



**ALIGARH MUSLIM UNIVERSITY
ALIGARH**

**ORDINANCES
(EXECUTIVE)**

(AMENDED UPTO August, 2018)

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ORDINANCES (EXECUTIVE)

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CHAPTER - I

FUNDS OF THE UNIVERSITY

Sec 7 & Statute 17 (i), (v), (vi) & (vii)

1. The assets of the University shall include all monies, Government Promissory Notes, War Bonds and other Securities and all other properties of every description, whether movable or immovable, belonging to or in possession of the University and all income arising therefrom,
2. The funds of the University shall be divided into the following heads :-
 - (1) The Permanent Endowment ;
 - (2) The Permanent Reserve Fund;
 - (3) The Floating Reserve Fund;
 - (4) The Special Floating Reserve Fund;
 - (5) The Trust Fund;
 - (6) The Building Fund;
 - (7) The Current Expenses Fund;
 - (8) The Depreciation Fund; and
3. (a) The Permanent Endowment shall consist of the monies invested by the University under Section 7 of the Aligarh Muslim University Act (XL of 1920) but not the income from such investment.
(b) The Permanent Reserve Fund shall consist of such unspent amount as are transferred to this fund by the Executive Council; but not the Income from any investment made from the Fund.
- (c) The Floating Reserve Fund shall consist of amounts endowed by individual or societies without mentioning specific objects; but shall not include income from any investment made from the Fund.
- (d) The Special Floating Reserve Fund shall consist of amount donated for a specific purpose but shall not include income from any investment out of the Fund.
4. The Trust Fund shall consist of all such monies and properties, other than the monies invested in the Reserve Fund as have been given, or may, in future, be given, to the University for the purpose of being invested in securities or building or other forms of property so that their capital may remain intact and only the income derived there from be utilised for any special purpose or object.
5. The Building Fund shall consist of :-
 - (a) all monies received by the University for the purpose of erection, alteration or completion of buildings but shall not include monies to which the provisions of clause 4 apply; and
 - (b) all monies which may from time to time be allotted by the Executive Council for such purpose.
6. The current Expenses Fund shall consist of:
 - (a) all income from Funds, enumerated in items (1), (2), (3) and (4) of Ordinance 2 above;
 - (b) all grants and contributions from Government or from other sources for the current expenses of the University other than those for buildings;
 - (c) all fees and fines;

* Ref. E. C. Res. No. 72 dated 21/22-2-1987 & 17.3.1987.

- (d) all income derived from royalties, buildings and other property of the University; and
 - (e) all such sums as may be allotted by the Executive Council to the Fund.
7. The Depreciation Fund shall consist of all monies set apart by the Executive Council from time to time on account of depreciation of buildings, machinery, apparatus, furniture or any other property of the University which needs periodical replacement and shall include the income from any investment made from the Fund.
8. If the Executive Council accepts any endowment or donation of money or other property, it shall apply the same or the proceeds thereof, as the case may be, with due regard to the conditions, if any, which the endower or the donor may have imposed and shall maintain a separate account of income, expenditure and of the unspent balances at the close of the year.
9. The Executive Council may take charge of any money or securities or other movable or immovable property for the purpose of the education of the relatives of such donor or for any other education purposes subject to such conditions as may be accepted by the Council.
- 9A. It shall be the duty of the *Finance Officer to see that the income from the Trust Fund is properly utilised and all monies set apart by the Executive Council on account of depreciations are at the close of the financial year transferred to proper heads of account and invested in securities.

* Ref. E. C. Res. No. 14 (e) dated 31.3.1974.

CHAPTER - 1A

AMU STUDENTS' WELFARE FUND

WHEREAS it is considered expedient to establish a fund for instituting scholarships and promoting schemes for students amenities and for such other purposes as are specified hereinafter, the following Ordinances are framed to manage, regulate and coordinate the work of mobilizing resources for the Fund, its custody, its accounting and disbursement therefrom :-

1. Short title and commencement

The fund may be called as A.M.U. Students' Welfare Fund. This Ordinance shall come into existence from the date of its approval by the Executive Council of the Aligarh Muslim University, Aligarh. (*Approved by the Executive Council at the meeting held on 21/22.2.1987 & 27.3.1987).

2. Definitions

In these Ordinances unless there is something repugnant in the subject or context :-

- (i) '*Fund*' means the A.M.U. Students' Welfare Fund established with the donations/contributions made for the purposes specified hereinafter.
- (ii) '*Executive Council*' means the Executive Council of the A.M.U.
- (iii) '*Vice-Chancellor*' means the Vice-Chancellor of the A.M.U.
- (iv) '*Finance Officer*' means the Finance Officer of the A.M.U.
- (v) '*Registrar*' means the Registrar of the A.M.U.

* Ref. E. C. Res. No. 72 dated 21/22-2-1987 & 27.3.1987/27-3-1987.

- (vi) '*Bank*' means the State Bank of India, A.M.U. Branch, Aligarh or any scheduled Bank approved for keeping the money of the Fund with it from time to time.
- (vii) '*Financial year*' means the year as defined by the Government of India for the purpose of maintenance of Public Accounts.
- *(viii) '*Donor*' means any person whether residing in India or abroad who donates to the University a sum of Rs. 20,000/- or U.S. \$ 1,000 in lumpsum or in such other manner as laid down in these Ordinances.
- *(ix) '*Contributor*' means any person who donates less than Rs. 20,000/- or U.S. \$ 1,000 but not less than Rs. 2,000/- or U.S. \$ 100, to the University as a contribution to the Fund.
- *(x) The contributors who have donated a sum of Rs. 20,000/- in three instalments in a period of two years may be declared as '*Donor*' by the Executive Council on the recommendations of the Managing Committee of the A.M.U. Students' Welfare Fund.
- (xi) '*University*' means the Aligarh Muslim University.

3. Aims & Objects

The aims and objects of the Fund are :-

- (i) To help needy, poor and deserving students of the University to pursue studies;
- (ii) To provide such amenities to students of the University as may foster their educational, social, cultural and moral development;

* Ref. E. C. Para No. 213 of Appendix 'B' to item No. 3. dated 30.8. 2003.

- (iii) To undertake or support such projects as may be conducive to the improvement of teaching, research and intellectual exchanges in the University; and
- (iv) To do such other things as may be necessary in the view of the University, the Executive Council and the Managing Committee to pursue the purposes for which the fund has been established.

4. Collection and Utilisation of the Fund

- (i) Donations to the Fund may be accepted from individuals, organisations or institutions, by the Managing Committee of the Fund at its discretion.
- (ii) The fund shall be treated as a corpus, and only the interest thereon shall be utilized for the purposes mentioned in these ordinances; Provided that under special circumstances, the Executive Council may, upon the recommendation of the Managing Committee, permit the utilisation of a specified portion of the corpus for expenditure on a project.

5. Donations and Contributions

- (i) The Managing Committee of the fund may accept a donation or contribution from any citizen of India or from a non-resident Indian or a foreigner (Donation from the foreign nationals will be accepted with the permission of the Government of India) or from any public or private organisation or institution, or the Union Government or any State Government on behalf of the Executive Council subject to report to Executive Council.

- (ii) The Managing Committee on behalf of the Executive Council may accept donations or contributions for specific objects such as construction of hostels, buildings or even rooms in a hostel which will be named after the name of the donors or the contributors,

6. Incentive to donors

The Managing Committee of the fund shall have authority to provide the following incentives to donors and contributors :-

- (i) Help in securing exemption from Income Tax to the donors / contributors to the Fund as permissible under law.
- (ii) Inclusion of names of donors donating Rs. 20,000/- (U S \$ 1,000) or more, in the list of donors to the University to enable them to vote at, and be elected to the Court of the University from Donors Constituency under Statute 14 (xxi).
- (iii) Naming of the scholarships instituted out of donations of Rs. 20,000/- or U. S. \$ 1, 000 or more in accordance with the donor's desire subject to the approval by the Academic Council and the Executive Council of the University.
- (iv) Naming of rooms, halls, buildings after donors or persons nominated by them in accordance with rules framed in that regard by the Executive Council, and
- (v) Such other incentives to donors and contributors as may be offered by the Managing Committee of the Fund.

* Ref. E. C. Para 213 of Appendix 'B' to item No. 3 dated 30.8.2003

7. Managing Committee :-

- (i) A Managing Committee of the Fund consisting of the following shall be constituted by the Executive Council of the University:
 - 1. Vice-Chancellor, (Chairman) (Ex-Officio)
 - 2. Pro-Vice-Chancellor, (Ex-Officio)
 - 3. Honorary Treasurer, (Ex-Officio)
 - *4. Director, Centre for Promotion of Educational and Cultural Advancement of Muslims of India.
 - 5. Dean, Students' Welfare, (Ex-Officio)
 - 6. Registrar, (Ex-Officio)
 - 7. Finance Officer,(Convenor) (Ex-Officio)
 - 8. Two members to be nominated by the Executive Council.
 - 9. Three persons to be nominated from among the donors by the Vice-Chancellor.

All members of the Managing Committee other than the members serving Ex-Officio shall hold office for a period of two years and shall be eligible for re-nomination.

- (ii) Subject to over all control of the Executive Council, the Managing Committee of the fund shall have control overall matters connected with the fund and shall perform such functions and exercise

* Ref. Para 15 of the Appendix 'B' to item No. 3 of the E.C. held on 10/11.12.1988

such powers, as are provided for under the various clauses of these Ordinances and as may be assigned to it from time to time by the Executive Council or the Vice-Chancellor.

8. Investment

The investment of the fund shall be made with public sector under-takings, the Unit Trust of India or in deposits with Scheduled Banks, Post Office with a view to earning high but secured rates of interest.

9. Accounts

- (a) Saving Bank Account with the name of A.M.U. Students' Welfare Fund shall be opened with State Bank of India, A.M.U. Branch, Aligarh, or with any scheduled Bank approved for this purpose.
- (b) All donations received shall be credited initially to this account for collection of proceeds of cheques, bank drafts and for accommodating interest on investment.
- (c) Receipts for donations and contributions shall be issued by the Finance Officer of the University or by person or persons authorised by him in this behalf.
- (d) All donations and contributions shall be received only through crossed cheque/bank draft, Bond or Fixed Deposit Receipts transferred in the name of Finance Officer, A. M. U. Aligarh.
- (e) A separate Cash Book and Ledger shall be opened by the Finance and Accounts Department for the fund, and the money of the fund shall

be kept separate and shall not form part of the general University Revenues. It shall be spent only in accordance with these Ordinances.

- (f) The separate receipts and payment accounts and balance-sheet shall be drawn and laid before the Executive Council of the University from time to time after being duly audited by the statutory Auditors of the University.

10. Payments

- (a) Expenditure from the fund shall be incurred only on purposes specified in clause 3.
- (b) The account of the fund shall be operated upon by the Finance Officer of the University subject to the control of the Vice-Chancellor, the Executive Council, and the Managing Committee of the fund.
- (c) Expenditure from the fund shall be incurred only after due authorisation from the Managing Committee.
- (d) Cheque Books of the fund shall be kept with the Finance Officer of the University.
- (e) In case of any difference of opinion regarding the interpretation of a clause in these Regulation the interpretation of the Vice-Chancellor shall be final.
- (f) In case of liquidation of the fund the liabilities and assets shall be transferred to the general funds of the University

- 11.** In case of urgent necessity the Vice-Chancellor may take any action on behalf of the Managing Committee. Such action shall be reported at the next meeting of the Managing Committee.

CHAPTER - II

DUTIES AND POWERS OF FINANCE OFFICER

Sec 16 (3-D) and Statute 6

1. In addition to the duties and powers prescribed by the Statutes, the *Finance Officer shall have the following additional duties and powers :-

- (i) he shall be the Head of the Finance and Accounts Department and shall exercise general supervision and control over it in accordance with the Regulations framed by the Executive Council in this behalf;
- (ii) he shall be the custodian of all movable and immovable properties of the University, including valuable securities, grants, title deeds, sanads and the cash of the University and shall keep a complete record of all such properties;
- (iii) he shall draw under his signature all grants-in-aid and shall demand and collect all monies payable to the University;
- (iv) he shall be entitled to draw cheques on behalf of the University on any bank ; and
- (v) he shall be entitled to institute and defend all law suits filed by and against the University in connection with the properties of the University as also collection / payment of monies relating to the University.

Provided that the power to draw cheques on behalf of the University may be conferred on such other person, and within such limits, as may be prescribed by the Regulations.

* Ref. E. C. Res. No. 14 (e) dated 31.3.1974.

2. The *Finance Officer, under the general supervision of the Executive Council, shall keep all cash above Rs. 3,000/- with the State Bank of India, Aligarh, or with any of its branches or with such other bank as the Executive Council may direct and shall keep with the Aligarh Branch of the said Bank all valuable securities for safe custody and provisional realisation of interest.

3. The *Finance Officer, shall, in accordance with such Regulations as may be made in this behalf, be in general or in special charge of all the University assets and extract of the Accounts of such assets shall be appended to the Statement of Annual Accounts of the University.

4. All movable property of the University shall be managed and checked periodically in a manner prescribed by Regulations framed in this behalf and the report of such checking shall be laid before the Executive Council annually in its October meeting.

5. The *Finance Officer shall present an annual report on the landed property of the University to the Executive Council annually in its October meeting.

6. It shall be the duty of the 'Finance Officer to arrange, in accordance with Regulations framed in this behalf, for the periodical checking of the accounts, maintained in the Central Accounts Offices, Department of Studies and Allied Institutions.

7. The word *Finance Officer' in this Chapter shall include *Acting Finance Officer, appointed by Executive Council.

8. The terms and conditions of the appointment of the 'Finance officer shall be fixed by the Executive Council after receiving a report from the Vice-Chancellor.

* Ref. E. C. Res. No. 14 (e) dated 31.3.1974.

CHAPTER -III

THE EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE VICE-CHANCELLOR, THE PRO-VICE-CHANCELLOR, THE REGISTRAR, THE FINANCE OFFICER, AND THE CONTROLLER OF EXAMINATIONS

(Statute 2, 4, 5, 5A and 6.)

1. *(a) **The Vice-Chancellor** shall ***carry a fixed pay of Rs. 75,000/- alongwith special pay of Rs. 5000/- per month plus other allowances as admissible from time to time. The Vice-Chancellor shall also be entitled, without payment of rent, to the use of a furnished residence #including electricity, water supply, general maintenance and security maintained by the University through out his term of office. The Vice-Chancellor shall further be entitled to a free motor car to be run and maintained by the University.

**In case an officer in active service belonging to any of the All India Services viz. Indian Administrative Service (IAS), Indian Police Service (IPS) and Indian Forest Service (IFS) is deputed to the University as the Vice-Chancellor, the emoluments and terms and conditions of deputation of such an Officer shall governed by the standard terms and conditions for IAS/IPS/IFS Officers going on deputation to CPSUS etc. framed by the respective cadre controlling authorities viz. Department of Personnel and Training/Ministry of Home Affairs/Ministry of Environment and Forests from time to time.

* Ref. E. C. dated 31.7.2000.

** Ref. E. C. Res. No. 11 dated 27.2.99.

*** O. M. D. No. (C)/1838, dated 06/12/2010

Ref. Adj. Ord. E.C. Res. No. 18 dated 25.03.2017

Teachers or persons of eminence from other walks of Life may also be taken on deputation to serve as the Vice-Chancellor on mutually agreed conditions between the lending organisation and the Aligarh Muslim University.

- (b) The Vice-Chancellor shall be entitled to casual leave as may be admissible to non vacation officers.
- (c)
 - (i) The Vice-Chancellor shall be entitled to leave on full pay at the rate of 30 days in a calendar year. The leave shall be credited to his account in advance in two half yearly installments of 15 days each on the first days of January and July every year. Provided that if the Vice-Chancellor assumes/relinquishes charge of the office of Vice-Chancellor during the currency of a half year, the leave shall be credited proportionately at the rate of 2½ days for each completed month of service.
 - (ii) The leave at the credit of the Vice-Chancellor at the close of previous half year shall be carried forward to the new half year, subject to the leave so carried forward plus the credit for that half year not exceeding the maximum limit of 300 days.
 - (iii) The Vice-Chancellor on relinquishing the charge of his office shall be entitled to a lumpsum payment equal to his leave salary in lieu of leave due to him at the time of his relinquishment of charge subject to a maximum of 300 days.

- (iv) The Vice-Chancellor shall also be entitled to half pay leave at the rate of 20 days for each completed year of service. This half pay leave may also be availed of 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 half pay leave due.
- (v) The Vice-Chancellor shall also be entitled on medical grounds, or other-wise than on medical grounds, to avail leave without pay for a period not exceeding 3 months during the term of his office; Provided that such leave if availed may be converted into leave on full pay to the extent to which the Vice-Chancellor will be entitled to such leave in accordance with sub-clause (i) above, and leave account debited accordingly.
- (vi) The leave availed of by the Vice-Chancellor, except casual leave, shall be reported to the Executive Council.
- (d) The Vice-Chancellor shall be entitled to attend International Conference and will be treated as on duty during that period. He shall, however, send information in advance, to the Visitor about his plans to attend such Conferences.
- (e) (i) The Vice-Chancellor shall be entitled to opt for any one of the retirement benefit schemes provided for in the Statutes of the University, or to be governed by the retirement Benefit Rules applicable to him

immediately before his appointment as Vice-Chancellor and the University shall make the necessary contribution therefore; In case the Vice-Chancellor was governed by CPF benefits in the immediate previous Institution, he may, if he so desires choose to carry forward the previous service and have it counted for pension if the University by foregoing that Institution's share of CPF contribution with interest, provided the Institution pays the same to the University.

- (ii) The Vice-Chancellor may also opt with the consent of his previous employer to have his previous service carried over to the University and counted for retirement benefits, provided the previous employer discharges its pension liability by paying in lumpsum as one time payment to the University the pro rata pension/service gratuity/terminal gratuity and D.C.R.G. for the service upto the date of his joining as Vice-Chancellor in accordance with the Statutes relating to transfer of services for purposes of retirement benefits; Provided further that such transfer of service shall only be permissible if the previous employer was the Central or State Government, or any other University (including a College or Institution maintained by the University or affiliated to it), or any autonomous body or Institution wholly or substantially funded by the Government.

- (f) The Vice-Chancellor shall be entitled to all other benefits such as Medical Attendance, Leave Travel Concession, Group Insurance Scheme etc. as admissible to other University employees.
- (g) In the event of benefit under (e) not being available on relinquishment of charge due to any reason, retirement on Superannuation, or death while in service, the Vice-Chancellor shall be entitled to the payment of a lump sum gratuity based on the length of service as detailed below:-

Length of Service	Terminal Gratuity	Death of Gratuity
Below 1 year	Nil	Nil
1 year and above but less than 3 years	1/2 month's pay for each completed year of service	1 month's pay
3 years and above but less than 5 years	-do-	2 Month's pay, or the amount of terminal gratuity, whichever is higher
-5 years and above	-do-	3 months pay or the amount of terminal gratuity whichever is higher.

- (h) The rules for Traveling Allowance on transfer or retirement as communicated by the Government of India from time to time and adopted by the University shall be applicable on appointment and relinquishment of office as Vice-Chancellor.
2. *(a) **The Pro-Vice-Chancellor** shall be in the pay Band of Rs. 37400 - Rs. 67,000/- with AGP of Rs 10,000/- or 12,000/- as the case may be alongwith a special allowance of Rs. 4,000/- per month, subject to the condition that the sum total of pay in the Pay Band, the Academic Grade pay and the special allowance shall not exceed

Rs. 80,000/- * plus other allowances as admissible from time to time or in case a Professor is appointed to discharge the duties of Pro-Vice-Chancellor in addition to his own duties as Professor he shall draw his pay in the substantive post plus special pay to be decided by the Executive Council.

Provided that in the event of the office of the Pro-Vice-Chancellor being filled by obtaining the services of a person on deputation, the salary and other service conditions shall be such as may be admissible to him according to the deputation rules of his parent Government / Department/ Institution. In the absence, however, of any such rules, these shall be governed in accordance with the deputation rules of the Government of India as adopted by the University.

Note :

Allowances shall be at the same rates and from dates these are admissible to corresponding officers of the Central Government.

- (b) The Pro-Vice-Chancellor shall be :-
 - (i) Provided with a furnished residence maintained by the University. He shall be charged nominal rent to be fixed by the Vice-Chancellor. **However, the expenses to be incurred on electricity, water supply, general maintenance and security will be borne by the University;
 - (ii) entitled to leave as may be admissible to non-vacation officers;
 - (iii) paid T A./D.A as per University rules;

* E.C. Res. No. 11 dated 27.2.99

** Ref. Adj. Ord. E.C. Res. No. 18 dated 25.03.2017

- (iv) entitled to medical aid as per rules of Medical Attendance Scheme of Aligarh Muslim University;
 - (v) paid Leave Travel Concession as per University rules ; and
 - (vi) entitled to subscribe to the Provident Fund as per University rules.
3. *(a) **The Registrar** shall be entitled to salary in the pay Band of Rs. 37400-67000 + AGP 10000/-plus allowances as admissible from time to time.
- (b) The Registrar shall be provided with a residence (un-furnished) and pay rent according to the rules.
 - (c) The Registrar shall be entitled to such leave as may be admissible to the non-vacation officers of the University.
 - (d) The Registrar 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 the employees of the University.
 - (e) Other conditions of service of the Registrar shall be those embodied in the contract of service prescribed by the University for its salaried officers.
 - (f) Notwithstanding anything contained in sub clauses (c), (d) and (e) in the event of the office of the Registrar being filled by obtaining the services of a person on deputation, the salary and other service conditions shall be such as may be admissible to him according to deputation rules of his parent Government/Department/ Institution. In the absence, however, of any such rules, these shall be governed in accordance with the deputation rules of the Government of India, as adopted by the University.
 - (g) The qualifications for appointment to the post

* D. No. (C)/1610 dated. 20.04.2009.

- of Registrar shall be as approved by the Executive Council.
- Provided that in exceptional cases the Executive Council may suitably relax the qualifications while appointing an officer on deputation as Registrar.
4. *(a) **The Controller of Examinations** shall be entitled to salary in the pay Band of Rs. 37400-67000 + AGP 10000/- plus allowances as admissible from time to time.
- (b) The Controller shall be provided with a residence (un-furnished)and pay rent according to the rules.
 - (c) The Controller shall be entitled to such leave as may be admissible to the non-vacation officers of the University.
 - (d) The Controller shall be entitled to Provident Fund and such benefits as may be prescribed in this behalf by the University from time to time for the employees of the University.
 - (e) Other conditions of service of the Controller shall be those embodied in the contract of service prescribed by the University for its salaried Officers.
 - (f) Notwithstanding anything contained in sub clauses (c), (d) and (e) in the event of the office of the Controller being filled by obtaining the services of a person on deputation, the salary and other conditions shall be such as may be admissible to him according to deputation rules of his parent Government/Department/ Institution. In the absence, however, of any such rules, these shall be governed in accordance with the deputation rules of the Government of India as adopted by the University.

* D. No. (C)/1610 dated. 20.04.2009.

- (g) The qualifications for appointment to the post of Controller of Examinations shall be as approved by the Executive Council.

Provided that in exceptional cases the Executive Council may suitably relax the qualifications while appointing an officer on deputation as Controller of Examinations.

5. *(a) **The Finance Officer** shall be entitled to a salary in the pay Band of Rs.37400-67000 + AGP 10000/- plus allowances as admissible from time to time.
- (b) The Finance Officer shall be provided with a residence (un-furnished) and pay rent according to the rules.
- (c) The Finance Officer shall be entitled to such leave as may be admissible to the non-vacation Officers of the University.
- (d) The Finance Officer 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 the employees of the University.
- (e) Other conditions of service of the Finance Officer shall be those embodied in the contract of service prescribed by the University for its salaried Officers.
- (f) Notwithstanding anything contained in sub-clauses (c), (d) and (e) in the event of the Office of the Finance Officer being filled by obtaining the services of a person on deputation, the salary and other service conditions shall be

such as may be admissible to him according to deputation rules of his parent Government/Department/Institution. In the absence, however, of any such rules, these shall be governed in accordance with the deputation rules of the Government of India, as adopted by the University.

- (g) The qualifications for appointment to the post of Finance Officer shall be as approved by the Executive Council.

Provided that in exceptional cases the Executive Council may suitably relax the qualifications while appointing an Officer on deputation as Finance Officer.

* D. No. (C)/1610 dated. 20.04.2009.

CHAPTER - III A

RE-EMPLOYED PENSIONERS

1. (a) The initial pay of a pensioner including officers pensioned off and retired contributory Provident Fund and from the service of State Government, Railways and Defence Establishment etc. re-employed in the University should be fixed at the minimum stage of the scale of pay prescribed for the post in which the individual, is re-employed. In addition he may be permitted to draw separately any pension sanctioned to him and to retain any other form of retirement benefit (C.P. Fund, gratuity, commuted value of pension etc.) provided the total amount of initial pay plus the gross amount of pension and/ or the pension equivalent of other forms of retirement benefits does not exceed :-

- (1) the pay be drawn before his retirement (pre-retirement pay) or
- (2) Rs. 3,000 whichever is less.

Note 1. In all cases where either or these limits are exceeded the pension and other retirement benefits may be paid in full and the necessary adjustment made in the pay so as to ensure that the total of pay and pensionary benefits is within the prescribed limits.

Where after the pay is fixed at the minimum or any higher stage, it is reduced below the minimum as a result of the said adjustments increase in pay may be allowed after each year of service at the rates of increments admissible, as if the pay had been fixed at the minimum of the higher stage as the case may be.

Note 2. Pay last drawn before retirement will be taken to be substantive pay plus special pay, if any, pay drawn in an officiating appointment may be taken into account if it was drawn continuously for atleast one year before retirement.

In case where the minimum pay or the post in which the officer is re-employed is more than the last pay drawn, the officer concerned may be allowed the minimum of the prescribed scale of the post less pension and pension equivalent of other retirement benefits.

Once the initial pay of a re-employed pension has been fixed in the manner indicated above he may be allowed to draw normal increments in the time scale of the post to which he is appointed provided that the pay and gross pension/pension equivalent of other retirement benefits taken together does not at any time exceed Rs. 3,000 p.m.

In cases where pay is proposed to be fixed at a stage higher than that admissible under the above provisions, each such case should be referred to the Ministry of Education and Social Welfare as required under their letter No. 12.10/ 66-U.2 dated 9.1.1967.

(b) Re-employed pensioners may be permitted to contribute to the C.P.F. provided that where the term of re-employment is initially for a year or less but is later extended so as to exceed one year the University's contribution with interest will be credited only after the completion of one year's re-employed service. The University's contribution with interest shall be payable for the entire period of which the re-employed pensioner is allowed to contribute to the C.P.F. if such period exceeds one year.

(c) To the extent the leave earned during re-employment is not availed of during the period of re-employment itself, it will be allowed to be availed of on termination of re-employment, even though it may not have been formally applied for and refused in the exigencies of University service, provided the earned leave carried forward as refused leave from before the date of superannuation and the earned leave allowed as terminal leave shall together not exceed the limits upto which earned leave can otherwise be allowed at a time.

2. The above provisions shall apply to all pensioners re-employed in the University whether in teaching or in non-teaching posts.

***CHAPTER - III B**

1. Short title and Commencement

- (1) These Ordinances may be called the Aligarh Muslim University (Fixation of Pay of re-employed Pensioners) Ordinances, 1986.
- (2) They shall be deemed to have come into force w. e. f. 1.7.1986.

2. Application

- (1) Save as otherwise provided in these Ordinances these Ordinances shall apply to all persons who are re-employed in University after retirement on pension, gratuity and/or Contributory Provident Fund benefits from the services of the Central or State Govt. / Central or State University / other autonomous or Semi-Govt. organisations.
- (2) These ordinances shall also apply to persons re-employed in regular work charged capacity.
- (3) Unless otherwise provided, these Ordinances shall also apply to persons re-employed on contract basis.
- (4) These Ordinances shall not, however, apply to :
 - (a) Persons re-employed after resignation, removal or dismissal, provided they have not received any retirement terminal benefits for the pre-employed service;
 - (b) Persons paid from contingencies;
 - (c) Persons on casual or daily rated or part-time employment;
 - (d) Persons appointed as Consultants on payment of consolidated fees; and
 - (e) Retired Judges of Supreme Court/High Courts appointed on Commissions/ Committees.

* Ref. E. C. Res No. 76 dated 18 /19. 6. 1988.

3. Definitions

In these Ordinances, unless, the context otherwise require :-

- (1) **Pension** means the gross monthly pension and / or pension equivalent of Death-cum-retirement gratuity or Government's contribution to Contributory Provident Fund and/or other retirement benefits, if any, payable under the Central Civil Services (Pension) Rules, 1972, or the relevant rules of the Government or body under which the re-employed pensioner was serving prior to his retirement. Where pension has been commuted partly or fully, pension means the gross pension payable prior to commutation.
- (2) *Pre-retirement* pay means the substantive pay last drawn before retirement. However:
 - (i) Pay drawn in an officiating appointment may be taken into account if the officer had officiated continuously for at least ten months in the appointment on the date of retirement or he had been appointed to that post on a regular basis in accordance with the prescribed recruitment rules.
 - (ii) Special pay shall also be taken into account for determining pre - retirement pay. Such special pay, like officiating pay shall, however, be taken into account towards the pre-retirement pay only if it has been drawn for at least ten months before retirement. Pay drawn for holding more than one charge will *not* be taken into account in determining pre-retirement pay.

- (iii) Such portion of deputation allowance, if any, drawn continuously for at least ten months before retirement, as has been taken into account for pension purposes, shall also be taken into account for determining the last pay drawn before retirement.
- (iv) The pay drawn in a tenure post may also be treated as pay last drawn before retirement provided that it was drawn continuously for ten months immediately before retirement.
- (v) Personal pay granted for loss of substantive pay or allowed as a special increment for promoting small family norms shall be taken into account in fixing pre-retirement pay irrespective of whether it is drawn for ten months or not as it stand on the same footing as substantive pay. Other types of personal pay shall, however, be accorded the same treatment as officiating pay and taken into account only if the same had been drawn for ten months or more.
- (vi) The periods of leave preparatory to retirement and foreign service during the last ten months before retirement may be included in the ten months for the purpose of computing pre-retirement pay, if it is certified by the competent authority that the officer would have officiated in the post but for his being on such leave or foreign service.
- (vii) An increment accruing in the substantive appointment during earned leave upto 120 days or the first four months of leave on average pay taken as leave preparatory to retirement shall be taken into account for determining the pre-retirement pay. If

the person was holding at the time of retirement a post in an officiating capacity, the increment in respect of that post may be taken into account only if the competent authority certifies that the person would have held the officiating appointment but for proceeding on leave preparatory to retirement. Promotion to any higher post which the person would have got but for going on leave will not be taken in to account.

- (viii) In the case of a person who retires while on foreign service, the pay that he would have drawn in his parent cadre but for going on foreign service shall be taken as pre-retirement pay. Regard will also be given to the promotions which the person would have received in his parent service or cadre provided that he would have officiated for ten months or more.
- (ix) In the case of retired Defense Service personnel of the rank of JCO, NCO, or in the Army and corresponding ranks in the Navy or Air Force, the items of emoluments mentioned below shall constitute pre-retirement pay :-

Army (JCO, NCO. or OR).

<i>Old Pay Code</i>	<i>New Pay Code</i>
Basic Pay	Pay (including deferred Pay)
Grade/trade/technical/ and rank corps pay.	and rank pay.
Good service / Good conduct pay.	Increments of pay for length of service.
Proficiency Pay/Special Proficiency pay/ war service increments	Good Service Pay. Classification pay.
Deferred Pay.	
Personal Allowance (Ris./ Sub Major)	
Extra Duty pay,	

NAVY

Basic pay	Pay (including deferred pay)
Non-Substantive pay	Good conduct pay.
War service Increments	Higher Pt.II- Qualification
Good Conduct pay	Pay
Deferred pay.	Classification pay.

AIR FORCE

Basic pay.	Pay (including deferred pay)
Good service/Good conduct pay	
Air proficiency pay badge pay.	
War Service increments	
Deferred pay.	Classification pay.

- (x) (a) In case of persons who retired before 1.1.73 and were re-employed after 1.1.1973, the pre-retirement pay will be

taken to be the basic pay plus dearness pay plus dearness allowance and interim relief drawn at the time of retirement

- (b) In the case of persons who retired after 1.1.1973 on the pre-revised scale of pay, the pre-retirement pay will be taken to be basic pay plus dearness allowance and interim relief drawn at the rates in force on 31-12-1972.

(xi) Medical Officers

In the case of those Medical Officers who were in receipt of Non-Practicing Allowance in their last employment, the allowance so drawn will be taken into account for determining the last pay drawn for purposes of fixation of pay in the re-employed post, if such an allowance is admissible in the re-employed posts also. The allowance shall not be taken into account for such purposes where it is not admissible in the re-employed post. Where, however, no Non-Practicing Allowance was admissible in the last employment but it is attached to the post in which the pensioner is re-employed, such an allowance shall be drawn separately after fixation of pay on re-employment.

4. Fixation of Pay of Re-employed Pensioners

- (a) Re-employed pensioners shall be allowed to draw pay only in the prescribed scale of pay for the posts in which they are re-employed. No protection of the scales of pay of the posts held by them prior to retirement shall be given.

- (b) (i) In all cases where the pension is fully ignored the initial pay on re-employment shall be fixed at the minimum of the scale of the re-employed post.
- (ii) In cases where the entire pension and pensionary benefits are not ignored for pay fixation, the initial pay on re-employment shall be fixed at the same stage as the last pay drawn before retirement. If there is no such stage in the re-employed post, the pay shall be fixed at the stage below that pay. If the maximum of the scale in which a pensioner is re-employed is less than the last pay drawn by him before retirement, his initial pay shall be fixed at the maximum of the scale of pay of the re-employed post. Similarly, if the minimum of the scale of pay in which a pensioner is re-employed is more than the last pay drawn by him before retirement his initial pay shall be fixed at the minimum of the scale of pay of re-employed post. However, in all these cases, the non-ignorable part of the pension and pension equivalent of retirement benefits shall be reduced from the pay so fixed.
- (c) The re-employed pensioner will in addition to pay as fixed under. (b) above shall be permitted to draw separately any pension, sanctioned to him and to retain any other form of retirement benefits.
- (d) In the case of persons retiring before attaining the age of 55 years and who are re-employed, pension (including pension equivalent of gratuity and other forms of retirement benefits) shall be ignored for initial pay fixation to the following extent:
 - (i) In the case of ex-service men who held posts below commissioned officer rank in the Defence Forces and in the case of civilians who held posts below Group A posts at the time of their retirement, the entire pension and pension equivalent of retirement benefits shall be ignored.
 - (ii) In the case of service officers belonging to the Defence Forces and Civilian pensioners who held Group A posts at the time of their retirement the first Rs. 500/- of the pension and pension equivalent of retirement benefits shall be ignored.

5. Drawal of Increments

Once the initial pay of a re-employed pensioner has been fixed in the manner indicated above, he may be allowed to draw normal increments in the time-scale of the post to which he is appointed as if the pay had been fixed at the minimum or the higher stage, as the case may be (i.e. before an adjustment on account of pension and pension equivalent of other forms of retirement benefits is made). Provided that the pay and gross pension/pension equivalent of other retirement benefits taken together do not at any time exceed Rs. 8,000/- per month.

6. Personnel retiring on Invalid or compensation pension :

Persons who are re-employed after obtaining compensation or invalid pension will also be governed by these orders subject to the condition that if the re-employment is in qualifying service, they may either retain their pension, in which case their service will not count for future pension or to cease to draw any part of their pension and count their previous service. Pension intermediately drawn need not be refunded. In case the pensioners elect to count their previous service for pension by foregoing their entire pension including death cum-retirement gratuity, their pay would be fixed by treating them as if they are not in receipt of any pension. The special provision contained in this ordinances regarding grant of Contributory Provident Fund benefits during the period of re-employment and the grant, on termination of the period of the re-employment, of the unutilized portion of the refused leave in respect of previous service shall not be extended to them.

7. Military Reservists :

Military reservists who continue to serve in the same post in which they were employed during reserve period shall continue to draw the same rate of pay which they were drawing on the date of transfer to military pension establishment in addition to pension provided the pension is not more than Rs.50 per month.

8. Emergency Commissioned Officers and Short Service Commissioned Officers :

Emergency Commissioned Officers and Short Service Commissioned Officers who joined pre-commissioned training or were commissioned after 01-01-1968 may, on their appointment in Govt. service to un-reserved vacancies, may

be granted advance increments equal to the completed years of service rendered by them in Armed Forces on a basic pay (inclusive of deferred pay but excluding other emoluments) equal to or higher than the minimum of the scale attached to the civil post in which they are employed. The pay so arrived at should not, however, exceed the basic pay (including the deferred pay but excluding other emoluments) last drawn by them in the Armed Forces.

9. Promotion / Transfer :

On regular promotion/Transfer to another post, pay of the re-employed pensioner shall be fixed under the provisions of relevant rules of this University with reference to the pay in the previous re-employment post (before adjustment). Adjustment from the pay so fixed, on account of pension and pension equivalent of retirement benefits shall be continued to be made to the same extent as was being made earlier. This will, however, remain subject to the condition that the pay plus pension and pension equivalent of gratuity/other forms of retirement benefits shall not exceed Rs. 8000/- per month at any time.

10. Provisional Pay :

(i) Where delays are likely to occur in determining the pension and other pensionary benefits, the re-employed pensioners, pending final fixation of pay, might be paid their pay on provisional basis for a maximum period of six months after taking into account the maximum pension and gratuity that might be admissible to them on the basis of last pay drawn by them. The sanctioning authority shall be responsible for ensuring that the provisional pay authorised is not likely to exceed the correct pay that may become admissible. For the purposes of calculating the pension equivalent of the gratuity, the Table as prescribed in the Central Civil Service (Communication of Pension) Rules, 1981 from time to time, shall be followed. An undertaking for refunding any amount

that might be overpaid as a result of provisional fixation of pay shall be obtained from the re-employed pensioners.

- (ii) (a) In cases where considered desirable, a re-employed person may be paid the full pay of the post on provisional basis which would be inclusive of his pension but would exclude an approximate amount of pension equivalent of gratuity / pension equivalent of employer's portion of Contributory Provident Fund, as the case may be, provided he executes an agreement in form XIII. He shall also be required to furnish acquittance in form XIV indicating receipt of his pay including pension. The acquittance shall be obtained from the re-employed person concerned along-with the pay bill every month he is paid provisionally.
- (b) When the pension and other retirement benefits are ultimately sanctioned to the re-employed person by the competent authority, the pay shall be fixed after taking into account the pension and pension equivalent of other forms of retirement benefits in accordance with the provisions contained in these ordinances and he shall have no fresh claims for pensionary benefits in respect of the past periods during which he drew the same alongwith the provisional pay. The actual amount of pension equivalent of gratuity/employers' portion of CPF will be adjusted against the gratuity/CPF to the extent it is different from the approximate amount deducted from the pay of the post provisionally paid.
- (iii) The provision contained in (ii) above shall apply to cases of retired University employees re-employed in the University and shall not apply to cases of any other categories of retired persons (such as retired persons of Defense Department, Railway Deptt. and State Government etc.) on

their re-employment in the University.

11. Allowances :

The drawal of various allowances and other benefits based on pay shall be regulated with reference to the pay that is fixed or re-employment. Pay for these allowances and benefits will be the pay fixed before deducting the non-ignorable part of the pension and the pension equivalent of the other retirement benefits.

12. Contributory Provident Fund :

Re-employed persons might be permitted to contribute to the contributory provident fund, provided that where the term of re-employment is initially for a year or less but is later extended so as to exceed one year, the University's contribution with interest shall be credited only after the completion of one year's re-employment service. The University contribution with interest shall be payable for the entire period for which the re-employed person is allowed to contribute to the C.P.F. if such period exceeds one year.

13. Leave and Leave Salary :

In the case of persons re-employed after retirement, the provisions contained in the Revised Leave Regulations of the University shall apply.

14. Gratuity / Death-cum-Retirement Gratuity :

Re-employed persons shall not be eligible for any gratuity/ death-cum-retirement gratuity for the period of re-employment except in those cases covered on Rules on 18 and 19 of the Central Civil Services (Pension) Rules, 1972 and corresponding Rules of the University.

15. Retrenched Employees :

In the case of ex-service men as well as civilians who

are retrenched from service and are not granted pension and/ or service gratuity, on their appointment to University service they may be granted advance increments equal to the completed years of service rendered by them on a basic pay equal to or higher than the minimum of the scale attached to the post in which they are employed. The pay so arrived at should not, however, exceed the basic pay drawn by them in the armed forces.

