

શ્રી ગોવિંદ ગુરુ યુનિવર્સિટી
(ગુજરાત એક્ટ નં. ૨૪/૨૦૧૫ દ્વારા સ્થાપિત)
Shri Govind Guru University
(Established vide Gujarat Act No. 24/2015)

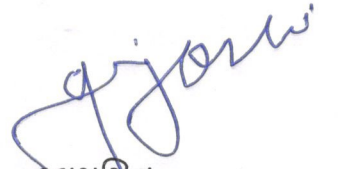
સરકારી પોલિટેકનીક કેમ્પસ
ગદુકપુર, ગોધરા,
જિલ્લો પંચમહાલ. પિન કોડ-૩૮૯૦૦૧
નં. એસજીજીયુ/લીગલ/૨૦૧૮

Government Polytechnic Campus
Gadukpur, Godhra
Dist. Panchmahals Pin Code 389001
તા.૦૫/૦૯/૨૦૧૮

જાહેરનામું-૧

સંદર્ભ : શિક્ષણ વિભાગ, ગુજરાત સરકારના જાહેરનામાં ક્રમાંક : GH/SH/17/GGY/2017/262/KH1,

શ્રી ગોવિંદ ગુરુ યુનિવર્સિટી એક્ટ (ગુજરાત એક્ટ નં. ૨૪/૨૦૧૫) ની કલમ ૭૦ તથા ૩૫ અનુસાર આ યુનિવર્સિટીના પ્રથમ સ્ટેચ્યુટસ આ સાથે સામેલ પરિશિષ્ટ અનુસાર જાહેર કરવામાં આવે છે. આ સ્ટેચ્યુટસ ગુજરાત સરકારશ્રીના સરકારી રાજપત્ર તેમજ શ્રી ગોવિંદ ગુરુ યુનિવર્સિટી એક્ટની જોગવાઈ અનુસાર અમલમાં આવે છે.


કુલસચિવ
શ્રી ગોવિંદ ગુરુ યુનિવર્સિટી
ગોધરા

નકલ રવાના:

- અગ્ર સચિવશ્રી, શિક્ષણ વિભાગ, બ્લોક નં.૫/૮, નવા સચિવાલય, ગાંધીનગર.
- ઉચ્ચ શિક્ષણ કમિશનરશ્રી, ઉચ્ચ શિક્ષણ કમિશનરની કચેરી, બ્લોક નં.૧૨/૨, ડૉ. જીવરાજ મહેતા ભવન, ગાંધીનગર.
- એડવાઇઝરશ્રી, કે.સી.જી., પ્રજ્ઞાપુરમ કેમ્પસ, એલ.ડી. એન્જીનીયરીંગ કોલેજ, નવરંગપુરા, અમદાવાદ



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PART IV-B

Rules and Orders (Other than those published in Parts I, I-A, and I-L) made
by the Government of Gujarat under the Gujarat Acts

EDUCATION DEPARTMENT

NOTIFICATION

Sachivalaya, Gandhinagar. 24th May, 2018.

SHRI GOVIND GURU UNIVERSITY, GUJARAT, ACT, 2015

NO.GH/SH/17/GGY/2017/262/KH1 :-In exercise of the powers conferred by the sub section (7) of Section 36 of the Shri Govind Guru University Act, 2015 (Gujarat Act No, 24 of 2015), the State Government here by approves the First Statutes of the Shri Govind Guru University, Godhara on the 16th May, 2018.

By order and in the name of the Governor of Gujarat,

ASHOKSINH PARMER,
Deputy Secretary to Government of Gujarat.

FIRST STATUTES
SHRI GOVIND GURU UNIVERSITY GODHRA

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SHORT TITLE AND COMMENCEMENT:

1. These Statutes shall be called by name "Shri Govind Guru University Statutes, 2018".
2. Definitions In these Statutes, unless there is anything repugnant in the subject or context:
 01. 'The Act' means Shri Govind Guru University Act-Gujarat Act No. 24/2015 and 'Section' means a Section of the Act; and
 02. 'Officers', 'Authorities', 'Teachers', and 'Non-teaching and other academic Staff' mean, respectively officers, authorities, teachers and ministerial and other staff as expressed in the Act of the University.
 03. "Words" and "Expressions" used but not defined in these Statutes shall have the same meaning and as assigned to such words and expressions in the Act.
 04. "affiliated college" means a college affiliated to the University under section 40;
 05. "Board" means the Board of Governors constituted under section 21;
 06. "college" means an educational institution or an affiliated college imparting teaching any of the courses leading to a degree or a diploma;
 07. "Dean" means the Dean of the University appointed under section 15;
 08. "Hostel" means a unit of residence for the students of the University or colleges or institutions maintained or recognised by the University under this Act;
 09. "Principal" means the head of a college and includes in-charge principal;
 10. "recognised institution" means an institution for research or specialised studies, other than an affiliated college, recognised as such under section 43;
 11. "registered graduate" means a graduate registered under the provisions of this Act;
 12. "self-financed course" means the course conducted by the University, college or self-financed institute as recognised by the University;
 13. "self-financed institution" means an institution functioning on self-financed basis, which has obtained the previous sanction for the same from the State Government and is admitted to the privileges of the University subject to the conditions laid down in that regard by the University and which is affiliated to the University;
 14. "Statutes", "Ordinances", "Regulations" and Rules" means respectively the Statutes, Ordinances, Regulations and Rules made under the Act and for the time being in force;
 15. "teacher" means a Principal, Professor, Associate Professor, Assistant Professor, or such other person imparting instruction or supervising research in any of the affiliated colleges or recognised institution and whose appointment has been approved by the University and includes such person appointed on contractual basis or temporary basis or on ad-hoc basis or on need base or otherwise, Visiting Teachers, Emeritus Professors, Consultants, Scholars, Mentors and Advisors;
 16. "University" means the Shri Govind Guru University constituted under section 3;
 17. "University area" means the areas specified in the Schedule appended to this Act;
 18. "University centre" means a centre where post-graduate studies is imparted and maintained by the University;
 19. "University college" means a college which the University may establish or maintain or administer under this Act or a college transferred to the University and maintained by it;
 20. "University department" means any post-graduate or research institute or department designated or recognised as such and maintained by the University.

STATUTE 1
CONVOCATION
(ACT SECTION 35 (I) & 47(4))

1. Convocation

Convocation for the purpose of conferring Degrees shall be held on such date and place as may be fixed by the Vice-Chancellor.

2. Special Convocation

1. A special Convocation may be held at such time as may be decided by the Board of Governors and Executive Council for the purpose of conferring Honorary Degrees in accordance with the procedure or for the purpose of conferring other Degrees under special circumstances on the recommendation of the Academic Council.

2. The Vice-Chancellor shall preside over at the Convocations of the University held for conferring Degrees.

3. In the absence of the Vice Chancellor, Pro-Vice-Chancellor shall preside over the Convocations.

3. Notice for Convocation

1. Not less than ten weeks' notice shall be given by the Registrar for meetings of the relevant statutory authorities for the Convocation.

2. The Officer concerned shall, with the notice, issue to each member of the Convocation, a programme of the procedure to be observed thereat.

3. The candidates who have passed their examinations in the years since the last Convocation shall be eligible to be admitted to the Convocation.

4. Provided that in case the Convocation is not held in a particular year, the Vice Chancellor shall be competent to authorise admission of successful candidates in the year to their respective Degrees in absentia and issue the degrees on payment of prescribed fee.

4. Application

A candidate for the Degree must submit to the Officer concerned his/ her application on or before the date prescribed for the purpose for admission to the Degree at the Convocation in person along with the prescribed fee.

Such candidates who are unable to present themselves in person at the Convocation shall be admitted to the Degree in absentia by the Vice-Chancellor and their Degrees shall be given by the Controller of Examinations on application and payment of the prescribed fee.

5. Fees

The fee for admission to the Degree at the Convocation in person and in absentia shall be fixed by the University.

6. Honorary Degree

Honorary Degree shall be conferred at Convocation / Special Convocation and may be taken in person or in absentia.

The presentation of the persons at the Convocation on whom Honorary Degrees are to be conferred shall be made by the Vice Chancellor or by a person nominated by him.

Candidates at the Convocation shall wear Academic Dress (gowns) appropriate to their respective Degree as specified by the University. No candidate shall be admitted to the Convocation who is not in proper Academic Dress as prescribed by the University.

7. Academic Dress

The Academic Dress of the University for the Convocation shall be as follows:

01. For the Vice-Chancellor: Gowns of pure hand spun hand woven of purple colour silk with lace (width 3") on the front folds and round the neck with one University Crest fully interlined. Cap for the Vice-Chancellor in pure hand spun, hand woven silk with silver tassel and Mortar Band.
02. For Pro-Vice Chancellor: Gown of Pure Hand spun hand woven of maroon colour silk with pattern lace (width 2") on the front folds round the neck and around the sleeves with one University crest fully interlined. Cap of pure hand spun hand woven with silver tassel and Mortar Band
03. For Chief Guest: Gown of Pure Hand spun Hand woven of maroon colour silk with pattern lace (width 1½") on the front folds round the neck and around the sleeves with one University crest fully interlined. Cap of pure hand spun hand woven with silver tassel and Mortar Band.
04. For Registrar: Gown of pure Hand spun Hand woven silk of dark royal blue colour with white silk facing round the neck and on the front fold and around the sleeves and one University crest fully interlinked. Cap of pure hand spun hand woven with Black tassel.
05. For Controller of Examinations: Gown of pure hand spun hand woven Golden Colour silk with red facing and golden lace of pattern on the front folds round the neck and around the sleeves and one University crest fully interlined. Cap of pure hand spun hand woven with Black tassel.
06. For Members of the University Authorities: Superior black silk gown with facing of golden silk and with stripes on the arm and one University crest fully interlined. Cap of Black silk cloth with black tassel and mortal Band.
07. For Bachelor and Master of Arts: Black silk gown and Hood - Maroon with black lining.
08. For Bachelor and Master of Science: Black silk gown and Hood-golden with black lining.
09. For Bachelor and Master of Commerce and Business Administration: Black silk gown and Hood-Red silk with black lining.
10. For Bachelor and Master of Law: Black silk gown and Hood – Moon White with black lining.
11. For Bachelor and Master of Technology and Master of Architecture: Black silk gown and Hood-Red silk with green lining.
12. Bachelor and Master of Education: Black silk gown and Hood-purple with black lining.
13. Master of Philosophy: Black silk gown and Hood-violet with black lining.
14. Doctor of Philosophy in Arts and Doctor of Philosophy in Education: White silk gown with maroon facing and with maroon band on the sleeves. Hood will be white silk with maroon lining.
15. Doctor of Philosophy in Technology and Doctor of Philosophy in Architecture: White silk gown with red facing and with red band on the sleeves. Hood will be white silk with red lining.

16. Doctor of Philosophy in Commerce: White silk gown with blue facing and with blue band on the sleeves. Hood will be white silk with blue lining.
17. Doctor of Philosophy in Science: White silk gown with violet facing and with violet band on the sleeves. Hood-white silk with violet lining.
18. Doctor of Science: White silk gown with white silk green facing with blue band on the sleeves. Hood – white silk with green lining.

Procedure of Convocation:

01. For the award of degree at the Convocation, candidates present shall be formally presented to the Vice-Chancellor or in his/her absence to the Pro-Vice Chancellor for admission to their respective degrees. The Deans of respective faculty will present the candidates for admission to the respective Under Graduate and Post-Graduate degrees. Senior-most professor will present the candidates for admission to the Doctoral degree. The Registrar or the person appointed for the purpose by the Vice Chancellor will present the candidates for degrees in absentia. The names of the recipients of medals and prizes shall be read out by the Registrar or the by the person appointed for the purpose.
02. Degree/ Certificate shall be supplied to the candidates in a manner to be prescribed by the Vice Chancellor after the Convocation is over.
 - 1) The Vice Chancellor, The Chief Guest, The Pro Vice-Chancellor, the Registrar, the Controller of Examinations, the Deans of Schools and the members of the University Authorities shall wear their special convocation dress as prescribed by the University.
 - 2) The Chief Guest, The Vice-Chancellor, the Pro-Vice Chancellor, the Registrar, the Controller of Examinations, the Deans, the members of the University Authorities shall assemble at University Administrative Building at the appointed hour and shall walk in procession and band in the following order to the Convocation Hall:
 - 3) The Controller of Examination (with the Convocation Flag)

Members of the authorities

- a. The Board of Governors
 - b. The Executive Council
 - c. The Academic Council
 - d. The Deans of Faculties
 - e. The Registrar
 - f. The Pro-Vice Chancellor
 - g. The Chief Guest
 - h. The Vice Chancellor
- 1) When the procession enters the Convocation Hall, the candidates and the audience shall rise and remain standing until the members of the procession have taken their seats.
 - 2) The Chief Guest, the Vice -Chancellor, the Pro Vice-Chancellor, the Registrar, the Controller of Examinations, the Deans, the Finance Officer, the members of University Authorities shall take their seats in places reserved for them.

- 3) The Registrar shall then obtain the permission of the Vice-Chancellor or in his/her absence the Pro-Vice Chancellor, to declare the Convocation open.
- 4) The Vice Chancellor then shall deliver a welcome speech.
- 5) The Vice-Chancellor or in his/her absence the Pro-Vice Chancellor, shall then say, "Let the candidates be presented".
- 6) The Deans of the concern faculty for the purpose of presentation of candidates for their admission to respective degrees shall be in the following form. The candidates when presented will rise in their seats.

"Sir/Madam..... Vice Chancellor, Sir, I present to you.....
Candidates who have been examined and found qualified for the Degree
of.....to which I pray that they may be now admitted".

- 7) The Vice-Chancellor or in his/her absence the Pro-Vice Chancellor shall admit the candidates to the degree in the following words:

"By virtue of the powers vested in me as the Vice-Chancellor of Shri Govind Guru University, I admit you to the degree of.....and I charge you that ever in your life and conversation you show yourselves worthy of the same".

The candidates shall then take their respective seats.

- 8) The Registrar or the person appointed for the purpose shall then request the Vice Chancellor or in her/his absence the Pro-Vice-Chancellor to admit the candidates in absentia to the various degrees in the following words:

"Vice – Chancellor/Pro-Vice-Chancellor Sir, on behalf of the other
Candidates who have been examined and found qualified for the Degree
of.....and have been permitted to receive their degrees in absentia. I pray
that they be admitted to their respective degrees".

- 9) The Vice Chancellor or in her/his absence the Pro Vice Chancellor shall admit those candidates to their respective degrees in the following words:

"By virtue of the powers vested in me as the Vice Chancellor/Pro Vice-Chancellor
of Shri Govind Guru University, I admit those candidates to their respective
degrees in absentia.

03. The Convocation address shall be delivered by the Chief Guest or in absence speaker appointed by the Vice-Chancellor.
04. The person designated for the purpose shall then present the candidates for receiving Gold Medals that will be given to them by the Chief Guest or any other dignitary as decided by the Vice Chancellor.
05. The person designated for the purpose shall then present the candidates for receiving Prizes that will be given to them by Chief Guest or any other dignitary as decided by the Vice Chancellor.

06. When all candidates have been admitted to their degrees, medals and prizes, the Registrar shall propose a vote of thanks.
07. After this the Registrar shall, with the permission of the Chancellor or in his/ her absence, the Vice Chancellor, declare the Convocation closed.
08. The procession shall then leave the Convocation Hall in the same order as that in which it entered the degree holder and the audience standing.

STATUTE 2
APPOINTMENT, EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE AND
POWERS AND FUNCTIONS OF THE VICE CHANCELLOR
(Act Section 12 read with Section 55)

Procedure to Appoint Vice-Chancellor:

01. At least 16 (sixteen) week before the expiry of the term of the Vice-Chancellor the University shall through The Registrar of the University call the joint meeting of the Executive Council and Academic Council for the purpose to nominate one person on the Search Committee under Section 12 (4) (i) of Gujarat Act No. 24/2015.
02. The Registrar shall within a week from the date of the joint meeting of the Executive Council and Academic Council shall inform the name of a person nominated on the Search Committee of the Vice-Chancellor to the Secretary Higher Education Government of Gujarat.
03. At least 12 (twelve) week before the expiry of the term of the Vice-Chancellor the University shall through The Registrar of the University call the joint meeting of the Vice-Chancellors of all the State Universities established by law in the State of Gujarat for the purpose to nominate one person on the Search Committee under Section 12 (4) (i) of Gujarat Act No. 24/2015.
04. The Registrar shall within a week from the date of the joint meeting of the Vice-Chancellors of all the State Universities established by law in the State of Gujarat shall inform the name of a person nominated on the Search Committee for the post of the Vice chancellor of the University to the Secretary Higher Education Government of Gujarat and request to constitute Search Committee;
05. The Registrar of the University shall request to the Secretary Higher Education department Government of Gujarat at least 14 (fourteen) week before the expiry of the term of the Vice-Chancellor to nominate one person on the Search Committee for the post of the Vice chancellor of the University under Section 12 (4) (ii) of the Gujarat Act No. 24/2015.
06. The Registrar shall request the Secretary, Higher Education department Government of Gujarat at least 10 (ten) week before the expiry of the term of the Vice-Chancellor to designate one of these persons to act as Chairperson of the Search Committee for the post of the Vice chancellor of the University under Section 12 (5) of the Gujarat Act No. 24/2015.
07. The State Government shall constitute a Selection Committee for the post of Vice-Chancellor within fortnight from the date of request received from the Registrar of the University to designate one person to act as Chairperson of the Search Committee for the post of the Vice chancellor of the University.
08. The Registrar of the University shall call applications for the post of Vice-Chancellor through all India advertisement from the eligible candidates who qualified strictly as per the norms of University Grants Commission New Delhi for the post of Vice-Chancellor at least 50 days before the date of the cessation of the term of the Vice-Chancellor in office.
09. The first meeting of the Selection Committee will be conducted at least 60 days before the date of the cessation of the term of the Vice-Chancellor at the place decided by the Chairman of the Search Committee.

10. The Registrar shall submit a minutes including a Panel of qualified and suitable candidate for the post of the Vice chancellor of Search Committee to the Secretary Higher
11. The meeting of the Search Committee shall be conducted confidentially and it will be assisted by the Registrar of the University. However, the Registrar shall neither be entitled to sit nor participate in the meeting of the Search Committee.
12. The Panel of the Vice-Chancellor shall consider the minutes of the meeting of the Selection Committee and the bio-data including his/her educational qualification, experience/achievements in the higher education field etc. along with photographs of all the candidates, whose names figure in the Panel.
13. The Panel is a confidential document and therefore, the information furnished in it should neither be disclosed by the members. of the Selection committee nor by the persons handling the same during the transit.

SALARY

01. Pay: As notified by the University Grants Commission and accepted by Government of Gujarat from time to time.
02. Dearness and other / Allowances: As notified by the Government of Gujarat from time to time.
03. The Vice Chancellor shall be entitled to such terminal benefits and allowances as fixed by the Government of Gujarat from time to time.
04. The Vice Chancellor shall be entitled to leave travel Concession, as approved by the Government of Gujarat from time to time.
05. The Vice Chancellor shall be entitled to the reimbursement of medical expenses incurred on the medical treatment of himself and his family members obtained for the Private OPD/Private Wards of any approved Hospital / Nursing Home approved by the University.
06. The Vice Chancellor shall be entitled to the reimbursement of the expenses on account of T.A., D.A. for himself/herself and his/her family members from his home town to place of duty and back on his/ her assuming office and relinquishing it on the expiry of his/her tenure.
07. The Vice Chancellor shall be entitled to receive Travelling Allowance at the rates fixed by the Executive Council.

Leave:

1. The Vice Chancellor shall, during the tenure of his office, be entitled to leave on Full Pay at the rate of 30 days in the calendar year. The Leave shall be credited to his account in advance in two half yearly instalments of 15 days each on the first day of January and the first day of July every year.

Provided that if the Vice Chancellor assumes or relinquishes the charge of the Office of the Vice Chancellor during the currency of half year, the leave shall be credited proportionately at the rate of 2 ½ days for each completed months of service.

2. The Leave at the credit of the Vice Chancellor at the close of the previous half year shall be carried forward to the new half year, subject to the condition that the Leave, so carried forward plus the credit for that half year, does not exceed the maximum limit of 300 days.

3. The Vice Chancellor, on relinquishing the charge of his/her office, shall be entitled for the number of days equivalent of the leave Salary admissible for the number of days of Leave on Full Pay due to him at the time of his relinquishing of charge, subject to a maximum of 300 days, including encashment benefit availed of elsewhere.
4. The Vice Chancellor shall also be entitled to Half Pay Leave at the rate of 20 days for each completed year of service. The Half-Pay Leave may also be availed of as commuted Leave on production of Medical certificate, provided that when such commuted leave is availed of is availed, twice the amount of Half-Pay Leave shall be debited against the Half-Pay Leave due.
5. In case the Vice Chancellor is appointed for further term, the leave period mentioned above, shall apply separately to each term.
6. During the period of such Leave, the Vice Chancellor shall be entitled to the same Salary, Honorarium and Allowances and such other facilities of services as many have been provided.
7. In the case of any absence of the Vice Chancellor occasioned by any call by the Central or State Government, Public Service, or on Deputation on behalf of the University for any public purpose, the period, so spent shall be treated on duty. Further, (a) During the leave or absence of the Vice-Chancellor or (b) in the event of a permanent vacancy in the office of the Vice-Chancellor, until an appointment is made to that office, the Pro-Vice-Chancellor or, in his absence, one of the Deans nominated by the State Government for that purpose or, in his absence, any Principal of Government or Grant-in-Aid university affiliated college nominated by the state government on the recommendation of the Vice-Chancellor for that purpose shall carry on the current duties of the office of the Vice-Chancellor.
8. Where an employee of the University is appointed as the Vice Chancellor, he/she shall be allowed to avail himself of any Leave at his credit before his/her appointment as the Vice Chancellor. Similarly, on his/her relinquishing the post of the Vice Chancellor and in event of his/her re-joining his/her old post, he /she shall be entitled to carry back the Leave at his/her credit to the new post.
9. Further he / she may be allowed to contribute to any provident fund of which he / she is a member and the University shall contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his / her appointment as Vice Chancellor.
10. If a person, employed in another institution, is appointed the Vice Chancellor on Deputation/Lien, he/she shall be entitled to Salary, Allowances, Leave and leave Salary as per deputation Rules of the institution to which he/she was entitled prior the his/her appointment as the Vice Chancellor and till he/she continues to hold his/her lien on this post. The University shall also pay Leave Salary, Provident Fund, Pension Contributions to the Institution, where he/she permanently employed, as admissible under the Rules.

Amenities

01. The Vice Chancellor shall be entitled to have water, power and rent free furnished residential accommodation with such furniture, as may be approved by the University. The premises of his/her lodging will be maintained by the University.
02. The Vice Chancellor shall be entitled to the facility of a free official car. He shall also be entitled to free telephone (with STD and ISD) service, internet service and fax facility at his/her residence.

03. The Vice Chancellor shall be entitled to one cook, three attendants and two drivers at his/her residence/office.

POWERS AND FUNCTIONS

The Vice- Chancellor is the Chief Executive and Academic Head of the University and shall exercise such powers and perform such functions as may be prescribed in the Act, the Statutes, Ordinances or Regulations. In addition his / her powers and duties include, among others, the following:-

01. To delegate his powers for day-to-day work to the Pro-Vice-Chancellor(s). Deans, Heads of the Departments and other officers who should act on the basis of clear rules laid down in this regard;
02. To ensure that the routine items regarding creation of temporary posts for short duration and sanction of leave etc. should not normally be referred to the Executive council;
03. To make appointments of Head of the Department, Proctors, Students Welfare Officer, Wardens, Co-ordinators & chairman of committees.
04. As the Chairman of the authorities, bodies and committees of the University he should be empowered to suspend a member from the meeting of the authority, body or committee for persisting to obstruct or stall the proceedings or for indulging in behaviour unbecoming of a member.
05. All the disciplinary powers in regard to students and employees shall vest with the Vice-Chancellor. He shall have the powers to suspend an employee and initiate disciplinary action against him. However, the Vice-Chancellor could delegate these powers to other officers.
06. He shall be responsible to allocate responsibilities and to audit the performance of officers, faculty members, staff and Research students against the expected standards.
07. Managing the people (including students and academic staff), in a manner whereby there is a positive impact on society at large and the actions are in accordance with the overall plans of development etc.

STATUTE 3
APPOINTMENT, EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE AND
POWERS AND FUNCTIONS OF THE PRO VICE CHANCELLOR
(Act Section 14(5); read with Section 55)

The Pro Vice Chancellor shall receive a salary as follows:

01. Pay: As notified by the University Grants Commission and accepted by the Government of Gujarat from time to time.
02. Dearness and other / Allowances : As fixed by the Government of Gujarat from time to time

Where an employee of this university or any other Institution / Government and its organisations is appointed as Pro Vice Chancellor, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/ Contributory Provident Fund/ Pension / Gratuity / Transfer TA) to which he was entitled prior to his appointment as Pro Vice Chancellor, and till he/she continues to hold his/her lien on that post.

