

## LIST OF ORDINANCE

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## **ORDINANCE NO. 01**

### **CONVOCATION**

#### **Section 39(1)**

1. The University shall hold convocation for the purpose of conferring degrees and making awards every year preferably in the month of December in consultation with the Chancellor at Chitrakoot.

Provided that in case the convocation is not held in any year the Board of Management may decide to award all such degrees and sent to the candidates directly at their homes by post for which they shall pay fee.

Provided further, that the Kulpati shall have power to confer degrees to any candidates in advance of convocation in exigencies so as to enable him/her to take employment or further studies.

2. The Registrar shall issue a notice to each recipient of a Degree intimating the convocation programme and the procedure to be observed, at least one month in advance.
3. The candidates desiring to receive degree in person must apply to Registrar in clear 15 days before the date fixed for the convocation in the prescribed form together with the fee.

Provided, that the Kulpati may in special cases permit the receipt of late application up to seven days before the date of convocation with the late fee.

4. Such candidates as are unable to present themselves in person at the convocation may apply for receiving their degrees in absentia in the prescribed form along with the fee.
5. Every degree shall bear the signature of the Kulpati with date of award of degree or convocation.
6. All the Members on the convocation dais shall wear the academic dress prescribed by the Board of Management.
7. All the candidates receiving degrees and awards shall appear in the prescribed academic dress at the time of convocation. They shall collect the dress at a date and time intimated by the University.
8. The academic dress/robe for the convocation for the members sitting on the dais and those receiving degrees/honorary degree shall be as decided by the Board of Management.
9. The Kuladhipati, the Kulpati the Deans/Director of the Faculties, Members of the Board of Management, Academic Council and the Registrar shall assemble at the place as notified, at the appointed hour and shall walk in procession in order.
10. The Kuladhipati, the Chief Guest, the Kulpati, other Distinguished guests, Deans of the Faculties, members of the Board of Management, the Registrar and such other persons named by the Board of Management shall take their seats on the dais and the members of the Academic Council on both sides of the dais in places reserved for them.

11. The candidates present at the Convocation shall take their seats at the places reserved for them before the procession enters in the Convocation Pandal.
12. The Registrar shall declare the Convocation open with the permission of the Kuladhipati or in his absence with the permission of the Kulpati for award of degrees and medals.
13. In case there is no person on whom an honorary degree has to be conferred or after the honorary degree has been conferred (as the case may be) the Registrar will ask the permission of the Kuladhipati or the Kulpati (in the absence of the Kuladhipati) for the candidates being presented to him for being admitted to various degrees.
14. The candidates shall then be presented by the Deans of the Institutes Faculty in the order of Honorary Degrees, Ph.D. Post Graduates, Graduates (in Groups), Gold Medals & other Awards. The Faculties shall be presented in the Alphabetical (English) order.
15. After the degrees, awards and medals etc. have been conferred and the Chief Guest has delivered the convocation address, the registrar shall seek the permission of the Chancellor or the Vice-Chancellor (as the case may be) to declare the convocation closed.
16. The Academic Procession shall then leave the Convocation Pandal/Hall.
17. The Vice-Chancellor shall have powers to make minor modifications in the prescribed procedure to suit the needs of a particular convocation.
18. Notwithstanding anything contained in this ordinance Kuladhipati may suspend holding of the Annual Convocation or Convocations. In such case the Degrees shall be sent to the candidates duly signed by the Kulpati at their addresses. The Registrar shall notify the suspension of the Convocation and invite applications from the candidates who desire to take the degree and shall fix the last date for receipt of such applications. The Degree will be sent to those candidates who have applied for obtaining the degrees on payment of a fee as prescribed by the Academic Council. The candidates who do not apply within due date for obtaining degrees shall be given degree as in the case of absentia.

## **ORDINANCE NO. 02**

### **HONORARY DEGREES**

#### **Section 39(2)**

1. A proposal for conferment of Honorary Degree may be made by the Standing Committee of the Academic Council unanimously. It shall be placed before a committee consisting of the Vice Chancellor, a nominee of the Chancellor and the Dean of the Faculty concerned. If the Committee unanimously recommends that an Honorary Degree be conferred on any person on the ground that he is, in its opinion, a fit and proper person to receive such degree, its recommendation shall be placed before the Academic Council. On approval by the Academic Council it shall go before the Board of Management
  
2. If not less than two-third of the members of the Board of Management recommend and if such recommendation is confirmed by the Chancellor, confer on such person, the honorary degree so recommended.

## **ORDINANCE NO. 03**

### **HOSTEL ACCOMODATION AND CODE OF CONDUCT**

#### **Section 39 (3/12/13/14)**

#### **A. Accommodation**

1. The University shall have a number of boys and girls hostels for its students within the University Campus, and if required it may hire accommodation outside the campus depending on its resources.
2. The University shall be responsible for managing and maintaining discipline in such hostels.
3. Hostel accommodation shall normally be made available only to such students who come from outside the Chittrakoot and who can not make their own arrangements for study as day scholars.
4. Hostel accommodation to meritorious local students may be made available if there are spare seats available.
5. Seats shall be reserved for Scheduled Caste, Scheduled Tribe and OBC and other reserved categories students in the hostels as per the orders of the State Government in force at the time.
6. The main criteria for admission to the hostels shall be merit even amongst reserved category. Meritorious students and previous years hostellers with good record shall get preference over others in the allotment of hostel accommodation.
7. Admissions to the hostels shall be made only on the candidates applying to the University, in the prescribed application form available from the Registrar's office on payment.
8. The application for hostel accommodation shall be made simultaneously with the application for admission in the University and latest by the prescribed date. Since hostel accommodation shall be made available on year to year basis the continuing students and previous years hostellers shall also have to apply in the prescribed manner.
9. Hostel accommodation shall not be provided for failed and dropout students. If a student had to drop out because of his being seriously ill or ill enough to take an examination, his case for admission in the hostel may be considered by the Vice-Chancellor on the recommendation of the Dean of the faculty.
10. Incomplete application forms or forms not accompanied with (i) a character certificate from the head of the institution last attended who shall also certify that, to the best of his knowledge and belief, the student had not been convicted by any court of law and no case was pending investigation or hearing against him/her, (ii) a medical fitness certificate and (iii) a declaration by the candidate to the effect that the candidate had not been prosecuted or convicted earlier for any criminal activity and that no case against him/her is under investigation or pending in a court of law and that he/she is aware that in case any information given by him/her is subsequently found to be incorrect he/she shall be summarily removed from the hostel and may even be rusticated from the University, shall be rejected forthwith.

11. The applications for admission to the hostel shall be considered by a Hostels Admission Committee, which shall be constituted each year by the Vice-Chancellor, with the Dean Students' Welfare as its Chairman.

The Controller of Admissions or the warden of the Hostel in which accommodation is to be offered shall intimate acceptance of the request for hostel admission to the student concerned and advise him/her to deposit the prescribed fee (which shall include the room fee, water charge, electricity hostel activities fee, caution money (refundable) and hostel admission/ re-admission fee etc. the prescribed date after which the accommodation may be offered to the next person on the waiting list.

12. The University authorities shall reject outright the application of any candidate who has a dubious reputation or whose character is not certified by the head of the Institution last attended or against whom any police enquiry or case is pending or who had been convicted earlier.
13. On depositing the requisite fee the student shall be allotted a bed/room in the hostel, which he/she would be expected to occupy before the semester teaching starts in the University.
14. It would be compulsory for the hostellers to have their meals in the University Canteen/ mess. Dinner (night meals) shall be arranged to be sent to the girl students to their hostel(s) if not available in the mess.
15. All hostellers shall abide by the instructions of the Hostel warden and shall comply with all such instructions as may be given by the Hostel Management Committee, Hostellers Discipline Committee and observe the code of conduct for the hostellers.

#### **B. Code of conduct for the Students Residing in Boys and Girls Hostel**

16. The code of conduct for the hostellers shall be as follows:  
A hosteller
  - (a) Shall not give shelter to any outsider, relative, friend or anyone else in his/her room or in the hostel;
  - (b) Shall not drink alcoholic beverages, take drugs and smoke nor entertain any person of the opposite sex in the room/hostel;
  - (c) Shall not keep any arms, licensed or not, in his/her room or hidden in the hostel;
  - (d) Shall not hang obscene, pornographic and objectionable posters in the room nor shall keep any literature of this nature;
  - (e) Shall not keep any television, radio or music system in the room; except a personal stereo or transistor with an earphone;
  - (f) Shall not indulge in gambling.
  - (g) Shall not use heaters, electric irons, electric kettle etc. in the hostel; or cook in the room.
  - (h) Shall observe the rules of switching off lights at the appointed hour each night;
  - (i) Shall be present in the hostel at the time of evening attendance and shall not go out of the hostel in the night.
  - (j) Shall vacate the hostel when ordered to do so and/or as soon as the vacations are announced. He/she may stay in the hostel during semester breaks only with the permission of the Dean of Students Welfare, and on payment of special charges there for as prescribed, if permission is granted;
  - (k) Shall be responsible for taking care of his/her belongings himself/herself and shall take adequate care to keep it safe;

- (l) Shall not indulge in ragging of freshers, causing mental or physical torture to fellow hostellers or to the hostel staff;
  - (m) Shall not participate in any strike, demonstration in the hostel or in the University and shall also not abet it or incite or pressurize others to do it;
  - (n) Shall not do anything which is forbidden morally or by law and shall do all that he/she is legitimately required by the authorities to do;
  - (o) Shall not move out of the room without being properly dressed and shall not bathe in the hostel corridors or make noise therein which may disturb other inmates of the hostel;
  - (p) Shall behave courteously with all fellow hostellers and others and help them in case they need medical or other help;
  - (q) Shall inform the authorities at once if they notice some undesirable goings on in the hostel or in the University premises;
  - (r) Shall live a simple, austere, non-violent and peaceful life and allow others to live peacefully and pursue their studies without any disturbance; and
  - (s) Shall not hold any meetings in the hostel but social and cultural activities and festivals can be organized with the prior permission of the Dean of Student's Welfare.
17. All girl hostellers shall be permitted to receive visitors in the hostel Visitors Room as decided by the university in boys & girls hostel.
  18. Attendance of all hostellers shall be compulsory as decided by the university.
  19. Girl hostellers desirous of going home shall carry a duplicate slip signed by the Hostel Warden mentioning the date and time of leaving the hostel, mode of journey and destination. On return she should bring back one slip duly signed by parents/guardians stating details of the return journey.
  20. Girl hostellers desirous of visiting their local guardians on Sundays or holidays may be allowed to do so on a written request made by the guardians to the Hostel Warden. The student must return to the hostel by the time prescribed by the Hostel Warden failing which action may be taken against her if explanation for the delay in returning back to the hostel is not found satisfactory.
  21. The parents of the students shall submit a pass-port size coloured photograph of the local guardian, duly signed by both parent and guardian, to the Hostel Warden at the beginning of the semester/admission to the Hostel to enable the Hostel Warden to identify the person when he/she comes to meet the ward in the Hostel, or makes a request for taking the ward home.
  22. An out-going register shall be maintained in the Hostel Warden's office in which the hostellers shall record their names, time of going out of the Hostel/place and person to be visited/purpose of visit and the time expected to return, if they are permitted by the Warden to go out. In any case, all hostellers going out with permission must return to the Hostel by 10.00 p.m. Girls shall not be permitted to go out after night-fall.
  23. Girls shall be allowed to go out for shopping on the second and fourth Sundays of every month from 11 a.m. to 4 p.m.
  24. In case of any emergency during the night the hostellers shall contact the Hostel Warden for help. Girls may contact the Warden through the Ayah/Chowkidar of the Hostel. Local guardians/parents of the girl hostellers may telephone the Hostel Warden and not the girls directly after 7 p.m. in cases of emergencies.