16. Fixation of Pay Ex-Combatent Clerk Storeman :

(1) In partial modification of the provisions contained in clauses 4 and 5 above, ex-combatent Clerks on their re-employment as lower Division Clerks or Junior Clerk in the University and Ex-Storemen in the Armed Forces on their re-employment as Storemen in University shall have the option to get their pay fixed under clauses 4 and 5 above in accordance with the procedure indicated in sub-para (2) below.

Explanation :

(i) The option once exercised is final. The re-employed pensioner should be asked to exercise the option within the period of three months from the date of his re-employment.
(ii) Ex-combatent Clerks and Storemen referred to in this clause will include reservists released at their own request or on compassionate or medical grounds.

(2) Service rendered as combatent Clerks and Storemen in Armed Forces shall be treated as equivalent to service as Lower Division Clerks/Junior Clerks and Storemen respectively in Civil posts, irrespective of this pay drawn in those posts in the Armed Forces. The initial pay in such cases shall be fixed in the time scale of the re-employed posts at a stage equivalent to the stage that would have been reached by putting in the civil posts, the number of completed years of service rendered in the posts in the Armed Forces. The pay so fixed will not be restricted to the

pre-retirement pay. The fixation of pay in these cases shall be done by invoking the provisions of the relevant rules of the University.

Explanation :

- (i) For the purpose of calculation of completed years of service rendered in the Armed Forces the non-qualifying service in the Armed Forces will not be taken into account.
 - (ii) Pension as defined in clause 3 (1) above shall be deducted from the pay fixed under this clause after ignoring Rs. 15/- thereof and only the net pay is payable.
 - (iii) If the resultant amount does not correspond to a stage in the scale applicable to the re-employed post, pay may be fixed at the next lower stage and the difference allowed as personal pay to be absorbed in future increases of pay.
 - (iv) Where the pay in such cases is fixed below the minimum of the pay scale of the re-employed post, as a result of adjustment of amount of pension drawn by him from the Army in excess of Rs. 15/- per month, increases in pay may be allowed after each year of service at the rate of increment admissible as if the pay has been fixed at the minimum till the minimum of the scale is reached. Thereafter, subsequent increments may be granted in the scale of the re-employed post in the usual manner.
- (3) In the case of appointment of persons during released leave/terminal leave, their pay may be fixed at the minimum of the scale of pay of the post of Lower Division Clerk/Junior Clerk/Storemen and they will draw leave salary separately from the military authorities. Their pay in accordance with the formula mentioned at (2) above will be fixed from the date of their final discharge from the Army.

(4) The power to fix the pay under this clause is delegated to the Administrative Ministries/Departments of the Government of India. For this purpose the Comptroller and Auditor General of India will have the same powers as the Ministries of the Government of India. Orders fixing the pay in such cases should be issued by invoking the provisions of Fundamental Rule 27 or the relevant rules of the University.

17. Details to be called for from the Audit Officers :

For the correct determination of pay, competent authorities shall obtain the following information in respect of all officers viz., gazetted, non-gazetted and Group'D' from the Audit/Pay and Accounts Officers who reported on the title to pension etc.

- (i) Post held substantively on the date of retirement and substantive pay in that post together with scale of pay.
- (ii) Other post, if any, held in an officiating capacity on the date of retirement and officiating/pay drawn in the post together with scale of pay.
- (iii) In the case of (ii) above, the date of actual officiation.
- (iv) (a) Special pay, and deputation allowance, if any, drawn on the date of retirement and the period for which it was drawn continuously.
(b) The portion of special pay etc. counted as emoluments or pension should be indicated.
(c) In the case of special pay drawn in a substantive post, whether it is a part of the prescribed scale of the post and included in the relevant pay schedules.
- (v) Gross pension, including amount commuted particulars of pension payment order to be quoted.

- (vi) Death-cum-Retirement or other gratuity and pension equivalent thereof.
- (vii) Government contribution to the Contributory Provident Fund with interest and the pension equivalent thereof, the Contributory Provident Fund Account number previously allotted and the particulars of the authority issued by the previous Audit/pay and Accounts Officer. After getting the above information the competent authority shall fix the pay of the re-employed persons under the provisions of these Ordinances.

18. Delegation of Powers :

The Finance Officer will be competent to fix the pay of a retired person re-employed in the University in accordance with the formula mentioned in clause 4 above, provided that the post in which the person is re-employed already carries a sanctioned scale of pay. Cases in which a scale of pay has not been sanctioned for the post will be referred to the Govt. of India, Ministry of Human Resource Development (Department of Education).

FORM - XIII

Form of Agreement to be Executed by the University Employee on his Re-employment.

An agreement made. . . . day of . . two thousand and hundred. . . . and between. . (herein after called the retired University / Govt. servant, which expression shall include his heirs, executors, administrators and legal representatives) on the one part and the Registrar of Aligarh Muslim University, Aligarh (herein after called the University) on the other part.

Whereas the University has appointed. . . . a retired University employee in the post of. . . . which carries a scale of Rs.....

Whereas the initial pay on re- employment plus the gross amount of pension and/or the pension equivalent of other forms of retirement benefits shall not exceed (i) the pay he drew before his retirement or (ii) Rs. 8000 whichever is less.

Whereas the pension and / or the pension equivalent of retirement benefits in respect of the retired University employee's previous service has not been finally determined and sanctioned by the competent authority before his re-employment.

Whereas the approximate amount of pension equivalent of gratuity / pension equivalent of employers' contribution to the contributory provident fund receivable by the retired University employee has been worked out to be Rs..... P.M.

Whereas the retired University employee is desirous of receiving pay in the re-employed post each month inclusive of the amount of pension due to him for the relevant period but exclusive of a sum of Rs..... representing the approximate amount of pension equivalent of employers' contribution to C.P.F.

Now therefore, the University has agreed to fix his pay at a sum of Rs. per month provisionally' which sum shall include the amount of pension due to him for the relevant period but exclude an approximate amount of pension equivalent employer's contribution to C.P.F.

On the condition that,

The provisional pay shall be subject to adjustment on the fixation of his final pay in accordance with the provisions referred to above, when the pension equivalent of other forms of retirement benefits in the respect of his previous service are sanctioned to the retired University employee by the competent authority.

The retired University employee shall not have any further claim for the pension in respect of the period during which he had drawn the amount thereof included in the provisional pay.

And further that the actual pension equivalent of gratuity/pension equivalent of employer's contribution to C.P.F. shall be subject to adjustment from the gratuity/C.P.F. when sanctioned, to the extent it is different from the approximate amount excluded from the pay in the re-employed post to arrive at the provisional pay.

In witness whereof the retired University employee has hereinto set his hand the day and year first before written.

Signed by the said

in presence of

Signatures

FORM - XIV

**Receipt to be given by the Re-employed Pensioner
alongwith Pay Bill every Month.**

Received a sum of Rupees.....

.....
being the provisional pay (which is inclusive of the amount of pension accrued to me) in

(Name of post held and office) for the month of
..... I hereby declare and state that my pension for the month of may be treated as adjusted against the above payment when the pensionary benefits are sanctioned to me and will not be entitled to any further payment on account of pension for the said period.

***CHAPTER - IV**
Terms and Conditions of Service of Teachers
(Sec. 29 (k) & (p) of University Act & Statute 29)

11. (a) Salary

- (i) A person appointed to a post shall ordinarily be entitled to the minimum of the time-scale applicable to the post unless otherwise specified by the appointing authority.
- (ii) The pay of an employee appointed from a lower to a higher scale shall be increased by an increment in the lower scale, and then fixed in the higher scale at the stage next above the pay so arrived at in the lower scale.
- (iii) If an employee has previously held the post in the higher scale temporarily, or some other post in an identical time scale of pay, then his initial pay in such higher scale shall not be less than the pay which he drew on the last such occasion, and he shall count the period during which he drew that pay on such last and any previous occasion for increment in the stage of the time scale equivalent to that pay. If however, the pay last drawn by an employee in a temporary post is inflated by grant of premature increments the pay which he would have drawn but for the grant of these increments shall, unless otherwise ordered by the Executive Council be taken as the pay which he last drew in the temporary post.
- (iv) Unless otherwise ordered by the appointing authority ; if a person already in the service of the University is appointed to a higher post and his substantive salary in the lower post is higher than the minimum of the time-scale applicable to the new post, he shall draw such salary as he would have drawn in his substantive post from

* Ref. A.C. 8.3.2000, EC- 9.3.2000.

time to time until he is confirmed in the higher post.

(b) Increments in Time Scales

Increments shall ordinarily be drawn as a matter of course unless an increment is withheld by the appointing authority, for reasons submitted by the Chairman of the Department though the Dean of the Faculty and the Vice-Chancellor and in the case of Chairman of the Department by the Dean, through the Vice-Chancellor and considered sufficient by the appointing authority.

†(c) Incentives for Ph.D./M.Phil. and other Higher Qualification to take effect from 01.09.2008.

- 1. (i). Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degree of Ph.D. awarded in a relevant discipline by the University following the process of admission, registration, course work and external evaluation as prescribed by the UGC.
- (ii). M.Phil. degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to 2 non-compounded advance increments.
- (iii). Those possessing Post-graduate degree in the Professional course such as L.L.M./M.Tech/ M.Arch/M.E./M.V.Sc./M.D., etc. recognized by the relevant statutory body/council, shall also be entitled to 2 non-compounded advance increments at the entry level.
- (iv)(a) Teachers who complete their Ph.D. degree while in service shall be entitled to 3 non-compounded increments if such Ph.D. is in a relevant discipline of the discipline of employment and has been

† D. No.(C)/545, dated 19.05.2011

- awarded by a University complying with the process prescribed by the UGC for enrolment, course work, evaluation, etc.
- (b) However, teachers in service who have already been awarded Ph.D. by the time of coming into force of these regulations or having been enrolled for Ph.D. have already undergone course-work as well as evaluation, if any, and only notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of 3 non-compounded increments even if the University awarding such as Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- (v) In respect of every other case, a teacher who is already enrolled for Ph.D. shall avail the benefit of 3 non-compounded increments only if the University awarding the Ph.D. has notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.
- (vi) Teachers in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of 3 non-compounded increments on award of Ph.D., while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
- (vii) Teachers who acquire M.Phil degree or a post graduate degree in a professional course recognized by the relevant Statutory Body/ Council, while in service shall be entitled to one advance increment.
- (viii) Five non-compounded advance increments shall

be admissible to Assistant Librarian/College Librarian who are recruited at entry level with Ph.D. degree in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Library Science.

- (a) Assistant Librarian/College Librarian acquiring the degree of Ph.D. at any time while in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to 3 non-compounded advance increments.
- (b) However, persons in posts of Assistant Librarian/College Librarian or higher positions who have already been awarded Ph.D. in library science at the time of coming into force of these Regulations or having already undergone course-work as well as evaluation, if any, and only notification in regard to the award of Ph.D. is awaited shall also be entitled to the award of 3 non-compounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- (c) In respect of every other case of persons in the post of Assistant Librarian/College Librarian or higher position who are already enrolled for Ph.D. shall avail the benefit of 3 non-compounded increments only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.

- (d) Assistant Librarian/College Librarian and others in higher Library positions in service who have not yet enrolled for Ph.D. shall therefore derive the benefit of 3 non-compounded increments on award of Ph.D. while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
- (e) Two non-compounded advance increments shall be admissible for Assistant Librarian/College Librarian with M.Phil. degree in Library Science at the entry level, Assistant Librarian/College Librarian and those in higher positions acquiring M.Phil. degree in Library Science at any time during the course of their service shall be entitled to one advance increment.
- (ix) Five non-compounded advance increments shall be admissible to Assistant Director or Physical Education and Sports/College Director of Physical Education and Sports who are recruited at entry level with Ph.D. degree in the discipline of Physical Education from a university complying with the process prescribed by the UGC for the award of Ph.D. in Physical Education.
- (x) Notwithstanding anything in the foregoing clauses, those who have already availed the benefits of advanced increments for possessing Ph.D./M.Phil. at the entry level under the earlier Schemes/Regulations shall not be entitled to the benefit of advance increments under these Regulations.
- (xi) Teachers, Library and Physical Education cadres who have already availed the benefits of increments as per the then existing policy for acquiring Ph.D./M.Phil. while in service, shall not be entitled to advance increments under these Regulations.
- (xii) For posts at the entry level where no such advance increments were admissible for possessing Ph.D./M.Phil. under the earlier Schemes/Regulations, the benefit of advance increments for possessing Ph.D./M.Phil. shall be available to only those appointments which have been made on or after the coming into force of these Regulations.
- *(xiii) As advanced increments are treated as Integral to pay, grant of non compounded advance increment at the rates mentioned in Paragraph 7 of this Ministry's order No. 1-32/2006 UII/UI (1) dated 31st December 2008 and No. 23/1/2008-TS-II dated 18th August 2009 would apply only to (a) Direct recruit lecturers in the pre-revised scale of Rs. 8000-13500 appointed between 1.1.2006 and 17th August 2009 and (h) Direct recruit / Assistant Professors in the revised pay of PB-3 with AGP of Rs. 6000 from 18th August 2009 onwards. Therefore, the decision on the non-compounded advance increments as communicated vide this Ministry's letter referred to above dated 31st August 2008 and 18th August 2009 will not be applicable for those faculty who were appointed up to 31st December 2005. Those appointed prior to 1.1.2006 will be governed by instructions in force.

* Ref. E.C. Res. No. 6 dated 04.10.2014

- *(xiv) Advance increments mentioned in the above-mentioned Orders dated 31st December 2008 for completion of Ph.D. PG Degree in Professional Courses while in service would apply to all the categories of teachers. However, the rate of advance increments mentioned in the above said Orders would apply only for those teachers who obtained Ph.D. or PG Degree in Professional Course. While in service post 1.1.2006. Therefore, those teachers who had obtained Ph.D. prior to 1.1.2006 (either prior to their entry into the service or while in service) are not eligible for advance increments as per the new rates mentioned in the above said order dated 31st December 2008.
- *(xv) Advance increments granted up to 31st December 2005 were to be treated integral to the pay and accordingly the revised pay as on 1.1.2006 may be calculated as per the pay fixation formula mentioned in CCS (Revised Pay) Rules 2008.

2. OTHER TERMS AND CONDITIONS

INCREMENTS

- (i) Each annual increment shall be equivalent to 3 % of the sum total of pay in the relevant Pay Band and the AGP as applicable for the respective stage in the Pay Band.
- (ii) Each advance increment shall also be at the rate of 3 % of the sum total of pay in the relevant Pay Band and the AGP as applicable and shall be non-compounded.

* Ref. E.C. Res. No. 6 dated 04.10.2014

- (iii) The number of additional increment (s) on placement at each higher stage of AGP shall be as per the existing Schemes/Regulations of increment on promotion from lower pay scale to higher pay scale; however, in view of the considerable raise an effective pay between the two Pay Bands, there shall be no additional increment on movement from the Pay Band of Rs. 15,600 - Rs. 39,100 to the Pay Band of Rs. 37,400 - Rs. 67,000.
- (iv) All issues relating to grant of advance increments to teachers engaged in engineering/technical courses in the university system shall be subject to recommendations of the Committee separately constituted by the Central Government for pay review of teachers in technical education.

+ **12. Career Advancement**

1. In order to facilitate the implementation of these regulations from 31.12.2008 in the CAS Promotion, the API based PBAS will be progressively and prospectively rolled out. Accordingly, the PBAS based on the API scores of categories I and II as mentioned in these tables is to be implemented for one year, initially based on the existing systems in universities/ colleges for one year only with the minimum annual scores as depicted in Table II (a) and II (b) for university and college teachers, This annualized API scores can then be compounded progressively as and when the teacher becomes eligible for CAS promotion to the next cadre. Thus, if a teacher is considered for CAS promotion in 2010, one year API scores for 2009-10 alone will be required for assessment. In case of a teacher being considered for CAS promotion in 2011, two years average of API scores for these categories will be required for assessment and so on leading progressively for the complete assessment period. For Category III (research and academic contributions), API scores for this category will be applied for the entire assessment period.

2. A teacher who wishes to be considered for promotion under CAS may submit in writing to the university/college, with three months in advance of the due date, that he/she fulfils all qualifications under CAS and submit to the university/college the

+ D. No.(C)/773, dated 06.07.2011

Performance based Appraisal System proforma as evolved by the concerned university duly supported by all credentials as per the API guidelines set out in these Regulations. In order to avoid delays in holding Selection Committee meetings in various positions under CAS, the university/college should immediately initiate the process of screening/selection, and shall complete the process within six months from the date of application. Further, in order to avoid any hardships, candidates who fulfill all other criteria mentioned in these Regulations, as on 31 December, 2008 and till the date on which this Regulation is notified, can be considered for promotion from the date, on or after 31 December, 2008, on which they fulfill these eligibility conditions, provided as mentioned above.

3. Candidates who do not fulfill the minimum score requirement under the API Scoring System proposed in the Regulations as per Tables II (a and b) of Appendix III or those who obtain less than 50 % in the expert assessment of the selection progress will have to be re-assessed only after a minimum period of one year. the date of promotion shall be the date on which he/ she has successfully got re-assessed.

4. CAS promotions from a lower grade to a higher grade of Assistant Professor shall be conducted by a "Screening cum Evaluation Committee" adhering to the criteria laid out as API score in PBAS in the Tables of Appendix-III.

5. The "Screening cum Evaluation Committee" for CAS promotion of Assistant Professors from one AGP to the other higher AGP shall consist of:

6. For University Teacher:
 - a. The Vice-Chancellor as the Chairperson of the Selection Committee;
 - b. The Dean of the concerned Faculty;
 - c. The Head of the Department/Chairperson of the School; and
 - d. One subject expert in the concerned subject nominated by the Vice-Chancellor from the University panel of experts.
7. For College Teachers:
 - a. The Principal of the College;
 - b. Head of the concerned department from the college;
 - c. Two subject experts in the concerned subject nominated by the Vice-Chancellor from the University panel of experts;
8. The quorum for these committees in both categories mentioned above shall be three including the one subject expert/university nominee need to be present.
9. The Screening cum Evaluation Committee on verification/evaluation of API score secured by the candidate through the 'PBAS' methodology designed by the respective university based on these Regulations and as per the minimum requirement specified in Tables II and III for each of the cadre of Assistant Professor shall recommend to the Syndicate/Executive Council/ Board of Management of the University about the suitability for the promotion of the candidate(s) under CAS for implementation.
10. All the selection procedures outlined above, shall

- be completed on the day of the selection committee meeting, wherein the minutes are recorded along with PBAS scoring proforma and recommendation made on the basis of merit and duly signed by all members of the selection committee in the minutes.
11. CAS promotions being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre.
 12. The incumbent teacher must be on the role and active service of the Universities/Colleges on the date of consideration by the Selection Committee/CAS Promotion.
 13. Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in the appropriate API system tables by submitting an application and the required PBAS proforma. They can do so three months before the due date if they consider themselves eligible. Candidates who do not consider themselves eligible can also apply at a later date. In any event, the university concerned shall send a general circular twice a year calling for applications for CAS promotions from eligible candidates.
 14. In the final assessment, if the candidates do not either fulfill the minimum API scores in the criteria as per PBAS proforma or obtain less than 50 % in expert assessment, wherever applicable, such candidates will be reassessed only after a minimum period of one year.

15.(a) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion will be from that of minimum period of eligibility.

(b) If, however, the candidates find that he/she fulfills the eligibility conditions at a later date and applies on that date and is successful, his/her promotion will be effected from that date of application fulfilling the criteria.

(c) If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his/her promotion will be deemed to be from the later date of successful assessment.

16. STAGES OF PROMOTION UNDER CAREER ADVANCEMENT SCHEME: OF INCUMBENT AND NEWLY APPOINTED ASSISTANT PROFESSORS:

i. Entry level Assistant Professors (Stage 1) would be eligible for promotion under the Career Advancement Scheme (CAS) through two successive stages (stage 2 and stage 3), provided they are assessed to fulfill the eligibility and performance criteria as stipulated above.

ii. An entry level Assistant Professor, possessing Ph.D. degree in the relevant discipline shall be eligible, for moving to the next higher grade (stage 2) after completion of four years service as Assistant Professor.

iii. An entry level Assistant Professor possessing M.Phil. degree or post-graduate degree in professional courses, approved by the relevant statutory body, such as L.L.M./M.Tech., etc. shall be eligible for the next higher grade (stage 2) after completion of five years service as Assistant Professor.

iv. An entry level Assistant Professor who does not have Ph.D. or M.Phil, or a Master's degree in the relevant professional course, shall be eligible for the next higher grade (stage 2) only after completion of six years service as Assistant Professor.

v. The upward movement from the entry level grade (stage 1) to the next higher grade (stage 2) for all Assistant Professors shall be subject to their satisfying the API based PBAS conditions laid down by the UGC in this Regulation.

vi. Assistant Professors who have completed five years of service in the second grade (stage 2) shall be eligible, subject to meeting the API based PBAS requirements laid down by these Regulations, to move up to next higher grade (stage 3).

(Annexure-I and II)

*** Explanation**

(i) Service will mean teaching experience of under graduate classes of the University or of any other University/Institution in India or Abroad recognized by the University.

(ii) It will include teaching experience as Lecturer (Permanent/temporary/adhoc/1/3 of the length of part-time service) as Research Associate or Research Assistant or Scientific Officer or Research Officer or *** Pool Officer or + Case Analyst or Senior Research Fellow or † Senior Research Assistant.

#(ii) (a) one-third of service rendered by Guest Faculties Teachers to be counted for promotion under CAS and CADRE (Direct Recruitment).

(iii) Teaching experience includes all periods spent on leave except Extra-ordinary Leave for non-academic purposes.

(iv) Any break in service on technical ground in case of temporary or adhoc appointment shall be waived off and shall be treated as continuous service.

*** E.C. 12.9.1998

+ O.M. No. (C)/1345 dated 13.9.2001

† O.M. No.(C)/419 dated 23.3.2002

* E.C. Res. No. 03 dated 10.10.2013

E. C. Res. No. 5 (26), dated 29.08.2015

MINIMUM API AS PROVIDED IN APPENDIX – II TABLE TO BE APPLIED IN UNIVERSITY DEPARTMENTS, AND WEIGHTAGES FOR EXPERT ASSESSMENT

Annexure II A

	Assistant Professor/ equivalent cadres: (Stage 1 to Stage 2)	Assistant Professor/ equivalent cadres: (Stage 2 to stage 3)	Assistant Professor (Stage 3) to Associate Professor/ equivalent cadres (Stage 4)	Associate Professor (Stage 4) to Professor (Stage 5) cadres (Stage 5)
I	Teaching-Learning, Evaluation Related Activities (Category I)	75/year	75/year	75/year
II	Co-curricular, Extension and Profession related activities (Category II)	15/year	15/year	15/year
III	Minimum Total Average Annual Score under Categories I and II*	100/year ¹	100/year	100/year
IV	Research and Academic Contribution (Category III)	10/year (40/assessment period)	20/year (100/assessment Period)	30/year (90/assessment period)
V	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee
	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	30% - Contribution to Research 50% - Assessment of domain knowledge and teaching practices 20 % - Interview performance

* Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II. Rs. 6000, 7000, 8000, 9000, 10000 and 12000 respectively

Annexure II B

APPENDIX – III TABLE – II (B) WEIGHTAGES FOR EXPERT ASSESSMENT TO BE APPLIED FOR THE PROMOTION OF TEACHERS, IN COLLEGES (UG AND PG) UNDER CAREER ADVANCEMENT SCHEME (CAS)

	Assistant Professor/ equivalent cadres: Stage 1 to Stage 2:	Assistant Professor (Stage 3) to Associate Professor/ equivalent cadres: Stage 2 to Stage 3	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Associate Professor (Stage 4) to Professor (Stage 5) as per assigned posts
I	Teaching-Learning, Evaluation Related Activities (Category – I)	75/year	75/year	75/year
II	Co-curricular, Extension and Profession related activities (Category – II)	15/year	15/year	15/year
III	Minimum total average annual Score under Categories I and II*	100/year	100/year	100/year
IV	Research and Academic Contribution (Category III)	5/year (20/assessment period)	10/year (50/assessment period)	15/year (45/assessment period)
V	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee
	Percentage Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	No separate points. Screening committee to verify API scores	No separate points. Screening committee to verify API scores	20% - Contribution to Research 60% - Assessment of domain knowledge and teaching practices 20 % - Interview performance

* Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II. Rs. 6000, 7000, 8000, 9000 and 10000 respectively

Annexure II C

APPENDIX – III TABLE – II (C) WEIGHTAGES FOR EXPERT ASSESSMENT TO BE APPLIED FOR THE PROMOTION OF TEACHERS, IN UNIVERSITIES DEPARTMENTS, AND WEIGHTAGES FOR EXPERT ASSESSMENT

Annexure II C

Note: For universities for which Sixth PRC Awards (vide Appendix 2) are applicable, Stages 1, 2, 3, 4 and 5 correspond to scales with AGP of Rs. 6000, 7000, 8000, 9000 and 10000 respectively

- *12. 2. These Ordinances shall be applicable with effect from 31.12.2008 and the candidates who become eligible for promotion under Career Advancement Scheme (CAS) on or after 31.12.2008 shall be governed by the provisions of these Ordinances.

Provided further that notwithstanding anything contained in these Regulations, in the event any candidate became eligible for promotion under Career Advancement Scheme prior to 31st December, 2008, the promotion of such a candidate under Career Advancement Scheme shall be governed by the Old Ordinances framed by the University on the basis of University Grants Commission (Minimum Qualifications Required for the Appointment and Career Advancement of Teachers in Universities and Institutions affiliated to it) Regulations, 2000 notified vide Notification No. F.3-1/2000 (PS) dated 4 April, 2000, as amended from time to time.

3. A teacher who wishes to be considered for promotion under CAS may submit in writing to the University, within three months in advance of the date that he fulfils all qualifications under CAS, along with the prescribed proforma Performance Based Appraisal System (PBAS) duly supported by all credentials as per the API guidelines provided in Tables-I (IA-ID), Tables-II (IIA-IIIC) and Table-III provided in **Appendix-A** of these Ordinances.

Provided that the said PBAS proforma shall be sent through proper channel duly certified by the head of the office concerned.

* E.C. Res. No. 3, dated 12.04.2013

4. An Assistant Professor (Academic Grade Pay (AGP)- Rs. 8000/-) completing three (03) years of teaching in the Stage -3 shall be eligible to apply for promotion to the next higher grade of Associate Professor (Academic Grade Pay- Rs. 9000/-, Stage -4) subject to fulfilling the qualifying conditions and the API based PBAS requirements as prescribed in these Ordinances. Such a candidate shall send his application on the prescribed PBAS methodology along with reprints of at least three publications in the entire period as the Assistant Professor. The service requirement and the requirements of minimum academic performance and selection criteria are given in Table-IV and Table-V (**Appendix-A**) of these Ordinances.

Provided that the publications submitted by the applicant shall be communicated to the subject experts for assessment before the interview and the evaluation of the publications by the experts shall be factored into the scores while finalizing the outcome of selection by the duly constituted Selection Committee.

Provided further that assessment of reprints of publications shall be done by two eminent experts from the subject area. For this purpose, a panel of at least five names of experts not below the rank of Professor in the area of specialization of the candidate may be recommended to the Vice-Chancellor by the Board Studies of the Department concerned for selecting two experts for evaluation/assessment of the work done by the candidate. However, the Vice-Chancellor may also appoint such experts from outside the panel proposed by the Board of Studies.

5. An Associate Professor (Academic Grade Pay – Rs. 9000/-) completing three (03) years of service in Stage – 4 and possessing a Ph.D. Degree in the relevant discipline shall be eligible to apply for promotion to the post of Professor under CAS (Stage-5, AGP-Rs. 10,000/-) subject to satisfying the required credit points as per API based PBAS methodology provided in Tables-I (IA-ID), Tables-II (IIA-IIC) and Table-III in Appendix-A of these Ordinances. The service requirement and the requirements of minimum academic performance and selection criteria are provided in Table-IV and Table-V (**Appendix-A**).

Provided that no teacher, other than those with a Ph.D. degree, shall be promoted as Professor.

6. The process of selection of Professor shall involve inviting the curriculum vitae with duly filled Performance Based Appraisal System (PBAS) Proforma along with the reprints of five major publications of the candidate and that such publications submitted by the candidate shall have been published subsequent to the period from which the teacher was placed as the Assistant Professor in Stage-3.

Provided that such publications shall be communicated to the subject experts for assessment before the interview and the evaluation of the publications by the experts shall be factored into the scores while finalizing the outcome of selection by the duly constituted Selection Committee.

Provided further that assessment of reprints of publications shall be done by three eminent experts from the subject area. For this purpose, a panel of at least of five names of experts not below the rank of professor in the area of specialization of the candidate may be recommended to the Vice-Chancellor by the Board of Studies of the Department concerned for selecting three experts for evaluation/assessment of the work done by the candidate. However, the Vice-Chancellor may also appoint such experts from outside the panel proposed by the Board of Studies.

7. The criteria and the system of award of points approved by the University shall be used in the Selection Committee for assessment of various parameters of the candidate such as contribution to research, domain knowledge and teaching practice in addition to his/her ability to communicate effectively; credentials of the candidate on the basis of API based PBAS; aptitude for teaching, research and administration and; planning of institutional development, curriculum development etc.
8. The minimum API scores to be applied for the promotion of teachers under CAS are provided in Tables-IV (**Appendix-A**) of these Ordinances.
9. The period of assessment for a candidate who becomes eligible and makes an application for consideration of promotion under CAS shall be decided in accordance with the Table-V of these Ordinances.

10. In the beginning, the assessment period for evaluation (Category-III) as specified in Table-V of these Ordinances for promotion to the next higher position shall be reckoned with effect from 01.01.2006 or from a later date on which an Assistant Professor (Stage-3) is placed in the Academic Grade Pay (AGP) of Rs. 8000/- or an Associate Professor is placed in the AGP of Rs. 9000/-.
11. In order to overcome difficulties and to facilitate the implementation of these Ordinances w.e.f. 31.12.2008 in the CAS promotions, initially, the annualized API scores can be compounded in the period between 01.01.2009 – 31.12.2011 and the averaged API scores can be applied, separately for Category-I, and Category-II. However, for Category-III (research and academic contributions) API scores will be applied for the entire assessment period as specified in Table-IV of these Ordinances.
- Provided the API score claimed by the candidate shall be checked and verified by appropriate three member Committees of teachers, including a nominee of Vice-Chancellor, constituted for the purpose by the Vice-Chancellor for each department/institution/Centre etc.
12. The promotion under these Ordinances from Stage 3 to Stage 4 and Stage 4 to Stage 5 will be made through a process of Selection Committee duly constituted under Statute 27 of the Statutes of the University.
13. The promotion under CAS being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the incumbent, the said post shall revert back to its original cadre.
14. The incumbent teacher must be on the roll and active service of the University on the date of consideration by the Selection Committee for the promotion under CAS.
15. If a candidate fulfills the minimum API scores indicated in the Table-IV, he shall offer himself for assessment for promotion by submitting an application on the prescribed PBAS proforma. Candidates who do not consider themselves eligible can apply at a later date.
16. In the final assessment of the duly constituted Selection Committee, if a candidate does not either fulfil the minimum API scores as per PBAS proforma or obtains less than 50% in the overall assessment by the Selection Committee, wherever applicable, such a candidate will be reassessed only after a minimum period of one year. The date of promotion of this candidate shall be one year after the previous Selection Committee in which he could not succeed or on a later date as decided by the fresh Selection Committee in which the said candidate has eventually succeeded.
- Provided that for a candidate who does not succeed for promotion in the Selection Committee his assessment period shall be extended at least by one year.

17. (a) If a candidate applies for promotion on completion of the minimum eligibility period and other prescribed criteria and is successful, the date of promotion will be from that of the minimum period of eligibility.
- (b) If a candidate finds that he fulfils the eligibility conditions at a later date and applies on that date and is successful, the promotion of such a candidate will be effective from the date he fulfils the eligibility criteria.
- (c) If a candidate does not succeed in the first assessment, but succeeds in the subsequent assessment, his promotion will be deemed to be one year after the date of the previous Selection Committee in which he was unsuccessful or from a later date as decided by the fresh Selection Committee in which the said candidate eventually succeeded.
18. Associate Professor already working against cadre post by direct recruitment shall not be eligible for promotion under Career Advancement Scheme (CAS) for Associate Professors. Similarly, Professor already working against cadre post by direct recruitment shall not be eligible for promotion under Career Advancement Scheme (CAS) for Professors.
19. The candidates from the Faculty of Medicine and Unani Medicine possessing minimum qualifications as prescribed by the MCI and CCIM/AYUSH, respectively, for the posts of Associate Professor and Professor may also apply for promotion under these Ordinances subject to their fulfilling other conditions as laid down in these Ordinances.

APPENDIX-A

TABLE-I(A)

Category-I : Teaching, Learning and Evaluation Related Activities
Maximum Score (Category-I): Total of Maximum Score Limits in I(A), I(B), I(C) & I(D):125, Minimum Score Required:75

I(A): Teaching Related Activities – Maximum Score (60)

S. No.	Academic Indicators	Maximum Score
(i)	Lectures/Tutorials/Practical Classes/ Contact Classes taken as allotted. Maximum Score of 30 for 100% achievement, If certified by the head of office.	30
(ii)	Syllabus covered. Maximum Score of 10 for 100% achievement, if certified by the head of office.	10
(iii)	Assignments/Home Work/Class Projects to students Returned back after checking (Minimum of 02) (05 points each)	10
(iv)	Sessional Tests/Continuous Evaluation (minimum of 02). Returned back after checking (05 points each)	10
(v)	Remedial Classes and Classes Taken in Excess of allotment. (02 points for every hour of classes)	10
Maximum Aggregate Limit		60

TABLE-I(B)

I(B): Imparting Knowledge – Maximum Score (20)

S. No.	Academic Indicators	Maximum Score
(i)	Preparation and Access to Students of Lecture Unit-Wise with Detailed Plan. Maximum score of 10 for 100% achievement.	10
(ii)	Imparting Knowledge as per Curriculum Using Prescribed Material (Text Books, Journals, Periodicals etc). Maximum score of 10 for 100% achievement.	10
(iii)	Content Enrichment by Providing Additional Web-Based Information and Resources. (02 points for each Item)	10
Maximum Aggregate Limit		20

TABLE-I(C)I(C): Participation in Examination & Evaluation – Maximum Score (25)

S. No.	Academic Indicators	Maximum Score
(i)	University Examination (Annual/End Semester), invigilation, Evaluation of Answer Books, Setting of Question Papers as per Allotment. (Invigilation: 5 points; Evaluation of Answer Books : 5 points; Question Paper Setting: 5 points)	15
(ii)	Participation in Entrance Examinations (Question Paper Setting/ Question Bank Preparation, Moderation etc.) (05 points each)	5
(iii)	Work Related with University Examination/ Entrance Examination (as Coordinator, Examination Superintendent/ Assistant Superintendent etc.) (05 points each)	5
(iv)	University Examination Result Processing (Tabulators/Chief Tabulator etc.) (05 points each)	5
Maximum Aggregate Limit		25

TABLE-I(D)I(D): Contribution to Innovative Teaching-Learning Methodologies, Updating of Subject Content Course Improvement etc-Maximum Score (20)

S. No.	Academic Indicators	Maximum Score
(i)	Participatory and Innovative Teaching-Learning with Material and Problem Based Learning, Case Studies, Group Discussions etc. (05 points each module)	10
(ii)	Use of ICT in Teaching-Learning Process using Power-Point, Multimedia, Application Softwares etc. (Use of any of these in addition to chalk & Board: 5 points each)	10
(iii)	Participation in Curriculum Development, Updating of Course Content, Developing or Imparting Bridge Courses etc. (05 points each)	10
(iv)	Developing and Imparting Soft Skills, Communication Skills, Personality Development Courses & Modules etc. (05 points each)	10
(v)	Organizing Training Programmes/Workshop in Computer Assisted Teaching, Web-Based Learning, e-Library skills to students. (Workshop/ Training Programme: 10 points, other activity : 5 points each activity)	10
Maximum Aggregate Limit		20

TABLE-II(A)

Category-II : Co-curricular, Extension and Professional Development Related Activities Maximum Score (Category-II): Total of Maximum Score Limits in II(A), II(B) & II(C) : 50, Minimum Score Required:15

II(A): Extensions and Co-curricular & field Based Activities – Maximum Score (20)

S. No.	Academic Indicators	Maximum Score
(i)	Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity (05 points each).	10
(ii)	Positions held/Leadership role played in organization linked with Extension Work and National Service Scheme (NSS), NCC, NSO or any other similar activity. (Each activity 10 points)	10
(iii)	Students and Staff Related Socio-Cultural and Sports Programmes, campus publications (Departmental level 02 points, Institutional level 5 points)	10
(iv)	Community work such as values of National Integration, Environment, democracy, socialism, Human Rights, peace, scientific temper, flood or drought relief, small family norms etc. (05 points each)	10
Maximum Aggregate Limit		20

TABLE-II(B)II(B): Contribution to Corporate Life and Management of Institution-Maximum Score (15)

S. No.	Academic Indicators	Maximum Score
(i)	Contribution to Corporate life through meetings, popular lectures, subject related events, articles in college magazine or University volumes (02 points each)	10
(ii)	Institution governance responsibility like Dean/ Chairman, Director, Registrar, Finance Officer, Controller of Exams., Proctor, Provost, Warden, OSD, Course Coordinator etc. (10 points each)	10
(iii)	Participation in committees concerned with any aspect of Departmental or Institutional management such as admission/ examination related committees, campus development committees, library committee, Purchase Committee, Laboratory In-charge etc. (05 points each)	10
(iv)	Responsibility for participation in committees for Students Welfare, Counseling/Discipline etc. (05 points each)	10
(v)	Organizing Conference/ Seminar etc. in the capacity of its Chairman/ Organizing Secretary/Convener/ Treasurer etc (i) International (10 points); national/regional (05 points) (ii) as member of the organizing committee (1-point each)	10
Maximum Aggregate Limit		15

TABLE-II(C)

II(C): Professional Development Related Activities-Maximum Score (15)

S. No.	Academic Indicators	Maximum Score
(i)	Membership in profession related committees at State and National level – (i) National level: 03 points each, (ii) State level: 02 points each.	10
(ii)	Participation in subject associations, conferences, seminars without paper presentation (Each activity 02 point)	10
(iii)	Participation in short term training courses less than one week duration in education technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity: 05 points)	10
(iv)	Membership/participation in State /Central Bodies/ Committees on Education, Research, Selection Committees, National Development etc. (05 points each)	10
(v)	Publication of articles in newspapers, magazines or other publications (not covered under Category-III); radio talks; television programmes (01 point each)	10
Maximum Aggregate Limit		15

TABLE-III**Category-III: Research and Academic Contributions**

S. No.	Academic Indicators	Engineering/ Agriculture/Veterinary Science/ Sciences/ Medical Sciences	Faculties of Languages Arts/ Humanities/ Social Sciences/ Library Science/ Physical Education/ Management	Maximum Score
IIIA	Research papers published in	Refereed Journals*	Refereed Journals*	15/Publication
		Non-referred but recognized and reputable journals and periodicals, having ISBN / ISSN numbers	Non-referred and reputable journals and periodicals, having ISBN / ISSN numbers	10/publication
		Conference Proceedings as full papers, etc. (Abstracts not to be included).	Conference Proceedings as full papers, etc. (Abstracts not to be included).	10/publication
IIIB	Research publications (books, chapters in books, other than refereed journal articles)	Text or Reference Books Published by International Publishers with an established peer review system.	Text or Reference Books Published by International Publishers with an established peer review system.	50/sole author; 10/ chapter in an edited book
		Subjects Books by National level publishers/ State and Central Govt. Publications with ISBN / ISSN numbers.	Subjects Books by National level publishers/ State and Central Govt. Publications with ISBN / ISSN numbers.	25/sole author; And 5/ chapter in edited books
		Subject books by other local publishers with ISBN/ISSN numbers.	Subject books by other local publishers with ISBN/ISSN numbers.	15/sole author; and 3/chapter in edited books
		Chapters contributed to edited knowledge based volumes published by International publishers.	Chapters contributed to edited knowledge based volumes published by International publishers.	10/Chapter
		Chapters in knowledge based volumes by Indian/ National level publishers with ISBN/ISSN numbers and with numbers of national and International directories.	Chapters in knowledge based volumes by Indian/ National level publishers with ISBN/ISSN numbers and with numbers of national and International directories.	5/Chapter

III (C) RESEARCH PROJECTS			
III(C)(i) Sponsored Projects Carried out ongoing	(a) Major projects amount mobilized with grants above 30.0 lakhs	Major projects amount mobilized with grants above 5.0 lakhs	20/each project
	(b) Major projects amount mobilized with grants above 5.0 lakhs upto 30.0 lakhs	Major projects amount mobilized with minimum of Rs. 3.00 lakhs upto 5.0 lakhs	15/each project
	(c) Minor Projects (amount mobilized with grants above Rs. 50,000 upto Rs. 5.0 lakhs)	Minor Projects (amount mobilized with grants above Rs. 25,000 upto Rs. 3 lakh)	10/each project
III(C)(ii) Consultancy Projects carried out/ongoing	Amount mobilized with Minimum of Rs. 10.00 lakhs	Amount mobilized with Minimum of Rs. 2.00 lakhs	10 per every Rs. 10.0 lakhs and Rs. 2.0 lakhs respectively
III(C)(iii) Completed Projects: Quality Evaluation	Completed project Report (Acceptance from funding agency)	Completed project Report (Acceptance by funding agency)	20/each major project and 10/each minor project
III(C)(iv) Projects Outcome/ Outputs	Parent / Technology transfer / product / process	Major Policy document of Govt. Bodies at Central and State level	30/each national level output or patent/50/each for International level
III (D) RESEARCH GUIDANCE			
III(D)(i) M. Phil.	Degree awarded only	Degree awarded only	3/each candidate
III(D)(ii) Ph.D.	Degree awarded	Degree awarded	10/each candidate
	Thesis submitted	Thesis submitted	7/each candidate
III (E) TRAINING COURSES AND CONFERENCE/SEMINAR/WORKSHOP PAPERS			
III(E)(i) Refresher courses, Methodology workshops, Training, Teaching/ Learning Evaluation Technology Programmes, Soft Skills development programmes, Faculty development programmes (Max: 30 points)	(a) Not less than two weeks duration	(a) Not less than two weeks duration	20/each
	(b) One week duration	(b) One week duration	10/each

III(E)(ii)	Papers in Conferences/ Seminars/ Workshops etc.**	Participation and Presentation or research papers (oral/poster) in	Participation and Presentation or research papers (oral/poster) in	
		a) International Conference	a) International Conference	10/each
		b) National	b) National	7.5/each
		c) Regional/State level	c) Regional/State level	5/each
		d) Local-University/ College level	d) Local-University/ College level	3/each
III(E)(iv)	Invited lectures or presentations for conferences / symposia	(a) International	(a) International	10/each
		(b) National level	(b) National level	5/each

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) indexed journals – by 5 points; (ii) papers with impact factor between 1 and 2 by 10points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 25 points.

