties as may be deemed necessary to achieve the objectives of the centre and that of the university;
8. The Board of Management of the Centre shall be required to submit its annual report in respect of all matters concerning the affairs of the centre to the Executive Council;
9. The Board of management of centre shall be required to submit its annual accounts and financial estimates including budget to the Finance Committee;
10. There shall be a Director for the Centre who shall be a whole-time employee of the University, in the grade of Professor and shall be appointed by the Executive Council, on the recommendation of the Vice Chancellor from amongst the Professors of the Centre or allied Department/Centre of the university.
Provided further that the Executive Council on the recommendation of the Vice-Chancellor may appoint from outside the University an eminent scholar acknowledged for his contribution in the discipline of Dalit Studies;

11 The Director of the centre shall

- i. exercise, perform and assist the Chairperson in respect of all or any such matters as may be specified by the chairperson from time to time for the effective academic and administrative functioning of the centre including financial management;
- ii. exercise such powers and perform such duties as may be approved by the Board of Management;
- iii. comply such directions and perform such duties as executive council may direct or issue from time to time ;
- iv. perform such other duties and functions, which may be necessary for the day to day functioning of the Centre; and
- v. be entitled to attend meeting of the Executive Council whenever any matter concerning the Centre is on the agenda or is to be discussed under any other item;

12. (1) There shall be an ad-hoc Board of studies of the Centre, which shall consist of :

- i. Director of the Centre who shall be the Chairperson;
- ii. All the academic staff of the Centre;
- iii. Two persons teaching allied or cognate subjects in the University to be nominated by the Board of Management;
- iv. Two experts not in the service of the University to be co-opted by the ad-hoc Board of Studies;

(2) The appointment of members specified in items (iii) and (iv) above shall be for a period of three years;

(3) The functions of the ad-hoc Board of Studies shall be;

- i. To recommend to the Board of Management:
 - (a) courses of studies;
 - (b) projects for research,
 - (c) appointment of examiners for undergraduate and postgraduate courses but excluding research degrees;
 - (d) creation, abolition or upgrading of teaching posts;
 - (e) measures for improvement of standard of teaching and research;
 - (f) subject for research for various degrees and other requirement of research work; and
 - (g) appointment of supervisors for research work.

11. The Director of the centre shall

- i. exercise, perform and assist the Chairperson in respect of all or any such matters as may be specified by the chairperson from time to time for the effective academic and administrative functioning of the centre including financial management;
- ii. exercise such powers and perform such duties as may be approved by the Board of Management;
- iii. comply such directions and perform such duties as executive council may direct or issue from time to time ;
- iv. perform such other duties and functions, which may be necessary for the day to day functioning of the Centre; and
- v. be entitled to attend meeting of the Executive Council whenever any matter concerning the Centre is on the agenda or is to be discussed under any other item;

12. (1) There shall be an ad-hoc Board of studies of the Centre, which shall consist of :

- i. Director of the Centre who shall be the Chairperson;
- ii. All the academic staff of the Centre;
- iii. Two persons teaching allied or cognate subjects in the University to be nominated by the Board of Management;
- iv. Two experts not in the service of the University to be co-opted by the ad-hoc Board of Studies;

(2) The appointment of members specified in items (iii) and (iv) above shall be for a period of three years;

(3) The functions of the ad-hoc Board of Studies shall be;

- i. To recommend to the Board of Management:
 - (a) courses of studies;
 - (b) projects for research,
 - (c) appointment of examiners for undergraduate and postgraduate courses but excluding research degrees;
 - (d) creation, abolition or upgrading of teaching posts;
 - (e) measures for improvement of standard of teaching and research;
 - (f) subject for research for various degrees and other requirement of research work; and
 - (g) appointment of supervisors for research work.

- (h) field of study of each course at the time of its creation;
- ii. to allocate teaching work among the teachers;
- iii. to consider matters of general and academic interest to the Centre and its functioning;
- iv. to perform such other functions as may be assigned to it by the Board of Management:

Funding :

The major source of funding shall be the UGC grants or a corpus donated by some agency in full or in part.

ORDINANCE 36 (2 of 2013)

Amended on 27.05.2013 in 48th Meeting of Executive Council

Dr. BABASAHEB AMBEDKAR CENTRE FOR DALIT AND TRIBAL STUDIES

1. Under the provisions of the MGAHV Act & the Statutes 1996 and in consonance with the aims and objectives of the University, there shall be a “**Dr. Babasaheb Ambedkar Centre for Dalit and Tribal Studies**” (hereinafter referred to as the BACDTS, in Hindi Dalit Evam Adivasi Adhyayan Kendra).
2. *The objective of the Centre shall be to :*
 - i. Organize teaching, training and research leading to the award of University degree, diploma or certificate in Dalit and Tribal Studies (in Hindi Dalit Evam Adivasi Adhyayan), Ambedkar Thought and also any other related Course.
 - ii. Undertake and promote research, publication, extension work and consultancy in the areas of the languages, literature, arts, religion & culture of the Dalit and Tribal community.
 - iii. Promote and undertake comparative studies in the areas of political, social, cultural and economic thoughts of Ambedkar and other thinkers in Indian and world history.
 - iv. Conduct and arrange public awareness and mass education campaign to promote understanding about the problems of the Dalit and Tribal people.
 - v. Perform such other functions and undertake such other activities which are essential or incidental to the achievement of its principle objective.
 - vi. Conceptualise Dalit and Tribal Studies.
 - vii. Develop understanding of the nature, scope and dynamics of Dalit and Tribal Studies.
 - viii. Contextualise Dalit and Tribal Studies.
 - ix. Develop an understanding of Dalit and Tribal Studies.
 - x. Formulate policies for protecting the rights of Dalit and Tribals.

- xi. Understand Ambedkar thought for the empowerment of the Dalit and Tribal people as a means of their release from exploitation and injustice, which are social forms of violence against the oppressed.
- xii. Make studies on social inclusion and exclusion and organize mass contact programmes through mass media to spread awareness against forms of social discrimination such as untouchability, casteism etc., and to spread awareness for Dalit&Tribal rights, Constitutionalism, Government affirmative policies, etc.
- xiii. Make comparative studies on marginalized communities in various countries such as Indian Dalits and American Blacks or socially deprived communities of other countries; Indian Tribes and Tribes of other countries and to understand the similarities as well as differences existing in various societies and to study various programmes and methods of empowerment initiated by Governments of various countries.

3. *Functions of the Centre:*

- i. Teaching courses at the M.A., Certificate and P.G. Diploma.
- ii. Undertaking M.Phil., & Ph.D. supervision.
- iii. Collecting information on the issues related to Dalit and Tribal Studies and building up a data base.
- iv. Carrying out detailed analyses based on the socio-economic data generated by government agencies.
- v. Organising regular conferences, seminars and symposia on the issues related to Ambedkar, Dalit and Tribal Studies.
- vi. Publishing regularly the research findings of the faculty and students.
- vii. Organising public lectures on the subject by eminent scholars.
- viii. Reaching out to scholars, especially young scholars, in other Universities and colleges both in India and foreign countries through an active program of inviting visiting faculty and Centre's faculty making visits to other Universities.

- ix. Establishing links with civil society organizations engaged in issues related to the empowerment of Dalit and Tribal people within and outside India.
- x. Short-term Orientation Courses in the Ambedkar, Dalit and Tribal Studies for political Leaders, Parliamentarians, Government Officials, Trade unions, Media Personalities and others.
- xi. Set up Library cum Reading room, Multi-media Documentation and Museum and Computer Lab for teachers and students of the University and for scholars and other readers outside the university, so that an increasing number of persons become acquainted with the thoughts of Ambedkar and issues related to Dalit and Tribal people.
- xii. Conduct a full-time or part time course of about 3 to 6 months, or of similar duration, for a group of teachers/students of the university, functionaries of non-government organizations, corporate executives and government officers, focusing on particular aspects of thinking and work of B.R.Ambedkar and issues related to the empowerment and social justice of Dalits and Tribals.
- xiii. Provide teaching support to other University departments by introducing or assisting in existing courses/papers on such studies indicated in different subjects of the department.
- xiv. Conduct field work and action programmes on the basis of constructive programme and action programmes related to the thoughts of such thinkers who worked for the empowerment of Dalits and Tribals.

4. The Centre shall be under the School of Culture as prescribed in Para 16 of the Statutes of the MGAHV Act 1996.
5. Director/Professor of the Centre shall be appointed by the Executive Council on the recommendation of the duly constituted selection committee for the post of Director/Professor headed by the Vice-Chancellor.
6. (i) In case of Centres which have more than one Professor the Director of the Centre shall be appointed by the Executive Council on the recommendations of the Vice-Chancellor from among the Professors.
 (ii) In the case of Centre where there is no Professor or there is only one Professor the Executive Council shall have the option to appoint on the recommendation of the Vice-Chancellor, either the Professor or a Reader as the Director of the Centre.

7. A person appointed as the Director of the Centre shall hold office as such for period of three years and shall be eligible for reappointment.

8. *Powers and Functions of the Director of the Centre:*

The Director of the Centre shall:

- i. be the academic and administrative head of the Centre and shall convene and preside over the meetings of the Centre and the Board of Studies.
- ii. be responsible to fulfill the Centre's objectives and to conduct its functions.
- iii. maintain discipline in the Centre and classroom etc., through teachers of the Centre.
- iv. assign to the teachers in the Centre such duties as may be necessary for the proper functioning of the Centre.
- v. allocate teaching work among the teachers and be responsible for coordination and supervision of teaching and research in the Centre.
- vi. prepare a comprehensive academic calendar of activities including time-table for each semester for effective teaching and research.
- vii. sanction of leave for the teaching, nonteaching and technical staff of the Centre.
- viii. be responsible for the records, equipment and furniture and other property of the Centre.
- ix. be responsible for the books of the Centre's Library and also for the Computers etc., of the Computer Lab of the Centre.
- x. pledge and ensure full cooperation in any activity of the University, including the conduct of examinations.
- xi. prepare budget estimates of the Centre for the ensuing year to be considered by the finance committee.
- xii. operate the budget of the Centre; and
- xiii. have such other powers and perform such other functions, as may be assigned to him/her by the Executive Council, Academic Council, the School Board, Board of Studies and the Vice-Chancellor.

9. The Centre shall have a Board of Studies as prescribed in Para 17(1) &(2) of the Statutes of the MGAHV Act 1996 and its constitution and term of office of its members is as follows:

(a) The Board of Studies (BOS) of the Centre shall consist of the following:

- i. Director of the Centre (Chairperson).
- ii. Teachers of the Centre.
- iii. Two external subject experts nominated by the Vice-Chancellor on the recommendation of the Director.

(b) The nomination of members specified in item (iii) above shall be for a period of two years and eligible for re-nomination.

10. The functions of the Board of Studies of the Centre are as prescribed in Para 17 of the Statutes of the MGAHV Act 1996 and also the following:

- a. Creation, abolition or upgrading of courses and teaching posts;
- b. The field of study of each course at the time of its creation;
- c. To consider matters of general and academic interest to the Centre and its functioning;
- d. To perform such other functions as may be assigned to it by the School Board.

11. Funding:

The major source of funding shall be the UGC grants or contributions from other countries and organisations, Govt./Non Govt. agencies in full or in part.

12. Effect:

This Ordinance shall have retrospective effect from the date not earlier than the date of effect of First Ordinances made by the University.

13. The original Ordinance (i.e. Ordinance No. 36) is repealed by this Ordinance.

Transitory Ordinance

Whereas, these Ordinances provide for constitution of various committees comprising functionaries like Pro Vice-Chancellor, Dean, Professor, Provost, Proctor etc.,

AND

Whereas the University has not yet appointed any of these functionaries, as yet;

AND

Whereas, it will take some time when these appointments are made,

AND

Whereas, the constitution of such committees is urgent for streamlining the system, the Vice-Chancellor is authorized to nominate the persons from the existing teaching faculty (regular / adhoc or guest) and from the non-teaching staff or any expert from outside the University to discharge the functions underlying therein, AND THAT these committees shall not suffer from any limitation of authority contemplated in the Act for the committees constituted with the functionaries named therein.