25. No meetings, political in nature would be held in the hostels.
26. Only such notices shall be displayed on the Hostel Notice Boards or circulated to the hostellers as have been signed by the Hostel Warden/Dean of Students' Welfare/Registrar and/or the Vice-Chancellor. Hostellers shall not remove any notice from the Notice Board or cause any damage to it.
27. Hostellers shall keep seeing the Hostel Notice Board and the Notice Board in the Office of the Dean of Student's Welfare regularly for any notices concerning them. No separate notices would be sent to them individually.
28. Disciplinary action shall be taken by the Warden/Hostellers discipline Committee/Chief Proctor against any hosteller guilty of indiscipline, misconduct, rowdyism, vandalism or indecent behavior and assault, if the seriousness of the misconduct warrants, be expelled from the hostel and rusticated from the university as per the students conduct Rules of the University.
29. The Warden Dean of Student's Welfare shall maintain a register in which all cases of misconduct against any student/hosteller and the penalty imposed shall be recorded.
30. In case any hosteller wants to appeal against the punishment awarded to him by the Hostel Warden. He/she may appeal to the Vice-Chancellor, Hosteller's Discipline Committee whose decision shall be final. Any attempt by any hosteller to set a bad example by disobeying the orders of the Discipline Committee shall be viewed very seriously and the hosteller shall be expelled from the Hostel and, depending on the gravity of the charge against him, even from the University with immediate effect.

**C. Hostel Management Committees.**

The hostels shall be managed by four Committees, appointed by the Vice-Chancellor each year at the beginning of the Academic year viz., Hostel Management Committee; Hostel Admission Committee; Hostellers' Disciplinary and Hostel Committee for each hostel.

Their composition shall be as follows :

**a. Hostel Management Committee :**

- |   |            |
|---|------------|
| (i) Dean of Student's Welfare                       | - Chairman |
| (ii) Wardens  | - Member   |
| (iii) Student's representative one from each hostel | - Member   |
| (iv) One Dean nominated by the Vice-Chancellor      | - Member   |

The hostel Management Committee shall be responsible for all over all management of the hostel viz.; living, food, recreation, sports and other extracurricular activities.



**b. Hostel Admission Committee :**

- |                               |                         |
|-------------------------------|-------------------------|
| (i) Dean of Student's Welfare | - Chairman and Convener |
| (ii) Hostel Wardens           | - Members               |

The Admission Committee shall be responsible for making allotment of room/bed in the Hostel as per the guidelines given under accommodation in this ordinance.

**c. Hostel Disciplinary Committee :**

- |  |                         |
|--|-------------------------|
| (i) Dean of Student's Welfare                  | - Chairman and Convener |
| (ii) One Dean Nominated by the Vice-Chancellor | - Member                |
| (iii) Warden of the concerned Hostel           | - Member                |
| (iv) Chief Proctor                             | - Member                |
| (v) Security Officer                           | - Member                |

Hostel Disciplinary Committee shall be responsible for over all conduct, behaviour and discipline of the hostellers. The committee shall also be responsible for awarding punishment to the hostellers for their indiscipline and misconduct as defined in Hostel rules and regulations of the Vishwavidyalaya.

**d. A Hostel Committee in each hostel nominated by the warden or elected by the hostellers :**

- |  |            |
|--|------------|
| (i) Hostel Warden  | - Chairman |
| (ii) One representative of the Hostel approximately for 20-25 hostellers | - Member   |
| (iii) One Hostel Prefect and One Associate Prefect                       | - Member   |

The Hostel Committee shall be responsible for day-to-day management of Hostel viz. living, food, health, recreation, sports and other extracurricular activities and discipline amongst the hostel inmates.

## **ORDINANCE NO. 04**

### **AWARD OF FELLOWSHIPS AND SCHOLARSHIPS, STUDENTSHIPS AND TRAVEL GRANTS ETC**

#### **Section 39(4)**

1. The University may in pursuance of the provisions of Statute award the following annually :
  - (a) Fellowships/Visiting Fellowships to scholars and reputed teachers from other Universities in India or abroad for lecturing and research work in the University;
  - (b) Scholarships to :
    - (i) Students of the University to pursue studies or to carry on research work in the University itself or for studies in other universities or institutions in India or abroad;
    - (ii) Students from other States of India for pursuing a course of studies/undertaking research studies in the University;
  - (c) Travel-grants to :
    - (i) Some of the scholars awarded visiting Fellowships or Scholarships for study or research in the University if they are not in a position to bear the travel costs themselves;
    - (ii) Needy students/scholars of the University granted scholarships by other Universities/Institutions in India or abroad unable to meet the travel expenses themselves;
    - (iii) Needy students of other States awarded scholarships by the University for study or research unable to meet the travel costs by themselves;
  - (d) Stipends/Bursaries/Studentships to needy students pursuing graduate and post graduate courses in the University, on merit-cum - means basis.
  - (e) Scholarships for S.C, S.T., O.B.C. and other reserved category students.
2. The visiting fellowships and travel grants (to the awardees of visiting fellowships) may be offered to distinguished teachers and scholars by the Vishwavidyalaya on its own or on consideration of any formal request from them but for the remaining scholarships, studentships, bursaries, stipends and travel grants etc. the Registrar shall either issue an advertisement in the all-India papers and reputed journals, or send copies of the notice, inviting applications by the end of July therefore, to the various Universities in India and abroad in the month of May each year. Notices shall also be displayed on the Notice Boards of the University's Office, all Hostels, Institutes and Schools of the University.
3. The applications thus received shall be processed by the Dy. Registrar (Academic) and put up in the form of comparative statements for each type of scholarship (separately) briefly stating the contents of the applications and giving a comparative picture of the merits of each candidate, alongwith the applications in original, for the consideration of a Scholarships Committee which shall be constituted each year by the Academic Council on the recommendation of the Kulpati as follows :

- |     |   |                   |
|-----|---|-------------------|
| (a) | Kulpati   | Chairman          |
| (b) | Deans of two Faculties  | Members           |
| (c) | Dean Students Welfare   | Member            |
| (d) | Head of the Two Departments<br>other than those represented<br>by the Deans | Members           |
| (e) | Registrar   | Member Secretary. |
4. The value, duration and conditions of the award of scholarships, studentships etc. shall be such as may be determined by the Academic Council in consultation with the Board of the Management of the University or as may be prescribed by the U.G.C., I.C.A.R. and other funding agencies for their scholarships.
5. The award of fellowships and research scholarships shall be made subject to the following conditions :
- (a) The fellow/scholar shall do whole-time research work under an approved guide on a subject approved by the Research Degree Committee of the University;
  - (b) The fellow/scholar shall not accept or hold any appointment (paid or otherwise) or receive any emolument, salary or stipend etc. from any other source during the tenure of the award nor shall engage in any profession or trade during that period. The fellow/scholar may however undertake honorary teaching assignments (without any honorarium) of not more than nine hours a week in the Faculty/ Institute of the University where he/she may be conducting his/her research studies. Such teaching assignments shall not entitle him/her in any manner for a regular teaching job in the University.
  - (c) The fellow/scholar shall not join any other course of study or appear in any examination (educational or competitive) after commencing work under the fellowship/scholarship.
  - (d) Unless essentially required to do some field studies or meet scholars outside the Vishwavidyalaya or to consult literature available in other University libraries or departments of the Government of the State or of India or of other States and permitted by the guide to go out of Chitrakoot for the purpose for a specified period, the fellow/scholar shall attend the Vishwavidyalaya, where he/she is supposed to work on all working days.
  - (e) The award may be cancelled if at any time it is found that the information furnished by the fellow/scholar in his/her application or otherwise for the award was incorrect, incomplete or misleading after giving him/her reasonable opportunity to present his/her defence.
  - (f) The fellowship/scholarship may be suspended, withdrawn or terminated with retrospective effect under conditions mentioned in (e) above or if it is found that the progress of research work and/or the character and conduct of the fellow/scholar have not been satisfactory.

- (g) The University may permit a fellow/scholar to change his/her guide if he/she represents on oath that the guide has not been paying adequate attention to guiding him/her and/or has been exploiting or harassing him/her for undesirable favours.
  - (h) The University may on the recommendation of the guide grant leave for a maximum period of thirty days (excluding summer and other vacations and holidays) with fellowship/scholarship or upto three months without scholarship/fellowship for personal reasons.
  - (i) The grant of fellowship/scholarship does not entitle the fellow/scholar to free ship and he/she shall regularly pay all the prescribed fees to the University. The University shall have the right to deduct all its dues (with penalties if any imposed) from the scholarship/fellowship in case of non-payment of the dues for two consecutive months.
6. The Vishwavidyalaya may, at its discretion, try to provide part-time jobs to the needy students (that is those coming from families living below the 'poverty line' or whose parents cannot afford to bear the expenses involved in getting a child educated in an University away from home) so that they can earn while learning and partly finance their education on the same conditions/terms as for the award of fellowships/scholarships. Remuneration for the part-time job(s) shall be paid only for the days of work and gazetted holidays and upto six days in a semester on grounds of illness.
7. The scholarships given to S.C., S.T., O.B.C. and other reserved categories on government account shall be governed by the conditions and terms and conditions prescribed by the State Government from time to time. Similarly, Scholarships etc. funded on specific conditions by the funding agencies shall be governed by the conditions prescribed by that agency and accepted by the Academic Council. Nevertheless, the award of any such scholarship shall not give the right, to the awardee, to violate any rules of conduct for the students of the University, to ignore his/her studies or to indulge in any activity unbecoming of a student of the University in or outside the University campus or against the interests of the State, or the Nation or of the University.
8. A student granted free-ship shall be exempted from the payment of the tuition and other related fees of the Vishwavidyalaya and may be subsidized in the payment of the Examination fee on a written request well in advance but the student shall have to pay for his boarding and lodging expenses in the hostel(s) unless the same is also paid for/subsidized fully or partially by any legally recognized organization/agency working for the poor.
9. Any student granted a scholarship or stipend or bursary etc. (other than free ship) shall have to pay for all the hostel and University fees as are payable by any other general category student of the Vishwavidyalaya; failure to pay all dues before the issue of the Admit card for the semester examination may result in his not being allowed to appear in the examination or if allowed, his result not being declared until the dues are cleared.
10. The provisions of clause 5 and 7 above shall be applicable in equal measure to the students of the Vishwavidyalaya going out for study or consultations in other Universities or on scholarships/travel grants from the Vishwavidyalaya or to students coming from other Universities in India and abroad for study/research in the Vishwavidyalaya. They shall all be subject to satisfactory progress and good behaviour.

11. Any student granted freeship or scholarship/studentship/stipend etc. by the Vishwavidyalaya and (a) failing to maintain his/her attendance in the classes/tutorials/practicals etc. upto the prescribed minimum; (b) violating the code of conduct for the students; (c) indulging in any behaviour prejudicial to the interests of the University/State/Country; or (e) discontinuing the studies in mid session and/or (f) getting involved in any matter requiring police investigation into his character and conduct, shall (i) not be given freeship/stipend/scholarship etc., as the case may be in the next semester by the University; ii) be punished by forfeiture of his freeship/studentship etc. from the date of his/her discontinuing Studies, or from any date during the semester or from the commencement of the Semester itself, depending upon the seriousness of his/her misconduct and the date thereof. In case of withdrawal of freeship he/she shall be allowed to continue his/her studies on the payment of all University dues from the beginning of the session only if he/she is not expelled/rusticated from the Vishwavidyalaya.
12. Scholarships instituted by the University shall ordinarily be tenable for two academic sessions i.e. twelve months in the first year and ten months in the second year on condition that the scholarship holder produces a certificate of efficiency in studies from the guide or the Dean/ Director of the Faculty/ Institute concerned, every quarter.
13. If two or more candidates are eligible for the award of a scholarship it shall be given to the youngest candidate.
14. All the scholarships, stipends, studentships, freeships etc. shall be tenable from the 1<sup>st</sup> of July if the candidate concerned joins the Vishwavidyalaya (in the concerned School) within one month of the date of the opening of the University after the summer vacation and pays the tuition fee from the commencement of the session. In other cases, it shall be tenable from the date of the candidate(s) joining the Vishwavidyalaya.
15. The payment of scholarships etc. shall be made only on receipt of the receipted bills from the concerned student duly countersigned by the guide/Dean of the Faculty / Director of the Institute in which the student is studying and a certificate to the effect that the candidate has attended the Vishwavidyalaya regularly in the month for which the scholarship etc. is being drawn.
16. The drawal of the scholarship shall be made in accordance with the procedure prescribed by the Vishwavidyalaya.
17. A scholarship/stipend/studentship shall be cancelled in the final year if the holder thereof fails to secure at least 50% marks in the previous year's examination but if the candidate is unable to appear at the previous year's examination on account of his/her illness or for any other plausible reason, the scholarship/stipend etc., as the case may be, for the months of March and April shall be paid only if the Dean of the Faculty / Director of the Institute certifies that the candidate studied diligently for the examination but was unable to write his/her examination for reasons beyond his/her control. Such a candidate shall not get the scholarship/stipend/studentship etc. during the next session but shall be entitled to the same while studying for the final examination provided that he clears the previous year's examination in one attempt and secures not less than 50% marks therein.