** If a paper presented in Conference/Seminar is published in the form of Proceedings, the points would accrue for the publication (III (A)) and not under presentation (III (E)(ii)).

Note: The API for joint publications will have to be calculated in the following manner: of the total score for the relevant category of publication by the concerned teacher, the first/principal author and the corresponding author/supervisor/mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.

TABLE-IV

**MINIMUM APIs FOR PROMOTION OF TEACHERS UNDER
CAREER ADVANCEMENT SCHEME (CAS)**

		Assistant Professor (Stage-1 to Stage-2)	Assistant Professor (Stage-2 to Stage-3)	Assistant Professor (Stage-3) to Associate Professor (Stage-4)	Associate Professor (Stage-4) to Professor (Stage-5)
I	Teaching-learning Evaluation Related Activities Category-I , Tables-I(A-D) of these Ordinances	75/Year	75/Year	75/Year	75/Year
II	Co-Curricular, Extension and Profession related activities Category-II , Tables-II (A-C) of these Ordinances	15/Year	15/Year	15/Year	15/Year
III	Minimum total average annual Score under Categories-I and II* (Sum of Scores in Tables-I(A-D) & Tables-II(A-C) of these Ordinances	100/Year	100/Year	100/Year	100/Year
IV	Research and Academic Contribution Category-III , Table-III of these Ordinances	10/Year (40/Assessment Period)	20/Year (100/Assessment Period)	30/Year (90/Assessment Period)	40/Year (120/Assessment Period)
V	Expert Assessment System	Screening Committee	Screening Committee	Selection Committee as per Statute 27	Selection Committee as per Statute 27

* Teachers may score 10 points from either Category I or Category II to achieve the minimum score required under Category I + II.

Note: For Category-III (Research & Academic Contribution) an aggregate minimum score is required for promotion over each stage. However, a teacher could acquire the required minimum aggregate score for Category-III over two previous stages taken together but in the case of promotion to Professor, the publication requirement shall be met over the two previous stages (starting from Stage-3 onwards i.e. 6 years).

TABLE-V

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS (For Promotion under CAS)

S. No.	Promotion Cadres (From - To)	Service Requirement	Minimum Academic Performance Requirements and Screening/ Selection Criteria
1.	Assistant Professor From: Stage-1 to Stage-2	Assistant Professor in Stage 1 and completed four (04) years of service with Ph.D. or five (05) years of service with M.Phil/P.G. Degree in Professional courses such as L.L.M., M.Tech., M.V.Sc., M.D., or six (06) years of service who are without Ph.D. /M.Phil/P.G. Degree in Professional courses.	(i) Minimum API scores using PBAS scoring proforma as per the norms provided in Table IV of these Ordinances. (ii) One Orientation and one Refresher/Research Methodology Course of 2/3 weeks duration. (iii) Recommendation for promotion through a Screening-Cum-Verification committee.
2.	Assistant Professor From: Stage-2 to Stage-3	Assistant Professor with completed service of five (05) years in Stage-2	(i) Minimum API scores using PBAS scoring proforma as per the norms provided in Table IV of these Ordinances. One course/Programme from among the categories of Refresher courses, Methodology Workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 weeks duration. (ii) Recommendation for promotion through a Screening-cum-Verification committee.

3.	Assistant Professor (Stage-3) to Associate Professor (Stage-4)	Assistant Professor with Three (03) years of completed service in Assistant Professor (Stage-3)	<p>(i) Minimum API scores using PBAS scoring proforma as provided in Table IV of these Ordinances.</p> <p>(ii) At least three publications in the entire period as Assistant Professor (Twelve years).</p> <p>(iii) One course/Programme from among the categories of Refresher Courses, Methodology Workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills Development Programmes and Faculty Development Programmes of minimum one week duration.</p> <p>(iv) Recommendation for promotion through a Selection Committee in accordance with Statutes 27 of the University.</p>
4.	Associate Professor (Stage-4) to Professor (Stage-5)	Associate Professor with three (03) years of completed service in (Stage-4)	<p>(i) Minimum yearly/ cumulative API scores using the PBAS scoring proforma as per the norms provided in Table IV of these Ordinances.</p> <p>Teachers may combine two assessment periods (in Stage-2 and Stage-3) to achieve minimum API scores of Categories I & II, if required.</p> <p>(ii) A minimum of five publications since the period that the teacher is placed in Stage-3.</p> <p>(iii) Recommendation for promotion through a Selection Committee in accordance with Statutes 27 of the University.</p>

13. The appointing authority may dismiss a teacher or dispense with his services on the following grounds :-
 - (a) Misconduct or in-subordination ;
 - (b) Incompetence ;
 - (c) If the post he/she is holding is retrenched and if his/her services are not longer required by the University;
 - (d) If he/she is declared medically unfit to perform his/her duties by an appropriate medical authority appointed by the appointing authority;
14. In case his/her services are not required under 13(c) or (d), the employee concerned shall be entitled to three month's notice, and in default of such notice the University shall pay to such person a sum of money equal to three months' salary. In this clause salary does not include any allowance.
15. If a person dismissed or his/her services be dispensed with under Clause 13 (a), (b) or (c) above he/she shall not be entitled to the compensation mentioned in clause 14.
16. If a person absents himself/herself from duty and does not resume his/her work at the proper time he/ she shall render himself/herself liable to such disciplinary action as the Executive Council may decide.
17. Any teacher intending to resign his/her office shall give to the Vice-Chancellor through the Chairman of the Department and the Dean of the Faculty at least three months' notice of his/her intention if permanent, two months' notice if on probation and one month notice if temporary. In default of such notice he/she shall forfeit to the University a sum equal to the period of notice.

- Provided that if a teacher is compelled to resign without giving the notice required owing to ill health or for such reasons as the Executive Council approves, he/she may not forfeit such sums.
18. When the period of three months in any notice of resignation duly given under clause 17 expires during the long vacation or within one month from the last day thereof the teacher so resigning shall not receive more than half the salary otherwise payable to him for the long vacation.
 19. If a teacher engaged for a definite period resigns before the expiry of that period, he shall forfeit to the University full salary of the period for which he has not served, provided that the amount of salary to be forfeited is not more than six months half salary, and he shall refund any traveling allowance that may have been paid to him unless the Executive Council, on the recommendation of the Chairman of the Department and the Dean of the Faculty concerned otherwise decide.
 20. A teacher who is indebted to the University not be permitted to resign unless he has paid the full amount or has made satisfactory arrangements for payment.
 21. No teacher or other employee of the University shall engage in any trade or business or carry on money lending business nor shall he accept any employment or any office honorary or otherwise in or outside the University except with the written permission of the Vice-Chancellor. All application for such permission shall be routed through the Chairman of the Department and Dean concerned.

Explanation

Any part-time appointment made by the Executive Council shall, for the purpose of this Clause, be deemed to have been with the written permission of the Vice-Chancellor.

22. The general conditions regarding leave admissible to teachers of the University shall be prescribed by Regulation framed by the Executive Council.
23. Condonation of break in service for the purpose of giving continuity in service where such break commenced on or after 18.6.1988 :-
- (1) Interruption in service between two spells of probationary / permanent service may be condoned by the appointing authority for the purpose of giving continuity of service subject to the following conditions:-
- (a) The appointing authority should be satisfied that the interruption has been caused by reasons beyond the control of the employee concerned. Such reasons may be as follows :-
- (i) Force majeure / natural calamity ;
- (ii) Serious illness/physical disability as supported by Medical Certificate of an officer of the rank of a Civil Surgeon, C.M.O. of a District;
- (iii) Non availability of post;
- (b) Interruption in service of a duration upto 6 months only can be considered for such condonation.
- (c) The period of interruption shall not count as service.
- (2) The interruption in service shall not to be condoned except on receipt and consideration of formal representation from the employee concerned by the appointing authority, to be submitted by the employee within two years* of

- the date of re-joining service.
- (3) The appointing authority may consider watching the work and conduct of the employee concerned for a specific period before taking a decision on the request for condonation of interruption in service.
- (4) Condonation of interruption in service for the purpose of giving continuity in service shall imply that the service preceding the interruption shall count for determining seniority pension benefits and all such purposes for which a minimum length of service is required.
- Provided that if the request for condonation of interruption in service for the purpose of giving continuity in service is rejected, it does not preclude the consideration the issue of condonation of interruption in service for the purpose of determining pensionary benefits or for preparing seniority list for House Allotment, in accordance with prescribed rules.
- **24. As provided under Section 36B of the University Act, every teacher (or student) of the University shall have a right to appeal, within such time as may be prescribed by Statute 40 A of the Statutes of the University, to the Executive Council against the decision of any officer or authority of the University and there upon the Executive Council may confirm, modify or reverse the decision appealed against.
- Such appeals shall ordinarily be disposed off within six months of filling the appeal;
- Provided that if the appeal is not disposed of within six months as above, the aggrieved person shall be deemed to

* E. C. 27.02.1999

** E. C. 18.03.2004

have exhausted his remedies within the University and it shall be open for him to take recourse to other appropriate remedies, including approaching the court of Law.

*25. (i) All the persons holding teaching position on regular employment in the University against sanctioned posts shall retire from the University service with effect from the afternoon of the last day of the month in which they attain the age of 65 years and thereafter, no extension in the period of service shall be given.

Provided that all the regular teachers who attained the age of 62 years during the month of March, 2007 would continue in service of the University till they attain the age of 65 years and thereafter, retire from the University service in the manner prescribed in the foregoing paragraph.

(ii) Persons holding teaching position may be considered by the Executive Council for re-employment in the interest of the University for such period as it may be deemed fit beyond 65 years and up to the age of 70 years, against vacant sanctioned teaching positions.

Provided that such re-employment shall be done only after screening at the age of 65 years in accordance with the guidelines framed by the Executive Council on the advice of the University Grants Commission.

Provided further that such persons holding such regular teaching positions who superannuated prior to March, 2007 on attaining the age of 62 years may also be re-employed in the manner prescribed in aforesaid paras and in accordance with the guidelines that may be framed by the Executive Council.

* E. C. Res. No. 18, dated 14.07.2007

APPENDIX - I

ALIGARH MUSLIM UNIVERSITY, ALIGARH

Names of the experts for Assessment/Evaluation of research publications/books/monographs/research reports for promotion from Reader To Professor under Career Advancement Scheme as laid down in sub-para (ii) of Clause 12(4) of Chapter IV of the Ordinances (Executive).

1. Name of the Applicant(s) :

2. Name of the Department :

3. Date of meeting of the Board of Studies :

4. Names of Experts :

S. No	Name/Designation (not below the rank of Professor or equivalent)	Area of Specialisation	Full Address/ Tel.No. /Fax No./ E-Mail
-------	---	------------------------	--

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Certified that the above names do not appear in the panel of experts for the post of Professor.

Date :

Dean, Faculty of _____ Chairman, Dept. of _____

Vice-Chancellor

Note : Please ensure that the names of experts do not appear in the panel of experts to be called for the interview of the candidate. The Vice-Chancellor will select three experts from the panel to whom the research work of the candidate shall be sent for evaluation/ assessment. However, the Vice-Chancellor may also appoint experts in the concerned area from outside the panel proposed by the Board of Studies.

APPENDIX - II

CONFIDENTIAL

ALIGARH MUSLIM UNIVERSITY, ALIGARH (U.P.) INDIA

Evaluation/Assessment Report on five Research Papers/books/ monographs/ research reports as submitted by the candidate for promotion to the post of Professor under Career Advancement Scheme (as per Clause 12(4) (iii) of Chapter - IV of the Ordinances (Executive))

Name of the Candidate :.....

Department :.....

REPORT

(Note:- The expert is requested to give his brief report discussing merits/demerits of research work etc. along with recommendation or otherwise regarding suitability of the research work of the candidate for being considered for interview for promotion to Professorship. (Additional sheet may be added, if required.)

Titles of the Research papers/ Books/ Monographs etc.

- 1.
- 2.
- 3.
- 4.
- 5.

CERTIFICATE

I have evaluated the above five publications of Dr. ____ In my assessment his/her work is suitable/not suitable for being called for interview for Professor under Career Advancement Scheme (CAS) of the UGC.

****Recommended/ Not Recommended**

Dated : _____

Signature and full
address of the Expert

**(Note: Strike Off whichever is not applicable)

APPENDIX - III

ALIGARH MUSLIM UNIVERSITY, ALIGARH

SELF APPRAISAL PROFORMA FOR PROMOTION FROM THE POST OF READER TO PROFESSOR UNDER THE CAREER ADVANEMENT SCHEME

(As per Clause 12 (4) (v) (a) of Chapter IV of the Ordinances (Executive))

Period : Minimum Five years before the date of eligibility and thereafter.

Note : Use additional sheets wherever required

1. Appraisal for the period : from _____ to _____
2. Name _____
3. Department : _____
4. (a) Scale of pay : _____ (b) Basic pay _____
5. Date of first continuous appointment : _____
6. Date of appointment as Reader : _____
7. Teaching Record: _____

Courses taught during the period of assessment
(Please also mention below the courses taught outside the department if any.)

CLASS	COURSES TAUGHT
1. Post Graduate Courses	
2. Undergraduate Courses	

8. **Research Work :**

- (a) Ph.D. completed : Yes / No.
If no. then proceed otherwise please go to 8
(c)
- (b) Progress of Ph.D. work : _____
- (c) Number of Master's level dissertations supervised: _____
- (d) Number of Master's level dissertations under supervision: _____
- (e) Number of Doctoral level thesis supervised: _____
- (f) Number of Students under supervision for M.Phil/ Ph.D. _____
- (g) Any other information : _____

9. **Publications :** (Please mention the title publisher place and year of publications)

- (a) Number of books/monographs published _____
- (b) Number of research papers published: _____
- (c) Citation made in other academician's published work:

- (d) Any other publications : _____
- (e) Patents : _____

10. **Conferences Seminars workshops etc :**

- (a) Number of Conferences Seminars attended:
(i) National _____
(ii) International _____
(Please mention the title, venue, year, volume organiser etc:

- b. Contribution to Conference Seminar _____

11. **Training / Extension work :**

- (a) Nature of training extension work carried out _____
(b) Duration of work done _____

12. **Contribution to departmental work (other than teaching) :**

- (a) Academic Work :
(i) Curriculum Development : _____
(ii) Sponsored Project Research Schemes funded by other agencies Institutions:

(iii) Laboratory Development : _____
(iv) Teaching innovations : _____
- (b) Administrative Work : _____
(Please mention the nature of work and its duration)

13. **Contribution to University Work (other than those mentioned under 12) :**

- (i) Lectures delivered in other Universities/
Institutions _____
(ii) Honours and Awards received : _____
(iii) Membership of Professional bodies : _____

14. **Contribution to corporate life of the University:**

15. **Contribution to social and cultural life/public life outside the University :**

(Please mention the nature of work and its duration):

**16. Any other information not covered above
(Please mention the details) :**

Date : Signature of the Candidate

Date : Signature of the Chairman and Seal

***26. Model Guidelines for Re-employment of Superannuated Teachers.**

1. The Ministry of Human Resource Development has extended the age of superannuation to 65 years with a provision of re-employment up to 70 years in case of Centrally funded institutes. The Model Guidelines given below have now been framed by the UGC to facilitate the implementation of this recommendation in the higher education system in the country. The Model Guidelines provide a framework for the re-employment of superannuated teachers at Universities and Colleges in India.

2. Applicability:

The Model Guidelines shall be applicable to Central/States and other Universities and Constituent/Affiliated Colleges in the Indian University system and to any other educational institute engaged in higher/technical/professional education which opts for re-employment.

3. Eligible Category:

The category of superannuated teachers eligible for re-employment shall be :-

- (a) Professors only, in the case of Universities.
- **(b) Principals in centrally funded Institutions in higher and technical education under the preview of the Ministry of Human Resource Development.

4. Tenures of Appointment :

The Tenure of appointment of a superannuated teacher shall be for a maximum period of three years at a time or upto the teacher reaching the age of 65 years (70 years) in case of centrally funded institutes, whichever is earlier. However, it shall be open for the institution to make appointments for shorter periods at a time, like one/two years, or for a further maximum

* Ref. E. C., dated 24.02.2009.

** Ref. E. C. Res. No. 13(19), dated 29.09.2012

period of three years, as the case may be so long as the teacher is below the age of 65 years (70 years in case of Centrally funded institutes) with a proviso that in case of Centrally funded institution, all those who superannuated after 62 years but not attained 65 years, during the month of March 2007 (date of Government's order), the re-appointment shall be only against sanctioned vacant posts as in the case of 65-70 years, except that the Screening as per the UGC guidelines need not be mandatory which is now proposed to be applicable to 65-70 years age group. In case the number of claimants in the category of superannuated teachers who have not attained 65 year during the month of March 2007 is more than available sanctioned posts, it may be left to the University to make selection of teachers from amongst the claimants, based on the requirements and availability of regular vacancies of sanctioned posts.

5. Principles to be followed:

The University shall follow the following principles, while taking up the cases of superannuated teachers for re-employment.

- (a) There shall be vacancies of teachers at the University Department or at the College, remaining unfilled for at least one year.
- (b) The number of teachers to be re-employed in a University Department at any given time shall be limited to 50 % of the vacancies identified, as above.
- (c) Re-employment of Superannuated teachers may be made only against regular sanctioned posts, which could not be filled up.

- (d) Re-employment of superannuated teacher/s shall be in the best interest of the concerned University Department or the College.
- (e) There shall be adequate work load for the re-employed teacher/s at the concerned University Department or the College, to justify the appointment.
- (f) Re-employment of superannuated teacher/s shall be possible either at the same University or College where the teacher had served before superannuating or at any other institution.
- (g) The expenditure towards re-employment shall be met by the institution from its budget allocation.

6. Selection Committee :

The University shall follow the following principles, while taking up the cases of superannuated teachers for re-employment:

- (a) The University Department shall have identified the subject areas wherein superannuated teachers need to be appointed.
- (b) Superannuated teachers, either from the same institution or elsewhere, shall have appropriate qualifications, experience and excellent record in the concerned subject area.
- (c) Superannuated teachers shall be distinguished scholars and shall have been productive during their service and in particular, in the last five years in activities, like:
 - i) Guidance of research scholars (M.Phil./Ph.D.);
 - ii) Research work done and publications in learned journals;

- iii) Publication of books and other learning material;
 - iv) Filing of patents and/or obtaining intellectual property rights;
 - v) Launching of new academic programmes/courses;
 - vi) Introducing innovations in teaching and/or examinations;
 - vii) Undertaking sponsored research projects;
 - viii) Rendering knowledge based advice/consultancy;
 - ix) Taking up Inter-Departmental/Institutional collaboration;
 - x) Organizing of National/international Conferences and/or participating in them;
 - xi) Conducting continuing education programmes and/ or associating in them;
 - xii) Undertaking of extension and/or field out reach activities.
- (d) Superannuated teachers shall be medically fit to undertake the new appointment.
- (e) The service record of superannuated teachers shall be highly satisfactory and they be both morally and ethically sound.

7. Re-employment Procedure:

The procedure to be followed for the re-employment of superannuated teachers at a University shall be as given below:

- a) The University Department desirous of filling any vacancies by superannuated teachers shall obtain their CV for considering their cases.

- 1. Each CV shall include a detailed account of all the contributions made by teacher, highlighting his/her achievements during the last five years.
- 2. The recommendation for re-employment after the age of superannuation shall be made as per the procedure prescribed in the relevant Statutes of the University. If the Chairmen of the Departments of studies may deem fit, the Cv may be got discussed at a formal meeting of Board of Studies of the Department before making the recommendations but it shall not be mandatory.
- d) The departmental recommendation shall be forwarded to the Vice-Chancellor in the case of a University through the Dean of Faculty.
- e) The Expert Committee for evaluating the proposals shall consist of the :-
In the case of a University:
 1. Vice-Chancellor (In the Chair)
 2. Two subject Experts* (Members)
 3. Dean of the Faculty (Member)
 4. Head of the Department (Member)

Provided that where the re-employment of a teacher is to be made in a constituent College or the University polytechnic/Women's Polytechnic, the principal of that College or the University polytechnic/Women's Polytechnic, as the case may be, shall also be a member of the expert Committee constituted for such re-employment.

(*Nominated by the Vice-Chancellor/Chairperson of the Academic Council, from the approved panel of experts for the Selection Committees in the University Department).

- f) Each of the above Committees shall consider the full papers put up before it and also call any candidate for discussion, if necessary, before arriving at its recommendation on the appointment.
- g) The recommendation of the Committee and the terms of appointment shall be placed before Executive Council of the University.
- h) The decision of the Executive Council shall be final and binding on the teacher.

8. Emoluments and other Privileges:

- (a) A re-employed teacher shall be eligible to draw emoluments equivalent to the last pay drawn minus pension as a consolidated amount which shall remain the same throughout the tenure of re-employment.
- (b) The institution may consider the re-employed teachers for campus housing on prevailing terms, if available, or compensate them to the extent possible towards the house rent.
- (c) A re-employed teacher shall be entitled to Casual/ Special Casual/Duty leave at par with teaching faculty in regular service.
- (d) The institution shall provide all the essential academic facilities to the re-employed teacher.

9. Duties and Responsibilities:

- i) A re-employed superannuated teacher shall be treated at par with regular teachers at the institution and shall have the following duties and responsibilities, with no additional financial liability to the institution.
 - a) Academic work, like teaching courses, conducting

- examinations and research guidance;
 - b) Conducting research and/or taking up sponsored research projects;
 - c) Launching continuing education programmes in new and emerging areas;
 - d) Organizing/Attending national/international Conferences/Seminars/Symposia/Workshops;
 - e) Undertaking knowledge-based advisory/ consultancy assignments;
 - f) Accepting invitations and delivering Guest Lecturers at other institutions;
 - g) Participation in academic/research Committees at the Institutions and elsewhere, when required.
- ii) However, a re-employed superannuated teacher shall not be eligible for holding administrative or financial responsibilities at the Institution or elsewhere.

10. The performance of a re-employed teacher shall be reviewed periodically, by the University. If the performance is found unsatisfactory his/her services may be terminated by the appointing authority by giving one month notice.

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- i MHRD notification No.1-19/2008(U.II) dated 23rd March, 2007.
 - ii. UGC letter No. F.3-194(PS) Pt. File dated 15/16 February, 2008.

CHAPTER - V

*PROCEDURE TO BE FOLLOWED BY THE SELECTION COMMITTEE IN MAKING RECOMMENDATIONS

Statute 27

1. The meeting of the Selection Committee shall ordinarily be held at Aligarh or at such other place as the Vice-Chancellor may decide. Whenever, a meeting of the Selection Committee is to be held the Registrar shall issue to each member a notice stating the time and venue of the meeting. The Registrar shall issue such notice not less than ten days before each of the meeting** with the prior consent of the Visitor nominee or the experts to be appointed by the Executive Council.
2. The Selection Committee after interviewing the candidates for the post except in cases where the committee decides to consider the case of a candidate otherwise than by an interview, shall recommend to the Executive Council the appointment of candidate (s) as a teacher in the University in accordance with the manner prescribed under Statute 29.
3. The Selection Committee while making recommendations to the Executive Council under 2 above, may in fit cases recommend to the Executive Council waiving of probationary period, grant of advance increment (s) and may also indicate the order of preference whenever more than one candidate is recommended for appointment to a particular post.
4. The Chairman shall be entitled to vote at the meeting and shall have and exercise a casting vote in the case of a tie.

* E. C. Res. No. 61 dated 29/30. 04.1978

** Ref. E.C. dated 11. 1. 2003

5. The Chairman shall have the power to lay down the procedure in respect of any matter not mentioned in these Ordinances.

*6. No member serving on any Selection Committee either in ex-office capacity or otherwise, will sit or take part in its deliberations and recommendations if any of the following relatives of his/her is an applicant for the post:

- (i) Father (including step father)
- (ii) Mother (including step mother)
- (iii) Son/daughter (including step son / step daughter)
- (iv) Son-in-law/Daughter-in-law (including step son-in-law/ step daughter-in-law)
- (v) Father's Father / Father's mother
- (vi) Mother's mother / mother's father
- (vii) Grandson/Granddaughter (including step grandson/step grand daughter)
- (viii) Grandson-in-law/Granddaughter-in-law (including step grandson-in-law/granddaughter-in-law)
- (ix) Sisters/Brothers (including step sisters/brothers)
- (x) Brother-in-law/Sister-in-law (including step brother-in-law/step sister-in-law)
- (xi) Wife or husband's father
- (xii) Wife's or husband's sister
- (xiii) Niece/nephew of either husband/wife
- (xiv) First cousin of either husband/wife
- (xv) First uncle / aunt.

* Ref. E. C. Res. No. 12 dated 14.7.2007.

CHAPTER - VI

MANAGEMENT OF THE COLLEGE OF ENGINEERING AND TECHNOLOGY

Sec.12 (2) of the University Act and Statute 36

1. The Executive Council shall appoint a Managing Committee to assist and advise in the management of the College of Engineering and Technology maintained by the University. The Committee shall consist of the following :-

(a) Ex-officio Members :

- (i) Vice-Chancellor (Chairman)
- (ii) Pro-Vice-Chancellor ;
- (iii) Honorary Treasurer ;
- (iv) Finance Officer ;
- (v) Registrar ;
- **(vi) Chairmen of the Departments of Studies in the Faculty of Engineering and Technology;
- *(vii) Dean, Faculty of Engineering and Technology ; and
- (viii) Principal, Zakir Husain College of Engineering and Technology (Secretary)

(b) Ordinary Members :

- (i) Six persons appointed by the Executive Council of whom three shall be Engineers, two non-Engineers and one member from among the teachers of the College out of

a panel of three names of teachers of five years' standing in the College submitted by teachers; and

- (ii) Two persons appointed by the Academic Council;
 - (c) One nominee of the Government of India.
 - (d) The Managing Committee may appoint specialist advisers to assist the Committee in its deliberations on special subject. The Advisers invited to attend the meetings of the Managing Committee will be entitled to take part in discussion but will have no votes.
2. (a) The ordinary members shall hold office for two years but shall be eligible for re-appointment.
- (b) Five members shall form a quorum.
3. The Executive Council shall, by means of Regulations prescribe the functions of the Managing Committee.

* E. C. Res. No. 56 dated 19/ 20. 01.1991.

** Aligarh Muslim University (Amendment) Act,1981.

CHAPTER - VII

MANAGEMENT OF THE TIBBIYA COLLEGE

(Sec.12 (2) of the University Act and Statute 36)

1. The Executive Council shall appoint a Managing Committee to assist and advise in the management of the Tibbiya College maintained by the University. The Committee shall consist of the following :-

(a) Ex-Officio Members :

- (i) Vice-Chancellor (Chairman)
- (ii) Pro-Vice-Chancellor ;
- *(iii) Honorary Treasurer ;
- (iv) Finance Officer ;
- (v) Registrar, and
- (vi) Principal, Ajmal Khan Tibbiya College (Secretary)

(b) Ordinary Members :

Nine persons appointed by the Executive Council, four of whom should preferably be Hakims of standing, one Allopath of the status of a Civil Surgeon, and one of whom shall be a member of the Academic Council and one member from the teachers of the Tibbiya College out of a panel of three names of teachers of five years' standing in the College submitted by the teachers.

- 2. (a) Ordinary members shall hold office for two years and shall be eligible for re-appointment.
- (b) Five members shall form a quorum.
- 3. The Executive Council shall by means of Regulations, prescribe the functions of the Managing Committee.

* E. C. Res. No. 57 dated 19. 04. 1986.

CHAPTER - VIII
MANAGEMENT OF THE WOMEN'S COLLEGE
(Sec.12 (2), 29 (1) of the University Act and Statute 36)

1. The Executive Council shall appoint a Managing Committee to assist and advise in the management of the Women's College maintained by the University. The Committee shall consist of the following :-

(a) Ex-Officio Members :

- (i) Vice-Chancellor (Chairman)
- (ii) Pro-Vice-Chancellor ;
- *(iii) Honorary Treasurer ;
- (iv) Finance Officer ;
- (v) Registrar,
- (vi) Dean, Faculty of Arts;
- (vii) Dean, Faculty of Social Sciences; and
- (viii) Principal, Women's College (Secretary)

(b) Ordinary Members :

- (i) Four persons to be appointed by the Executive Committee of the Female Education Association from amongst the members of the Association.
- (ii) Three members to be appointed by the Executive Council one of whom shall be a member of the Academic Council and one from the teachers of the Women's College out of a panel of three names of teachers of atleast five years' standing in the College submitted by the teachers.

- 2. Ordinary members shall hold office for two years and shall be eligible for re-appointment.
- 3. Five members shall form a quorum.
- 4. The Executive Council shall, by means of Regulations, prescribe the functions of the Managing Committee.

* E. C. Res. No. 57 dated 19. 04. 1986.

CHAPTER -IX

MANAGEMENT OF THE INSTITUTE OF OPHTHALMOLOGY

(Sec.12 (2), of the University Act and Statute 36)

1. The Executive Council shall appoint a Managing Committee to assist and advise in the management of the Institute of Ophthalmology maintained by the University. The Committee shall consist of the following :-

(a) Ex-Officio Members :

- (i) Vice-Chancellor (Chairman)
- (ii) Pro-Vice-Chancellor ;
- *(iii) Honorary Treasurer ;
- (iv) Finance Officer ;
- (v) Registrar,
- (vi) Dean, Faculty of Medicine;
- (vii) Director of the Institute of Ophthalmology (Secretary)
- (viii) Medical Officer of the University:
- (ix) Secretary of the Gandhi Eye Hospital Trust, Aligarh:
- (x) Chief Medical Officer of the Gandhi Eye Hospital;
- (xi) Director General of Health, Government of India and
- (xii) Director Medical and Health Services, U.P.

(b) Ordinary Members :

- (i) One person appointed by the Executive Council;

(ii) One person appointed by the Academic Council; and

(iii) One person appointed by the Executive Committee of the Gandhi Eye Hospital Trust.

2. Ordinary members shall hold office for two years and shall be eligible for re-appointment.

3. Five members shall form a quorum,

4. The Executive Council shall by means of Regulations prescribe the functions of the Managing Committee.

* E. C. Res. No. 57 dated 19. 04. 1986.

CHAPTER - X

MANAGEMENT OF THE UNIVERSITY POLYTECHNICS

(Sec.12 (2) of the University Act and Statute 36)

1. The Executive Council shall appoint a Committee to assist and advise in the management of the Polytechnics. The Committee shall consist of :-

(a) Ex-Officio Members :

- (i) Vice-Chancellor (Chairman)
- (ii) Pro-Vice-Chancellor ;
- *(iii) Honorary Treasurer ;
- (iv) Finance Officer ;
- (v) Registrar,
- (vi) Dean, Faculty of Engg. & Technology;
- (vii) Principal, Z. H. College of Engineering and Technology;
- **(viii) Chairmen of the Departments of Electrical, Mechanical and Civil Engineering.
- (ix) Principal of the University Polytechnic (Secretary)

(b) Ordinary Members :

- (i) Three persons appointed by the Executive Council of whom at least two shall be Engineers;
- (ii) Two persons nominated by the Academic Council; and
- (iii) Three senior teachers of the University polytechnic one from each branch to be nominated by the Vice-Chancellor in consultation with the Principal of the Polytechnic and the

Principal of the College of Engineering and Technology.

(c) Nominees of Government :

- (i) One nominee of the State Government; and
- (ii) One nominee of the Government of India;
- 2. Ordinary members shall hold office for two years;
- 3. Five members shall form a quorum,
- 4. The Executive Council shall by means of Regulations prescribe the functions of the Managing Committee.

* E. C. Res. No. 57 dated 19. 04. 1986.

** Aligarh Muslim University (Amendment) Act. 1981.

CHAPTER - XI

*DIRECTORATE OF SCHOOL EDUCATION THE SECONDARY AND SENIOR SECONDARY SCHOOLS MAINTAINED BY THE UNIVERSITY

(Sec. 5(2), 12 (1) & 29 (1) (1) & (2) of the University Act.)

1. #(a) The University shall maintain the following Schools :-
 - *** (i) Syedna Taher Saifuddin School (S.T.S. School)
 - (ii) Aligarh Muslim University City School;
 - (iii) Aligarh Muslim University Girl's School (including Abdullah School);
 - (iv) Aligarh Muslim University City Girl's High School; and
 - **(v) Ahmadi School for the Visually Challenged;
 - (vi) Saiyid Hamid Senior Secondary School for Boys.
 - (vii) Aligarh Muslim University Senior Secondary School for Girls.
 - ***(viii) AMU ABK High School
- (b) The Schools except Senior Secondary shall also function as practice teaching schools for the students of the Department of Education in accordance with such directions as issued by the Vice-Chancellor from time to time.
2. There shall be a "Directorate of School Education" (hereinafter referred as 'the Directorate') for Secondary and Senior Secondary Schools maintained by the Aligarh Muslim University for its general supervision, academic monitoring, conduct of

* E. C. dated 17.01.2008

** E. C. dated 10.08.2010

E. C. Res. No. 3, dated 28.05.2016

*** Ref. No. C. I-AC(803)/353 dated 23.06.2018

examination and day to day management in accordance with the rules approved and directions issued by the Executive Council of the Aligarh Muslim University, Aligarh from time to time.

3. The objectives for which Directorate has been established are :-
 - (a) To establish, endow, maintain, control and manage schools.
 - (b) To prepare, introduce, supervise and amend the curricula, syllabi and other programmes regarding the education of pupils of the schools.
 - (c) To approve and prescribe books for Class I to VIII.
 - (d) To review the progress in the implementation of the approved programmes.
 - (e) To constitute boards, committees or other bodies as may be deemed fit and to prescribe their powers, functions, tenures etc.
 - (f) To establish develop, maintain and manage hostels for the students of the schools.
 - (g) To inspect and supervise the working of schools.
 - (h) To prescribe admission, examination and promotion rules for the schools.
 - (i) To prescribe school timings, vacations and other breaks.
 - (j) To grant scholarships and stipends in accordance with the rules and regulations framed in this regard.
 - (k) To take over or to co-operate with any other organization having objects wholly or in part

- similar to those of the Schools maintained by the University as per directions of the Executive Council.
- (l) To fix and arrange to collect such fees and other charges as may be laid down by the Rules and Regulations framed by the Executive Council, AMU Aligarh.
 - (m) To do all such things as may be considered necessary, incidental or conducive to the attainment of all or any of the objects of the Directorate.
 - (n) To hold seminars/symposia/conferences or similar other activities to assess the performance of the schools and advise the means to achieve the objectives.
 - (o) To post, transfer and assign any duties to all the employees of Schools.
 - (p) To make recommendation to the Vice-Chancellor for the creation of posts.
 - (q) To look after the welfare of employees of Schools.
 - (r) To promote physical education and issue directions for organizing sports and games meets and other ancillary activities.
 - (s) To draw programmes in special areas of curriculum.
 - (t) To help in acquiring financial resources needed for teachers and principals in implementing certain programmes.
 - (u) To monitor Board Results and to take timely and effective steps for ensuring desired

- improvement in order to achieve quantitative and qualitative target of result in Board Examinations of class X and XII.
- (v) To arrange orientation programmes and workshops for teachers and principals.
 - (w) To analyze content poorly attempted and mistakes committed by the students with regard to every smaller part of syllabi in having correct diagnosis of the weaknesses of the students. Apply the corrective measures to overcome such weaknesses.
 - (x) To arrange remedial classes by the teachers adjusting extra periods for the weak students to achieve the target.
 - (y) To arrange special study camps for bright students in order to achieve quality results.
 - (z) To arrange spoken English classes for which attention is required for the selection of able teacher having standard proficiency in phonetics and fluency. Proper arrangements for activities over CDs and website need to be made and record of activities and procedures being adopted for various levels of students.

4. (a) The Directorate will have an Executive Body through which it will discharge its responsibilities to fulfill the objectives. The Executive Committee shall be responsible for the management of all affairs and shall have the authority to exercise the powers of the Directorate. The Composition of the Executive Committee are as under :-

Ex-Officio Members :

- (i) Vice-Chancellor (Chairman)
- (ii) Pro-Vice-Chancellor;
- (iii) Registrar;
- (iv) Finance Officer;
- (v) Controller of Exams. & Admissions;
- (vi) Director of Directorate (Member Secretary);
- (vii) One Deputy Director of Directorate;
- (viii) Two Assistant Directors of Directorate;
- (ix) Chairman Department of Education;
- * (x) Principals of Eight Schools

Provided that the Superintendent, Abdullah Nursery School will also attend the meeting of the Executive Committee of the Directorate of the Education whenever the matter relating to the School is on Agenda.

- (xi) Two members of the Academic Council to be nominated by the Vice-Chancellor;
- *(xii) One senior PG Teacher from each School (TG Teacher where PGT not available) to be nominated by the Vice-Chancellor;
- (xii) One Member from NCERT nominated by the Vice-Chancellor;
- (xiii) One Member from the Ministry of HRD nominated by the Vice-Chancellor;

Provided that the term and conditions of Members other than Ex-officio members shall be two years, but they shall be eligible for re-nomination.

(b) Two Executive Committee meetings shall be held in a year; first in the month of June for the introspection and retrospection and second in the month of January for assessment of the working of schools. Special meetings, may, however, be convened by the

Chairman. Whenever, necessary.

(c) For every meeting of the Executive Committee, at least ten days notice shall be given in writing to each member. 06 members of the Committee present in personal shall constitute quorum at any meeting.

- 5. The Director of the Directorate of School Education shall be a whole time employee and shall be appointed through the direct recruitment or by deputation for a tenure of 5 years by the duly constituted selection committee as provided in the Statutes for the post of Registrar/Controller of Examinations. The tenure of the Director so appointed may be renewed for a similar term. However, till such a time a Director is appointed through Selection Committee, the Vice-Chancellor may appoint any person from amongst the Professors of the University for a specified period.
- 6. The Directors shall be the Executive Head of the Directorate, responsible for due discharge of functions and policies as laid down by the Executive Committee and in special circumstances by the Chairman.
- 7. The Deputy Director and Assistant Director shall be appointed through the direct recruitment or by deputation for a tenure of 5 years by the duly constituted selection committee. These appointments may be renewed for a similar term. However, till the posts of Deputy Director and Assistant Director are created the Vice-Chancellor may appoint any person for a specific period.