Ordinance 38

PROCEDURE AND NORMS FOR APPOINTMENT TO THE POSTS OF PROFESSOR / READER / LECTURER

In exercise of the powers vested in section 28 (2) of the University Act, the Vice-Chancellor hereby makes the following Ordinance prescribing the norms and procedure for appointment to the posts of Professor / Reader / Lecturer in Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha

1. The post of Professor, Reader and Lecturer will be categorised as Group A posts as per Central Govt. rules.
2. The University will advertise the above posts and make appointments there-to on all India basis on the recommendations of the Selection Committee constituted in Statute 19 (2).
3. The Chairman shall be entitled to vote at the Selection Committee meeting and shall have an exercise to cast a vote in the case of a tie.
4. The recommendations of the Selection Committee shall be submitted to the Executive Council and orders of appointment shall be issued after the approval of the Executive Council in accordance with Statute 13 (2)(ii) provided in an emergency, the Vice-Chancellor may issue orders of appointment as recommended by the Selection Committee and report the matter to the Executive Council at its next meeting for ratification as provided for in Section 12 (3) of the University Act.
5. The terms and conditions with regard to the minimum qualifications and other terms and conditions as prescribed by the UGC in its Notification No. F.3-1/94 (PS) dated 24.12.1998 and any other Notifications, issued or will be issued by the UGC, from time to time, shall be followed. The Vice-Chancellor may prescribe in consultation with the concerned Dean and Head of the Department, such specification or any other condition as required for the post to be filled up.
6. As per Section 4 of the University Act, the medium of instructions in this University is Hindi. Therefore, as a general policy, it shall be compulsory that the candidates should possess the ability to teach (*"should be able to clearly demonstrate his/her knowledge of reading, writing, understanding and teaching in Hindi language"*) in Hindi medium, which shall be judged by the Selection Committee at the time of Interview. This condition shall invariably be mentioned in each Advertisement, under the qualifications required.
7. The prescribed qualification and experience will be minimum, and the mere fact that a candidate possessing the same, will not entitle him for being called for interview. The University will have the right to restrict the number of candidates to be called for interview, to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that may deem fit.
8. It would be open to the Executive Council to offer appointment to suitable persons who may not have applied in accordance with Statute 19 (1).

9. The rules and procedures prescribed by the Govt. of India in respect of the Reserved categories shall be followed as provided in Section 7 of the University Act, with the provisions prescribed for de-reservation, in case of non-availability of the suitable candidates under Reserved categories. The candidates will have to produce Caste Certificate from Revenue Officer not below the rank of Tahasildar.
10. The Selection Committee may decide its own method of evaluating the performance of the candidates.
11. If two or more candidates are selected, the recommendations shall invariably be made in order of merit of the selected candidates.
12. No recommendations should be made with a condition attached to the occurrence of the future events.
13. The Selection Committee, after considering a candidate for the post of Professor or Reader, may, if it is of the opinion that he or she will be suitable choice for the next lower post, can make such recommendation.
14. The statutory provision for relaxing of age, minimum qualification, experience etc. prescribed in case of the candidates belonging to SC/ST/OBC/PH categories will be made applicable to them.
15. If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age, experience etc. it shall be so stated and recorded.
16. When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it may do so, giving reasons there-for.
17. No. of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.
18. The in-service candidates should apply through Proper Channel.
19. Outstation candidates belonging to SC/ST categories called for interview will be paid equivalent to return single second class railway fare towards journey, (expenses on production of Ticket numbers / proof.
20. Canvassing in any form on behalf of any candidate will disqualify such candidate.
21. The Chairman shall have the power to lay-down the procedure in respect of any matter not mentioned in the Act / Statue / Ordinance.
22. The Selection Committee's recommendations, when approved by the Executive Council / by the Vice-Chancellor on behalf of Executive Council, shall remain valid for a period of one year from the date of such approval.
23. The application forms will be sold and registration fee collected at the rates prescribed by the University from time to time. Due relaxation will be given in the case of SC / ST candidates.



**MAHATMA GANDHI ANTARRASHTRIYA HINDI VISHWAVIDYALAYA,
WARDHA-442 001 (M.S.)**

ORDINANCE- 39/2011

(Amended, Repealed and Add. Under the Statute 36)

ORDINANCE FOR APPOINTMENT TO NON-TEACHING AND OTHER ACADEMIC POSTS

In exercise of the powers vested in Section of 28 (2) of the University Act, Ordinance no. 39 was made by the Vice-Chancellor of the University laying down the norms and procedures for appointment to the academic, non-teaching (administrative, ministerial and lower subordinates) posts in University. In exercise of the powers vested in Section 28(2) of the University Act and Section 36(1) of the Statute of the University Act, the Executive Council amended and repealed the norms and procedures for appointment to the academic, Non-Academic (administrative, ministerial and lower subordinates) posts in University.

1. The academic posts are given below in the University:

i) ACADEMIC POST : GROUP -A

Sr	Name of the Post	Scale (As per Fifth Pay)	Pay Scale (As per Sixth CPC)
1	Librarian	16400-450-20900-500-22400	PB-4/37400-67000+ Academic Grade Pay 10000
2	Deputy Librarian	12000-420-18300	PB-3/15600-39100+ Academic Grade Pay 8000
3	Assistant Librarian	8000-275-13500	PB-3/15600-39100+ Academic Grade Pay 6000
4	Research Officer	8000-275-13500	PB-3/15600-39100+ Academic Grade Pay 6000

And such other equivalent posts that may be created in future.

2. (a) The Non-Academic posts in the University may be classified into three categories as below:

ii) NON-ACADEMIC POST : GROUP- A

Sr	Name of the Post	Scale (As per Fifth Pay)	Pay Scale (As per Sixth CPC)
1.	Registrar/ Finance Officer (Tenure Post)/ Controller of Examination	16400-450-20900-500- 22400	PB-4/37400-67000+ GP 10000
2.	Director (Distance Education)	16400-450-20900-500- 22400	PB-4/37400-67000+GP 10000
3.	Deputy Registrar / Deputy Controller of Examination / Deputy Finance Officer	12000-420-18300	PB-3/15600-39100+ G P 7600
4.	Regional Director	12000-420-18300	PB-3/15600-39100+ G P 7600
5.	Editor	12000-420-18300	PB-3/15600-39100+ G P 7600
6.	Executive Engineer	10000-325-15200	PB-3/15600-39100+ G P 6600
7.	Assistant Registrar/Assistant Controller of Examination/ Assistant Finance Officer	8000-275-13500	PB-3/15600-39100+ G P 5400
8.	Public Relations Officer	8000-275-13500	PB-3/15600-39100+ G P 5400
9.	Publication Officer	8000-275-13500	PB-3/15600-39100+ G P 5400
10.	Documentation Officer	8000-275-13500	PB-3/15600-39100+ G P 5400
11.	Information Scientist	8000-275-13500	PB-3/15600-39100+ G P 5400
12.	System Analyst/ Programmer/ Web developer	8000-275-13500	PB-3/15600-39100+ G P 5400
13.	Assistant Executive Engineer	8000-275-13500	PB-3/15600-39100+ G P 5400
14.	Assistant Editor	8000-275-13500	PB-3/15600-39100+ G P 5400
15.	Assistant Regional Director	8000-275-13500	PB-3/15600-39100+ G P 5400
16.	Hindi Officer	8000-275-13500	PB-3/15600-39100 GP 5400

Amended in Executive Council 44th Meeting Dated: 11.12.2011

(B) **SELECTION COMMITTEE FOR THE POST OF REGISTRAR/FINANCE OFFICER**

(As per Statute no. 19)

- | | |
|--|------------------|
| 1) Vice Chancellor | Chairman |
| 2) Pro-Vice Chancellor | Member |
| 3) A Nominee of the Visitor
(Nominated by the Hon'ble Visitor) | Member |
| 4) Two members of the Executive Council nominated by it | Member |
| 5) One person not in the service of the University
nominated by the Executive Council | Member |
| 6) SC/ST Representative (As per UGC Norms) | Member |
| 7) Registrar | Member Secretary |

Provided further for Point no. (A) & (B):

- i) The Vice-Chancellor or in his absence, the Pro-Vice-Chancellor shall preside the meetings of a Selection Committee:
Provided that the meetings of the Selection Committee shall be fixed after prior consultation with the subject to the convenience of Visitor's Nominee and the persons nominated by the Executive Council as per Statute 19(2).
Provided further that the proceedings of the Selection Committee shall not be valid unless-
 - a) Where the number of Visitor's nominee and the persons nominated by the Executive Council is four in all, at least three of them attend the meeting; and
 - b) Where the number of visitor's nominee and the persons nominated by the Executive Council is three in all, at least two of them attend the meeting.
- ii) The meeting of the Selection Committee shall be convened by the Vice-chancellor or in his absence by the Pro-Vice-Chancellor.
- iii) The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.
- iv) The Selection Committee may decide its own procedure in making recommendations to the appointments.
- v) If the Executive Council is unable to accept the recommendations made by the Selection Committee, it shall record its reasons and submit the case to the Visitor for final orders.

(C) **SELECTION COMMITTEES FOR THE POST OF GROUP-A**
(Except for the post of Registrar/Finance Officer/Librarian)

- | | |
|---|------------------|
| 1) Vice Chancellor | Chairman |
| 2) Pro-Vice Chancellor | Member |
| 3) Two members from among the members of the
Executive Council to be nominated by the
Executive Council | Member |
| 4) Two expert not in the service of this University
nominated by the Vice-Chancellor | Member |
| 5) SC/ST Representative (As per UGC Norms) | Member |
| 6) Registrar | Member Secretary |

(D) **SELECTION COMMITTEE FOR THE POSTS OF GROUP B**

- | | |
|--|------------------|
| 1) Vice Chancellor/Pro-Vice Chancellor | Chairman |
| 2) One member from among the members of the
Executive Council to be nominated by the
Executive Council | Member |
| 3) One person expert not in the service of this University
nominated by the Vice-Chancellor | Member |
| 4) SC/ST Representative (As per UGC Norms) | Member |
| 5) Registrar | Member Secretary |



1. SELECTION COMMITTEE FOR THE POSTS OF GROUP C

- | | |
|---|------------------|
| 1) Vice-Chancellor/Pro-vice Chancellor | Chairman |
| 2) One person expert not in the service of the University, nominated by the Vice-Chancellor | Member |
| 3) SC/ST Representative (As per UGC Norms) | Member |
| 4) Registrar | Member Secretary |

- 5 a) The candidates for selection to the posts of Group A (Academic and Non-Academic) and B (Non-Academic) will be selected by Selection Committee through personal interview;
- b) A competitive written test/trade/typing/skill test (wherever applicable) will be held for Group C posts i.e. A central Civil post carrying the Grade Pay of ₹2800, 2400, 2000, 1900, and 1800 in the pay scale of ₹ 5200-20200 in pay Band-1.
- c) The candidates will be picked-up for interview on the basis of marks obtained in the written test and or trade test, whenever conducted in order of merit, in the ratio of **1:10 of the vacancies to be filled-up.**

- 1 The application forms will be available on University website or on advertisement and the registration fee will be collected as prescribed by the University from time to time. In-service candidates of Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, who are applied for all above said post need not pay registration or any fee.
- 2 The applications received for any of the above said posts, may be screened by a Screening Committee appointed as per the regulations of Screening Committee. The Screening Committee may short list the applications taking into account the age, qualifications and experience prescribed in Ordinance and in the light of advertisement made by the University for the post.
- 3 In-service candidates should apply through proper channel.
- 4 The rules and procedure laid down by the Govt. of India in regard to Reserved Categories shall be followed. The candidates will have to produce the Caste Certificate from the concerned authorities. In case suitable candidates are not available, the prescribed procedure for the re-reservation of the post will be followed.
- 5 Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.
- 6 The prescribed qualifications and experience will be minimum and the mere fact that a candidate possessing the same will not entitle him for being called for interview. The University will have the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that may deem fit.
- 7 The Vice-Chancellor shall fix the date and venue of the meeting of the Selection Committee.
- 8 A fortnight's notice of a meeting shall be given to the members
- 9 Outstation candidates belonging to SC/ST categories called for interview will be paid equivalent to return single second class railway fare (for Group B&C) & III AC (for Group A) fare towards journey expenses on production of Ticket numbers/proof.
- 10 The Chairman shall have the power to lay-down the procedure in respect of any matter concerning appointments not mentioned in the Act/Statute/Ordinance.
- 11 The Selection Committee may decide its own method of evaluating the performance of the candidates in interview for all the post (Academic & Non-Academic) of Group A, B, and C and its own procedure in making recommendations to the appointments.
- 12 The Chairman will be entitled to vote at the meeting and shall have an exercise to cast a vote in case of tie.