## ORDINANCE NO. 05

### THE ALLOWANCES PAYABLE TO MEMBER OF THE BOARD OF MANAGEMENT

#### Section 39 (5)

**A. Traveling Allowance :**

Members of the Board of Management shall be entitled to travel by Air or by Rail or by his own vehicle or hired vehicle or by any other conveyance. Following travelling and other allowance shall be payable to the members of the Board of Management.

Travelling Allowances shall be admissible as bellow;

- (i) Where the journey is performed by Air, he shall be entitled for the economy class fare.
- (ii) Where the journey is performed by rail, he shall be entitled for AC-I executive class fare.
- (iii) Where the journey is performed by his own vehicle, the cost of fuel consumed and where the journey is performed by a hired vehicle, the actual amount paid by him shall be paid to him.
- (iv) Beside above if the journey is performed by any other vehicle, public bus etc the actual fare paid by him.
- (v) Beside the fare as stated above he shall also be entitled for DA "A" officer of the government of M.P.

- Note:**
- (1) Travelling allowance shall be payable by the direct route unless journey by a longer route is permitted by the Kulpati.
  - (2) The claimant shall certify that he has traveled by the class for which T.A. is claimed.
  - (3) If a member performs his journey for attending meeting of the Board and his meeting is coupled with any other meeting organized by any other organization from where the member is also entitle to obtain Travelling and other Allowances, he shall receive allowances only from one source.

**B. Daily Allowance :**

Arrangement of lodging & boarding for the members shall be made by the university. If any member does not avail that arrangement he shall be eligible for daily allowance admissible at the rate prescribed by the State Government for its 'A' grade officers.

**C. Conveyance Allowance :**

Members of the Board of Management shall be entitled to receive actual local conveyance allowance to & fro from residence to aerodrome /railway station/bus stand.

## **ORDINANCE NO. 06**

### **ADMISSION OF STUDENTS AND THEIR ENROLMENT**

#### **Section 39 (6)**

#### **PROCEDURE FOR ADMISSION OF STUDENTS**

1. Admissions to all courses shall be governed by the following principles:
  - (a) Admission shall not be a matter of right;
  - (b) Eligibility shall not imply admission.
2. The procedures for regulating admissions to the University shall be prescribed by the Vishwavidyalaya Regulations therefor.
3. Admissions shall, be granted to only such candidates as possess the requisite qualifications for being eligible for admission to a particular course of study in the University, on the basis of merits to be determined by an admissions test or a qualifying test or in any other manner as may be determined by the University in advance, provided that they make an application in the prescribed form by the prescribed date and time and deposit an application fee at the time of submitting the application in the office of the Deputy Registrar (Academic) as may be determined.
4. Unless the candidate deposits the application fee his/her application shall not be considered nor will she/he be allowed to appear in the qualifying or Admission Test.
5. The University shall prescribe a consolidated fee (of the cost of application form and its accompanying information brochure and the fee for the admission/qualifying test) and the same shall be payable at the time of purchasing the application form.
6. The University shall make necessary concessions in the admission test fee and/or the application form price for S.T., S.C. and O.B.C. candidates as per directions of the State Government from time to time.
7. Admission of candidates to professional Bachelor's Degree courses of the Vishwavidyalaya (Agriculture, Engineering,, Technology, Education and MBA) shall be made through the entrance test conducted by Professional Examination Board, Madhya Pradesh, Bhopal (VYAPAM) and for the other graduate and post graduate courses by the University Entrance Test.
8. No exemption from the admission test conducted by the Vishwavidyalaya shall be granted unless (i) the number of seats available is more than the number of candidates applying for that particular course.
9. Admission of the nominees of Government of Madhya Pradesh, Government of India and the Vishwavidyalaya employees selected/recommended for admission shall be regulated as per procedure laid down by the Vishwavidyalaya from time to time subject to their fulfillment of minimum admission requirements.

10. All admissions shall be on the basis of inter se merits even for those seats which are reserved for S.C., S.T. and O.B.C. candidates.
11. Admissions Test/Qualifying test shall mean an examination the passing of which shall make the candidate eligible for admission to the particular course of study in the Vishwavidyalaya for which the test was held and the candidate becoming eligible shall be offered admission in the Vishwavidyalaya when his number in order of merit in the general or reserved category, as the case may be.
12. Reduction in the percentage of qualifying marks in Admissions test and relaxation in age shall be given to S.C.,S.T., O.B.C. and other candidates as per orders, of the State Government, in force at the time.
13. The Vishwavidyalaya may not, at its discretion, hold any admission test for Distance Education and Gram Swaraj Certificate courses or for sponsored courses and there shall be no age restriction for candidates for these courses.
14. Candidates for admission to the first year of a degree course in the University must have passed the Intermediate (10+2) examination conducted by the M.P. Board of Secondary Education or an equivalent examination of any other recognized Board or University and must not be of more than 22 years of age at the time of application, or more than that prescribed by the Vishwavidyalaya.
15. Candidate for a post-graduate degree course should possess/or should have passed a graduate degree examination of the Vishwavidyalaya in the appropriate discipline or should have passed an equivalent degree examination of any Indian or foreign University and should not be of an age higher than 27 years, or more than that prescribed by the University, if any, at the time of admission to the course.
16. A candidate for a post-graduate diploma must possess a post-graduate degree/or must have passed a post-graduate examination in the relevant subject from the Vishwavidyalaya or from an Indian University established by an Act of the Parliament or of a State Assembly or from a recognized University abroad.
17. A candidate for a diploma course (as distinguished from a post-graduate diploma course) should possess the qualifications prescribed for admission to a post-graduate degree course.
18. Candidates for certificate courses should have passed the Higher Secondary Examination or the Intermediate Examination of the M.P. Board of Higher Education or possess an equivalent qualification from any other Board and satisfy other conditions prescribed by the University therefor.
19. A candidate for the Ph.D. degree must have passed the post-graduate examination in the discipline/allied discipline in which he/she wants to conduct research, from the Vishwavidyalaya or M.Phil. examination in the subject with at least 55% marks or such percentage of marks as may be prescribed by the Vishwavidyalaya or an equivalent degree/qualification from any other University established by law in India or abroad.
20. A candidate not possessing the basic minimum requirement of education prescribed for a course by the Vishwavidyalaya, and not fulfilling the conditions of age, medical fitness and character shall not be considered for admission in the Vishwavidyalaya and if admitted on presentation of facts which are subsequently found to be wrong, misleading and/or fraudulent



the enrolment and admission of the student shall be cancelled immediately and if he/she had been awarded a degree or a diploma by the Vishwavidyalaya, the degree or diploma, as the case may be, shall be annulled after giving the candidate reasonable opportunity to defend his case before the competent authority in the University.

21. Every candidate shall furnish all the certificates, mark sheets and other documents (including Migration certificate if coming from another University) etc. within the prescribed time-limit as required under the Regulations failing which action to cancel his/her enrolment can be initiated.
22. In this Ordinance, unless there is anything repugnant in the subject or context;  
"equivalent examination" means an examination which has been conducted by any recognized Board of Higher Secondary Education in India including Central Board of Secondary Education;
- or
- any Indian University other than this University, incorporated by any law in force for the time being and recognized by the University as equivalent to the corresponding examination or the final examination held under the M.P. Madhyamik Shiksha Adhiniya, 1965, as the case may be;
- or
- any foreign University/Board/Institution recognized by the Government of India holding equivalent examinations and whose certificates, diploma and degrees are recognized as being equivalent to the certificates, diploma and degrees of the Indian Boards of Secondary Education or degrees of Indian Universities.
23. No student migrating from another University shall be admitted to any class in the University without the permission of the Kulpati.
24. All admissions to the different courses in the University except Management, Engineering Agriculture, B.Ed. and Ayurveda shall be completed by the day preceding the commencement of the new Academic year and to all Management, Engineering, Agriculture, B.Ed. and Ayurveda courses as notified by Vyapam.

Provided, that :

- (a) A student of the University who is eligible for second or supplementary examination of the Vishwavidyalaya may be permitted by the Kulpati to take provisional admission to the next higher class within the prescribed date on the condition that if he/she fails to clear the second/supplementary examination, his/her provisional admission in the higher class shall automatically stand cancelled;
- (b) Kulpati shall have powers to grant admission to candidates of the University who qualify for admission as a result of revaluation and who seek admission within seven days from the date of declaration of the result; and
- (c) The Kulpati may grant admission to the wards of such parents/guardians who may have come to a place within the jurisdiction of the Vishwavidyalaya on transfer at a later date after the commencement of the session from the jurisdiction of another University in the State or the country or from abroad, on the condition that the attendance of such student shall be counted in the Vishwavidyalaya from the commencement of the session and the student would not be allowed to appear in the Semester examination if his/her attendance falls short of the requirement.

25. A student seeking and granted admission to the University after the commencement of the session shall be required to pay tuition and all other fees from the commencement of the semester.
26. The Registrar may on the recommendation of the Dean / Director of the Faculty/ Institute concerned and with the permission of Kulpati permit a student to change his optional subjects for the course in which he/she has taken admission within a month of the commencement of the session provided these meet the statutory requirement for the admission in the course and the seats in the subjects to which the change is sought are available.

#### **ENROLMENT OF STUDENTS**

27. All students admitted to the courses of study in the University shall have to get themselves enrolled as a student of the University by putting up an application in the prescribed form and paying the prescribed enrolment fees by the dates notified by the University of the academic year in which the student is admitted.
28. No student shall be deemed to have been admitted to any course of study as a regular student of the Vishwavidyalaya unless his name is borne on the Register of Enrolled Students.

## ORDINANCE NO. 07

### THE FEES WHICH MAY BE CHARGED BY THE UNIVERSITY

#### Section 39 (7)

#### SCHEDULE OF FEES

1. The students admitted to the University shall have to pay the fees for the heads stated below.

**(a) Fees to be deposited by each student**

- (a) Tuition Fee
- (b) Enrolment Fee (At the time of enrolment)
- (c) Examination Form Fee
- (d) Lab/Comp Fee
- (e) Caution money (Refundable)
- (f) Other Fees which Includes
  - (i.) Admission Fee
  - (ii.) Central Library Fee
  - (iii.) Student Identity/Smart Card Fee
  - (iv.) Student Welfare Fee (Including Student Insurance Fee)
  - (v.) Development Fee
  - (vi.) Student Academic Guide Fee
  - (vii.) Examination Fee
  - (viii.) Energy Fee
  - (ix.) Sports / Cultural Fee
  - (x.) Students Council Fee
  - (xi.) Migration/P.DC Fee (At the time of taking migration or Provisional Degree certificate)
  - (xii.) Transcript Fee (to be deposited with the tuition fee of final semester)
  - (xiii.) Degree Fee

**(b) Fee to be deposited by the student who avails the facilities stated below :**

- (a) Hostel Fee
- (b) Membership Fee for Society to use Internet/Computer Facility in Hostel
- (c) Mess charges (to be paid in advance)
- (d) Transportation charge
- (e) Hostel Caution money (Refundable)

**(c) Miscellaneous Fees to be deposited if required**

- (a) Supplementary / Repeat/ W.Grade /Re-examination
- (b) Duplicate copy of Mark sheet /Migration or Provision Degree Certificate
- (c) Late fee for submission of Examination Form
- (d) Fee for Conduct of Practical Examination separately
- (e) Duplicate copy of Transcript
- (f) Revaluation Fee
- (g) Security Fee
- (h) Industrial/Field training fee
- (i) Library Late Fee

2. The amount of fee chargeable from the students in different heads shall be as decided by the Academic Council from time to time.
3. Beside the heads stated in point-I the Academic Council shall establish other heads and decide the amount of fee chargeable , if it is deemed necessary.
4. Fees once deposited shall not be refundable/ adjustable. However, the fees deposited by a student, where the student is admitted through VYAPAM, the rules prescribed by the Vyapam in this regard shall be followed and where the student is admitted by the University entrance test the rules of the University in this regard shall be applicable.