* Ref. AC Res. No. 10, dated 30.05.2018

8. The Principals of the Schools shall be appointed by the Executive Council on the recommendation of the Selection Committee comprising the following:-
- (i) Vice-Chancellor; (Chairman)
 - (ii) Pro-Vice-Chancellor;
 - (iii) Director of the Schools;
 - (iv) Chairman of the Department of Education;
 - (v) Two members not in the service of the University nominated by the E.C.;
 - (vi) Senior most Professor from amongst the Deans, Member of the E.C.;
 - (vii) Principal, Women's College in the case of appointment of Principal for Girl's School.
9. A Postgraduate teacher may be appointed as Vice Principal in any School on the recommendation of Selection Committee consisting of the Vice-Chancellor, Pro-Vice-Chancellor, Director of the Schools, Principal of the School concerned for a tenure of 5 years, which may be renewed for a similar term. The Vice Principal will work under the guidance of Principal and will attend to whatever duties are specially assigned to him by the Principal or Directorate of School Education. During the absence of Principal, the Vice Principal may exercise certain specific administrative powers assigned to him. In case when there is no Vice Principal, the Senior most P. G. Teacher of the School concerned will be in charge of routine duties of the Principal. He will be termed as In-Charge Principal.
10. The Principal of a School shall be under the general supervision of Director:-
- (a) Organize teaching, co-curricular and extra-curricular activities in the School;
 - (b) Maintain discipline in the School;
 - (c) Assign to the teachers and other members of the Schools Staff such duties as may be necessary for the proper functioning of the School;
 - (d) Arrange for guidance and counseling of the students by the staff;
 - (e) Supervise teaching of at least one teacher daily;
 - (f) Maintain the record of supervision;
 - (g) Be the Executive Officer of the School; and
 - (h) perform such other duties as may be assigned to him/her by the Vice-chancellor, Director of the School, Executive Committee, Academic Council and Executive Council.
11. The teachers of the Schools shall be appointed by the Executive Council on the recommendation of the General Selection Committee comprising the following:
- *(i) The Vice-Chancellor; (Chairman)
 - (ii) The Pro-Vice-Chancellor;
 - *(iii) Principal of the School concerned;
 - (iv) The Director of the Directorate of School Education;
 - (v) Chairman of the Department of Education;
 - (vi) Chairman of the Department of the subject concerned wherever a Department of the subject exists in the University. For the primary teachers the Vice-Chancellor may nominate any teacher from the University;

* E. C. Res. No. 9 (17), dated 22.05.2015

- (vii) One person to be nominated by the Vice-Chancellor from the Panel of Experts drawn by the Directorate and approved by the Academic Council.

Provided that appointments against casual / temporary vacancies of teachers in the Schools shall be made in the following manner:-

- (i) Against casual vacancies upto 03 months-ad-hoc appointment be made on the recommendation of Principal and Director of the Schools.
 - (ii) Against casual vacancies more than 03 months but not exceeding one year appointments be made on the recommendation of Local Selection Committee consisting of the following:-
 - (a) Director of Directorate of School Education (Chairman)
 - (b) Chairman, Department of Education
 - (c) Vice-Chancellor's nominee
 - (d) Principal of the School concerned
12. The Principals and Teachers of the School shall be appointed on a written contract which shall be lodged with the University and a copy of which shall be furnished to the party concerned.
13. The conditions of service of the Principals and Teachers of the Schools shall be prescribed by the Regulations to be made by the Executive Council.

14. To maintain discipline and harmony in schools, in special circumstances, Principals and Teachers of the Schools may be transferred from one school to other school by the Vice-Chancellor on the recommendations of the Director.

CHAPTER - XII

MANAGEMENT OF THE INSTITUTE OF ISLAMIC STUDIES

(Continuing under proviso to Statute 36)

1. There shall be a Managing Committee to advise and assist the Executive Council in the management of the Institute of Islamic Studies maintained by the University.

*The Committee shall consist of :-

(a) Ex-Officio Members :

1. Vice-Chancellor (Chairman) ;
2. Pro-Vice-Chancellor ;
3. Dean, Faculty of Social Sciences ;
4. Dean, Faculty of Theology ;
5. Chairman, Department of Arabic ;
6. Chairman, Department of Islamic Studies ;
7. Chairman, Department of Persian ; and
8. Director of the Institute (Secretary)

(b) Ordinary Members :

- (i) Three Teachers of the University, having a special knowledge of any branch of Islamic Studies, appointed by the Academic Council.
- (ii) Two persons not engaged in teaching at the University having a special knowledge of any branch of Islamic Studies appointed by the Executive Council.
2. Members of the Managing Committee, other than the Ex-Officio members, shall hold office for a term of three years and shall be eligible for re-appointment.
3. The Institute shall have on its staff a Director of status of a Professor.

* E. C. Res. No. 6 dated 18 / 19 / 20. 02. 1984.

4. It shall be the duty of the staff and the Director of the Institute of Islamic Studies to promote the following objectives of the Institute.

- (a) to promote the study of Islamic Culture and Civilization ;
 - (b) to promote the study of the political, economic, social and cultural trends in the countries of Western Asia and North Africa, and
 - (c) to promote the study of modern Arabic, Persian and Turkish (Languages and Literature).
5. The Dean of the Faculty of Social Sciences shall exercise the same powers and perform the same functions with reference to the Institute as he does in the case of Department of Studies in the Faculty of Social Sciences.
 6. The work of guiding research in the Departments of the Faculty of Social Sciences may also be assigned to the members of the Institute by the Committee for Advanced Studies and Research in the Faculty of Social Sciences on the recommendation of the Department concerned and with the consent of the Director of the Institute.
 7. The Managing Committee of the Institute shall supervise the work of the Institute and see that its objective are satisfactorily realised.
 8. The detailed functions and powers of the Managing Committee shall be laid down in the Regulations drawn up by the Executive Council.

CHAPTER - XIII

OLD BOY'S ASSOCIATION AND ELECTION OF REPRESENTATIVES TO THE COURT

(Statute 43)

1. To be entitled to vote or stand for election to the A. M. U. Court under Statute 14 (1) (xx) a member of the Alumni (Old Boys) Association must satisfy the following conditions, namely :
 - (a) That being a life member of the said Association, he has paid a sum of not less than rupees one hundred and fifty as membership subscription, or being an ordinary member has continuously paid for the preceding five years an annual subscription of not less than rupees twelve.

*(b) Deleted

2. The Registrar in consultation with the Honorary General Secretary of the Alumni (Old Boys) Association, shall conduct the election of representatives of the said Association under Statute 14 (1) (xx).

CHAPTER - XIV

MANAGEMENT OF THE MEDICAL COLLEGE

(Sec. 12 (2) & 29 (1) of the University Act and Statute 36)

A. Ex-Officio Members :

1. Vice-Chancellor (Chairman) ;
2. Pro-Vice-Chancellor ;
- *3. Honorary Treasurer ;
4. Finance Officer ;
5. Registrar ;
6. **Chairman of the Departments of Studies in the Medical College ; and
7. Principal, Medical College (Secretary)

B. Ordinary Members :

- (i) Six members appointed by the Executive council of whom two shall be Medical Graduates, and one member from amongst the teachers of the Medical College, other than the Chairmen of the Departments, selected by rotation according to seniority.
- (ii) Two persons appointed by the Academic Council, and ;
- (iii) One nominee of the Government of India.

C. Specialist Advisers :

1. The Managing Committee may appoint specialist advisers to assist the Committee in its deliberations on special subjects. These advisers will be entitled to take part in discussion but will have no vote.
2. (a) The ordinary members shall hold office for three years but shall be eligible for re-appointment.
(b) Five members shall form a quorum.
3. The Executive Council shall, by means of Regulations, prescribe the functions of the Managing Committee.

* Ref. E. C. Res. No. 57 dated 19. 04. 1986.

** Aligarh Muslim University (Amendment) Act, 1981.

* Ref. : E. C. Res. No. 8 dated 16. 11. 1991.

***CHAPTER - XV**
ELECTION OF REPRESENTATIVES OF STUDENTS ON
THE UNIVERSITY COURT

(Statute 14 (1) (xxx) (b))

1. For the purposes of election of representatives of students to the Court, various Faculties shall be classified in the following manner/groups, each Faculty/group returning the number of representatives entered against each :

(i) Faculty of Social Sciences	1
(ii) Faculty of Arts	1
(iii) Faculty of Engineering & Technology	1
(iv) Faculty of Science	1
(v) Faculty of Medicine	1
(vi) Faculty of Life Sciences	1
(vii) Faculty of Commerce	1
(viii) Faculty of Unani Medicine	1
(ix) Faculty of Law	1
(x) Faculties of Management Studies & Research and International Studies	1
(xi) Faculty of Agricultural Sciences & Theology	1

Provided that in order to provide right of franchise to the students, the Interdisciplinary Biotechnology Unit and Prof. K. A. Nizami Centre for Quranic Studies shall be clubbed with the Faculties of Life Sciences and Theology respectively.

2. The election within each Faculty/group of faculties shall be by simple majority by means of a single non-transferable vote of all students of that Faculty/group who are eligible to vote as per these Ordinances.

3. Save as hereinafter provided, all bona fide whole-time students of the University shall be entitled to vote and stand for election of students on the University Court on the basis of the current session's Identity Card issued by the University. Any student not in possession of the valid Identity Card shall not have right to vote and stand for election;

Provided that the following categories of students shall neither be entitled to vote nor stand as candidates at these elections :

- (i) all candidates pursuing various courses under the Centre for Professional Courses, and other evening and short-term/part-time courses, and
- (ii) all students of the Schools of the University up to the Senior Secondary level.

Explanation :

- (i) Candidates admitted to whole-time diploma courses in the University Polytechnics or to research leading to M.Phil and Ph.D. degree shall be eligible to vote and contest in these elections.
- (ii) The students of MBBS, BUMS and BDS courses, while undergoing Internship in continuation of the Final Professional Examination, shall be treated as bona fide whole-time students for these elections.
- (iii) The students who write their dissertation after minimum duration prescribed for a course, for which dissertation is a part, shall not be treated as bona fide whole-time students for the purposes of these Ordinances.

Provided that no students, though otherwise eligible to be a candidate, shall be eligible to stand for election if-

- (a) there is a break exceeding three academic years between the course last completed by him at this University or any other University and the next course to which he has been admitted; or
- (b) the total period for which he has been a regular student of this University in the past, excluding Senior Secondary course, exceeds eight years; or
- (c) he is in the service of the University or any Government or any other body/organization/ institution, notwithstanding that he is on leave.

* Notified vide Office Memo LD No. (C)/3322-A
dated 03.09.2016

*4. No student who has been convicted of any criminal offence, or has been judged guilty of indiscipline or misconduct and has been expelled from the rolls of the University, shall be eligible to stand as a candidate in these Elections.

5. The provisions of the Clause 9, 10 and 11 as contained in AMU Students' Union (Conduct of Election) (Amendment) Regulations 2012 pertaining to Election Related Expenditure and Financial Accountability, Code of Conduct for candidates and Election Administrators and Grievance Redressal Mechanism respectively shall also be applicable to the Election of Representatives of Students on the University Court.

6. The nomination papers of the candidates for election shall be submitted to the Chief Election Officer on the date and time fixed for this purpose on a prescribed form giving the name, class/course, Enrolment No. and Hall of the candidate, proposer and the seconder, as also the acceptance of the candidate concerned. The Students' Union Office, which shall be the office of the Chief Election Officer, shall supply these forms to the candidates. The Chief Election Officer shall have the right to determine the eligibility or otherwise of the proposer, the seconder as well as the contestant. If it is found that the candidate is ineligible as per clauses 3, 4 and 5 of these Ordinances, his nomination paper shall be rejected. The decision of the Chief Election Officer in the matter shall be final.

* Notified vide Office Memo LD No. (C)/1203 dated 15 September, 2004

7. The election shall be through secret ballot. Polling shall take place at the Faculty level and the Dean of the Faculty shall be the Election Officer for his/her Faculty. The ballot boxes shall be locked and sealed by the Election Officer or his representative in the presence of each candidate or his representative who should also be a bona fide whole-time student. The Chief Election Officer can change the venue of the voting and counting after due notification, if the election and academic exigencies so dictate.

8. Any disturbance at the time of filing of nomination papers, scrutiny, withdrawal and counting of votes by the candidates or their representatives/supporters shall lead to disqualification of the candidate concerned, besides disciplinary action against persons found guilty of committing disturbance.

9. The Vice-Chancellor shall nominate the Chief Election Officer to conduct these elections. In the matter of interpretation of these Ordinances during the election process, the decision of the Chief Election Officer shall be final.

CHAPTER - XV A

*ELECTION OF TWO POST-GRADUATE STUDENTS, ONE RESEARCH STUDENT AND ONE UNDERGRADUATE STUDENT FOR MEMBERSHIP OF THE ACADEMIC COUNCIL.

(Statute 18 (1) (xv))

1. Only whole-time students of the University such as are studying in the following courses shall be entitled to vote :-

(a) Undergraduate Students :

Courses leading to Bachelor's degree (including a Diploma Course to which the basic qualification for admission is a High School / Higher Secondary Certificate);

(b) Post-Graduate Students :

Courses leading to a Master's degree or to Post-graduate Diploma; and

(c) Research Students :

Courses leading to M.Phil./ Ph.D./M.D./M.S. or to their equivalent.

2. Only a student eligible to vote under Clause (1) shall be eligible to be a candidate for election.

Provided that no student, though otherwise eligible to be a candidate can be elected to membership of the Academic Council if :-

(a) he has failed to complete the whole course to which he may at any time have been admitted at this University or any other University, within period prescribed for that course; or

(b) he has failed to clear or complete part of a course that he is currently admitted to within the minimum period prescribed for that part of the course by the Ordinances (Academic); or

- (c) he has been judged guilty of indiscipline or gross misconduct and has been expelled from the rolls of the University for a period of six months or more for the offence; or
- (d) there is a break exceeding one academic year between the course last completed by him at this University or any other University and the next course to which he has been admitted; or
- (e) the period for which he has been a regular student of this University (Excluding Pre-University/Senior Secondary Course) exceeds 8 years; or
- (f) he is in the service of the University or any other Government or Statutory body notwithstanding that he is on leave.

3. The Vice-Chancellor shall nominate the Election Officer to conduct the election. Appeal against any decision of the Election Officer shall lie with the Vice-Chancellor whose decision shall be final.

* E. C. Res. No. 47 dated 18 / 19. 06. 1988.

CHAPTER - XVI

GENERAL PROVIDENT FUND-CUM-PENSION-CUM-GRATUITY AND CONTRIBUTORY PROVIDENT FUND-CUM-GRATUITY

(Appendices A & B to Statute 61)

GENERAL PROVIDENT FUND

1. Nominations:- Subject to the conditions laid down in Clause I of Appendix A to Statute 61, the nomination shall be made in the manner prescribed hereafter :-

- (i) If a subscriber nominates more than one person under clause I of Appendix A to Statute 61 he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.
- (ii) Every nomination shall be in such one of the forms appended hereto as is appropriate in the circumstance (vide forms I to IV in Annexure).
- (iii) A subscriber may at any time cancel a nomination by sending a notice in writing to the *Finance Officer. The subscriber shall, along with such notice or separately send a fresh nomination made in accordance with the provisions of this clause.
- (iv) A subscriber may provide in a nomination :-
 - (a) In respect of any specified nominee, that in the event of his predeceasing the subscriber, the right conferred upon that nominee shall pass to such other person or persons as may be specified in the

* In pursuance of section 20 B of AMU (Amendment) Act, 1972 the word "Treasurer" wherever occurring in these ordinances has been substituted by the word "Finance Officer".

nomination, provided that such other person or persons shall, if the subscriber has other members of his family be such other member of members, where the subscriber confers such a right on more than one person under this clause, he shall specify the amount or share payable to each of such persons in such a manner as to cover the whole of the amount payable to the nominee.

- (b) That the nomination shall become invalid in the event of the happening of a contingency specified therein :

Provided that if at the time of making the nomination the subscriber has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family.

Provided further that if at the time of making the nomination the subscriber has only one member of the family he shall provide in the nomination that the right conferred upon the alternate nominee under sub clause (a) shall become invalid in the event of his subsequently acquiring other member or members of his family.
- (v) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under sub-clause (a) of clause (iv) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of sub-clause (b) of clause (iv) or the proviso thereto, the subscriber shall send to the Finance Officer a notice in writing canceling the nomination, together with a fresh nomination, made in accordance with the provisions of this clause.

- (vi) Every nomination made and every notice of cancellation given, by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Finance Officer.
2. Subject to the provisions of clause 4 of Appendix A to Statute 61, a subscriber exercising his option not to subscribe during leave shall intimate such option by a written communication addressed to the Finance Officer before he proceeds on leave. Failure to make due and timely intimation shall be deemed to constitute an election to subscribe. The option of a subscriber intimated under this clause shall be final.
- 3. Rate of Subscription :**
1. The rate of subscription shall be fixed by subscriber himself in the manner prescribed in Appendix A Statute 61.
 2. For the purpose of clause 5 of Appendix A to Statute 61 the emoluments of a subscriber shall be :
- (a) In the case of subscriber who was in service on 31st March of the preceeding year, the emoluments to which he was entitled on that date, provided as follows :-
- (i) If the subscriber was on leave on the said date and elected not to subscribe during such leave or was under suspension on the said date, his emoluments shall be the emoluments to which he was entitled on the first day after his return to duty.
 - (ii) If the subscriber was on deputation out of India on the said date or was on leave on the said date and continues to be on leave and has elected to subscribe during such leave his emoluments shall be the emoluments to which he would have been entitled had he been on duty in India.
- (iii) If the subscriber joined the Fund for the first time on a day subsequent to the said date, his emoluments shall be the emoluments to which he was entitled on such subsequent date.
- (b) In the case of subscriber who was not in service on the 31st March of the preceeding year, the emoluments to which he was entitled on the first date of his service or, if he joined the Fund for the first time on a date subsequent to the first day of his service, the emoluments to which he was entitled on such subsequent date.
3. The amount of subscription so fixed may be enhanced or reduced once at any time during the course of a year, provided that when the amount of subscription is so reduced it shall not be less than the minimum prescribed under clause 5 of Appendix A to Statute 61.
- 4. Interest :**
1. The University shall pay to the credit of the account of each subscriber, interest at such rate as may be determined by the Executive Council for each year at the beginning of the year.
 2. Subject to the interest having been fixed in accordance with clause 6 of Appendix A to Statute 61 the interest shall be credited with effect from the last day in each year in the following manner:-
- (i) On the amount at the credit of a subscriber on the 31st of March of the preceeding year less any sums withdrawn during the current year-interest for twelve months.
 - (ii) On sums withdrawn during the current year - interest from the 1st of April of the current year upto the last date of the month preceding the month of withdrawal ;
 - (iii) On all sums credited to the subscribers account after the 31st March of the

preceding year-Interest from the date of credit upon the 31st of March of the current year:

- (iv) The total amount of interest shall be rounded to the nearest rupee (50 paise and above counting as the next higher rupee).

Provided that when the amount standing at the credit of a subscriber has become payable, interest thereon shall be credited under this clause in respect only of the period from the beginning of the current year or from the date of credit as the case may be upon the date on which the amount standing to the credit of a subscriber becomes payable.

- 3. For the purpose of this clause, the date of credit shall be deemed to the first day of the month in which it is credited.
- 4. In all cases interest shall be paid in respect of balance at the credit of a subscriber upto the close of the month preceding that in which payment is made or upto the end of the sixth month after the month in which such amount becomes payable, whichever, of these periods is less, provided that no interest shall be paid in respect of any period after the date on which the Finance Officer has intimated to the subscriber or his agent as the date on which he is prepared to make payment.

***Note :-** Payment of interest on the Provident Fund balance beyond a period of 6 months may be authorised by :

- (a) Finance Officer; upto a period of one year ; and
- (b) Vice-Chancellor, upto any period ; after he has personally satisfied himself that the delay in payment was occasioned by circumstances beyond the control of the subscriber or the person to whom such payment was to be made, and in every such case the administrative delay involved

* E. C. Res. No. 25 dated 21 / 22. 02. 1987 & 27. 03. 1987.

in the matter shall be fully investigated and action if any required, taken.

- 5. Interest shall not be credited to the account of a subscriber, if he informs the Finance Officer that he does not wish to receive it, but if he subsequently asks for interest, it shall be credited with effect from the first day of the year in which he asks for it.

5. Advances from the Fund :

Subject to the provisions of Statute 61 and clause 7 of Appendix A to Statute 61 the payment of an advance from the Fund may be sanctioned by the Vice-Chancellor to a subscriber from the amount of his sub-scription and interest thereon standing to his credit, subject to the following conditions :-

- 1. No advance shall be granted unless the sanctioning authority is satisfied that the applicant's pecuniary circumstances justify it, and that it will be expended on the following object or objects and not otherwise :-
 - (i) To pay expenses incurred in connection with the illness of the applicant, applicant's wife, legitimate children, step-children, parents, sisters and minor brothers actually dependent on him.
 - (ii) To pay for the overseas passage for reasons of health or education of the applicant or the applicant's wife, legitimate children, step-children, parents, sisters and minor brothers actually dependent on him ;
 - (iii) To meet the cost of higher education of any person actually dependent on the applicant. Such person need not necessarily be a member of the applicant's family ;
 - (iv) To pay obligatory expenses on a scale approximate to the applicant's status in connection with marriages, funerals or ceremonies which by his religion it is incumbent on him to perform ;

- (v) To meet the cost of legal proceedings instituted by the applicant for vindicating his position in regard to any allegation made against him in respect of any act done or purporting to be done by him in the discharge of his official duty.
- (vi) Building or acquiring suitable house for his residence including the cost of site or for repaying any outstanding amount of loan expressly taken for this purpose before the date of receipt of application for withdrawal but not earlier than twelve months from the date of reconstructing or for making additions and alteration to a house already owned or acquired to a subscriber;
- (vii) Purchasing a house site or repaying any outstanding amount on account of loan expressly taken for this purpose before the date of receipt of application for withdrawal but not earlier than 12 months of that date.
- (viii) For constructing a house on a site purchased utilizing the sum withdrawn under sub-clause (e);
- *(ix) Purchasing consumer durable like T.V./V.C.R./ V.C.P. washing machines, cooking range, geysers and computers.
- *(x) Extensive repairs / overhauling of Motor Car.
- *(xi) Purchase of motor car/motor cycle/scooter etc. or for repaying Govt. loan already taken for the purpose.
- **(xii) To meet the expenses for Haj/Pilgrimages.

Provided that the advance under this sub-clauses shall not be admissible to an applicant who institutes legal proceedings in any court of law either in respect of any matter unconnected with his official duty or against the University in respect of any condition of service or penalty imposed on him.

- (xiii) To meet the cost of his defence where the applicant is prosecuted by the University in any

* OM No. (C)/164 dated 10.2.2003

** OM NO. (C) II-Comt (104)-3/1200 dated 15.9.2004

- court of Law in respect of any alleged official misconduct on his part.
- (xiv) To meet the cost of travel abroad of the subscriber when permitted by the Executive Council to attend Scientific Conferences, Symposia or for Scientific / Technical work.

2. An advance shall not exceed the following ceiling limits :-

- (a) When sanctioned for any of the objects mentioned in items (i) to (vi) of sub clause (1) - Six months' pay of the subscriber.

Provided however, that in no case shall the amount of advance exceed 50 percent of the amount of the members subscription and interest thereon standing to the credit of the subscriber in the Fund.

3. An advance shall not, except for special reasons to be recorded in writing, be granted to any subscriber in excess of the limit laid down in sub-clause (2) herein or until repayment of the last installment of any previous advance.

4. The sanctioning authority shall record in writing its reasons for granting the advance. Provided that if the reason is of a confidential nature it may be communicated to the Finance Officer personally and / or confidentially.

5. The amount of advance shall be recovered in not more than 24 equal monthly installments, if the advance was sanctioned or any of the objects mentioned in items (i) to (vi) of sub-clause (1) above. In special cases where the amount of advance exceeds three month's pay of the subscriber under sub-clause (3) above the sanctioning authority may fix such number of installments to be more than twenty four but in no case more than thirty six. Each installment shall be a number of whole rupee, the amount of advance being raised or reduced, if necessary, to admit of the fixation of such installments. A subscriber may at his option repay in a smaller number of installments than agreed upon at the time of grant of advance or in a lump sum.

6. Interest on advances shall be paid at the rate of one fifth percent of the principal for each month or broken portion of a month during the period between the drawal and complete repayment of the principal. It shall ordinarily be recovered in one installment in the month after complete repayment of the principal has been made. If the period repayment exceeds twenty months, interest may, if the subscriber so desires, be recovered in two equal monthly installments, the monthly payment being rounded to the near whole rupee, 50 paise and above counting as the next higher rupee. Recoveries made under this sub-clause shall be credited, as they are made, to the account of the subscriber in the Fund.

7. Notwithstanding anything contained in this clause, if the sanctioning authority is satisfied that money withdrawn as an advance from the Fund under sub-clause (1) has been utilised for a purpose other than that for which sanction was given to the drawal of the money, the amount in question shall with penal interest calculated at a rate of 3% over and above the rate provided under sub-clause (6) be repaid by the subscriber to the Fund, or in default be ordered to be recovered by deduction in one sum from the emoluments of the subscriber, If the total amount to be repaid be more than half of the subscriber's emoluments, the recoveries shall be made in monthly installment of moieties of his emoluments till the entire amount recoverable be repaid.

8. Subscribers whose deposits in the fund carry no interest shall not be required to pay into the fund any additional installments on account of interest or penal interest provided under sub-clause (7) above, on advances granted to them from the fund.

Note :-The term 'emoluments' as used in this clause does not include subsistence allowance, if any, granted in case of suspension of an employee pending an enquiry into his alleged misconduct.

6. Procedure on the Death of a Subscriber :

Final withdrawal from the fund on the death of subscriber before the amount standing to his credit has

become payable., or where the amount has become payable before payment has been made as stipulated in clause 11 of Appendix A to Statute 61 shall be made as follows :-

1. When a subscriber leaves a family :-
 - (a) If a nomination made by the subscriber in accordance with the provisions of clause 1 or of the corresponding provisions heretofore in force in favour of a member or members of his family subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relate shall become payable to his nominee or nominees in the proportion specified in the nomination.
 - (b) If no such nomination in favour of a member or members of the family of the subscriber subsists, or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall, notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family, becomes payable to the members of his family in equal shares.

Provide that no share shall be payable to :-

- (i) Sons who have attained majority;
- (ii) Sons of a deceased son who have attained majority;
- (iii) Married daughters whose husbands are alive;
- (iv) Married daughters of a deceased son whose husbands are alive.

If there is any member of the family other than those specified in sub-clause (i),(ii), (iii) & (iv).

Provided further that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would

have received if he had survived the subscriber and had been exempted from the provision of sub-clause (i) of the first proviso.

2. When the subscriber leaves no family - if a nomination made by him in accordance with the provisions of clause 1 or of the corresponding provisions hereto fore in force in favour of any person or persons subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination.

7. Statement of Accounts :

- (1) In accordance with clause 12 of Appendix A to Statute 61 the Finance Officer shall as soon as possible after the 31st of March of each year, send to each subscriber a statement of his account in the Fund showing the opening balance on the 1st April of the year, the total amount credited and debited during the year, the total amount of interest credited as on the 31st of March of the year and the closing balance on that date. The Finance Officer shall attach to the statement of account an enquiry whether the subscriber :-
 - (i) desires to make any alteration in any nomination made by the subscriber;
 - (ii) has acquired a family (in case where subscriber has made no nomination in favour of a member of his family under the provisions of this Ordinance).
- (2) Subscribers should satisfy themselves as to the correctness of the annual statement and errors should be brought to the notice of the Finance Officer within six months from the date of receipt of the statement.
- (3) The Finance Officer shall, if required by a subscriber once, but not more than once in a year, inform the subscriber of the total amount standing to his credit in the Fund at the end of

the last month for which his account has been written up.

8. GRATUITY

(1) A University employee shall, as soon as he completes five years qualifying service, or earlier, send to Registrar a nomination conferring on one or more persons the right to receive the gratuity that may be sanctioned under Statute 61 in the event of his death, and gratuity which having become admissible to him has not been paid to him before death.

Provided that if at the time of making the nomination the employee has a family, the nomination shall not be in favour of any person other than the members of his family.

(2) For the purpose of sub-clause (1) above :

- (a) "Family" shall include the following relations of the employee :
 - (i) Wife or wives in the case of male employee;
 - (ii) Husband in the case of female employee ;
 - (iii) Sons including step-sons and adopted sons;
 - (iv) Un married daughters including step daughters and adopted daughter ;
 - (v) Widowed daughters including step daughters and adopted daughters ;
 - (vi) Father, mother (including adoptive parents in the case of individuals whose personal law permit adoptions).
 - (vii) Brothers, below the age of 18 years including step brothers :
 - (viii) Unmarried sisters and widow sisters including step-sisters :
 - (ix) Married daughters : and
 - (x) Children of a pre-deceased son.
- (b) 'Person' shall include any company or association or body of individual whether incorporate or not.

(3) If any employee nominates more than one person under sub-clause (1) above he shall specify in the

nomination the amount or share payable to each of the nominees in such manner as to cover the whole amount of the gratuity.

- (4) An employee may provide in nomination :
 - (a) in respect of any specified nominee that in the event of his predeceasing the employee the right conferred upon that nominee shall pass to such other person as may be specified in the nomination, provided that if at the time of making the nomination the employee has a family consisting of more than one member; the person so specified shall not be a person other than a member of his family.
 - (b) that the nomination shall become invalid in the event of the happening of a contingency specified therein.

(5) The nomination made by an employee who has no family at the time of making it, or provision made in nomination under sub clause 4 (a) above by an employee whose family consists, at the date of making the nomination, of only one member shall become invalid in the event of the employee subsequently acquiring a family or an additional member in the family as the case may be.

(6)(a) Every nomination shall be in such one of the forms V to VIII as may be appropriate in the circumstance of the case.

(6)(b) An employee may at any time cancel a nomination by sending a notice in writing to the Registrar provided that the employee shall, alongwith such notice send a fresh nomination made in accordance with the provisions of sub-clause (a) above.

(7) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under sub-clause 4 (a) above or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of sub-clause 4 (b) above the employee

shall send to the Registrar a notice in writing normally canceling the nomination together with a fresh nomination made in accordance with the provisions of Clause (6) above.

(8) Every nomination made and every notice of cancellation given by an employee shall be sent by the employee to the Registrar immediately on receipt of a nomination the Registrar shall countersign it indicating the date of receipt and keep it under his custody.

(9) Every nomination made and every notice of cancellation given by an employee shall to the extent it is valid take effect on the date on which it is received by the Registrar.

(1) Subject to the provisions of section III of Appendix A and section II of Appendix B a gratuity may be paid to the person or persons on whom the right to receive the gratuity is conferred under Clause 8 above, or if there is no such persons it may be paid in the manner indicated below:

- (i) If there are one or more surviving members of the family as in item (i), (ii), (iii) & (iv) of sub-clause 2 (a) of Clause 8, it may be paid to all member in equal shares.
- (ii) If there are no such surviving members of the family as at (i) above, but there are one or more members of the family as in items (v) to (x) of sub-clause 2 (a) of Clause 8 above, the gratuity may be paid to such members in equal shares.

(2) The eligibility of person to receive the amount or shares of gratuity shall be determined with reference to the facts as they stand on the date of death of any employee and any subsequent event (i.e., re-marriage of a widow, marriage of an un-married daughter, sister etc.) will not affect the entitlement. If however, a person who was entitled to receive gratuity on the date of death of an employee, dies before getting the payment the amount or share of gratuity shall be re-distributed in accordance with the provision of sub-clause (1) above.

- (3) When gratuity is payable under this rule to a minor member of the family of the deceased employee it shall be payable to the guardian of the minor.
- (4) When an employee dies while in service or after retirement without receiving the amount of gratuity, and
 - (a) leaves behind no family, or
 - (b) has made no nomination, or
 - (c) the nomination made by the employee does not subsists, the amount of death cum retirement gratuity payable under Statute 61 shall lapse to the University.

FORM FOR NOMINATION

FORM - I

(See Clause 1 of Appendix **A** to Statute 61 and Clause 1 (ii) of Ordinance)

When the subscriber has a family and wishes to nominate one member thereof

I hereby nominate the person mentioned below who is a member of my family as defined in Clause 3 (c) of Statute 61 to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable has not been paid.

Name and Address of the Nominee :

Relationship with subscriber :

Age :

Contingencies on the happening of which the nomination shall become invalid. :

Name, address and relationship of person or persons if any to whom the right of the nominee shall pass in the event of the nominee pre-deceasing the subscriber :

Dated this..... day of..... 20..... at

.....
(Signature of the subscriber)

Designation.....

Department.....

Two witnesses to signature :

1.

2.

FORM FOR NOMINATION

FORM - II

(See Clause 1 of Appendix **A** to Statute 61 and Clause 1 (ii) of Ordinance)

When the subscriber has a family and wishes to nominate one member thereof.

I hereby nominate the persons mentioned below, who are members of my family as defined in Clause 3 (c) of Statute 61 to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable has not been paid, and direct that the said amount shall be distributed among the said persons in the manner shown below against their names:

Name and Address of the Nominee :

Relationship with subscriber :

Age :

*Amount or share of accumulation to be paid to each :

Contingencies on the happening of which the nomination shall become invalid. :

Name, address and relationship of person or persons, if any, to whom the right of the nominee shall pass in the event of the nominee's pre-deceasing the subscriber :

Dated this..... day of 20..... at

.....
(Signature of the subscriber)

Designation.....

Department.....

Two witnesses to signature :

1.

2.

***Note :** This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

FORM FOR NOMINATION

FORM - III

(See Clause 1 of Appendix **A** to Statute 61 and Clause 1 (ii) of Ordinance)

When the subscriber has no family and wishes to nominate one Person

I, having no family as defined in Clause 3 (c) of Statute 61 hereby nominate the persons mentioned below, to receive the amount that may stand to my credit in the Fund, the event of my death before that amount has become payable, or having become payable, has not been paid.

Name and Address of the Nominee :

Relationship with subscriber :

Age :

*Contingencies on the happening of which the nomination shall become invalid. :

Name, address and relationship of the person to whom the right of the nominee shall pass in the event of the nominee's pre-deceasing the subscriber :

Dated this..... day of 20..... at

.....
(Signature of the subscriber)

Designation.....

Department.....

Two witnesses to signature :

1.

2.

***Note :** Where a subscriber who has no family makes a nomination he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

FORM FOR NOMINATION

FORM - IV

(See Clause 1 of Appendix A to Statute 61 and Clause 1 (ii) of Ordinance)

When the subscriber has no family and wishes to nominate more than one person

I, having no family as defined in Clause 3 (c) of Statute 61 hereby nominate the persons mentioned below, to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable, has not been paid and direct that said amount shall be distributed among the said persons in the manner shown below against their names:

Name and Address of the Nominee :

Relationship with subscriber :

Age :

*Amount or share of accumulation to :

be paid to each

Contingencies on the happening of

**which the nomination shall become :

invalid.

Name, address and relationship of the person, if any, to whom the right of the nominee shall pass in the event of the nominee's pre deceasing the subscriber :

Dated this..... day of 20.....at

..... (Signature of the subscriber)

Designation.....

Department.....

Two witnesses to signature :

1.

2.

Note :- * This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

**Where a subscriber who has no family makes a nomination he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

FORM OF NOMINATION

FORM - V

(See Clause 18 of Appendix **A** to Statute 61 and Clause 2 of Appendix **B** to Statute 61)

NOMINATION FOR DEATH-CUM-RETIREMENT GRATUITY

When the employee has a family and wishes to nominate one member thereof

I hereby nominate the person mentioned below, who is a member of my family, and confer on him the right to receive any gratuity that may be sanctioned by the University in the event of my death while in service and the right to receive on my death any gratuity which having become admissible to me on retirement may remain unpaid at my death:-

Name & Address of the Nominee :

Relationship with the employee :

Age :

*Contingencies on the happening of which the nomination shall become invalid. :

Name, address and relationship of the person or persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the employee or the nominee dying after the death of the employee but before receiving

* The nomination shall become invalid in the event of his subsequently acquiring of family.

payment of the gratuity :

Amount or share of gratuity payable to each. :

This nomination supersedes the nomination made by me earlier on which stands cancelled.

Dated this day of 20..... at

.....
(Signature of the employee)

Two witnesses to signature :

1.

2.

Note : - The last column should be filled in so as to cover the whole amount of gratuity.

Nomination by

Designation

Department.....
.....
.....

Signature of the Registrar

Dated.....

FORM OF NOMINATION

FORM - VI

(See Clause 18 of Appendix **A** to Statute 61 and Clause 2 of Appendix **B** to Statute 61)

NOMINATION FOR GRATUITY

When the member of the staff has a family and wishes to nominate more than one member thereof

I, hereby nominate the persons mentioned below, who are members of my family, and confer on them the right to receive to the extent specified below, any gratuity that may be sanctioned by the University in the event of my death while in service and the right to receive on my death, to the extent specified below, any gratuity which having become admissible to me on retirement may remain unpaid at my death :

Name & Address of the Nominee :

Relationship with the employee :

Age :

Amount of share of gratuity payable to each :

Contingencies on the happening of which the nomination shall become invalid :

Name, address and relationship of the persons, if any, to whom the right conferred on nominee shall pass in the event of the nominee predeceasing the employee or the nominee dying after the death of the employee but before receiving payment of the gratuity :

Amount or share of gratuity payable to each :

This nomination supersedes the nomination made by me earlier on.....which stands cancelled.

Note : The member of staff shall draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.

Dated this..... day of 20..... at

.....
(Signature of the employee)

Two witnesses to signature :

1.

2.

Note : 1. Fourth column should be filled in so as to cover the whole amount of gratuity.
2. The amount / share of gratuity shown in last column should be the whole amount / share payable to the original nominees.

Nomination by

Designation

Department.....

.....
Signature of the Registrar
Dated.....

FORM OF NOMINATION

FORM - VII

(See Clause 18 of Appendix **A** to Statute 61 and Clause 2 of Appendix **B** to Statute 61)

NOMINATION FOR ADDITIONAL GRATUITY

When the employee has no family and wishes to nominate one person

I, having no family, hereby nominate the person mentioned below and confer on him the right to receive any gratuity that may be sanctioned by the University in the event of my death while in service and the right to receive on my death any gratuity which having become admissible to me on retirement may remain unpaid at my death :

Name & Address of the Nominee :

Relationship with the employee :

Age :

Name, address and relationship of the person or persons, of any to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the employee or the nominee dying after the death of the employee but before receiving payment of the gratuity :

Amount of share of gratuity payable to each. :

This nomination supersedes the nomination made by me earlier on..... which stands cancelled.

Dated this..... day..... 20.....at

Two witnesses to signature :

1.

2.

Nomination by

Designation

Department.....

.....
Signature of the Registrar

Dated.....

.....
(Signature of the employee)

FORM OF NOMINATION

FORM - VIII

(See Clause 18 of Appendix **A** and Clause 2 of Appendix **B** to Statute 61)

NOMINATION FOR GRATUITY

When the employee has no family and wishes to nominate more than one person

I, having no family, hereby nominate the persons mentioned below and confer on them the right to receive to the extent specified below any gratuity that may be sanctioned by the University in the event of my death while in service and the right to receive on my death, to the extent specified below any gratuity which having become admissible to me on retirement may remain unpaid at my death :

Name & Address of the nominees :

Relationship with the employee :

Age :

*Amount of share of gratuity payable to each :

**Contingencies on the happening of which the nomination shall become invalid. :

Name, address and relationship of person or persons if any to whom persons, the right conferred on the nominee shall pass in the event of the nominee predeceasing the employee or the nominee dying after the death of the employee but before receiving payment of the gratuity :

Amount or share of gratuity payable to each. :

This nomination supersedes the nomination made by me earlier on..... which stands cancelled.

Note : The Employee should draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.

Dated this.....day of..... 20..... at

.....
(Signature of the employee)
Dated

Two witnesses to signature :

1.

2.

***Note** : 1. Fourth column should be filled in so as to cover the whole amount of gratuity.

2. The amount / share of gratuity shown in last column should be the whole amount or share payable to the original nominees.

Nomination by

Designation

Department.....

.....
Signature of the Registrar
Dated.....

FORM OF FAMILY PENSION

FORM - IX

(See Clause 26 of Appendix **A** to Statute 61)

Subject : Payment of family pension in respect of the late
Shri / Smt.....

The undersigned has learnt with regret the death
of Shri/Smt.....

(Designation)

in this university and is directed to inform you that under
Clause 24 of Appendix A to Statute 61 you are entitled to
Family Pension for life / till attaining the date of majority*.