03. The Pro Vice Chancellor shall be entitled to the reimbursement of medical expenses incurred on the medical treatment of himself / herself and his / her family members obtained for the Private OPD/Private Wards of any approved Hospital / Nursing Home approved by the University.
04. The Pro Vice Chancellor shall be entitled to the reimbursement of the expenses on account of T.A., D.A. for himself/herself and his/her family members from home town to post of duty and back on his / her assuming office and relinquishing it on the expiry of his/her tenure.
05. The Pro Vice Chancellor shall be entitled to receive Traveling Allowance at the rates fixed by the Executive Council.
06. The Pro Vice Chancellor shall be entitled to have water, power and rent free furnished residential accommodation. The premises of his/her lodging will be maintained by the University.
07. The Pro Vice Chancellor shall be entitled to the facility of a staff car for journey performed between Office and his/her Residence. He shall also be entitled to free telephone service (with STD service) at his/her residence.
08. The Pro Vice Chancellor shall be entitled to an attendant at his/her residence.

Leave:

01. The Pro Vice Chancellor shall be entitled to leave on Full Pay at the rate of 30 days in the calendar year. The Leave shall be credited to his/her account in advance in two half yearly installments of 15 days each on the first day of January and the first day of July every year.

Provided that if the Pro Vice Chancellor assumes or relinquishes the charge of the Office of the Pro Vice Chancellor during the currency of half year, the leave shall be credited proportionately at the rate of 2 ½ days for each completed month of service.

02. The Leave at the credit of the Pro Vice Chancellor at the close of the previous half year shall be carried forward to the new half year, subject to the condition that the Leave, so

carried forward plus the credit for that half year, does not exceed the maximum limit of 300 days.

03. The Pro Vice Chancellor, on relinquishing the charge of his/her office, shall be entitled to receive a sum equivalent of the Leave Salary admissible for the number of days of Leave on Full Pay due to him at the time of his relinquishing of charge, subject to a maximum of 300 days, including encashment benefit availed of elsewhere.
04. The Pro Vice Chancellor shall also be entitled to Half Pay Leave at the rate of 20 days for each completed year of service. The Half-Pay Leave may also be availed of as commuted Leave on production of Medical certificate, provided that when such commuted leave is availed of is availed, twice the amount of Half-Pay Leave shall be debited against the Half-Pay Leave due.
05. During the period of such Leave, the Pro Vice Chancellor shall be entitled to the same Salary, Honorarium and Allowances and such other facilities of services as may have been provided.
06. In the case of any absence of the Pro Vice Chancellor occasioned by any call by the Central or State Government, Public Service, or on Deputation on behalf of the University for any public purpose, the period so spent shall be treated as on duty.
07. Where an employee of the University is appointed as the Pro-Vice Chancellor, he/she shall be allowed to avail himself of any Leave at his credit before his/her appointment as the Pro-Vice Chancellor. Similarly, on his/her relinquishing the post of the Pro-Vice Chancellor and in event of his/her re-joining his/her old post, he /she shall be entitled to carry back the Leave at his/her credit to the new post.
Further he / she may be allowed to contribute to any provident fund of which he / she is a member and the University shall contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his / her appointment as Vice Chancellor.
08. If a person, employed in another institution, is appointed the Pro Vice Chancellor on Deputation, he/she shall be entitled to Salary, Allowances, Leave and leave Salary as per deputation Rules of the institution to which he/she was entitled prior the his/her appointment as the Pro Vice Chancellor and till he/she continues to hold his/her lien on this post. The University shall also pay Leave Salary, Provident Fund, and Pension Contributions to the Institution, where he/she permanently employed, as admissible under the Rules.

POWERS AND FUNCTIONS

The Pro-Vice-Chancellor shall be the principal inspecting officer of the University and shall exercise such powers and perform such duties, which are specially or generally conferred or imposed on him by the Vice-Chancellor.

In addition The Pro Vice Chancellor shall assist the Vice Chancellor in respect of such matters as may be specified by the Vice Chancellor in this behalf, from time to time, and shall also exercise such powers and perform such duties as may be assigned or delegated to him / her by the Vice chancellor.

STATUTE 4
APPOINTMENT, EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE AND
POWERS AND FUNCTIONS OF THE REGISTRAR
(Act Section 16 read with Section 55)

1. The Registrar shall be a whole-time salaried officer appointed by the University with prior approval of state government on the basis of direct recruitment through all India advertisement and on the recommendation of a Selection Committee constituted for the purpose and shall be placed in the scale of pay as approved by the Government of Gujarat from time to time.

Provided that the Registrar shall retire on attaining the age as prescribed by Government of Gujarat.

Where an employee of this university or any other Institution / Government and its organisations is appointed as Registrar, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/ Contributory Provident Fund/ Pension / Gratuity / Transfer TA) to which he was entitled prior to his appointment as Registrar, and till he/she continues to hold his/her lien on that post.

The Selection Committee for the post of **Registrar** in the University shall have the following composition.

- 1) The Vice Chancellor shall be the Chairperson of the Selection Committee.
- 2) An academician nominated by the State Government-Member
- 3) Three experts in the concerned subject nominated by the Vice Chancellor out of the panel of names approved by the Executive Council-Member
- 4) Dean of the concerned Faculty-Member
- 5) One Head of the Department appointed by the Vice Chancellor-Member

An academician representing SC/ST/SEBC/Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.

At least four members, including two outside subject experts shall constitute the quorum.

2. He/She shall, in addition, be entitled to a rent-free furnished house including water, telephone, internet (STD) and fax facilities.
3. He/She shall also be entitled to the benefits of pension Schemes prescribed by Government of Gujarat and such other benefits and at such rates as are admissible to other whole time employees of the University from time to time.
4. The terms and conditions of service of the Registrar shall be such as prescribed for other employees of the University.
5. After the termination of the appointment of the First Registrar under Section 72 of the Act, all subsequent appointments shall be made with prior Approval of State Government

- through duly constituted Selection Committee. In the case of necessity; the vice-chancellor shall have power to provide for the performance of the duties of the Registrar.
6. When the office of the Registrar is vacant or when the Registrar is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
 7. The Registrar shall be entitled to such Leave, Allowances, Provident Fund and other, terminal benefits as prescribed by Government of Gujarat from time to time.
 8. The Registrar shall be entitled to the facility of car. Expenditure of car and its maintenances including driver, fuel and repairing etc. will be born by the University.

RESPONSIBILITIES AND DUTIES

- (1) The Registrar shall have power to take disciplinary Action against such of the employees, excluding teachers and other academic staff and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment:
 - (a) Provided that no such penalty shall be imposed unless the person has been given a reasonable opportunity of showing cause against the Action proposed to be taken in regard to him.
 - (b) An appeal shall lie to the Vice-Chancellor against any order of the registrar imposing any of the penalties specified in sub-clause (a).
 - (c) In a case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall, upon the conclusion of the inquiry, make a report to the Vice-Chancellor along with his recommendations:
Provided that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.
- (2) The Registrar shall be ex officio Secretary of the Board of Governors, the Executive Council, and the Academic Council but shall not be deemed to be a member of either of these authorities. However, he/she shall be member secretary of College Development Council and such other committee as assign by the Executive Council and Vice-Chancellor from time to time.
- (3) It shall be the duty of the Registrar-
 01. To be the custodian of the records, the common seal and such other property of the University as the Executive Council shall commit to his charge;
 02. To issue all notices convening meetings of the Board of Governors, the Executive Council, the Academic Council and of any Committees appointed by those authorities.
 03. To keep the minutes of all the meetings of the Board of Governors, he Executive Council, the Academic Council, College Development Council and of any Committees appointed by those authorities.
 04. To conduct the official correspondence of the Board of Governors, the Executive Council, the Academic Council and College Development Council;
 05. To supply to the state government, copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of such

meetings;

06. To represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose; and
07. To perform such other duties as may be specified in the Act, Statutes, the Ordinances or the Regulations or as may be required from time to time by the Executives Council or the Vice-Chancellor.

STATUTE 5
APPOINTMENT, EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE LAW OFFICER(ACT SECTION 17; READ WITH SECTION 55)

1. The Law Officer shall be a whole-time salaried officer appointed by the University with prior approval of state government on the basis of direct recruitment through all India advertisement on the recommendation of a Selection Committee constituted for the purpose and shall be placed in the scale of pay as approved by the Government of Gujarat from time to time.
2. The terms and conditions of service of the Law Officer shall be such as prescribed of other non-teaching employees of the University.
3. If the services of the Law Officer are borrowed from Government or any other organization / Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of Gujarat.
4. When the office of the Law Officer is vacant or when the Law Officer is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
5. A Law Officer on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Registrar and Vice Chancellor.
6. The Law Officer shall be entitled to such Leave, Allowances, Provident Fund and other, terminal benefits as prescribed by the Government of Gujarat from time to time for its non-teaching staff.

RESPONSIBILITIES AND DUTIES

Subject to the provision of the Act, Statutes and Ordinance, the Law Officer is in charge with respect of all the legal matter for and against the University and he/she has to perform such other duties and functions as may be assigned to him from time to time by the Executive Council/Vice-Chancellor/Registrar.

In addition he/she has:

1. To deal with broad-based academic institution legal requirements, including litigations to assist Academics in drafting Collaboration Agreements, Grant Agreements, MOU's etc.
2. To deal with legal matters pertaining to UGC Act and Rules, drafting and vetting legal documents, agreements and such other documentation.
3. To handle disciplinary matters of the university employees and students.
4. To deal with student and faculties misconducts and Unfair Means.
5. To deal with Arbitrations and Conciliations liaise with statutory officials and Advocates in preparing Court related documentation.
6. To assist the Vice-Chancellor and the Registrar in any legal matters i.e. disciplinary inquiry, college inquiry, anti-ragging cases, SC-ST matters, filling affidavit in the court of law, students grievance redressal, equity in higher education etc.
7. To assist in student centric legal requirements like drafting Affidavits, Applications etc.
8. To work as legal advisor of the university in any matter referred by the authority/officers.

STATUTE 6
APPOINTMENT, TERMS AND CONDITIONS OF SERVICE OF THE FINANCE AND
ACCOUNT OFFICER (Act Section 18)

1. The Finance and Account Officer shall be a whole-time salaried officer appointed on deputation by the Government of Gujarat.
 Provided that if the Finance and Account Officer is appointed on deputation basis from an organization / Accounts/ Audit service/cadre, his/her salary shall be such as admissible to him/her according to the rules of deputation of service to which he/she belongs.
2. Where an employee of any other Institution / Government and its organisations is appointed as Finance and Account Officer, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/ Contributory Provident Fund/ Pension / Gratuity / Transfer TA) to which he was entitled prior to his appointment as Finance and Account Officer, and till he/she continues to hold his/her lien on that post.
3. When the office of the Finance and Account Officer is vacant or when the Finance and Account Officer is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
4. If the services of the Finance and Account Officer are borrowed from Government or any other organization / Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of Gujarat.
5. Finance and Account Officer on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Registrar and Vice Chancellor.
6. The Finance and Account Officer shall be entitled to such Leave, Allowances, Provident Fund and other, terminal benefits as prescribed by the Government of Gujarat from time to time.

RESPONSIBILITIES AND DUTIES

The Finance and Account Officer shall be ex officio Secretary of the Finance committee, but shall not be deemed to be a member of such Committee.

The Finance and Account Officer shall-

01. exercise general supervision over the funds of the University and shall advise it as regards its financial policy; and
02. Perform such other financial functions as may be prescribed by the Statutes and also has assigned by the Vice-Chancellor.
03. Ensure that the limits fixed by the Executive Council for recurring and nonrecurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted.
04. be responsible for the preparation of annual accounts and the budget of the University and for their presentation to the Executive Council;
05. keep a constant watch on the status of the cash and bank balances and on the status of investments;
06. watch the progress of the collection of revenue and advise on the methods of collection

- employed;
07. ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, Departments, Centres and Specialized Laboratories;
 08. bring to the notice of the Vice-Chancellor and Registrar unauthorised expenditure and other financial irregularities and suggest disciplinary Action against persons at fault; and
 09. Call for from any office, Department, Centre, Laboratory, College or Institution maintained by the University any information or returns that he may consider necessary for the performance of his duties after approval of Registrar.
 10. To supervise Physical Cash Verification once a week.
 11. To exercise proper Budgetary Control.
 12. To exercise proper control by physical verification of inventories.
 13. To attend to the audit party from the Government.
 14. Pre-audit of purchase of equipment, civil / electrical works, pay fixation of employees, final settlement cases of PF, Pension etc.
 15. Post audit of execution of purchase orders of equipment, adjustment of temporary advances execution of work contracts etc.
 16. Any other special assignment entrusted from time-to-time.
 17. He / She should be a computer literate and be able to manage his work on Computer.

STATUTE 7**APPOINTMENT, EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE CONTROLLER OF EXAMINATIONS(Act Section 19; read with Section 35 & 55)**

1. The Controller of Examinations shall be a whole-time salaried officer appointed by the University with prior approval of state government on the basis of direct recruitment through all India advertisement and on the recommendation of a Selection Committee constituted for the purpose and shall be placed in the scale of pay as approved by the Government of Gujarat from time to time.
Provided that the Controller of Examinations shall retire on attaining the age as prescribed by Government of Gujarat.

Where an employee of this university or any other Institution / Government and its organisations is appointed as Controller of Examinations, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/ Contributory Provident Fund/ Pension / Gratuity / Transfer TA) to which he was entitled prior to his appointment as Controller of Examinations and till he/she continues to hold his/her lien on that post.

The Selection Committee for the post of **Controller of Examinations** in the University shall have the following composition.

1. The Vice Chancellor shall be the Chairperson of the Selection Committee.
2. An academician nominated by the State Government-Member
3. Three experts in the concerned subject nominated by the Vice Chancellor out of the panel of names approved by the Executive Council-Member
4. Dean of the concerned Faculty-Member
5. The Registrar-Member & Secretary

An academician representing SC/ST/SEBC/Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.

At least four members, including two outside subject experts shall constitute the quorum.

2. Where an employee of this university or any other Institution / Government and its organisations is appointed as Controller of Examinations, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/Contributory Provident Fund/ Pension / Gratuity / Transfer TA) to which he was entitled prior to his appointment as Controller of Examinations, and till he/she continues to hold his/her lien on that post.
3. The terms and conditions of service of the Controller of Examinations shall be such as prescribed of other employees of the University.
4. If the services of the Controller of Examinations are borrowed from Government or any other organization / Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of Gujarat.
5. When the office of the Controller of Examinations is vacant or when the Controller of

- Examinations is, by reason of illness, absence or nay other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
6. A Controller of Examinations on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Registrar and Vice Chancellor.
 7. The Controller of Examinations shall be entitled to unfurnished residential accommodation for which he shall pay prescribed license fee as also a free telephone service (with STD facility) at his/her residence.
 8. The COE shall be entitled to such Leave, Allowances, Provident Fund and other, terminal benefits as prescribed by the Government of Gujarat from time to time.
 9. The COE shall be entitled to the facility of staff car between the Office and his/her residence.

RESPONSIBILITIES AND DUTIES

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

In addition the duties of the Controller of Examinations under the supervision of the Registrar shall be as under:

01. The Controller of Examinations will be responsible for the preparation of the programmes and the conduct of University Examinations at different centres as may be fixed by the University and it shall be his/her duty to make arrangements connected with the printing of the question papers for the University Examinations.
02. He shall also be in charge of preparation and publication of results of the University examinations with approval/direction of Registrar.
03. He shall undertake such projects regarding research and reforms in Examinations as may be approved by the Executive Council and Academic Council.
04. He shall be the custodian of all the question papers, mark-sheets and all other confidential records connected with Examinations.
05. He shall arrange to prepare every year panels of teachers in the University area and of suitable teachers in other Universities in the state eligible for appointment as examiner/paper setter/moderator in each subject at different University Examinations and shall place them for approval of the respective Boards of Studies/Faculty/Examiner Committee/Academic Council and Vice-Chancellor.
06. He shall carry out such duties regarding examinations as may be assigned to him by the Vice-Chancellor or the Registrar.
07. He shall take necessary steps for ICT enabled examination process or digitalization of examination process with prior approval of Registrar and Vice-Chancellor
08. He shall also make all necessary arrangements regarding the convocation and the award of Degrees, Diplomas, medals and prizes etc..

STATUTE 8
APPOINTMENT, EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF
THE DIRECTOR OF COLLEGE DEVELOPMENT COUNCIL

(Act Section 35 & 55)

1. The Director of College Development Council shall be a whole-time salaried officer appointed by the University with prior approval of state government on the basis of direct recruitment through all India advertisement and on the recommendation of a Selection Committee constituted for the purpose and shall be placed in the scale of pay as approved by the Government of Gujarat from time to time.

Provided that the Director of College Development Council shall retire on attaining the age as prescribed by Government of Gujarat.

Where an employee of this university or any other Institution / Government and its organisations is appointed as Director of College Development Council, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/ Contributory Provident Fund/ Pension / Gratuity / Transfer TA) to which he was entitled prior to his appointment as Director of College Development Council and till he/she continues to hold his/her lien on that post.

The Selection Committee for the post of Director of College Development Council in the University shall have the following composition.

1. The Vice Chancellor shall be the Chairperson of the Selection Committee.
2. An Academician nominated by the State Government-Member
3. Two experts in the concerned subject nominated by the Vice Chancellor out of the panel of names approved by the Executive Council-Member
4. One of the Dean nominated by the Vice-Chancellor-Member
5. One of the Head of Department nominated by the Vice-Chancellor-Member
6. The Registrar-Member & Secretary

An academician representing SC/ ST/ SEBC/Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.

At least four members, including two outside subject experts shall constitute the quorum.

2. Where an employee of this university or any other Institution / Government and its organisations is appointed as Director of College Development Council, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/Contributory Provident Fund/ Pension / Gratuity / Transfer TA) to which he was entitled prior to his appointment as Director of College Development Council, and till he/she continues to hold his/her lien on that post.
3. The terms and conditions of service of the Director of College Development Council shall be such as prescribed of other employees of the University.
4. If the services of the Director of College Development Council are borrowed from Government or any other organization / Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of Gujarat.
5. When the office of the Director of College Development Council is vacant or when the Director College Development Council is, by reason of illness, absence or nay other cause, unable to perform the duties of his office, the duties of the office shall be

- performed by such person as the Vice-Chancellor may appoint for the purpose.
6. A Director of College Development Council on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Registrar and Vice Chancellor.
 7. The Director of College Development Council shall be entitled to unfurnished residential accommodation for which he shall pay prescribed license fee as also a free telephone service (with STD facility) at his/her residence.
 8. The Director of College Development Council shall be entitled to such Leave, Allowances, Provident Fund and other, terminal benefits as prescribed by the Government of Gujarat from time to time.

RESPONSIBILITIES AND DUTIES

Subject to the provision of the Act, Statutes and Ordinance, the Director of College Development Council shall perform the duties as may be assigned to him from time to time by the Executive Council/Vice-Chancellor/Registrar.

In addition the duties of the Director of College Development Council under the supervision of the Registrar shall be as under:

- 1) To act as a Co-ordinator of the College Development Council;
- 2) To conduct all official correspondence of the College Development Council;
- 3) To visit all the affiliated colleges atleast twice in a year to assess the developmental needs of the Colleges;
- 4) To hold regular meetings with the Principals of the affiliated colleges with a view to apprising them of the ways in which the College Development Council can function effectively for the development of colleges;
- 5) To scrutinize development proposals of the colleges and recommend them to the UGC for approval;
- 6) To act as the co-ordinator of all Inspection Committees appointed by the University for inspection of colleges;
- 7) To act as a member of the Selection Committee for selection of teachers in colleges affiliated to the University;
- 8) To obtain from the colleges and furnish to the Commission utilization certificates and other documents in respect of UGC grants released/disbursed to the colleges with approval of Registrar;
- 9) To help in monitoring the UGC programmes implemented by the affiliated colleges;
- 10) To review the inspection reports of the colleges and to suggest remedies for removing the defects and irregularities reported;
- 11) To prepare Annual Reports of the functions of the College Development Council during the year and submit the same to the Executive council, Academic Council, State Government and the UGC;
- 12) To control the staff working in his office;
- 13) To sanction casual leave of the secretarial staff working in his office;
- 14) To organize workshops, seminars and conferences of Principals/college teachers for advancing the cause of collegiate education;
- 15) To countersign TA/DA claims of Principals/college teachers who are asked to participate in the various seminars/workshops and conferences;
- 16) To perform such other duties as may be assigned to him by the College Development Council and the Vice-Chancellor from time to time.

STATUTE 9
APPOINTMENT, EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE
LIBRARIAN

(Act Section 10 (VIII); read with Section 35 and 55)

The Librarian shall be a whole-time salaried officer appointed by the University with prior approval of state government on the basis of direct recruitment through all India advertisement and on the recommendation of a Selection Committee constituted for the purpose and shall be placed in the scale of pay as approved by the Government of Gujarat from time to time.

Provided that the Librarian shall retire on attaining the age as prescribed by Government of Gujarat.

Where an employee of this university or any other Institution / Government and its organisations is appointed as Librarian, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/ Contributory Provident Fund/ Pension / Gratuity / Transfer TA) to which he was entitled prior to his appointment as Librarian and till he/she continues to hold his/her lien on that post.

The Selection Committee for the post of Librarian in the University shall have the following composition.

1. The Vice Chancellor shall be the Chairperson of the Selection Committee.
2. An academician nominated by the State Government-Member
3. Three experts in the concerned subject nominated by the Vice Chancellor out of the panel of names approved by the Executive Council-Member
4. Dean of the concerned Faculty-Member
5. The Registrar-Member & Secretary

An academician representing SC/ST/SEBC/Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.

1. At least four members, including two outside subject experts shall constitute the quorum.
2. If the services of the Librarian are borrowed from Government or any other organization / Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of Gujarat.
3. When the position of the Librarian is vacant or when the Librarian is, by reason of illness, absence or nay other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
4. A Librarian on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Registrar and Vice Chancellor.
5. The Librarian shall be entitled to unfurnished residential accommodation for which he shall pay prescribed license fee as also a free telephone service at his/her residence.

6. The Librarian shall be entitled to such Leave, Allowances, Provident Fund and other, terminal benefits as prescribed by the Government of Gujarat from time to time.

RESPONSIBILITIES AND DUTIES

1. To act as Member Secretary of the Library Committee
2. To conduct all official correspondence of the Library;
3. To scrutinize lists of books recommended by the Deans/Chairpersons/Heads of the University;
4. To place orders for books, journals and all other library requirements on the recommendation of Library Committee and approved by the Vice-Chancellor, after following university rules and policy ;
5. To select reference books, books of general interest and such other subjects as the Library Committee may determine from time to time;
6. To prepare and certify all bills after proper verification and attest accession and account registers maintained in the Library;
7. To dispose of or write off books lost or damaged in the Library up to Rs. 5000/- at a time and Rs.20000/- in a year after recommendation of Library committee and approved by the Vice-Chancellor
8. To operate upon and maintain the account of the imprest of money to meet emergent expenses in accordance with the procedure laid down for this purpose;
9. To control, supervise the staff of the Library;
10. To be the custodian of the books, journals, periodicals, rare volumes, manuscripts and all other reading material and property which may be committed to his charge from time to time.
11. To keep the minutes of all the meetings of the Library Committee and Sub-Committees.
12. To ensure that the Library Rules framed by the University authorities are given effect to.
13. To ensure that Library books, other reading materials and property committed to his charge are maintained properly.
14. To ensure that necessary Library facilities are provided to the students, teachers and others admitted to the privilege of the Library.
15. To keep a copy of all the publications of University employees
16. To perform such other duties as may be prescribed by the Library Committee, Executive Council, Registrar and the Vice-Chancellor

STATUTE 10
APPOINTMENT, EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF
THE DIRECTOR PHYSICAL EDUCATION
(Act Section 10 (VIII); read with Section 35 and 55)

1. The Director Physical Education shall be a whole-time salaried officer appointed by the University with prior approval of state government on the basis of direct recruitment through all India advertisement and on the recommendation of a Selection Committee constituted for the purpose and shall be placed in the scale of pay as approved by the Government of Gujarat from time to time.

Provided that the Director Physical Education shall retire on attaining the age as prescribed by Government of Gujarat.

Where an employee of this university or any other Institution / Government and its organisations is appointed as Director Physical Education, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/ Contributory Provident Fund/ Pension / Gratuity / Transfer TA) to which he was entitled prior to his appointment as Director Physical Education and till he/she continues to hold his/her lien on that post.

The Selection Committee for the post of Director Physical Education in the University shall have the following composition.

1. The Vice Chancellor shall be the Chairperson of the Selection Committee.
2. An academician nominated by the State Government-Member
3. Three experts in the concerned subject nominated by the Vice Chancellor out of the panel of names approved by the Executive Council-Member
4. Dean of the concerned Faculty-Member
5. The Registrar-Member & Secretary

An academician representing SC/ST/SEBC/Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.

At least four members, including two outside subject experts shall constitute the quorum.

2. If the services of the Director Physical Education are borrowed from Government or any other organization / Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of Gujarat.
3. When the position of the Director Physical Education is vacant or when the Director Physical Education is, by reason of illness, absence or nay other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
4. A Director Physical Education on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Registrar and Vice Chancellor.

5. The Director Physical Education shall be entitled to unfurnished residential accommodation for which he shall pay prescribed license fee as also a free telephone service at his/her residence.
6. The Director Physical Education shall be entitled to such Leave, Allowances, Provident Fund and other, terminal benefits as prescribed by the Government of Gujarat from time to time.