In both the cases the approval of the Academic Council shall be essential.

Provide that the caution money deposited by the student shall be refundable as per rules prescribed by the Academic Council.

5. The Academic Council may review the schedule of fees chargeable from the students and may make rule in this regard as it deem fit.
6. The fees chargeable from the students shall be payable in installments as decided by the Academic Council.
7. Rules regarding fee concession shall be, as framed by the Academic Council from time to time.

## ORDINANCE NO. 8

### EVALUATION OF COURSES OF STUDY FOR ALL DEGREE'S, DIPLOMA'S AND CERTIFICATE'S

#### Section 39 (8)

The following provision are only applicable for credit and semester based academic programmes :-

**Minimum OGPA required for degree :** To qualify for a degree the student shall complete all the prescribed courses with CGPA of not less than 5.0

**Grade :** It is a measure of quantity of the performance of a student work done in a course at the end of a semester. It is computed by dividing the percentage of marks obtained in a subject by ten. It shall be expressed on a 10-point scale upto first decimal place.

**Grade-Point :** A grade point is product of course credit and grade secured by a student in a subject. It shall be expressed upto first decimal place.

**Grade-Point Average :** It is a measure of Quantity of work done in a semester. It is a quotient of the total grade point secured by a student in various courses registered in a semester divided by the total course credit during that semester. It shall be expressed upto first decimal Place.

**Cumulative Overall Grade-Point Average (CGPA) :** It is a measure of overall cumulative performance of a student on completion of two or more semesters. It is computed by dividing total member of course grade points earned by a student over the semesters by the total number of credits. It shall be expressed upto first decimal place.

**Attendance :** Normally the attendance should be 100%. The Minimum required by a student is 80%. The attendance condonation by Vice Chancellor upto 10% on justifiable grounds.

**Make-up examination :** The students of final year shall be allowed for make-up examination on one or more grounds such as hospitalisation; death of parents; own marriage; attending interview and attending court case (s) etc.

**Procedure for awarding sessional marks :** For theory subjects three internal tests will be conducted of equal value and two best out of three will be consider for awarding sessional marks.

**Procedure for evaluation of practicals/extension etc. :** The internal assessment will be based on practical extension; the submitted report; and test conducted. End semester evaluation will normally involve external examiner.

**Fee :** As prescribed by the VYAPAM/University from time to time.

Matters not provided for in this ordinance shall be governed by the orders of the Chairman Academic Council.

## **ORDINANCE NO. 8 (1)**

Section 39 (8)

### **Ordinance for Doctor of Philosophy**

- 1.0 A candidate for enrollment for the degree of Doctor of Philosophy must, at the time of application, hold Master's degree with at least 55% marks (60% marks for candidates holding Master's Degree in Engineering) or an equivalent grade of M.Phil. degree of the University, a Deemed University or any other University incorporated by any law for the time being in force and recognised by the University (Five percent marks will be relaxed for SC/ST and Handicapped candidates).

Provided that a candidate who has at least 7 years experience of research/teaching with at least 5 papers published in standard research journal, may be permitted to get registered for Ph.D. degree, even if he does not possess 55% marks at masters degree.

### **OR**

In special circumstances a candidate having Bachelors of Engineering Degree of a recognized University with at least 65% marks or equivalent in aggregate and possessing demonstrable research capabilities shall be eligible to seek enrollment for the Degree of Ph.D.

- 2.0 A candidate must apply for registration for Ph.D degree of his subject on the prescribed form obtainable on payment of prescribed fee, stating.
- (i) his qualification and experience;
  - (ii) subject in which he proposes to work;
  - (iii) the field or topic of research work;
  - (iv) name of the supervisor (along with the name of Co-Supervisors, if any) under whom he/she wishes to work and the place/places at which he/she wishes to carry on investigations together with the consent of the Supervisor and Co-supervisors, if any.

The application must also be accompanied with:

- a) Registration fee as prescribed by the university.
- b) A certificate from the head of the University Teaching department/School of Studies or the Principal of the College affiliate to the University or Head of a Research Institute recognized for the purpose by the University where the candidate proposes to carry out his Ph. D work testifying that adequate facilities exist and stating that the Head of the University Teaching Department/School of Studies or the Principal or the Head of the Research Institute will, in case the candidate is permitted, allow the candidate to work in his department or college or institution under the supervision of the person(s) mentioned in the application.
- c) Attested copies of the mark-sheet/grade-sheet of Master's degree examination, degree examination, eligibility and migration certificates wherever necessary, should be enclosed with the application. Application for registration may be submitted at any time during the academic year.
- d) After payment of registration fees and on receipt of the application form along with the required documents, the candidate will be provisionally admitted.

Provided that the application is found in order on being scrutinized by a Dean of faculty appointed by the Kulpati.

3.0 Along with the application the candidate must submit **RESEARCH PROPOSAL (as per Appendix 1)** in seven copies duly forwarded by the supervisor. He shall be required to make an oral presentation of the proposed work before the Research Degree Committee consisting of the following members:

- i) Kulpati or his nominee.
- ii) Dean of the faculty
- iii) Head of the University Teaching Department/school of studies/institution in the subject.
- iv) Chairman, Board of studies in the subject.
- v) One external subject expert of the rank of University professor to be appointed by the Kulpati, ordinarily out of a panel of 5 experts given by the Chairman of the board of Studies concerned. The term of panel shall be coterminus with the term of Chairman Board of Studies.

Note : (1) On the request of the supervisor Kulpati may permit him to be present as an observer during the oral presentation of his candidate.  
(2) No T.A. and D.A. shall be payable to the candidate and the supervisor for attending the Research Degree Committee meeting.

4.0 The Research Degree Committee (RDC) will be responsible to –

- i) Maintain and monitor the research standard.
- ii) Coordinate the research activities of the university.
- iii) Approve/disapprove Ph.D. research supervisor.
- iv) Approve/disapprove Ph.D. research topic.
- v) Define broad policy regarding research including its relevance to development, mission, orientation, networking, funding, infrastructure, fellowships, deployment of human resources etc.
- vi) Suggest amendments of ordinances and regulations related to research to the Academic Council.
- vii) Take any other steps to facilitate research.

5.0 The Meeting of the Research Degree Committee (RDC) shall be held in the University Office at least twice a year preferably in February and October. The committee shall recommend the eligibility of the candidate. The committee shall also prepare a list of approved Supervisors/Co-supervisors along with their specialization as per provisions of this ordinance for the appointment as Supervisor/Co-supervisor. This list shall be available with the Registrar.

The committee shall recommend suitability of the topic of research and the registration of the candidate for the Ph. D. degree.

6.0 The Ph.D Programme shall comprise of a Preparatory Course. The details of the course will be worked out by the RDCs after assessment of requirement in their respective streams. The classes of the same will be arranged at the Faculty level. Though the attendance in the course is not compulsory but participation in examination of the Preparatory Course is mandatory. The evaluation of students shall be done at the level of the Faculty on the basis of their performance in written exams as well as Viva Voce. Written exam and Viva-Voce will be of 100 marks and 50 marks, respectively.

The questions in the examination paper of Preparatory Course will consist of descriptive as well as of objective nature. The result would be considered satisfactory, only if, at least 50 percent marks are scored in both the sections i.e., objective and descriptive sections.

Evaluation of exam will be conducted by Supervisor, Co-supervisor and Dean. The result signed by Dean, Supervisor and Co-supervisor shall be forwarded to Registrar. The Preparatory course should be completed in 06 months. To initiate the research, satisfactory result is must in Preparatory Course.

- 7.0 The candidate shall be registered and enrolled as a student from the date the Head of the Department of School of Studies/College/Institution forwarded the application or the date on which the candidate deposits the registration fee, whichever is later. He will also be required to pay regular tuition, library and laboratory fees as per rules and norms during his research tenure.
- 8.0 A candidate shall ordinarily be permitted to work for Ph. D. Degree in the subject in which he/she has obtained his Master's Degree, or Bachelor of Engineering Degree.

Provided that research work leading to Ph. D. degree may be allowed in allied subjects of interdisciplinary nature of the same faculty or of allied faculties. In such cases the candidate may also be permitted to work under one or two co-supervisors, along with the supervisor.

- 9.0 A candidate shall pursue his research at the institution from where his/her application form has been forwarded under section 2(b) of the Ordinance.

Provided that a candidate permitted to work in a research establishment recognised by the University shall be required to take at least one Co-supervisor along with the Supervisor, one of them should be the teacher of the University and the other a Teacher/Scientist/Scholar/Director of the Institution where the candidate is actually working.

Provided also a candidate may be permitted to carry out his practical work in a Research Institution/Research Laboratory/Laboratory of a University recognised by the University for the purpose, under the supervision of Scientist/Director/Teacher of the Institution who may or may not be the Co-Supervisor of the candidate.

- 10.0 (a) The person recommended as Supervisor/Co-supervisor to guide the Research Scholar must be:
- (i) A Professor, Reader in a University Teaching Department/School of Studies or a college affiliated to the University possessing either Doctorate degree or has published five research papers in Standard Research Journals.
- OR
- (ii) A teacher of a university Teaching Department/School of studies/Colleges affiliated to the University who has obtained a doctorate degree in the subject and has published at-least five research papers in standard research journals and has at-least five years teaching experience after Ph. D.
  - (iii) A Scientist/Scholar/Director working in a Research Institute/Organization/ Establishment/ Laboratory recognized by the University as a research center, who has obtained a doctorate degree and published 05 research papers on concerned subject in standard research journals and has five years post-doctoral research experience.



- (b) The person recommended as Co-supervisor to guide Research Scholar together with supervisor must be:

A Teacher/Scientist/Director of any University/Research Establishment who has obtained a doctorate degree, and has published at least five research papers in standard Research Journals with 5 year Post-doctoral research experience.

- (c) A recognised supervisor who fails to publish any research paper over duration of five years shall not be eligible to enroll any new candidate under his supervision, provided that the persons who have been recognized as Supervisor/Co-supervisors shall be eligible to supervise even after their superannuation.

Provided also that the teacher who has been recognized as Supervisor/Co-supervisor under the repealed ordinance shall continue to be recognized as Supervisor/Co-supervisor, provided further that a person who is himself registered for Ph. D. degree of any University shall not be eligible to act as Supervisor/Co-supervisor or member of any committee mentioned in this Ordinance.

- 11.0 (a) The candidate shall pursue his research at the approved place of research under the Supervisor/Co-supervisor on the approved subject. The candidate shall be permitted to submit his/her thesis not earlier than 24 months and not later than four calendar years from the date of registration. In case a candidate does not submit his/her thesis within four calendar years, from the date of registration and does not apply for extension in time his/her registration shall stand automatically cancelled.