I am according to suggest that formal claim of the
grant of family pension may be submitted by you in the
enclosed form alongwith the following documents :

1. Death Certificate :
2. Two copies of passport size
photograph duly attested
by a gazetted officer :
- *3. Guardianship certificate
where pension is admissible
to minor children :

To (Designation)
.....

* Where the family pension is admissible to the minor children.

FORM OF APPLICATION FOR INJURY PENSION OR GRATUITY

FORM - X

(See Clause 39 of Appendix **A** to Statute 61)

1. Name of Applicant
2. Father's Name
3. Residence showing
Village and parganah
4. Present or last employment
Designation
5. Date of beginning of
Service in the University
6. Length of Service including
Interruptions
7. Classification of injury
8. Pay at the time of injury
9. Proposed pension or
gratuity
10. Date of injury
11. Place of payment
12. Date of applicant's birth
Christian era
13. Date on which the appli-
cant applied for pension

Place: Date : Signature of applicant

Special remarks if any by the employee in charge
of the Deptt./Section/Office.

Signature.....

* If not known exactly must be stated on the best information
or estimate.

FORM - XI

(See Clause 39 of Appendix A to Statute 61)

Form of application for Family of late**died of injuries received as a result of special risk of office**

submitted by the -

Description of claiment :

1. Name and residence, showing village and Parganah
2. Age
3. Height
4. Marks for identification
5. Present occupation and pecuniary circumstances
6. Degree of relationship to deceased

Description of deceased :

7. Name
8. Occupation and service
9. Length of Service
10. Pay when killed
11. Nature of injury causing death
12. Amount of pension or gratuity
13. Place of payment
14. Date from which pension is to commence
15. Remarks.....

Names and *ages of surviving kindred of deceased :

Sons
 Widows
 Daughters
 Father
 Mother

Note : (If the deceased has left no son, widow, daughter father or mother surviving him, the word "none" or "dead" should be entered opposite to such relative).

Place
 Date (Signature of claiment)

Place

Signature of the employee
Incharge of Deptt./ Section

*Date of birth by Christian era.

FORM - XII

(See Clause 39 of Appendix A to Statute 61)

Form to be used (by competent Medical Authority as may be prescribed by the Executive Council of the University) when reporting on injuries

Confidential :

Report of the competent Medical Authority (as may be prescribed by the Executive Council) on the present state of the injury sustained by disease contracted by.....

(place of injury, etc.) on.....date of injury etc)

- (a) State briefly the circumstances under which the injury was sustained / disease was contracted :
- (b) What is the present condition of the employee :
- (c) Is the present condition of the employee wholly due to the injury / disease ?
If not, state to what other causes it is attributable;
- (d) In the case of disease, from which date does it appear that the employee has been incapacitated?

The opinion of the competent Medical Authority on the question below is as follows :

Part A – Examination

The severity of the injury should be assessed in accordance with the following classification and details given in the remarks column below :-

Is the injury :

- (i) (a) the loss of an eye or a limb ? Yes / No
(b) the loss of more than one eye or limb ?
- (ii) more severe than the loss of an eye or a limb
- (iii) equivalent to the loss of an eye or a limb ?
- (iv) very severe ? Yes / No

- (v) severe and likely to be permanent ?
- (vi) severe, but not likely to be permanent ?
- (vi) slight but likely to be permanent ?

2. For what period from the date of the injury ?

- (a) has the employee been unfit from duty ?
- (b) is the employee likely to remain unfit for duty ?

Remarks : Here the classification above may be amplified, if necessary, or details of additional injuries to the main injury may be given.

Part B – Second or Subsequent Examination

If the original degree of disability of the employee has changed, in which of the above categories should it now be placed ?

Remarks : In this space additional details may be given if necessary.

.....
Signature of competent
Medical authority

Dated :

Instructions to be observed by the competent Medical Authority in preparing report

1. Before recording his opinion he should invariably consult the previous reports, if any, as also all medical documents connected with the employee on previous examinations brought before him for examination.
2. If the injuries be more than one, they should be numbered and described separately, and should it be considered that, for instance, though only "severe" or "slight"

in themselves, they represent together the equivalent of a single "very severe" injury, such an opinion may be expressed in the columns provided.

3. In answering the questions in the prescribed form he will confine himself exclusively to the medical aspect of the case and will carefully discriminate between the unsupported statements of the employee and the medical and documentary evidence available.

4. He will not express an opinion, either to the employee examined or in his report, as to whether he is entitled to compensation, or as to the amount of it nor he will inform the employee how the injury has been classified.

CHAPTER -XVII

***MANAGEMENT OF THE INTERDISCIPLINARY BIOTECHNOLOGY UNIT**

(Sec. 5 (9A) and 12 (2) of University Act

1. The Unit shall have a Board of Management, comprising the following :-

- (a) The Vice-Chancellor; (Chairman)
- (b) The Pro-Vice-Chancellor;
- (c) The Coordinator of the Unit (Member-Secretary);
- (d) The Deans of the Faculties of Medicine, Science, Life Sciences and Engineering & Technology;
- (e) Three Professors of the University to be appointed by the Vice-Chancellor for their work in the sphere of Biotechnology and association with Unit's programme, for a period of five years, being eligible for re-appointment;
- (f) Three experts in Biotechnology not in the service of the University to be appointed by the Vice-Chancellor for a term of five years, being eligible for re-appointment.

2. The Board of Management shall have the following powers and functions, subject to the authority of Executive Council :-

- (i) To supervise the allocation of financial support for the various research and training projects under the programme of the Unit ;
- (ii) To supervise the administration of the laboratories and control all other assets of the Unit ;

* E. C. Res. No 44 dated 18 / 19. 06. 1988.

- (iii) To propose creation of teaching and non-teaching posts for consideration of the authorities of the University ;
- (iv) To make all such recommendation as it may deem fit for the development of the Unit ;

**3. The Coordinator shall be honorary Chief Executive Officer of the Unit and shall be appointed in accordance with the terms and conditions envisaged in Statute 8 of the Statutes of the University read with Clause 4 of Chapter II of the Ordinances (Academic) with the condition that if there is no Professor or Reader/Associate Professor in the Interdisciplinary Biotechnology Unit, the Vice-Chancellor shall act as the Coordinator of Unit.

4. There shall be a Board of Studies for the courses conducted by the Unit, to be established by and under the Ordinances of the University.

** E.C. Res. No. 14 (23) (5), dated 29.09.2012

CHAPTER -XX

**MANAGEMENT OF THE CENTRE OF CARDIOLOGY AND CARDIOVASCULAR RESEARCH

(Sec. 5 (9A) of the University Act)

1. The Centre shall have a Board of Management comprising the following :-

- (a) The Vice-Chancellor (Chairman)
- (b) The Pro-Vice-Chancellor
- (c) The Director of the Centre (Member- Secretary).
- *(d) Registrar
- *(e) Finance Officer
- *(f) Dean, Faculty of Medicine
- *(g) Principal, CMS
- *(h) Chairman, Department of Medicine
- *(i) Three experts in the superspecialty of Cardiology not in the service of the University to be appointed by the Vice-Chancellor for a term of three years, being eligible for re-appointment.

2. The Board of Management shall have the following powers and functions subject to the authority of the Executive Council :-

- (i) To supervise the allocation of financial support for the various research and training projects under the programme of the Centre.
- (ii) To supervise the administration of the laboratories and control all other assets of the Centre.

* E.C. dated 27-2-1999.

** E. C. Res. 9 (59) dated 30. 07. 1987.

- (iii) To propose creation of teaching and non-teaching posts for consideration of the authorities of the University.
- (iv) To make all such recommendations as it may deem necessary for the development of the Centre.
- 3. (a) The Director shall be the Chief Executive Officer of the Centre and he shall have all the powers in respect of the Centre as are exercised by the Chairmen of Departments in respect of the Departments under the Statutes, Ordinances and Regulations of the University.
- #(b) The Director shall be an Honorary Officer to be appointed by rotation, if there are more than one qualified Cardiologist or Cardiovascular Thoracic Surgeon i.e. DM (Cardiology)/M. Ch. (CTVS) in the University, then directorship will be by rotation as is the case of Chairman, Department of Studies.

E. C. Res. No. 3, dated 28.05.2016

CHAPTER -XXI

*VICE-CHANCELLOR AS PATRON OF A.M.U. STUDENTS' UNION

(Statute 34)

The Vice-Chancellor as the Patron of the A. M. U. Students' Union :-

1. May frame rules and regulations for the establishment and recognition of Students' Union.
2. may suspend the functioning of or order the dissolution of or pass any order relating to the functioning of the Students' Union if he deems it necessary in the interest of the University.
- **3. shall appoint a honorary treasurer, from amongst the teachers of the University, to streamline and ensure the accountability of the funds of the AMU Students Union which will be audited regularly.

* E.C. Res. No. 46 dated 21 / 22. 11. 1987.

** E.C. Res. No. 05 dated 22.05.2013

CHAPTER -XXII

*CENTRE FOR PROMOTION OF EDUCATIONAL AND CULTURAL ADVANCEMENT OF MUSLIMS OF INDIA

(Sections 5 (2) (c) and 5 (9 A) of the University Act)

There shall be a Centre for **Advancement of Muslims of India which shall have the following Board of Management:-

Ex-Officio Members

1. Vice-Chancellor (Chairman)
2. Pro- Vice-Chancellor
3. Principal, Women's College
4. Dean, Students' Welfare
5. Director, Coaching & Guidance Centre
6. Controller of Examinations & Admissions
7. Finance Officer
8. Registrar
9. Director of the Centre (Secretary/Convener)

Ordinary Members

10. Five Deans of the Faculties to be nominated by the Vice-Chancellor for a term of two years :
 11. Two members each of the Academic Council, the Executive Council and the Court to be nominated by the Vice-Chancellor for a term of two years.
 12. Ten persons having special knowledge and aptitude towards the uplift of Muslim Community to be nominated by the Vice-Chancellor for a term of two years.
2. The Vice-Chancellor shall appoint the Director of the Centre from amongst the members of the teaching staff of the University. The term of appointment of the Director shall be two years and he shall be eligible for re-appointment.

* Ref. E. C. Res. No. 10 dated 18 / 19. 06. 1988.

** O.M. No., C.-IV-3-1433 dated 12. 01. 89.

Ref. Para 57 of Appendix B to Item No. 3 of E. C. held on 28 / 29. 03. 1989.

The Director shall be Secretary / Convener of the Board of Management.

2A. There shall be a Managing Committee of the Centre consisting of the Director of the Centre and such other members from among the members of the Board of Management, as are appointed by the Vice-Chancellor. The members of the Managing Committee of the Centre shall be appointed for a period of two years, or till they remain members of the Board of Management, whichever is earlier. The Director of the Centre shall also act as Secretary/Convener of the Managing Committee of the Centre. The Managing Committee under the Chairmanship of the Vice-Chancellor shall manage the Centre within the overall policy framework laid down by the Board of Management and may delegate any of its functions to the Director.

The aims and objects of the Centre will be :-

- (a) (i) To coordinate research studies, surveys and other similar activities to be undertaken by various Departments of the University under their normal academic programmes, in order to understand the problems of educational, economical, and cultural backwardness of the Muslims of India;
- (ii) To study these problems in the light of the policy pronouncements made by Union / State Governments for the welfare of minorities from time to time;
- (iii) To identify areas of weaknesses in the implementation of the policy relating to minority welfare ;
- (iv) To act as a forum for providing policy options and to make constructive suggestions to Union/ State Governments, Minority Commissions and other Government agencies involved in the laying down and implementation of policies and

programmes for the welfare of minorities;

- (b) (i) To act as an agency for the collection of data relating to the level of education being obtained by muslim students in various minority institutions all over the country;
- (ii) To identify meritorious muslim students all over the country, and to develop and implement a mechanism to attract such muslim students on all India basis to seek admission in various courses in the University ;
- (c) To suggest various constructive schemes for financial and other kinds of assistance to muslim students of this University who are meritorious and who deserve to be encouraged to get ahead in life, and supervise the implementation of such scheme ; and
- (d) To suggest other measures as may be necessary relating to the educational and cultural advancement of Muslims of India.

CHAPTER -XXIII

*POWERS AND DUTIES OF UNIVERSITY FUNCTIONARIES

(Section 29 (1) (q) of the University Act)

1. Powers and Duties of the Principal, J. N. Medical College

A- *Membership of the University Court, Councils, Faculty and Committees :*

- (i) The Principal shall be an ex-officio member of the University Court.
- (ii) The Principal, shall be one of the members of the Executive Council, by rotation, as provided in the Statutes of the University.
- (iii) The Principal shall be a member of the Academic Council.
- (iv) The Principal shall be an ex-officio member of the General Selection Committee of all teaching posts in the Medical College.
- (v) That Principal shall be an ex-officio member of the Local Selection Committee of all teaching posts in the Medical College.
- (vi) The Principal shall be one of the members of the Selection Committees for the post of Medical Superintendent (Medical College Hospital) and other non-teaching posts in Category 'A'. 'B' and 'C' belonging to J. N. Medical College Hospital, as approved by the competent authority from time to time.
- (vii) The Principal shall be the Secretary, Managing

Committee of the Medical College.

- (viii) The Principal shall be a member of the Library Committee.
- (ix) The Principal shall be a member of the Admission Committee.

B- *Administrative Functions and Responsibilities :*

- (i) The Principal shall have the authority to exercise all such disciplinary powers over the students in the College as may be necessary for the proper conduct of the College. The Principal may also frame such supplementary rules, as he deems necessary to maintain discipline in the College.
- (ii) The Principal shall be Incharge of College Library, the Society and the Magazine, if any.
- (iii) The Principal shall be Incharge of all extra curricular activities of the College.
- (iv) The Principal shall be Incharge of the College Building, Lawns, electric and water supply, fittings, class rooms, equipments and lab. furnitures.
- (v) The Principal shall be the Chief Medical Superintendent and in this capacity he shall be Executive Head of the J. N. Medical College Hospital and its Sections including Offices/ Casualty, O. P. Ds, Wards, Operation Theatres, Workshop, Kitchen, Central Sterilization Unit, Central Animal House, Central Photographic Section. I. V. Fluid Unit, and School of Nursing etc.
- (vi) All the Hospital employees working in various other Sections related to Medical College Hospital, other than those working in the Department of

* E. C. Res. No. 10 dated 18 / 19. 06. 1988.

- Studies and Deans' Office, shall be under the administrative control of the Principal.
- (vii) All postings and transfers of Hospital employees within the Hospital shall be made by the Principal.
 - (viii) The Principal shall be Drawing and Disbursing Officer and operate all Hospital Funds.
 - (ix) The Principal may delegate some of his powers to any officer working under him for the sake of administrative control and convenience.
 - (x) The Principal shall implement all non-academic development plans approved for the College.
 - (xi) The Principal shall also be the appointing authority of category 'D' staff working in the J. N. Medical College Hospital and the Principal's Office.
 - (xii) The Principal shall perform such other duties as may be assigned to him by the Vice-Chancellor and exercise such other powers as may be prescribed by the Regulations from time to time.

***1A. POWER AND DUTIES OF THE PRINCIPAL, DR. ZIAUDDIN AHMAD DENTAL COLLEGE**

- A- Membership of the University Court, Councils, Faculty and Committees.**
- (i) The Principal shall be an ex-officio member of the University Court.
 - (ii) The Principal shall be one of the members of the Executive Council, by rotation according to seniority as provided under statute 16(i) (v) of the Statutes of the University.

* E. C. dated 21.2.1998.

- (iii) The Principal shall be a member of the Academic Council.
 - (iv) The Principal shall be an ex-officio member of the General Selection Committee of all teaching posts in the Dental College.
 - (v) The Principal shall be an ex-fficio member of the Local Selection Committee of all teaching posts in the Dental College.
 - (vi) The Principal shall be one of the members of the Selection Committee for the post of Category "A" "B" and "C" belonging to Dental College & Hospital, as approved by the competent authority from time to time.
 - (vii) The Principal shall be the Secretary, Managing Committee of the Dental College.
 - (viii) The Principal shall be a member of the Library Committee.
 - (ix) The Principal shall be a member of the Admission Committee.
 - (x) The Principal shall be a member of the Faculty of Medicine.
 - (xi) The Principal shall be a member of the Board of Studies of various Department of Dental College.
- B- *Administrative and Academic Functions and Responsibilities :***
- (i) The Principal shall teach one of the subjects of the speciality to which he belongs and shall be the member of the Department of his speciality.
 - (ii) The Principal shall be the Head of the Dental College and shall be responsible for the conduct and maintenance of the standard of teaching and research in the College.

- (iii) The Principal shall have two authority to exercise all such disciplinary powers over the students in the College as may be necessary, for the proper conduct of the College. The Principal may also frame such supplementary rules, as he deems necessary to maintain discipline in the College.
- (iv) The Principal shall be Incharge of Dental College Library, the Society and the Magazine if any.
- (v) The Principal shall be Incharge of all extra-curricular activities of the College.
- (vi) The Principal shall be Incharge of the College Building, Lawns, Electric and Water Supply, Fittings and Class Rooms, Equipments and Lab. Furniture etc.
- (vii) The Principal shall be Incharge of the Hospital of Dental College.
- (viii) All the Hospital employees (Dental College & Hospital) working in various other sections other than those working in the Departments shall be under the administrative control of the Principal.
- (ix) All postings and transfer of Dental Hospital employees within the Hospital shall be made by the Principal.
- (x) The Principal shall be drawing & disbursing officer and operate all Dental College & Hospital Funds.
- (xi) The Principal may delegate some of his powers to any person working under him for the sake of administrative control and convenience.
- (xii) The Principal shall implement all non-academic/ academic development plans approved for the Dental College.

* Ref, E. C. dated 21.2. 1988.

- (xiii) The Principal shall also be the appointing authority of category "D" staff working in the Dental College & Hospital and Principal's Office.
- (xiv) The Principal shall be entitled to such leave as may be admissible to the vacation officers of the University.
- (xv) The Principal shall perform such other duties and may be assigned to him by the Vice-Chancellor and exercise such other powers as may be prescribed by the regulations from time to time.

2. Power and Duties of the Principal, Z. H. College of Engineering & Technology :

- A- *Membership of the University Court, Councils, Faculty and Committee :-*
- (i) The Principal shall be an ex-officio member of the University Court.
- (ii) The Principal shall be one of the members of the Executive Council, by rotation, as provided in the Statutes of the University.
- (iii) The Principal shall be a member of the Academic Council.
- (iv) The Principal shall be an ex-officio member of the General Selection Committee of all teaching posts in the College.
- (v) The Principal shall be an ex-officio member of the Local Selection Committees of all teaching posts in the College.
- (vi) The Principal shall be one of the members of the Selection Committee for the posts of Training & Placement Officer and Workshop Superintendent

- (Engineering College) and other non-teaching posts in category 'B' belonging to Laboratory, Workshop and Mechanics services, as approved by the competent authority from time to time.
- (vii) The Principal shall be the Secretary, Managing Committee of the College of Engineering & Technology.
 - (viii) The Principal shall be an ex-officio member of the Managing Committee of the University Polytechnics.
 - (ix) The Principal shall be a member of the Library Committee.
 - (x) The Principal shall be a member of the Admission Committee.
 - (xi) The Principal shall be the Chairman-Convener of the Time-Table Committee of the College.
 - (xii) The Principal shall be a member of the Condonation Committee of the College of Engineering & Technology.

B- *Administrative Functions and Responsibilities :-*

- (i) The Principal shall have the authority to exercise all such disciplinary powers over the students in the College as may be necessary for the proper conduct of the College. The Principal may also frame such supplementary rules, as he deems necessary to maintain discipline in the College.
- (ii) The Principal shall be Incharge of College Library, the Society and the Magazine, if any.
- (iii) The Principal shall be Incharge of all extra curricular activities of the College.
- (iv) The Principal shall be Incharge of the College.

- building, lawns, electric and water supply, fitting, class-rooms, equipments and furnitures.
- (v) Besides the employees of his own office, those employed in the College library and the office of the Training and Placement Officer shall be under the administrative control of the Principal.
- (vi) The Principal shall implement all non-academic development plans approved for the College.
- (vii) The Principal shall supervise the working of the Training & Placement Officer.
- (viii) The Principal shall also be the appointing authority of Category 'D' staff working under him.
- (ix) The Principal shall perform such other duties as may be assigned to him by the Vice-Chancellor and exercise such other powers as may be prescribed by the Regulations from time to time.

***3. Powers and Duties of the Principal, A.K. Tibbiya College :**

- A- *Membership of the University Court, Council, Faculty and Committee :***
- (i) The Principal shall be an ex-officio member of the University Court.
 - (ii) The Principal shall be one of the members of the Executive Council, by rotation, as provided in the Statutes of the University.
 - (iii) The Principal shall be a member of the Academic Council.
 - (iv) The Principal shall be an ex-officio member of

* E. C. Res. No. 31 dated 22.8.1988 and 22/23.10.1998.

- the General Selection Committees of all teaching posts in the College.
- (v) The Principal shall be an ex-officio member of the Local Selection Committee of all teaching posts in the College.
 - (vi) The Principal shall be one of the members of the Selection Committee for the recruitment of Technical, Laboratory and Medical Staff (Unani Medical Services) in category 'C' belonging to A.K. Tibbiya College Hospital, as approved by the competent authority from time to time.
 - (vii) The Principal shall be the Secretary, Managing Committee of the Tibbiya College.
 - (viii) The Principal shall be a member of the Library Committee.
 - (ix) The Principal shall be a member of the Admission Committee.
- B- Administrative Functions and Responsibilities :**
- (i) The Principal shall have the authority to exercise all such disciplinary powers over the students in the College as may be necessary for the proper conduct of the College. The Principal may also frame such supplementary rules, as he deems necessary to maintain discipline in the College.
 - (ii) The Principal shall be Incharge of College Library, the Society and the Magazine, if any
 - (iii) The Principal shall be Incharge of all extracurricular activities of the College.
 - (iv) The Principal shall be Incharge of the College building, lawns, electric and water supply, fittings, class-rooms, equipments and lab. furnitures.
 - (v) The Principal shall be the ex-officio Medical Superintendent, A. K. Tibbiya College and in this capacity he shall be Executive Head of the A. K. Tibbiya College Hospital and all its Sections including offices/Casualty, O.P.Ds. Wards, Operation Theatre, Kitchen etc.
 - (vi) All the Hospital employees working in various other sections related to A. K. Tibbiya College Hospital, other than those working in Department of Studies and Dean's Office, shall be under the administrative control of the Principal.
 - (vii) All postings and transfers of Hospital employees, within the Hospital shall be made by the Principal.
 - (viii) The Principal shall be the Drawing and Disbursing Officer and operate all Hospital funds.
 - (ix) The Principal shall also be the appointing authority of Category 'D' staff working in the Hospital and the Principal's Office.
 - (x) The Principal may delegate some of his powers to any officer working under him for the sake of administrative control and convenience.
 - (xi) The Principal shall implement all non academic development plans approved for the College.
 - (xii) The Principal shall perform such other duties as may be assigned to him by the Vice-Chancellor and exercise such other powers as may be prescribed by the Regulations from time to time.

4. Powers and Duties of the Principal, Women's College :

A- Membership of the University Court, Councils, Faculties, and Committees :

- (i) The Principal, Women's College shall be an Ex-Officio member of the University Court.
- (ii) The Principal shall be a member of the Executive Council.
- (iii) The Principal shall be a member of the Academic Council.
- (iv) The Principal shall be a member on the Faculties of the subject for which instruction is provided in the College.
- (v) The Principal shall be an Ex-officio member of the General Selection Committees of all teaching posts in the College.
- (vi) The Principal shall be an ex-officio member of the Local Selection Committees of all teaching posts in the College.
- (vii) The Principal shall also be a member of the Selection Committee for appointment to the post of Principal, Girl's High School.
- (viii) The Principal shall also be one of the members of the Selection Committee for the recruitment of non-vacation academic staff in category 'A' 'if' any, and other Technical or Laboratory staff in category 'B' and 'C' in the College as approved by the competent authority from time to time.

(ix) The Principal shall be the Secretary, Managing Committee of the Women's College.

(x) The Principal shall be a member of the Committee of Examinations.

(xi) The Principal shall be a member of the Library Committee.

(xii) The Principal shall be a member of the Admission Committee.

(xiii) The Principal shall be a member of the Board of Studies of the Career Planning Centre.

B- Administrative Functions and Responsibilities :

- (i) The Principal shall have the authority to exercise all such disciplinary powers over the students in the college as may be necessary for the proper conduct of the college. The Principal may also frame such supplementary rules, as deemed necessary to maintain discipline in the college.
- (ii) The Principal shall be the Chairman of Time Table Committee of the Women's College and implement the general time table in the College.
- (iii) The Principal shall have the administrative control over the College Library, the Society and the Magazine, if any.
- (iv) The Principal shall supervise all extra-curricular activities of the College.
- (v) The Principal shall be Incharge of the College building, lawns, electric and water supply, fittings, class-rooms, equipments and lab-furnitures.

- (vi) The Principal shall be the Drawing and Disbursing Officer and operate all funds earmarked for the College.
- (vii) The Principal may delegate some of the powers to any officer working under the Principal for the sake of administrative control and convenience.
- (viii) The Principal shall also be the appointing authority of category 'D' staff working in the Women's College.
- (ix) The Principal shall perform such other duties as may be assigned by the Vice-Chancellor and exercise such other powers as may be prescribed by the Regulations from time to time.

5. Powers and Duties of the Dean, Student's Welfare:

- A- Membership of the University Court, Council, Faculty and Committees :*
- (i) The Dean, Student's Welfare (D. S. W.) shall be member of the University Court.
 - (ii) The D. S. W. shall be a member of the Academic Council.
 - (iii) The D. S. W. shall be a member of the Board of Secondary Education.
 - (iv) The D. S. W. shall be a member of the Committee of Examinations.
 - (v) The D. S. W. shall be a member of Library Committee.

- (vi) The D. S. W. shall be a member of the Admission Committee.
- (vii) The D. S. W. will be the Chairman of the Hall Amenities Committee consisting of all the Provosts, the Building and Electrical Engineers, the Chief Medical Officer, and such other functionaries as may be co-opted, which will look into all matters connected with the basic student amenities in the Halls of Residence and the N. R.-S C., and will submit periodic reports to the Vice-Chancellor.
- (viii) The D. S. W. shall be a member of Discipline Committee and Games Committee.

- B- Administrative Functions and Responsibilities :*
- (i) The D.S.W. shall coordinate the activities of the various Halls of Residence and the N.R.S.C.
 - (ii) The D.S.W. shall coordinate the work of allotment of residential accommodation and shifting of residential students from one Hall to another.
 - (iii) The D.S.W. shall monitor the functioning of the University Health Service and indoor treatment of students in consultation with the Chief Medical Officer and the Provost concerned.
 - (iv) The D.S.W. shall coordinate the proper functioning of the dining halls to ensure uniformity of cost and standards to the extent possible.
 - (v) The D.S.W. shall be the Chairman of the Canteen Committee.

- (vi) The D.S.W. shall be actively associated in the running of the Coaching and Guidance Centre, National Social Service Scheme, Employment Bureau, General Education Centre of the University and other co-curricular activities of students, in consultation with the In-Charge of the organisation concerned.
- (vii) The D.S.W. shall be the Coordinator of Admissions of Foreign Students.
- (viii) The D.S.W. shall co-ordinate and arrange the disbursement of all financial aids, scholarships, stipends etc. to the students.
- (ix) The D.S.W. shall make arrangement with Railway authorities for the issue of railway concessions to students during vacations for educational tours, and for students participation in extra-curricular activities and sports.
- (x) The D.S.W. will issue character certificates to the students after obtaining reports from the Provosts the Dean of Faculty concerned and the Proctor in respect of the students.
- (xi) The D.S.W. shall perform such other functions for the welfare of the students as the Vice-Chancellor may direct as may be prescribed in the Regulations from time to time.
- (xii) The D.S.W. shall be the Drawing and Disbursing Officer for his office and the appointing authority of 'D' category staff working under him.

***6. Powers and Duties of the Proctor :**

- A- Membership of the University Court, Councils and Committees :*
 - (i) The Proctor shall be an ex-officio member of the University Court.
 - (ii) The Proctor shall be a member of the Executive Council.
 - (iii) The Proctor shall be a member of the Academic Council.
 - (iv) The Proctor shall be a member of the Admission Committee.
 - (v) The Proctor shall be a member of the Selection Committees for all posts of Category 'B' staff of 'security Services' Cadre of the University.
 - (vi) The Proctor shall be the Chairman of the Selection Committees for Category 'C' staff of 'Security Services Cadre of the University.
 - (vii) The Proctor shall be the member -Secretary of Discipline Committee.
- B- Administrative Functions of Responsibilities :*
 - (i) The Proctor, in terms of Statute 35 (2) shall be responsible to maintain discipline among University students and such functions shall be split into four parts namely :
 - (a) Monitoring the disciplinary climate prevailing in the students community :

* E. C. Res. No. 28 dated 10 / 11.12.1988.

- (b) Taking preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline.
 - (c) The Proctor has to collect relevant facts about the incidents of indiscipline, evaluate the evidences and decide / recommend the quantum of punishment to be imposed on the erring students. Wherever considered necessary the Proctor has to place the relevant information before the Vice-Chancellor or the Discipline Committee for their decision.
 - (d) The Proctor shall issue all orders relating to disciplinary proceedings against students.
 - (ii) The Proctor shall make arrangements for the security of University establishments. He shall extend all possible help to various departments of the University to ensure security and safety of University property through the watch and ward staff working under him.
 - (iii) The Proctor shall make arrangements for the maintenance of Cycle/Scooter Stands in the University.
 - (iv) The Proctor shall be responsible for the screening of applications for the contract of various canteens/shops in the campus as well as checking of the credentials of the persons employed in these establishments.
 - (v) The Proctor shall maintain liaison with the District Administration in matters regarding the law and orders situation in the University campus.
 - (vi) The Proctor shall be the Drawing and Disbursing Officer of his department and appointing authority of Category 'D' staff working under him.
 - (vii) The Proctor shall perform such other functions as the Vice-Chancellor may direct from time to time.
- *7. Power and Duties of Provosts of Halls of Residence and N. R. S. C.**
- (i) The Provosts shall be appointed in accordance with the provisions of Statute 11 of the Statutes of the University, and shall receive such allowance as may be fixed by the Executive Council.
 - (ii) The Provost shall allot students to various Hostels in the Hall of residence at the time of admission.
 - (iii) The Provost shall be responsible for the maintenance of personal records of the students in respect of their academic performance and character.
 - (iv) The Provost shall be responsible to look after the general well-being of resident students particularly sick students who are hospitalized.
 - (v) It shall be the responsibility of the Provost to promote the corporate life of the students in the

* E. C. Res. No. 28 dated 10 / 11. 12. 1988.

Hall and to provide amenities for reading room, games, sports, cultural and literary activities, Coaching & Guidance Cell, and other extra curricular activities, to the extent possible within the financial allocations made for the purpose.

- (vi) The Provost shall supervise the functioning of the Dining Hall in his Hall of Residence, and shall be responsible for providing economical, hygienic and reasonably nutritious food to resident students. The Provost shall also be responsible to ensure continuous functioning of the Dining Hall and to ensure that all resident students take their meals in the Dining Hall as far as possible. For the purpose of effective functioning of the Dining Hall, the Provost should occasionally take meals with the resident students in the Dining Hall.
- (vii) All concessions and financial assistance to students shall be awarded by the Provost on the recommendation of a Committee consisting of the wardens of the Hall, and one person nominated by the Vice-Chancellor, the Committee to be chaired by the Provost. The Provost shall ensure that all awards are decided within two months of closure of admissions.
- (viii) The Provost shall be responsible for the maintenance of discipline among the students within the Hall in accordance with Student's Conduct and Disciplinary Rules. Without prejudice to the powers given to various functionaries of the University, under Statute 35, the Provost may

frame, with the approval of the Vice-Chancellor, such supplementary rules as deemed necessary for maintenance of discipline among students within the Hall. Every student resident in the Hall should however be supplied with a copy of rules so made.

- (ix) The Provost shall be in general administrative charge of the Hall of Residence and shall have the following powers and duties for that purpose:-
 - (a) To procure funds for running the Hall to maintain the accounts, to make necessary purchases and arrange for periodic stock verification in the manner prescribed.
 - (b) To look after the upkeep and maintenance of Hall buildings and equipments, through the Building, Electricity and other concerned Departments of the University.
 - (c) To appoint and to take disciplinary action in his capacity as appointing authority against 'D' category staff of the Hall establishment and to maintain their service records in accordance with University rules.
 - (d) To supervise the working of wardens and employees of the Hall and to ensure that they are doing their job to the best satisfaction of the students.

- (e) To act as the drawing and disbursing officer of the Hall of Residence and to operate all funds placed at his disposal by the Finance and Accounts Department of the University.
- (f) To control shops and other commercial establishments within Hall premises in consultation with the Proctor.
- (g) To correspond with the guardians of the students regarding illness, indiscipline, and non-payment of arrears etc., of the students.
- (h) To ensure that no unauthorized person stays in the Hall of Residence.
- (x) The Provost shall be assisted in the administration of the Hall by a number of wardens sanctioned for the Hall from time to time.
- (xi) The Dean, Students' Welfare having been given the responsibility of coordination between various Halls, the Provosts shall attend all meetings convened by the Dean, Students' Welfare, and shall implement to the extent possible, all decisions made in such meetings.
- (xii) The Provost may delegate some of his powers to the wardens of the Hall working under him for the purpose of better administration of the Hall, but over all responsibility shall continue to vest in the Provost.
- (xiii) The Provost shall appoint all Hall and Hostel post holders from among the students of the Hall and fix their duties.

- (xiv) The Provost shall arrange for holding periodic meetings of the Hall Council.
- (xv) The Provost shall perform such other duties as may be assigned to him by the Vice-Chancellor and may exercise such other powers as may be laid down from time to time.

***8. Powers and Duties of Wardens of Hostels :**

- (i) The Provost of a Hall shall be assisted by a number of wardens sanctioned for the Hall. The wardens shall be appointed by the Vice-Chancellor on the recommendation of the Provost for a term of one year. The term of appointment of wardens shall be extendable on the recommendation of the Provost, by one year at a time up to the end of the term of appointment of the Provost. The wardens shall receive such allowance as may be fixed by the Executive Council.
- (ii) The power and duties of a warden shall be as follows :-
 - (a) To allot rooms to students in the hostel at the time of admission.
 - (b) To assist the Provost in the maintenance of personal records of the students in respect of their academic performance and character.
 - (c) To ensure that the rules framed by the Provost for maintaining discipline among

* E. C. Res. No. 28 dated 10 / 11. 12. 1988.

students are observed and to report any infringement of these rules to the Provost.

- (d) To fix the duties of the Monitors of the Hostel and to secure their effective participation in the residential life of the students.
- (e) To supervise the working of the employees of the Hostel and to ensure that they are doing their job to the best satisfaction of the students.
- (f) To look after the sick students particularly those admitted to Hospital.
- (g) To take meals with the students at least once a week in the Dining Hall.
- (h) To keep records of the principal events in the Hostel and to send reports about the same to the Provost.
- (i) To report to the Provost the names and particulars of students who have left the Hostel and names of students absent from the hostel with or without permission.
- (j) To ensure that no unauthorized person stays in the Hostel.
- (k) To be physically present in the Hostel every day during such time as may be laid down by the Provost.
- (l) To perform such other duties as the Provost may prescribe from time to time.

CHAPTER -XXIV

*MANAGEMENT OF THE ACADEMIC STAFF COLLEGE

(Sections 5(6) & 5 (9A) of the University Act)

(1) There shall be an Academic Staff College (ASC) to plan, orgainse, implement, monitor and evaluate on a regular basis, academic staff orientation programmes for College and University teachers. It shall be an institution catering to the needs of a number of Colleges and Universities in the State/ neighboring States. The Academic Staff College shall have a Board of Management consisting of the following members:-

Ex-Officio Members :

1. Vice-Chancellor (Chairman)
2. Pro-Vice-Chancellor
3. Registrar
4. Finance Officer
5. Controller of Examinations & Admissions
6. Two Deans by rotation according to seniority (except Deans Faculty of Medicine, Faculty of Unani Medicine, Faculty of Engineering & Technology and Faculty of Theology)
7. Director (Secretary)

Ordinary Members :

1. One nominee of University Grants Commission.
2. Two persons not in the service of the University to be nominated by the Academic Council for a period of three years.

* E. C. Res. No. 4 (para 219 of Appendix C) dated 9. 04. 1988.

(2) The Academic Staff College shall have a full time Director who shall be the principal executive and academic officer of the College and shall exercise the financial and administrative powers of the Head of Department/Office in relation to the Academic Staff College. The Director shall also be the Ex-Officio member Secretary of the Board of Management of the College.

(3) There shall be at least one annual meeting of the Board of Management of the Academic Staff College to lay down the policy guidelines to be followed by the College. The Vice-Chancellor may call as many special meetings of the Board of Management as he deems necessary.

(4) Appointments to various posts of the Academic Staff College shall be made in accordance with the normal rules of the University.

(5) The Academic Staff College shall be a vacation department like any other departments of studies in the University.

(6) *Aims and Objects of the Academic Staff Orientation Course :*

The aims and objects of the Academic Staff Orientation course are to enable the newly appointed lecturer to :

- (a) understand the significance of education in general, and higher education in particular, in the global and Indian contexts .
- (b) understand the linkages between education and economic and socio-cultural development with particular reference to the Indian policy where secularism and egalitarianism are the basic tenets of society .

- (c) understand the role of a college/ university teacher in the national goal of achieving a secular and egalitarianism society.
- (d) acquire and improve basic skills of teaching at the college/university level.
- (e) be aware of the developments in his specific subject.
- (f) understand the organization and management of a college/university and to perceive the role of a teacher in the total system.
- (g) utilize opportunities for development of personality, initiative and creativity.

CHAPTER -XXV
***MANAGEMENT OF THE ** Prof. M. N. FAROOQUI**
COMPUTER CENTRE
(Sections 5(9A) of the University Act)

(1) There shall be a ** Prof. M. N. Farooqui Computer Centre which shall have the following Board of Management :-

1. Vice-Chancellor (Chairman)
2. Pro-Vice-Chancellor
3. Dean, Faculty of Science
4. Dean, Faculty of Life Sciences
5. Dean, Faculty of Engineering & Technology
6. Dean, Faculty of Medicine
7. Chairman, Department of Computer Science
8. Registrar
9. Finance Officer
10. Controller of Examinations
11. Three members to be nominated by the Vice-Chancellor, of which two persons should not be in the service of the University, for a period of two years, possessing special knowledge of Computers and their applications, being eligible for re-appointment, provided that one of the three members should possess special knowledge of computer hardware
- **12. Director, Prof. M. N. Farooqui Computer Centre (Member Secretary).

(2) The Board of Management shall meet atleast once a year and shall have the following functions :-

- (a) to consider and comment upon the actual and proposed work of the ** Prof. M. N. Farooqui Computer Centre.
- (b) to consider and approve the budget of the ** Prof. M. N. Farooqui Computer Centre. and
- (c) to lay down general policies regarding utilisation of Computer facilities and future development of the ** Prof. M. N. Farooqui Computer Centre.

* E. C. Res. No. 17 dated 10 / 11. 12. 1988.

** E. C. Res. No. 3, dated 28.05.2016.

(3) There shall be a Sub-Committee of the Board of Management, known as Managing Committee of the ** Prof. M. N. Farooqui Computer Centre, which shall consists of the following :-

1. Pro-Vice-Chancellor, (Chairman)
2. Chairman, Department of Computer Science.
3. Three nominated members of the Board of Management.
4. Director, ** Prof. M. N. Farooqui Computer Centre, (Member Secretary)

(4) The Managing Committee shall meet at least once in a month. It shall take decisions on all scientific, technical and administrative matters relating to the ** Prof. M. N. Farooqui Computer Centre, within the general policies approved by the Board of Management of the Centre. The minutes of the meetings of the Managing Committee shall be reported to the Board of Management. The Managing Committee shall take suitable steps for the optimal utilisation of the ** Prof. M. N. Farooqui Computer Centre, to encourage interdisciplinary research in Computer Science, and to organise short term courses and training programmes in Computer Science/Programming.

(5) The Director of the ** Prof. M. N. Farooqui Computer Centre shall be the principal Executive Officer of the Centre and shall exercise all powers of Head of Office for the ** Prof. M. N. Farooqui Computer Centre.

(6) Allocation of teaching work to the non-vacation academic staff of the ** Prof. M. N. Farooqui Computer Centre in order to supplement teaching in Computer Science whenever necessary shall be laid down by a Coordination Committee consisting of the following :-

1. Dean, Faculty of Science. (Chairman)
2. Chairman, Department of Computer Science.
3. Director, ** Prof. M. N. Farooqui Computer Centre.