- 13 ~~If two or more candidates are selected, the recommendations shall be made in order of merit of the selected candidates for all posts.~~
- 14 - As per rules the Selection Committee will consider the relaxation in age, qualification etc applicable to the SC / ST/ OBC/PH candidates for all posts.
- 15 If the Selection Committee may think deem fit it may relax Age-limit qualifications and experience for in-service candidates for all the posts.
- 16 When the Selection Committee considers it fit to recommend a higher initial pay or advance increment(s) subject to a maximum of five increments for all posts, it may do so giving reasons there-for.
- 17 The Selection Committee shall make a categorical recommendation as regards the selected candidate(s) and may also indicate the order of merit, whenever more than one candidate is recommended for appointment to a particular post.
- 18 It would be open to the Selection Committee/University to consider the name of the suitable candidate/s for the selection (Teaching and Non-teaching) those who may not have applied formally.
- 19 The Selection Committee, after considering the candidate for the post applied for, may, if it is of the opinion that the candidate may be called on deputation basis (as per norms of the Govt. of India) make such recommendations.
- 20 The Selection Committee, after considering the candidate for the post applied for, may, if it is of the opinion that the candidate will be suitable choice for the next lower post, make such recommendations.
- 21 Canvassing in any form by the candidate will disqualify such candidate.
- 22 The panel, as recommended by a Selection Committee shall remain valid for a period of One year only from the date of acceptance of the said recommendations by the Executive Council.
- 23 The rules of Govt. of India/MHRD/UGC in regard to Pay & Allowances, Leave, Pension and P.F. shall be followed subject to amendments if any, from time to time. The persons, who have joined on or after 1-1-2004 will be governed by New Contributory Pension Scheme (NCPS).
- 24 The recommendations of the Selection Committee in respect of the posts of all groups A (Academic and Non-Academic) & Group B (Non-Academic) will be submitted to the Executive Council and orders of appointments will be issued only after the approval of the Executive Council except in case of emergency wherein Vice Chancellor may issue Orders as per the recommendations of the Selection Committee and report the matter to the Executive Council in the next meeting for ratification.
- Provided further, if Executive Council is unable to accept the recommendations made by the selection Committee, it shall record it's reasons and submit the case to the Visitor for final decision/orders.
- 25 The Vice Chancellor will make appointments on the basis of the recommendations of the Selection Committee to all the posts of groups C and report to the Executive Council for its consideration.
- 26 The probation period for the Group A (Teaching & Non-teaching Posts except Registrar and Finance Officer) will be One Year and for all other posts will be two years.
- 27 The Vice-Chancellor may, in fit cases, recommend to the Executive Council waiving of the probation period of an employee/teacher, wherever necessary.
- 28 The confirmation order, on successful completion of probation period, in respect of Group A, B, and C shall be issued after obtaining approval from the Vice-Chancellor. The cases of confirmation in respect of Group A, B and C should be reported to the Executive Council.
- 29 The rules governing promotion of non-teaching staff shall be framed by the Executive Council as per MHRD/UGC guidelines issued from time to time.





**MAHATMA GANDHI ANTARRASHTRIYA HINDI VISHWAVIDYALAYA,
WARDHA-442 001 (M.S.)**

ORDINANCE- 41/2011

(Amended, Repealed and Add. Under the Section 28(2) and Statute 36

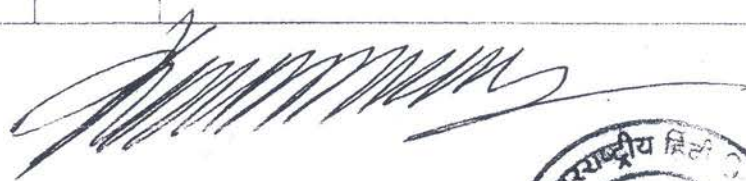
In exercise of the powers vested in Section of 28 (2) of the University Act, Ordinance no. 39 was made by the Vice-Chancellor of the University with regard to the qualifications, experience and age etc. for selection to the Academic and various cadres of non-teaching posts for appointment in University. In exercise of the powers vested in Section 28(2) of the University Act and Section 36(1) of the Statute of the University Act, Executive Council amended and repealed it :

ACADEMIC POSTS : GROUP-A

Sl.	Post and Scale of Pay	Pay Scale	Age	Qualifications, Exercises and Specializations, if any
1	Librarian	Pay Scale 16,400-450-20,900-500-22,400 Revised PB-4 37400-67000+ Academic Grade Pay 10000	As per UGC Norms	<u>Minimum Qualifications:</u> i. A Master's Degree in Library Science /Information Science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations. ii. At least thirteen years as a Deputy Librarian in a university library or eighteen years' experience as a College Librarian. iii. Evidence of innovative library service and organization of published work. <u>Desirable</u> 1) A M.Phil./Ph.D. Degree in library science/information science /documentation/achieves and manuscript-keeping. 2) Knowledge of Hindi reading /writing/ speaking
2	Deputy Librarian	Pay Scale 12000-420-18300 Revised PB-3 15600-39100+ Academic Grade Pay 8000	As per UGC Norms	<u>Minimum Qualifications:</u> i. A Master's Degree in library science/ information science/documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record. ii. Five years experience as an Assistant University Librarian/College Librarian. iii. Evidence of innovative library service and organization of published work and professional commitment, computerization of library. <u>Desirable:</u> 1) A M.Phil./Ph.D. Degree in library science/Information science /Documentation/Archives and manuscript-keeping/computerization of library. 2) Knowledge of Hindi reading / writing / speaking



3	Assistant Librarian	Pay Scale 8000-275-13500 Revised PB-3 15600-39100+ Academic Grade Pay 6000	As per UGC Norms	Minimum Qualifications: i. A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library. ii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC. iii. However, candidates, who are, or have been awarded M.Phil/Ph. D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of M.Phil/Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Librarian. Desirable: i) Knowledge of Hindi reading/ writing/ speaking.
4	Research Officer	Pay Scale 8000-275-13500 PB-3 15600-39100+ Academic Grade Pay 6000	As per UGC Norms	Minimum Qualifications: i. Good academic record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university. ii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET. iii. Notwithstanding anything contained in sub-clauses (i) and (ii) to this Clause 4.4.1, candidates, who are, or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions. iv. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.




NON-ACADEMIC POSTS : GROUP-A

Sl.	Post and Scale of Pay	Pay Scale	Age	Qualifications, Exercises and Specializations, if any
1	Registrar / Finance Officer/ (Tenure Post) Controller of Examination	Pay Scale 16,400-450-20,900-500-22,400 Revised PB-4 37400-67000+ GP 10000	As per UGC Norms	<p>Minimum Qualifications:</p> <p>A Master's Degree with at least 55% of the marks or its equivalent grade of '6' in the UGC seven point scale along with:</p> <p>(i) at least 15 years' of experience as Assistant Professor in the AGP of Rs.7000 and above or with 8 years' of service in the AGP of Rs.8000 and above including as Associate Professor along with experience in educational administration, or</p> <p>(ii) Comparable experience in research establishment and/or other institutions of higher education, or</p> <p>(iii) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post,</p> <p>Desirable</p> <p>1. Well versed in the University System. 2 Knowledge of Hindi reading /writing/ speaking</p>
2	Director, (Distance Education)	Pay Scale 16,400-450-20,900-500-22,400 Revised PB-4 37400-67000+ GP 10000	Not more than 55 years	<p>Minimum Qualifications:</p> <p>1) Good academic record with a doctorate degree or equivalent published work in Education/Distance Education/Continuing Education. In addition to this candidate shall also possess at least 55% of marks or an equivalent grade of B in the seven point scale with letter grades O, A, B, C, D, E and F at the Masters Degree Level.</p> <p>2) Fifteen years of experience of teaching and/or Educational Administration and/or research excluding the period spent for obtaining the research degrees and has made some mark in the area of scholarship as evidenced by quality of publications, contribution to educational innovation, degree of courses and curricula.</p> <p>Note: The appointment for the position will be made on tenure of 5 years with a provision of renewal of appointment for the further terms of 5 years, if necessary.</p> <p>Desirable</p> <p>1 Well versed in the University System. 2. Knowledge of Hindi reading /writing/ speaking</p>



3	Deputy Registrar / Deputy Controller of Examination / Deputy Finance Officer	Pay Scale 12,000-420- 18,300 Revised PB-3 15600-39100+ GP 7600	Not more than 45 years.	Minimum Qualifications: a Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale; along with- (i) Nine years' of experience as Assistant Professor in the AGP of Rs.6000 and above with experience in educational administration, or (ii) Comparable experience in research establishment and/or other institutions of higher education, or (iii) 5 years' of administrative experience as Assistant Registrar or in an equivalent post. Desirable: Knowledge of Hindi reading/ writing/ speaking.
4	Regional Director, Distance Education	Pay Scale 12,000-420- 18,300 Revised PB-3 15600-39100+ GP 7600	Not more than 55 years	Minimum Qualifications: 1) Good academic record with a doctorate degree or equivalent published work in Education/Distance Education/Continuing Education. In addition to this candidate shall also possess at least 55% of marks or an equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E and F at the Masters Degree Level. 2) Five years of experience of teaching and/or Educational Administration and/or research excluding the period spent for obtaining the research degrees and has made some mark in the area of scholarship as evidenced by quality of publications, contribution to educational innovation, degree of courses and curricula. Note: This post will not be at par with Academic Staff Desirable 1. Well versed in the University System. 2 Knowledge of Hindi reading /writing/ speaking
5	Editor	Pay Scale 12000-420- 18300 Revised PB-3 15600-39100+ GP 7600	Not more than 55 years	Minimum Qualifications: 1) A degree from a recognized University. 2) 3 years experience in editing reputed journals 3) High standard publications 4) Familiarity with the use of relevant computer applications with proof
6	Executive Engineer	Pay Scale 10000-325- 15200 Revised PB-3 15600- 39100+GP 6600	Not more than 45 years	Minimum Qualifications: i) Master's Degree in Civil Engineering with 10 years of experience as Assistant Executive Engineer (Civil) in the pay scale of Rs 8000-275-13500 (Pre-revised) in any Govt. organization. Desirable: Knowledge of Hindi reading/ writing/ speaking.
7	Assistant Registrar / Assistant Controller of Examination /Assistant Finance Officer	Pay Scale 8,000-275- 13,500 Revised PB-3 15600- 39100+ GP	Not more than 45 years	Minimum Qualifications: Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale along with a good academic record, as laid down by UGC Desirable:

8	Public Relation Officer	Pay Scale 8,000-275-13,500 Revised PB-3 15600-39100+ GP 5400	Not more than 45 years	Minimum Qualifications: i) Master's Degree in Mass Communication & Journalism with atleast 55% marks or its equivalent grade of B in the UGC seven point scale. ii) Five years of experience in Journalism / Public Relations in Govt. / Public undertakings. Desirable: Knowledge of Hindi reading/ writing/ speaking.
9	Publication Officer	Pay Scale 8000-275-13500 Revised PB-3 15600-39100+ GP 5400	Not more than 45 years	Minimum Qualifications: A Master's Degree with at least 55% of the Marks or its equivalent grade in Hind/English/Mass Media with M.Phil/Ph.D. Degree and three years' experience in the field of Publication Or A Master's Degree or its equivalent in Hind/English/Mass Media with Five years' experience in the field of publication. Desirable : Knowledge of computers. Knowledge of Hindi reading/writing/speaking.
10	Documentation Officer	Pay Scale 8000-275-13500 Revised PB-3 15600-39100+ GP 5400	Not more than 45 Years	Minimum Qualifications: i. A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library. Desirable: i. M.Phil or Ph.D. in Library Science/ Documentation Science. ii. Knowledge of Hindi reading/ writing/ speaking.
11	Information Scientist	Pay Scale 8000-275-13500 Revised PB-3 15600-39100+ GP 5400	Not more than 45 Years	Minimum Qualifications: (a) B. E. (Computer) OR (b) Master degree in Library and Information Science (M.Lib.I.Sc.) and Post Graduate Diploma in Computer Application (PGDCA) OR (c) Bachelor Degree in Library and Information Science (B.Lib.I.Sc.) with three years experience in the field and post graduate Diploma in Computer Application (PGDCA). OR (d) Bachelor Degree in Library Science and Information (B.Lib. or B.Lib. Information Science) with three years experience in the field and Post Graduate Diploma in Computer Applications(PGDCA). Desirable: Knowledge of Hindi reading/ writing/ speaking.