Provided that the period for submission of the thesis can be extended by one year by the Kulpati, if he/she applies for extension at least one month before the expiry of registration period together with a fee as may be prescribed by the University. In case the candidate does not submit his/her thesis within the extended period his/her registration shall stand automatically cancelled.

Provided also that the period of submission of thesis can be re-extended by one year by the Kulpati if he/she applies for extension at least one month before the expiry of first extension period. In case the candidate does not submit his/her thesis within the re-extended period his/her registration shall stand automatically cancelled.

Provided also that Kulpati may permit a candidate to get reregistered on the same topic on payment of the prescribed Re-registration fee as may be prescribed by the University. The minimum period of 24 months and attendance shall not apply to such reregistered candidate.

- (b) The candidate possessing, M.Phil.. degree or a teacher with 5 years teaching experience at the time of registration can submit his/her thesis after 18 months instead of 24 months as provided in section 11 (a) of the Ordinance.
- (c) The candidate shall put in at least 200 days attendance in the institution concerned or with the Supervisor.

- 12.0 (1) Subject to the provisions of the Statutes, all Examiners and Moderators of examination questions shall be appointed by the Kulpati, in consultations with the Committee consisting of the following members:

- 12.1.1 the Dean of the Faculty concerned who shall be he Chairman of the Committee;
- 12.1.2 the Chairman of the Board of studies concerned;
- 12.1.3 a member of the Board of Studies concerned to be nominated for the purpose by the Kulpati.
- (2) If during the course of an examination an examiner becomes, for any cause, incapable of acting as such, the Kulpati shall appoint an examiner to fill the vacancy.
- 13.0 The candidate may be allowed by the Kulpati to change the Supervisor, on the recommendation of the committee constituted by the Kulpati for this purpose under Special circumstances. No major change in the topic of research shall be permitted due to change in supervisor.
- 14.0 The University shall obtain every six months a record of attendance, receipt of fees paid and a progress report of the work of the Research Scholar from his Supervisor as per **Appendix - 2**. If the progress of work is not found satisfactory in two successive reports or no reports are received for a period of one year or the candidate fails to deposit fees the Kulpati may order the removal of the name of the Scholar from the list of those registered for the Ph. D. degree.
- 15.0 Progress of research work shall be monitored and evaluated through three seminars to be presented by the candidate. The supervisor shall arrange and conduct the seminars suitably and give wide publicity to ensure good attendance.
- 16.0 (a) The candidate shall submit three typed copies of the thesis through his supervisor along with the following documents:-
- i) Clearance from the institute/faculty, hostel, Library, Sports, etc.
  - ii) Certificate of satisfying residential requirement.
  - iii) Certificate of continuous student's status/latest fees receipt.
  - iv) Three copies of the summary of thesis.
  - v) The thesis should be initially submitted as a soft bound volume. After the errors/omissions indicated by the examiners are rectified and certification obtained from the supervisor to this effect, two hard bound copies will be submitted for preservation in the examination section and in the library. This will be a pre-requisite for the final award of degree.
  - vi) The thesis should be in the format specified (**see Annexure-3**) and should avoid unwanted pomp and show.

The candidate shall try as far as possible to publish/communicate paper(s) for publication in standard Research Journals. A copy each of published/communicated paper(s) be appended.

- (b) A thesis must be accompanied by a declaration from the candidate that the thesis embodies his own work and he/she has worked under the Supervisor at the approved place or worked for the required period as per provisions of Para 11 of the Ordinance. (**Appendix - 4**)
- (c) The certificate from the Supervisor together with Co-supervisors, if any, that the thesis fulfills the requirements of the Ordinance relating to the Ph. D. degree of the University. (**Appendix - 5**)

- (d) The candidate shall also remit with the thesis, the examination fee as applicable.
- (e) The supervisor shall submit a panel of at least six names of examiners actively engaged in the concerned area of research not below the rank of Reader/Professor, in a sealed cover, to the Registrar. Provided that the panel of examiners shall be obtained from the head, University Teaching Department/School of Studies/Institution, Chairman Board of Studies of the Subject concerned, in case the candidate is related <sup>1</sup> to the Supervisor.
- (f) On the receipt of the Panel of Examiners from the Supervisor and summary from the candidate, the Registrar shall call a meeting of Examination Committee of the subject constituted under Section 12. The committee considering the panel submitted by the Supervisor/Head, University Teaching Department/School of Studies/Institution, Chairman Board of Studies, prepare a panel of six names to act as examiners.
- (g) The Kulpati shall appoint out of the panels submitted separately by the Supervisor and Examination Committee respectively, two examiners as per the provisions of section 12. The consent of examiners shall be obtained by sending them the summary and list of publications, if any.

**Note:** Supervisor/Head of the Department/Chairman Board of Studies as well as Examination Committee can recommend the name(s) of foreign examiners. In case appointment of foreign examiner(s) by the Kulpati and the candidate wishes the thesis to be sent by AIR MAIL he/she shall have to bear the charges of AIR MAIL.

- 17.0 On receipt of the thesis along with the certificates and fee, it shall be sent to the examiners already consented as per Para 12 of the Ordinance.
- 18.0 The thesis to be accepted for the award for the Ph. D. degree must comply with following conditions:
  - (a) It must be a piece of research work characterized either by the discovery of the facts or by a fresh approach towards the interpretation of facts. In either case it should evince the capacity of the candidate for critical examination and sound judgment.
  - (b) It must be satisfactory in point of language and presentation of the subject matter.

- 19.0 The supervisor shall communicate the result of the viva-voce examination to the Registrar along with examiners evaluation reports for consideration.

The Vishwavidyalaya shall request specific recommendations from the examiners on the various aspects of the thesis on a prescribed format: (**Annexure-6, &7** )

- 21.0 (a) The examiners may seek clarification of the subject matter of the thesis from the Supervisor.

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<sup>1</sup> The term relation shall include: Father, mother, wife , husband, daughter, son, grandson, granddaughter, brother, sister, nephew, niece, grand nephew/niece, uncle, aunt, son-in-law, sister-in -law, father-in-law, mother-in.-law, first cousin-in-law etc.

- (b) The provision will be incorporated in the letter to be sent to the examiners while sending the thesis.
  - (c) The Kulpati can recall the thesis from an examiner who fails to send the report within three months of the date of dispatch of the thesis and appoint another examiner.
- 22.0
- (a) In case both the examiners reject the thesis or one of them rejects the thesis and the other recommends a revision, the thesis shall be rejected.
  - (b) If both the examiner recommend for the revision of the thesis, the candidate shall be called upon to revise the thesis in the light of the observations of the examiners.
  - (c) If one examiner approves the thesis and the other rejects it or recommends for revision, the thesis shall be sent to the third examiner drawn from the panel of examiners by the Kulpati without the reports of earlier examiners. The third examiner shall be asked to give his/her opinion and this opinion shall be final.
  - (d) In case both the original examiners accepts the thesis for the award of the Ph. D. degree or in the event of it being referred to the third examiner, the third examiner accepts the thesis for the award of the Ph. D. degree, the candidate shall be called upon to appear at the viva-voce examination before a board of examiners comprising of the Supervisor, co-supervisor (if any) and one of the two examiners (selected by the Kulpati) who have accepted the thesis for the award of the Ph. D. degree. Provided that the Kulpati shall appoint Head of the University teaching Department/School of Studies/Institution/Chairman Board of studies of the subject concerned to act as viva-voce examiner, in place of the Supervisor in case the candidate is related to the Supervisor.
  - (e) The Supervisor/Head University Teaching Department/School of Studies/Institution, Chairman Board of Studies of the subject concerned, as the case may be, shall be communicated the name of the external examiner appointed by the Kulpati to conduct the viva-voce examination, and the date fixed for the viva-voce be informed to the candidate and the Registrar.
- Provided that in special circumstances Kulpati may appoint alternate viva-voce examiner from the panel of examiners.
- (f) The viva-voce examination shall be conducted at the University Teaching Department/School of Studies/Institution in the subject or at any place fixed by the University for the purpose. The date and time and place of open viva-voce examination shall be notified by the Deputy Registrar (Examination) on the University Notice Board at least a week in advance. At the time of viva-voce examination the board of examiners shall be provided the reports of the examiners which shall be returned along with the report of viva-voce examination to the Registrar.
  - (g) The candidate shall present the work embodied in the thesis before the board of examiners, members of faculty, research scholars and other interested persons present in open viva. After the presentation of the research work the Board shall ask question together with those questions, which have been given along with examiners reports. Others in the audience can also ask questions and the candidate shall reply only those questions which are permitted by the external examiner.

- 23.0 The examination committee will observe the following attributes of the candidate during viva-voce examination and make necessary notes in their report.(Appendix 8)
- a. Capability of analysis and synthesis.
  - b. In depth knowledge of subject matter.
  - c. Logical ability
  - d. Capacity for presentation and communication of thoughts
  - e. Competence for critical review
  - f. Capability to reach conclusions/decisions.
  - g. Recommendation of the via-voce committee.

- 24.0 In case the recommendations of the viva-voce examiners differ from that of the thesis examiner or there is difference of opinion between the viva-voce examiners, the candidate shall reappear at a second viva-voce examination within six months. If the candidate fails to satisfy the viva-voce examiners a second time, his/her thesis shall be finally rejected.

Such candidates would be required to pay an additional fee as prescribed by the university for second viva-voce examination. The external examiner for second viva-voce examination shall be appointed by the Kulpati.

- 25.0 On receipt of the examination committee report the Deputy Registrar (Examination) shall place the same before the Vice-Chancellor along with thesis Evaluation Reports to get approval for declaration of results and to issue provisional certificate. The Ph.D. Degree shall be considered to have been completed on the date of submission of the thesis if the candidate is recommended finally for issue of provisional certificate. The fees for provisional certificate shall be submitted by the candidate as per rules of university. The matter shall be placed before Academic Council for post facto approval & notification.

- 26.0 If the examiners recommend that the candidate be asked to revise/improve his thesis, the Kulpati shall permit the candidate to resubmit his thesis not earlier than six months and not later than eighteen months the period being counted from the date of the issue of order to the candidate. The candidate shall be provided examiner(s) reports without disclosing the names of the examiners to enable him/her to improve the thesis. All the copies of the thesis shall also be returned to the candidate.

In case the candidate is allowed to resubmit the thesis he/she will have to pay the fees prescribed by the university at the time of resubmission, but it shall not be necessary for him to reproduce any Certificate of further attendance at the institution at which he/she carried out the work.

The resubmitted three copies of the thesis must make clear mention that it is a revised version. The thesis shall be got examined as far as possible, by the examiners who have recommended the revision.

In case both the examiners of revised thesis accept the thesis for the award then the candidate shall be awarded the Ph.D. degree on successful viva-voce examination as per provisions of clause 22 of the Ordinance.

In case a candidate is asked to revise under clause 22(b) and one of the examiners recommends again for revision and the other accepts the thesis for award then the thesis shall be sent to be third examiner. If the third examiner rejects or recommends for revision the thesis shall stand rejected. In case he accepts for award of Ph. D. then the candidate shall be awarded the Ph. D. degree on successful viva- voce examination as per provision of clause 23 of the Ordinance.

In case a candidate who has been asked to revise the thesis under clause 22(c) and the examiners recommends the thesis for award then the candidate shall be awarded the Ph.D. degree on successfully viva-voce examination as per provision of clause 23 of the Ordinance.

If the revised thesis is required to be revised a second time it shall automatically stand rejected.