This Coordination Committee may also discuss other matters and may make recommendations to the Managing Committee, if necessary.

** E. C. Res. No. 3, dated 28.05.2016.

CHAPTER -XXVI

BOARD OF MANAGEMENT OF THE CENTRE FOR COMPARATIVE STUDY OF INDIAN LANGUAGES AND CULTURE

(Section 5 (9A) of the University Act)

1. There shall be a Board of Management of the Centre which shall consists of the following members :-

- (a) Vice-Chancellor (Chairman)
- (b) Pro-Vice-Chancellor
- (c) Dean, Faculty of Arts
- (d) Director of the Centre
(Convenor)
- (e) Chairman, Departments of Hindi, Urdu, Sanskrit, Modern Indian Languages, Philosophy and History
- (f) Two members not in the service of the University to be nominated by the Vice-Chancellor for a duration of two years
- (g) Finance Officer.

2. The Board of Management shall have the following powers and functions, subject to the authority of the Executive Council :-

- (a) To supervise the allocation of financial support for the various teaching research and training projects under the programme of the Centre.
- (b) To supervise the administration of the Libraries and Laboratories and control all other assets of the Centre.

(c) To recommend creation of teaching and non-teaching posts for consideration of the authorities of the University.

(d) To make all such recommendations as it may deem necessary for the development of the Centre.

3. The Director shall be:-

- (a) the Chief Executive Officer of the Centre and he shall have all the powers in respect of the Centre as are exercised by the Chairmen of the Departments in respect of Departments under the Statutes, Ordinances, and Regulations of the University.
- (b) an Honorary Officer, appointed by the Vice-Chancellor from amongst the senior teachers of the Faculty of Arts for his work in the field of Comparative Study of Indian Languages and Culture, till a full fledged post of Director is created.

CHAPTER -XXVII

*MANAGEMENT OF THE INTERDISCIPLINARY BRAIN RESEARCH CENTRE

(Section 5 (9A) of the University Act)

1. The Centre shall have a Board of Management comprising of the following :

- (a) The Vice-Chancellor (Chairman)
- (b) The Pro-Vice-Chancellor
- (c) Dean, Faculty of Medicine
- (d) Dean, Faculty of Science
- (e) Dean, Faculty of Life Sciences
- (f) The Coordinator of the Centre (Convener)
- (g) Three Professors of the University to be appointed by the Vice-Chancellor for a period of three years being eligible for re-appointment
- (h) Three experts in the superspeciality of Neurosciences not in the service of the University to be appointed by the Vice-Chancellor for a term of three years, being eligible for re-appointment.

2. The Board of Management shall have the following powers and functions, subject to the authority of the Executive Council :-

- (i) To supervise the allocation of financial support for the various teaching research and training projects under the programme of the Centre.
- (ii) To supervise the administration of the laboratories and Control all other assets of the Centre.
- (iii) To propose creation of teaching and non-teaching

posts for consideration of the authorities of the University.

- (iv) To make all such recommendations as it may deem necessary for the development of the Centre.
 - 3. (a) The Coordinator shall be the Chief Executive Officer of the Centre, and he shall have all the powers in respect of the Centre as are exercised by the Chairmen of the Departments in respect to the Departments under the Statutes, Ordinances and Regulations of the University.
 - (b) The Coordinator shall be an honorary officer to be appointed by the Vice-Chancellor from amongst the members of the Board of Management for a term of three years to be eligible for re-appointment.
- **4. For academic purpose the Centre shall run under the Faculty of Medicine.

* Reference E. C. Res. No. 29 dated 9. 9. 96 / 3. 5. 97.

** Reference E. C. Res. No. 1 dated 5. 7. 97.

CHAPTER -XXVIII

*MANAGEMENT OF THE CENTRE FOR PROMOTION OF SCIENCE

(Section 5 (9A) of the University Act)

1. The Centre shall have a Board of Management comprising of the following :

(a) Ex-Officio Members :

- (i) Vice-Chancellor (Chairman)
- (ii) Pro-Vice-Chancellor
- (iii) Dean of the Faculty of Science and Life Sciences
- **(iv) Director, Directorate of School Education
- (v) Editor, and Joint Editor of Tehzibul Akhlaq
- (vi) Director, Centre for promotion of Science (Secretary)
- (vii) Two Joint Directors of the Centre for promotion of Science.

(b) Ordinary Members :

- (i) Two professors of the Faculties of Science and Life Sciences having special interest in science education and popularization of science to be appointed by the Vice-Chancellor.
- (ii) Two eminent persons not in the service of the University having worked for science education and / or upliftment of educationally backward minorities, to be appointed by the Vice-Chancellor.

2. Members of the Board of Management other than the Ex-Officio members shall have a term of two years and

* E. C. Res. No. 9(20) dated 16. 03. 1991.

** E. C. Res. No. 3, dated 28.05.2016

shall be eligible for re-appointment.

3. The Board of Management shall meet at least once a year and shall have the following powers and functions subject to the authority of the Executive Council :-

- (a) To consider programmes for promoting the objective of the Centre for promotion of science and take appropriate action there on.
 - (b) To review the progress in the implementation of the approved programmes.
 - (c) To prepare budget and make proposals for utilization of Funds and creation of posts in the Centre.
 - (d) To make all such recommendations as it may deem necessary for the development of the Centre.
4. (a) The Director shall be the Chief Executive Officer of the Centre and shall have all the powers in respect of the Centre as are exercised by the Head of any Department/Office.
- *(b) The Director and the Joint Directors shall be honorary Officers, to be appointed amongst the senior members of the Faculties of Science, Life Sciences, Medicine, Unani Medicine and Engg. & Tech. for their work in the sphere of promotion of Science, association with the Centre's programmes and proficiency in Urdu language. They shall be appointed for a term of four years and shall be eligible for re-appointment.
- (c) The Director shall formulate programmes for the furtherance of the following objectives in

* O. M. D. No. (C)/782. dated 07.07.2011

relation to the educational advancement of the Muslims of India in the field of Science.

- (i) Creation of awareness about the increasing importance of scientific knowledge.
 - (ii) Popularization, cultivation and advancement of science.
 - (iii) Promotion of science teaching in Madrasas.
 - (iv) Improvement of the quality of science teaching in Urdu medium/Muslim managed educational institutions.
- (d) Subject to the control of the Vice-Chancellor, the Director with the help of the staff of the Centre shall take all necessary steps for the implementation of the approved programmes in the manner he may deem appropriate and shall make efforts to get funds for the Centre from bonafide sources.
- (e) The Director shall be responsible for presenting the annual report and budget requirements to the Board of Management.
- (f) The Director shall have all such other powers and shall perform all such other functions as are assigned to him by the Vice-Chancellor from time to time pertaining to the advancement of science education amongst Muslims.

5. When the Director is by reasons of illness, absence or any other cause unable to perform the duties of his office, the duties of his office shall be performed by the senior Joint Director of the Centre.

CHAPTER -XXIX

*MANAGEMENT OF ALIGARH MUSLIM UNIVERSITY PRESS

The Management Committee shall be constituted by the Vice-Chancellor for purpose of monitoring the working of the AMU Press.

The Member-in-Charge shall look after the establishment and for overall control over and above the Manager on the Affairs of the Press, subject to the authority of the Vice-Chancellor.*

The service condition of the AMU Press employees shall be governed by the EC Resolution No. 27 dt. 10.12.1966.

The Management Committee shall ensure that all printing works of the University is entrusted to the AMU Press.**

(i) The AMU Press shall charge the rates of Composing, Printing, Binding as per schedule rates of AMU Press approved by the Vice-Chancellor dated 28.11.98.

(ii) Cost of Paper wastage shall be charged upto 60% extra as per prevailing market rates.

(iii) Transportation charges for supply of printing material shall be extra which depends upon the weight / Quantity / Bundles / No. of delivery rounds / Distance etc.

(iv) Any other item which is not covered in schedule rate list shall be charged on the discretion of the Manager, AMU Press.

(v) Bills shall be paid within seven days after presentation, otherwise 10% be charged extra.***

* E. C. Res. No. 27 dated 10. 12. 1996.

** Reg. circular No. Exec./LD/519 dt. 13.8.1997, Exec/LD/12 dt. 15.4.1998, Exec./LD/488, dt. 9.11.2004.

*** Reg. Office Memorandum / Finance and Account Department dated 27.11.1998.

CHAPTER -XXXI

*MANAGEMENT OF THE CENTRE FOR DISTANCE EDUCATION

(Section 5(9A) of the University Act)

There shall be a Centre for Distance Education which shall have a Board of Management consisting of the following:-

- (i) Vice-Chancellor (Chairman)
- (ii) Pro-Vice-Chancellor
- (iii) Controller of Examinations
- (iv) Dean, Faculty of Arts
- (v) Dean, Faculty of Social Sciences
- (vi) Dean, Faculty of Science
- (vii) Dean, Faculty of Commerce
- (viii) Director of the Centre
- (ix) Director, Centre for Advancement of Muslims of India
- (x) Director, Centre for Promotion of Science
- (xi) Two teachers of the University from the Departments where the distance education courses are introduced, to be appointed by the Vice-Chancellor
- (xii) Four members to be appointed by the Vice-Chancellor for their special knowledge and experience in the field of distance education of which at least two should not be in the service of the University.

Provided that the members appointed under (xi) and (xii) above shall hold office for a period of 2 years and shall be eligible for re-appointment.

2. The Director of the Centre shall be appointed as per normal rules as soon as the post is sanctioned. Till such time the regular Director is appointed in the Centre, the Vice-Chancellor may appoint a member of the staff of the rank of Professor/Reader in the University as Part-time Director of the Centre.

3. The Director of the Centre shall be Secretary / Convenor of the Board of Management. He shall be the Chief Executive Officer of the Centre and shall have all such powers in respect of the Centre as are exercised by the Chairman of a Department of Studies under the Statutes/Ordinances and Regulations of the University.

4. Subject to the control of the Executive Council and the Academic Council, the Board of Management shall make recommendations as it may deem necessary for the development of the Centre to the competent authority.

5. The Board of Management shall supervise the work of the Centre and see that its objectives are satisfactorily realised.

6. The detailed functions and the powers of the Board of Management shall be laid down in the regulations drawn up by the Executive Council.

* Ref. E. C. Res. No. 32 dated 19 / 20. 01. 1991.

CHAPTER -XXXII

*MANAGEMENT OF SIR SYED ACADEMY

(Section 5 (9A) of the University Act)

1. The Sir Syed Academy (hereinafter called the Academy) is an institution of the University directly under the control of the Executive Council. The aims and objectives of the Academy shall be as follows :

- (a) To develop a library to contain literature on Sir Syed Ahmad Khan in particular and post 1857 movements Political, Social, Literary and Religious in general.
- (b) To maintain archive consisting of old records relating to Sir Syed Ahmad Khan and his associates and to the M.A.O. College and the University and activities connected with them till 1947, to be made available to all bonafide scholars for study.
- (c) To maintain a documentation service on Sir Syed Ahmad Khan and Aligarh Movement, covering both archival and published material.
- (d) To develop a Museum, particularly of the personal effects of Sir Syed Ahmad Khan.
- (e) To develop a Picture Gallery, illustrating the various phases of the development of the University.
- (f) To organise Sir Syed Memorial Lectures.
- (g) To undertake the programme of publication of a series of volumes entitled. 'The Aligarh Series' comprising the following :

- (i) carefully edited texts of Sir Syed's Books, Articles, Lectures etc.
- (ii) documents from Archives on the Academy (full texts as well as catalogues/calendars).
- (iii) biographies of Sir Syed and his associates, teachers and alumni of the institution.
- (h) To hold seminars / symposia / conferences, or similar activities as may promote / introduce the Aligarh movement.
- (i) To co-ordinate and assist research work on Sir Syed and Aligarh movement being done by other agencies.
- (j) To carry out such other activities as may be conducive to the realization of the aims and objectives of the Academy.

2. There shall be a Board of Management of the Academy comprising the following members :-

- 1. Vice-Chancellor,(Chairman)
- 2. Pro-Vice-Chancellor
- 3. Director of Sir Syed Academy, (Convenor)
- 4. Chairman, Department of History
- 5. Chairman, Department of Political Science
- 6. Chairman, Department of Urdu
- 7. Chairman, Department of Islamic Studies
- 8. Librarian, Maulana Azad Library
- 9. Registrar
- 10. Finance Officer
- 11. Two Professors of the University having special interest in the aims and objectives of the Academy, to be nominated by the Vice-Chancellor for a period of two years

* Ref. E. C. Res. No. 29 dated 19 / 20.01.1991.

12. Two eminent persons not in the service of the University having special interest in Sir Syed Ahmad Khan and the Aligarh Movement to be nominated by the Vice-Chancellor for a period of two years.

Provided that members belonging to the last two categories shall be eligible for re-appointment.

3. The Board of Management shall meet at least once a year and shall have the following powers and functions subject to the authority of the Executive Council :-

1. To consider and chalk out programmes for promoting the objectives of the Academy.
 2. To review the progress in the implementation of the approved programmes.
 3. To make proposals for utilisation of funds and creation of posts in the Academy.
 4. To make such other recommendations as it may deem necessary for the development of the Academy.
4. (a) There shall be a Director of the Academy, who shall be the Chief Executive Officer of the Academy and have all the powers in respect of Academy as are exercised by a Head of Department/ Office.
- **(b) The Vice-Chancellor shall appoint an eminent Professor, who has made notable contribution to the study of Life and Works of Sir Syed Ahmad Khan, as honorary Director of the Academy for a term of three years and he/she shall be eligible

- for re-appointment only for one more term.
- (c) Subject to the control of the Vice-Chancellor, the Director shall take all necessary steps for the implementation of the Programme of the Academy.
- (d) The Director shall supervise various Programmes and assign duties to the staff of the Academy.
- (e) The Director shall be responsible for taking due measures for the proper preservation and security of the archives.
- (f) The Director shall present the Annual Report to the Board of Management and make such other recommendations to it as may be necessary.
- (g) The Director shall have all such other powers and shall perform all such other functions as may be assigned to him by the Vice-Chancellor from time to time pertaining to the work of the Academy.

** Ref. E. C. Res. No. 6, dated 16.11.2007.

***CHAPTER –XXXII-A**

SIR SYED INTERNATIONAL CENTRE FOR ADVANCED STUDY AND RESEARCH, ALIGARH MUSLIM UNIVERSITY, ALIGARH

1. (i) The objectives of the Sir Syed International Centre for Advance Study and Research, AMU, Aligarh (herein after called the Centre) shall be as follows:-
 - (a) to promote creative thought in areas which have deep human significance and to provide an environment suitable for academic research in all those aspects which were dear to Sir Syed. To undertake, organize, guide and promote advanced research in selected subjects in the Humanities, Social Sciences, Historical Studies, Theology, Indian composite Culture, Evolution of Muslim Culture and Civilization, Contribution of Muslims to National Freedom Movement, Secularism and Patriotism, Comparative Religion, Comparative Languages and Literature, Sciences and Religion Sciences and Technology, Linguistic Conflict in Modern Indian Languages, Contribution of Urdu Literature to National Resurgence and such other areas as the Centre may, from time to time, decide.
 - (b) to provide facilities for advanced consultation and collaboration and exhaustive library and documentation facilities.
 - (c) to provide facilities including financial assistance for advanced study for teachers and other scholars, for specified periods to be determined in each case.
2. (a) All the programmes conducted by the Centre shall be open the citizens of the Country and such persons abroad as per the procedure of the government.
- (ii) To obtain or accept grants, subscriptions, donations, gifts, bequests from Governments, Trusts, institutions or individuals from within or outside the Country as per the government rules in force.
- (d) to organize meetings, lecturers, symposia and conferences. Every year two to three seminars will be organized at Aligarh and elsewhere to expose the outcome of research at the Centre, to generate ideas and give directions to the research efforts of the Centre and on the theme related to the philosophy of Sir Syed.
- (e) to invite scholars from India and abroad to deliver lectures or conduct research, and to pay such remuneration as may be decided from time to time.
- (f) to make arrangements for pooling the results of research, analyzing and adopting them in terms of their social relevance.
- (g) to collaborate with other academic institutions/bodies for the dissemination of knowledge and promotion of the objects of the Centre.
- (h) to institute fellowships and scholarships and such awards as may be decided by the Centre.

* Ref. E.C. Res. No.9 dated 10.10.2013

- (b) The Centre will not accept any such benefaction with the condition which might impinge upon the objectives and interest of the Centre.
- 3. The academic faculty of the Centre will consist of the following categories of the fellows:
 - (i) **Honorary Fellowship** - will be awarded by the Centre. It will be life time and the fellows would be entitled to use designation FSSIC.
 - (ii) **Research Fellows** – the total strength of the research fellows will be fifteen. At no time more than 5 fellows would be admitted for a period of two years. In exceptional cases one year's extension will be given. They will constitute the core residential faculty.
 - (iii) **Visiting Fellows** – Visiting Professor will be eminent scholars invited by the Centre to deliver lectures and give seminars at the Centre and interact informally with fellows of the Centre.
 - (iv) **Affiliated Fellow** – Affiliated fellowship will be offered to eminent scholar in the field they will be entitled to work at their residence and will be entitled to the appointment to a Research Assistant and will have privilege of visiting the Centre thrice a year for a period of fortnight each time to source material.
 - (v) **International Visiting Fellows** – Eminent Visiting Scholars from abroad to work on the themes of the Centre and lecture in the Centre they will be offered hospitality at the Centre.
 - (vi) **Guest Scholars** – Scholars working on Sir Syed in Indian Universities/institutions will be entitled to the hospitality of the Centre for three months in a year.
- 4. There will be a Governing Body which will meet

three to four times in a year. It will consist of the following :-

- (i) Vice-Chancellor - Chairman
- (ii) Six eminent scholars in Humanities, Social Sciences and theology
- (iii) Four scholars on Sir Syed and Aligarh moment to be co-opted by the Vice-Chancellor on yearly basis.
- (iv) Three nominees of the following bodies appointed on yearly basis
 - (a) ICHR
 - (b) ICCR
 - (c) IIAS, Shimla
- (v) Director of Centre -(Member Secretary / Convener)

Note:-

- (a) The tenure of the Governing Body will be three years from the date of the first meeting of the Governing Body.
- (b) the members against S. No. 2 above will be nominated by the Vice-Chancellor for the constitution of the first Governing Body subsequently, they will be appointed by the Governing Body.

5. Appointment of Fellows

The fellows of the Centre will be appointed by a selection committee constituted by the Governing Body. Its composition will be decided by the Governing Body. However, Honorary Fellowship and Affiliated Fellowship will be offered directly by the Governing Body.

CHAPTER -XXXIV

***MANAGEMENT OF THE DR. Z.A. DENTAL COLLEGE**

(Sections 12 (2) & 29 (1) of the University Act & Statute 36)

A. Ex-Officio Members :-

- (i) Vice-Chancellor (Chairman)
- (ii) Pro-Vice-Chancellor
- (iii) Dean, Faculty of Medicine
- (iv) Principal, J. N. Medical College
- (v) Finance Officer
- (vi) Registrar
- (vii) O.S.D. (Development)
- (viii) Chairman of the Departments of Studies in Dental College
- (ix) A person with special knowledge of the area
- (x) Principal, Dental College (Secretary)

B. Ordinary Members :-

- (i) Four members appointed by the Executive Council, of whom two shall be from other Dental Colleges and two members from J. N. Medical College of the University.
- (ii) Two persons appointed by the Academic Council.

C. Specialist Advisor :-

- 1. The Managing Committee may appoint specialist advisers to assist the Committee in its deliberation on special subjects. These advisors will be entitled to take part in discussion but will have no vote.

- 2. (a) The Ordinary members shall hold Office for three years but shall be eligible for re-appointment.
- (b) Five members shall form a quorum.
- 3. The Executive Council shall by means of Regulations, prescribe the functions of the Managing Committee.

* E. C. 18. 10. 1997.

CHAPTER -XXXV

MANAGEMENT OF INSTITUTE OF PERSIAN RESEARCH

(Sections 5(9A) and 12(2) of the AMU Act, 1920, as amended from time to time, and clause 36 of the Statute of the University)

1. There shall be Managing a Committee to advise and assist the Executive Council in the Management of the Institute of Persian Research.

It shall consist of :

(a) Ex-Officio Members :

- (i) Vice-Chancellor (Chairman)
- (ii) Pro-Vice-Chancellor
- (iii) Dean, Faculty of Arts
- (iv) Registrar
- (v) Officer-on-Special Duty (Development)
- (vi) Chairman, Department of Persian
- (vii) Chairman, Department of Arabic
- (viii) Chairman, Department of Modern Indian Languages
- (ix) Chairman, Department of Sanskrit
- (x) Chairman, Department of Urdu
- (xi) Chairman, Department of History
- (xii) Director, Institute of Persian Research (Secretary)

(b) Ordinary Members :

- (i) Two Teachers of the University, having a special knowledge of Persian, to be appointed by the Vice-Chancellor.
- (ii) Two experts not in the service of the University having a special knowledge of Persian, to be appointed by the Vice-Chancellor.

- 2. Members of the Managing Committee, other than the Ex-Officio members, shall hold office for a term of two years and shall be eligible for re-appointment.
- 3. (a) The Director shall be the chief Executive Officer of the Institute and shall have all the powers in respect of the Institute as are exercised by the chairman of the Department in respect of the Department under the Statutes, Ordinances and Regulations of the University. The Director shall be responsible for implementation of all the programmes of the Institute.
(b) The Vice-Chancellor shall appoint an eminent Professor of Persian as Honorary Director of the Institute for a term of three years, who shall be eligible for re-appointment.
- 4. The aims and objectives of the Institute shall be:
 - (a) To Promote research in Persian Language and Literature;
 - (b) To Promote interdisciplinary researches with Persian as the source language;
 - (c) To Promote the study of Persian Language and Literature as a source of information for Indian History and culture;
 - (d) To Promote the study of Modern Persian (Language and Literature);
 - (e) To undertake research for promoting Indo-Iranian cultural and literary relations; and
 - (f) To undertake any other activity to fulfill the aims and objectives of the Institute.

5. The Institute shall be reporting its activities to the Academic Council directly.
6. The Managing Committee of the Institute shall supervise the work of the Institute and give directions for achieving its objectives.
7. The Executive Council shall, by means of Regulations, prescribe the functions of the Management Committee of the Institute.

CHAPTER -XXXVI

***MANAGEMENT OF THE CENTRE FOR WOMEN'S STUDIES**

(Section 5(9A) of University Act)

1. There shall be a Centre for Women's Studies with a Board of Management consisting of the following members :
 - (i) Vice-Chancellor (Chairman)
 - (ii) Pro-Vice-Chancellor
 - (iii) Registrar
 - (iv) Controller of Examinations
 - (v) Dean, Faculty of Social Sciences
 - (vi) Principal, Women's College
 - (vii) Principal, Women's Polytechnic
 - (viii) Secretary, Female Education Association, Ailgarh
 - (ix) Two representatives from the NGOs working for Women's Welfare
 - (x) UGC-NFE Bureau Head, not below the rank of Joint Secretary
 - (xi) A member of the UGC Review Committee to be nominated by the Commission
 - (xii) A member from the Uttar Pradesh State Social Welfare Advisory Board to be nominated by the State Government
 - (xiii) A person from amongst the members of the National Commission for Women to be nominated by the Chairperson, NCW.

* Office Memo issued vide LD No (C) 1663 dated March 04, 2006

* E. C. Item No. 10(23) dated 7.9.2006.

- (xiv) One elected Woman member of the local self government
 - (xv) Two teachers of the University to be appointed by the Vice-Chancellor for their special knowledge and experience in the field of Women's Studies.
 - (xvi) Director, Centre for Women's Studies (Convenor)
2. Members appointed under Clause 1(ix), (xiv) and (xv) shall hold Office for a period of two years and shall be eligible for re-appointment.
3. The Centre for Women's Studies will be located for academic purposes under the Faculty of Social Sciences.
4. The Board of Management shall look in to all aspects for better understanding of academic teaching, research and all other functions of the Centre to fulfill the objectives, roles and functions covered in the guidelines under the scheme on Women's Studies. In addition, the Board shall have the following powers and functions subject to the authority of the Academic Council and the Executive Council :
- (i) To supervise the allocation of financial support for the various research and training projects under the programme of the Centre.
 - (ii) To supervise the administration of the laboratories and control all other assets of the Centre.
 - (iii) To propose creation of teaching and non-teaching posts for consideration of the authorities of the University.
- (iv) To submit a year-wise work plan of activities of the Centre for onwards transmission to the University Grants Commission.
 - (v) To submit annual work and progress reports, along with detailed statements of expenditure.
 - (vi) To do clustering and networking with already existing nearby Centres.
5. The Director of the Centre shall be appointed by the Vice-Chancellor from amongst the Professors of the University for a period of three years and he/she shall be eligible for reappointment.
6. The Director of the Centre shall be Secretary/Convenor of the Board of Management. He/she shall be the Chief Executive Officer of the Centre and shall have all such powers in respect of the Centre as are exercised by Chairmen of the Departments of Studies under the Statutes, Ordinances and Regulations of the University.
7. Subject to Control of the Faculty of Social Sciences, Academic Council and the Executive Council, the Board of Management shall make recommendations as it may deem necessary, to the competent authorities for development of the Centre.
8. The Board of Management shall supervise the work of the Centre and see that its objectives are satisfactorily realised.

* CHAPTER -XXXVII

MANAGEMENT OF THE CENTRE FOR DIABETES AND ENDOCRINOLOGY

(Section 12(2) of the University Act)

1. There shall be a Centre for Diabetes and Endocrinology in the Faculty of Medicine which shall have a Board of Management comprising of the following members :
 - (a) Vice-Chancellor (Chairman)
 - (b) Pro-Vice-Chancellor
 - (c) Director of the Centre (Member Secretary)
 - (d) Registrar
 - (e) Finance Officer
 - (f) Officer-on-Special Duty (Development)
 - (g) Dean, Faculty of Medicine
 - (h) Chairman, Department of Medicine
 - (i) Principal/CMS, J.N. Medical College / Hospital
 - (j) Three Professors of the University in the same or allied areas to be appointed by the Vice-Chancellor for a period of three years, being eligible for re-appointment.
 - (k) Three experts in the superspecially of Endocrinology not in the service of the university to be appointed by the Vice-Chancellor for a term of three years, being eligible for re-appointment.
2. The Board of Management shall have the following powers and functions subject to the authority of the Academic Council and the Executive Council.

* Ref. E. C. Item No. 10(24(i)) dated 7.9.2006.

- (i) To supervise the allocation of financial support for various teaching / research / training projects undertaken by the Centre.
 - (ii) To supervise administration of the laboratories and to control all other assets of the Centre.
 - (iii) To propose creation of teaching and non-teaching posts for consideration of the authorities of the University.
 - (iv) To make all such recommendations as it may deem necessary for development of the Centre.
3. (a) To Director shall be the Chief Executive Officer of the Centre and he shall have all the powers in respect of the Centre as are exercise by the Chairmen of the Departments of Studies in respect of the Departments under the Statutes, Ordinances and Regulations of the University.
 - **(b) The Director shall be appointed by rotation as is the case of Chairman, Department of Studies.
4. The Centre shall be reporting its activities to the Academic Council directly.

** E. C. Res. No. 3, dated 28.05.2016

CHAPTER -XXXVIII

***MANAGEMENT OF THE PROFESSOR K. A. NIZAMI CENTRE FOR QUR'ANIC STUDIES**

(Sections 5(2) (a, b & c) and 5 (9A) of the University Act)

1. There shall be a "Professor A. K. Nizami Centre for Qura'nic Studies" (hereinafter called the Centre)++ which shall have a Board of Management comprising of the following to advise and assist the Academic Council and the Executive Council in the management of the Centre :-

Ex-officio Members

- (a) Vice-Chancellor. (Chairman)
- (b) Pro-Vice-Chancellor.
- (c) Registrar.
- (d) Finance Officer.
- (e) University Librarian.
- (f) Director of the Centre. (Member Secretary)

Ordinary Members

- (g) Two persons from amongst the direct heirs of the late Professor K. A. Nizami or their descendants or their representatives, as the case may be, as approved by the Vice-Chancellor, for a period of three years, being eligible for re-appointment.
- (h) Two Senior teachers of the University who have expertise in or interest in the work / aims and objectives of the Centre, to be appointed by the Vice-Chancellor for a period of three years, being eligible for re-appointment.
- (i) Three persons, not in the service of the

* E.C. dated 14.07.2007

University, with internationally recognized expertise in Qur'anic studies, to be appointed by the Vice-Chancellor for a period of three years, being eligible for re-appointment.

- 2. (a) The Director shall be appointed by the Vice-Chancellor. The Vice Chancellor may also appoint an eminent Professor of the University as an Honorary Director for the Centre. The Director will hold office for a term of three years and will be eligible for re-appointment.
- (b) The Director shall be the Chief Executive Officer of the Centre and shall exercise general supervision and control over the affairs of the Centre and give effect to the decisions of the Board of Management, the Board of Studies and the authorities of the University. He shall also have all the powers in respect of the Centre as are exercised by the Chairmen of the Departments of Studies under the Statutes, Ordinances and Regulations of the University.
- (c) In addition to the duties assigned to him in sub-clause (b), above, the Director shall present an Annual Report of the Centre to the Board of Management at its first meeting at the beginning of the new academic session of the University.
- (d) The Vice-Chancellor, if he is of the opinion that immediate action is necessary on any matter, may exercise any power conferred upon the Board of Management of the Centre under these Ordinances and shall report to the Board the action taken by him on such matter.

3. The Centre would promote the study of Qur'an and Qur'anic Sciences by :

- (a) Providing a forum for scholar whose academic interests focus on some aspects of the study of Qur'an ;
- (b) maintaining a mosque attached to the Centre;
- (c) Catering to the needs of the University students interested in different areas of Qur'anic studies;
- (d) developing links with other centres of Islamic learning in India; and,
- (e) co-operating in the aforesaid matters with individuals and institutions of repute, abroad.

4. The aims and objectives of the Centre shall be to :-

- (a) Provide instructions in the reading of Qur'an (nazira);
- (b) Provide facilities for instructions in recitation of Qur'an (tajwid) according to the different methods of qiraat;
- (c) Provide classes for the memorization of Qur'an (hifz);
- (d) Encourage research in the field of tafsir, particularly with regard to Qur'anic commentaries produced in India. The Centre shall explore new areas of research in Qur'anic Studies which is a well established discipline. The researches will also focus on the possibilities of finding linkage between Qur'an and modern sciences and humanities. The researches in the area of Islamic law would aim at restoring paramount importance

of Qur'an as a source of Islamic law and in removing elements which are contrary to Qur'an. Special attention in the researches will be given to peace Studies so that Qur'anic message of peace and better human relations is understood in the correct perspective and distortions on this vital issue are removed. The researches shall strengthen Islamization of knowledge;

- (e) give instructions in the art of calligraphy;
- (f) provide facilities for the display of rare books, including some Qur'anic manuscripts currently housed in the Maulana Azad Library;
- (g) develop a library of books related to Qur'anic Sciences and in areas relevant to the academic interests of the late Professor K. A. Nizami;
- (h) maintain language laboratories, offices and conference facilities ;
- (i) to hold seminars symposia, conferences, exhibitions, etc.; and
- (j) to carry out such other activities as may be consistent with the broad purposes of the Centre and the wishes of the benefactor.

5. The Board of Management shall meet at least once a year, preferably at the beginning of the academic session of the University, and subject to authority of the Academic Council and the Executive Council shall have the following powers and responsibilities to :-

- (a) ensure that the founding objectives of the Centre, as approved by the Academic Council and the

- Executive Council at their meetings held on 14/19.9.1998 and 27.2.1999, respective, are fulfilled;
- (b) supervise the administration of the Centre and strive to enhance its international recognition;
 - (c) make proposals for the allocation of financial support to sustain various activities of the Centre;
 - (d) propose procedures for the award of degrees/diplomas/certificates in Qur'anic Studies;
 - (e) develop international co-operation and collaboration in areas relevant to the work of the Centre;
 - (f) approve specific programmes for promoting the work of the Centre and to review their progress; and
 - (g) make such other recommendations as it may be necessary for the development and furtherance of the objectives of the Centre.

** A. C. Res, No. 23 dated 14/19.9.1998
** E. C. Res, No. 14 (23) dated 27.2.1999.
* Ref:- O.M. No. (c)/407 dated 4.5.2007.

- ## **CHAPTER -XXXIX**
- ### **MANAGEMENT OF THE URDU ACADEMY**
- (Section 5(9A) and 12(2) of the University Act and 36 of the Statutes of the University)
- 1. There shall be a Managing Committee to advise and assist the Executive Council in the Management of the Urdu Academy.
 - 2. The Managing Committee of the Academy shall consist of the following :
 - (a) Vice-Chancellor (Chairman)
 - (b) Pro-Vice-Chancellor
 - (c) Dean, Faculty of Arts
 - (d) Dean, Faculty of Social Sciences
 - (e) Registrar
 - (f) Finance Officer
 - (g) OSD (Development)
 - (h) Chairman, Department of Urdu
 - (i) Chairman, Department of Education
 - (j) Chairman, Department of Mass Communication
 - (k) Director, Centre for Distance Education
 - (l) Director of the Urdu Academy (Secretary)
 - (m) Two Professors of the University, having special knowledge of Urdu literature/teaching Urdu Mass Communication to be appointed by the Vice-Chancellor for a period of three years being eligible for reappointment.
 - (n) Two persons not in the service of the University having substantive work on Urdu learning and

teaching, to be appointed by the Vice-Chancellor for a period of three years, being eligible for re-appointment.

3. The aims and objects of the Urdu Academy shall be to:
 - (i) Enhance academic capabilities of Urdu teachers by conducting orientation / refreshers courses;
 - (ii) Study the influence of Urdu language and literature on the composite culture of India;
 - (iii) It shall undertake the reprinting of important Urdu manuscripts;
 - (iv) It shall make efforts to popularize Urdu language especially in the non-Urdu/Hindi speaking regions;
 - (v) It shall upgrade skills of Urdu teachers especially with the use of new electronic tools;
 - (vi) It shall collaborate with NGOs which specialize in the publication of Urdu books and promote Urdu language;
 - (vii) It shall develop new and more user friendly Urdu software so that generation next is acquainted with and develop interest in Urdu language;
 - (viii) It shall train students for the electronic media where use of Urdu is becoming increasingly popular;
 - (ix) It shall make efforts to apprise Urdu teachers or teachers of Urdu medium schools with the latest developments in their/other subjects;
 - (x) It shall concentrate on developing new and innovative educational technologies and curriculum contents;
 - (xi) It shall organize workshops/ Seminars etc.

- (xii) It shall prepare requisite study material for various target groups.
- (xiii) It shall undertake translation of relevant English text into Urdu language.
- (xiv) It shall use e-learning techniques to popularize Urdu language.
- (xv) It shall produce programmes for the radio and TV for spreading awareness towards Urdu language. It shall also prepare learning programmes in order to popularize Urdu language with the help of Ghazals, Qawwalis, Songs, Naat-Khwani, Mersiakhwani. It shall also explore possibilities of broadcasting of Urdu programmes and to prepare programmes for the same.
- (xvi) It shall take steps to introduce learning programmes in Urdu through distant mode and to see as to how this method can be developed as a movement for Urdu learning.
4. The Director of the Urdu Academy shall be appointed by the Vice-Chancellor for a term of three years to be eligible for re-appointment.
5. The Director shall be the Chief Executive Officer of the Urdu Academy and shall have all the powers in respect of the Academy as are exercised by the Chairmen of the Departments in respect of the Departments under the Statutes, Ordinances, and Regulations of the University. The Director shall be responsible for implementation of all the programmes of the Academy.

* Ref. E.C. Item No. 3, dated 6.10.2007

***CHAPTER –XXXIX A**

MANAGEMENT OF THE UNIVERSITY SOPHISTICATED INSTRUMENT FACILITY (USIF)

(Section 5 (9A) and 12 (2) of the University Act and Statute 36)

1. There shall be an Advisory Committee appointed by the Vice-Chancellor to assist and advise the USIF.
2. The Committee shall consist of the following:-
 - (a) Vice-Chancellor (Chairman)
 - (b) Registrar
 - (c) Finance Officer
 - (d) Coordinator of the USIF (Secretary)
 - (e) Five outstanding teachers of the University out of which two shall be Professor, two Associate Professor and one Assistant Professor to be appointed by the Vice-Chancellor for their special knowledge in the field of instrumentation for a period of three years, being eligible for re-appointment.
3. The aims and objectives of the USIF shall be:
 - (a) To support scientific research by providing state of the art analytical facilities to the students and faculty member of the University to enable them to keep pace with development taking place globally.
 - (b) To provide state of art data collection facility for advance research in biology, physical sciences, earth sciences, medicine, engineering, etc., with the help of sophisticated analytical instruments.
 - (c) To become India's leading advanced instrumentation center.
 - (d) To provide this facility to the researchers from other organizations of the country.
 - (e) To create in-house repair and maintenance of sophisticated instruments.
 - (f) To conduct occasional short-term training courses on repair, maintenance and utilization of the instruments.

* E. C. Res. No. 16 (25), dated 29.09.2012

4. The Advisory Committee shall meet at least once a year and shall have the following powers and functions subject to the authority of Executive Council.
 - (a) To coordinate the academic and service functions of the USIF.
 - (b) To periodically review the performance of the USIF and to assess the requirement of equipments and manpower.
 - (c) To ensure that the stated objectives of the USIF are properly met.
 - (d) To recommend annual budget for the USIF.
 - (e) To make such other recommendations as may be necessary for the development and furtherance of the objectives of the USIF.
5. The Coordinator of the USIF shall be appointed by the Vice-Chancellor for a term of three years to be eligible for reappointment.
6. The Coordinator of the USIF shall be the chief executive officer of the USIF and shall exercise general supervision and control over the affairs of the facility and give effect to the decisions of the management committee and the authorities of the university. He shall also have the powers in respect of the facility as are exercised by the chairmen of the department of studies under the Statutes, Ordinances and Regulations of the University.

+ CHAPTER – XL

**TERMS & CONDITIONS OF SERVICE OF
NON-TEACHING EMPLOYEES**

CHAPTER – I: APPLICATION AND DEFINITIONS

SECTION – I
Extent of Application

1. These rules apply to the employees of the University other than the University teachers and such other employees whose terms and conditions of service have been provided in the statutes / Ordinances.
2. Short title and commencement:- These rules may be called the University Non-teaching Employees (Terms and Conditions of Service) rules, 1972 (Amended upto August 2014).
3. They shall come into force as and when the University decides to adopt them under the provisions of the statutes /Ordinances framed under the act of the University.

SECTION – II
Definitions and Interpretations

4. Unless the context otherwise requires the various terms are used in the Rules in the sense explained below:-
 - (i) Average Pay : means the average monthly pay earned during the 10 complete months immediately proceeding the month in which the event occurs which necessitate the calculation of average pay.

+ Ref. E. C. Res. No. 11 dated 17.01.2015

- (ii) Cadre: means the strength of a service or a part of a service sanctioned as a separate unit.
- (iii) Compensatory Allowance: means an allowance granted to meet personal expenditure necessitated by the circumstances in which duty is performed. It includes a traveling allowance.
- (iv) Duty : Duty includes
 - (a) service on probation and continuous temporary service provided that such service is followed by confirmation;
 - (b) joining time.
- (v) Employee: means a person appointed to a non-teaching post in the University who is not an officer of the University as specified in Section 16 of the Act and Statute 4-A.
- (vi) Fee : means recurring or non-recurring payment to an employee from a source other than the funds of the University; whether made directly to an employee or indirectly through the intermediary of the University.
- (vii) Honorarium : means recurring or non-recurring payment granted to an employee from the funds of the University for special work or additional assignment of an occasional or intermittent nature besides the normal duties.
- (viii) Foreign Service : means service in which an employee receives his substantive pay with the sanction of the University from a source other than the funds of the University.
- (ix) Joining time : means the time allowed to join a new post or to travel to or from a station to another to join a post, in the case of those appointed on deputation.
- (x) Leave Salary: means the monthly amount paid by the University to an employee who is on leave.
- (xi) Lien : means the title of an employee to hold substantively either immediately, or on the termination of a period or periods of absence, a permanent post, including a tenure post, to which he has been appointed substantively.