RESPONSIBILITIES AND DUTIES

Physical Education mainly focuses on the development of Physical fitness and motor fitness through development of neuromuscular skills, emotional stability through development of character and personality, social fitness through process of socialization and nurturing values. Physical Education makes a person energetic, enthusiastic, physically fit, determined and optimistic which has a long implication lasting throughout his life. As there are ample of opportunities in the field of physical education and sports to take it up as a profession and the students can become professional sportsmen, sports event manager, trainer/ instructor/ coach, sports journalist, sports goods manufacturer/ marketing executive, commentators etc. The University being nurturing place of layman into a full-fledge sportsmen and have scope to display their talents which can rise to National and International Standards. Along with the goal of academic excellence, the university aim at developing talent of its students in sports and cultural activities to seek their holistic development. As in academics, physical education in colleges and University makes way for national & international level opportunities to the students and empowers them to succeed in the given opportunities. Physical Education and Sports not only create healthy individuals but also a healthy society. Therefore, sports culture can contribute to the nation-building process.

The Director shall be responsible to nurture such qualities among the students by proper training. Hence, they are intended to perform following duties and responsibilities to promote Physical Education and sports culture in University.

1. Preparation of program of work (action plan) and sports budget for each academic year and actualize the same.
2. To assist the Registrar for convene sports committee meetings.
3. To mandatorily conduct selections for students and form teams and participate in various Inter-Collegiate, University and State level Sports and Games competitions.
4. To evaluate essential fitness among students selected for different competitive sports, at the beginning of academic year as per standard fitness test norms.
5. To facilitate training and coaching of selected students for various Inter-College, University Inter-University games and sports competitions.
6. Preparation of budget for every academic year.
7. To purchase sports goods as per the purchase policies framed.
8. Maintenance of equipment's and facilities.
9. To conduct inter-department competitions in sports and games for students.
10. To assist the Vice-Chancellor and Registrar in maintaining discipline and healthy atmosphere in the University.
11. Preparation and submission of annual report at the end of every academic year.
12. Teach both theory and practical classes as per the syllabus /any other guidelines of

Higher Education Department,

13. To promote personality development and leadership qualities among students.
14. To develop moral and ethical values among students.
15. Attend Physical Education related meetings, workshops as required, undertakes assignments if necessary.
16. To Maintain following Registers:-Day book, Indent book, Resolution book, Stock register, Damaged and Unserviceable goods register, Memo book, Issue register, Work diary and records of students achievements and personal achievements.
17. Compliance with audit reports, enquiry reports of the Department.
18. The detailed report of the Physical Education department should be submitted to the IQAC cell at the end of every year. Also play a vital role during NAAC and any other peer team visits to University
19. To assist in organizing national festivals.
20. DPE's can assist recognized state associations/organizations as a team coach, manager for National, International championships and officiating & organising sports championships with prior permission of University.
Note: Accompanying College, University teams in different designations (or responsibilities) such as, coaching the university teams, accompanying as a team Coach/Manager/Observer/Trainer for Inter University Competitions, conducting and assisting inter collegiate and inter university championships shall be treated as OOD 'On Official Duty' and the absence shall be certified by the university.
21. To conduct Physical fitness tests, analyze and help students to improve.
22. To educate and encourage students about utilizing the available sports facilities and equipment's.
23. To conduct classes of physical activities such as yoga, aerobics, karate etc for mass participation (comprising every student of every class).
24. To teach, coach and train students in athletics, major sports and games. Possible areas of training, coaching services, could be identified by the colleges pertaining to facilities available and support the students in any of sports, games and Physical activities. The sports & games enlisted in AIU and other sports federations may be given due consideration.
25. To take measures and help students to overcome disciplinary problems.
26. To inspire students by real life stories of successful sportsmen and aid them to take up challenges.

EXTENDED SERVICES

1. To channelize the energy and leisure time of students towards worthwhile healthy practices.
2. To educate students about various job opportunities in the field of Physical Education.
3. Conduct seminars, special lectures and workshops by the students and for the students.
4. Organize community health programs.
5. Enlighten colleagues about the latest trends and innovations in the field of health, fitness and sports.
6. Motivate and educate fellow colleagues to involve themselves in sports activities. (Utilize sports facilities and equipment's available.)
7. To teach and make students understand the importance of adhering to physical

activities throughout life.

8. To encourage every student to actively participate at least in any one form of physical activity.
9. To assist in conducting medical examination camps in University.
10. To counsel the students and help them to handle difficult situations.
11. To provide first aid facilities in the university and first aid training for students.
12. To plan and execute job oriented training and certificate courses for students.
13. To act upon the feedback of sports committee.
14. To assist the activities of NCC, NSS, Red Cross, Scout & Guides etc., in the University as well as affiliated colleges.
15. To organize adventure sports activities for the benefit of the students.
16. Provide consultancy services, if any, such as assisting local bodies/ youth services dept. etc., in conducting sports competitions.

BEST PRACTICES

1. To initiate Job Oriented Certificate courses in various instructional training. (Gym instructor, Yoga instructor, self-defence etc.)
2. To counsel and guide students in fitness related issues.
3. To coach students who are highly competitive for participation in inter university, state, national and international competition.
4. To have MOU with sports clubs and associations.
5. To adopt modern teaching methods and techniques.
6. To conduct Certified First-aid training programmes for students.
7. To conduct special coaching camps during vacation.
8. To make provision for student- documentary / projects regarding elite sports personalities.
9. To promote mass participation of students in activities enhancing health related fitness.
10. The activities and achievements of the P.E. Department to be displayed in the notice boards, university website, etc.
11. To plan and acquire funds/facilities for sports development through UGC, RUSA, Dept. of Youth Empowerment & Sports, CDC, Local bodies, NGO's, Corporate sectors etc.,
12. Feedback shall be collected on all aspects of sports facilities through suggestion box, feedback forms and physical education services evaluation forms.
13. Appropriate action to be initiated regularly on the suggestions received from the stakeholders.

STATUTE 11**Constitutions, Powers and Duties of Board of Governors****(Act Section 21,22 & 23; read with Section 35)**

1) The Board of Governors shall consist of the following members, namely:-

I. Ex-Officio Members

- (i) The Vice-Chancellor, ex-officio Chairperson;
- (ii) The Pro-Vice-Chancellor, ex-officio Vice-Chairperson;
- (iii) The Secretary to the Government of Gujarat, Education Department or his nominee not below the rank of Deputy Secretary;
- (iv) The Secretary to the Government of Gujarat, Finance Department or his nominee not below the rank of Deputy Secretary;
- (v) The Secretary to the Government of Gujarat, Health and Family Welfare Department or his nominee not below the rank of Deputy Secretary;
- (vi) The Secretary to the Government of Gujarat, Legislative and Parliamentary Affairs Department or his nominee not below the rank of Deputy Secretary;
- (vii) The Commissioner of Higher Education, Gujarat State, or his nominee not below the rank of Joint Director;
- (viii) The Commissioner of Technical Education, Gujarat State, or his nominee not below the rank of Joint Director;
- (ix) The Commissioner of Health and Medical Services, and Medical Education, Gujarat State, or his nominee not below the rank of Joint Director.

II. Ordinary Members

- (i) Three Head of the Departments, to be nominated by the Vice-Chancellor taking into consideration the overall seniority and by rotation;
- (ii) Two Principals of affiliated colleges which has been accredited with atleast B Grade by NAAC/NBA etc. of each District, to be nominated by the Vice-Chancellor taking into consideration the overall seniority and by rotation;
- (iii) One University teacher, who is not Head of Department to be nominated by the Vice-Chancellor from amongst themselves taking into consideration the overall seniority and by rotation;
- (iv) Four teachers of the affiliated colleges which has been accredited with atleast B Grade by NAAC/NBA etc., to be nominated by the Vice-Chancellor taking into consideration the overall seniority and by rotation;
- (v) Five registered graduates from Faculties of Arts, Science, Commerce, Professional and all others, one from each faculty in the manner as prescribed by the Statutes, to be nominated by the Vice-Chancellor for the term of one year;

- (vi) One member of any municipal corporation, to be nominated by the State Government from the University area;
 - (vii) One member of any municipality, to be nominated by the State Government from the University area;
 - (viii) One member of any district panchayat, to be nominated by the State Government from the University area;
 - (ix) Three members of the State Legislative Assembly, to be nominated by the State Government from the University area;
 - (x) Four distinguished persons, to be nominated by the State Government from amongst the educationists, social workers, representatives of backward communities, women and such other classes of persons;
 - (xi) One donor, to be nominated by the State Government out of the panel recommended by the Vice-Chancellor.
- 2) At least thirty-three percent. of the members, to be nominated under the category of the ordinary members shall be women.
 - 3) The term of members, other than ex-officio members shall be three years, except for the members under registered graduates category

Powers and Duties

The Board shall exercise the following powers and perform the following duties, namely:-

- (i) To take policy decisions regarding planning, development, management and other related matters for good governance of the University and to issue directions for proper implementation of the same;
- (ii) To institute Professorships, Associate Professorships, Assistant Professorships and other posts of teachers as may be required by the University;
- (iii) To make, amend or repeal the Statutes;
- (iv) To consider any proposal or issue raised by the Chairperson;
- (v) To approve, cancel or refer back the Ordinances to the Executive Council but shall not amend the same;
- (vi) To consider and pass resolutions on the annual reports, annual accounts and financial estimates;
- (vii) To consider the annual financial estimates prepared by the Executive Council and pass resolutions with reference thereto;
- (viii) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by or under this Act and all such other powers for achieving the objects of the University.

STATUTE 12
Constitutions, Powers and Duties of Executive Council
(Act Section 24 & 25; read with Section 35)

1. The Executive Council shall be the executive authority of the University and shall consist of the following members, namely:-

I. Ex-Officio Members

- (i) the Vice-Chancellor, ex-officio Chairperson;
- (ii) the Pro-Vice-Chancellor, ex-officio Vice-Chairperson;
- (iii) the Commissioner of Higher Education, Gujarat State or his nominee not below the rank of Joint Director;
- (iv) the Commissioner of Technical Education, Gujarat State or his nominee not below the rank of Joint Director;
- (v) the Commissioner of Health and Medical Services and Medical Education, Gujarat State or his nominee not below the rank of Joint Director.

II. Ordinary Members

- (i) three Heads of University Departments, to be nominated by the Vice Chancellor taking into consideration the overall seniority and by rotation;
 - (ii) four Principals of affiliated colleges which has been accredited with atleast B Grade by NAAC/NBA etc., to be nominated by the Vice Chancellor taking into consideration the overall seniority and by rotation;
 - (iii) two Teachers, to be nominated from amongst University teachers, other than Heads of the Department, by the Vice Chancellor taking into consideration the overall seniority and by rotation;
 - (iv) four teachers of affiliated colleges which has been accredited with atleast B Grade by NAAC/NBA etc., to be nominated by the Vice-Chancellor taking into consideration the overall seniority and by rotation;
 - (v) four Distinguished persons, to be nominated by the State Government from amongst the educationists, social workers, public administrators, representatives of backward communities, women and such other classes of persons from the panel suggested by the Vice-Chancellor.
2. At least thirty-three percent. of the members, to be nominated under the category of the ordinary members shall be women

Powers and Duties

1. Subject to such conditions as may be prescribed by or under Shri Govind Guru University Act, the Executive Council shall exercise the following powers and perform the following duties, namely:-
 - (i) to hold, control and administer the property and funds of the University;
 - (ii) to enter into, vary, carry out and cancel contract on behalf of the University in the exercise or performance of the powers and duties assigned to it by this Act

- and the Statutes, in consultation with the Finance Committee, Buildings and Estate Committee or if there is a Legal Committee, with it;
- (iii) to determine the Form and provide for the custody and regulate the use of the common seal of the University;
 - (iv) to administer funds placed at the disposal of the University for specific purposes;
 - (v) to prepare the annual financial estimates of the University and to submit them to the Board;
 - (vi) to sanction the transfer of any amount within the budget grant from one minor head to another or from subordinate head under the minor head to a subordinate head under another minor head;
 - (vii) sanction the transfer of any amount within a minor head from one subordinate head to another or from one primary unit to another;
 - (viii) to make provisions for buildings, premises, furniture, apparatus and other means needed for carrying on the work of the University;
 - (ix) to accept and manage on behalf of the University, bequests, donations and transfer of any movable or immovable property of the University;
 - (x) to transfer any movable or immovable property on behalf of the University;
 - (xi) to raise loans on the security of the assets of the University;
 - (xii) to manage and regulate finances, accounts and investments of the University;
 - (xiii) to institute and manage -
 - a) Printing and publication Department,
 - b) University Extension Boards,
 - c) Information Bureau, and
 - d) Employment Bureau;
 - (xiv) to make provisions for Physical Education, National Social Service, National Cadet Corps, Chief Minister Shramdan Yojana;
 - (xv) to manage colleges, University Departments, institution of research or specialised studies, laboratories, libraries and hostel maintained by the University;
 - (xvi) to arrange for, and direct, the inspection of affiliated colleges, recognised institution, and hostels and to issue instructions for maintaining their efficiency and/or ensuring proper conditions of employment for members of their staff, and in case of disregard of such instructions, to modify the conditions of their affiliation or recognition or take such other steps as it deems proper;
 - (xvii) to call for reports, returns and other information from colleges, recognised institution or hostels;

- (xviii) to supervise and control the residence, conduct and discipline of the students of the affiliated colleges, University Departments, recognised institutions and to make arrangements for promoting their health and general welfare;
 - (xix) to recommend to the Board, for conferment of honorary degrees and academic distinction in the manner prescribed by the Statutes;
 - (xx) to award fellowships, travelling fellowships, studentships, exhibitions, medals and prizes;
 - (xxi) to make recommendations for appointments of teachers and employees of the University, to fix their emoluments and define their duties and terms and conditions of their services including disciplinary matters, to the State Government, after consultation with the Board;
 - (xxii) to recognise a member of the staff of an affiliated college or recognised institution or institution as a Professor, Associate Professor and Assistant Professor or teacher of the University and withdrawal of such recognition;
 - (xxiii) to fix remuneration of examiners and to arrange for conduct and for publishing the result of the University examinations and other tests;
 - (xxiv) to fix, demand and receive such fees and other charges as may be prescribed by the Ordinances;
 - (xxv) to make, amend and cancel the Ordinances ;
 - (xxvi) to exercise such other powers and perform such other duties as may be conferred by the Board or imposed upon by or under this Act;
 - (xxvii) to exercise all the powers of the University not provided for in this Act or the Statutes and all other powers which are requisite to give effect to the provisions of this Act or the Statutes.
2. The Executive Council shall make a report to the Board about all acceptances of property and matters referred to in clauses (ix), (x) and (xi) of sub-section 1.
 3. The Executive Council shall not transfer any immovable property without the previous sanction of the Board and the State Government.
 4. The exercise of the powers by the Executive Council under clause (xxi) of sub-section 1, in so far as they relate to the laying down and regulating salary scales and allowances of officers (other than the Vice-Chancellor and the Pro-Vice-Chancellor) and members of the teaching, other academic and non-teaching staff of the University, affiliated colleges and recognised institutions shall be subject to the approval of the State Government.
 5. The Executive Council may by Ordinances appoint committee or committees to carry out its administrative work and define its constitution, functions and tenure.

STATUTE 13
Constitutions, Powers and Duties of Academic Council
(Act Section 26 & 27; read with Section 35)

1. The Academic Council shall be the academic body of the University and shall consist of the following members, namely:-
 - (i) the Vice-Chancellor, ex-officio Chairperson;
 - (ii) the Pro-Vice-Chancellor;
 - (iii) the Deans of Faculties;
 - (iv) not more than six faculties, excluding the Deans of Faculties to be nominated by the Vice-Chancellor
2. The term of office of the members of the Academic Council other than the ex-officio members shall be three years:

Provided that a member specified in clauses (iii) and (iv) of sub-section (1) shall cease to hold his office as such member, if he ceases to be a Dean of a Faculty or, as the case may be, a member of the respective Faculty.

Powers and Duties:

- (1) The Academic Council shall have the control and general regulation of, and be responsible for, the maintenance of the standards of teaching and examinations of the University. The decisions of Academic Council in so far as the academic matters are concerned, shall be final and be implemented forthwith.
- (2) Without prejudice to the generality of the foregoing provision and subject to such conditions as may be prescribed by or under the provisions of this Act, the Academic Council shall exercise the following powers and perform the following duties, namely:-
 - (i) to approve Regulations made by the Faculty concerned laying down courses of studies; and registration of graduates and maintenance of register of pass-out registered graduates;
 - (ii) to approve Regulations made by the Faculty concerned, regarding the special courses of studies;
 - (iii) to arrange for co-ordination of studies and teaching in affiliated colleges and recognised institutions;
 - (iv) to promote research within the University;
 - (v) to approve proposals for allocating subjects to Faculties;
 - (vi) to make proposals to the Board for the establishment of University Departments, institutes of research and specialised studies, libraries and laboratories as well as centres for skill development and enhancement;
 - (vii) to approve and recommend to the Executive Council proposals for the institution of Professorships, Associate Professorships, Assistant Professorships and any other posts of teachers as may be required by the University and for prescribing the duties and fixing the emolument of such posts;

- (viii) to approve and recommend to the Board, the proposals for the institution of fellowships, travelling fellowships, scholarships, bursaries, studentships, exhibitions, medals and prizes;
- (ix) to approve regulations regarding the examinations of the University and the conditions on which students shall be admitted to such examinations;
- (x) to make and approve Regulations prescribing the equivalence of examinations;
- (xi) to approve regulations prescribing the manner for granting exemption from courses of studies in the University or in affiliated colleges for qualifying for degrees, diplomas and other academic distinctions;
- (xii) to grant inter-disciplinary courses and take all measures to improve Choice Based Credit System (CBCS);
- (xiii) generally, to advise the University on all academic matters;
- (xiv) to exercise such other powers and perform such other duties as may be conferred or, imposed on it by and under Shri Govind Guru University Act.

STATUTE 14
Constitutions, Powers and Duties of Finance Committee
(Act Section 28 & 29; read with Section 35)

- (1) The Finance Committee shall consist of the following members, namely:-
- (i) the Vice-Chancellor, ex-officio Chairperson;
 - (ii) the Pro-Vice-Chancellor, ex-officio Vice-Chairperson;
 - (iii) the Secretary to the Government of Gujarat, Finance Department, ex-officio or his nominee not below the rank of Deputy Secretary;
 - (iv) one member of the Board, to be nominated by the Board;
 - (v) one expert in the field of finance, to be nominated by the Board.
- (2) The Finance and Accounts Officer shall be the Secretary of the Finance Committee.
- (3) The term of office of the members other than the ex-officio members shall be three years.
- (4) A nominated member may resign from his office by writing under his hand addressed to the Vice Chancellor and the resignation shall take effect from the date it is accepted by the Vice Chancellor.

Power and Duties

Subject to the other provisions of Shri Govind Guru University Act, the Finance Committee shall exercise the following powers and perform the following duties, namely:-

- (i) to examine the annual accounts and annual estimates of the University and to advise the Board thereon;
- (ii) to review from time to time the financial position of the University;
- (iii) to make recommendations to the Board on all financial policy matters of the University ;
- (iv) to make recommendations to the Board on all proposals involving raising of funds, receipts and expenditure;
- (v) to provide guidelines for investment of surplus funds;
- (vi) to make recommendations to the Board on proposals involving expenditure for which no provision has been made in the budget or for which expenditure in excess of the amount provided in the budget needs to be incurred;
- (vii) to examine proposals relating to the revision of pay-scales, up gradation of the scales and those items which are not included in the budget, and to place the same before the Board;
- (viii) to open accounts in any Scheduled Bank, operate such accounts and to issue instructions to the bank for the operation of such accounts;
- (ix) to operate the University Fund;

- (x) to grant tenders, contracts and other expenditure, projects, and recommend to the Executive Council for final approval; and
- (xi) to exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Regulations

STATUTE 15**Constitutions, Powers and Duties of Building and Estate Committee****(Act Section 30 ; read with Section 35)**

1. There shall be a Building Committee consisting of the following members, namely:
 - (i) the Vice-Chancellor, ex-officio Chairperson;
 - (ii) the Pro-Vice-Chancellor;
 - (iii) the Secretary to the Government of Gujarat, Education Department or his nominee not below the rank of Deputy Secretary;
 - (iv) the Secretary to the Government of Gujarat, Roads and Buildings Department or his nominee not below the rank of Deputy Secretary;
 - (v) one representative of the Institute of Engineers (India) Gujarat Centre, nominated by the Chairman of the said Institute, from amongst its members;
 - (vi) one representative of the Institute of Architects (India) Gujarat Centre, nominated by the Chairman of the said Institute, from amongst its members
- (2) The University Engineer shall function as the Secretary of the Committee.
- (3) The term of the nominated members of the Committee shall be three years.
- (4) The Committee shall,-
 - (a) be responsible for finalising the plans and estimates of the various building projects and for ensuring the completion of the buildings and for proper utilisation of the grants received from the University Grants Commission (UGC), the State Government or from any agency;
 - (b) be responsible for the maintenance and upkeep of the University buildings;
 - (c) assess the cost of repairs, additions, alteration and demolition of the University buildings annually and prepare the budget for the same to be submitted for approval of the Finance Committee and Executive Council;
 - (d) Allocate residents to the employees of the University
 - (e) Constitute one or more Sub Committees to look after any of the functions and responsibilities assigned to it
 - (f) Exercise such powers, as delegated to it by the Executive Council.
2. The Committee may constitute one or more sub-committees to oversee the work of any project.
3. The Committee shall meet at least thrice in a year, or as and when necessary.
4. One third members shall form the quorum.
5. The Building Committee shall be responsible for ensuring the completion of the building in accordance with the approved plans and estimates and proper utilization of the funds received from the University Grants Commission the Government and from the University's own resources.

STATUTE 16
Constitutions, Powers and Duties of Faculties
(Act Section 31 & 32 ; read with Section 35)

- (1) The University shall include the Faculties of Arts, Education, Sciences, Law, Medicine, Commerce and such other Faculties as may be prescribed by the Statutes.
- (2) Each Faculty shall consist of,-
- (i) the Chairperson of the Boards of Studies for the subjects with which the Faculty is concerned; and
 - (ii) not more than three members of the Board of Studies as are assigned to the Faculty by the Executive Council.
- (3) A teacher in a subject included in more than one Faculties shall, within one month from the date on which he becomes a member of the Board of Studies, select by intimation in writing to the Registrar, any one of such Faculties to which he wishes to be assigned, if he intends to make such selection. The Executive Council shall assign to him any one of such Faculties and the selection or assignment so made shall be irrevocable for the entire term of membership.
- (4) All Faculties shall be located at the headquarters of the University:
- Provided that in respect of any of such Faculties, the State Government after consulting the University may, by notification in the Official Gazette, direct that the Faculty specified in the notification shall be located at such place outside the headquarters of University and thereupon the Faculty shall be located accordingly.
- (5) The Faculty shall have the general control and power of regulation of, and be responsible for, the maintenance of standards of teaching and duties of the examination of the University for the subjects assigned to the Faculty.
- (6) Without prejudice to the generality of the foregoing provision and subject to such conditions as may be prescribed by or under the provisions of Shri Govind Guru University Act, the Faculty shall exercise the following powers and perform the following duties, namely:-
- (i) to make regulations in consultation with the concerned Board of Studies laying down courses of studies;
 - (ii) to make regulations regarding the special courses of studies;
 - (iii) to make regulations for the standards of passing the relevant examinations in the Faculty and for awarding classes at the examinations;

- (iv) to make proposals for promoting research within the University; and suggest measures to develop research in University, affiliated colleges and recognised institutions ;
- (v) to make proposals for allocating subjects to the Faculty;
- (vi) to make proposals for the establishment of departments, institution of research and specialised studies, libraries, laboratories;
- (vii) to make proposals for the institution of Professorships, Associate Professorships and Assistant Professorships and any other post of teachers as may be required by the University and for prescribing the duties and fixing the emoluments of such posts;
- (viii) to make proposals for the institution of fellowships, travelling fellowships, scholarships, studentships, exhibitions, medals and prizes and other awards and to make regulations for their grant;
- (ix) to make regulations for the maximum workload of teacher, the minimum teaching work for every subject, minimum laboratory work, research library work, counselling, project work to be done by students for any subject;
- (x) to make regulations prescribing equivalence of examinations;
- (xi) to make regulations prescribing the manner for granting exemption from courses of studies in the University, affiliated colleges or recognised institutions for qualifying for degree, diploma and other distinctions;
- (xii) generally to advise the University on all academic matters pertaining to the concerned courses of studies;
- (xiii) to exercise such other powers and perform such other duties as may be conferred by or imposed upon it, by or under Shri Govind Guru University Act

ASSIGNMENT OF SUBJECT/SUBJECTS UNDER FACULTIES
(ACT SECTION 31 AND 33 OF THE ACT)

In addition to the faculties mentioned in Section 31 of the Act, the following faculties shall also be included in the name of;

- 7. Tribal Studies
- 8. Forestry
- 9. Homoeopathy
- 10. Architecture

SUBJECTS UNDER THE FACULTIES

The subjects comprised in each of the Faculties shall be as under:

(1) FACULTY OF ARTS:

1. Gujarati
2. Hindi
3. English
4. Sanskrit
5. History
6. Archaeology
7. Philosophy
8. Political Science
9. Economics
10. Sociology
11. Psychology
12. Ancient Indian Culture
13. Home Science
14. Geography
15. Library and Information Science
16. Fine Arts
17. Anthropology
18. Journalism & Mass Communication
19. Rural Development
20. Social Work
21. Performing Arts
22. Gandhian Studies.