12	System Analyst/ Programmer/ Web Developer	Pay Scale 8000-275- 13500 Revised PB-3 15600- 39100+ GP 5400	Not more than 45 years	Minimum Qualifications: (a) B.Tech./B.E. (Computer Science or Information Technology or Electronics) with at least 55% marks OR (b) M.Sc. (Computer Sciences or Information Technology or Electronics) with at least 55 % marks OR M.C.A. with at least 55% marks Desirable : 05 years experience in the field of software development Knowledge of Hindi reading/writing/speaking.
13	Assistant Executive Engineer	Pay Scale 8,000-275- 13,500 Revised PB-3 15600- 39100+GP 5400	Not more than 45 years	Minimum Qualifications: A degree in Civil Engineering with 5 years experience of as Assistant Engineer (Civil) in the pay scale of Rs 6500-200-10500 (Pre-revised) in any Govt. organization Desirable: Knowledge of Hindi reading/writing/speaking.
14	Assistant Editor	Pay Scale 8000-275- 13500 Revised PB-3 15600- 39100+ GP 5400	Not more than 45 years	Minimum Qualifications: 1) A degree from a recognized University. 2) 2 years experience in editing reputed journals 3) High standard publications 4) Familiarity with the use of relevant computer applications with proof.
15	Assistant Regional Director	Pay Scale 8000-275- 13500 Revised PB-3 15600- 39100+ GP 5400	Not more than 45 years	Minimum Qualifications: Master's degree in any discipline. Knowledge of Hindi reading/ writing/speaking is essential. Desirable Preference will be given to those who have worked in Distance Education system.
16	Hindi Officer	Pay Scale 8000-275- 13500 Revised PB-3 15600-39100 GP 5400	Not more than 45 years.	अनिवार्य योग्यता : 1. किसी मान्यता प्राप्त विश्वविद्यालय से हिन्दी विषय में स्नातकोत्तर की उपाधि/समतुल्य कम से कम 55 प्रतिशत अंकों के साथ इसके अतिरिक्त डिग्री स्तर पर अंग्रेजी एक विषय के रूप में ली हो। 2. हिन्दी में पारिभाषिक कार्य और/अथवा अंग्रेजी से हिन्दी में और हिन्दी से अंग्रेजी में अनुवाद करने का 5 वर्ष का अनुभव, जिसमें तकनीकी अथवा वैज्ञानिक साहित्य कार्य को तरहीज दी जाएगी, अथवा हिंदी के शिक्षण अनुसंधान, लेखन अथवा पत्रकारिता का 5 वर्ष का अनुभव। वांछनीय : संस्कृत अथवा किसी भारतीय भाषा का ज्ञान हो।

NON-ACADEMIC POSTS : GROUP-B

Sl.	Post and Scale of Pay	Pay Scale	Age	Qualifications, Exercises and Specializations, if any
1	Grammar Associate (Gr. I)	Pay Scale 7000-225-11500 Revised PB-2 9300-34800 GP 4600	Not more than 40 years	Minimum Qualifications: Master's Degree in Linguistics/Hindi or any other India language with at least 55% of marks or its equivalent grade of B in the UGC seven point scale. Two years' experience of working in a dictionary project under a reputed institution/organization. Desirable: 1. Preference will be given to Ph.D. holder in concerned subject. Sound Knowledge of Grammar. 2. Knowledge of Computer. 3. Knowledge of Hindi reading/writing /speaking. 4. Knowledge of Hindi reading/ writing/speaking in essential.
2	Lexicon Associate (Gr. I)	Pay Scale 7000-225-11500 Revised PB-2 9300-34800 GP 4600	Not more than 40 years	Minimum Qualifications: Master's Degree in Computer Science or Computer Application with at least 55% of marks or its equivalent grade of B in the UGC seven point scale. Desirable: 1. Preference will be given to Ph.D. holder in concerned subject. Sound Knowledge of Grammar. 2. Knowledge of Computer. 3. Knowledge of Hindi reading/writing /speaking. 4. Two years' experience of working in a dictionary project under a reputed institution/organization. 5. Knowledge of Hindi reading/ writing/speaking and Hindi Software.
3	Software Associate (Gr II)	Pay Scale 6,500-200-10,500 Revised PB-2 9300-34800 GP 4600	Not more than 40 years	Minimum Qualifications: Master's Degree in Computer Science or Computer Application with at least 55% of marks or its equivalent grade of B in the UGC seven point scale. Two years' working experience of Hindi software development. Desirable: 1. Preference will be given to Ph.D. holder in concerned subject. Sound Knowledge of Grammar. 2. Knowledge of Computer. 3. Knowledge of Hindi reading/writing /speaking. 4. Knowledge of Hindi reading/ writing/speaking in essential.
4	Language Associate (Computer) Gr II etc	Pay Scale 6,500-200-10,500 Revised PB-2 9300-34800 GP 4600	Not more than 40 years	Minimum Qualifications: Master's Degree in Linguistics/Hindi or any other Indian language with at least 55% of marks or its equivalent grade of B in the UGC seven point scale. Desirable: 1. Preference will be given to Ph.D. holder in concerned subject. Sound Knowledge of Grammar. 2. Knowledge of Computer. 3. Knowledge of Hindi reading/writing /speaking. 4. Two years' working experience of Hindi software development. 5. Knowledge of Hindi reading/ writing/speaking and Hindi Software.

10	Translator (Hindi, English, urdu and other Indian Languages)	Pay Scale 5,500-175- 9000 Revised PB-2 9300-34800 GP 4200	Not more than 40 years	<p>अनिवार्य योग्यता :</p> <ol style="list-style-type: none"> 1. किसी मान्यता प्राप्त विश्वविद्यालय से अंग्रेजी/हिंदी में स्नातकोत्तर की उपाधि और स्नातक स्तर पर अंग्रेजी/हिंदी अनिवार्य/वैकल्पिक विषय के रूप में रही हो या परीक्षा का माध्यम रही हो। 2. हिंदी से अंग्रेजी और अंग्रेजी से हिंदी में अनुवाद में मान्यताप्राप्त डिप्लोमा प्रमाणपत्र पाठ्यक्रम किया हो या केंद्रीय/राज्य सरकार एवं स्वायत्त संस्थाओं के कार्यालयों में हिंदी से अंग्रेजी और अंग्रेजी हिंदी में अनुवाद कार्य का 02 वर्ष का अनुभव हो। <p>वांछनीय : संस्कृत अथवा किसी भारतीय भाषा का ज्ञान हो।</p>
11	Cataloguer	Pay Scale 5,500-175- 9000 Revised PB-2 9300-34800 GP 4200	Not more than 40 years	<p>Minimum Qualifications:</p> <p>A Bachelor's Degree in Library Science with 2 Years Experience as Library Assistant in the scale of Rs 5000-150-8000 (Pre Revised).</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. A sound knowledge of computer with Hindi software. 2. Knowledge of Hindi reading/ writing/ speaking.
12	Personal Assistant	Pay Scale 5000-150-8000 Revised PB-2 9300-34800 GP 4200	Not more than 40 years.	<p>Minimum Qualifications:</p> <ol style="list-style-type: none"> 1) A Bachelor's Degree with: <ol style="list-style-type: none"> i) Typing Speed 30 wpm in Hindi OR 40 wpm English ii) Stenography Speed 100 wpm in Hindi OR 120 wpm in English 2) 5 years experience as a stenographer in the scale of pay of Rs. 4000-100-6000 (pre-revised) <p>Desirable: Knowledge of Hindi reading/ writing/ speaking in essential</p>
13	Assistant	Pay Scale 5,000-150- 8,000 Revised PB-2 9300-34800 GP 4200	Not more than 40 years.	<p>Minimum Qualifications:</p> <ol style="list-style-type: none"> 1) A Bachelor's Degree. 2) Working knowledge of Computer Application. 3) Knowledge of Hindi reading/ writing/ speaking.
14	Junior Engineer	Pay Scale 5,000-150- 8,000 Revised PB-2 9300-34800 GP 4200	Not more than 40 years	<p>Minimum Qualifications:</p> <p>A degree in Civil Engineering Or Diploma in Civil Engineering with 5 years experience of supervising Civil works in any Central/State University/Offices.</p> <p>Desirable: Knowledge of Hindi reading/writing/speaking.</p>



15	Proof Reader	Pay Scale 5,000-150- 8,000 Revised PB-2 9300-34800 GP 4200	Not more than 40 years	Minimum Qualifications: 1. A Masters degree from a recognized university in Hindi; 2. Proficiency in the Hindi language, 3. 5 years experience in editing, translating, proof-reading and book production. Desirable: Knowledge of Hindi reading/writing/speaking.
16	Library Assistant	Pay Scale 5,000-150- 8,000 Revised PB-2 9300-34800 GP 4200	Not more than 40 years	Minimum Qualifications: i) A Bachelor's Degree in Library Science. ii) Diploma in computer Application from recognized University. Desirable: Knowledge of Hindi reading/ writing/ speaking.

NON-ACADEMIC POSTS : GROUP- C

1	Technical Assistant (Library/ Computer/ Mass Media/ Film Studies)	Pay Scale 4,500-125- 7,000 Revised PB-1 5200-20200 GP 2800	Not more than 35 years.	Minimum Qualifications: Library A Bachelor's Degree in Library Science with Diploma in Computer Application. Computer A Bachelor's Degree with Post Graduate Diploma in Computer Application/Information Technology. Mass Media Bachelor Degree in Electronics & Communication Engg. OR Bachelor's Degree with Diploma in Electronics & Communication Engg. Film Studies A Bachelor's Degree with Diploma in Film Studies/ Film appreciation. Knowledge of Hindi reading/writing/speaking is essential.
2	Computer Operator	Pay Scale 4000-100- 8,000 Revised PB-1 5200-20200 GP 2400	Not more than 35 years	Minimum Qualifications: A Bachelor's Degree with DCA from the recognized Institutions/University. Desirable: 1. Preference will be given to the candidates having 3 years experience in relevant field in the scale of 4000-100-8000 (Pre-revised) State/ Central/ University offices. 2. Knowledge of Hindi reading/writing/speaking
3	Upper Division Clerk (UDC)	Pay Scale 4,000-100- 6,000 Revised PB-1 5200-20200 GP 2400	Not more than 35 years.	Minimum Qualifications: A graduate or its equivalent Desirable: Preference will be given to the candidate at least 6 years experience as LDC/Data Entry Operator in the scale of Rs. 3,050-75-3,950-80-4,590 (Pre-Revised) in University. Knowledge of Hindi reading/writing/speaking

4	Stenographer (Bilingual)	Pay Scale 4,000-100- 6,000 Revised PB-1 5200-20200 GP 2400	Not more than 35 years	Minimum Qualifications: A Bachelor's Degree with: i) Typing Speed 25 wpm in Hindi and 30 wpm English ii) Stenography Speed 80 wpm in Hindi and 100 wpm in English Desirable: Knowledge of Hindi reading/writing/speaking.
5	Lower Division Clerk (L.D.C.)	Pay Scale 3,050-75- 3,950-80-4,590 Revised PB-1 5200-20200 GP 1900	Not more than 35 years.	Minimum Qualifications: i) H.S.C. or its equivalent ii) Typing speed of 25 wpm in Hindi and 30 wpm in English (bilingual). Desirable: Knowledge of Hindi reading/writing/speaking.
6	Data Entry Operator	Pay Scale 3,050-75- 3,950-80-4,590 Revised PB-1 5200-20200 GP 1900	Not more than 35 years.	Minimum Qualifications: i) H.S.C. or its equivalent ii) Typing speed of 25 wpm in Hindi and 30 wpm in English (bilingual). Desirable: Knowledge of Hindi reading/writing/speaking.
7	Driver	Pay Scale 3,050-75- 3,950-80-4,590 Revised PB-1 5200-20200 GP 1900	Not more than 35 years.	Minimum Qualifications: i) SSC Passed ii) Valid Driving License for Light/Medium Vehicles Desirable: Knowledge of Hindi reading/writing/speaking.
8	Electrician / Plumber/ Carpenter/ Telephone Operator/ Generator Operator	Pay Scale 3,050-75- 3,950-80-4,590 Revised PB-1 5200-20200 GP 1900	Not more than 30 years.	Minimum Qualifications: SSC or equivalent with ITI in Concern Trade Desirable: Knowledge of Hindi reading/writing/speaking.
9	MTS	Pay Scale 2550-55-2660- 60-3200 Revised PB-1 5200-20200 GP 1800	Not more than 30 years.	Minimum Qualifications: SSC or equivalent Desirable: Knowledge of Hindi reading/writing/speaking.