- (xii) Month : means a calendar month. In calculating a period expressed in terms of months and days, complete calendar months, irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently.
- (xiii) Officiating: An employee officiates in a post when he performs the duty of a post on which another person holds a lien. An employee may also be appointed to officiate in a vacant post on which no other employee holds the lien.
- (xiv) Pay : means the amount drawn monthly by an employee as :
 - (a) the pay other than special pay or pay granted in view of his personal qualification, which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by his position in a cadre; and
 - (b) Special pay and personal pay.
- (xv) Personal Pay : means additional pay granted :-
 - (i) to save an employee from loss, of substantive pay in respect of a permanent post, other than a tenure post, due to revision of pay or to any reduction of such substantive pay, otherwise than as a disciplinary measure; or
 - (ii) in exceptional circumstances on other personal consideration.
- (xvi) Probation: A person is appointed on probation to or against a permanent post for determining his fitness for eventual substantive appointment to the post.
- (xvi)(i) Regular Service "Regular Service" in relation to any grade/post means the period or periods of service in that grade/post rendered after selection and appointed thereto under the rules according to the prescribed procedure for regular appointment on a budgetary post and includes any period or periods.
 - (1) taken into account for the purpose of seniority
 - (2) during which an officer would have held a duty post in that grade but for being on leave or otherwise not being available for holding such post.
- (xvi)(ii). Permanent Employees means the employees who have been appointed in accordance with the rules governing to the recruitment on a budgetary and lien free post and confirmed thereon by a notification/order.
- (xvii) Special Pay : means an addition of the nature of pay, to the emoluments of a post or of an employee granted in consideration of :
 - (a) the specially arduous nature of the duties; or
 - (b) a specific addition to the work or responsibility .
- (xviii) Permanent Post : means a post carrying a definite rate of pay sanctioned without limit of time.
- (xix) Subsistence Grant: means monthly grant made to an employee who is not in receipt of pay or leave salary.
- (xx) Substantive Pay : means the pay other than special pay or personal pay to which an employee is entitled to on account of a post to which he has been appointed substantively.
- (xxi) Temporary Post : means a post carrying a definite rate of pay sanctioned for a limited time.
- (xxii) Time Scale Pay : means pay, which rises by periodical increments from minimum to a maximum.
- (xxiii) Traveling Allowance : means an allowance granted to an employee to cover the expenses which he incurs in traveling in the interests of the University.
- (xxiv) The University : means the Aligarh Muslim University.

CHAPTER –II: GENERAL

SECTION – I

General Conditions of Service

5. Posts, Recruitment and Appointments :

- (1) Categorization of Posts : The Cadre and Non-Teaching posts under the University may be as determined by the Executive Council from time to time and shown in the Schedule of Establishment of the University.
- (2) Qualifications for Appointment : The qualifications for appointment to the posts in various cadres in the University shall be such as may be determined by the Executive Council / appointing authority from time to time.
- (3) Fitness:
 - (a) Appointment of persons by direct recruitment for period for more than 12 months shall be subject to their being found medically fit by the Medical Officer of the University or any Medical Officer authorized for the purpose.
 - (b) No person shall be appointed to any post unless the appointing authority is satisfied that he/she possesses good character and antecedent.
- (4) Methods of Recruitment:

Recruitment to posts may be made subject to the rules and regulations and such other conditions as may be prescribed by the Executive Council in this behalf :-

 - (i) by direct recruitment;
 - (ii) by promotion; and
 - (iii) by appointment of employees borrowed from Government Departments and other institutions.
- (4A) Procedure for submission/verification /scrutiny of Documents for Recruitment
 - (i) It shall be incumbent on every applicant

* Ref. E. C. Res. No. 25 dated 23.07.2016

applying for appointment to any non-teaching post in various cadres of the University to submit along with his/her application form, self attested photo copies of all documents which are required to be submitted by the applicant.

- (ii) All applicants shortlisted for appointment to any post in various cadres of the University shall submit originals of all documents submitted along with the application form to an authority specified in that regard by the Registrar for purpose of scrutiny and verification.
 - (iii) The scrutiny and verification of all original documents submitted by the shortlisted applicants shall be carried out by the authority specified in that regard by the Registrar under the supervision of the Registrar prior to being placed before the Selection Committee.
 - (iv) Upon completion of the verification process the original document shall be duly returned to the concerned applicant.
 - (v) The authority specified by the Registrar for verification shall be authorized to conduct verification of documents submitted by any employee or former employee at any point of time.
- (5) Recruitment by Promotion:
- (i) Appointment to the post in any grade shall be made by the Executive Council / Vice-Chancellor or by the officer to whom powers have been delegated either on the recommendation of the Departmental Promotion Committee or on adhoc basis from amongst the employees serving on the substantive post in permanent capacity in the concerned cadre in the next lower grade or post.

- (ii) Every appointment by promotion shall be on the basis of suitability and due regard be paid to the seniority amongst the candidates.
6. Appointments:
- (i) Appointments to the posts shall be made by the competent authority on the recommendations of Selection Committees appointed for the purpose from time to time.
 - (ii) The age, educational and other qualifications for appointment to the post and the methods of recruitment shall be as prescribed by the Executive Council or the Vice-Chancellor in respect of ministerial, vacational, technical and lower subordinate staff from time to time.
 - (iii) In the matter of appointments, the appointing authorities shall be as under:-
 - (a) For posts of the rank of Assistant Registrars and other posts carrying equivalent or higher scales of pay.
----- Executive Council
 - (b) For posts below the ranks mentioned in (a) above and above those mentioned in (c) below: -----Vice-Chancellor
 - (c) Subordinate Staff (MTS) (erstwhile Class IV).
----- Registrar / Head of the Deptt. / Office
7. Ad-hoc Appointments:- Notwithstanding anything contained in the above rule, the Executive Council may by a general or special order and subject to such conditions as it may specify in such order delegate to any authority in the University the power to make ad-hoc appointments.
8. Appointments in the place of employees dismissed, removed or reduced:- Where an employee has been dismissed, removed or reduced from any cadre in the service, no vacancy caused thereby or arising

subsequently in such cadre in the service, shall be substantively filled to the prejudice of such person until the appeal, if any, preferred by him against such dismissal, removal or reduction is decided, except in conformity with such decision or until the time allowed for preferring an appeal has expired, as the case may be.

9. Appointment of Consultants:- The Scheme of engagement of Consultants received from Govt. of India time to time and adopted by the Executive Council will be followed strictly.
10. Employee absent from duty:- The absence of an employee of the University from duty, whether on leave or on foreign service or on deputation or for any other reason and whether his lien in a post borne on the cadre of the service is suspended or not, shall not, if he is otherwise fit, render him ineligible on his return:
- (a) for re-appointment or officiating vacancy in the cadre of post on which he may be on probation.
 - (b) for promotion from a lower to a higher category in the service, as the case may be, in the same manner as if he had not been absent. He shall be entitled to all privileges in respect of appointment, seniority, probation and confirmation which he would have enjoyed but for his absence subject to his completing satisfactorily the period of probation on his return, and
 - (c)
 - (i) No permanent employee shall be granted leave of any kind for a continuous period exceeding five years.
 - (ii) When an employee does not resume duty after remaining on leave for a continuous period of five years, or when an employee

after the expiry of his leave remains absent from duty otherwise than on foreign service, he shall unless the Executive Council in view of the exceptional circumstances of the case otherwise determine, be deemed to have resigned and shall accordingly cease to be in the University service.

10 (1). Permission to improve the qualifications:-

Permission to the University Employees for pursuing a regular course of study within the University may be granted on the following conditions:-

- (a) The course of study should be related to the nature of duties of the employee concerned.
- (b) The employee having day duty may be permitted for evening courses and those having evening or night duty may be permitted to take admission in day course. Request to change the duty hours will not be entertained.
- (c) The employee seeking admission in a regular course of study which will clash his duty hours will have to proceed on leave admissible to him for entire duration.
- (d) The employees concerned are required to apply for such permission well before the admission and the commencement of the competitive test as the case may be through Proper Channel. Permission for seeking admission to Ph.D. Programme will however, continue to be granted in case the employee is eligible for study leave, as it is full time course on the same terms and conditions as already in vogue.
- (e) Permission to appear in a course of study as a private candidate from this University shall be granted after completion of two years continuous service. However, permission will be granted to appear as a private candidate for any other university/college.

- (f) The employee working in a particular department should not pursue a course of study in that department as the same should normally be avoided to get rid of the allegation/counter allegation.
- (g) The Chairman/Head of Deptt. Office should confirm that permission to appear as a private candidate or to pursue regular course after duty hours will not affect the duties of the employee concerned.

10(2) Permission for visiting outside the country

All the employees planning to visit outside the country will apply for No Objection Certificate through proper channel and mention specifically the place of visit and purpose of the same at least 15 days before leaving the country.

SECTION – II
Tenure

11. Probation and Confirmation:-

- (1) Every employee of the University when appointed to a permanent post shall be placed on probation for one / two years as the case may be unless it is provided otherwise in the contract, after the expiry of which he may be confirmed in his post. If he is not so confirmed, the Executive Council, appointing authority may, if it deems fit, dispense with his services or extend the period of probation, but in no case shall the period of probation be extended beyond two years, unless otherwise decided by the Executive Council / appointing authority in the interest of the University.
- (2) Where a person appointed to a post under the University on probation is, during his period of probation, found, on a subjective consideration unsuitable for holding that post or has not completed

- his period of probation satisfactorily the appointing authority may :
- (i) in the case of a person appointed by promotion, revert him to the post held by him immediately before such appointment; and
 - (ii) in the case of a person appointed by direct recruitment, terminate his services under the University after giving him one month's notice or on payment of one month's salary in lieu thereof.
- (3) Every person appointed to a permanent post under the University by promotion or by direct recruitment shall, on satisfactorily completing his period of probation, be eligible for confirmation in that post.
- (4) No employee shall be confirmed in any post unless:
- (i) such post is permanent and no one else holds a lien on the post.
 - (ii) the service of the employee under the University is approved by the appointing authority.
12. **Seniority:** - The seniority of a person shall be determined according to the length of continuous service of such person in his grade or post, as the case may be, in accordance with such principles as the Executive Council may, from time to time, prescribe.
- (12)(1). The lien of a permanent employee who has applied through proper channel and promoted / appointed within the University will be maintained till his/her confirmation on the excadre post.
- (12)(2). Ordinarily no request of employees for posting/transfer as per their own convenience will be entertained except in extra ordinary circumstances such as physically challenged employee. Further, the employees in whose cases appointing authority is Executive Council, the transfer to a place/office (where there is no sanctioned post) will be decided only by the Executive Council.

13. **Temporary and permanent service :**
- (i) Any employee shall be a temporary employee of the University, until he is confirmed in a permanent post under the University ;
 - (ii) An employee confirmed in any permanent post under the University shall be a permanent employee of the University.
14. **Termination of service:**
- (1) The service of a temporary employee / an employee on probation may be terminated by the Executive Council / appointing authority as indicated below :-
- (a) The services of an employee appointed on probation can be terminated any time during the probationary period by giving one month's notice without assigning any cause. The employee is also entitled to relinquish his appointment after giving one month's notice; and
 - (b) The services of a temporary employee may be terminated at any time without any notice or assigning any reason.
 - (c) The services of an employee appointed for a fixed term will automatically come to an end when the appointment period expires; and
 - (d) The services of an employee who holds a permanent post will automatically come to an end when he reaches the age of superannuation and no notice from the University authorities will be required informing him of the termination of his service due to superannuation.
- (2) The services of a permanent employee may be terminated by a notice of three months or on payment of pay for such period as the notice falls short of three months or without notice on payment of three months pay if the post, in which he was permanent, is abolished provided that the incumbent whose services are thus terminated shall be the junior-most in the cadre in which the post is abolished, provided further that such an employee whose services have been terminated will normally

be given a preference for appointment to any further vacancy that may arise in the University in that particular cadre or that particular type of post.

- (3) An employee who is given notice of termination of service under clause (2) may be granted, during the period of notice, such earned leave, as may be admissible to him and where the leave so admissible and granted is more than three months his services shall be terminated on the expiry of such leave.

15. Retirement:-

- (1)*(a) The age of retirement on superannuation of all Non-Teaching employees shall be as notified by Govt. of India from time to time.
- (b) There shall be no extension in service beyond the age of superannuation except in the case of medical and scientific specialists, who can be granted extension in service on a case to case basis, upto the age of 62 years. Officers connected with budget work and full-time members of committees likely to be wound up shortly may be given extension in service for a maximum period of three months in public interest on a case to case basis.
- (2) An employee may also be retired:
- (a) On his being declared medically unfit for service by a Medical Board to be appointed by the Executive Council in this behalf ; or
 - (b) On the imposition of the penalty of compulsory retirement; or
 - (c) When the competent authority has occasion to believe that the employee is suffering from :
 - (i) a contagious disease such as T.B., Leprosy etc; and
 - (ii) a physical or mental disability, which in its opinion interferes with the efficient discharge of his duties.

That authority shall direct the employee to undergo within such period not exceeding one month, as may be specified by it, an examination by a Medical Board, and on the basis of the Medical opinion may require the employee to retire from service and he shall be granted such retirement benefit as may be admissible under the rules applicable to him on the date of such retirement.

- (3) Notice of impending retirement shall also be given by the employee before the leave preparatory to retirement is due, otherwise he will be liable to refund all salary and allowances received after the said date.
- (4) The employee of the University shall be eligible for seeking Voluntary retirement after 20 years of qualifying service as per Statutes of the University / govt. of India's notifications received and adopted from time to time.
- (5)* At any time and subject to the conditions as specified in the proposed amendment in Clause 15(d) of Statute 61, after a University employee has completed thirty years of qualifying service he may retire from service.

16. Resignation: - Subject to acceptance of resignation by the competent authority a permanent employee / an employee appointed on probation may, by notice of three months (for permanent employees) one month (for employees on probation) in writing addressed to the appointing authority. Resign from the service of the University or by payment of salary in lieu thereof, provided further that if the employee is compelled to resign under circumstances beyond his own control, the conditions of notice may be waived by the competent authority.

No notice would be necessary to be given by a temporary employee. Acceptance of resignation would, however, be the pre-requisite for his obtaining release from service.

16 A.**Condonation of break in service for the purpose of giving continuity in service, where such break commenced on, or after 18.6.1988.

(1) Interruption in service between two spells of probationary/permanent service may be condoned by the appointing authority for the purpose of giving, continuity of service subject to the following conditions:-

- (a) The appointing authority should be satisfied that the interruption has been caused by reasons beyond the control of the employee concerned. Such reasons may be as follows:-
 - (i) Force major / natural calamity;
 - (ii) Serious illness / physical disability as supported by Medical Certificate of an Officer of the rank of a Civil Surgeon / CMO of a District;
 - (iii) Non-availability of post.
- (b) Interruption in service of a duration upto six months only can be considered for such condonation.
- (c) The period of interruption shall not count as service

(2) The interruption in service shall not to be condoned except on receipt and consideration of a formal representation from the employee concerned by the appointing authority, to be submitted by the employee within two years** of the date of re-joining service.

(3) The appointing authority may consider watching the work and conduct of the employee concerned for a specific period before taking a decision on the request for condonation of interruption in service.

(4) Condonation of interruption in service for the purpose of giving continuity in service shall imply that the service preceding the interruption shall count for determining seniority, pensionary benefits and for all such purposes for which a minimum length of service is required.

Provided that if the request for condonation of interruption in service for the purpose of giving continuity in service is rejected, it does not preclude the consideration of the issue of condonation of interruption in service for the purpose of determining pensionary benefits, or for preparing seniority list for House Allotment, in accordance with prescribed rules.

* (4) and (5) dated: EX Resolution No.63 dt. 30/31.5.1984

** two years (Ref EC Res. No.4 dated 31.7.2000)

SECTION – III

Miscellaneous

- 17. Special revision for existing employees: - Every person holding a post under the University at the commencement of these rules or under any other rules that may have been or may be framed by the Executive Council shall, on such commencement, be deemed to have been appointed under the provision of these rules.
- 18. Service Books and Character Rolls:- The University shall maintain a Service Book and a Character Roll, Confidential Report for each employee in such form as may be prescribed by the Executive Council.
- 19. Confidential Reports :-
 - (a) The Annual Confidential Report of all categories of Non-Teaching Employees including Technical Staff will be maintained as per Notification issued vide No. Admin./LD/4660 dated 09.12.1995 (**Appendix-I**).

- (b) The Reviewing Officer, the next higher authority, will have the discretion to determine which unfavorable reports or portions thereof are weighty enough to be communicated to the official reported against. All adverse entries should be communicated within two months to the officials concerned. Any representation against the adverse remarks will have to be made within two months and would lie to the next higher authority than the Reviewing Officer.
20. Tests or Examinations:- University employees shall be required to pass such departmental and other tests or examinations as may be prescribed by the Executive Council. The Executive Council may also lay down rules regarding the periods within which the tests should be passed, the consequences of not passing the tests and other cognate matters.
21. Residuary conditions of service: - Any matter relating to the conditions of service of an employee for which no provision is made in these rules shall be determined by the Executive Council.
- 21(a) Every employee should route his/her application/representation through proper channel i.e. through the Head of Department / Office and the concerned Head should either forward application / representation of the employee indicating therein his recommendations / comments **or** return the same in writing to the employee concerned indicating the objection thereon within a maximum period of seven days.
22. Power to relax :- Notwithstanding anything contained in these rules, the Executive Council may, in the case of any employee, relax any of the

provisions of these rules to relieve him of any undue hardship arising from the operation of such provisions, or in the interests of the University.

23. Removal of doubts : - Where a doubt arises as to the interpretation or application of any of the provisions of these rules, the matter will be referred to the Executive Council for decision.

CHAPTER – III : PAY AND ALLOWANCES

SECTION - I

PAY

24. Scales of Pay:- The scales of pay for the posts in the University service shall be as specified from time to time by the University.
25. Initial Pay: -
- (A) An employee shall, on his appointment to a post on a time-scale of pay, draw pay at the minimum of the time scale unless the appointing authority decides that he shall draw pay at any higher stage.

As a matter of principle in fixing the initial pay of employee newly-recruited in the University, he should be granted the minimum of the scale of pay for the post concern or that if his basic pay in the post held by him, if any, immediately prior to his recruitment was higher than the minimum pay of the post to which he is being recruited, his pay should be fixed at an appropriate stage in the scale concerned, i.e. the pay previously drawn, need be protected. If the post previously held, was in the scale lower than post in which an employee is being recruited, his pay may be fixed at the stage next above the pay previously drawn. If, however, the scale of the post previously held is identical to the scale in which the employee is now being

recruited, he will draw the same pay as previously drawn and the period of service rendered in the identical scale counted for increment.

- (B) When an appointment is made by promotion:
- (i) the pay of the employee will first be increased by one increment in the lower scale, and then fixed in the higher scale at the stage next above; and
 - (ii) if he had previously served in the same post or in any other post under the University on the same or identical time-scale of pay, and was drawing pay higher than the pay admissible to him under clause (i) he shall draw such higher pay, and the period of his duty in such post on such pay shall also count for purpose of increment in the higher post.

26. Increments:-

- (i) An increment shall ordinarily be drawn as a matter of course unless it is withheld by the appointing authority or any other authority empowered in this behalf by the Statutes if the conduct of the employee has not been good or his work has not been satisfactory.
- (ii) Where an efficiency bar is prescribed in the time scale the increment next above that bar shall not be given to an employee without specific sanction of the authority empowered to withhold increment.

27. Service counting for increment : - The following service shall count for increment on the time-scale of a post :

- (i) duty in that post or in any other post of the same or higher grade, whether continuous or not ;
- (ii) duty in an equivalent or higher post in foreign service;
- (iii) duty on a temporary post and on probation ; and
- (iv) Leave other than extra ordinary leave.

Provided that the sanctioning authority may direct that extra ordinary leave shall also count for increments, if it is satisfied that such leave was taken on account of illness or for any other cause beyond the control of the employee.

28. Pay during suspension: - (1) An employee under suspension shall be entitled to the following payments:-

- (a) A subsistence allowance at an amount equal to the leave salary which the employee would have drawn if he had been on leave on half average pay or on half pay and, in addition, dearness allowance admissible on such leave salary;

Provided that where the period of suspension exceeds twelve months, the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first three months as follows :-

- (i) the amount of subsistence allowance may be increased by a suitable amount, not exceeding 50 per cent of the subsistence allowance admissible during the period of the first * three months, if, in the opinion of the said authority, the period of suspension has been prolonged for reasons to be recorded in writing, not directly attributable to the employee;

- (ii) the amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50 per cent of the subsistence allowance, admissible during the period of the first *three months, if, in the opinion of the said authority, the period of suspension has been prolonged due to reasons, to be recorded in writing, directly attributable to the employees.

- (iii) the rate of dearness allowance will be based on the increased or, as the case may be, the decreased amount of subsistence allowance admissible under sub-clauses (i) and (ii) above.
- (b) Other compensatory allowances, if any, of which the employee was in receipt on the date of suspension.

Provided that the employee shall not be entitled to the compensatory allowances unless the said authority is satisfied that the employee continues to meet the expenditure for which they are granted.

No payment under sub-rule (i) shall be made unless the employee furnishes a certificate and the authority which made or is deemed to have made the order of suspension, is satisfied, that the employee is not engaged in any other employment, business, profession or vocation.

* Ref: EC. Item No. 22 dated 22.4.1991, No. C-II-EC.583-5/211 dated 7.5.1991

- 29. Special pay, personal pay, honorarium and fee:- The University may sanction to an employee in any special circumstances, such special pay personal pay, honorarium or fee and on such conditions as it may deem fit.
- 30. Drawal of Pay: -
 - (i) An employee shall be entitled to draw the pay of the post to which he is appointed from the date on which he assumes charge of the post.
 - (ii) Pay in respect of any month shall become payable on or after the first working day of the following month.
 - (iii) An employee resigning from the service of the University without the notice prescribed shall not, unless the Vice-Chancellor directs otherwise; be allowed to draw pay due but not drawn.

SECTION - II

Pay and Allowances for holding additional charge of posts

- 31. (1) Whole-time employees of the University will be entitled to the payment of officiating allowances for performing whole-time duties of additional posts in addition to their own as under:-
 - (a) The highest pay to which they would be entitled if their appointment to one of the posts stood alone;

Plus

- (b) An additional pay not exceeding 5^{th} of the "presumptive" pay of the other post.
- (2) (i) Presumptive pay of a post means the pay to which an employee would be entitled if he held the post substantively and was performing its duties but it does not include special pay.
- (ii) Presumptive pay for the purposes of the above rule should be taken to be what the University employee who is placed in additional charge will draw as initial pay in the time scale of the additional post were be formally transferred to it. In cases, however, in which the maximum pay of the substantive post the maximum of the pay of the lower post shall be taken as the presumptive pay.

- Note:**
- (1) An employee holding one post when placed in charge of the duties of a lower post will not receive any allowance for the additional work.
 - (2) No additional pay under the above rule would be payable in case of additional appointments made as a short-term measure in leave vacancies. Any vacancy being of less than 30 days will be treated as a short-term vacancy.

- (3) Where an employee is entitled to or gets overtime allowance for extra-duty rendered, he will not be eligible to any additional pay under the above rule.
- (4) No extra-duty allowance will be admissible if the duties of the additional post have been distributed in more than one person.

SECTION – III Compensatory allowances

32. The employee will be eligible to the House-rent Allowance, City Compensatory Allowance, Traveling Allowance and other Allowances as sanctioned by the University according to the rules in force from time to time.

CHAPTER – IV: LEAVE RULES

33. The leave rules on the recommendation of the Pay Commissions/Communications from University Grants Commission as approved and adopted by the Executive Council will form the Contents of this Chapter.

CHAPTER - V : CONDUCT SECTION – I Interpretation

34. In this Chapter unless the context otherwise requires:-
- (a) "Employee" means a person appointed to a non-teaching post in the University who is not an officer of the University.

Explanation :- An employee on foreign service or whose services are temporarily placed at the disposal of a University or any other authority by the University shall, for the purposes of these rules, be deemed to be an employee serving under the University; notwithstanding that his salary is drawn from sources other than the funds of the University.

- (b) "Member of family" in relation to an employee includes:
 - (i) The wife or husband, as the case may be, of the employee whether residing with the employee or not, but does not include a wife or husband, as the case may be, lawfully separated from the employee with her or by a decree or order of a competent court or otherwise.
 - (ii) Son or daughter or step-son or step-daughter of the employee wholly dependent on him, but does not include a child or step-child who is no longer in any way dependent on the employee, or of whose custody the employee has been deprived by, under any law;
 - (iii) Any other person related whether by blood or marriage to the employee or to the employee's wife or husband and wholly dependent on the employee.
- (c) "Prescribed authorities" means the Vice-Chancellor or the authority prescribed either by the Statute or by the Executive Council for the purpose of these rules as a whole or for any individual rule.

SECTION – II Rules

35. General:- (1) Every employee shall at all time :-
- (a) maintain absolute integrity;

- (b) show devotion to duty; and
 (c) do nothing which is unbecoming of an employee of the University.
- (2) (i) Every employee, holding a supervisory post, shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority;
- (ii) No employee shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than in his best judgment except when he is acting under the direction of his official superior and shall, where he is acting under such direction, obtain the direction in writing wherever practicable and, where it is not practicable to obtain the direction in writing, he shall obtain written confirmation of direction as soon thereafter as possible.
- Explanation:- Noting in clause(ii) of sub-rule (2) shall be construed as empowering an employee to evade his responsibilities by seeking instructions from or approval of, a superior officer or authority when such instructions are not necessary under the scheme of delegation of power and responsibilities.
36. Joining of Associations by Employees:- No employee shall join or continue to be a member of an organization the objects or activities of which are prejudicial to the interests of the University.
37. Demonstration and Strikes:- No employee shall engage himself or participate in any demonstration or strike which is against the interests of the University.
38. Connection with Press or Radio or *Electronic Media:
- (i) No employee shall, except with the previous sanction of the University, own wholly or in part, or participate in the editing or management of any news paper or periodical publication.
- (ii) No employee shall, except with the previous sanction of the University, or the prescribed authority or in the bonafide discharge of his duties, participate in a radio broadcast or *Electronic Media or contribute any article or write any letter or a book either in his own name or anonymously, pseudonymously or in the name of any newspaper or periodical.
39. Evidence before a Committee or any other authority:-
- (1) Same as provided in sub-rule (3) no employee shall, except with the previous sanction of the University, give evidence in connection with any enquiry conducted by any person, committed or authority;
- (2) Where any sanction has been accorded under sub-rule (1) no such employee giving such evidence shall criticize the policy or any action of the University;
- (3) Nothing in this rule shall apply to :-
- (a) The evidence given at any enquiry before an authority appointed by the Visitor, Executive Council, Vice-Chancellor, Government and Parliament of any State Legislature; or
- (b) The evidence given in any judicial enquiry; or
- (c) The evidence given in any departmental enquiry ordered by any officer of the University.
40. Unauthorized communication of information: - No employee shall, except in accordance with any general or special order of the University or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof or information to any other employee or any other person to whom he is not authorized to communicate such document or information.

41. Subscriptions: - No employee shall, except with the previous sanction of the Vice-Chancellor or of the prescribed authority, ask for or accept contributions to, or otherwise associate himself with the raising of any Funds or other collections in cash or in kind in pursuance of any object whatsoever.
42. Private trade or employment:- (1) No employee shall, except with the written permission of the Vice-Chancellor, engage himself directly or indirectly in any trade or business or carry on money-leading business nor shall he accept any employment or any office honorary or otherwise in or outside the University. All applications for such permission shall be routed through the Head of the Department concerned.
- Provided that an employee may, without such sanction undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer; but he shall not undertake and shall discontinue such work if so directed by the University.
- Explanation 1. Any part-time appointment made by the Executive Council shall, for the purpose of this rule, be deemed to have been made with the written permission of the Vice-Chancellor.
- Explanation 2. Canvassing by an employee in support of the business of insurance agency, commission agency, etc., owned or managed by his wife or any other member of his family shall be deemed to be a breach of this sub-rule.
- (2) Every employee shall report to the University if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.
- (3) No employee shall without the previous sanction of the University, except in the discharge of his official duties, take part in the registration; promotion or management of any bank or other company which is required to be registered under the Companies Act, 1956(I of 1956) or any other law for the time being in force or any co-operative society for commercial purpose:
- Provided that an employee may take part in the registration, promotion or management of a co-operative society substantially for the benefit of the employees registered under the Co-operative Society Act, 1912(2 of 1912) or any other law for the time being in force or of a literary scientific or charitable society registered under the Societies Registration Act, 1861 (2 of 1960) or any corresponding law in force.
- (4) No employee may accept any fee for any work done by him for any public body or any private person without the sanction of the prescribed authority.
43. Insolvency and habitual indebtedness: - An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee against whom any legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceeding to the University.
- Note:-** The burden of proving that the insolvency or indebtedness was the result of circumstances which with the exercise of ordinary diligence, the employee could not have foreseen, or over which he had no control, and had not proceeded from extravagant or dissipated habits, shall be upon the employee.

44. Vindication of acts and character of employees:-
 (1) No employee shall, except with the previous sanction of the University have recourse to any court or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.
 (2) Nothing in this rule shall be deemed to prohibit any employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the employee shall submit a report to the prescribed authority regarding such action.
45. Canvassing of non-official or other influence:- No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the University.
- *46. Furnishing false or incorrect information or document: No employee shall submit false, forged, fabricated or tampered documents or certificates to the University regarding any personal detail or qualification including but not limited to name, age, father's name, mother's name, educational qualification, ability or previous service or any other matter germane to the employment of the employee at the time of employment or during the course of employment or at any other time.
47. Interpretation: - If any question arises relating to the interpretation of these rules, it shall be referred to the Executive Council which shall decide the same, and such interpretation given by the Executive Council shall be final and shall not be called in question.
48. Delegation of Powers:- The Executive Council may, by general or special order, direct that any power

exercisable by it under these rules except the powers under rule 47 (of these rules) shall subject to such conditions, if any, as may be specified in be specified in the order be exercisable also by such Officer or authority as may be specified in the order.

CHAPTER – VI : PENALTIES AND APPEALS

SECTION – I

Interpretation

49. In this chapter unless the context otherwise requires:-
- (a) 'Appointing Authority': means the authority empowered to make appointment in a cadre in which the employee is for the time being included.
 - (b) 'Disciplinary Authority': In relation to the imposition of penalty on an employee means the authority competent under these rules to impose on him any of the penalties specified in rule 53.
 - (c) 'Employee' means a non-teaching employee of the University who is not an Officer of the University and includes any such person on foreign service (or whose services are temporarily placed at the disposal of another University / college) or any other authority by the University ; and also any person in the service of a state Govt. or Central Govt. or a local or other authority, or any other autonomous body whose services are temporarily placed at the disposal of the University.
50. Application :
 (i) These rules shall apply to all the employees except a person on daily wages.

* Ref: EC. Item No. 25 dated 23.7.2016.

- (ii) If any doubt arises: (a) Whether these rules or any of them apply to any person or (b) whether any person to whom the rule apply belongs to a particular cadre, the matter shall be referred to the Executive Council which shall decide the same.
51. Protection of rights and privileges conferred by agreement:-
 Nothing in these rules shall operate to deprive any employee of any right or privilege to which he is entitled by the term of any agreement subsisting between any such person and the University on the commencement of these rules.
- SECTION – II**
Suspension
52. (1) The 'appointing authority' or any authority to which it is subordinate or any other authority or officer empowered either by the Statute or by the Executive Council of the University in that behalf may place any employee under suspension : -
- (a) Pending enquiry and disposal of any charge brought against him; or
 - (b) for detention in police custody under any law providing for preventive detention or as a result of a proceeding against him on a criminal charge, or
 - (c) Pending disposal of a proceeding against him on a criminal charge even when he is not actually detained in custody (e.g. a person released on bail).
- (2) An employee shall be deemed to have been placed under suspension by an order of competent authority : -
- (a) With effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise for a period exceeding forty-eight hours ;
 - (b) With effect from the date of his conviction, if in the event of a conviction for an offence he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent of such conviction.
- Provided that the suspension shall come to an end if the employee is acquitted or discharged or released from prison.
- Explanation : - The period of forty-eight hours referred to in clause (b) of this sub-rule shall be computed from the commencement of the imprisonment after the conviction.
- (3) Where a penalty of dismissal, removal or compulsory retirement from service, imposed upon an employee under suspension is set aside an appeal or an review under these rules, and case is remitted for further enquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further order.
 - (4) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee is set aside or declared or rendered void in consequence of on by a decision of a Court of Law and the disciplinary authority of a consideration of the circumstances of the case, decides to held further enquiry him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the employee shall be deemed to have been placed under suspension on by the competent authority from the date of the original order of the dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

(5) (a) An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority competent to do so. (b) Where an employee is suspended or is deemed to have been suspended (whether in connection with any disciplinary proceeding or otherwise) and any other disciplinary proceeding is commenced against him during the continuance of the suspension, the authority competent to place him under suspension may, for reasons to be recorded by him in writing, direct that the employee shall continue to be under suspension until the termination of all or any of such proceedings.

SECTION – III **Penalties and Disciplinary Authorities**

53. Penalties:- The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on an employee:

Minor Penalties :

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

Major Penalties :

- (v) Reduction to a lower stage in the time scale of pay for a specific period, with further directions as to whether or not the employee will earn increments to pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay.

- (vi) Reduction to a lower time scale of pay, grade or post which shall ordinarily be a bar to the promotion of the employee, with or without further directions regarding conditions of restoration to the grade or post from which the employee was reduced and the seniority and pay on such restoration to that grade or post.
- (vii) Compulsory retirement.
- (viii) Removal from service.
- (ix) Dismissal from service.

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

- (i) Stoppage of an employee at the efficiency bar in the time scale of pay on the ground of his unfitness to cross the bar.
- (ii) Non-promotion of an employee, whether in a substantive or officiating capacity, after consideration of his case for promotion to a grade or post to which the employee is eligible;
- (iii) Reversion of an employee, appointed on probation to any other grade or post, to his permanent grade or post during or at the end of the period of probation in accordance with the terms of his appointment, or the rules and order governing such probation.
- (iv) Reversion of an employee officiating in a higher grade or post to a lower grade or post, on the ground that the employee is considered to be unsuitable for such higher grade or on any administrative ground unconnected with the conduct.
- (v) Replacement of the services of an employee, whose services had been borrowed from outside authority, at the disposal of such authority.
- (vi) Compulsory retirement of an employee in accordance with the provisions relating to his superannuation or retirement.

- (vii) Termination of the services :
- (a) of an employee appointed on probation during or at the end of the period of his probation in accordance with terms of his appointment or the rules and orders governing such probation ; or
 - (b) of a temporary employee in accordance with the rules made in that behalf by the University ; or
 - (c) of an employee employed under an agreement, in accordance with the terms of such agreement.
54. Disciplinary Authorities :- (1) The Executive Council may impose any of the penalties specified in Rule 53 on any employee.
- (2) Without prejudice to the provision of such rule, any of the penalties specified in Rule 53 may be imposed by the appointing authority or by any other authority or officer empowered in this behalf by the Statutes or by a general or special order of the Executive Council.
55. Authority to institute proceedings :- (1) The Executive Council or any other authority or officer empowered by the Statutes or by the Executive Council by general or special order may :-
- (a) Institute disciplinary proceedings against any employee;
 - (b) direct a disciplinary authority to institute disciplinary proceedings against any employee on whom that disciplinary authority is competent to impose under these rules any of the penalties specified in rule 53.
- (2) A disciplinary authority competent under these rules to impose any of the penalties specified in Clause (i) to (iv) of rule 53 may institute disciplinary proceedings against any employee for the imposition

of any of the penalties specified in Clause (v) to (ix) of rule 53 notwithstanding that such disciplinary authority is not competent under these rules to impose any of the latter penalties.

SECTION – IV

Procedure for imposing Penalties

56. Procedure for imposing major penalties: (1) no order imposing any of the penalties specified in Clauses (v) to (ix) of rule 53 shall be made except after an inquiry held as may be in the manner provided in this rule and rule 57.
- (2) Whenever the disciplinary authority is of the opinion that there are grounds for inquiry in on the truth of any imputation of misconduct or misbehavior against any employee, it may itself enquire in to or appoint under this rule an authority to inquire into the truth thereof.
- Explanation: - Where the disciplinary authority itself holds the inquiry any reference on sub- rule (7) or sub-rule (20) and in sub-rule (22) to the inquiring authority shall be construed as a reference to the disciplinary authority.
- (3) Where it is proposed to held an enquiry against an employee under this rule and rule 57, the disciplinary authority shall draw up or cause to be drawn up :-
- (a) The substance of the imputations of misconduct or misbehavior into definite and distinct articles of charges;
 - (b) a statement of the imputations of misconduct or misbehavior in support of each article of charge which shall contain:-
 - (i) A statement of all relevant facts including any admission or confessions made by the employee;

- (ii) A list of document by which and a list of witness by whom the articles of charge are proposed to be sustained.
- (4) The disciplinary authority shall deliver or cause to be delivered to the employee a copy of the articles of charge, the statement of the imputations of misconduct or misbehavior and a list of document and witnesses by which each article of charge is proposed to be sustained, and shall require the employee to submit, within such time as may be specified, a written statement of his defiance and to state whether he desired to be heard in person.
- (5) (a) On receipt of the written statement of defense the disciplinary authority may itself enquire into such of the articles of charge as are not admitted, or it considers it necessary to do so, appoint, under sub- rule (2) an enquiring authority for the purpose and where all the articles of charge have been admitted by the employee in his written statement of defense the disciplinary authority shall record its findings on each charge after taking such evidence as it may think fit and shall act in the manner laid down in sub-rule (15) :
 - (b) If no written statement of defense is submitted by the employee, the disciplinary authority may itself inquire into the articles of charge, or it may, if it considers it necessary to do so, appoint, under sub-rule (2) an inquiring authority for the purpose.
 - (c) Where the disciplinary authority itself inquires into any article of charge or appoints an enquiring authority for holding an inquiry into such charge, it may, by an order, appoint an employee to be known as the "Presenting Officer" to present on its behalf the case in support of the articles of charge.
- (6) The disciplinary authority shall, where it is not the inquiring authority, forward to the inquiring authority:
 - (i) a copy of the articles of charge and the statement of the imputations of a misconduct or misbehavior ;
 - (ii) a copy of the written statement of defense, if any, submitted by the employee ;
 - (iii) a copy of the statements of witnesses, if any, referred to in sub-rule (3);
 - (iv) Evidence proving the delivery of the documents referred to in sub-rule (3) to them ;
 - (v) a copy of the order appointing the "Presenting Officer".
- (7) The employee shall appear in person before the inquiring authority on such day and at such time within fifteen working days from the date of receipt by him of the articles of charge and the statement of the imputations of misconduct or misbehavior as the inquiring authority may, by a notice in writing specify in this behalf, or within such further time, not exceeding fifteen days, as the inquiring authority may allow.
- (8) The employee may take the assistance of any other employee or ex-employee (Ref.EC. Item No.29 dated 31.7.2000) to present the case on his behalf but may not engage a legal practitioner for the purpose.
- (9) If the employee who has not admitted any of the articles of charge in his written statement of defence or has not submitted any written statement of defense, appears before the inquiring authority, such authority shall ask him whether he is guilty or has any defence

to make and if he pleads guilty to any of the articles of charge, the inquiring authority shall record the plea, sign the record and obtain the signature of the employee thereon.

(10) The inquiring authority shall return a finding of guilty in respect of those articles of charge to which the employee pleads guilty.

(11) The inquiring authority shall, if the employee fails to appear within the specified time or refuses or omits to plead guilty, require the Presenting Officer to produce the evidence by which he proposes to prove the articles of charge, and shall adjourn the case to a later date not exceeding thirty days, after recording an order that the employee may, for the purpose of preparing his evidence :

- (i) inspect within seven days of the order or within such further time not exceeding five days as the inquiring authority may allow, the documents specified in the list referred to in sub-rule (3) ;
- (ii) submit a list of witnesses to be examined on his behalf.

Note:- If the employee applies orally or in writing for the supply of copies of the statement of witnesses mentioned in the list referred to in sub-rule (3) the inquiring authority shall furnish to the employee with such copies as early as possible and in any case not less than three days before the commencement of the examination of the witnesses on behalf of the disciplinary authority.

(iii) Give a notice within ten days of the order or within such further time not exceeding ten days as the inquiring authority may allow, for

the production of any documents which are in the possession of the University but not mentioned in the list referred to in sub-rule (3).

Note:- The employee shall indicate the relevance of the documents required by him to be produced by the University.

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

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

(13) On receipt of the requisition referred to in sub-rule (12) every authority having the custody or possession of the requisitioned documents shall produce the same before the inquiring authority :

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

(14) On the date fixed for the inquiry the oral and documentary evidence by which the articles of charge are proposed to be proved shall be produced by or on behalf of the disciplinary authority. The witness shall be examined by or on behalf of the employee. The Presenting Officer shall be entitled to re-examine the witnesses on any points on which they have been cross examined. The inquiring authority may also put such questions to the witness as it thinks fit.