(2) FACULTY OF EDUCATION:

1. Education

(3) FACULTY OF SCIENCE:

1. Physics
2. Fire Safety
3. Chemistry
4. Life Sciences
5. Geology and Mining
6. Mathematics
7. Statistics
8. Computer Science
9. Wildlife Science

(4) FACULTY OF LAW :

1. Jurisprudence
2. International Law (Private & Public)
3. Constitutional Law
4. Law of Crimes
5. Law of Obligations
6. Procedural Laws- CP Code- CRPC- Law of evidence- Drafting and pleading.

7. Law of Property and Personal Laws
8. Taxation Laws
9. Legal English.
10. Human Rights Laws
11. Company Law
12. Environmental Law
13. Labour Welfare Law
14. Personal Law

(5) FACULTY OF MEDICINE:

1. Anatomy
2. Physiology
3. Bio-Chemistry
4. Pathology
5. Microbiology & Immunology
6. Pharmacology & Pharmaco Therapeutics
7. Community Medicine
8. Forensic Medicine
9. Medicine
10. Surgery
11. Obstetrics and Gynaecology
12. Anaesthesiology
13. Ophthalmology
14. Paediatrics
15. Radiology
16. Orthopaedics
17. Otorino Laryngology
18. Dermatology & Veneriology
19. Dentistry
20. Tuberculosis & Chest Diseases
21. Psychiatry
22. Cardiology
23. Cardiothoracic Surgery
24. Genito-Urinary Surgery
25. Infectious Diseases
26. Neurology
27. Neuro-Surgery
28. Paediatric Surgery
29. E.N.T.
30. Dental Meterice Science
31. Skin Veneriology Dermatology
32. Radio-therapy
33. Plastic Surgery
34. Physiotherapy
35. Nurisng

(6) FACULTY OF COMMERCE:

1. Economics
2. English
3. Business Administration
4. Statistics
5. Commerce
6. Mercantile Law
7. Accounting including Auditing
8. Banking & Transport
9. Business Mathematics
10. Co-operation
11. Labour Welfare
12. Business Management
13. Computer Science
14. Insurance.

(7) FACULTY OF TRIBAL STUDIES:

1. English
2. Gujarati
3. Tribal History
4. Tribal Economics
5. Co-operation
6. Social Studies
7. Gandhian Ideology
8. Rural Education and Psychology
9. Agriculture-Agro-Engineering, Agro-Chemistry, Farm Management
10. Animal Husbandary - Dairy Development
11. Botany-Forestry-Horticulture
12. Health education-Food and Nutrition
13. Rural Development.
14. Diaspora Studies
15. Tribal Art and Culture

(8) Faculty of Forestry**(9) Faculty of Homoeopathy**

1. Anatomy
2. Physiology and Biochemistry
3. Homoeopathy Pharmacy
4. Organ and Homoeopathic Philosophy
5. Homoeopathic material-medica
6. Pathology, Bacteriology and parasitology
7. Forensic Medicine and Toxicology

8. Social and preventive medicine including Health Education and Family planning
9. Surgery including E.N.T. Eye, dental orthopedic and Homoeopathic Therapeutics
10. Obstetrics Gynaecology and Homoeopathic Therapeutics
11. Practice of Medicine and Homoeopathic Therapeutics
12. Repertory.

(10) FACULTY OF ARCHITECTURE

1st stage

- *Humanities & Arts
- *Building Materials & Construction
- *Structures
- *Studio
- *Basics of Design
- *Media & Material Explosion
- *Senses & Sensibilities
- *Presentation Technique
- *Environment Sciences & Services
- *Surveying & Levelling
- *History of Architecture
- *Estimation & Valuation
- *Professional Practice

2nd stage

- *Urban Design
- *Housing
- *Town Planning
- *Land scraping
- *Project Management
- *Energy conscious Architecture
- *Sustainable Habitat & Architecture
- *Research

STATUTE 17**Constitutions, Powers and Duties of Board of University Teaching and Research**
(Act Section 20 & 46; read with Section 35)

There shall be constituted a Board of University Teaching and Research comprising of the following:

(i)	Vice Chancellor/PVC – Chairperson	Ex-officio
(ii)	All Deans	Members - Ex-officio
(iii)	Heads of Departments (not exceeding 4 by rotation)	Members - Ex-officio
(iv)	Professors other than Deans of Schools and Heads of Departments (not exceeding 4 by rotation)	Members - Ex-officio
(v)	Three Associate Professors to be nominated by the Vice-Chancellor representing different disciplines in the University	Members
(vi)	Four external experts to be nominated by the Vice-Chancellor representing different disciplines in the University	Members
(vii)	Registrar	Secretary - Ex-officio

1. Subject to the overall guidance of the Academic Council, the Board of University Teaching and Research shall perform, interalia, the following functions:

- 1) Advise the authorities on all matters connected with the promotion of advanced studies and research in the University;
- 2) Consider and report to the authorities on the institution of research degrees in the University;
- 3) Propose regulations regarding the award of research degrees;
- 4) Appoint supervisors for research studies and to determine the subjects of their thesis;
- 5) Recommend panel of names of experts for setting examination papers and examiners for research and examinations after considering the proposals of the Board of Studies in this behalf;
- 6) To prepare a perspective of research and major thrust areas for research, if any, in the disciplines under its purview;
- 7) To evaluate institutional research projects for funding by national / international agencies;
- 8) To review the current status of research in each department and critically examine the progress thereof from time to time;
- 9) To indicate the priority areas of research in the departments particularly with reference to the role and responsibility of the University under Section 5 (1) to (13) of University Act taking into account the facilities available in the University and also create facilities wherever necessary in keeping with the major thrust areas accepted for the concerned Departments and individual interest of the members of the faculty;
- 10) To evolve norms for consultancy and sharing of revenue between the Principal Investigator and the University for approval of the Executive Council; and
- 11) To perform such other functions as may be assigned to it by the Academic Council.
- 12) Perform such other functions as may be prescribed by the Statutes.

2. The Board of University Teaching and Research shall meet regularly at least twice a year.
3. The Board of University and Teaching and Research may determine its own procedures for working.
4. The quorum of the Board shall be one-third of the total members;
5. The term of Office of the members other than ex-officio members shall be for a period of three years.

STATUTE 18
CONSTITUTION, POWER AND DUTIES AND TERM OF OFFICE OF ITS
MEMBERS OF THE BOARD OF STUDIES AND
(ACT SECTION. 33)

- (1) There shall be a Board of Studies for every subject or group of subjects as may be prescribed by the Statutes.
- (2) Subject to the provisions of sub-section (3), each Board of Studies shall consist of,-
 - (i) not more than one Head of the University Department, if any, in the subject;
 - (ii) not more than three Heads of the Departments, in the special subjects taught at degree level in the affiliated colleges and recognised institutions which has been accredited with atleast B Grade by NAAC/NBA etc.,
 - (iii) not more than three experts in the subject co-opted by the members of the Board of Studies, with the prior approval of the Vice-Chancellor.
 - (iv) Registrar or any other officer nominated by him not below the rank of Deputy Registrar will work as Secretary of Board of Studies.
- (3) Each Board of Studies shall not consist more than seven members. Where the number of members is less than seven, the Vice-Chancellor shall nominate such number of members as may be necessary to make up the deficiency, subject, however, to the condition that the total number of co-opted and nominated members shall not exceed seven.
- (4) The membership to the Board of Studies shall be assigned by seniority in the subject, by rotation, and for three years or maximum of two terms.
- (5) The Chairperson and members of the Board of Studies shall be nominated by the Vice-Chancellor.

The powers and duties of a Board of Studies shall be as follows, namely:-

- (i) to recommend courses of studies in the subject;
- (ii) to recommend and prescribe where necessary, books for study in the subject;
- (iii) to recommend programmes for extension services and research in the subject;
- (iv) to recommend organization of seminars, refresher courses and workshops to the concerned Dean of the Faculty;
- (v) to recommend programmes for experiments and research in the courses of studies prescribed in the subject including skill based Education with Choice Based Credit System;
- (vi) to recommend schemes for preparation and translation of books in the subject and suggest bibliography of books of study;
- (vii) to frame and propose regulations pertaining to the course of studies and examinations in the subject;

- (viii) to review periodically the terminology current in the subject; and
- (ix) to exercise such other powers and perform such other duties as may be prescribed by the Statutes. The Board of Studies shall prepare broader list of teachers working in the University Departments, constituent colleges, affiliated colleges, recognized institutions and external teachers for preparation of Panel for paper-setters/examiners with their qualifications required to be appointed as Paper-Setter and/or examiners for different papers/courses falling within the authority of the respective Board/Departmental Council. However, such list may also be prepared by the University and it may be put before the Departmental Council for preparation of a panel of paper-setters/examiners. Care should be taken that as much as teacher of colleges which accredited with B Grade by NAAC/NBA etc may be consider.
- (x) However, the Panel for paper-setters must include at least twenty names and the panel of examiners must be thirty for the concerned paper/course.

Proviso: Provided that when there is no Department in the concerned subject/course, the said Panels of paper-setters and examiners will be prepared by the Board of Studies of the related subject/course for preparation of sort listed Panel of paper-setters and examiners by the Examination Committee. The Examination Committee shall have authority to add any name in the Panel suggested by the Board of Studies.

Explanation: Paper-setter and examiner include in it the paper-setter and examiner panel should also for Practical/Viva Examinations

- (6) The Board of Studies shall meet at least twice during an academic term as may be determined by the Ordinances.
- (7) The following Boards of Studies may be constituted under the provisions of Section 33(1) for the subject of group or subjects specified below:

Sr. No.	Name of Board of Studies
I. FACULTY OF ARTS	
	01. Gujarati
	02. Hindi
	03. English
	04. Sanskrit
	05. History
	06. Archaeology
	07. Philosophy
	08. Political Science
	09. Economics
	10. Sociology

	11. Psychology
	12. Ancient Indian Culture
	13. Home Science
	14. Geography
	15. Library and Information Science
	16. Fine Arts
	17. Anthropology
	18. Journalism & Mass Communication
	19. Rural Development
	20. Social Work
	21. Performing Arts
	22. Gandhian Studies
II. FACULTY OF EDUCATION	
	01. Education
III. FACULTY OF SCIENCE	
	01. Physics
	02. Fire Safety
	03. Chemistry
	04. Life Sciences
	05. Geology and Mining
	06. Mathematics
	07. Statistics
	08. Computer Science
	09. Wildlife Science
IV. FACULTY OF COMMERCE	
	01. Business Economics
	02. English
	03. Business Administration
	04. Business Mathematics and Statistics
	05. Commerce and Business Management
	06. Mercantile Law
	07. Accounting including Auditing
	08. Banking, Insurance and Transport
	09. Co-operation
	10. Labour Welfare
	11. Computer Science
V. FACULTY OF TRIBAL STUDY	
	01. English
	02. Gujarati
	03. Tribal History , Tribal Art and Culture
	04. Tribal Economics and Co- Operation
	05. Social Study
	06. Gandhian Ideology
	07. Rural Education and Psychology

	08. Agriculture- Agro- Engineering, Agro Chemistry, Farm management	
	09. Animal Husbandry – Dairy Development	
	10. Botany – Forestry – Horticulture	
	11. Health Education - Food and Nutrition	
	12. Rural Development	
	13. Diaspora Studies	
VI. FACULTY OF LAW		
	01. Jurisprudence	
	02. International Law (Private & Public)	
	03. Constitutional Law	
	04. Law of Crimes	
	05. Law of Obligations	
	06. Civil Procedural Laws- CP Code- CRPC- Law of evidence- Drafting and pleading	
	07. Law of Property and Personal Laws	
	08. Taxation Laws, Labour Welfare Law and Company Law	
	09. Legal English	
	10. Human Rights Laws	
	11. Environmental Law	
VII. FACULTY OF MEDICINE		
	01. Anatomy, Physiology and Bio - Chemistry	
	02. Pathology, Microbiology, Forensic medicine, Immunology, Pharmacology and Pharmacotherapeutics	
	03. Medicine and Allied Branches	
	04. Surgery and Allied Branches	
	05. Obstetrics, gynaecology and Paediatrics	
	06. Physiotherapy	
	07. Nursing	
VIII. FACULTY OF HOMEOPATHY		
	01. Anatomy, Physiology, Health Education and Bio – Chemistry	
	02. Pathology, Bacteriology, Forensic medicine and Toxicology	
	03. Organ and Homeopathic Philosophy	
	04. Homeopathy Pharmacy and homeopathic Material - Medica	
	05. Surgery and Homeopathic Therapeutics	
	06. Obstetrics, gynaecology	
	07. Repertory	
	08. Practice of medicine	
IX. FACULTY OF ARCHITECTURE		
	01. Architecture	

1. When there is no Post-Graduate Department established in the University in a particular subject or group of subjects falling in the particular Board, the Board of Studies in the concerned subject will consist of the following:
 - a) the Dean of the concerned Faculty (Convener)
 - b) two experts nominated by the Vice-Chancellor
 - c) two Chairman of board of studies of relevant subject
 - d) One Head of the Department in the relevant subject from and amongst the colleges affiliated to the University and which accredited with B Grade by NAAC/NBA etc. nominated by the Vice-Chancellor.
 - e) One Professor of the Department in the relevant subject from and amongst the department of the University nominated by the Vice-Chancellor
2. The Board of Studies shall ordinarily meet at least twice during an academic term and on such occasions as may be determined by the Vice-Chancellor.
3. The quorum for the Board of Studies Meetings shall be 50% of the members which shall include at least one co-opted member.
4. In the absence of the Chairman, the senior-most member present shall act as Chairman for that meeting.
5. All questions decided by majority of the votes of the member present and voted. In case of equality of votes, the Chairperson shall have a casting vote.
6. Any item of business before a vote may at the discretion of the Chairperson be disposed up by the correspondence when no member of the Board has objected to the same in written.
7. When occurs any change or changes in a Subject/Course, it will come into the force not earlier than the next Academic year.

STATUTE 19
COLLEGE DEVELOPMENT COUNCIL
(Act Section 20 (ix))

The objective of the College Development Council shall be to provide a leadership role and generally extend help, guidance and advice to the colleges admitted to the privileges of the University. The Council shall be the Principal Advisory Body to the Executive Council, through the Academic Council, in all matters relating to the affiliated colleges.

The composition of college development council is:

1	The Vice Chancellor (Ex-Officio)	Chairperson
2	Commissioner of Higher Education or his representative not below the rank of Joint Director Government of Gujarat(Ex-Officio)	Member
3	All Deans	Member
4	Director Physical Education (Ex-Officio)	Member
5	Controller of Examinations & Librarian(Ex-Officio)	Member
6	Four teachers of the Post-Graduate Departments(two from Sciences and two from Humanities nominated by the Vice Chancellor)	Member
7	Two Principals of affiliated colleges which has been accredited with atleast B Grade by NAAC/NBA etc., (by rotation in order of seniority according to date of establishment of the college)	Member
8	Two teachers of affiliated colleges which has been accredited with atleast B Grade by NAAC/NBA etc., (to be nominated by the Vice Chancellor)	Member
9	Registrar (Ex-Officio)	Member-Secretary
10	Director, College Development Council(Ex-Officio)	Co-ordinator

The term of office of members, other than ex-officio, shall be three years.

The Council shall meet at least twice in an academic year. Special meeting of the Council may be convened upon receipt of written request from at least six members of the Council by the Vice Chancellor.

One-third of the actual membership of the Council shall form the quorum for the meetings of the Council.

The Council shall have the following functions:

1. To provide a forum for consideration of various aspects of education in the affiliated colleges of the university with a view to continuously improve the general educational standards in the colleges.
2. To assess the development needs of the colleges.
3. To help the affiliated colleges to prepare development projects which may be financed

internally by the Institutions, or which may be presented to other funding agencies such as University Grants Commission, etc.

4. To submit projects to funding agencies on behalf of the affiliated colleges individually or collectively; make such information available to concerned bodies.
5. To assess periodically the physical facilities in the affiliated colleges with reference to the number of students and the subjects taught and make recommendations for their improvement.
6. To review the academic performance of affiliated colleges from time to time and make suggestions for improvement.
7. To follow up the Inspection Reports on various colleges and suggest corrective measures wherever necessary.
8. To promote and encourage co-curricular activities in the colleges.
9. To conduct surveys of all the affiliated colleges with a view to preparing and maintaining an up-to-date profile on each college under the University, reviewing the existing facilities and identifying the needs and gaps that need to be filled for the development of colleges, and
10. To ensure close and continued contact and interaction between the University teaching Departments and the college.

STATUTE 20
UNIVERSITY PURCHASE COMMITTEE
(ACT SECTION 29 (III))

1. There shall be a Purchase Committee of the University for the purchase of goods consisting of the following members, namely :
 01. Vice chancellor (Chairman)
 02. The Registrar
 03. The Controller of Examinations
 04. The Finance and Account Officer
 05. Director College Development Council
 06. One or Two Head of the Department nominated by the Vice-Chancellor
 07. One Principal of Government College nominated by the Vice-Chancellor
 08. Officer in charge of Purchase & Procurement- (Secretary).

2. The above Committee shall be responsible for procurement of Goods as defined hereunder:

The term "goods" includes all articles, material, commodities, livestock, furniture, fixtures, raw material, spares, instruments, machineries, equipments etc. purchased or otherwise acquired for the use of the University but excludes books, publications, periodicals etc. for a library

3. The procedure to be followed in making procurement for the university Department / Centre / Division / Sections / should conform to the following yardsticks:
 - (i) The specifications in terms of quality, type etc., as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the procuring Department/Centre/Division/Section.
 - (ii) The specifications so worked out should meet the basic needs of the Department/Centre/Section without including superfluous and non-essential features, which may result in unwarranted expenditure.
 - (iii) Care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying costs;
 - a. Offers should be invited following a fair, transparent and reasonable procedure;
 - b. The procuring authority should be satisfied that the selected offer adequately meets the requirement in all respects;
 - c. The procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required;
 - d. At each stage of procurement the concerned procuring authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision.
 - e. In case of emergency Division/Section may with the approval of competent

authority procure the required goods from firms under DGS&D/GeM (Government e Market) rates.

- (i) The University may utilize the approved registered suppliers for procurement of goods through Limited Tender Enquiry.

4. Purchase of goods without quotation :

Purchase of goods upto the value of Rs.50,000/- (Rupees Fifty Thousand) only in case of Registrar and Rs. 1,00,000 (One Lakh) only in case of Vice-Chancellor on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the following format.

"I, _____, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price".

5. Purchase of goods by purchase committee:

Purchase of goods costing above Rs.1,00,000/- (Rupees One Lakh) only and upto Rs. 5,00,000 (Rupees Five Lakh) only on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Vice-Chancellor. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under.

"Certified that we _____, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question."

6. Purchase of goods directly under rate contract :

The University may directly procure goods under rate contract from DGS&D/ GeM. The prices to be paid for such goods shall not exceed those stipulated in the rate contract and the other salient terms and conditions of the purchase should be in line with those specified in the rate contract.

A demand for goods should not be divided in to small quantities to make piecemeal purchases to avoid the necessity of obtaining the sanction of competent authority required with reference to the estimated value of the total demand.

7. Purchase of goods through bids:

The University may follow the following standard method of obtaining bids in:

- (i) Advertised Tender Enquiry;
(ii) Limited Tender Enquiry;

(iii) Single Tender Enquiry.

Advertised Tender Enquiry:

- (i) Subject to exceptions incorporated under Rules as above, invitation to tenders by advertisement should be used for procurement of goods of estimated value Rs. 5 lakh (Rupees Twenty Five Lakh) and above.
- (ii) The University should publish all its advertised tender enquiries in the daily newspaper through Information Office, Government of Gujarat and also on the website.
- (iii) The University should also host the complete bidding document in its website and permit perspective bidders to make use of documents downloaded from the website by payment of the amount specified, if priced.
- (iv) Where the University feels that the goods of the required quality, specifications etc., may not be available in the country and it is necessary to also look for suitable competitive offers from abroad, the Department/Centre/Section may send copies of the tender notice to the Indian embassies abroad as well as to the foreign embassies in India. The selection of the embassies will depend on the possibility of availability of the required goods in such countries.
- (v) Ordinarily, the minimum time to be allowed for submission of bids should be three weeks from the date of publication of the tender notice or availability of the bidding document for sale, whichever is later. Where the department also contemplates obtaining bids from abroad, the minimum period should be kept as four weeks for both domestic and foreign bidders.

Limited Tender Enquiry:

- (i) This method may be adopted when estimated value of the goods to be procured is up to Rupees Twenty-five Lakhs. Copies of the bidding document should be sent directly by speed post/registered post/courier/e-mail to firms which are borne on the list of registered suppliers for the goods in question as referred to above. The number of supplier firms in Limited Tender Enquiry should be more than three. Further, web based publicity should be given for limited tenders. Efforts should be made to identify a higher number of approved suppliers to obtain more responsive bids on competitive basis.
- (ii) Purchase through Limited Tender Enquiry may be adopted even where the estimated value of the procurement is more than Rupees twenty five lakhs, in the following circumstances.
 - (a) The competent authority in the University certifies that the demand is urgent and any additional expenditure involved by not procuring through advertised tender enquiry is justified in view of urgency. The University should also put on record the nature of the urgency and reasons why the procurement could not be anticipated.
 - (b) There are sufficient reasons, to be recorded in writing by the competent authority, indicating that it will not be in public interest to procure the goods through advertised tender enquiry.
 - (c) The sources of supply are definitely known and possibility of fresh source(s)

beyond those being tapped, is remote.

(d) Sufficient time should be allowed for submission of bids in

Limited Tender Enquiry cases: Two bid system

For purchasing high value goods of a complex and technical nature, bids may be obtained in two parts as under:

- (a) Technical bid consisting of all technical details along with commercial terms and conditions; and
- (b) Financial bid indicating item-wise price for the items mentioned in the technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate covers duly super scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed. The technical bids are to be opened and evaluated by the competent committee or authority. At the second stage financial bids of only the technically acceptable offers should be opened for further evaluation and ranking before awarding the contract.

Late Bids:

In case of advertised tender enquiry or limited tender enquiry, late bids (bids received after specified date and time for receipt of bids) should not be considered.

Single Tender Enquiry:

Procurement from a single source may be resorted to in the following circumstances:

- (i) It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods.
- (ii) In a case of emergency, the required goods are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of competent authority obtained.
- (iii) For standardization of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a competent technical expert and approved by the competent authority), the required item is to be purchased only from a selected firm.

Contents of Bidding Document: All the terms, conditions, stipulations and information to be incorporated in the bidding document are to be shown in the following headings:

- 1: Instruction to Bidders.
- 2: Conditions of Contract.
- 3: Schedule of Requirements.
- 4: Specifications and allied Technical Details
- 6: Price Schedule (to be utilized by the bidders for quoting their prices)
- 7: Contract Form.
- 8: Other Standard Forms, if any, to be utilized by the purchaser and the bidders.

Bid Security:

- (i) To safeguard against bidder's withdrawing or altering its bid during the bid validity period in case of advertised or limited tender enquiry, Bid Security (also known as Earnest Money) is to be obtained from the bidders. The bidders should be asked to furnish bid security along with their bids. Amount of bid security should ordinarily range between four to seven percent of the estimated value of the good to be procured. The bid security may be accepted in the form of Account Payee Demand Draft/ Fixed Deposit Receipt/Banker's Cheque or Bank Guarantee from any of the commercial banks in an acceptable form, safeguarding to purchaser's interest in all respects. The bid security is normally to remain valid for a period of forty-five days beyond the final date validity period.
- (ii) Bids Securities of the unsuccessful bidders should be returned to them at the earliest after the expiry of the final bid validity and latest on or before the 30th day of the award of the contract.

Advance payment to supplier:

Ordinarily, payments for services rendered or supplies made should be released only after the services have been rendered or supplies made. However, it may become necessary to make advance payments in the following types of cases :

- (i) Advances payment demanded by firms holding maintenance contracts for servicing of Air-conditioners, computers, other costly equipment, etc.
- (ii) Advance payment demanded by firms against fabrication contracts, turn-key contracts etc.

Such advance payments should not exceed the following limits:

- (i) Twenty percent of the contract value to private firms:
- (ii) Thirty percent of the contract value to a State or Central Government agency or a Public Sector undertaking; or
- (iii) In case of maintenance contract, the amount should not exceed the amount payable for six months under the contract.

University may relax, in consultation with the Finance and Account Officer, the ceilings(including percentage laid down for advance payment for private firms) mentioned above. While making any advance payments as above, adequate safeguards in the form of bank guarantee etc. should be obtained from the firm.

Part Payment to suppliers:

1. Depending on the terms of delivery incorporated in a contract, part payment to the supplier may be released after it despatches the goods from its premises in terms of the contract.
2. The Officer in charge of Purchase & Procurement shall convene the meeting of the Purchase Committee once in a two months or as and when necessary with approval of Vice-Chancellor.
3. The purchase committee shall approve the tenders of rates of the firms in different item requirements and the orders for the items approved by the aforesaid Committee shall be placed with these firms by university as and when necessary.

4. In case the rates of the approved firms go up / down subsequently, the Purchase Committee meeting shall be convened again to approve of the rates before purchase are made.
5. If the purchase of any item the rate which has not already been approved by the Committee should become necessary in exceptional circumstances and time does not permit the convening of a meeting of the Purchase Committee, the purchase of the item shall be approved by the competent authority and the same shall be placed before the next meeting of the Purchase Committee.
6. Similarly, in the event of a change in the rate already approved by the Purchase Committee and time when does not permit the convening of a meeting of the Purchase Committee, the purchase of the revised rates shall be approved by the competent authority and the same shall be placed before the next meeting of the Purchase Committee.
7. The Purchase Committee may appoint a Sub Committee consisting of at least three members, as and when required.
8. One third of the members shall form the quorum.
9. Anything not covered in the above rules will be governed by the Government of Gujarat Finance Rules as issued and amended from time to time.