Ordinance 42

On Appointment to Academic / Non-Academic Positions

Sl.	Post and Scale of Pay	Qualifications, Exercises and Specialisations, if any
1.	Director (Distance Education) (Rs.16,400-450-20,900-500-22,400)	i) Good academic record with a doctorate degree or equivalent published work in Education/ Distance Education / Continuing Education. In addition to this, candidate shall also possess at least 55% of marks or an equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E and F at the Masters Degree Level. ii) Fifteen years of experience of teaching and / or Educational Administration and / or research excluding the period spent for obtaining the research degrees and has made some mark in the area of scholarship as evidenced by quality of publications, contribution to educational innovation, degree of courses and curricula. Note : The appointments for the position will be made on tenure of 5 years with a provision of renewal of appointment for the further term of 5 years, if necessary.
2.	Regional Director (Rs.12,000-420-18,300)	i) Good academic record with a doctorate degree or equivalent published work in the education / Distance Education / Continuing Education. In addition to this, candidate shall also possess at least 55% of marks or an equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E and F at the Masters Degree Level. ii) Five years of experience of teaching and / or Educational Administration and / or research excluding the period spent for obtaining the research degrees and has made some mark in the area of scholarship as evidenced by quality of publications, contribution to educational innovation, degree of courses and curricula. Note : This post will not be at par with Academic Staff.
3.	Asstt. Director (Rs.8,000-275-13,500)	1 Good academic record with at least 55% of marks or and equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E and F at the Masters degrees level in the relevant subject from an Indian University or an equivalent degree from a Foreign University. Besides fulfilling the above qualifications. Candidates should have cleared the National Eligibility Test (NET) for Lecturers conducted by the UGC/CSIT. 2 However, the candidates who have completed M.Phil. degree by 31 st December, 1993 or have submitted Ph.D. thesis to the University in the concerned subject on or before 31 st December, 2002 are exempted from appearing in the NET examination. In case such candidates fail to obtain Ph.D. degree, they shall have to pass the NET Examination. Note : This post will not be at par with Academic Staff.

1	Name of the Post	Lexicon Associate Grade I
2	Classification	Group 'B'
3	Scale of Pay	Rs. 7000-225-11500
4	Whether selection or non-selection post	Selection
5	Age limit for direct recruit	Not exceeding 32 years
6	Educational and other qualifications required for direct recruit	<p>Essential :</p> <ul style="list-style-type: none"> <input type="checkbox"/> Master's degree in Hindi (or English) with English (or Hindi) as a subject of study upto Graduate level. <input type="checkbox"/> Two years' experience of working in a dictionary project under a reputed institution/organisation.
7	Period of probation, if any	<p>Two years for direct recruit.</p> <p>No probation for promotee.</p>
8	Method of recruitment	By promotion failing which by direct recruitment.
9	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion from Lexicon Associate Grade II in the scale of Rs.6500-10500 with 2 years' regular service in the grade.

1	Name of the Post	Lexicon Associate Grade II
2	Classification	Group 'B'
3	Scale of Pay	Rs. 6500-200-10500
4	Whether selection or non-selection post	Selection
5	Age limit for direct recruit	Not exceeding 32 years
6	Educational and other qualifications required for direct recruit	<p>Essential :</p> <ul style="list-style-type: none"> <input type="checkbox"/> Master's degree in Hindi (or English) with English (or Hindi) as a subject of study upto Graduate level. <input type="checkbox"/> One years' experience of working in a dictionary project under a reputed institution/organisation.
7	Period of probation, if any	Two years
8	Method of recruitment	By direct recruitment.

1	Name of the Post	Language Associate Grade I.
2	Classification	Group 'B'
3	Scale of Pay	Rs. 7000-225-11500
4	Whether selection or non-selection post	Selection
5	Age limit for direct recruit	Not exceeding 32 years
6	Educational and other qualifications required for direct recruit	<p>Essential :</p> <ul style="list-style-type: none"> <input type="checkbox"/> Master's degree in Hindi , Linguistics or equivalent. <input type="checkbox"/> English as a subject of study at least upto 12th Class Pass. <input type="checkbox"/> Two years' experience in the preparation of teaching materials.
7	Period of probation, if any	<p>Two years for direct recruit.</p> <p>No probation for promotee.</p>
8	Method of recruitment	By promotion failing which by direct recruitment.
9	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion from Language Associate Grade II in the scale of Rs.6500-10500 with 2 years' regular service in the grade.

1	Name of the Post	Language Associate Grade II
2	Classification	Group 'B'
3	Scale of Pay	Rs. 6500-200-10500
4	Whether selection or non-selection post	Non-Selection
5	Age limit for direct recruit	Not exceeding 32 years
6	Educational and other qualifications required for direct recruit	Essential : <ul style="list-style-type: none"> <input type="checkbox"/> Master's degree in Hindi , Linguistics or equivalent. <input type="checkbox"/> English as a subject of study at least upto 12th Class Pass. <input type="checkbox"/> One years' experience in the preparation of teaching materials.
7	Period of probation, if any	Two years
8	Method of recruitment	By direct recruitment.

1	Name of the Post	Grammar Associate Grade I
2	Classification	Group 'B'
3	Scale of Pay	Rs. 7000-225-11500
4	Whether selection or non-selection post	Selection
5	Age limit for direct recruit	Not exceeding 32 years
6	Educational and other qualifications required for direct recruit	<p>Essential :</p> <ul style="list-style-type: none"> <input type="checkbox"/> Master's degree in Hindi, Linguistics or equivalent. <input type="checkbox"/> Two years' experience in Grammar Study. <p>Desirable : M.Phil./ Ph.D.</p>
7	Period of probation, if any	<p>Two years for direct recruit.</p> <p>No probation for promotee.</p>
8	Method of recruitment	By promotion failing which by direct recruitment.
9	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion from Grammar Associate Grade II in the scale of Rs.6500-10500 with 2 years' regular service in the grade.

1	Name of the Post	Grammar Associate Grade II
2	Classification	Group 'B'
3	Scale of Pay	Rs.6500-200-10500
4	Whether selection or non-selection post	Selection
5	Age limit for direct recruit	Not exceeding 32 years
6	Educational and other qualifications required for direct recruit	<p>Essential :</p> <ul style="list-style-type: none"> <input type="checkbox"/> Master's degree in Hindi, Linguistics or equivalent. <input type="checkbox"/> One years' experience in Grammar Study.
7	Period of probation, if any	Two years
8	Method of recruitment	By direct recruitment.

1	Name of the Post	Software Associate
2	Classification	Group 'B'
3	Scale of Pay	Rs. 6500-200-10500
4	Whether selection or non-selection post	Not applicable
5	Age limit for direct recruit	Not exceeding 32 years.
6	Educational and other qualifications required for direct recruit	<p><u>Essential :</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> B.C.A. or equivalent from recognised University or Institution. <input type="checkbox"/> Hindi as a subject of study at least upto 10th Class Pass. <p><u>Desirable :</u></p> <p>Specialization in software development.</p>
7	Period of probation, if any	Two years.
8	Method of recruitment	By direct recruitment.

1	Name of the Post	Editor, 'Bahuvachan'
2	Classification	Special Post
3	Scale of Pay	Rs. 12000-420-18300
4	Whether selection or non-selection post	Selection
5	Age limit for direct recruit	40 Years or less
6	Educational and other qualifications required for direct recruit	<p><u>Essential :</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Ph.D. Degree <input type="checkbox"/> Master's degree in Hindi with at least 55% marks <input type="checkbox"/> Five years' experience of editing journals / books / Newspapers, etc. <p><u>Desirable :</u></p> <ul style="list-style-type: none"> ■ Published work ■ Knowledge of computers ■ Knowledge of English
7	Whether age and educational qualifications prescribed for direct recruit will apply in the case of promotee	No
8	Period of probation, if any	One year for direct recruit.
9	Method of recruitment	By direct recruitment.

1	Name of the Post	Editor, 'Hindi'
2	Classification	Special Post
3	Scale of Pay	Rs. 12000-420-18300
4	Whether selection or non-selection post	Selection
5	Age limit for direct recruit	40 Years or less
6	Educational and other qualifications required for direct recruit	<p><u>Essential :</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Ph.D. Degree <input type="checkbox"/> Master's degree in Hindi with at least 55% marks <input type="checkbox"/> Five years' experience of editing journals / books / Newspapers, etc. <p><u>Desirable :</u></p> <ul style="list-style-type: none"> ■ Published work ■ Knowledge of computers ■ Knowledge of English
7	Period of probation, if any	One year for direct recruit.
8	Method of recruitment	By direct recruitment.

1	Name of the Post	Assistant Editor
2	Classification	Special Post
3	Scale of Pay	Rs. 8000-275-13500
4	Whether selection or non-selection post	Selection
5	Age limit for direct recruit	37 Years or less
6	Educational and other qualifications required for direct recruit	<p><u>Essential :</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Master's degree with at least 55% marks <input type="checkbox"/> M.Phil. or Ph.D. obtained before 31-12-1993. <input type="checkbox"/> Hindi & English as subjects of study at least upto the graduate level. <p><u>Desirable :</u></p> <ul style="list-style-type: none"> ■ Some experience of editing work. ■ Knowledge of computers.
7	Period of probation, if any	One year
8	Method of recruitment	By direct recruitment.

SERVICE CONTRACT

ARTICLES OF AGREEMENT executed this the _____ day of _____ the year Two thousand the _____ year of the Republic of India between _____ So _____ aged _____ years, residing at _____ of the first part (hereinafter called 'the party of the first part') and the MGAHV of the second part.

WHEREAS the MGHAV (hereinafter referred to as "the University") have engaged the party of the first part as _____ (Designation)

and the party of the first part has agreed to serve, the University on the terms and conditions hereinafter contained;

Now these present witness and the parties here to respectively agree as follows:

1. The party of the first part shall submit to the orders of the University and of the authorities under whom he may from time to time, be placed by the University and shall remain in the service commencing from the date of joining duty _____ (date) subject to the terms and conditions herein contained.
2. The party of the first part shall devote his whole time and attention efficiently and diligently to his duties and at all time obey the rules including the University Servants' Conduct Rules prescribed for the time being for the regulation of the branch of the University to which he may be attached and shall whenever required, proceed to any part of India and perform there such duties as may be assigned to him.
3. The party of the first part shall be of the Teacher/Officer's rank and his status shall be that of (Designation) _____ in (Department) _____
4. The party of the first part shall from the date of coming into force of these presents, be granted Rs. _____ (Basic Pay in the grade of Rs.) _____ He shall, also be eligible for the usual allowance admissible under the rules of the University in force.
5. The party of the first part shall during the period of this agreement earn leave according to the rules applicable to him/her.
6. If the party of the first part is required to travel in the interest of the University Service, he/she shall be entitled to traveling allowance on the scale applicable to the Officers of his/her equal rank in the University.
7. This agreement may be terminated at any time within the said period of the age of superannuation/by either party, by giving three months' notice in writing to the other. Provided always that either party may in lieu of the notice, give to the other party sum equal to the salary of the period which may fall short of three months.
8. The party of the first part shall be eligible to the benefit of the University Provident Fund/Pension according to the rules.
9. In regard to any matter in respect of which no provision has been made in this agreement, the provision of the rules made deemed to have been made under Article

WHEREOF _____ (Name)
the party of the first part and the Registrar acting for and on behalf of and by the
order and direction of the Executive Council have hereunto set their hands in the
_____ year of the REPUBLIC OF INDIA.

IN THE PRESENCE OF:

Witness: 1) _____ 2) _____

**THE MANNER OF APPOINTMENT OF TEACHERS AND
OTHER ACADEMIC STAFF (Under Statute 20(2))**

1. The University may appoint a teacher or any other academic staff working in any other university or organization for course development, preparation of instructional material, delivery of services, or for undertaking a project, or any other work for a specific period.
2. For the purpose of appointment under clause 1 above, the Bio-data or persons working in other universities, research institutions, laboratories, etc. recommended by Schools of Studies, members of the Committees of Experts/Course-writers, and other sources will be considered by a Committee consisting of a Pro-Vice-Chancellor, the Dean of the School concerned, and another Head of the Department, nominated by the Vice-Chancellor.
3. If the Committee recommends consideration of any such person for appointment under Statute 20 (2), his/her bio-data will be referred to three experts, nominated by the Vice-Chancellor, for evaluation.
4. If at least two experts recommended that the person concerned is suitable for appointment, a proposal for his/her appointment will be placed before the Executive Council alongwith the evaluation report from the experts, for its approval.
5. The terms and conditions of such appointments will be the same as on the deputation prescribed by the Central Government from time to time.
6. Normally, such appointments will be for specified periods. If, however, the University is of the view that permanent absorption of such a person is in the interests of the University, and if the person concerned makes a request in writing for such absorption, his case will be referred to the Selection Committee constituted under Statute 19.
7. If the Selection Committee under Statute 19 recommends his/her appointment on a regular basis, such a person will be appointed permanently in the services of the University, will the approval of the Executive Council.