- 27.0 Maximum number of research candidates that can be registered and allowed to pursue research work under a supervisor at any particular time shall be six only. Provided that the candidates registered with the co-supervisor shall not exceed five candidates.
- 28.0 No research scholar shall join any other course of study or appear at any other examination conducted by any University leading to a degree (except Certificate/Diploma Course of Languages, Research methodology, Statistics, Computer courses).
- 29.0 The thesis shall be published only with the permission of the University and such publication shall state on the title page itself that this was a thesis approved for the award of Ph. D. degree of the University.
- 30.0 After the viva-voce, the recommendation of the examiners shall be reported to the Board of Management for the award of Ph. D. degree to the candidate. One copy of the thesis will be kept in the University Library and another copy will be kept in the Departmental Library of the Institution where the research work was carried out; the third will be returned to the supervisor.
- 31.0 After the declaration of the result the successful candidates may be provided the copies of reports of examiners who recommended for the award of the degree on payment of fee as prescribed by the university. The reports will not disclose the identity of the examiners.
- 32.0 The candidates who have been already registered for Ph. D. degree under the repealed/previous Ordinance shall continue to govern by the provision of repealed/previous Ordinance.

The candidates who have applied for registration but have not been registered till this Ordinance comes into force shall be governed by the provisions of this Ordinance.

- 33.0 Ph.D. degree certificate shall normally be presented to the candidate during convocation. In case the university convocation is delayed inordinately or the candidate fails to attend the convocation, he/she can be awarded the regular degree in absentia on payment of a fee as per rules of university in force from time to time.
- 34.0 Not with standing anything contained in the rules, any subject/item not covered by these rules or any difficulty arising out of these rules, shall be dealt with by the Academic Council.

**PROFORMA FOR SYNOPSIS (Para-3)**

1.	Title of the thesis
2.	Introduction : Giving purpose of research (in about 200 words)
3.	A brief review of the work already done in the field
4.	Noteworthy contributions in the field of proposed work
5.	Proposed methodology during the research work
6.	Expected outcome of the proposed work
7.	Bibliography in standard format
8.	List of published papers of the candidate

**Signature of the supervisor****Signature of Candidate**

**CONFIDENTIAL (Para 14)**

Six monthly progress of the research work done for the period from ..... to ..... of the Research Scholar

1.	Name of the Research Scholar	
2.	Topic registered for Ph.D. Degree	
3.	Progress of the research work during he reported period	
4.	Period with dates the candidate has been with the guide for research work. (It may also indicate the date of leave availed by the candidate during the above period.)	
5.	Fee: paid vide receipt No. .... date .....	
6.	Remarks of the supervisor on the work done by the candidate	
7.	Name of the Supervisor and his signature with date.	



**Title of the thesis (See Para 16 (a) (iv))**

**Thesis submitted for the award of the degree of Doctor of Philosophy**

**By**

**Name of the Supervisor**

**Name of the Researcher**

**MAHATMA GANDHI CHITRAKOOT GRAMODAYA VISHWAVIDYALAYA**

**CHITRAKOOT - 485331, DISTRICT - SATNA (M.P.)**

**Phone & Fax - (07670) 265413, 265411**

e-mail: [mgcgv@rediffmail.com](mailto:mgcgv@rediffmail.com)

**Month & Year**

**DECLARATION BY CANDIDATE (Para 16 b)**

I declare that the thesis entitled .....  
..... is my own  
work conducted under the supervision of Dr. .... (Supervisor/Co-Supervisor) at  
..... (center)  
..... approved by Research  
Degree Committee I have put in more than 200 days of attendance with the supervisor at  
the center.

I further declare that to the best of my knowledge, the thesis does not contain  
any part of any work which has been submitted for the award of any degree  
either in this University or in any other University/Deemed University without  
proper citation.

Signature of supervisor

Signature of the candidate

**Signature of Head UTD/Principal**

**CERTIFICATE OF THE SUPERVISOR (Para 16 c)**

**C E R T I F I C A T E**

This is to certify that the work entitled ..... is a piece of research work done by Shri/Smt./Ku ..... under my (our) guidance and Supervision for the degree of Doctor of Philosophy of ..... university (M.P.), India. That the candidate has put in an attendance of more than 200 days with me.

To the best of my knowledge and belief the thesis:

- (1) Embodies the work of the candidate himself/herself;
- (2) Has duly been completed;
- (3) Fulfills the requirements of the Ordinance relating to the Ph.D. degree of the University; and
- (4) Is upto standard both in respect of contents and language for being referred to the examiner.

Signature of Co-supervisor

Signature of the Supervisor

Forwarded

Signature of Head UTD/Principal

**EXAMINER'S REPORT (Para 20)**  
**MAHATMA GANDHI CHITRAKOOT GRAMODAYA VISHWAVIDYALAYA,**  
**CHITRAKOOT, SATNA (M.P.)**  
**Check Sheet for Thesis Examination**

**Name of the Candidate**

**University Reference No.**

**Title of the Thesis**

THE EXAMINER IS REQUESTED TO RETURN THIS CHECK SHEET AFTER CIRCLING THE APPROPRIATE 'YES'/'NO' ALONGWITH THE DETAILED THESIS REPORT

(A) Thesis is recommended for award in its present form	Yes	No
(B) If answer to (A) above is 'No'		
(i) The thesis be accepted for the award after minor revision	Yes	No
(ii) (a) The thesis be accepted after major revision requiring a portion/chapter of the thesis incorporating some additional work	Yes	No
(b) If the answer to (ii) (a) above is 'Yes', would you like the revised thesis be sent to you for re-evaluation?	Yes	No
(iii) Re-writing of the thesis after further research is recommended	Yes	No
(iv) The thesis rejected outright.	Yes	No

Note :- Please write a brief report of the thesis as per Annexer-7.

Signature of the Examiner  
 Name of the Examiner:

Date:

**EXAMINER'S REPORT (Para 20)**  
**MAHATMA GANDHI CHITRAKOOT GRAMODAYA VISHWAVIDYALAYA,**  
**CHITRAKOOT, SATNA (M.P.)**

**Brief Report of the Thesis**

(i)	Level of achievement of stated objectives.	
(ii)	Suitability of methods tools and techniques.	
(iii)	Correctness and exactness of the language.	
(iv)	Proper arrangement of material and its presentation.	
(v)	Proper classification and organization of thesis as per prescribed format.	
(vi)	Standard of knowledge of the subject characterized by candidate's scholarship and quality of mind.	
(vii)	Satisfactory review of the related literature and up to date studies.	
(viii)	Whether the thesis has come with publishable/patentable results which are solutions of field problems worthy of consideration as contribution to the frontier of applied knowledge or either discovery of new facts or fresh approach towards interpretation of facts theories.	
(ix)	Whether certain results of the thesis are publishable in research journals-(if so, suggestions of such journals)	
(x)	Whether the thesis is worth publishing by the university publication division.	
(xi)	Whether any idea emerging is worthy of adoption.	

**EXAMINER'S REPORT (Para 20)**  
**MAHATMA GANDHI CHITRAKOOT GRAMODAYA VISHWAVIDYALAYA,**  
**CHITRAKOOT, SATNA (M.P.)**

**Brief Report of the Thesis**

(i) Capability of analysis and synthesis.	
(ii) In depth knowledge of subject matter.	
(iii) Logical ability	
(iv) Capacity for presentation and communication of thoughts	
(v) Competence for critical review	
(vi) Capability to reach conclusions/decisions.	
(vii) Recommendation of the via-voce committee.	

## ORDINANCE NO. 8 (2)

### Section 39 (8)

#### FACULTY OF AGRICULTURE AND ANIMAL SCIENCE

##### 1.1 Aims & Objectives

- Education and development of technology for environmentally sustainable agriculture/veterinary/forestry/animal husbandry and live stock management.
- Livelihood strategies for the marginalized farmers through innovative bio-mass strategies, post harvest technologies & seed technologies
- Entrepreneurial approach to agricultural education
- Education and dissemination of technology through extension services and management.
- Creation of hi-tech resource centres including watershed management technologies.
- Education and development of technology for aromatic & medicinal plants.

##### 1.2 Course Offered

- The University shall award the degrees listed below from the faculty of agriculture after the successful completion of credit requirement of the course listed in the programmes of the faculties.
- Theory, practical, extension & field work of the courses and examination shall be revised from time to time and conducted as per the guidelines of the board of studies and academic council
- The student shall meet the general admission requirements as per the ordinance and the university regulation.
- The vacant seats however shall be filled by directly through competition and counselling.

S.I	Name of the Course	Duration (Semesters)	Minimum Qualification Required for the admission	Maximum Duration for Passing the Course
	Ph.D.	-	M.Sc.Ag with 55%	5 years
A	M.Sc ( Agriculture Extension)	4	B.Sc.Ag. with 50%	06 Semester
	M.Sc. (Soil Science)	4	B.Sc.Ag. with 50%	06 Semester
	M.Sc.( Agronomy )	4	B.Sc.Ag. with 50%	06 Semester
	M.Sc. (Horticulture )	4	B.Sc.Ag. with 50%	06 Semester
	B.Sc. (Home Science)	6	10 + 2 Ag/Science	08 Semester
	PG Diploma in Seed Technology	2	B.Sc.Ag. with 50%	03 Semester
B	B.Sc. (Ag. & Entrepreneurship)	8	10+2 Agri./Science	12 Semester

##### 1.3 Admission Procedure

- (a) Admission to Ph.D. Programme is regulated by University Ph.D. ordinance and regulation. The University shall hold screening of the application of the candidates based on the academic record and research project out - lines submitted by them at the faculty level. Final selection however shall be done by the research degree committee approved by the Vice-Chancellor under the Chairmanship of the Dean of the Faculty. The candidates shall be invited to present their proposal if required. The university shall conduct entrance examination (Written & Interview) for course listed in A category admission for the co preliminary. For course listed in B category entrance test will be conducted by the Vyavsaayik Parichha Mandal, (VYPAM) Bhopal. In case the seats are available, admission will be directly made by the Gramodaya Vishwavidyalaya as per the directives of the VYPAM through advertisement.
- (b) Reservation : The University shall reserve seats to SC/ST/OBC and other reserve category as per the rules of government of Madhya Pradesh applicable to the University.

**ORDINANCE NO. 8 (2-1)**

**Section 39 (8)**

**M.Sc. Agriculture**

Programme Offered	:	M.Sc. Agriculture (Agronomy)
	:	M.Sc. Agriculture (Soil Science)
	:	M.Sc. Agriculture (Horticulture)
	:	M.Sc. Agriculture (Extension)
Intake	:	As decided by Academic Council
System of Education	:	Credit System on semester basis.
Eligibility for Admission	:	B.Sc. Agriculture with 50%
Mode of Admission	:	Entrance examination conducted by MGCGV, Chitrakoot.
Duration of Course	:	4 Semesters
Maximum number of semesters permitted to complete the course	:	6 semesters
Examination and Evaluation	:	As decided by the Academic Council from time to time.
Grading	:	10-point scale

Evaluation of the programme will be referred to as grading and shall be measured by the quality of performance in that course by assigning course grade as indicated below :

---

Comulative Grade Point Average	: Description of Performance
8.5 to 10.0	: First Class with distinction
6.5 to 8.4	: First Class
5.0 to 6.4	: Second Class
Below 5.0	: Fail

---

Student obtaining Grading point of less than 5.0 will be declared as Fail (F). The course with grade point of 5.0 or more will be treated as cleared.



## ORDINANCE NO. 8 (2-2)

### Section 39 (8)

#### B.Sc. Home Science

Programme Offered	:	B.Sc. Home Science
Intake	:	As decided by Academic Council
System of Education	:	Credit System on semester basis.
Eligibility for Admission	:	10+2 With Science
Mode of Admission	:	Entrance examination conducted by MGCGV, Chitrakoot.
Duration of Course	:	6 Semesters
Maximum number of semesters permitted to complete the course	:	9 semesters
Examination and Evaluation	:	As decided by the Academic Council from time to time.
Grading	:	10-point scale

Evaluation of the programme will be referred to as grading and shall be measured by the quality of performance in that course by assigning course grade as indicated below :

---

Comulative Grade Point Average	: Description of Performance
8.5 to 10.0	: First Class with distinction
6.5 to 8.4	: First Class
5.0 to 6.4	: Second Class
Below 5.0	: Fail

---

Student obtaining Grading point of less than 5.0 will be declared as Fail (F). The course with grade point of 5.0 or more will be treated as cleared.