STATUTE 21**Internal Quality Assurance Cell (IQAC)
(Act Section 20 and UGC Guidelines)**

The Internal Quality Assurance Cell (IQAC) is one of the Statutory Authorities in the University. It may channelize and systematize the efforts and measures of a university towards academic excellence. It is a facilitative and participative organ of the University. The IQAC should be a driving force for helping in quality by working out intervention strategies to remove deficiencies and enhance quality in the University system.

IQAC Structure:

The structure of IQAC shall be

- | | |
|---|------------------|
| 1. The Vice-Chancellor | Chairman |
| 2. The Director | Member-Secretary |
| 3. Six senior teachers of the University | Member |
| 4. The Registrar | Member |
| 5. Two members from amongst the members of the Executive Council | Member |
| 6. Three external experts on Quality Management/ Industry/ Local Community/Local Governing Body | Member |
| 7. One Professor of the University | Co-ordinator |

The Director shall be a senior faculty member and this position may be held as an additional charge by the faculty member concerned. The members at 3, 5, 6 and 7 of the above shall be nominated by the Vice Chancellor in consultation with the Academic Council of the University. The membership of such nominated members shall be for a period of two years.

The IQAC should meet at least once in a term. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

The objectives of IQAC:

1. To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the University;
2. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

The IQAC shall have the following functions

1. Development and application of quality benchmarks/parameters for the various academic and administrative activities of the University;

2. Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
3. Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes;
4. Dissemination of information on the various quality parameters of higher education;
5. Organization of inter and intra University workshops, seminars on quality related themes and promotion of quality circles;
6. Documentation of the various programmes/activities of the University, leading to quality improvement;
7. Acting as a nodal agency of the University for coordinating quality-related activities, including adoption and dissemination of good practices;
8. Development and maintenance of Institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
9. Development of Quality Culture in University;
10. Preparation of the Annual Quality Assurance Report (AQAR) of the University based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format;
11. Bi-annual development of Quality Radars (QRs) and Ranking of Integral Units of HEIs based on the AQAR;
12. Interaction with Knowledge Consortium of Gujarat in the pre and post accreditation quality assessment, sustenance and enhancement endeavours.
13. The AQAR shall be approved by the Academic Council and Executive Council for the follow up action for necessary quality enhancement measures.
14. The Universities shall regularly submit the AQARs to the NAAC/other accreditation bodies.
15. The University shall submit AQARs and/or Quality Radars (QRs) and follow up reports of AQARs to the UGC as well as State Government.
16. The IQAC must create its exclusive window on University website, to regularly report on its 5 activities, as well as for hosting the AQAR.

STATUTE 22
BOARD OF SPORTS AND YOUTH WELFARE
(ACT SECTION 20 (IX))

The Board of Sports and Youth Welfare (hereinafter called the. Board) shall be consisting of:—

1. the Vice-Chancellor;-Chairman
2. the Pro-Vice-Chancellor, if any;
3. The Commissioner of Higher Education or officer designated by the Government to be in charge of Higher Education;
4. four Heads of the University Departments of the University and four Principals of colleges which has been accredited with atleast B Grade by NAAC/NBA etc., nominated by the Vice-Chancellor;
5. four persons, atleast one of whom shall be a woman, not connected with the University and the colleges, interested in Sports and Youth Welfare activities, nominated by the Executive Council;
6. the Registrar;
7. The Director, Physical Education-Secretary

The members of the Board other than ex-officio members shall hold office for a period of three years.

AIMS AND OBJECTS

- a) to promote true spirit of sportsmanship and camaraderie among students;
- b) to advise the Executive Council in formulation of policies in regard to Sports and Youth Welfare activities and to organise, control, manage and supervise, either themselves or through various Committees and Sub-Committees, Inter-Collegiate Sports and Tournaments and programme and activities relating to Students' Welfare and to foster, undertake and conduct Inter-College and Inter-University competitions, festivals and cultural and literary activities; and
- c) to authorise the conduct of tournaments and other Youth Welfare activities in various events as prescribed under the rules/Regulations.

MEETINGS

The Board shall meet once every six months or whenever necessary or on such dates as the Vice-Chancellor may direct.

CHAIRMAN

The Vice-Chancellor or, in his absence, the Pro-Vice-Chancellor, if any, shall be the ex-officio Chairman of the Board. In the absence of both, the members present shall elect a Chairman from among themselves.

SECRETARY

The Director Physical Education shall be the Secretary of the Board.

QUORUM

Eight members shall form the quorum for a meeting of the Board, but quorum shall not be necessary for a meeting which has been adjourned for want of a quorum.

POWERS AND FUNCTIONS

The Board of Sports and Youth Welfare shall perform the following functions and duties:-

- i) To plan, organise and regulate student's welfare programmes and activities including hikes, camps, cultural and literary programmes, festivals, extension lectures, Youth clubs and societies, etc.
- ii) To organise, conduct and control tournaments in various sports events and competitions for students at Inter-College level.
- iii) To undertake and implement National Sports Organisation, National Service Corps, National Cadet Corps and National Integration Samiti and similar programmes.
- iv) To promote Inter-University fellowship by organising or taking part in Inter-University contests.
- v) To select University teams and to appoint instructors of various games and clubs and officials to accompany the University teams for Inter-University Competitions.
- vi) To propose Regulations for the organisation, conduct and control of the University Sports and tournaments and Youth Welfare Programmes.
- vii) To interpret and enforce Regulations and give decisions and rulings on any point not covered by these Regulations.
- viii) To frame bye-laws to meet any emergency that may arise in the bona-fide discharge of its duties; provided that such action is duly reported to the Executive council for approval.
- ix) To appoint Committees as and when necessary, and fix their terms of reference.
- x) To condone delay in the submission of entry by colleges for the tournaments and other competitions conducted by the University.
- xi) To prepare reviews and reports of the activities pursued during the Year.
- xii) To recommend to the Executive council budget estimates for Sports and Youth Welfare activities annually.
- xiii) To raise and spend funds for Sports and Youth Welfare activities in accordance with the budget estimates sanctioned by the University
- xiv) To perform such other functions as the Executive council may direct or as may be deemed necessary to promote Sports and Youth Welfare programmes.

I. Functions of the Department of Youth Welfare

- i) To plan, organise and conduct students' welfare programmes including cultural and literary activities, festivals, extension and special lectures, Youth clubs, societies etc.
- ii) To co-ordinate the work of student services, agencies in the University and motivate faculty involvement in students' welfare programmes.
- iii) To prepare the activities calendar in co-operation with the Heads of the teaching Departments of the University and Principal of affiliated/ constituent colleges.
- iv) To provide secretarial services to the Board of Sports and Youth Welfare and pursue and implement decisions taken by it or the Executive council in regard to youth welfare activities.
- v) To maintain discipline and deal with cases of indiscipline in the University Campus and provide secretarial services to the Discipline Committees in accordance with the Discipline Regulations that may be framed by the University from time to time.

- vi) To devise ways and means for promoting the well-being of the University students-social, moral, emotional and inculcating among them regard for great ideals like loyalty to the country, devotion to duty and pursuit of truth.
- vii) To organise and supervise the working of canteens, co-operative stores, hobby centres, students homes, community halls, clubs etc.
- viii) To prepare reviews and reports of the activities pursued during a year.
- ix) To perform such other functions as the University or the Executive council or the Vice-Chancellor may direct or as may be deemed necessary for promotion of youth welfare and maintenance of discipline among students.

II. Functions of the Department of Sports and Physical Education

- i) To assist the colleges in working out schemes of physical education.
- ii) To organise, conduct and control the University sports, tournaments and athletics and to organise various University sports clubs and Inter-University level coaching camps.
- iii) To organise hikes, trekking, mountaineering camps etc.
- iv) To be in charge of the gymnasium, swimming-pools, play fields, stadium and physical education equipments.
- v) To advise students regarding the physical development.
- vi) To regulate the functioning of N.C.C., N.S.O. and N.S.C. schemes in the colleges and the University Campus.
- vii) To pursue and implement decisions taken by the Executive council or the Board of Sports and Youth Welfare in regard to programmes relating to sports and physical education.
- viii) To conduct tournaments in various games for the teaching staff of the University and the affiliated colleges.
- ix) To organise Inter-Departmental Sports and Tournaments for the University teaching Departments.
Such other functions as the Executive council or the Vice-Chancellor may direct

STATUTE 23
RECOGNITION OF POST GRADUATE CENTRE
(ACT SECTION 46 (1) READ WITH 35(IV))

1. For the purpose of organisation and co-ordination of Post-graduate teaching, training and research in Shri Govind Guru University will be conducted at such centres/affiliated colleges and in such subjects as may be specified when granting the recognition.
2. The following shall be the requirements for recognition of a centre for imparting postgraduate instructions and/or teaching:
 - a) In the faculties of (1) Arts (2) Science in all subjects other than Chemistry, and (3) Commerce,
 - i. For instituting a post-graduate centre in the subject concerned it shall be necessary that full teaching of all the papers in the subject be organised and implemented.
 - ii. It shall be necessary for a post-graduate centre in a subject concerned in any of the above faculties to have on its local staff at least three recognised post-graduate teachers in the subjects.

Provided that while granting a Post-graduate centre in common subjects like English Economics in different faculties, in the colleges run by the same management in the same premises, the recognised post-graduate teachers working in a college or colleges or institution or institutions under the same management in the same premises may for the purpose of this ordinance with the permission of the Vice-Chancellor be treated as the local staff for any one faculty but not in two or more faculties.

- b) In the Faculty of Science (Chemistry only): For instituting a post-graduate centre in the subject of Chemistry, the following local staff of a College/Institution shall be required:
 - i. Three recognised post-graduate teachers out of which two recognised postgraduate teachers shall be in the branch of the subject concerned and one recognised post-graduate teacher shall be in either of the remaining branches of the subject concerned.

(Provided that In the case of any of the post-graduate centres in Inorganic, Organic, or Physical Chemistry if there is no adequate local staff as required due to certain circumstances, such a centre will be permitted to continue, provided it has one full-fledged post-graduate teacher in the branch of the subject of the post-graduate centre concerned and other teachers in any other branch or branches as required under clause above.)

For instituting a post-graduate centre in Group "D" - Analytical Chemistry, following shall be the minimum requirement of local teaching staff:

- c) Not less than two-third of the total number of periods in the subjects be provided for by the college from amongst its own local staff duly recognised and not more

than one third of the total number of periods per subject per week may be provided for in a term by inviting such number of recognised teacher or teachers duly recognised either as postgraduate from other colleges or recognised institutions or University departments.

- d) No Centre shall work for less than five days a week where practical work is not involved and six days a week where practical work is involved with not more than four lectures to be delivered on Sundays, if necessary.

Procedure for Recognition:

- a) The authorities of an affiliated college or a recognised institution desiring to have/start a post-graduate centre for a particular subject at their college or recognised institution which have 2 passed out batches of Under graduate, shall apply to the University in a prescribed form in terms of condition laid down above along with fees of Rs. 30000/- per semester in case of Arts and Commerce and Rs. 50000/- per semester in case of Science.
- b) The University in deciding the matter will adopt a procedure similar to one laid down in the Shri Govind Guru University Act for recognising a post-graduate institution. If the University desire, it may set up a Local Inquiry Committee, before deciding the recognition. Such recognition will be given by the University on the basis of recommendation of LIC
- c) The affiliated colleges or recognised institutions applying to the University for recognition of post-graduate centres in one subject or more shall undertake the responsibility of fulfilling the requirements of such a centre and other terms and conditions as laid down by the University from time to time.
- d) There shall not generally be more than three post-graduate centres in a district, provided that the University may in its discretion permit the opening of a fourth Centre in an exceptional case for the same subject of post-graduate study at another place, if (i) there are at least two hundred forty students enrolled in those three centres in the preceding year, and (ii) the institution applying for the new centre has at least forty candidates ready for enrolment to start with and fulfils all the conditions laid down under the relevant rules for opening a centre. In no case, there shall be more than four centres in a subject in the same district.
- e) It shall be a condition for affiliation of colleges and recognition of institutions that they will co-operate in the scheme and work of post-graduate teaching of the University.
- f) In case of post-graduate teacher of a particular place requiring to go to a recognised centre for collaboration in its teaching work, the inviting post-graduate centre will bear the expenses of lodging of the visiting teachers. The actual travelling expenses of the teacher shall be borne by the University as per rules to be made in that behalf.

અનુસ્નાતક કેન્દ્ર માન્યતા ની શરતો

• (નવા/ વધારાના/ ચાલુ માટે)

1. અનુસ્નાતક કેન્દ્રમાં પ્રવર્તમાન વિદ્યાશાખાના મુખ્ય વિષય દીઠ ૫૦૦ તથા ગૌણ વિષય દીઠ ૧૫૦ પુસ્તકો અને અનુક્રમે ૧૦૦ અને ૫૦ના સમાયિકો માન્યતાના પ્રત્યેક વર્ષ દીઠ વસાવવામાં આવે.
2. આથી લેખિત બાંહેધરી આપવામાં આવે છે કે યુનિવર્સિટી તરફથી લેવાતી પરીક્ષાઓ પૈકી કોઈપણ પરીક્ષાનું/ અને અન્ય કાર્યો અંગેનું સંચાલન અનુસ્નાતક કેન્દ્ર/કોલેજને સોંપવામાં આવશે તો સુચના મુજબ પરીક્ષાના અને અન્ય કાર્યો અંગેના સમગ્ર સંચાલનની જવાબદારી સ્વીકારવામાં આવશે.
3. આથી લેખિત બાંહેધરી આપવામાં આવે છે કે અનુસ્નાતક કેન્દ્ર/કોલેજનું મકાન, ફર્નીચર વગેરેનો ઉપયોગ યુનિવર્સિટી પરીક્ષા માટે કરવામાં દેવામાં આવશે અને પરીક્ષાનું સંચાલન નિયમાનુસાર સુચના મુજબ યોગ્ય રીતે થશે.
4. આથી લેખિત બાંહેધરી આપવામાં આવે છે કે યુનિવર્સિટી પરીક્ષા દરમિયાન પરીક્ષા ગેરરીતિ અટકાવવા માટે મોકલવામાં આવેલ ઓબ્ઝર્વર ટીમનો વ્યાપક ગેરરીતિનો અહેવાલ હશે તો ઓબ્ઝર્વર ટીમનો સંપૂર્ણ ખર્ચ અનુસ્નાતક કેન્દ્ર/ કોલેજ ભોગવશે.
5. આથી લેખિત બાંહેધરી આપવામાં આવે છે કે અનુસ્નાતક કેન્દ્ર માં ચાલતા અભ્યાસક્રમોમાં પ્રવેશ માટે યુનિવર્સિટી અને રાજ્ય સરકારશ્રી તરફથી અનામતની જે ટકાવારીની જોગવાઈ અનુસુચિત જાતી, અનુસુચિત જનજાતિ તથા અન્ય પછાતવર્ગ, વિકલાંગ વગેરે કેટેગરીના ઉમેદવારો માટે કરવામાં આવી છે તેનું યુસ્તપણે પાલન કરવામાં આવશે.
6. આથી લેખિત બાંહેધરી આપવામાં આવે છે કે યુનિવર્સિટી નિયમ કરે તે અભ્યાસક્રમમાં યુનિવર્સિટી/ રાજ્ય સરકારે નિયત કરેલ પ્રવેશ પદ્ધતિ સહિત નિયત ફીના ધોરણો સાથે જ વિદ્યાર્થીઓને પ્રવેશ આપવામાં આવશે.
7. આથી લેખિત બાંહેધરી આપવામાં આવે છે કે શ્રી ગોવિંદ ગુરુ યુનિવર્સિટીના એક્ટમાંની હાલની તથા વખતોવખત સુધારા થાય તે સહિતની સ્ટેચ્યુટ્સ, ઓર્ડીનન્સીઝ, રૂલ્સ, રેગ્યુલેશનની જોગવાઈઓ તેમજ યુનિવર્સિટી દ્વારા અપાતી સુચના અને યુનિવર્સિટીના પરિપત્રોનું પાલન કરવામાં આવશે.
8. આથી લેખિત બાંહેધરી આપવામાં આવે છે કે કુલસચિવશ્રી અનુસ્નાતક કેન્દ્ર પાસેથી જે કંઈ માહિતી રીપોર્ટ માંગે તે માહિતી નિયત સમય મર્યાદામાં પુરી પાડવામાં આવશે.
9. આથી લેખિત બાંહેધરી આપવામાં આવે છે કે અનુસ્નાતક કેન્દ્ર (સેલ્ફ ફાયનાન્સ (સ્વનિર્ભર)) અભ્યાસક્રમ દીઠ રૂ. ૨૦,૦૦૦/- પરીક્ષા કેન્દ્ર માટે વાર્ષિક ધોરણે ભરવામાં આવશે. (ત્યારબાદ જ રજીસ્ટ્રેશન ફોર્મ સ્વીકારવામાં આવશે.)
10. આથી લેખિત બાંહેધરી આપવામાં આવે છે કે અભ્યાસક્રમ માટે જરૂરી ઈન્ફ્રાસ્ટ્રક્ચર, કોમ્પ્યુટર્સ, વિદ્યાર્થી પ્રવેશ સંખ્યા મર્યાદા (ઈન્ટેક કેપેસિટી) તથા જરૂરી ધોરણો જાળવવામાં આવશે.
11. આથી લેખિત બાંહેધરી આપવામાં આવે છે કે પરીક્ષા કેન્દ્ર/બ્લોક CCTV કેમરાથી સજ્જ કરવામાં આવશે. તથા પરીક્ષા દરમિયાન રેકોર્ડીંગ યુનિવર્સિટી માંગે ત્યારે પુરૂ પાડવામાં આવશે.

12. આથી લેખિત બાંહેધરી આપવામાં આવે છે કે નવા જોડાણના વિષયો કે નવી વિદ્યાશાખા શરૂ કરવા માટે જે તે અભ્યાસક્રમ માટે કાર્યભાર અનુસાર શૈક્ષણિક અને બિન શૈક્ષણિક કર્મચારીઓની નિમણુંકની કાર્યવાહીઠાથ ધરી-અભ્યાસક્રમ-વિષય-વિદ્યાશાખા શરૂ કરવા સંદર્ભે પૂર્વ મંજૂરી મળ્યા બાદ જ વિદ્યાર્થીઓને પ્રવેશ આપવામાં આવશે.
13. આથી લેખિત બાંહેધરી આપવામાં આવે છે કે યુનિવર્સિટી પરીક્ષા દરમિયાન પરીક્ષા ગેરરીતિ અટકાવવા માટે મોકલવામાં આવેલ ઓબ્ઝર્વર ટીમનો વ્યાપક ગેરરીતિનો અહેવાલ હશે તો ઓબ્ઝર્વર ટીમનો સંપૂર્ણ ખર્ચ તથા ગેરરીતિના અટકાવવા માટે ઓબ્ઝર્વર ટીમ દ્વારા લેવામાં આવતા પગલાનો કોઈપણ વિરોધ કરવામાં આવે અથવા ઓબ્ઝર્વર ટીમને શારીરિક કે ભૌતિક નુકશાન થાય તો તે અન્વયે જે તે કોલેજના આચાર્યશ્રીના અહેવાલને આધારે ઓબ્ઝર્વર ટીમને થયેલ નુકશાનનો ખર્ચ જે તે સંસ્થા ભોગવશે.
14. આથી લેખિત બાંહેધરી આપવામાં આવે છે કે યુનિવર્સિટી ગ્રાન્ટ્સ કમિશન ન્યુ દિલ્હીના રેગિંગ સંબંધી રેગ્યુલેશનનું ચુસ્તપણે પાલન કરવામાં આવશે.
15. આથી લેખિત બાંહેધરી આપવામાં આવે છે કે સેક્સ્યુઅલ હેરેસમેન્ટ ઓફ વુમન એટ વર્ક પ્લેસ એક્ટ ૨૦૧૩ અનુસાર જોગવાઈઓનું પાલન કરવામાં આવશે.
16. આથી લેખિત બાંહેધરી આપવામાં આવે છે કે યુનિવર્સિટી દ્વારા નિયત થયેલ તમામ પ્રકારની ફી અને ફંડ સંસ્થા દ્વારા જમા કરાવવામાં આવશે.
17. આથી લેખિત બાંહેધરી આપવામાં આવે છે કે મંજૂર કરવામાં આવેલ અનુસ્નાતક કેન્દ્ર ની મંજૂરી જે તે વર્ષ પુરતી રહેશે તે વર્ષમાં જો કોઈ પ્રવેશ પ્રક્રિયા કે અભ્યાસક્રમ શરૂ કરવામાં ન આવે તો આપવામાં આવેલ મંજૂરી આપોઆપ રદ થઈ જશે અને ટ્રસ્ટે પછીના વર્ષે અભ્યાસક્રમ શરૂ કરવા માટે નવી માન્યતા સ્વરૂપે ફરીથી અરજી કરશે.
18. આથી લેખિત બાંહેધરી આપવામાં આવે છે કે ટ્રસ્ટ શ્રી ગોવિંદ ગુરુ યુનિવર્સિટીની મંજૂરી વગર અનુસ્નાતક કેન્દ્ર બંધ કરશે નહિ અથવા કોઈ પ્રોગ્રામ બંધ કરશે નહિ અથવા મંજૂર થયેલ ઈન્ટેકમાં કોઈ પણ ફેરફાર કરશે નહિ અને જો તે મુજબ કરવામાં આવશે તો શ્રી ગોવિંદ ગુરુ યુનિવર્સિટી દ્વારા લેવામાં આવેલ નિર્ણય બંધનકર્તા રહેશે.
19. આથી લેખિત બાંહેધરી આપવામાં આવે છે કે શ્રી ગોવિંદ ગુરુ યુનિવર્સિટી/ યુ. જી. સી. / રાજ્ય સરકારશ્રીની પૂર્વ મંજૂરી વગર સંસ્થા/ ટ્રસ્ટ દ્વારા કોઈપણ પ્રકારની સંસ્થા સાથે કોઈપણ પ્રકારના કોલોબ્રેટીવ અભ્યાસક્રમો ચાલુ કરશે નહિ અન્યથા યુનિવર્સિટીના નિયમ અનુસાર જે પગલા લેવામાં આવે તેની જવાબદારી ટ્રસ્ટ ની રહેશે.
20. આથી લેખિત બાંહેધરી આપવામાં આવે છે કે અનુસ્નાતક કેન્દ્ર ના વાર્ષિક હિસાબો અધિકૃત ચાર્ટર્ડ એકાઉન્ટન્ટ પાસે ઓડિટ કરાવવાના રહેશે અને યુનિવર્સિટી દ્વારા જરૂર જણાયે ઇન્સ્પેક્શન માટે ખુલ્લા રાખવાના રહેશે.
21. આથી લેખિત બાંહેધરી આપવામાં આવે છે કે વિવિધ પ્રકારની સંપૂર્ણ માહિતીઓ કોલેજની વેબસાઈટ પર મુકવામાં આવશે અને તેને સતત અપડેટ કરવામાં આવશે.

STATUTE 24
POST GRADUATE CENTRE OF THE UNIVERSITY
(ACT SECTION 46 (1) READ WITH 35 (IV))

The following shall be the guidelines for permitting Postgraduate Programmes in an affiliated college:

I. General

- 1) The college shall comply with all the provisions of the Act, the Statutes, the Ordinances and also the rules and regulations of the University framed in this regard.
- 2) Colleges having permanent affiliation or atleast five years of continuous affiliation only shall be eligible to start postgraduate programmes.
- 3) There shall be a core faculty consisting of atleast four full-time members for each postgraduate programme in a college. All the faculty members shall be duly qualified as prescribed by UGC from time to time. Among them atleast two members should possess research degree (Ph.D)
- 4) All the faculty members shall be paid as per pay scales prescribed for the concerned cadres viz., Professors, Readers, Lecturers by UGC/AICTE and payment shall be made through Bank.
- 5) In addition to the core faculty, retired teachers having more than five years of teaching experience at the P.G. level may be appointed as visiting faculty to handle certain specialized topics/subjects, if need be. In exceptional cases eminent persons may also be invited to deliver lectures.
- 6) There shall be separate faculty for each P.G. programme. The U.G. teachers shall not be allowed to handle P.G. classes.
- 7) The number of teaching posts, the qualifications (as prescribed by the University) of the teaching staff, their recruitment procedure and conditions of service shall be in accordance with the Statutes/Ordinances/Regulations of the University in private colleges and shall be such as to ensure the imparting of adequate instructions to the students in the courses of studies to be undertaken by the College. However, the service conditions of employees shall be as prescribed by the Government.
- 8) Atleast one member of the P.G. faculty of the college and one representative of the concerned University shall be represented in the Governing Council.
- 9) The students shall be admitted to the postgraduate programmes as per the regulations prescribed for the concerned programme by the concerned University and also as per the guidelines of admissions issued by the State Government from time to time.
- 10) The College/Institution shall collect tuition and other fees as prescribed by the University / State Government from time to time.
- 11) The intake for each postgraduate programme shall be as fixed by the University/State Government/AICTE/Bar Council of India/NCTE/UGC etc.
- 12) The academic and welfare activities of the backward classes and Scheduled Castes/Tribes students shall be properly looked after and special attention be paid by the colleges to their problem while also adhering to State rules and directions on reservation.
- 13) No college shall impose levies its teaching and non-teaching staff for meeting recurring or non-recurring general or special expenditure of the college or impose cuts in their salaries for any other purpose.
- 14) The college shall have undisputed possession of land measuring atleast 5 acres and shall submit a blue print of the proposed building for the college.