SELECTION COMMITTEE PROCEDURES

Statute 19 (5) of the Act

1. The Vice-Chancellor shall fix the date and venue of the meeting of the Selection Committee.
2. A fortnight's notice of a meeting shall be given to the members.
3. The applications received for any of the posts mentioned in Statute 19, may, where necessary, be screened by a Committee appointed for the purpose by the Vice-Chancellor. The Screening Committee may short list the applications taking into account the qualifications and experience prescribed and available posts.
4. The Selection Committee shall recommend candidates from among those referred to it, who are found suitable for appointment to the posts for which the Committee was constituted, for consideration by the Executive Council.
5. The decision of a Selection Committee shall be by consensus. Where necessary, the matter will be decided by a majority vote. In case there is a tie, the Chairman at the meeting shall exercise a casting vote.
6. The Vice-Chancellor shall have the power to lay down procedures in respect of matters not specified in these Ordinances.
7. The Selection Committee shall interview the candidates belonging to the Scheduled Castes and Scheduled Tribes for the posts of Lecturers separately.
8. The Selection Committee may, for reasons to be recorded, consider the curriculum vitae of a candidate for a post not below the rank of a Reader in absentia, and make recommendations for consideration of the Executive Council.
9. Every Selection Committee shall be competent to adopt its own procedure regarding the mode of assessment of the candidates presented before it.
10. The Selection Committee may, for reasons to be recorded in writing, recommend a higher start in pay to a candidate that what is normally admissible according to rules and the Executive Council may consider such recommendations on pay fixation.
11. The Selection Committee shall draw up a panel of selected candidates in order of merit.
12. The panels recommended by a Selection Committee shall be valid for a period of ~~one year from the date of their approval by the Executive Council. Provided that the~~ Executive Council may, for reasons to be recorded, extend the validity of the panel by ~~one more year~~.

Amendment Ordinance No. 1 of 2013

CENTRE FOR COMMUNICATION AND MEDIA STUDIES

Whereas it is expedient to amend the Ordinance in respect of "Centre for Communication and Media Studies" i.e. ordinance No. 46 for purpose of hereinafter appearing, the Executive Council is hereby pleased to propose the following Ordinance:

- 1) This ordinance may be called as "Centre for Communication and Media Studies" (Amendment) Ordinance, 2013.
- 2) This shall come in to force w.e.f. the date of its approval by the Executive Council.
- 3) In original Ordinance i.e. Ordinance No. 46 in para 4 the words "School of Culture" is replaced by the words "School of Humanities and Social Sciences".
- 4) Para 6. Of original Ordinance is replaced by the following para:
 - 6.(i) In case of Centres which have more than one Professor the Director of the Centre shall be appointed by the Executive Council on the recommendations of the Vice-Chancellor from among the Professors.
 - (ii) In the case of Centre where there is no Professor or there is only one Professor the Executive Council shall have the option to appoint on the recommendation of the Vice-Chancellor, either the Professor or a Reader as the Director of the Centre.
- 5) Para 8,9,10,11 and 12 are replaced by para 9,10,11,12 &13 respectively and para 8 is added as under:
 8. A person appointed as the Director of the Centre shall hold office as such for period of three years and shall be eligible for reappointment.

OBJECT & REASONS

The Academic Council has decided on 13.08.2012 that the subject Communication and Media Studies be transferred from the School of Culture to School of Humanities and Social Sciences. Various Provisions are made in Statute. Hence Ordinance is amended.

ORDINANCE 46 (3 of 2013)

Amended on 27.05.2013 in 48th Meeting of Executive Council

CENTRE FOR COMMUNICATION AND MEDIA STUDIES

1. Under the provisions of the MGAHV Act & the Statutes 1996 and in consonance with the aims and objectives of the University, there shall be a **“Centre for Communication and Media Studies”** (hereinafter referred to as the CCMS) in place of existing Department of Mass Communication.
2. *The objective of the Centre shall be to :*
 - i. Organize teaching, training and research leading to the award of University degree, diploma or certificate in contemporary media and study of communication trend and new communication technology.
 - ii. Undertake and promote research, publication, extension work and consultancy in the area of communication and media.
 - iii. Conduct and arrange public awareness and mass education campaign to promote understanding about various communication media like print, electronic, web and culture for a cohesive living.
 - iv. Perform such other functions and undertake such other activities which are essential or incidental to the achievement of its principle objective.
 - v. Conceptualising Media and Communication Studies.
 - vi. Developing understanding of the nature, scope and dynamics of Media and Communication Studies.
 - vii. Contextualising Media and Communication Studies.
 - viii. Developing an understanding of Media and Communication Studies.
3. *Functions of the Centre:*
 - i. Teaching courses at the M.A., M.Sc., Certificate and P.G. Diploma.
 - ii. Undertaking M.Phil., & Ph.D. supervision.
 - iii. Collecting information on the issues related to Media and Communication and building up a data base.
 - iv. Carrying out detailed analyses based on the socio-economic data generated by government agencies.
 - v. Organising regular conferences, seminars and symposia on the issues related to Media and Communication.

- vi. Publishing regularly the research findings of the faculty and students.
- vii. Organising public lectures on the subject by eminent scholars.
- viii. Reaching out to scholars, especially young scholars, in other Universities and colleges both in India and foreign countries through an active program of inviting visiting faculty and Centre's faculty making visits to other Universities.
- ix. Establishing links with civil society organizations engaged in issues related to the Media and Communication within and outside India.
- x. The Centre shall produce and transmit TV and Radio programmes as well as e-content and webcasting of the University on behalf of the University.
- xi. Short-term Orientation Courses in the Media and Communication Studies for political Leaders, Parliamentarians, Government Officials, Trade unions and Media Personalities.
- xii. Set up Library cum Reading room; Multi-media Documentation & Museum for teachers and students of the University and for scholars and other readers outside the university, so that an increasing number of persons become acquainted with the Media and Communication Studies.
- xiii. Conduct a full-time or part time course of about 3 to 6 months, or of similar duration, for a group of teachers/students of the university, functionaries of non-government organizations, corporate executives and government officers, focusing on particular aspects of Media and Communication Studies.
- xiv. Provide teaching support to other University departments by introducing or assisting in existing courses/papers on such studies indicated in different subjects of the department..
- xv. Conduct field work and action programmes on the basis of constructive programme and action programmes related to the Media and Communication Studies.

- 4. The Centre shall be under the School of Culture as prescribed in Para 16 of the Statutes of the MGAHV Act 1996.
- 5. Director/Professor of the Centre shall be appointed by the Executive Council on the recommendation of the duly constituted selection committee for the post of Director/Professor headed by the Vice-Chancellor.

6. (i) In case of Centres which have more than one Professor the Director of the Centre shall be appointed by the Executive Council on the recommendations of the Vice-Chancellor from among the Professors.

(ii) In the case of Centre where there is no Professor or there is only one Professor the Executive Council shall have the option to appoint on the recommendation of the Vice-Chancellor, either the Professor or a Reader as the Director of the Centre.

7. A person appointed as the Director of the Centre shall hold office as such for period of three years and shall be eligible for reappointment.

8. The Director of the Centre shall be Head of the Centre same as Director of Institution who is head of Institution established by the University.

9. *Powers and Functions of the Director of the Centre:*

The Director of the Centre shall:

- i. be the academic and administrative head of the Centre and shall convene and preside over the meetings of the Centre and the Board of Studies.
- ii. be responsible to fulfill the Centre's objectives and to conduct its functions.
- iii. maintain discipline in the Centre and classroom etc., through teachers of the Centre.
- iv. assign to the teachers in the Centre such duties as may be necessary for the proper functioning of the Centre.
- v. allocate teaching work among the teachers and be responsible for coordination and supervision of teaching and research in the Centre.
- vi. prepare a comprehensive academic calendar of activities including time-table for each semester for effective teaching and research.
- vii. sanction of leave for the teaching, non-teaching and technical staff of the Centre.
- viii. be responsible for the records, equipment and furniture and other property of the Centre.
- ix. be responsible for the books of the Centre's Library and also for the Computers etc., of the Computer Lab of the Centre.
- x. pledge and ensure full cooperation in any activity of the University, including the conduct of examinations.
- xi. prepare budget estimates of the Centre for the ensuing year to be considered by the finance committee.
- xii. operate the budget of the Centre; and

xiii. have such other powers and perform such other functions, as may be assigned to him/her by the Executive Council, Academic Council, the School Board, Board of Studies and the Vice-Chancellor.

10. The Centre shall have a Board of Studies as prescribed in Para 17(1) &(2) of the Statutes of the MGAHV Act 1996 and its constitution and term of office of its members is as follows:

(a) The Board of Studies (BOS) of the Centre shall consist of the following:

- i. Director of the Centre (Chairperson).
- ii. Teachers of the Centre.
- iii. Two external subject experts nominated by the Vice-Chancellor on the recommendation of the Director.

(b) The nomination of members specified in item (iii) above shall be for a period of two years and eligible for re-nomination.

11. The functions of the Board of Studies of the Centre are as prescribed in Para 17 of the Statutes of the MGAHV Act 1996 and also the following:

- a. Creation, abolition or upgrading of courses and teaching posts;
- b. The field of study of each course at the time of its creation;
- c. To consider matters of general and academic interest to the Centre and its functioning;
- d. To perform such other functions as may be assigned to it by the School Board.

12. *Funding:*

The major source of funding shall be the UGC grants or contributions from major media organizations, Govt./Non Govt. agencies in full or in part.

13. *Effect:*

This Ordinance shall have retrospective effect from the date not earlier than the date of effect of First Ordinances made by the University.

14. The original Ordinance (i.e. Ordinance No. 46) is repealed by this Ordinance.

ORDINANCE 47 (4 of 2013)

Approved on 27.05.2013 in 48th Meeting of Executive Council

Dr. BHADANT ANAND KAUSALYYAN CENTRE FOR BUDDHIST STUDIES

1. Under the provisions of the MGAHV Act & the Statutes 1996 and in consonance with the aims and objectives of the University, there shall be a **“Dr. Bhadant Anand Kausalyyan Centre For Buddhist Studies”** (hereinafter referred to as the BAKCBS).
2. *The objective of the Centre shall be to :*
 - i. Organize teaching, training and research leading to the award of University degree, diploma or certificate in Buddhist Studies.
 - ii. Undertake and promote research, publication, extension work and
 - iii. consultancy in the area of Buddhist Studies.
 - iv. Conduct and arrange public awareness and mass education campaign to promote understanding about Buddhist culture for a cohesive living.
 - v. Perform such other functions and undertake such other activities which are essential or incidental to the achievement of its principle objective.
 - vi. Conceptualising Buddhist Studies.
 - vii. Developing understanding of the nature, scope and dynamics of Buddhist Studies.
 - viii. Contextualising Buddhist Studies.
 - ix. Developing an understanding of Buddhist Studies.
 - x. Formulating policies for protecting the rights of Buddhists.
 - xi. Understanding Buddhist thought for the empowerment of the Buddhist community.
 - xii. Making comparative studies on Buddhist communities in different countries and to understand the similarities as well as differences existing in various societies.
3. *Functions of the Centre:*
 - i. Teaching courses at the M.A., Certificate and P.G. Diploma.
 - ii. Undertaking M.Phil., & Ph.D. supervision.
 - iii. Collecting information on the issues related to Buddhism and Buddhists and building up a data base.
 - iv. Carrying out detailed analyses based on the socio-economic data generated by government agencies.