**ORDINANCE NO. 8 (2-3)**

**Section 39 (8)**

**PG Diploma in Seed Technology**

Programme Offered	:	P.G. Diploma in Seed Technology
Intake	:	As decided by Academic Council
System of Education	:	Credit System on semester basis.
Eligibility for Admission	:	B.Sc. Ag. with 50%
Mode of Admission	:	Entrance examination conducted by MGCGV, Chitrakoot.
Duration of Course	:	2 Semesters
Maximum number of semesters permitted to complete the course	:	4 semesters
Examination and Evaluation	:	As decided by the Academic Council from time to time.
Grading	:	10-point scale

Evaluation of the programme will be referred to as grading and shall be measured by the quality of performance in that course by assigning course grade as indicated below :

---

Comulative Grade Point Average	: Description of Performance
8.5 to 10.0	: First Class with distinction
6.5 to 8.4	: First Class
5.0 to 6.4	: Second Class
Below 5.0	: Fail

---

Student obtaining Grading point of less than 5.0 will be declared as Fail (F). The course with grade point of 5.0 or more will be treated as cleared.

## ORDINANCE NO. 8 (2-4)

### Section 39 (8)

#### B.Sc. Agriculture & Entrepreneurship

Programme Offered	:	B.Sc. Agriculture & Entrepreneurship
Intake	:	As decided by Academic Council
System of Education	:	Credit System on semester basis.
Eligibility for Admission	:	10+2 Agriculture/Science (Bio group)
Mode of Admission	:	Entrance examination conducted by VYAPAM, Bhopal. In case the seats are available after counselling, admission shall directly be made by the Gramodaya Vishwavidyalaya as per the directives of VYAPAM through advertisement.
Duration of Course	:	8 Semesters
Maximum number of semesters permitted to complete the course	:	12 semesters
Examination and Evaluation	:	As decided by the Academic Council from time to time.
Grading	:	10-point scale

Evaluation of the programme will be referred to as grading and shall be measured by the quality of performance in that course by assigning course grade as indicated below :

---

Comulative Grade Point Average	: Description of Performance
8.5 to 10.0	: First Class with distinction
6.5 to 8.4	: First Class
5.0 to 6.4	: Second Class
Below 5.0	: Fail

---

Student obtaining Grading point of less than 5.0 will be declared as Fail (F). The course with grade point of 5.0 or more will be treated as cleared.

## ORDINANCE NO. 8 (3)

### Section 39 (8)

#### FACULTY OF SCIENCE & ENVIRONMENT

##### 4.1 Aims & Objectives

- Creating professionals in various dimensions of modern sciences.
- Promote scientific knowledge and wisdom especially in rural areas.
- Serving as a core faculty for the faculty of Engineering and Agriculture.
- IT assigned resource mapping and decentralized planning.
- Remote sensing and GIS to assist in sustainable agricultural development and empowerment of rural masses.
- Creation and promotion of environmental awareness especially in rural areas.

##### 4.2 Course Offered

- The University shall award the degrees listed below from the Faculty of Science & Environment after the successful completion of credit requirement of the course listed in the programmes of the faculties.
- Theory, practical, extension & field work of the courses and examination shall be revised from time to time and conducted as per the guidelines of the board of studies and academic council
- The student shall meet the general admission requirements as per the ordinance and the university regulation.
- The vacant seats however shall be filled by directly through competition and counselling.

S.I.	Name of the Course	Duration (Semesters)	Minimum Qualification Required for the admission	Maximum Duration for Passing the Course
	Ph.D.	-	M.Sc.. with 55%	5 years
1.	M.Sc. Zoology	4	B.Sc.Bio. with 50%	6 Semesters
2.	M.Sc. Remote sensing & G.I.S.	4	B.Sc./B.Sc.Ag./B.Tech. with 50%	6 Semesters
3.	M.Sc. Environment	4	B.Sc./B.Sc.Ag. with 50%	6 Semesters
4.	M.Sc. IT	4	B.Sc. P.C.M./IT/CS/ B.Tech./B.C.A. with 50%	6 Semesters
5.	M.Sc. Industrial Chemistry	4	B.Sc./B.Sc.Ag. with 50%	6 Semesters
6.	M.Sc. Bio - Chemistry (Self-financing)	4	B.Sc. Bio/B.Sc.Ag. with 50%	6 Semesters
7.	M.Sc Math's	4	B.Sc. in Maths with 50%	6 Semesters
8.	B.Sc. Math's Group	6	Intermediate (Math)	8 Semesters
9.	B.Sc. Bio Group	6	Intermediate (Bio)	8 Semesters
10.	B.Sc. Geo Group	6	Intermediate Bio/Maths	8 Semesters
11.	B.Sc. ITA	6	Intermediate P.C.M./Computer	8 Semesters
12.	P.G. Diploma in Remote sensing & G.I.S.	2	B.Sc. Bio/Ag/Engg.	3 Semesters

### 4.3 Admission Procedure

- (a) Admission to Ph.D. Programme is regulated by University Ph.D. ordinance and regulation. The University shall hold screening of the application of the candidates based on the academic record and research project outlines submitted by them at the faculty level. Final selection however shall be done by the research degree committee approved by the Vice-Chancellor under the Chairmanship of the Dean of the Faculty. The candidates shall be invited to present their proposal if required.

The university shall conduct entrance examination (Written & Interview ) for course listed in A category admission for the co preliminary. Course listed in B category entrance for test will be conducted by the Vyavsaayik Parichha Mandal, (VYPAM) Bhopal. In case the seats are available, admission will be directly made by the Gramodaya Vishwavidyalaya as per the directives of the VYPAM through advertisement.

- (b) Reservation : The University shall reserve seats to SC/ST/OBC and other reserve category as per the rules of government of Madhya Pradesh applicable to the University.

**ORDINANCE NO. 8 (3-1)**

**Section 39 (8)**

**Master of Science**

Programme Offered : M.Sc. (Remote Sensing & GIS)  
: M.Sc. (Environment)  
: M.Sc. (Information Technology).  
: M.Sc. (Industrial Chemistry)  
: M.Sc. (Bio Chemistry)  
: M.Sc. (Zoology)  
: M.Sc. (Maths)

Intake : As decided by Academic Council

System of Education : Credit System on semester basis.

Eligibility for Admission : B.Sc. with 50% (In relevant course)

Mode of Admission : Entrance examination conducted by  
MGCGV, Chitrakoot.

Duration of Course : 4 Semesters

Maximum number of  
semesters permitted to  
complete the course : 6 semesters

Examination and  
Evaluation : As decided by the Academic Council from  
time to time.

Grading : 10-point scale

Evaluation of the programme will be referred to as grading and shall be measured by the quality of performance in that course by assigning course grade as indicated below :

---

Comulative Grade Point Average : Description of Performance

---

8.5 to 10.0 : First Class with distinction

6.5 to 8.4 : First Class

5.0 to 6.4 : Second Class

Below 5.0 : Fail

---

Student obtaining Grading point of less than 5.0 will be declared as Fail (F). The course with grade point of 5.0 or more will be treated as cleared.

## ORDINANCE NO. 8 (3-2)

### Section 39 (8)

#### Bachelor of Science

Programme Offered	:	B.Sc. (ITA) Hons. B.Sc. (Math group) B.Sc. (Bio group) B.Sc. (Geo group)
Intake	:	As decided by Academic Council
System of Education	:	Credit System on semester basis.
Eligibility for Admission	:	Intermediate (10+2) in relevant subject
Mode of Admission	:	Entrance examination conducted by MGCGV, Chittrakoot
Duration of Course	:	6 Semesters
Maximum number of semesters permitted to complete the course	:	9 semesters
Examination and Evaluation	:	As decided by the Academic Council from time to time.
Grading	:	10-point scale

Evaluation of the programme will be referred to as grading and shall be measured by the quality of performance in that course by assigning course grade as indicated below :

---

Comulative Grade Point Average	: Description of Performance
8.5 to 10.0	: First Class with distinction
6.5 to 8.4	: First Class
5.0 to 6.4	: Second Class
Below 5.0	: Fail

---

Student obtaining Grading point of less than 5.0 will be declared as Fail (F). The course with grade point of 5.0 or more will be treated as cleared.

## **ORDINANCE NO. 8 (3-3)**

### **Section 39 (8)**

#### **PG Diploma in Remote Sensing & GIS**

Programme Offered	:	PG Diploma in Remote Sensing & GIS
Intake	:	As decided by Academic Council
System of Education	:	Credit System on semester basis.
Eligibility for Admission	:	B.Sc. Bio/Ag./Engg.
Mode of Admission	:	Entrance examination conducted by MGCGV, Chitrakoot.
Duration of Course	:	2 Semesters
Maximum number of semesters permitted to complete the course	:	4 semesters
Examination and Evaluation	:	As decided by the Academic Council from time to time.
Grading	:	10-point scale

Evaluation of the programme will be referred to as grading and shall be measured by the quality of performance in that course by assigning course grade as indicated below :

---

Comulative Grade Point Average	:	Description of Performance
8.5 to 10.0	:	First Class with distinction
6.5 to 8.4	:	First Class
5.0 to 6.4	:	Second Class
Below 5.0	:	Fail

---

Student obtaining Grading point of less than 5.0 will be declared as Fail (F). The course with grade point of 5.0 or more will be treated as cleared.



## ORDINANCE NO. 8 (4)

### Section 39 (8)

#### FACULTY OF ENGINEERING & TECHNOLOGY

##### 2.1 Aims & Objectives

- Creating professionals of various dimensions of Engineering and Technology for rural development.
- Education & development for livelihood of rural masses.
- Development and promotion of technology for rural housing, sanitation & water supply.
- Promotion of traditional health system (Ayurveda & Naturopathy)
- Creation of rural database-generation, compilation, storage and retrieval (information technology).

##### 2.2 Course Offered

- The University shall award the degrees listed below from the Faculty of Engineering & Technology after the successful completion of credit requirement of the course listed in the programmes of the faculties.
- Theory, practical, extension & field work of the courses and examination shall be revised from time to time and conducted as per the guidelines of the board of studies and academic council
- The student shall meet the general admission requirements as per the ordinance and the university regulation.
- The vacant seats however shall be filled by directly through competition and counselling.

S.I.	Name of the Course	Duration (Semesters)	Minimum Qualification Required for the admission	Maximum Duration for Passing the Course
	Ph.D.	-	M.Tech. with 55%	5 years
A	Diploma in pharmacy (Ayurveda)	4	Intermediate Bio	6 semester
B	B.Tech. Information Technology	8	Intermediate	12 semester
	B.Tech. Food Technology	8	Intermediate	12 semester
	B.Tech. Agriculture Engineering.	8	Intermediate	12 semester

### **2.3 Admission Procedure**

- (a) Admission to Ph.D. Programme is regulated by University Ph.D. ordinance and regulation. The University shall hold screening of the application of the candidates based on the academic record and research project out - lines submitted by them at the faculty level. Final selection however shall be done by the research degree committee approved by the Vice-Chancellor under the Chairmanship of the Dean of the Faculty. The candidates shall be invited to present their proposal if required.

The university shall conduct entrance examination (Written & Interview ) for course listed in A category and admission for the co preliminary. For courses listed in B category entrance test will be conducted by the Vyavsaayik Parichha Mandal, (VYPAM) Bhopal. In case the seats are available, admission will be directly made by the Gramodaya Vishwavidyalaya as per the directives of the VYPAM through advertisement.

- (b) Reservation : The University shall reserve seats to SC/ST/OBC and other reserve category as per the rules of government of Madhya Pradesh applicable to the University.