II. Infrastructure

- 1) The College shall have a separate Library for the postgraduate programmes. The Library shall have facilities like Reading Room, Journal Section, Text Book Section and Reference Section along with Internet facility. The seating capacity shall be in accordance with the strength of the P.G. students. A separate Librarian shall be appointed for managing the P.G.

- Library, especially if there are more than two P.G. courses in the college.
- 2) There shall be separate classrooms, staff rooms, Ladies common room and laboratories for the P.G. programmes. The size of the classrooms, laboratories etc. shall be in accordance with the intake fixed for each programme.
 - 3) There shall be separate hostel facility for P.G. students.
 - 4) The college shall satisfy the University that adequate financial provision is available and that the college has deposited the endowment funds.
 - 5) The college shall also satisfy that it has adequate recurring income from its own resources for its continued and efficient functioning.

Research Facilities.

- 1) The postgraduate teaching will be more meaningful if the institutions create facilities for research in the concerned disciplines. This will enable the faculty members of the concerned disciplines. This will enable the faculty members of the concerned disciplines to keep themselves abreast of the latest developments in their own areas of specializations. If the institution creates research facilities it will enable the faculty members to initiate projects and also apply for funding from specific agencies.
- 2) The college shall exhibit their potential to develop research facilities in the concerned disciplines in the following way.

Library:

The library should have adequate number of journals (both Indian & Foreign) in the concerned disciplines. There should be internet facilities to enable the faculty and scholars to have access to world wide information.

- (i) Databases relating to the concerned disciplines should be procured by the colleges offering P.G. courses.
- (ii) There shall be an investment of atleast Rs.2 lakh in the first year and Rs.50,000/- in every subsequent year for library towards purchase of books and journals pertaining to each P.G. programme.

Laboratory:

- (i) For the P.G. programme in the Science disciplines, the research laboratory shall be established exclusively for the purpose of research.
- (ii) The management of a Non-Government college shall have its accounts audited by the end of each year by a chartered accountant out of a panel approved by the University and that a copy of its annual accounts shall be made available with the audit report to the University for inspection.
- (iii) All registers and records as required to be maintained under University Regulation/Government orders shall be maintained and will be made available as and when required for inspection by the University/Government.

Preliminary Project Report (Please see enclosure)

- (i) The college which intends to apply for postgraduate programmes shall prepare a preliminary project report showing the infrastructure and other facilities available for each programme, sufficient proof of financial and other resources for sustaining the programme. The college shall also give an undertaking that it abides by all the conditions mentioned above if it is considered for granting affiliation to postgraduate programmes. The preliminary project report must be prepared and submitted as per the enclosed Performa.
- (ii) After receiving the preliminary project report the University shall constitute a Committee including the Dean of the concerned faculty and one or two expert members to evaluate the preliminary report and give its opinion about the feasibility and need for starting the postgraduate programme in the college.

Local Inquiry Committee Report

Based on the Committee's report the University shall arrange to send a Local Inquiry Committee in accordance with the provisions of the Act, Statute and Regulations to visit the college and give its report. While giving its recommendations the LIC shall strictly follow the above guidelines and shall not recommend if the institution is incapable of fulfilling the conditions.

Final Approval

- (1) Before issuing Affiliation, a one man committee shall re-inspect the college to verify if all the above conditions have been fulfilled and the college assures that it will abide by the conditions stipulated as above.
- (2) Notwithstanding the guidelines laid down above, all the conditions prescribed by the Act, Statutes, Ordinance, and Regulations in respect of Affiliation shall be mandatory.

Note: The Exercise on affiliation shall begin atleast nine months in advance and get completed atleast two months before the admissions are made in the College.

STATUTE 25
THE CONDUCT OF THE MEETINGS OF THE BOARD OF GOVERNORS
(ACT SECTION 22; READ WITH SECTION 35 (Vii))

1. The Board shall meet on such date as may be fixed by the Vice-Chancellor, once in a year at a meeting to be called the annual general meeting of the Board.
2. The Vice-Chancellor may, whenever, and shall, upon a requisition in writing by not less than one-third of the total members of the Board convene a special meeting of the Board of Governors.
3. The Board shall meet at least two times during a calendar year generally.
4. The quorum shall not be less than one-third of the total number of members of the Board (any fraction contained in that one-third being rounded of as one).
5. A written notice of every meeting together with agenda shall be circulated by the Registrar, to the members of the Board at least not less than fifteen clear days invariably before the date of the meeting. The Vice-Chancellor may permit inclusion of any item for which due notice could not be given in the meeting.
6. The Chairperson, if present shall preside over the meetings of the Board and in his absence, the Pro-Vice-Chancellor shall preside at the meeting.
7. The ruling of the Chairperson on about any question of procedure shall be final.
8. In case of difference of opinion amongst the members, the opinion of the Vice-Chancellor shall prevail.
9. Each member of the Board, including the Chairperson shall have one vote and if there is a tie, viz. a deadlock, equality of votes on any question to be determined by the Board, the Chairperson of the Board shall have a casting vote.
10. If a member of the Board fails to attend three consecutive meetings without leave of absence from the Board, he shall cease to be a member of the Board.
11. No matter concerned with finance shall be placed before the Board unless the same has been considered by the Finance Committee.
12. The Vice-Chancellor may for the purpose of consultation invite any person having special knowledge or practical experience, to the meeting when the relevant matter is being considered. Such person may speak and otherwise take part in the proceedings of the meeting, but shall not be entitled to vote
13. The minutes of the proceedings of a meeting of the Board shall be drawn up by the Registrar with the approval of the Chairperson of the Board and circulated invariably within twenty days to all the members of the Board. The minutes, along with amendments, if any suggested, shall be placed for confirmation at the next meeting of the Board. After the minutes are confirmed and signed by the Chairperson of the Board, they shall be recorded in the minute book which shall be kept open for inspection by the members of the Board.

STATUTE 26
THE CONDUCT OF THE MEETINGS OF THE ACADEMIC COUNCIL
(ACT SECTION 35 (Vii))

1. Chairman:

The Vice-Chancellor shall preside at every meeting of the Academic Council. In his absence the Pro-Vice-Chancellor shall preside and in the absence of both the Council may elect one of its members to the Chair.

2. Convening of Meetings

- 1) A written notice of every meeting shall be circulated by the Registrar to the members of the Academic Council atleast 25 days before the meeting.
- 2) The Vice-Chancellor may authorize the convening of an emergency meeting of the Council at short notice to consider issues of special importance or urgency or on written requisition signed by atleast 15 members of the Council
- 3) The Council shall meet as often as necessary as but not less than two times in each semester of the academic year.

3. Agenda Items

- 1) Items for the agenda shall be circulated to the members of the Council atleast 14 clear days in advance of the date of the meeting.
- 2) Item from the members of the Council for being considered for inclusion in the agenda may be forwarded to the Registrar atleast 20 days in advance of the date of the meeting.
- 3) Notes on the agenda items shall be circulated atleast 7 days in advance of the date of the meeting.
- 4) Supplementary agenda of the meeting shall be circulated as decided by the Chairman.
- 5) The Chairman of the Council may, however, permit inclusion of any item for which due notice could not be given.

4. HOW DECISION SHOULD BE TAKEN

All questions at any meeting of the Academic Council shall be decided by a majority of votes of the members present and voting, and in the case of equality of votes, the Vice-Chancellor or the member presiding as the case may be, shall have and exercise a second or a casting vote.

5. RULING OF THE CHAIRMAN

The ruling of the Chairman of the meeting in regard to all questions shall be final.

6. INVITING AN OUTSIDER

The Academic Council may for the purpose of consultation invite any person having special knowledge or practical experience, to the meeting when the relevant matter is being considered. Such person may speak and otherwise take part in the proceedings of the meeting, but shall not be entitled to vote.

MINUTES

The minutes of the proceedings of the meetings of the Academic Council shall be circulated to the members within 21 days from the date of the meeting.

8. QUORAM

7 members of the Academic Council shall form the quorum

STATUTE 27
THE CONDUCT OF THE MEETINGS OF THE EXECUTIVE COUNCIL
(ACT SECTION 35 (Vii))

1. Chairman:

The Vice-Chancellor shall preside at every meeting of the Executive Council. In his absence the Pro-Vice-Chancellor shall preside and in the absence of both, the Council may elect one of its members to the Chair.

2. Convening of Meetings

- 1) A written notice of every meeting shall be circulated by the Registrar to the members of the Executive Council atleast 25 days before Meeting.
- 2) The Vice-Chancellor may authorise the convening of an emergency meeting of the Council at short notice to consider issues of special importance or urgency.
- 3) The Council shall meet as often as may be necessary but not less than 8 times in a year.

3. Agenda Items

Items for the agenda as approved by the Vice-Chancellor together with the notes thereon may be circulated to the members of the Council atleast 7 days in advance of the date of meeting.

4. HOW DECISION SHOULD BE TAKEN

All questions at any meeting of the Executive Council shall be decided by a majority of the members present, and in the case of equality, the Vice-Chancellor or the member presiding as the case may be, shall have and exercise a Veto.

5. RULING OF THE CHAIRMAN

The ruling of the Chairman of the meeting in regard to all questions shall be final.

6. INVITING AN OUTSIDER

The Vice-Chancellor/Executive Council may for the purpose of consultation invite any person having special knowledge or practical experience, to the meeting when the relevant matter is being considered. Such person may speak and otherwise take part in the proceedings of the meeting, but shall not be entitled to vote.

7. MINUTES

The minutes of the proceedings of the meetings of the Executive Council shall be circulated to the members within 21 days from the date of the meeting.

8. QUORUM

Seven members of the Executive Council shall form the quorum

STATUTE- 28**PROCEDURE / NORMS FOR APPOINTMENT TO THE POSTS OF PROFESSOR, ASSOCIATE PROFESSOR, ASSISTANT PROFESSOR****(ACT SECTION 55; READ WITH SECTION 25(XXI))**

1. The University will issue all-India advertisement for recruitment to the teaching posts in leading national dailies giving at least 21 days time and make appointments there-to on all India basis on the recommendations of the duly constituted Selection Committee according to the provisions of UGC Regulations.
2. In order to attract best talents, the University may make rolling advertisements whereby eligible candidates can submit their applications for different faculty positions throughout the year.
3. The Chairman - Convenor shall issue to each member a Notice, not less than fifteen days before the meeting, stating the time and venue of the meeting. Meeting of the Selection Committee shall be fixed after prior consultation with, and subject to the convenience of Government's nominee and of the experts.
4. The Chairman - Convenor shall be entitled to vote at the Selection Committee meeting and shall have a casting vote in the case of a tie.
5. The recommendations of the Selection Committee shall be submitted to the Executive Council and orders of appointment shall be issued after the consultation with Board of Governors and approval of the State Government.
6. The terms and conditions with regard to the minimum qualifications and other terms and conditions as prescribed by the UGC and State Government from time to time, shall be followed
 - i. In addition to the above, the Vice-Chancellor may prescribe, in consultation with the concerned Dean and Head of the Department, to the Academic Council such specification or any other condition as required for the post to be filled up.
 - ii. The prescribed qualification and experience will be minimum, and the mere fact that a candidate possessing the same will not entitle him / her for being called for interview.
7. The University will have the right to restrict the number of candidates to be called for interview, based on the recommendations of the Screening Committee constituted as per the Regulations for this purpose, to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.
8. The rules and procedures prescribed by the Govt. of Gujarat in respect of the reserved categories shall be followed.
9. The Selection procedure shall be as laid down by the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic staff in Universities and Colleges and Measures for Maintenance of Standards in Higher Education – 2010 and as amended from time to time.
10. In case of selection to two or more posts on the same date, the recommendations shall invariably be made in order of merit of the selected candidates for the purpose of determining seniority in service.
11. No recommendations should be made with a condition attached to the occurrence of the future events.
12. The statutory provision for relaxing of age, minimum qualification, experience etc.

- prescribed in case of the candidates belonging to SC/ST/SEBC/PH categories will be made applicable to them.
13. When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it shall be as per the UGC Regulation referred to above.
 14. Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection accordingly.
 15. The in-service candidates should apply through Proper Channel only.
 16. Outstation candidates belonging to SC/ST categories called for interview will be paid equivalent to return single second class railway fare towards journey, expenses on production of Ticket numbers / proof.
 17. Canvassing in any form on behalf of any candidate will disqualify such candid.
 18. The Selection Committee's recommendations, when approved by the Executive Council, shall remain valid for a period of one year from the date of such approval.
 19. In cases of any disputes any suites or legal proceedings against the University, the jurisdiction shall be restricted to the Courts in Godhra which is the Headquarters of the University.
 20. The direct recruitment to the posts of Assistant Professors, Associate Professors and Professors in the Universities shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committees as per the provisions made under UGC Regulations 2010 and as amended from time to time. The Selection Committee for the post of **Assistant Professor** in the University shall have the following composition.
 - 1) The Vice Chancellor shall be the Chairperson of the Selection Committee
 - 2) An academician nominated by the State Government
 - 3) Three experts in the concerned subject nominated by the Vice Chancellor out of the panel of names approved by the Executive Council
 - 4) Dean of the concerned Faculty, wherever applicable
 - 5) Head/Chairperson of the Department/Board of Studies
 - 6) Registrar-Secretary

An academician representing SC/ ST/ SEBC/Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.

At least four members, including two outside subject experts shall constitute the quorum.

The Selection Committee for the post of **Associate Professor** in the University shall have the following composition.

- 1) The Vice Chancellor shall be the Chairperson of the Selection Committee.
- 2) An academician nominated by the State Government.
- 3) Three experts in the concerned subject nominated by the Vice Chancellor out of the panel of names approved by the Executive Council.

- 4) Dean of the concerned Faculty.
- 5) Head/Chairperson of the Department/Board of Studies
- 6) Registrar-Secretary

An academician representing SC/ST/SEBC/Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.

At least four members, including two outside subject experts shall constitute the quorum.

The Selection Committee for the post of **Professor** in the University shall have the following composition.

1. The Vice Chancellor shall be the Chairperson of the Selection Committee.
2. An academician nominated by the State Government.
3. Three experts in the concerned subject nominated by the Vice Chancellor out of the panel of names approved by the Executive Council.
4. Dean of the concerned Faculty.
5. Head/Chairperson of the Department/Board of Studies
6. Registrar-Secretary

An academician representing SC/ST/SEBC/Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.

At least four members, including two outside subject experts shall constitute the quorum.

The minimum qualifications required for the post of Assistant Professors, Associate Professors, Professors are as under:

PROFESSOR

A.

- i. An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.
- ii. A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.
- iii. Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.
- iv. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS).

OR

- B. An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials

ASSOCIATE PROFESSOR

- i. Good academic record with a Ph.D. Degree in the concerned/ allied/ relevant disciplines.
- ii. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- iii. A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.
- iv. Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.
- v. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS).

ASSISTANT PROFESSOR

(Arts, Humanities, Sciences, Social Sciences, Commerce, Languages, Law, Journalism and Mass Communication)

- i. Good academic record as defined by the concerned university with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.
- ii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- iii. Notwithstanding anything contained in (ii) above candidates, who are, or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.

NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma, based on the Academic Performance Indicators (API) as provided in UGC Regulations 2010 and as amended from time to time.

Universities may assess the ability for teaching and/or research aptitude through a seminar or lecture in a class room situation or discussion on the capacity to use latest technology in teaching and research at the interview stage.

In all the Selection Committees of direct recruitment of teachers, an academician representing Scheduled Caste/Scheduled Tribe/ SEBC/Women/Differently-abled categories, if any of candidates representing these categories is the applicant and if any of the members of the selection committee do not belong to that category, shall be nominated by the Vice Chancellor. The academician, so nominated for this purpose, shall be one level above the cadre level of the applicant, and such nominee shall ensure that the norms of the State Government, in relation to the categories mentioned above, are strictly followed during the selection process.

The process of selection of Associate Professor should involve inviting the bio-data with the duly filled Performance Based Appraisal System (PBAS) proforma developed by the Universities based on the API criteria provided in UGC Regulation 2010.

The publications shall be provided to the subject experts for assessment before the interview and the evaluation score of the publications provided by the experts shall be factored into the weightage scores while finalizing the outcome of selection by the selection committee.

The process of selection of Professor shall involve inviting the bio-data with duly filled Performance Based Appraisal System (PBAS) proforma developed by the universities based on the API criteria based PBAS set out in UGC Regulations 2010 and reprints of five major publications of the candidates.

Selection committee shall assess the following dimensions with the weightages given below:

- a) Assessment of aptitude for teaching, research and administration (20%);
- b) Ability to communicate clearly and effectively (10%);
- c) Ability to plan institutional programmes, analyze and discuss curriculum development and delivery, research support and administration (20%);
- d) Ability to deliver lecture programmes to be assessed by requiring the candidate to participate in a group discussion or exposure to a class room situation by a lecture (10%); and

Analysis of the merits and credentials of the candidates on the basis of the Performance Based Appraisal System (PBAS) proforma developed by the University based on UGC Regulations (deduced to 40% of the total API score).

STATUTE 29
WRITTEN CONTRACT OF APPOINTMENTS OF TEACHERS
(As per UGC Regulations 16.1)

Every teacher and member of the academic staff of the University shall be appointed on a written contract, the form of which is hereby prescribed and appended to this ordinance”.

TO BE TYPED ON Rs.100/- NON-JUDICIAL STAMP PAPER & SUBMIT ONE ORIGINAL AND TWO COPIES THEREOF.

SERVICE CONTRACT

ARTICLES OF AGREEMENT EXECUTED his / her the ___ day of _____ the year Two Thousand the _____ Year of the Republic of India between _____ S/O/D/O/W/O _____ aged _____ years, residing at _____ of the first part (hereinafter called 'the party of the first part') and Shri Govind Guru University of the second part.

WHEREAS the Shri Govind Guru University (hereinafter referred in as "the University") have engaged the party of the first part as _____ (Designation) and the party of the first part has agreed to serve the University on the terms and conditions hereinafter contained;

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

1. The party of the first part shall submit to the orders of the University and of the authorities under whom he may from time to time, be placed by the University and shall remain in the service commencing from the date of joining duty _____ (Date) subject to the terms and conditions herein contained.
2. The party of the first part shall devote his / her whole time and attention efficiently and diligently to his / her duties and at all-time obey the rules including the University Conduct Rules prescribed for the time being for the regulations of the branch of the University to which he may be attached and shall whenever required to perform such duties as may be assigned to him / her from time to time.
3. The party of the first part shall be of the Teacher's rank and his / her status shall be that of _____ (Designation) in _____ (Department / Centre)
4. The party of the first part shall be from the date of coming into force of these presents, be granted Rs. _____ (Basic Pay including the grade pay of Rs. _____) in the pay scale of Rs. _____. He/she shall also be eligible for the usual allowance admissible under the rules of the University / Govt. of Gujarat in force.
5. The party of the first shall, during the period of this / her agreement earns leave according to the rules applicable to him/her.
6. If the party of the first part is required to travel in the interest of the University Service; he/she shall be entitled to travelling allowance on the scale applicable to the Officers of his /his equal rank in the University.

7. This / her agreement may be terminated at any time within the said period of the age of superannuation / by either party, by giving three months' notice in writing to the other. Provided always that either party may in lieu of the notice, give to the other party a sum equal to the salary of the period which may fall short of three months.
8. The party of the first part shall be eligible to the benefit of the University Provident Fund / Pension / New Pension Scheme according to the rules applicable as determined by Government of Gujarat.
9. The Party of the first part shall submit himself / herself for Self Appraisal PABS methodology as prescribed by the UGC as notified and amended from time to time.
10. In regard to any matter in respect of which no provision has been made in his /her agreement, the provision of the rules made or deemed to have been made under Article 309 B & 313 of the Constitution of India, the provisions of any Act or Rule made by the University in regard to the employees borne in the category of the Teacher in the University service shall apply to the extent to which they are applicable to the service of the party of the first part under this / her agreement and the decision of the University as their applicability shall be final

IN WITNESS WHEREOF _____ the party of the first part and the (Name) Registrar acting for and on behalf of and by the order and direction of the University and State Government, have hereunto set their hands in the _____ year of the REPUBLIC OF INDIA.

SIGNED BY THE PARTY OF THE FIRST PART:

SIGNED BY THE PARTY OF THE SECOND PART:

IN THE PRESENCE OF:

Witness: 1)

Witness:2)

STATUTE 30
CONDITIONS OF SERVICE OF TEACHERS OF THE UNIVERSITY
(ACT SECTION 55 (2) READ WITH SECTION 25 (1) (XXI))

Teachers of the University means Professors, Associate Professors, Assistant Professors and such other persons as may be appointed for imparting instruction or conducting researches in the University or in any College or Institution maintained by the University and are designated as Professors, Associate Professors, Assistant Professors.

A teacher of the University shall be a whole-time salaried employee of the University and shall devote his / her whole-time to the University and does not include honorary, visiting, part-time and ad-hoc teachers.

Provided that nothing contained in this Statute shall apply to the work undertaken in connection with the examination of Universities or learned bodies or Public Service Commissions or to any literary work or publication or radio / television talk or extension lectures or, with the permission of the Vice-Chancellor, to any other academic work.

No whole-time salaried teacher of the University shall without the permission of the Executive Council engage directly or indirectly in any trade or business whatsoever or any private tuition or other work to which any emolument or honorarium is attached. However, teachers may engage in consultancy work as per University and UGC guidelines and with prior approval of the University.

Nature of Duties

Every teacher shall undertake to take part in such activities of the University and perform such duties in the University as may be required by and in accordance with the Act, the Statutes, Ordinances framed there-under, UGC Regulations and Guidelines, State Government directives for the time being in force, whether the same relate to organisation of admission, teaching, research, extension, examinations of students, their discipline, welfare, extra-curricular activities, placement, industry interaction, skill development, and generally to act under the direction of the authorities of the University.

PERIOD OF PROBATION AND CONFIRMATION

The minimum period of probation shall be one year extendable by a maximum period of one more year in case of unsatisfactory performance.

The confirmation at the end of one year shall be automatic, unless extended for another year by a specific order, before expiry of the first year.

Subject to this Clause it is obligatory on the part of the university to issue an order of confirmation to the incumbents within 30 days of completion of probationary period after due process of verification of satisfactory confidential performance report.

Probation and confirmation rules are applicable only at the initial stage of recruitment, issued from time to time, by University and State Government.

All other State Government rules on probation and confirmation shall be applicable mutatis mutandis.

Confirmation

It shall be the duty of the Registrar to place before Executive Council in concurrence with Academic Council the case of Confirmation of a teacher on probation with Confidential Performance Report, not later than forty days before the end of the period of probation.

The Executive Council may then either confirm the teacher or decide not to confirm him, or extend the period of probation so as not to exceed twenty-four months in all.

In case the Executive Council decides not to confirm the teacher, whether before the end of twenty-four months' period of his / her probation, or before the end of the extended period of probation, as the case may be, he shall be informed in writing to that effect, not later than thirty days before the expiration of that period.

Increment

Every teacher shall be entitled to increment in his / her scale of pay, unless the same is withheld or postponed by a resolution of the Executive Council and after the teacher has been given due opportunity to make his / her written representation.

Age of retirement

Every teacher confirmed in the service of the University, shall continue in such service until he / she attains the age of superannuation as prescribed by the Govt. of Gujarat/University from time to time.

Variations in terms and conditions of service

Every teacher shall be bound to act in conformity with the Statutes, Ordinances, Regulations and rules of the University as well as a code of professional ethics as may be formulated by the University Grants Commission and Government of Gujarat from time to time.

Professional Code of Conduct

Every teacher of the University shall abide by the following Code of Conduct:

TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself /herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable indisposition.

Teachers should:

- 1) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- 2) Manage their private affairs in a manner consistent with the dignity of the profession;
- 3) Seek to make professional growth continuous through study and research;
- 4) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;

- 5) Maintain active membership of professional organizations and strive to improve education and profession through them;
- 6) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- 7) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- 8) Participate in extension, co-curricular and extra-curricular activities including community service.

TEACHERS AND THE STUDENTS

Teachers should:

- 1) Respect the right and dignity of the student in expressing his/her opinion;
- 2) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- 3) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- 4) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- 5) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- 6) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- 7) Pay attention to only the attainment of the student in the assessment of merit;
- 8) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- 9) Aid students to develop an understanding of our national heritage and national goals; and
- 10) Refrain from inciting students against other students, colleagues or administration.

TEACHERS AND COLLEAGUES

Teachers should:

- 1) Treat other members of the profession in the same manner as they themselves wish to be treated;
- 2) Speak respectfully of other teachers and render assistance for professional betterment;
- 3) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- 4) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

TEACHERS AND AUTHORITIES:

Teachers should:

- 1) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- 2) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;

- 3) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- 4) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- 5) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- 6) Should adhere to the conditions of contract;
- 7) Give and expect due notice before a change of position is made; and
- 8) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

TEACHERS AND NON-TEACHING STAFF:

- 1) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- 2) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

TEACHERS AND GUARDIANS

Teachers should:

- 1) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the University.