- v. Organising regular conferences, seminars and symposia on the issues related to Buddhism.
 - vi. Publishing regularly the research findings of the faculty and students.
 - vii. Organising public lectures on the subject by eminent scholars.
 - viii. Reaching out to scholars, especially young scholars, in other Universities and colleges both in India and foreign countries through an active program of inviting visiting faculty and Centre's faculty making visits to other Universities.
 - ix. Establishing links with civil society organizations engaged in issues related to the Buddhism within and outside India.
 - x. Short-term Orientation Courses in the Buddhist Studies for political Leaders, Parliamentarians, Government Officials, Trade unions and Media Personalities.
 - xi. Set up Library cum Reading room; Multi-media Documentation and Museum for teachers and students of the University and for scholars and other readers outside the university, so that an increasing number of persons become acquainted with the Buddhist Studies.
 - xii. Conduct a full-time or part time course of about 3 to 6 months, or of similar duration, for a group of teachers/students of the university, functionaries of non-government organizations, corporate executives and government officers, focusing on particular aspects of Buddhist Studies.
 - xiii. Provide teaching support to other University departments by introducing or assisting in existing courses/papers on such studies indicated in different subjects of the department..
 - xiv. Conduct field work and action programmes on the basis of constructive programme and action programmes related to the Buddhist Studies.
4. The Centre shall be under the School of Culture as prescribed in Para 16 of the Statutes of the MGAHV Act 1996.
 5. Director/Professor of the Centre shall be appointed by the Executive Council on the recommendation of the duly constituted selection committee for the post of Director/Professor headed by the Vice-Chancellor.
 6. (i) In case of Centres which have more than one Professor the Director of the Centre shall be appointed by the Executive Council on the recommendations of the Vice-Chancellor from among the Professors.

(ii) In the case of Centre where there is no Professor or there is only one Professor the Executive Council shall have the option to appoint on the recommendation of the Vice-Chancellor, either the Professor or a Reader as the Director of the Centre.

7. A person appointed as the Director of the Centre shall hold office as such for period of three years and shall be eligible for reappointment.

8. *Powers and Functions of the Director of the Centre:*

The Director of the Centre shall:

- i. be the academic and administrative head of the Centre and shall convene and preside over the meetings of the Centre and the Board of Studies.
- ii. be responsible to fulfill the Centre's objectives and to conduct its functions.
- iii. maintain discipline in the Centre and classroom etc., through teachers of the Centre.
- iv. assign to the teachers in the Centre such duties as may be necessary for the proper functioning of the Centre.
- v. allocate teaching work among the teachers and be responsible for coordination and supervision of teaching and research in the Centre.
- vi. prepare a comprehensive academic calendar of activities including time-table for each semester for effective teaching and research.
- vii. sanction of leave for the teaching, non-teaching and technical staff of the Centre.
- viii. be responsible for the records, equipment and furniture and other property of the Centre.
- ix. be responsible for the books of the Centre's Library and also for the Computers etc., of the Computer Lab of the Centre.
- x. pledge and ensure full cooperation in any activity of the University, including the conduct of examinations.
- xi. prepare budget estimates of the Centre for the ensuing year to be considered by the finance committee.
- xii. operate the budget of the Centre; and
- xiii. have such other powers and perform such other functions, as may be assigned to him/her by the Executive Council, Academic Council, the School Board, Board of Studies and the Vice-Chancellor.

9. The Centre shall have a Board of Studies as prescribed in Para 17(1) &(2) of the Statutes of the MGAHV Act 1996 and its constitution and term of office of its members is as follows:

(a) The Board of Studies (BOS) of the Centre shall consist of the following:

- i. Director of the Centre (Chairperson).
- ii. Teachers of the Centre.
- iii. Two external subject experts nominated by the Vice-Chancellor on the recommendation of the Director.

(b) The nomination of members specified in item (iii) above shall be for a period of two years and eligible for re-nomination.

10. The functions of the Board of Studies of the Centre are as prescribed in Para 17 of the Statutes of the MGAHV Act 1996 and also the following:

- a. Creation, abolition or upgrading of courses and teaching posts;
- b. The field of study of each course at the time of its creation;
- c. To consider matters of general and academic interest to the Centre and its functioning;
- d. To perform such other functions as may be assigned to it by the School Board.

11. *Funding:*

The major source of funding shall be the UGC grants or contributions from other countries and organisations, Govt./Non Govt. agencies in full or in part.

12. *Effect:*

This Ordinance shall have retrospective effect from the date not earlier than the date of effect of First Ordinances made by the University.

13. The original Ordinance (i.e. Ordinance No. 47) is repealed by this Ordinance.

Ordinance:- 48-A

[Under Statute 25]

Seniority Rules of Teaching /Other Academic Staff

1. This Ordinance is framed under Statute 25 of the Mahatma Gandhi Antrrashtriya Hindi Vishwavidyalaya Act, 1996 (University Act, for short).
2. This Ordinance shall be called the Seniority Rules of the Teaching and other Academic Staff.
3. The Rules made under this Ordinance shall apply to all teaching staff and such other Academic staff.
4. This Ordinance shall come into force with effect from the date of approval of the Executive Council in accordance with Statute 36(5) of the University Act.

General Rules

5. Whenever, in accordance with the Statutes, any person is to hold an office or be a member of an authority of the University by rotation according to seniority, such seniority shall be determined according to the length of continuous service of such person in his grade and in accordance with such other principles as the Executive Council may frame from time to time.
6. It shall be the duty of the Registrar to prepare and maintain in respect of each class of persons to whom the provisions of this Ordinance apply a complete and up-to-date seniority list in accordance with the provisions of the Ordinance.
7. If two or more persons have equal length of continuous service in a particular grade or the relative seniority of any person or persons is otherwise in doubt, the Registrar may, on his own motion and shall at the request of any such person submit the matter to the Executive Council, whose decision thereon shall be final.
8. The Inter-se seniority of direct recruits shall be determined with reference to their date of joining and for the teachers promoted under CAS (Career Advancement Scheme) with reference to the date of eligibility as indicated in the recommendations of the selection committees of the respective candidates.

Atkinson

9. Seniority among the Deans of Faculties/Heads of the Departments of Studies/Directors of the Centres or holders of similar offices shall be determined with effect from the date they hold the office continuously.
10. If a teacher/other academic staff is promoted to the next higher grade/post under CAS, his seniority in the higher grade/post shall be reckoned from the date of eligibility for promotion to next grade/post.
11. The University would endeavour to hold interviews by the selection committees for promotion under CAS at the earliest possible opportunity from amongst eligible teachers/other academic staff for promotion. However, the said process has to be completed within a span of twelve months from the date of eligibility of the last candidates.
12. If a candidate is rejected under CAS, the next date of his eligibility for promotion would be one year from the date of his last rejection.
13. If a candidate fails to apply for promotion under the CAS or fails to appear before the selection committee, he would be eligible for promotion from the next meeting of the selection committee or one year after the date of last selection committee, whichever is earlier.
14. In case the date of joining/promotion of any two or more candidates is the same, their seniority will be determined under the criterion of their date of birth. The one born earlier will be considered senior to the others.
15. Ad hoc or part-time service or service put in on an honorary basis will not be counted for the purpose of seniority.
16. Any other criteria as laid down by Ministry of HRD and UGC from time to time will be applicable in addition to the above.

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Ordinance:- 48-B

[Under Statute 25]

Seniority Rules of Non-Teaching Staff

1. This Ordinance is framed under Statute 25 of the Mahatma Gandhi Antrrashtriya Hindi Vishwavidyalaya Act, 1996 (University Act, for short).
2. This Ordinance shall be called the Seniority Rules of the Non-Teaching Staff.
3. The Rules made under this Ordinance shall apply to all Non-teaching staff.
4. This Ordinance shall come into force with effect from the date of approval of the Executive Council in accordance with Statute 36(5) of the University Act.

General Rules

5. It shall be the duty of the Registrar to prepare and maintain in respect of each class of persons to whom the provisions of this Ordinance apply a complete and up-to-date seniority list in accordance with the provisions of the Ordinance.
6. If two or more persons have equal length of continuous service in a particular grade or the relative seniority of any person or persons is otherwise in doubt, the Registrar may on his own motion or at the request of any person submit the matter to the Executive Council whose decision thereon shall be final.
7. The seniority of all employees regularly appointed to a post will be determined by the order of their merit indicated by the duly constituted selection committee irrespective of their date of joining of the post. If no sequence is indicated by the committee, age will be the criterion, the older person being considered as senior. Persons appointed as a result of an earlier selection will be placed senior to those appointed as a result of subsequent selections.
8. The University would endeavour to hold selection committees for promotion under MACP Scheme at the earliest possible opportunity from amongst eligible non-teaching staff as per the cadre for promotion. However, the said process may be completed within a span of twelve months from the date of eligibility of the last candidate.

Signature

9. If a candidate is rejected under MACP Scheme, the next date of his eligibility for promotion would be one year from the date of his last rejection.
10. If a candidate fails to apply for promotion under the MACP Scheme or fails to appear before the selection committee, he would be eligible for promotion from the next meeting of the selection committee or one year after the last selection committee, whichever is earlier.
11. Ad hoc or part-time service or service put in on an honorary basis will not be counted for the purpose of seniority.
12. Any other criteria as laid down by Ministry of HRD and UGC from time to time also be applicable in addition to the above.


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Ordinance:- 49

Kolkata Centre, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya

1. This Ordinance may be called as Kolkata Centre, ^{Mahatma} ~~Maharashtra~~ Gandhi Antarrashtriya Hindi Vishwavidyalaya Ordinance.
2. This Ordinance shall become operational after the approval of the Executive Council.
3. University shall have a Centre in Kolkata to further the goals and targets mentioned in the Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya Act, 1996 (3 of 1997).
4. This Centre will be headed by a Regional Director, who will be assisted by such staff which may be sanctioned by a competent authority from time-to-time.
5. The staff of Kolkata Centre will be part of total strength of the Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya and will be governed by ~~such rules as may be framed and amended from time to time~~ by the Executive Council of the University.
6. Staff posted at Kolkata Centre may be transferred to Wardha campus or to other Centres of the University by the competent authority.
7. Kolkata Centre will be located either in a hired accommodation or a ~~building owned by the Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya~~.
8. The provisions of the Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya Act-1997, Statutes and Ordinances framed from time-to-time by competent authority will be applicable to Kolkata Centre.
9. All such academic programmes and projects helpful for the development of Hindi language and literature as approved by the Academic Council & Executive Council of the University will be run in the Kolkata Centre by the staff created for this purpose.


11 8-2011

Ordinance:- 50

Allahabad Centre, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya

Mahatma

1. This Ordinance may be called as Allahabad Centre, ~~Maharashtra~~ *Mahatma* Gandhi Antarrashtriya Hindi Vishwavidyalaya Ordinance.
2. This Ordinance shall become operational after the approval of the Executive Council.
3. University shall have a Centre in Allahabad to further the goals and targets mentioned in the Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya Act, 1996 (3 of 1997).
4. This Centre will be headed by a Regional Director, who will be assisted by such staff which may be sanctioned by a competent authority from time-to-time.
5. The staff of Allahabad Centre will be part of total strength of the ~~Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya~~ and will be governed by such rules as may be framed and amended from time-to-time by the Executive Council of the University.
6. Staff posted at Allahabad Centre may be transferred to Wardha campus or to other Centres of the University by the competent authority.
7. Allahabad Centre will be located either in a hired accommodation or a building owned by the Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya.
8. The provisions of the Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya Act-1997, Statutes and Ordinances framed from time-to-time by competent authority will be applicable to Allahabad Centre.
9. All such academic programmes and projects helpful for the development of Hindi language and literature as approved by the Academic Council & Executive Council of the University will be run in the Allahabad Centre by the staff created for this purpose.

[Signature]
18.5.2011

कार्य-परिषद की 44वीं बैठक दिनांक 11 दिसम्बर 2011 के अनुसार



**ORDINANCE GOVERNING
THE AWARD OF THE DEGREE OF
DOCTOR OF LETTERS (D. Litt.)**

I. INTRODUCTION

- I.1 This Ordinance shall be called the Doctor of Letters (D. Litt.) ordinance, 2012 and shall be effective from the date of approval of the Executive Council.
- I.2 The degree of D. Litt. of the Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya shall be conferred on the candidates who fulfill the requirements as specified in this Ordinance.

II. ELIGIBILITY

II.1. A candidate seeking admission to D. Litt. of this University, must have pursued outstanding research in the discipline concerned or in the allied areas and obtained the minimum qualifications required for admission as mentioned below. The candidate

- (a) must be a renowned writer/critic of high esteem in Hindi and must be a recipient of Jnanpith Award or Sarswati Samman or Sahitya Akademi Award or Vyas Samman.

OR

- (b) must be a renowned writer/critic of high esteem in any Indian Language and must be a recipient of Jnanpith Award or Sarswati Samman or Sahitya Akademi Award.

OR

- (c) must have obtained a Ph.D or an equivalent degree from any other recognized university or from a foreign university of repute, in the concerned discipline with 20 years of experience in teaching and research as Professor with atleast 10 years of experience in Post-Doctoral research.

OR

- (d) must be a permanent teacher of this University, who has put in a minimum of 20 years of service in the capacity of a Professor with atleast 10 years of experience in Post-Doctoral research.