(15) If it shall appear necessary before the close of the case on behalf of the disciplinary authority, the inquiring authority may, in its discretion, allow the Presenting Officer to produce evidence not included in the list given to the employee, or itself call for new evidence or recall and re-examine any witness and in such case the employee shall be entitled to have, if he demands it, a copy of the list of further evidence proposed to be produced and an adjournment of inquiry for at least three days before the production of such new evidence, exclusive of the day of adjournment and the day to which the inquiry is adjourned. The inquiring authority shall give the employee an opportunity of inspecting such documents before they are taken on the record. The inquiring authority may also allow the employee to produce new evidence, if it is of the opinion at the production of such evidence is necessary in the interest of justice.

Note:- New evidence shall not be permitted or called for or any witnesses shall not be recalled to fill up any gap in the evidence. Such evidence may be called for only when there is an inherent lacuna or defect in the evidence which he has been produced originally.

(16) When the case for the disciplinary authority is closed the employee shall be required to state his defence orally or in writing as he may prefer, the employee shall be required to sign the record. In other case, a copy of the statement of defence shall be given to the Presenting Officer, if any, appointed.

(17) The evidence on behalf of the employee shall then be produced. Employee may examine himself in his own behalf if he so prefers. The witnesses produced by the employee shall then be examined and shall be liable to cross-examination or re-examination by the inquiring authority.

(18) The inquiring authority may, after the employee closes his case generally question him on the circumstances appearing against the employee in the evidence for the purpose of enabling the employee to explain any circumstances appearing in the evidence against him.

(19) The inquiring authority may after the completion of the production of evidence, hear the Presenting Officer if any, appointed, and the employee, or permit them to file written briefs of their respective case, if they so desire.

(20) If the employee to whom the copy of the articles of charges has been delivered, does not submit the written statement of defence on or before the date specified for the propose, or does not appear before the inquiring authority or otherwise fails or refuses to comply with the provisions of this rule, the inquiring authority may held the inquiry ex- parte.

(21) (a) Where a disciplinary authority competent to impose any of the penalties specified in Clauses (i) to (iv) of rule 53 but not competent to impose any of the penalties specified in Clauses (v) to (ix) of the rule has itself enquired into or caused to be inquired into the articles of any charge and that authority, having regard to its own findings or having regard to its decision on any of the finding of any inquiring authority appointed by it, is of the opinion that the penalties specified in Clauses (v) to (ix) of rule 53 should be imposed on the employee, that authority shall forward the records of the enquiry to such disciplinary authority as is competent to impose the last mentioned penalties.

(b) The disciplinary authority to which the records are so forwarded may act on the evidence on the record or may, if it is of the opinion that further examination of any of the witnesses is necessary in the interests of justice, recall the witness and examine, cross-examine and re-examined the witness and may impose on the employee such penalty as it may deem fit in accordance with these rules.

(22) Whenever any inquiring authority, after having heard and recorded the whole or any part of the evidence, in an inquiry ceases to exercise jurisdiction therein, and is succeeded by another inquiring which has and which exercises, such jurisdiction the inquiring authority so succeeding may act on the evidence so recorded by its predecessor or party recorded by its predecessor and party recorded by itself:

Provided that, if the succeeding inquiring authority is of the opinion that further examination of any of the witnesses whose evidence has already been recorded is necessary in the interest of justice, it may recall, examine, cross-examine and re-examine any such witnesses as herein-before provided.

(23) (i) After the conclusion of the inquiry, a report shall be prepared and it shall contain :

- (a) the articles of charge and statement of the imputations of misconduct or misbehavior ;
- (b) the defence of the employee in respect of each article of charge;
- (c) an assessment of the evidence in respect of each article of charge; and
- (d) the findings on each article of charge and the reasons thereof.

Explanation : If in the opinion of the inquiring authority the proceedings of the inquiry establish any article of charge different from the original articles of the charge, it may also record its finding on such article of charge :

Provided that the findings on such article of charge shall not be recorded unless the employee has either admitted to facts on which such articles of charge is based or has had a reasonable opportunity of defending himself against such article of charge.

(ii) The inquiring authority, where it is not itself the disciplinary authority, shall forward to the disciplinary authority the records of inquiry which shall include :-

- (a) the report prepared by it under Clause (i) ;
- (b) the written statement of defence, if any, submitted by the employee;
- (c) the oral and documentary evidence produced in the course of the enquiry;
- (d) written briefs, if any, filled by the presenting officer or the employee or both during the course of the inquiry ; and
- (e) the order, if any, made by the disciplinary authority, and the inquiring authority in regard to the inquiry.

57. Action on the inquiry report :- (1) The disciplinary authority, if it is not itself the inquiring authority may, for reasons to be recorded in writing, remit the case to the inquiring authority for further inquiry and report and the inquiring authority shall thereupon proceed to hold the further inquiry according to the provisions of these rules as far as may be.
- (2) The disciplinary authority shall, if it disagrees with the finding on all or any of the articles of charge and is of the opinion that any of the penalties specified in Clauses (i) to (iv) of rule 53 should be imposed on the employee, it shall notwithstanding anything contained in rule 58 make an order imposing such penalty.
- (3) If the disciplinary authority having regard to its findings on all or any of the articles of charge is of the opinion that any of the penalties specified in

Clauses (i) to (iv) of rule 53 should be imposed on the employee, it shall notwithstanding anything contained in rule 58 make an order imposing such penalty.

- (4) (i) If the disciplinary authority having regard to its findings on all or any of the articles of charge is of the opinion that any of the penalties specified in Clauses (v) to (ix) of rule 53 should be imposed on the employee it shall :- (a) furnish to the employee a copy of the report of the inquiry held by it and its findings on each article of charge, or where the inquiry has been held by an inquiring authority appointed by it a copy of the report of such authority and a statement of its findings on each article of charge together with brief reasons for its disagreement, if any, with the findings of the inquiring authority; and
- (b) give the employee a notice stating the penalty proposed to be imposed on him and calling upon him to submit within 15 days of receipt of the notice or such further time not exceeding fifteen days, as may be allowed, such representation as he may wish to make on the proposed penalty on the basis of the evidence adduced during the inquiry held under rule 56.

- (ii) The disciplinary authority shall consider the representation if any, made by the employee in pursuance of the notice given to him under Clause (1) and determine what penalty, if any, should be imposed on him and make such order as it may deem fit.

Explanation:(1) When a University employee who has been dismissed/removed, compulsorily retired or suspended is re-instated or would have been re-instated but for his retirement on

superannuation while under suspension, the authority competent to order the re- reinstatement shall consider and make a specific order :-

- (a) regarding the pay and allowances to be paid to the University employee for the period of his absence from duty or for the period of suspension ending with the date of his retirement on superannuation as the case may be, and
- (b) whether or not the said period shall be treated as a period spent on duty.
- (2) Where the authority mentioned in Clause (1) above is of opinion that the University employee has been fully exonerated, or in the case of suspension, that it was wholly unjustified, the University employee shall be given the full pay and allowances to which he would have been entitled, and he not been dismissed, removed, compulsorily retired or suspended as the case may be.
- (3) In other cases, the University employee shall be given proportion of such pay and allowances as such competent authority may prescribe ;
Provided that the payment of allowance under Clause (2) or Clause (3) shall be subject to all other conditions under which such allowances are admissible:
Provided further that such proportion of such pay and allowances shall not be less than the subsistence and other allowances admissible under Rule 28 of Chapter -II, Section – III.
- (4) In a case falling under Clause (2) the period of absence from duty shall be treated as a period spent on duty for all other purposes.

(5) In a case falling under Clause (3) the period of absence from duty shall not be treated as a period spent on duty, unless such competent authority specifically directs that it shall be so treated for any specified purpose:

Provided that if the University employee so desires, such authority may direct that the period of absence from duty shall be converted into leave of any kind due and admissible to the University employee.

58. Procedure for imposing minor penalties : - (1) Subject to the provision of sub-rule (3) of rule 57 no order imposing on an employee any of the penalties specified in Clauses (i) to (iv) of rule 53 shall be made except after :-
- (a) informing the employee in writing of the proposal to take action against him and of the imputations of misconduct or misbehavior on which it is proposed to be taken and giving him a reasonable opportunity of making such representation as he may wish to make against the proposal ;
 - (b) holding an inquiry in the manner laid down in sub-rules (3) to (23) of rule 56 in every case in which the disciplinary authority is of the opinion that such inquiry is necessary.
 - (c) taking the representation, if any, submitted by the employee under Clause (a) and the record of enquiry, if any, held under Clause (b) into consideration ; and
- (2) The record of the proceedings in such cases shall include:-
- (i) a copy of intimation to the employee of the proposal to take action against him ;
 - (ii) a copy of the statement of imputations of misconduct or misbehavior delivered to him ;
 - (iii) his representation, if any ;

- (iv) the evidence produced during the inquiry ;
 - (v) the findings on each imputation of misconduct or misbehavior ; and
 - (vi) the orders on the case together with the reasons therefore.
59. Communication of orders :- Orders passed by the disciplinary authority shall be communicated to the employee who shall also be supplied with a copy of the report of the inquiry, if any, held by the disciplinary authority and a copy of its findings, on each article of charge or, where the disciplinary authority is not the inquiring authority a copy of the report of the inquiring authority and a statement of the findings of the disciplinary authority together with brief reasons for its disagreement, if any, with the findings of the enquiring authority unless they have already been supplied to him.
60. Common Proceedings :- (1) Where two or more employees are concerned in any case the Executive Council or any other authority competent to impose the penalty of dismissal from service on all such employees may make an order directing that disciplinary action against all of them may be taken in a common proceedings.
- Note:-** If the authorities competent to impose the penalty of dismissal on such employees are different, an order for taking disciplinary action in a common proceedings may be made by the highest of such authorities with the consent of the others.
- (2) Subject to the provisions of sub-rule (2) of rule 54 any such, order shall specify :-
- (i) the authority which may function as the disciplinary authority for the purpose of such common proceedings ;
 - (ii) the penalties specified in rule 53 such disciplinary authority shall be competent to impose; and
- (iii) whether the procedure laid down in rule 56 and regulation 57 or regulation 58 shall be followed in the proceeding.
61. Special procedure in certain cases: - Notwithstanding anything contained in rules 57 to rule 60 :-
- (i) where any penalty is imposed on an employee on the ground of misconduct which has led to his conviction on a criminal charge ; or
 - (ii) Where the disciplinary authority is satisfied for reasons to be recorded by it in writing that it is not reasonably practicable to hold an inquiry in the manner provided in these regulations, the disciplinary authority may consider the circumstances of the case and make such order thereon as it deems fit.
 - *(iii) Where during the course of employment or any time after retirement if it is established that an employee had obtained appointment to a non-teaching post on the basis of forged/fabricated/tampered documents
- *The disciplinary authority, may at its discretion adopt the following procedure:
- (a) inform the employee through show cause notice in writing that in view of the forged/fabricated/tampered documents, the appointment order of the employee itself would stand cancelled and void and that action is to be taken against him for removal, dismissal from service (if the employee is in service) or for canceling and withdrawing payment of all emoluments and benefits to the employee including pension (if the employee is no longer in service).
 - (b) Give the employee a reasonable opportunity of making such oral and/or written representation as he may wish to make against the show cause notice in (a) above, such opportunity to be exercised within 21 days from the date of the show cause notice in (a) above.

* Ref: EC. Item No. 25 dated 23.7.2016.

- (c) After allowing the employee to make oral and/or written representation, make an order (within 7 days of the representation, if any) either revoking the show cause notice or otherwise imposing the penalties as stipulated in the show cause notice in (a) above.
 - (d) Orders passed by the disciplinary authority shall be communicated to the employee in writing.
62. Provision regarding an employee lent to outside authority :-
- (1) Where the services of an employee are lent to an outside authority (hereinafter in this rule referred to as 'The borrowing authority') the borrowing authority shall have the power of the disciplinary authority for the purpose of placing such employee under suspension and of the disciplinary proceedings as the case may be.
 - (2) In the light of the findings in the disciplinary proceedings conducted against the employee:-
 - (i) If the borrowing authority is of the opinion that any of the penalties specified in Clauses (i) to (iv) of rule 53 should be imposed on the employee, it may, after consultation with the lending authority make such orders on the case as it deems necessary:

Provided that in the event of a difference of opinion between the borrowing authority and the lending authority, the services of the employee shall be replaced at the disposal of the lending authority.
- (ii) If the borrowing authority is of the opinion that any of the penalties specified in Clause (v) to (ix) of rule 53 should be imposed on the employee it shall replace his services at the disposal of the lending authority and transmit to it the proceedings of the inquiry and thereupon the lending authority may, if it is the disciplinary authority, pass such orders thereon as it may deem necessary, or if it is not the disciplinary authority submit the case to the disciplinary authority which shall pass such orders on the case as it may deem necessary :
- Provided that before passing any such order the disciplinary authority shall comply with the provisions of sub-rule (3) and (4) of rule 57.
- Explanation:-The disciplinary authority may make an order under this Clause on the record of the inquiry transmitted to it by the borrowing authority, or after holding such further inquiry as it may deem necessary, as far as may be, in accordance with rule 56.
63. Provisions regarding persons borrowed from outside authorities: -
- (1) Where an order of suspension is made or a disciplinary proceedings is conducted against an employee whose services have been borrowed from outside authority, the authority lending his services (hereinafter in this rule referred to as the 'lending authority') shall forthwith be informed of the circumstances leading to the order of the suspension of the employee or of the commencement of the disciplinary proceedings, as the case may be.

- (2) In the light of the findings in the disciplinary proceedings conducted against the employee, if the disciplinary authority is of the opinion that any of the penalties specified in Clause (i) to (iv) of rule 53 should be imposed on him, it may subject to the provisions of sub-rule (3) of rule 58 after consultation with the lending authority pass such orders on the case as it may deem necessary:
- (i) Provided that in the event of a difference of opinion between the borrowing authority and the lending authority, the service of the employee shall be replaced at the disposal of the lending authority ;
 - (ii) If the disciplinary authority is of the opinion that any of the penalties specified in Clauses (v) to (ix) of rule 53 should be imposed on the employee, it shall replace the services of such employee at the disposal of the lending authority and transmit to it the proceedings of the inquiry for such action as it may deem necessary.

SECTION – V

Appeals

64. Orders against which no appeal lies: - Notwithstanding anything contained in this part, no appeal shall lie against:-
- (i) Any order made by the Executive Council ;
 - (ii) Any order of an interlocutory nature or of the nature of a stop-in-aid for the final disposal of a disciplinary proceedings other than an order of suspension;
 - (iii) Any order passed by an inquiring authority in the course of an inquiry under rule 56.
 - (iv) Any order passed by a disciplinary authority in Accordance with rule 61(iii).

* Ref: EC. Item No. 25 dated 23.7.2016.

65. Orders against which appeal lies: - Subject to the provision of rule 64 an employee may prefer an appeal against all or any of the following orders, namely:-
- (i) an order of suspension made or deemed to have been made under rule 52 ;
 - (ii) an order imposing any of the penalties specified in rule 53 whether made by the disciplinary authority or by any appellate or reviewing authority ;
 - (iii) an order enhancing a penalty, imposed under rule 53 ; and
 - (iv) an order which
 - (a) denies or varies to his disadvantage his pay, allowance pension or, other conditions of service as regulated by rules or by agreement ; or
 - (b) reverting him while officiating in a higher grade or post to a lower grade or post, otherwise than as a penalty;
 - (c) determining the subsistence and other allowances to be paid to him for the period of suspension or for the period during which he is deemed to be under suspension or for any portion thereof ;
 - (d) determining his pay and allowances ;
 - (i) for the period of suspension ; or
 - (ii) for the period from the date of his dismissal, removal or compulsory retirement from service, or from the date of his reduction to a lower grade, post, time-scale or stage in a time scale of pay, to the date of his re-instatement or restoration to his grade or post ; or
 - (e) determining whether or not the period from the date of his suspension of from the date of his dismissal, removal, compulsory retirement, or reduction to a lower grade post, time scale of pay or stage in time scale of pay to the date of his reinstatement spent on duty for any purpose.

Explanation: - In this rule the expression 'employee' includes a person who has ceased to be in the service of the University.

66. Appellate authorities :- An employee including a person who has ceased to be in the service of the University, may prefer an appeal against all or any of the orders specified in rule 65 to the authority specified in this behalf by a general or special order of the University or where no such authority is specified:
- (a) to the appointing authority, where the order appealed against is made by an authority subordinate to it ; or
 - (b) to the Executive Council where such order is made by an other authority ; (c) Notwithstanding anything contained in sub-rule (i) :-
 - (i) an appeal against an order in common proceeding held under rule 60 will lie to the authority to which the authority for the purpose of that proceeding is immediately subordinate.
 - (ii) where the person who made the order appealed against becomes by virtue of his subsequent appointment or otherwise, the appellate authority in respect of such order; an appeal against such order shall lie to the authority to which such person is immediately sub-ordinate.
67. Period of limitation for appeals:- No appeal preferred under this part shall be entertained unless such appeal is preferred within a period of forty-five days from the date on which a copy of the order appealed against is delivered to the appellant :

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

68. Form and contents of appeals: -(1) Every person preferring an appeal shall do so separately and in his own name.
- (2) The appeal shall be presented to the authority to whom the appeal lies, a copy being forwarded by the appellant to the authority which made the prior appealed against. It shall contain all the material statement and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself.
 - (3) The authority which made the order appealed against shall on receipt of a copy of the appeal, forward the same with its comments thereon together with the relevant records to the appellate authority without any avoidable delay, and without waiting for any direction from the appellate authority.
69. Consideration of Appeal : - (1) In the case of an appeal against order of suspension the appellate authority shall consider whether in the light of the provisions of rule 52 and having regard to the circumstances of the case, the order of suspension is justified or not and confirm or revoke the order accordingly.
- (2) In the case of an appeal against an order imposing any of the penalties specified in rule 53 or enhancing any penalty imposed under the said rule the appellate authority shall consider :-
 - (a) whether the procedure laid down in these rules has been complied with;

- (b) whether the findings of the disciplinary authority are warranted by the evidence on the record; and
- (c) whether the penalty or the enhanced penalty imposed is inadequate, adequate, or severe; and pass order :
 - (i) confirming, enhancing, reducing or setting aside the penalty ; or
 - (ii) remitting the case to the authority which imposed or enhanced the penalty or to any other authority with such direction as it may deem fit in the circumstances of the case ;

Provided that:

- (i) If the enhanced penalty which the appellate authority proposed to impose is one of the penalties specified in Clause (v) to (ix) of rule 53 and an inquiry under rule 56 has not already been held in the case, the appellate authority shall, subject to the provisions of rule 61 itself held such inquiry be held in accordance with the provisions of rule 56 and thereafter on a consideration of the proceedings of such inquiry and after giving the appellate a reasonable opportunity as far as may be in accordance with the provisions of sub-rule (4) of rule 57 of making a representation against the penalty proposed on the basis of the evidence adduced during such inquiry, make such order as it may deem fit ;
- (ii) No order imposing an enhanced penalty shall be made in any case unless the appellant has been given a reasonable opportunity, as far as be in accordance with the provisions of rule 58 of making a representation against such enhanced penalty.

- (3) In appeal against any other order specified in rule 65, the appellate authority shall consider all the circumstances of the case and make such orders as it may deem just and equitable.
- (4) Implementation or orders in appeal:- The authority which made the order appealed against shall giving effect to the orders passed by appellate authority.

SECTION – VI

Review

70. (1) Notwithstanding any thing contained in these rules:-
- (i) The Executive Council ; or
 - (ii) The appellate authority, within six months of the orders proposed to be reviewed may at any time, either on its own motion or otherwise call for the records of any inquiry and review an order made under these rules from which an appeal is allowed but from which no appeal has been preferred or from which no appeal is allowed and may:
 - (a) confirm, modify or set aside the order; or
 - (b) confirm reduce, enhance or set aside the penalty imposed by the order or impose any penalty where no penalty has been imposed ;
 - (c) remit the case to the authority which made make such further enquiry as it may consider proper in the circumstance of the case; or
 - (d) pass such other order as it may deem fit.

Provided that no order imposing or enhancing any penalty shall be made by any reviewing authority unless the employee concerned has been given a reasonable opportunity of making a

representation against the penalty proposed and where it is proposed to impose any of the penalties specified in Clauses (v) to (ix) of rule 53, or enhance the penalty imposed by the order sought to be reviewed to any of the penalties specified in these clauses no such penalty shall be imposed except after an enquiry in the manner laid down in rule 57 and after giving a reasonable opportunity to the employee concerned of showing cause against the penalty proposed on the evidence adduced during the inquiry.

(2) An application for review shall be dealt with in the same manner as if it were an appeal under these rules.

Note: Chapter VI (Section I to VI) of the University Non-Teaching Employees (Terms & Conditions of Service) Rules, 1972 will be implemented for School Teachers of the Secondary Schools as well as Senior Secondary Schools of the University for the purpose of disciplinary proceedings against the School Teachers of the University. **(Appendix-II)**

(Ref. O.M. D. No. (C)/6663, dated 14.12.2013)

SECTION – VII **Miscellaneous**

71. Service of orders, Notices etc :- Every order, notice and other process made or issued under these rules shall be served in person on the employee concerned or communicated to him by registered post.
72. Power to relax-time-limit and to condone delay :- Save as otherwise expressly provided in these rules, the authority competent under these rules to make any order may, for good and sufficient reasons, or if sufficient cause is shown, extend the time specified in these rules or condone any delay.
73. Repeal and saving : (1) An appeal pending at the commencement of these rules against an order made before such commencement shall be considered and orders thereon shall be made, in accordance with these rules as if, such order were made and the appeal were preferred under these rules.

(2) As from the commencement of these rules any appeal or application for review against any orders made before such commencement shall be preferred or made under these rules, as if such orders were made under these rules:

Provided that nothing in these rules shall be construed as reducing any period of limitation for any appeal or review provided by any rules in force before the commencement of these rules.

74. Removal of doubts : If any doubt arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to the Executive Council which shall decide the same.
- 75.* As provided under Section 36B of the University Act, every employee of the University shall have a right to appeal, within such time as may be prescribed by Statute 40A of the Statutes of the University, to the Executive Council against the decision of any officer or authority of the University and there upon the Executive Council may confirm, modify or reverse the decision appealed against.

Such appeals shall ordinarily be disposed of within six months of filing the appeal :

Provided that if the appeal is not disposed of within six months as above, the aggrieved person shall be deemed to have exhausted his remedies within the University and it shall be open for him to take recourse to other appropriate remedies, including approaching the Court of law.

** The Council directed that a copy of the contract signed by the employees of the University in accordance with the requirements of Section 36 (1) of the University Act be provided to the employees to fulfill the requirements of that provision.

* Ref. Item No. 9 EC dated 18.3.2004

** Ref. Item No. 1 EC dated 29.11.2004

APPENDIX-I

OFFICE OF THE REGISTRAR
(ADMINISTRATION SECTION)
ALIGARH MUSLIM UNIVERSITY
ALIGARH.

Dated 9th December, 1995.

NOTIFICATION

It has been desired that the system of maintaining Annual Confidential Report of the Non-Teaching Employees, which was in vogue till a few years back be revived. The Annual Confidential Report is important to judge the suitability of an employee for his/her promotion either on adhoc basis or through Departmental Promotion Committee.

The Annual Confidential Report of all categories of Non-Teaching Employees (including Technical) for the current year may please be sent to the Deputy Registrar (Administration-NT) on the performa obtainable from his office.

The broad-based relevant guidelines as notified from time to time are as under:-

1. The Character Rolls will be maintained on the basis of Financial Year.
2. The entries recorded in the Character Rolls will be kept strictly confidential.
3. The Character Rolls must be kept up-to-date and punishments and special commendation should be entered as they occur.
4. The name and designation of the reporting officer should be put in Block Letter below his signature.
5. The Reporting Officers, Reviewing Officers and Accepting Officers will be as under:-

Designation	Reporting Officer	Reviewing Officer	Accepting Officer
Registrar/F.O/Controller of Examination & Admissions	Pro-Vice-Chancellor		Vice-Chancellor
Officer-on-Special Duty/Deputy Registrars/Assistant Registrars	Registrar	Pro-Vice-Chancellor	Vice-Chancellor
Deputy Controllers/Assistant Controllers	Controller of Examinations & Admissions	Pro-Vice-Chancellor	Vice-Chancellor

2/ Hashmat /Co P NT

Deputy Finance Officer/ Assistant Finance Officer	Finance Officer	Pro-Vice-Chancellor	Vice-Chancellor
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Section Officer & equivalent posts in other cadres: -

	Reporting Officer	Reviewing Officer	Accepting Officer
i. Registrar's Office	Assistant Registrar	Officer-on-Special Duty/ Deputy Registrar	Registrar
ii. Finance & Accounts Deptt.	Assistant Finance Officer	Deputy Finance Officer	Finance Officer
iii. Controller's Office	Assistant Controller	Deputy Controller	Controller of Examinations & Admissions
iv. Other Depts./Offices	Chairman	---	Dean

Assistants & below including equivalent posts in other cadres: -

	Reporting Officer	Reviewing Officer	Accepting Officer
i. Registrar's Office	Section Officer	Asstt. Registrar/Deputy Registrar/OSD	Registrar
ii. Finance & Accounts Deptt.	Section Officer	Asstt. Finance Officer/Deputy Finance Officer	Finance Officer
iii. Controller's Office	Section Officer	Asstt. Controller/Deputy Controller	Controller of Examinations & Admissions
iv. Other Depts./Offices	Section Officer	Officer just above Section Officer	Chairman.

Note: -

The Cases of other offices like the Halls of Residence, Offices of Manager, Lands & Gardens, Purchase Officer, University Health Officer, Property Officer, etc., will be dealt with the Principle as laid down above.

6. In case an adverse entry is recorded in the roll of an employee, it should invariably be communicated to him within a period of three months from the date of recording to enable him to make representation against it, if he/she so desires. In case adverse remarks are communicated a note to that effect should invariably be made in the Character Roll as in the following from: -

"Adverse remarks communicated through letter No. _____
dated _____ vide orders of _____ on page _____
of file No. _____".

7. If on the representation of the employee concerned the adverse remarks are expunged, the adverse portion should be struck off in order to make it eligible and a plain paper be pasted on the adverse portion and then a remark to the following effect be made in the C.R.

"Adverse remarks expunged vide Orders of _____ on page _____
of file No. _____".

The employee concerned may be informed of the expunction of adverse remarks.

8. In case, however, the representation of the employee against the adverse remarks is rejected a note to the following effect be made in the C.R.

"Representation against adverse remarks rejected vide orders of _____
on page _____ of file No. _____".

The employee _____.

9. As far as possible, the whole entry (both the appreciative as well as critical portions) should be communicated to the employee concerned to enable him to appreciate the fair nature of the appraisal of the Superior Officer.

10. In case divergent views have been expressed by the Reporting Officer and Reviewing Officer, the view of the Accepting Officer will prevail.

11. The extent to which an adverse entry has been accepted by the Accepting Officer, the same will be treated as adverse to that extent only.

12. In case an Accepting Officer has totally reversed the entry of his subordinate Officers it will remain in the C.R. but will not be communicated.

13. In case an adverse entry is communicated to an employee, he should be allowed six week's time to submit his representation against the same. On receipt of representation from the employee concerned, the comments of the Officer who recorded the adverse entry should be obtained and a final decision on the representation in all cases should invariably be taken within three months from the date of the submission of the representation by the employee concerned.

14. In cases where Vice-Chancellor is the Accepting Officer, his decision will be final in the representations against adverse entry. In case where the Accepting Officer is other than the Vice-Chancellor, final decision will rest with the next superior authority.

15. The C.R.s. should invariably have the following documents also: -

- (a). Communication or rewards
- (b). Punishment as result of disciplinary proceedings
- (c). Warnings
- (d). Training, acquisition of degrees, papers, researches, publication of books etc. and languages which he knows.

16. If an employee is transferred from one office to another, his confidential report, till the date he was relieved from that office will invariably be sent to Administration Section-NT.

17. Similar Character Rolls for Class IV employees of the University are required to be maintained. In their cases the remarks will be

initially recorded by his immediate superior officer and counter signed by his next higher Officer.

-Sd-
(Dr. H.A.S. Jafri)
Registrar

No.Admin./LD/4660/NT

Dated 9th December, 1995.

Copy to :-

01. All Deans of faculties/D.S.W
02. All Principals of Colleges/polytechnics/Schools
03. All Chairmen of the Departments of Studies
04. All Provosts of Halls of Residence/N.R.S.C.
05. All Heads of Offices/Institutes
06. Finance Officer/Controller of Examinations & Admissions
07. All Dy. Registrars/Dy. Finance Officers/Dy. Controllers
08. All Asstt. Registrars/Asstt. Finance Officers/Asstt. Controllers
09. Secretary to Vice-Chancellor/Pro-Vice-Chancellor
10. P.S. to Registrar
11. Guard File.

APPENDIX-II

Office of the Registrar,
(Councils Section)
Aligarh Muslim University,
Aligarh.

Dated: December 14, 2013

Office Memo

The Vice-Chancellor in exercise of the powers vested upon him under Section 19(3) of the University Act and on behalf of the Executive Council has approved the following:

1. Chapter VI (Sections I to VI) of the University Non-Teaching Employees (Terms & Conditions of Service) Rules, 1972 will be implemented for School Teachers of the Secondary Schools as well as Senior Secondary Schools of the University for the purpose of disciplinary proceedings against the School Teachers of the University.
2. The above Rules will be enforced with immediate effect till any new Regulations are framed for the purpose.
3. The above Rules shall also be applicable to all the "on going" enquiries against School Teachers as well as future enquiries.

The action of the Vice-Chancellor shall be reported in the next meeting of the Executive Council.


(Shahrukh Shamshad)
Group Captain (Retd)
Registrar

D.No. (C)/ 6663

Dated: December 14, 2013

Copy for information:

1. All members of the Executive Council
2. Deans of the Faculties/ Dean, Students' Welfare
3. Proctor
4. Principal of Schools
5. Public Relations Officer
6. Provosts of Halls of Residence/NRSC
7. All Deputy Registrars/Deputy Finance Officers/Deputy Controllers
8. All Asstt. Registrars / Asstt. Finance Officers/Asstt. Controllers
9. Assistant Registrars V.C.'s Secretariat / P.V.C.'s Secretariat
10. P.S. to Registrar/Finance Officer/Controller of Exams.


Registrar

***CHAPTER – XLI**

MANAGEMENT OF THE COMMUNITY COLLEGE **(Sections 5(9A) and 12 (2) of the University Act)**

1. The Community College (hereinafter called the College) shall have a Board of Management comprising the following to advise and assist the Academic Council and the Executive Council in the management of the College:-

Ex-officio Members

- (a) Vice-Chancellor (Chairman)
- (b) Pro-Vice-Chancellor
- (c) Dean, faculty of Engineering and Technology
- (d) Registrar
- (e) Officer on Special Duty (Development)
- (f) Finance Officer
- (g) Director, Computer Centre
- (h) Nodal Officer of the College (Member Secretary)

Ordinary Members

- (i) Two Senior teachers of the University who have expertise in or interest in the work/aim and objectives of the College, to be appointed by the Vice-Chancellor for a period of three years, being eligible for reappointment.
- (j) Two persons, not in the University with expertise in the subjects taught at the College, to be appointed by the Vice-Chancellor for a period of three years, being eligible for reappointment.

2. (a) The Nodal Officer shall be appointed by the Vice-Chancellor who will hold the office for a term of five years and will be eligible for reappointment.
- (b) The Nodal Officer shall be the Chief Executive Officer of the College and shall exercise general supervision and control over the affairs of the College and give effect to the decisions of the Board of Management, the Board of Studies and authorities of the University. He shall also have the powers in respect of the College as are exercised by the Chairman of the Department of Studies under Statutes, Ordinances and Regulations of the University.
- (c) In addition to the duties assigned to him in sub-clause (b), above, the Nodal Officer shall present an Annual Report of the College to the Board of Management at its first meeting at the beginning of the new academic session of the University.
- (d) The Vice-Chancellor if he is of the opinion, that immediate action is necessary on any matter, may exercise any power conferred upon the Board of Management of the College under these Ordinances and shall report to the Board the action taken by him on such matter.

* E. C. Res. No. 03, dated 10.10.2013

3. The aims and objectives of the College shall be to :-
- (a) Provide education/instructions to the learners as per the guidelines and recommendations of the Community College Scheme under National Vocational Education Qualifications Framework (NVEQF) programme provided by Ministry of Human Resource Development, Government of India;
 - (b) Provide education/instructions to the learners in any vocational area leading to Diploma/Advance Diploma /Degree/Degree with honours/Master Degree/Doctorate;
 - (c) Provide emphasis on practical/vocational area with the help of industry; and
 - (d) Develop skilled manpower for diversified sectors through job oriented courses.
4. The Board of Management shall, subject to authority of the Academic Council and the Executive Council have the following powers and responsibilities to :-
- (a) Ensure the founding objectives of the College;
 - (b) Supervise the administration of the College;
 - (c) Make proposals for the allocation of financial support to sustain various activities of the College;
 - (d) Develop co-operation and collaboration in areas relevant to the work of the College;
 - (e) Approve specific programmes for promoting the works of the College and to review their progress; and
 - (f) Make such other recommendations as it may be necessary for the development and furtherance of the objectives of the College.
5. The College shall have the following Selection Board for recruitment of its Permanent Teaching Staff:-
- (i) Vice-Chancellor
 - (ii) Pro-Vice-Chancellor
 - (iii) Nodal Officer
 - (iv) Next man to Nodal Officer/Assistant Nodal Officer (VC Nominee)
 - (v) Visitor's Nominee
 - (vi) Two experts of the concerned subject from outside the University
6. The College shall have the following Selection Board for recruitment of its Temporary Teaching Staff/Guest Faculties:-
- (i) Pro-Vice-Chancellor
 - (ii) Nodal Officer
 - (iii) Next man to Nodal Officer/Assistant Nodal Officer (VC Nominee)
 - (iv) One expert from within the University of the concerned subject.
7. The college shall have the following Selection Board for recruitment of its temporary/permanent non-teaching staff:-
- (i) Nodal Officer
 - (ii) Registrar
 - (iii) Next man to Nodal Officer/assistant Nodal Officer (VC Nominee)
 - (iv) One expert from within the University of the Concerned Subject
8. The Nodal Officer shall be an ex-officio member of all Selection Committees for technical and non-teaching staff.

***CHAPTER – XLII**

MANAGEMENT OF THE CENTRE FOR SOUTH AFRICAN AND BRAZILIAN STUDIES (Sections 5(9A) of the University Act)

1. There shall be establish a Centre for South African and Brazilian Studies with a Board of Management consisting of the following :
 - (i) Vice-Chancellor (Chairman)
 - (ii) Pro-Vice-Chancellor
 - (iii) Dean, Faculty of Social Sciences (Proposed Faculty of International Studies)
 - (iv) Director of the Centre (Convener)
 - (v) Registrar
 - (vi) Finance Officer
 - (vii) Controller of Examinations
 - (viii) Three Professors from Departments of the Faculty of Social Sciences (proposed Faculty of International Studies), appointed by the Vice-Chancellor in consultation with the Director of the Centre.
 - (ix) Two experts nominated by the University Grants Commission.
2. Members appointed under Caluse-1 (viii) shall have terms of two years and shall be eligible for re-appointment.
3. The Centre will be located for Academic purpose under the faculty of Social Sciences (proposed Faculty of International Studies).

* E. C. Res. No. 3, dated 12.07.2014

4. The Board of Management shall have the authority to adverse the progress of the Centre, assess how far it is serving its aims and objects, and recommend measures to improve its functioning for this purpose, subject to the authority of the Executive and Academic Councils it shall have the following powers:
 - (i) To supervise the allocation of financial support for the various research and training projects under the programme of the Centre.
 - (ii) To supervise the administration of the library and control all other assets of the Centre.
 - (iii) To propose creation of teaching and non-teaching posts for consideration of the authorities of the University.
 - (iv) To submit a year-wise work plan of activities of the Centre for transmission to the University grants Commission.
 - (v) To receive and forward annual work and progress reports, alongwith detailed statements of expenditure.
 - (vi) To supervise the work of clustering and networking with already existing nearby Centre.
5. The Director of the Centre shall be appointed by the Vice-Chancellor from amongst the Professor of the University for a period of three years and he shall be eligible for reappointment.

6. The Director of the Centre shall be Secretary / Convener of the Board of Management. He shall be the Chief Executive Officer of the Centre and shall have all such powers in respect of the Centre as are exercised by the Chairman of the Departments of studies under the Statutes, Ordinances and Regulations of the University.
7. Subject to Control of the Faculty of Social Sciences (proposed Faculty of International Studies), Academic Council and the Executive Council, the Board of Management shall make recommendations as it may deem necessary, to the competent authorities for the development of the Centre.

CHAPTER -XLIII

**MANAGEMENT OF CENTRE FOR
INTERDISCIPLINARY BIOMEDICAL & HUMAN
FACTORS ENGINEERING**

(Section 5 (9A) of the University Act)

1. The Centre shall have a Board of Management comprising of the following :-
 - (i) The Vice-Chancellor (Chairman)
 - (ii) The Pro-Vice-Chancellor
 - (iii) Dean, Faculty of Engineering & Technology
 - (iv) Principal, Z. H. College of Engineering & Technology
 - (v) Dean, Faculty of Medicine
 - (vi) Dean, Faculty of Science
 - (vii) Dean, Faculty of Life Sciences
 - (viii) The Coordinator of the Centre (Convener)
 - (ix) Three Teachers of the University working in the area of Biomedical Engineering to be appointed by the Vice-Chancellor for a period of three years being eligible for re-appointment.
 - (x) Three experts in the speciality of Biomedical Engineering not in the service of the University to be appointed by the Vice-Chancellor for a term of three years, being eligible for re-appointment.
 - (xi) Principal, J. N. Medical College
2. The Board of Management shall have the following powers and functions. Subject to the authority of the Executive Council:-
 - (i) To supervise the allocation of financial support for the various teaching research and training projects under the programme of the Centre.
 - (ii) To supervise the administration of the laboratories and Control all other assets of the Centre.

E. C. Res. No. 37, dated 23.07.2016

- (iii) To propose creation of non-teaching posts for consideration of the authorities of the University.
- (iv) To make all such recommendations as it may deem necessary for the development of the Centre.
3. (i) The Coordinator shall be the Chief Executive Officer of the Centre and he shall have all the powers in respect of the Centre as are exercised by the Chairman of the Departments in respect to the Departments under the Statutes, Ordinances and Regulations of the University.
- (ii) The Coordinator should be a Professor who will be an Honorary Officer to be appointed by the Vice-Chancellor from amongst the members of the Board of Studies for a term of three years and will be eligible for re-appointment.
4. There shall be a Board of Studies for the Centre consisting of the following:
 - (i) The Coordinator of the Centre (Chairman)
 - (ii) Dean, Faculty of Engineering & Technology
 - (iii) All associated faculty members* to the Centre
 - (iv) Faculty members associated of the Centre
 - (v) Two persons not in the service of the University to be co-opted by the Board of Studies for a period of two years.
 - (vi) Principal, Z. H. College of Engineering & Technology

* Any faculty member working in the area of Biomedical Engineering may become an associated faculty member to the centre after the recommendation of the BOS duly approved by Academic Council.

** For academic purpose the Centre shall run under the Faculty of Engineering and Technology.

5. The Board shall :-

- (i) recommend to the Faculty courses of studies and syllabi;
- (ii) consider and recommend to the Faculty applications Ph.D. and other courses and recommend appointment of Supervisors of the candidates;
- (iii) recommend to the Faculty names of Examiners and Moderators;
- (iv) recommend to the Faculty the appointment of Examiners for Ph.D. and other courses and for viva-voce examination of the candidates;
- (v) consider reports of Examiners and make suitable recommendations thereon.

***CHAPTER -XLIV**

**MANAGEMENT OF THE INTERDISCIPLINARY
NANOTECHNOLOGY CENTRE**

- 1. The Centre shall have a Board of Management comprising of the following :
 - (a) The Vice-Chancellor (Chairman)
 - (b) The Pro-Vice-Chancellor
 - (c) Dean, Faculty of Engineering & Technology
 - (d) Principal, Z. H. College of Engineering & Technology
 - (e) Chairman, Department of Applied Physics
 - (f) Two Professors from the AMU for a period of three years to be appointed by the Vice-Chancellor
 - (g) Two expert Professors from outside AMU for a period of three years to be appointed by the Vice-Chancellor
 - (h) The Director, Interdisciplinary Nanotechnology Centre (Convener)

* E. C. Res. No. 3, dated 09.12.2017 (Circulated vide D. No. (C)/5840 dt. 19.06.2017)