TEACHERS AND SOCIETY

Teachers should:

- 1) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- 2) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- 3) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- 4) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- 5) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

The following lapses would constitute misconduct on the part of a University teacher:

- (i) Any lapses in performing his / her duties as assigned by the university from time to time.
- (ii) Inciting students against other students, colleagues or administration (This does not interfere with the right of a teacher to express his / her difference of opinion on principles in seminars and other places where students are present) or any other such actions which are against the interest of the university.
- (iii) Indulging in communal activities, or making inappropriate remarks on caste, creed, religion, race or sex in his / her relationship with his / her colleagues and trying to use the above considerations for improvement of his / her prospects or any other such actions which are against the interest of the university.
- (iv) Refusal to carry out the decisions by appropriate administrative and academic bodies and / or functionaries of the University.
- (v) Indulging in Plagiarism of any sort within the legal meaning, interpretation and expression of the term.

Resignation

A whole-time salaried teacher may, at any time, terminate his / her contract by giving the University one months' notice in writing or on payment to the University of one month salary in lieu thereof. The notice period shall be one month in case of probationers, contractual, temporary and ad-hoc teachers or salary in lieu thereof.

Contract

The written contract between a teacher and the University required to be entered into shall be in the form prescribed.

Fixation of pay of re-employed pensioners

As prescribed by the Government of Gujarat Rules issued from time to time.

Teaching Days, Work Load And Leave Rules

The rules and conditions governing number of teaching days, work load and leave shall be as prescribed by the UGC, Government of Gujarat and University from time to time.

STATUTE 31
CODE OF CONDUCT OF THE EMPLOYEES OF THE UNIVERSITY
(Act Section 55(2))

PART-I

1. These Rules may be called "Shri Govind Guru University (Conduct and Discipline) Rules".
2. Unless the context otherwise requires:
 - i. "Employee" means teaching, officer and non-teaching employees of the University.
 - ii. "Members of family" in relation to an employee includes:
 01. 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, separated from the employee by a decree or orders of a competent court.
 02. 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 or under any law:
 03. 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.
 - iii. "Prescribed Authority" means the Vice-Chancellor in case of teacher or Registrar in case of Non-Teaching staff or the authority prescribed by the Executive Council for the purpose of these rules as a whole or for any particular rule.

PART-II

3. Every employee shall at all times:
 01. Maintain absolute integrity
 02. Show devotion to duty and
 03. Do nothing which is unbecoming of an employee of the University.
- (ii) 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:
- (iii)
 - (a) 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.
 - (b) The direction of the official superior shall ordinarily be in writing. Oral direction to subordinates shall be avoided, as far as possible. Where the issue of oral direction becomes unavoidable, the official superior shall confirm it in writing immediately thereafter.
 - (c) An employee who has received oral direction from his official superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the direction in writing.
- (iv) Unless otherwise stated specifically in the terms of appointment and the contract, every whole time employee may be called upon to perform such duties as may be assigned to him by the competent authority beyond scheduled working hours and on closed holidays and Sundays.
- (v) An employee shall observe the scheduled hours of working during which he must be present at the place of this duty.
- (vi) Except for valid reasons and/or unforeseen contingencies, no employee shall be absent from duty without prior permission. If an employee is absent from duty without permission for a continuous period of 90 days, he shall be treated as absconding from duty and his service shall be deemed as terminated.

Explanation: Nothing contained in clause (ii) of sub-rule 3.2 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 distributions of powers and responsibilities.

4.

- (i) No employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm having official dealings with the University.
- (ii) No employee shall, in the discharge of his official duties deal with any matter or give or sanction any contract to any company or firm or any other person if any member of his family is employed in that company or firm or under that person or if he or any other member of his family is interested in such matter or contract in any other manner.

5.

- (1) No employee shall be a member of, or be otherwise associated with, any political party or any organisation which takes part in politics nor shall he take part, subscribe in aid of, or assist in any other manner, any political movement or activity.
- (2) It shall be the duty of every employee to endeavour to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any other manner any movement or activity which is, or tends directly or indirectly to be subversive of the Government or the University as by law established and where an employee is unable to prevent a member of his family from taking part in, or subscribing in aid of or assisting in any other manner, an such movement or activity, he shall make a report to that effect to the University.
- (3) If any question arises whether a party is political party or whether any organisation takes part in or whether any movement or activity falls within the scope of sub-rule 5.2. the decision of the University thereon shall be final.
- (4) No employee shall canvass or otherwise interfere with or use his influence in connection with or take part in, an election to any legislature or local authority:
Provided that:
 - (i) An employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted:
 - (ii) An employee shall not be deemed to have contravened the provisions of this sub-rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.
Explanation: The display of an employee on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub-rule.

6. No employee shall join or continue to be a member of an association, the object or activities of which are prejudicial to the interests of the sovereignty and integrity of India, public order, decency or morality.

7. No employee shall-

- (i) engage himself or participate in any demonstration or strike which is prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with foreign states, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence; or
- (ii) resort to or in any way abet in any form of strike or coercion or physical duress in connection with any matter pertaining to his services or the service of any other employee.

8.

- (1) No employee shall, except with the previous sanction of the University, own wholly or in part, or conduct, or participate in the editing or management of any newspaper or other periodical publication.

- (2) No employee shall, except with the previous sanction of the University, or of the prescribed authority or except in the bona fide discharge of his duties-
- a. Publish a book himself or through a publisher, or contribute an article to a book or a compilation of articles.
 - b. Participate in a radio broadcast or contribute any article or write a letter to any newspaper or periodical either in his own name or anonymously or in the name of any other person:

Provided that no such sanction shall be required-

- (i) If such publication is through a publisher and is of a purely literary, artistic or scientific character, or
- (ii) Such broadcast or such contribution or writing is of a purely literary, artistic or scientific character.

9.

- (i) Whenever an employee wishes to put forth any claim or to seek redress of any grievance or any wrong done to him, he must forward his case through proper channel and shall not forward any advance copies of his application to any higher authority. Unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.
- (ii) No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.

10. No employee shall, in any radio broadcast or in any document published in his own name or in anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact opinion—
- (i) Which has the effect of an adverse criticism of any current or recent policy or action of the University or the University Grants Commission or the Government; or
 - (ii) Which is capable of embarrassing the relations between the University and the Commission or the Government:

Provided that nothing in this rule shall apply to any statements made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

- a. Save as provided in sub-rule 10.3 below no employee shall except with the previous sanction of the University give evidence in connection with any enquiry conducted by any person, committee or authority.
- b. Where any sanction has been accorded under sub-rule 10.1 no such employee giving such evidence shall criticise the policy or any action of the University or Commission or the Government.
- c. Nothing in this rule shall apply to-

- 1) The evidence given at an enquiry before an authority appointed by the University, Commission, Government, Parliament or any State Legislature; or
- 2) The evidence given in any judicial enquiry; or
- 3) The evidence given in any departmental enquiry ordered by authorities subordinate to the Vice Chancellor.

11. 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 authorised to communicate such document or information.

12. No employee shall, except with the previous sanction of the University or of the prescribed authority, ask for or accept contribution 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.

13. Save as otherwise provided in these rules, no employee shall accept, or permit any member of his family or any other person acting on his behalf to accept any gift.

Explanation: The expression "gift" shall include free transport, board, Lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or a personal friend having no official dealings with the employee.

Note. 1. A casual meal. Lift or other special hospitality shall be deemed to be gift.

Note. 2. An shall avoid acceptance of lavish or frequent hospitality from any individual or firm having official dealings with him or from industrial or commercial firm.

14. On occasions such as weddings, anniversaries, funerals or religious functions. when the making of gifts is in conformity with the prevailing religious or social practices, an employee of the University may accept gifts from his near relatives but he shall make a report to the University if the value of the gift exceeds -

1) Rs. 20000 in the case of an employee holding any Class I (Group A) or Class II (Group B) post;

2) Rs.10000 in the case of an employee holding any Class III (Group C) post; and

15. On such occasions as are specified in sub-rule 13.2, an employee may accept gifts from his personal friends having no official dealings with him, but he shall make a report to the University if the value of any such gift exceeds

(i) Rs. 50000 in the case of an employee holding any Class I (Group A) or Class II (Group B) post;

(ii) Rs. 15000 in the case of an employee holding any Class III (Group C) post;

16. In any other case, an employee shall not accept or permit any other member of his family or any other person acting on his behalf to accept any gifts without the sanction of the University, if the value there of exceeds -

(i) Rs. 10000 in the case of an employee holding any Class I (Group A) or Class II (Group B) post;

(ii) Rs. 5000 in the case of an employee holding any Class III (Group C) post;

17. Notwithstanding anything contained in sub-rules an employee may receive gifts of symbolic nature from foreign dignitaries and retain such gifts.

18. Gifts from foreign dignitaries which are not of symbolic nature may be retained by an employee if the market value of the gift in the country of origin does not exceed Rs. 10,000.

19. Where there is doubt whether gift received from a foreign dignitary is of symbolic nature or not, or where the market value of the gifts in the country of origin apparently exceeds Rs. 10,000 or where there is any doubt about the actual market value of the gifts, the acceptance of such gifts and retention thereof by the employee shall be regulated by the instructions issued by the government/ University in this regard from time to time.

20. An employee shall not accept any gift from any foreign firm which is either contracting with the University or is one with which the employee had/ has or is likely to have official dealings.

21. No employee shall-

(i) give or take or abet the giving or taking of dowry; or

(ii) Demand, directly or indirectly, from the parents or guardian of a bride or bridegroom, as the case may be, any dowry.

22. No employee shall except with the previous sanction of the Vice-Chancellor, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour, or in the honour of any other employee

Provided that nothing in this rule shall apply to –

1) A farewell entertainment of a substantially private and informal character held in honour of an employee on the occasion of his retirement or transfer or any person who has recently the service of the University; or

2) The acceptance of simple and inexpensive entertainment arranged by public bodies or institutions

Note : Exercise of pressure or influence of any sort on any employee to induce him to subscribe towards any farewell entertainment even if it is of a substantially private or informal character and the collection of subscriptions from Group 'C' employees under any circumstances for the entertainment of any employee not belonging to Group "C" is forbidden.

23. No employee shall except with the previous sanction of the University, engage directly or indirectly in any trade or business or undertake any other employment:

Provided that an employee may, without such sanction-

(i) Undertake honorary work of a social or charitable nature; or

(ii) Undertake occasional work of a literary, artistic or scientific character; or

(iii) Participate in sports activities as amateur subject to the condition that in all the cases his official duties do not thereby suffer. He shall not undertake or shall discontinue such work or activity, if so directed by the University.

Explanation: 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 breach of this sub-rule.

(11) Every employee shall report to the University if any member, of his family is engaged in a trade or business or own or manages an insurance agency of commission agency.

(12) 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 (1 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:

(i) A co-operative society substantially for the benefit of the employees registered under the Co-operative Societies Act, 1912 (2 of 1912) or any other law for the time being in force;
OR

(i) A literary, scientific or charitable society registered under the Societies Registration Act, 1960 (2 of 1960) or any other law for the time being in force.

(13) No employee may accept any fee for any work done by him for any private or public body or any private person without the sanction of the competent authority of the University,

(14) No employee shall speculate in any stock, share, or other investment.

Explanation: Frequent purchase or sale or both of shares, securities or other investments shall be deemed to be speculation within the meaning of this sub-rule.

(15) No employee shall make or permit any member of his family or any person acting on his behalf to make, any investment which is likely to embarrass or influence him in the discharge of his official duties.

(16) If any question arises whether any transaction is of the nature referred to in sub-rule (6) the decision of the University thereon shall be final.

(17) No employee shall, save in the ordinary course of business with a bank or a public limited company, either himself or through any member of his family or any other person acting on his behalf:

(i) Lend or borrow or deposit money, as a principal or an agent, to, or from, or with any person or firm or private limited company within the local limits of his authority or with whom he is likely to have official dealings or otherwise place himself under any pecuniary obligation to such person or firm or private limited company; or

(ii) Lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid:

Provided that an employee may give to or accept from a relative or a personal friend, a purely temporary loan of a small amount free of interest or operate a credit account with a bonafide tradesman or make an advance of pay to his private employee:

Provided further that nothing in this sub-rule shall apply in respect of any transaction entered into by an employee with the previous sanction of the University.

24. An employee shall so manage his private affairs so as to avoid habitual indebtedness or insolvency. An employee against whom any legal proceedings is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forth with report the full facts of the legal proceedings 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.

25. (1) Every employee shall on his first appointment to any University service or post submit a return of his assets and liabilities, in such form as may be prescribed by the University, giving the full particulars regarding-

(i) The immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in the name of any member of his family or in the name of any other person.

(ii) Shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired, or held by him.

(iii) Other movable property inherited by him or similarly owned, acquired or held by him; and

(iv) Debts and other liabilities incurred by him directly or indirectly.

Note 1: In all returns, the values of items of movable property worth less than Rs. 20,000 may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, book, etc. need not be included in such return.

Note 2:

- (i) Where an employee already belonging to a service, or holding a post is appointed to any other civil service or post he shall not be required to submit a fresh return under this clause.
- (ii) Every employee belonging to any service or holding any post included in Group A or Group B shall submit an annual return in such form as may be prescribed by the University in this regard giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family, or in the name of any other person.
- (3) No employee shall, except with the previous knowledge of the University, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family:
Provided that the previous sanction of the University shall be obtained by the employee if any such transaction is:- With a person having official dealings with the employee.
- (4) Where an employee enters into a transaction in respect of movable property either in his own name or in the name of a member of his family, he shall, within one month from the date of such transaction, report the same to the University, if the value of such property exceeds Rs.2,00,000/- in the case of an employee holding any Class I (Group A) or Class II (Group B) post or Rs.75,000/- in the case of an employee holding any Class III (Group C) post. Provided that the previous sanction of the University shall be obtained if any such transaction: - With a person having official dealings with the employee.
- (5) The University may, at any time by general or special order, require an employee to furnish, within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or on his behalf or by any member of his family as may be specified in the order. Such statement shall if so required by the University, include the details of the means by which, or the source from which, such property was acquired.
- (6) The University may exempt any category of employee belonging to Class III (Group C) from any of the provisions of this rule except sub-rule (4). No such exemption shall, however, be made without the concurrence of the Executive Council.

Explanation 1: For the purpose of sub-rule (1) the expression movable property includes:

- (a) jewellery, insurance policies the annual premium of which exceeds Rs.2,00,000/- or one sixth of the total annual emoluments received from the University, whichever is less, shares, securities and debentures;
- (b) Loans advanced by such employees whether secured or not;
- (c) Motor cars, motor cycles, horses, or any other means of conveyance; and
- (d) Refrigerators, AC, radios, radiograms and television sets etc..

Explanation 2: For the purpose of this rule, "lease" means, except where it is obtained from or granted to a person having official dealings with the employee, a lease of immovable property from year to year or for any term exceeding one year of receiving a yearly rent

Restriction in relation to acquisition and disposal of immovable property outside India and transactions with foreigners, etc.

Notwithstanding anything contained in sub-rule, no employee shall, except with the previous sanction of the prescribed authority:

- a) Acquire by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, any immovable property situated outside India;

- b) Dispose of by sale, mortgage, gift, or otherwise, or grant any lease in respect of any immovable property situated outside India which was acquired or is held by him either in his own name or in the name of any member of his family;
- c) Enter into any transaction with any foreigner, foreign Government, foreign organization or concern :-
- i. for the acquisition by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, or any immovable property.
 - ii. For the disposal of, by sale, mortgage, gift or otherwise, or the grant of any lease in respect of, any immovable property which was acquired or is held by him either in his own name or in the name of any member of his family.
26. 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.
27. Nothing in this rule shall be deemed to prohibit an 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 University regarding such action.
28. No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the University.
- 29.
- i. No employee shall enter into or contract a marriage with a person having a spouse living; and
 - ii. No employee having a spouse living shall enter into or contract a marriage with any person; Provided that the University may permit an employee to enter into or contract any such marriage as is referred to in clause 1 or clause 2, if it is satisfied that:
 - a. Such marriage is permissible under the personal law applicable to such employee and the other party to the marriage; and
 - b. There are other grounds for so doing.
 - c. An employee who has married or marries a person other than of India Nationality shall forthwith intimate the fact to the University.
30. An employee shall :
- i. Strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
 - ii. Not be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.
 - iii. Refrain from consuming any intoxicating drink or drug in a public place;
 - iv. Not appear in a public place in a state of intoxication;
 - v. Not use any intoxicating drink or drug, to excess.
- Explanation: For the purpose of this rule, 'public place' means any place or premises (including a conveyance) to which the public have, or are permitted to have access, whether on payment or otherwise.
31. If any question arises relating to the interpretation of these rules, it shall be referred to the Executive Council whose decision thereon shall be final.

32. Unless there is anything repugnant in the Universities Act, Statues, Ordinances, any amendments to the Gujarat Act No. 24/2015 this rules shall be deemed to be the amendments of the relevant provision of these rules or any order or administrative instruction already issued/to be issued by the State Government shall be deemed to be the orders or administrative instructions under these rules with effect from the date of such amendments/orders are brought into force by the State Government.

STATUTE 32
MANNER OF APPOINTMENT AND EMOLUMENTS OF EMPLOYEES OTHER
THAN TEACHERS AND OTHER ACADEMIC STAFF
(Act Section 55 (2) read with Section 25 (1) (xxi))

The employees of the university, other than teachers, Officers and other academic staff, shall be grouped in to Group A,B and C category and such other categories as classified by Govt. of Gujarat from time to time.

The age, qualifications and method of recruitment for appointment to various posts in the university shall be such as may be prescribed in the cadre recruitment rules or as determined by the Executive Council and approved by Government of Gujarat from time to time.

The emoluments of these employees shall be as prescribed by Govt. of Gujarat from time to time.

SELECTION COMMITTEE

The Selection Committee shall comprise the following:

Selection Committees for the posts of Group A & B (Other than Statutory positions)

1	Vice-Chancellor / Pro-Vice-Chancellor* (* inthe absence of Vice-Chancellor)	Chairman
2	Two members from amongst the members of the Executive Council to be nominated by The Vice Chancellor	Member
3	Three experts not in service of this University to be nominated by the Vice-Chancellor	Member
4	One member who is a woman, a SC/ST category to be co-opted if he / she is not in the Selection Committee (in case the candidates appearing belong to any of the above category)	Member
6	Registrar	(Member - Secretary)

1. The candidates for selection to the posts of Group A & B will be selected by Selection Committee either through written examinations and personal interview or both.
2. University may conduct competitive written test / trade test / technical test for the selection of such posts.
3. The candidates will be shortlisted for interview on the basis of marks obtained in the written test, in order of merit, in the ratio of 1:10 of the vacancies to be filled-up.
4. The Chairman will be entitled to vote at the Selection Committee meeting and shall have a casting vote in case of a tie.
5. The recommendations of the Selection Committee in respect of the posts of groups A & B will be submitted to the Executive Council and orders of appointments will be issued only after the approval of the State Government.
6. The procedure of appointment/selection on the posts of Group C will be as prescribed by the Government of Gujarat and amended by the University from time to time
7. The rules and procedures prescribed by the Govt. of Gujarat in respect of the reserved categories shall be followed as prescribed from time to time.
8. The rules of Govt. of Gujarat in regard to Pay & Allowances, Leave, Pension and P.F. shall

- be followed subject to amendments if any, from time to time
9. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.
 10. If two or more candidates are selected, the recommendations shall be made in order of merit of the selected candidates.
 11. No recommendation should be made with a condition attached to it.
 12. The relaxation in age, qualification etc., shall be applicable to the SC/ST, SEBC, physically challenged etc. candidates as per rules of GOG.
 13. When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it may do so giving reasons there-for.
 14. Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.
 15. The prescribed qualifications and experience will be minimum and the mere fact that a candidate possessing the same will not entitle him for being called for interview. The University will have the right to restrict the candidates to be called for interview to a reasonable number (1:10) on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.
 16. The in-service candidates should apply through proper channel.
 17. Outstation candidates belong to SC/ST categories called for interview will be paid equivalent to return single second class railway fare towards journey expenses on production of proof.
 18. The Chairman shall have the power to lay-down the procedure in respect of any matter not mentioned in the Act/ Statute/ Ordinance.
 19. Canvassing in any form on behalf of any candidate will disqualify such candidate.
 20. The Selection Committee's recommendations, when approved shall remain valid for a period of one year from the date of such approval.
 21. In cases of any disputes any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Courts in Godhra, which is the headquarters of the University.

CADRE RECRUITMENT RULES

1. The University shall have the following methods of recruitment for employees of the university, other than teachers and other academic staff:
 - i. By direct recruitment;
 - ii. By promotions;
 - iii. By deputation of employees whose services are borrowed from other organisations
 - iv. By appointment of contract service;
 - v. Re-employment of persons who retired from service
2. The scales of pay and other emoluments for the posts in various employees of the university, other than teachers and other academic staff in the University shall be as prescribed by the Government of Gujarat from time to time.

The qualifications, experience and age etc. required for some of the posts are set out in this Statute and for such other equivalent posts that may be created in future, Govt. of Gujarat or UGC Guidelines will be followed

STATUTORY POSTS:

REGISTRAR

Pay Scale: Rs.37400-67000 (Grade Pay Rs.10, 000/-)

Minimum Qualifications:

- I. Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale.
- II. At least 15 years of experience as Lecturer (Sr. Scale) / Lecturer with 8 years in Reader's grade along with experience in Higher Educational Administration

OR

Comparable experience in research establishment and / or other institutions of higher education.

OR

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

Desirable Qualification:

Ph.D. Degree in any faculty

Age limit for direct recruits: Not more than 55 year

DIRECTOR, COLLEGE DEVELOPMENT COUNCIL

Pay Scale Rs.37400 – 67000 with GP 8700

Essential:

- i. Master degree with at least 55% of the marks or its equivalent grade B in the UGC seven-point scale from a recognized Institute/University.
- ii. At least 3 years of experience as Associate Professor in the AGP of 9000 along with experience in educational administration;

OR

Comparable experience in research establishment and/or other institutions of higher education;

OR

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

Age limit for direct recruits: 50 years

CONTROLLER OF EXAMINATIONS

Pay Scale: Rs.15600-39100 (Grade Pay Rs.6,600/-)

Minimum Qualifications:

- i. Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale.
- ii. At least 15 years of experience as Lecturer (Sr. Scale) / Lecturer with 8 years in Reader's grade along with experience in Higher Educational Administration

OR

Comparable experience in research establishment and / or other institutions of higher education.

OR

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

Working knowledge of examination software and results automation

Desirable Qualification:

Adequate experience in the pre-conduct and post-conduct of University examinations in digital environment or other comparable examinations.

Age limit for direct recruits: 50 years

LIBRARIAN

Pay Scale Rs.15600-39100 (Grade Pay Rs.6,000/-)

Essential: (A)

- i. A Master's Degree in Library Science /Information Science/ documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record.
- ii. At least thirteen years as a Deputy Librarian in a university library or eighteen years' experience as a College Librarian.
- iii. Evidence of innovative library service and organization of published work.
- iv. A minimum score as stipulated in the Academic Performance Indicator (API) based performance Based Appraisal System (PBAS), set out in UGC Regulations on Minimum Qualifications for appointment of teachers and other academic staff and measures for the maintenance of standards in higher education, 2010.

Desirable:

M.Phil/ Ph.D. Degree in library science/ information science / Documentation / archives and manuscript-keeping.

OR

(B)

Deputy Librarian completing service of three years in the AGP of Rs. 9000 and otherwise eligible as per the API scoring system and PBAS methodology developed in UGC Regulations, 2010 with a Ph.D. qualification.

Note:

- 1) The minimum requirement of 55% shall not be insisted upon for Librarian and Deputy Librarian, for the existing incumbents who are already in the University system. However, these marks should be insisted upon for those entering the system from outside and those at the entry point of Assistant Librarian.
- 2) A relaxation of 5% shall be provided at the Master's level to the SC/ST category.

Age limit for direct recruits: 50 years

DIRECTOR OF PHYSICAL EDUCATION

Pay Scale Rs.15600-39100 (Grade Pay Rs.6,000/-)

Essential:

- (i) A Ph.D. in Physical Education.
- (ii) Experience of at least ten years as University Deputy or fifteen years as University Assistant DPEs/College (selection grade).
- (iii) Participation in at least two national/international seminars/conferences.
- (iv) Consistently good appraisal reports.
- (v) Evidence of organizing competitions and conducting coaching camps of at least two

weeks' duration.

- (vi) Evidence of having produced good performance teams/athletes for competitions like state/national/inter-university/combined university, etc.
- (vii) A minimum score as stipulated in the Academic Performance Indicator (API) based performance Based Appraisal System (PBAS), set out in UGC Regulations on Minimum Qualifications for appointment of teachers and other academic staff and measures for the maintenance of standards in higher education, 2010

Age limit for direct recruits: 50 years

GROUP A

UNIVERSITY ENGINEER

Pay scale Rs.15600-39100 (Grade Pay Rs.6,600/-)

Minimum Qualifications:

A Bachelor's Degree in Civil Engineering with 8 years of experience in design and systems and construction of building, roads, sanitary and water supply systems including maintenance of the same.

Desirable: Post-graduate Degree in structures.

Age limit for direct recruits: 45 years

ASSISTANT REGISTRAR

Pay Scale: 15600-39100 (Grade Pay Rs.5, 400/-)

Minimum Qualifications:

Good academic record plus Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale.