III. APPLICATION

- III.1 A candidate, seeking admission to D. Litt. programme and eligible for admission in accordance with Clause II of this Ordinance, shall apply to the Registrar by submitting the following:
- (a) Bio-data giving the details of educational qualifications, field of specialization, research experience, academic distinctions, details of awards etc., along with a passport size photograph.
 - (b) Title of the thesis.
 - (c) A brief account of his/ her recent research work, in about 1000 words *Annexure-B* on the subject relevant to the discipline in which he/she has applied for admission to D. Litt. programme, showing how far his/ her work is original and is contributory to the advancement of knowledge.
 - (d) List of publications.
 - (e) Attested copies of certificates in support of qualifications and experience.
 - (f) A certificate from an eminent writer or Professor/person of eminence to the effect that he/ she is by habits and character a fit and a appropriate person to be admitted to the degree.
- III.2 The last date for submission of the application form shall be 31st July in an academic year.
- III.3 The Registrar shall send the application of the candidate to the Vice Chancellor within a week after the last date of the submission of application.

IV. D.Litt RESEARCH COMMITTEE

- IV.1 Subject to the general supervision of the committee, constituted by Vice Chancellor namely-

The **D.Litt Research Committee** shall deal with all matters related with the D. Litt. programme of this University in accordance with this Ordinance.

- IV.2 The constitution of the **D.Litt Research Committee** shall be as follows:

i).	Vice-Chancellor	Chairman
ii)	Pro-Vice-Chancellor	Member
iii)	Dean of the Faculty	Member
iv)	Concerned Head of the Department	Member
v)	Two External expert members (to be nominated by the Vice-Chancellor)	Members
vi)	Registrar	Secretary

V. ADMISSION

- V.1 The **D.Litt Research Committee** shall scrutinize the applications of the candidates and shall recommend the eligible candidates for admission, to the Academic Council of the University for approval.
- V.2 The Dy. Registrar (Academic) shall issue the letter of admission to each candidate recommended by the **D.Litt Research Committee** and approved by the Academic Council.
- V.3 Within one month after the receipt of the letter of admission, the candidate shall pay the prescribed fee as per *Annexure – A*, and shall get registered in the concerned Department by filling a registration form.
- V.4 If the candidate is not an alumnus of this University, he/ she shall get enrolled before the submission of the thesis.

VI. SUBMISSION OF THE THESIS

- VI.1 A candidate, admitted to D. Litt. programme in accordance with Clause V of this Ordinance, shall deliver a pre-submission seminar in the university before the submission of the thesis, which shall be arranged by the university to apprise the teachers and other research workers of the Department/School of his/ her work and university in general.
- VI.2 After incorporating all the relevant points raised by the members during the pre-submission seminar the candidate has to present for a second time with proper changes in his/her work.
- VI.3 The candidate, within two years from the date of his/ her admission, shall submit the thesis to the Examination Department approved by the **D.Litt Research Committee** forwarded by its Chairman.
- VI.4 The candidate shall submit the thesis as per the following guidelines:
 - (a) Five copies of the thesis in hardbound form as per the format given in *Annexure – B*.
 - (b) The title page of the thesis shall contain a statement that the thesis has been submitted for the award of the concerned degree for which the candidate has been admitted.
 - (c) A soft copy in CD of the Extended Abstract of the thesis mentioned in *Annexure – B*.
 - (d) A declaration by the candidate that the thesis has not been submitted earlier for any other degree or diploma, as per the format given in *Annexure – C*.
 - (e) The thesis shall be in Hindi except for the case where the subject of the thesis itself is a language. In such case, the thesis may, at the option of the candidate, be in that specific language.
- VI.5 The work of the candidate shall comply with the following conditions to merit the award of the degree:

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- (a) It must be a substantial work making a distinct addition to learning in the concerned subject of the discipline.
 - (b) It must be original in the sense of opening up new fields of research, or of making a marked advancement on the results of previous investigations, or of giving a new interpretation of the facts already known.
 - (c) It must be a scholarly work of high quality.
 - (d) It must be the work done during the last five years before the submission of the thesis or a research work approved by the committee completed within 5 years of the communication of the approval.
 - (e) It must be the work published in reputed journals in the form of research papers and/ or published in the form of books/ monographs, chapter contribution to books/ monographs, etc., out of which at least two must be authored solely by the candidate.
 - (f) It must not be the work, which has been previously submitted for a degree or a diploma in this or in any other University.

VII. EXAMINATION

VII.1 Panel of Examiners:

While forwarding the thesis of the candidate to the Examination Department of the University, the D.Litt Research Committee shall recommend a panel of examiners of five (three from India and two from abroad) experts in the concerned area of the work submitted.

VII.2 Board of Examiners:

On receipt of the panel of the examiners, Exam Department shall submit it to the Vice-Chancellor for the appointment of the Board of Examiners from the panel. The Board of Examiners shall consist of five members, out of which two shall be from abroad.

VII.3 Evaluation of Thesis:

- (a) The controller of examinations shall get in touch with each examiner to secure acceptance of the examinership. For this purpose, if e-mail ID of the examiner is available, he/ she shall be contacted through e-mail and the soft copy of the Extended Abstract of the thesis may be sent to him/ her, to get his/ her consent at the earliest. If however, no information is received from an examiner within three months time, his/ her appointment shall be cancelled and a new examiner shall be appointed from the existing panel of examiners in accordance with Clause VII.3.
- (a) On receipt of the acceptance from an examiner, the Controller of Examinations shall forward the copy of the thesis to him/ her, along with a copy of the regulations relating to the award of the D. Litt. degree of this University and take necessary action to get the report of the examiner expeditiously.
- (b) The examiners shall be requested to submit their individual reports within six months of the receipt of the thesis.

- (c) In case, an examiner does not send him/her report within the above period, a reminder shall be sent to him/her. This shall be followed by a subsequent reminder after a fortnight.
- (d) In the event of the report not being received from the examiner within six months, his/her examinership shall be cancelled and a new examiner shall be appointed, from the existing panel of examiners, as per Clause VII.3.
- (e) The examiners shall examine the thesis specifically with a view to judge whether the work is in accordance with Clause VI.4.
- (f) The examiners shall give explicit reports with any one of the following recommendations
 - (i) the thesis be accepted for the award of D. Litt. degree
 - (ii) the thesis be rejected
 - (iii) the thesis be submitted in a revised form after adding some more work to the already submitted work.
- (g) The examiner shall give specific and unambiguous reasons for his/ her recommendations. If the thesis is recommended for revision, the examiner may suggest points for improvement of the presented work.
- (h) If the thesis is recommended for revision, the candidate shall be required to submit the revised thesis not earlier than six months from the date of communication of the report to him/ her by the University. The candidate shall be required to remit only the Examination fee for submitting the revised thesis.
- (i) If the thesis has been recommended for revision, a fresh appointment of examiners in accordance with Clause VII.3 shall be made from the existing panel of examiners. If the need be, a fresh panel of examiners may be recommended by the D.Litt Research Committee. The other procedures as per the Clauses VII.4 (a) to (f) shall be followed for the evaluation of the thesis. However, the Controller of Examinations, along with the revised thesis, shall send the copy (copies) of the recommendation(s) of the examiner(s) who recommended the revision of the thesis.
- (j) The examiners who evaluate the revised thesis shall recommend only either the acceptance or the rejection of the thesis and shall not recommend any further revision of the thesis.

VII.4 Award of the Degree

- (a) The reports of all the examiners shall be placed before the Academic Council. If all the reports are unanimous, recommending the thesis to be accepted for the award of the degree, and if the Academic Council considers the case to be fit and proper, it shall recommend for the award of the degree.
- (b) Even if one examiner recommends the rejection of the thesis, the thesis shall be rejected.

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- (c) If the thesis is rejected, the candidate shall not be entitled for re-admission.
 - (d) After the Academic Council approves the thesis for the award of the degree, the candidate concerned may be given the examiners' reports for which he/ she shall apply separately.
 - (e) The year of award of the degree shall be the year of submission of the thesis provided the thesis is accepted without revision. In case of revision, the year of award of the degree shall be the year of submission of the revised thesis.
 - (f) The degree certificate shall mention the title of the thesis and the name of School in which the candidate was admitted.

VIII. CONCLUSION

VIII.1 Notwithstanding anything contained in this Ordinance, all matters related to the candidates shall be governed by the rules and procedures framed by the Academic Council that are in force at that point of time.

VIII.2 Any doubt or dispute about the interpretation of this Ordinance shall be referred to the Vice-Chancellor, whose decision, in his capacity as the Chairman, Academic Council, shall be final.

The Vice-Chancellor may modify, amend and/ or delete any of the clauses given in this Ordinance or add any clause(s) to this Ordinance, to facilitate the pursuit of excellence in research, provided that any such modification, amendment, deletion, and addition shall be reported to the Academic Council at its next meeting for approval.

* *

ANNEXURE – A

(see Clause V.3)

Fees Structure for D. Litt. Programme

S. No.	Particulars	Amount (Rs.)
1.	Enrolment Fee	1,000.00
2.	Admission Fee	5,000.00
3.	Examination Fee	20,000.00
	Total	26,000.00

Note: Additional fees for foreign nationals and NRIs shall be US \$5000.

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ANNEXURE - B

(see Clause VI.3 (a), (c))

FORMAT OF THE THESIS

The following format may be normally adopted for the D. Litt. thesis:

1. Cover page.
2. Inner cover page.
3. Declaration by the candidate as per the format given in *Annexure - C*, to the effect that the work has not been submitted earlier for any other degree or diploma.
4. Certificate from the Vice Chancellor
5. Contents.
6. An Extended Abstract of about 1000 words, describing the research work carried out during the last three years (before the date of submission), on the subject relevant to the discipline in which the candidate has applied for the degree, explaining how far the work is original, exemplary and is contributive to the advancement of knowledge. It shall also summarize the relevance of the publications to the specific subject of the thesis being submitted.
7. Reprints of the published work by the candidate, in the relevant subject, in the form of research papers, abstracts of books/ monographs, chapter contribution to books/ monographs/ citations of candidate's work by others.
8. List of publications.
9. A personal profile of the candidate with photograph, not exceeding one page.

ANNEXURE – D

(see Clause VI.3 (e))

CERTIFICATE

This is to certify that this thesis entitled “.....” has
(Title of the thesis)
been submitted by for the award of the degree of
(Name of the Candidate)
..... of Mahatma Gandhi Antarrashtriya Hindi
(Name of the Degree)
Vishwavidyalaya.

.....
(Signature of the Vice-Chancellor)

(Signature of the Chairman of the D.Litt Research Committee)

**EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE
CONTROLLER OF EXAMINATIONS**

1. The Controller of Examinations shall be a whole-time salaried officer appointed on the basis of direct recruitment on the recommendation of a Selection committee constituted for the purpose for tenure of five years which can be renewed for a similar term by the Executive Council and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.

Provided that if the Controller of Examinations is appointed on deputation basis from any organization his/her salary shall be such as admissible to him/her according to the rules of deputation of service to which he/she/she belongs.

Provided that the Controller of Examinations shall retire on attaining the age of sixty two years.

2. Where an employee of this university or any other Institution/Government and its organisations is appointed as Controller of Examinations, he/she shall continue to be governed by the same retirement benefit scheme, (namely General Provident Fund/ Contributory Provident Fund/ Pension/Gratuity/ Transfer TA) to which he was entitled prior to his appointment as Controller of Examinations, and till he/she continues to hold his/her lien on that post.
3. The terms and conditions of service of the Controller of Examinations shall be such as prescribed of other non vocational employees of the University.
4. If the services of the Controller of Examinations are borrowed from Government or any other organization / Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.
5. When the office of the controller of Examinations is vacant or when the Controller of Examinations is, by reason of illness, absence or nay other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
6. A Controller of Examinations on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.

1. The Controller of Examinations shall be entitled to unfurnished residential accommodation for which he shall pay prescribed license fee as also to mobile phone and free telephone (with STD and ISD) service at his/her residence.
2. The COE shall be entitled to such Leave, Allowances, Provident Fund and other, terminal benefits as prescribed by the University from time to time for its non vocational staff.
3. The COE shall be entitled to the facility of staff car between the Office and his/her residence.

RESPONSIBILITIES AND DUTIES

Subject to the provision of the Act, Statutes and Ordinance, the Controller of Examinations shall perform the duties in regard to the arrangements for the conduct of examinations and such duties and functions as may be assigned to him from time to time by the Executive Council/Vice-Chancellor.