Age limit for direct recruits: 40 years

SYSTEM MANAGER

Pay scale Rs.15600-39100 (Grade Pay Rs.5, 400/-)

Minimum Qualifications:

01. 1st class M.Tech (computer science, information technology)/ M.C.A./M.Sc. (Computer Science, Information Technology)
02. Minimum 3 years' experience as system admin/computer programmer and network manager/data base admin, out of which 2 years of experience to manage computer centre of University or equivalent institutions

Age limit for direct recruits: 35 years

ASSISTANT ENGINEER (CIVIL)

Pay scale Rs.9300-34800 (Grade Pay Rs.4,600/-)

Minimum Qualifications:

A Degree in Civil Engineering from a recognized University / Institute with two years post qualification experience in relevant field or Diploma in Civil Engineering from a recognized University/Institute with five years post qualification experience, in an organization of repute,

Centre/State Government, Universities, and Autonomous Organizations.

Desirable: Post-graduate Degree or Working knowledge of AUTOCAD, other relevant software.

Age limit for direct recruits: 40 years

ASSISTANT ENGINEER (ELECTRIC)

Pay scale Rs.9300-34800 (Grade Pay Rs.4, 600/-)

Minimum Qualifications:

A Degree in Electrical Engineering from a recognized University / Institute with two years post qualification experience in relevant field or Diploma in Civil Engineering from a recognized University/Institute with five years post qualification experience, in an organization of repute, Centre/State Government, Universities, and Autonomous Organizations.

Desirable: Post-graduate Degree.

Age limit for direct recruits: 40 years

SECTION OFFICER

Pay Scale: 9300 – 34800 with GP 4600

Essential:

- i) Degree of a recognized university with working knowledge of computer applications.
- ii) Eight years' experience in relevant field (i.e. Administration / Finance & Accounts/Purchase / Personnel /Examinations/ Legal etc.) in Central/ State Governments, University, Research Institution or Autonomous Organization of which three years in the PB-2 (Rs. 9300-34800) with GP of Rs.4200.

Age limit for direct recruits: 40 years

Desirable:

Master's Degree/PG Diploma in Business Administration/PGDCA or LLB.

GROUP C

SENIOR CLERK

Pay scale Rs.5200-20200 (Grade Pay Rs.2, 400/-)

Minimum Qualifications:

1. A graduate or its equivalent
2. At least 5 years' administrative experience as junior clerk or equivalent posts in University/Central or State Government/Private or Public Institutions of repute.

Good working knowledge of computer applications

Age limit for direct recruits: 35 years

JUNIOR CLERK

Pay scale Rs.5200-20200 (Grade Pay Rs.1, 900/-)

Minimum Qualifications:

10+2 or equivalent qualification from a recognized Board or University.

Good working knowledge of computer applications

Preferable: Graduate with good academic record.

Age limit for direct recruits: 30 years

STATUTE 33
NATURE OF DUTIES PRESCRIBED FOR ADMINISTRATIVE / MINISTERIAL STAFF
(ACT SECTION 25 1 (XXI))

1. DEPUTY REGISTRAR (DR):

The Deputy Registrar shall assist the Vice-Chancellor/Registrar as the case may be in broadly performing duties as assigned to him/her from time to time of the following:

To Administration & Establishment and Faculty-Non faculty staff Affairs

- a) Academic and Examination,
- b) Planning, policy and Development and Liasioning with the University Grants Commission- Ministry of Human Resource Development and other funding agencies/organizations,
- c) Research-Project Management Cell
- d) Estates, Allotment of Staff Quarters, ,
- e) Manpower Planning, Recruitment, Attendance and Punctuality,
- f) Implementation of reservation policy, Hindi Raj Bhasha Policy,
- g) to attend RTI,
- h) Committee-to deal with the matters relating to the meetings of various Committees of the University,
- i) To prepare various important proposals/projects/agenda/minutes, to conduct the various programmes/functions of the University.
- j) He / She should be a computer literate and be able to manage his/her work on Computer
- k) Any other duties assigned by the Competent Authority from time to time.

2. ASSISTANT REGISTRAR (AR):

The Assistant Registrar shall be responsible to the Registrar through the Dy. Registrar. The Assistant Registrar shall be assigned the duties to supervise, coordinate and put the work of following sections at the disposal to the Registrar and any one or more work/duties of following sections:

1. Administration & Establishment
2. Academic
3. Examination
4. Accounts/Works Accounts etc.
5. Development / Project Management /Research Management
6. Estate
7. Assisting the Deans of Faculties, Guest House, Hostel Management
8. Purchase matter
9. Implementation of RTI Act, 2005
10. Co-ordination
11. Any other duties assigned by the Competent Authority from time to time.
12. The Assistant Registrar shall function under the supervision of the Deputy Registrar and be in charge of the matters assigned to him. He / She will be responsible for normal and smooth working of his/her section.
13. He / She should be a computer literate and be able to manage his/her work on Computer

3. SECTION OFFICER (SO):

1. To undertake direct responsibility in respect of such important/confidential matters as may be assigned by the Registrar/Finance and Account Officer/Controller of Examinations /Deputy Registrar/Assistant Registrar;
2. To ensure that the Branch diary is maintained properly and that receipts/cases are disposed of without undue delay;

3. To ensure even distribution of work among the staff members so that one is not over loaded while another has very little work;
4. To maintain order and discipline in the section;
5. To ensure efficient management and coordination of work in the sections;
6. To guide the staff in the disposal of complicated and intricate cases;
7. To ensure quick disposal of receipts/cases according to indications given by superiors;
8. To keep up-to-date reference books, guard files, precedent books, office order file, Statutes/Ordinances/Rules/Regulations, etc;
9. To submit returns of information;
10. To train and advise the staff in relation to office work;
11. To extend full cooperation to all his colleagues and superiors;
12. To comply with security instructions;
13. To perform such other duties as may be assigned to him from time to time.
14. He / She will work under the guidance and supervision of Assistant Registrar / Deputy Registrar / Registrar.
15. His /Her duties will be as prescribed for the post and as may be assigned by the authorities / officers of the University from time-to-time.
16. Guide and supervise the work of the junior clerk/senior clerk/computer operator etc. in the section and be responsible for the work assigned to the section.
17. Shall work with the higher officers in drafting letters, putting up items with suitable notes, precedents, etc.
18. The incumbent is expected to possess an aptitude for drafting/ noting in Gujarati as well as in English, adequate exposure in handling one or more functions related to General Administration/Housekeeping/ Purchase/ Service matters/Office management / Establishment/ Accounts & Finance/HR/Examinations/Legal in a computerized environment.
19. He / She should be a computer literate and be able to manage his/her work on Computer;
20. Any other duties assigned by the Competent Authority from time to time.

4. JUNIOR SUPERINTENDENT:

1. To prepare notes, drafts and to carry out orders, carry out their correspondence and to issue reminders in time;
2. To maintain up to date files/service books, establishment and increment and other registers;
3. To submit arrears and other statements so that the delay occurring in the disposal of work is checked in time;
4. To maintain up to date all the information aids needed in the performance of the duties assigned to him in order to ensure expeditious disposal of work;
5. To open and close files, and to complete their pagination/referencing;
6. To prepare and keep up to date Statutes, Ordinances, Rules, Regulations, standing notes, guard files precedent books etc;
7. He / She should be a computer literate and be able to manage his/her work on Computer; if not learn to operate within probation period.
8. To put up drafts without any noting wherever a line of action is clear, or where the matter is of a routine nature, or where factual information is to be furnished and clear instructions have been given. In other cases, notes should be put up keeping in mind the following points, viz;
 - i. All verifiable facts have been correctly stated including rules/regulations/precedents on the subject matter under consideration;
 - ii. To bring out clearly the matter under consideration;
 - iii. To suggest the course of action under the rules.
 - iv. To maintain lists of files/registers;

- v. To furnish information according to calendar of returns;
 - vi. To extend full cooperation to his superiors and other colleagues;
 - vii. To perform duties as may be assigned to him from time to time in relation to the functions assigned to the Department/Branch/Section in which the staff member is working.
 - viii. To be responsible for prompt submission of cases and disposal.
 - ix. Initiate cases in time where orders of the higher authorities are required.
 - x. Upkeep of all the files and records.
 - xi. Preparation of noting and draft letters for disposal of cases.
 - xii. Advice and guide dealing junior clerk/senior clerk placed under him on the procedure and application of rules in all matters.
9. The incumbent is expected to possess an aptitude for drafting/ noting in English, adequate exposure in handling one or more functions related to General Administration/Housekeeping/ Purchase/ Service matters/Office management / Establishment/ Accounts & Finance/HR/Examinations/Legal in a computerized environment.
10. Any other duties assigned by the Competent Authority from time to time.

5. SENIOR CLERK/SENIOR ASSISTANT :

1. Maintenance and personal custody of files and records entrusted to him.
2. Preparation of noting and drafts in disposing cases.
3. Initiate cases and watch the proper disposal.
4. Maintenance of necessary registers.
5. He / She should be a computer literate and be able to manage his work on Computer; if not learn to operate within probation period
6. The incumbent expected to possess an aptitude for drafting/ noting in Gujarati as well as English, adequate exposure in handling one or more functions related to General Administration/Housekeeping/ Purchase/ Service matters/Office management / Establishment/ Accounts & Finance/HR/Examinations/Legal in a computerized environment.
7. Any other duties as and when assigned by the Competent Authority from time to time.

6. JUNIOR CLERK/ASSISTANT CUM DATA ENTRY OPERATOR:

1. To do diary, despatch, typing and Computer work
2. To submit dairy regularly and to maintain registers / list of files / movement registers, etc.
3. To keep and maintain files / correspondence and do such other clerical / caretaking work as may be assigned to him.
4. He / She should be a computer literate and be able to manage his work on Computer; if not learn to operate within probation period
5. The incumbent expected to have exposure in handling one or more functions related to General Administration/House keeping/ Purchase/ Service matters/Office management / Establishment/ Accounts & Finance/HR/Examinations/Legal in a computerized environment.
6. Any other duties assigned by the Competent Authority from time to time.

NATURE OF DUTIES FOR THE CADRE OF SECRETARIAL STAFF

1. STENOGRAPHER GR.1 (PRIVATE SECRETARY) (PS):

- 1) To keep record of incoming/outgoing desk, files/registers etc.
- 2) To keep files upto date, to fix appointments, to arrange meetings and collect information desired by the Officer,
- 3) To maintain confidentiality and secrecy;

- 4) To type and take dictation in shorthand and to transcribe it accurately;
- 5) To maintain a list of officers (with their official as well as residential telephones and addresses) with whom the officer is likely to have official dealings;
- 6) To keep an accurate list of engagements, meetings, etc. and remind the officer in time and to make available to him all the necessary papers for such engagements/meetings;
- 7) To maintain a proper order of the papers required to be dealt with by the officer and to bring to his notice, the papers/cases which requires immediate attention;
- 8) To destroy by burning/shredding the stenographic/notes of the confidential/secret nature after they have been typed;
- 9) To keep track of the progress of cases/matters till these are finally disposed of;
- 10) To keep reference books rules/ordinances, statutes, etc. upto date;
- 11) To extend cooperation to his seniors.
- 12) Taking dictation and typing from manuscripts and other printed materials matter, maintaining files and records in the Secretariat of the Officer and retrieving information whenever required, attending to telephone calls and conveying the messages to his / her Officer, accepting all letters, notices and other papers on behalf of the Officer.
- 13) Organizing the work schedule; the sorting and routing of incoming and outgoing papers promptly in the order of priority and maintaining registers for the same.
- 14) Drafting letters / notes for the Officer.
- 15) To deal in a polite manner with visitors and to attend telephone calls with courtesy.
- 16) To maintain excellent public relations and arrange meetings.
- 17) Liaisoning and following up the matters with internal faculty / officers / staff and outside persons / organisations.
- 18) Making travel arrangements for the Officer.
- 19) To summarise documents and prepare information for Annual Reports, Newsletter, etc; pertaining to the Secretariat's activities.
- 20) To Supervise the work of the subordinate staff in the Secretariat and be responsible for the safe custody of all the files in the Secretariat and maintain strict confidentiality on all matters related to the Officer's work of any nature.
- 21) Any other work that would be assigned by the higher authorities from time-to-time.
- 22) He / She should be a computer literate and be able to manage his work on Computer; if not learn to operate within probation period

NATURE OF DUTIES FOR THE CADER OF GUEST HOUSE / HOSTEL / CANTEEN SERVICES

1. JUNIOR CLERK CUM DATA ENTRY OPERATOR:

01. To keep diary, despatch and typing and Computer work.
02. To submit dairy records regularly and to maintain registers / list of files movement registers, etc.
03. To keep and maintain files / correspondence and do such other clerical / caretaking work as may be assigned to him/her.
04. He / She should be a computer literate and be able to manage his/her work on Computer; if not learn to operate within probation period

05. The incumbent is expected to possess an aptitude for drafting/ noting in Gujarati as well as in English, adequate exposure in handling one or more functions related to General Administration/House-keeping/ Purchase/ Service matters/Office management / Establishment/ Accounts & Finance/HR/Examinations/Legal in a computerized environment.
06. Any other duty assigned by the Competent Authority from time to time.

2. CARETAKER (Hostel):

- 1) To take care of buildings; to supervise and ensure maintenance and cleanliness of the rooms, common rooms, bathrooms, corridors, approach roads, sewages etc.
- 2) To make physical arrangements for meetings, seminars, public lectures, etc.
- 3) To look after the un-interrupted water supply and electricity; to supervise the work of such Staff members (Peons, Security Guards, Mali, Sweepers, etc.) as are assigned to him/her.
- 4) To maintain an inventory of furniture, equipment, fittings etc; and to take prompt action to remove defects and arrange their replacements; to undertake periodically physical verification of the equipment furniture, etc. and to be responsible in the handling over of building.
- 5) Looking after the services i.e. sanitation, electric and water installation, to arrange for rectification / repairs etc. general sanitation of the building and surroundings, looking after the physical facilities of students, staff i.e. drinking water, cleaning and dusting class rooms etc.
- 6) Keeping the premises neat and tidy.
- 7) Keeping the Common Room attractive and comfortable.
- 8) Receipt and distribution of mails, telegrams etc. in respect of the students.
- 9) Looking after General Welfare of hostellers.
- 10) Management of Mess and control the staff attached to the Hostel.
- 11) To make necessary arrangement to restrict non-residents in the premises of the Hostel.
- 12) He / She should be computer literate and be able to manage his work on Computer; if not learn to operate within probation period
- 13) The incumbent is expected to possess an aptitude for drafting/ noting in English, adequate exposure in handling one or more functions related to General Administration/House-keeping/ Purchase/ Service matters/Office management / Establishment/ Accounts & Finance/HR/Legal in a computerized environment.
- 14) Any other duties as and when assigned by the Competent Authority.

NATURE OF DUTIES FOR THE CADER OF LIBRARY

33. ASSISTANT LIBRARIAN:

1. to act as Member Secretary of the Library Committee in absence of Librarian
2. to sanction casual leave to the subordinate staff of the Library;
3. to assist librarian for scrutinizing lists of books recommended by the Heads of the teaching Departments of the University;
4. to prepare and certify all bills after proper verification and attest accession and account registers maintained in the Library;
5. to control the staff of the Library as per direction of Librarian and competent authority of the University;

6. to perform such other duties as may be prescribed by the Library Committee and Executive Council;
7. To generally assist the Librarian in planning of academic and professional work in the Library.
8. To assist Librarian to work out exchange and gift arrangements with institutions in India and abroad.
9. To develop documentation programme in the concerned areas under direction of competent authority.
10. To perform any other duties assigned by competent authority from time to time.
11. To interact with the academic community of the University in order to determine their requirements of reading materials, and acquires the same for the library
12. To classify the documents bringing out their contents in class numbers provides reference services and documentation services to the faculty members, research scholars and students.
13. Prepare bibliographies and indexes.
14. He / She should be a computer literate and be able to manage his/her work on Computer;
15. Act as the liaison between the Librarian and staff for communication purposes and supervise the activities of section.
16. To attend correspondence relating to the section.

NATURE OF DUTIES FOR THE CADRE OF LABORATORY

1. SENIOR TECHNICAL ASSISTANT:

1. To assist the faculty, research scholars and students in their research work.
2. To provide technical assistance in their field.
3. To maintain and operate all types of sophisticated equipments and computers.
4. To maintain the Lab./Computer Lab for research work.
5. To handle Lab/Classroom/Auditorium, LCD, Projector, Computers audio-visual equipments.
6. He / She should be a computer literate and be able to manage his work on Computer; if not learn to operate within probation period
7. The incumbent expected to possess an aptitude for drafting/ noting in English, adequate exposure in handling one or more functions related to General Administration in a computerized environment.
8. Any other duties assigned from time to time.

2. TECHNICAL ASSISTANT:

1. To assist faculty and research students in the analysis of samples, maintenance, upkeep of instruments facilities and general supervision.
1. To maintain and care of laboratories
2. To assist in purchase of instruments of use in the laboratory.
3. To provide technical assistance in their field.
4. To guide students in data processing operation.
5. To assist faculty and students in using the PCs for word processing purposes.
6. To assist in import of sophisticated equipments and accessories.
7. To operate computer systems and perform input/output duties related to information and database.
8. He / She should be a computer literate and be able to manage his work on Computer; if not learn to operate within probation period

9. The incumbent is expected to possess an aptitude for drafting/ noting in English, adequate exposure in handling one or more functions related to General Administration in a computerized environment.
10. Any other duties assigned from time to time by competent authority.

3. LABORATORY ASSISTANT:

2. To handle the equipments in the Laboratories of the School/Centre.
3. To handle language Lab. /Audio-Visual equipments.
4. To operate Film Projector.
5. Responsible for Lab. Equipments, repairs and replacement.
6. To assist in class room or Lab. Demonstration
7. To purchase of chemicals/equipments.
8. To maintain records of all consumable & non consumable items.
9. He / She should be a computer literate and be able to manage his work on Computer; if not learn to operate within probation period
10. The incumbent expected to possess an aptitude for drafting/ noting in English, adequate exposure in handling one or more functions related to General Administration in a computerized environment.
11. Any other duties assigned from time to time by competent authority.

NATURE OF DUTIES FOR THE CADER OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

1. SYSTEM MANAGER:

1. To lead a Team of IT personnel and interact with faculty & students.
2. To develop future plan and expansion of Information and Communication & Technology & IT system architecture.
3. To develop IT based system capabilities of the University
4. Qualitative analysis of software and hardware procured by the University
5. Setting up and monitoring of LAN-based and cloud based networks of the University
6. Supervising overall ICT facilities of the University
7. Supervising and monitoring Learning Management System (LMS) and ERP solution for the University, once procured.
8. To maintain, develop future plan and expansion of campus wide network.
9. Any other duties assigned from time to time by competent authority

NATURE OF DUTIES FOR THE CADER OF ENGINEERING

1. UNIVERSITY ENGINEER(UE):

It is the duty of the University Engineer:

01. To provide General Administrative Assistance to Registrar in all matters.
02. To manage Construction, Repair and Maintenance of University Buildings.
03. To manage repair and Maintenance of Roads, Drainage and Sewerage system.
04. To manage repair of furniture.
05. Convening the meeting of University Building Committee and follow up action.
06. To manage Building renovation and its alteration & additions.
07. Make necessary arrangement for Storage of building and furniture materials.

08. Make necessary arrangement for Maintenance of main and distribution sub-stations, HT/LT distributions, indoor electrical installations etc.
09. Make necessary arrangement maintenance of pump house, water line distribution, indoor water and sanitary fittings etc.
10. Make necessary arrangement for all developmental works related to electricity and water supply system.
11. Repair of electric and water supply equipments etc.
12. Storage of electric and other materials.
13. Works account maintenance of contractors, suppliers etc.
14. Diary and Despatch.
15. Any other work assigned by the competent authorities.

STATUTE 34
TRAVELING AND HALTING ALLOWANCE RATE
(Act Section 29 (iii))

1. These Rules may be called the Travelling and Halting Allowance Rules of the University
2. They shall apply to :
 - a. Members of the authorities of the University and members of the Committee(s) appointed by the authorities or by the Vice Chancellor
 - b. Officers and employees (teaching and non-teaching) of the University.
 - c. Students proceeding on approved excursions / field work and any other academic activities
3. Travelling and Halting Allowance shall be applicable to the following categories as below.
 - a. Members of authorities, Members of Committees appointed by the above authorities.
 - I. Journey by Rail: AC II Tier each way fare for the members from the place of the residence to place of work and back/
 - II. Journey by Air: As per rules of Govt. of Gujarat with approval of Vice-Chancellor
 - i. Rate of road mileage: As per rules of Govt. of Gujarat

(i) For journeys performed in own car/taxi	Rs.8/km(Petrol)
	Rs.7/km(Diesel)
	Rs. 4/km (CNG)
 - (ii) Daily Allowance: (as per Govt. of Gujarat Rules)

Provided that the Vice Chancellor may grant travelling and halting allowance at any other rate or rates in special cases, if necessary.
- b. Members of the authorities other than the employees of the University who reside at Headquarters shall be entitled to travelling allowance for attending meetings of authorities or Committees as prescribed under 3 (a)(2) above.
- c. Vice Chancellor :
 - I. Journey by Rail: Air conditioned or accommodation of the highest class provided by the Railway.
 - II. Journey by Air: Executive / Business Class
 - III. Rate of road mileage: Actual fare as per rules of Govt. of Gujarat.
- d. Other Employees of the University
 For purposes of travelling/halting allowance members of the staff will be as per rate prescribed by the Government of Gujarat in resolution of Finance Department, Resolution No. PGR/1009 /11/Pay CIII(CH), Sachivalya, Gandhinagar. Dt. 3-10-2012 and as amended from time to time.

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

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

Note 3: Honorarium or part time workers shall rank in such grade as the Vice Chancellor may be decided on a case to case basis.

4. General

- i) A member of the staff will be paid travelling/halting allowance for travel in connection with official work or in connection with conferences or seminars when he/she is sent as a delegate by the University (and is not paid by the authorities organizing the conferences,

seminar etc) or when he to proceed on field work or accompany students on educational tour/field work. Approval of the competent authority prescribed for the purpose shall, however, be taken before undertaking such journeys.

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

- ii) In case of other employees tours on official work, Registrar authorize the move in the case of staff working in the University. In the case of Deans and Registrar the tour programme shall be got approved by the Vice Chancellor of the University.
- iii) When a person combines tour with vacation/leave and does not return to headquarters immediately on completion of tour, he will be entitled to travelling/halting allowance for onward journey only.
- iv) A person compulsory recalled to duty before the expiry of leave sanctioned to him will be entitled to draw travel grant from the place at which the communication reaches him provided the leave is curtailed by not less than a month. If the period by which the leave is curtailed is less than a month travel grant may be allowed at the discretion of the Vice Chancellor.
- v) A teacher attending conference/seminar/workshop etc. with the financial assistant under the scheme "Unassigned Grants" of University Grants Commission, rules of unassigned shall be followed.
In respect of teachers nominated/deputed to attend the conferences/seminar/ workshop from out of the University funds other than unassigned grants the following cases of teachers/Registrar /Controller of Examinations/Librarian/Director Physical Education/ shall be considered for approval by the competent authority.
 - i. A person who is nominated or elected as President of Chairman of the Conference/meeting/section etc.
 - ii. A person whose paper has been accepted for being presented at the Conference/Seminar.
 - iii. The travelling allowance shall not exceed the actual travelling expenses and halting allowance that they may be paid in special case to the participating shall be decided by the Vice Chancellor.
 - iv. On educational tour/field work trips, the railway fare will be allowed at the concessional rate; where such concession is permissible under the railway regulations, by the class to which the person is entitled according his grade.
- vi) The authority competent to permit a person to proceed on tour etc. may sanction an advance to cover his travelling expenses for a period not exceeding thirty days. A second advance is not permissible except under special sanction of the Vice Chancellor, until an account has been given of the first advance.
- vii) The T.A. bills shall be submitted within a month of the completion of the tour. Balance out of the advance, if any, shall however be refundable immediately. Unless permitted by the Vice Chancellor the entitlement of a person to travelling and halting allowances is forfeited as deemed to have been relinquished if the claim is not preferred within six months from the date on which they become due.
- viii) Travelling and halting allowances once drawn and admitted shall not be revised in consequence of revision of TA regulations or increase in pay resultant on promotion/grant of advance increments with retrospective effect except for late authorization/drawl of increments.
- ix) The Registrar shall be Controlling Officers for his own. He will also be Controlling Officers in the case of the staff working with them.
- x) It is the duty of a Controlling Officer before signing or counter-signing a travelling allowance bill

- i To see that the halt has not been unnecessarily or unduly protracted;
- ii To satisfy himself that travelling allowance for journey by Rail has been claimed for the class of accommodation actually used; and
- iii To observe any other instructions which the Registrar or the Vice Chancellor may give for his guidance. The Controlling Officer may disallow any claim, in his opinion, does not fulfil the above conditions.

Note 1: Conveyance expenses will not be reimbursed in respect of a journey if the person concerned is granted any compensatory leave or otherwise receives any special remuneration, for the purpose of the duty which necessitated the journey. However, where the person is recalled to office from his residence the controlling officer may reimburse conveyance expenses in addition to the overtime allowance admissible to him.

Note 2: In the case of a person less than in rank of Assistance or equivalent conveyance expenses may be paid if he is required to come to office outside the ordinary hours of duty and does not receive any special remuneration /overtime allowance.

Note 3: When a person travels a class lower than that he is entitled, he shall be entitled to the reimbursement fare of the class actually used.

Note 4: Anything which is not contained in this STATUTE may be dealt as per rules of Government of Gujarat

सरकारी मध्यस्थ मुद्रणालय, गांधीनगर.