**ORDINANCE NO. 8 (4-1)**

**Section 39 (8)**

**Diploma in Pharmacy (Ayurveda)**

Programme Offered	:	Diploma in Pharmacy (Ayurveda)
Intake	:	As decided by Academic Council
System of Education	:	Credit System on semester basis.
Eligibility for Admission	:	10+2 Bio Group
Mode of Admission	:	Entrance examination conducted by MGCGV, Chitrakoot.
Duration of Course	:	4 Semesters
Maximum number of semesters permitted to complete the course	:	6 semesters
Examination and Evaluation	:	As decided by the Academic Council from time to time.
Grading	:	10-point scale

Evaluation of the programme will be referred to as grading and shall be measured by the quality of performance in that course by assigning course grade as indicated below :

---

Comulative Grade Point Average	:	Description of Performance
8.5 to 10.0	:	First Class with distinction
6.5 to 8.4	:	First Class
5.0 to 6.4	:	Second Class
Below 5.0	:	Fail

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Student obtaining Grading point of less than 5.0 will be declared as Fail (F). The course with grade point of 5.0 or more will be treated as cleared.

## ORDINANCE NO. 8 (4-2)

### Section 39 (8)

#### B.Tech.

Programme Offered	:	B.Tech. (Information Technology)
	:	B.Tech. (Food Technology)
	:	B.Tech. (Agricultural Engineering)
Intake	:	As decided by Academic Council
System of Education	:	Credit System on semester basis.
Eligibility for Admission	:	10+2 With Physics, Chemistry and Mathematics or Equivalent.
Mode of Admission	:	Entrance examination conducted by VYAPAM, Bhopal. In case the seats are available after counselling, admission shall directly made by the Gramodaya Vishwavidyalaya as per the directives of VYAPAM through advertisement.
Duration of Course	:	8 Semesters
Maximum number of semesters permitted to complete the course	:	12 semesters
Examination and Evaluation	:	As decided by the Academic Council from time to time.
Grading	:	10-point scale

Evaluation of the programme will be referred to as grading and shall be measured by the quality of performance in that course by assigning course grade as indicated below :

---

Comulative Grade Point Average	: Description of Performance
8.5 to 10.0	: First Class with distinction
6.5 to 8.4	: First Class
5.0 to 6.4	: Second Class
Below 5.0	: Fail

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Student obtaining Grading point of less than 5.0 will be declared as Fail (F). The course with grade point of 5.0 or more will be treated as cleared.

## ORDINANCE NO. 8 (5)

### Section 39 (8)

#### FACULTY OF EDUCATION, ART, HUMANITIES & SOCIAL SCIENCES

##### 5.1 Aims & Objectives

- Creation of skilled human resource in the field of art, crafts & professional designing and tool for rural livelihood.
- Creating professionals for mass communication with emphasis on development and rural communication.
- Develop and promote new communication methods, techniques and multi media materials for rural areas.
- Preservation and promotion of rural, tribal and regional art, crafts and designs.
- Teachers education, training for rural and tribal schools.
- Human resource development to promote ethics, social values, culture and social harmony.
- Education in library and information sciences.

##### 5.2 Course Offered

- The University shall award the degrees listed below from the faculty of Art after the successful completion of credit requirement of the course listed in the programmes of the faculties.
- Theory, practical, extension & field work of the courses and examination shall be revised from time to time and conducted as per the guidelines of the board of studies and academic council
- The student shall meet the general admission requirements as per the ordinance and the university regulation.
- The vacant seats however shall be filled by directly through competition and counselling.

S.I.	Name of the Course	Duration (Semesters)	Minimum Qualification Required for the admission	Maximum Duration for Passing the Course
	Ph.D.	-	M.A./M.J./M.Lib.I.Sc. with 55%	5 Years
A	M.J. (Mass Communication)	2	B.J.	3 Semesters
	MA. Hindi	4	Graduation	6 Semesters
	M.A. Sanskrit	4	Graduation	6 Semesters
	M.A. History	4	Graduation	6 Semesters
	M.A. Ancient History & Culture	4	Graduation	6 Semesters
	M.A. Women Studies	4	Graduation	6 Semesters
	M.A. Political Science	4	Graduation	6 Semesters
	M.A. Public Administration	4	Graduation	6 Semesters
	M.A. Human Resource Development Management	4	Graduation	6 Semesters

	Master of Fine Art (Painting)	4	B.F.A. (Painting)	6 Semesters
	Master of Fine Art (Applied Art)	4	B.F.A. (Applied Art)	6 Semesters
	Master of Fine Art (Sculpture)	4	B.F.A. (Sculpture)	6 Semesters
	M.Lib.I.Sc.	2	B.Lib.I Sc.	3 Semesters
	B.Lib.I Sc.	2	Graduation	3 Semesters
	B.J(Mass Communication)	2	Graduation	3 Semesters
	Bachelor of Art Human Consciousness & Yogic Science	6	Intermediate	8 Semesters
	Bachelor of Arts (B.A.)	3 Years	Intermediate	4 Years
	Bachelor of Fine Art	8	Intermediate	12 Semesters
	Diploma in folk Music	4	Intermediate	6 Semesters
	Diploma in Jyotish	2	Intermediate	3 Semesters
<b>B</b>	Bachelor of Education (B.Ed)	2	Graduation	3 Semesters

### 5.3 Admission Procedure

- (a) Admission to Ph.D. Programme is regulated by University Ph.D. ordinance and regulation. The University shall hold screening of the application of the candidates based on the academic record and research project out - lines submitted by them at the faculty level. Final selection however shall be done by the research degree committee approved by the Vice-Chancellor under the Chairmanship of the Dean of the Faculty. The candidates shall be invited to present their proposal if required.

The university shall conduct entrance examination (Written & Interview ) for course listed in A category admission for the co preliminary. Courses listed in B category entrance test will be conducted by the Vyavsaayik Parichha Mandal, (VYPAM) Bhopal. In case the seats are available, admission will be directly made by the Gramodaya Vishwavidyalaya as per the directives of the VYPAM through advertisement.

- (b) Reservation : The University shall reserve seats to SC/ST/OBC and other reserve category as per the rules of government of Madhya Pradesh applicable to the University.

**ORDINANCE NO. 8 (5-1)**

**Section 39 (8)**

**Master of Journalism (Mass Communication)**

Programme Offered	:	Master of Journalism (Mass Communication)
Intake	:	As decided by Academic Council
System of Education	:	Credit System on semester basis.
Eligibility for Admission	:	Bachelor of Journalism
Mode of Admission	:	Entrance examination conducted by MGCGV, Chitrakoot
Duration of Course	:	2 Semesters
Maximum number of semesters permitted to complete the course	:	4 semesters
Examination and Evaluation	:	As decided by the Academic Council from time to time.
Grading	:	10-point scale

Evaluation of the programme will be referred to as grading and shall be measured by the quality of performance in that course by assigning course grade as indicated below :

---

Comulative Grade Point Average	: Description of Performance
8.5 to 10.0	: First Class with distinction
6.5 to 8.4	: First Class
5.0 to 6.4	: Second Class
Below 5.0	: Fail

---

Student obtaining Grading point of less than 5.0 will be declared as Fail (F). The course with grade point of 5.0 or more will be treated as cleared.

## ORDINANCE NO. 8 (5-2)

### Section 39 (8)

#### Master of Arts

Programme Offered	:	M.A. Hindi M.A. Sanskrit M.A. History M.A. Ancient History, Art & Culture M.A. Women Studies M.A. Political Science M.A. Public Administration M.A. Human Resource Development Management
Intake	:	As decided by Academic Council
System of Education	:	Credit System on semester basis.
Eligibility for Admission	:	Graduation
Mode of Admission	:	Entrance examination conducted by MGCGV, Chitrakoot
Duration of Course	:	4 Semesters
Maximum number of semesters permitted to complete the course	:	6 semesters
Examination and Evaluation	:	As decided by the Academic Council from time to time.
Grading	:	10-point scale

Evaluation of the programme will be referred to as grading and shall be measured by the quality of performance in that course by assigning course grade as indicated below :

---

Comulative Grade Point Average	: Description of Performance
8.5 to 10.0	: First Class with distinction
6.5 to 8.4	: First Class
5.0 to 6.4	: Second Class
Below 5.0	: Fail

---

Student obtaining Grading point of less than 5.0 will be declared as Fail (F). The course with grade point of 5.0 or more will be treated as cleared.



## ORDINANCE NO. 8 (5-3)

### Section 39 (8)

#### Master of Fine Art

Programme Offered	:	MFA (Painting)
	:	MFA (Applied Art)
	:	MFA (Sculpture)
Intake	:	As decided by Academic Council
System of Education	:	Credit System on semester basis.
Eligibility for Admission	:	BFA in concern subject
Mode of Admission	:	Entrance examination conducted by MGCGV, Chitrakoot
Duration of Course	:	4 Semesters
Maximum number of semesters permitted to complete the course	:	6 semesters
Examination and Evaluation	:	As decided by the Academic Council from time to time.
Grading	:	10-point scale

Evaluation of the programme will be referred to as grading and shall be measured by the quality of performance in that course by assigning course grade as indicated below :

---

Comulative Grade Point Average	: Description of Performance
8.5 to 10.0	: First Class with distinction
6.5 to 8.4	: First Class
5.0 to 6.4	: Second Class
Below 5.0	: Fail

---

Student obtaining Grading point of less than 5.0 will be declared as Fail (F). The course with grade point of 5.0 or more will be treated as cleared.

## ORDINANCE NO. 8 (5-4)

### Section 39 (8)

#### Master of Library & Information Science

Programme Offered	:	Master of Library & Information Sc.
Intake	:	As decided by Academic Council
System of Education	:	Credit System on semester basis.
Eligibility for Admission	:	B.Lib. I.Sc.
Mode of Admission	:	Entrance examination conducted by MGCGV, Chitrakoot
Duration of Course	:	2 Semesters
Maximum number of semesters permitted to complete the course	:	4 semesters
Examination and Evaluation	:	As decided by the Academic Council from time to time.
Grading	:	10-point scale

Evaluation of the programme will be referred to as grading and shall be measured by the quality of performance in that course by assigning course grade as indicated below :

---

Comulative Grade Point Average	: Description of Performance
8.5 to 10.0	: First Class with distinction
6.5 to 8.4	: First Class
5.0 to 6.4	: Second Class
Below 5.0	: Fail

---

Student obtaining Grading point of less than 5.0 will be declared as Fail (F). The course with grade point of 5.0 or more will be treated as cleared.

## ORDINANCE NO. 8 (5-5)

### Section 39 (8)

#### Bachelor of Library & Information Science

Programme Offered	:	Bachelor of Library & Information Science
Intake	:	As decided by Academic Council
System of Education	:	Credit System on semester basis.
Eligibility for Admission	:	Graduation
Mode of Admission	:	Entrance examination conducted by MGCGV, Chitrakoot
Duration of Course	:	2 Semesters
Maximum number of semesters permitted to complete the course	:	4 semesters
Examination and Evaluation	:	As decided by the Academic Council from time to time.
Grading	:	10-point scale

Evaluation of the programme will be referred to as grading and shall be measured by the quality of performance in that course by assigning course grade as indicated below :

---

Comulative Grade Point Average	:	Description of Performance
8.5 to 10.0	:	First Class with distinction
6.5 to 8.4	:	First Class
5.0 to 6.4	:	Second Class
Below 5.0	:	Fail

---

Student obtaining Grading point of less than 5.0 will be declared as Fail (F). The course with grade point of 5.0 or more will be treated as cleared.

## ORDINANCE NO. 8 (5-6)

### Section 39 (8)

#### Bachelor of Journalism (Mass Communication)

Programme Offered	:	B.J. (Mass Communication)
Intake	:	As decided by Academic Council
System of Education	:	Credit System on semester basis.
Eligibility for Admission	:	Graduation
Mode of Admission	:	Entrance examination conducted by MGCGV, Chitrakoot
Duration of Course	:	2 Semesters
Maximum number of semesters permitted to complete the course	:	4 semesters
Examination and Evaluation	:	As decided by the Academic Council from time to time.
Grading	:	10-point scale

Evaluation of the programme will be referred to as grading and shall be measured by the quality of performance in that course by assigning course grade as indicated below :

---

Comulative Grade Point Average	: Description of Performance
8.5 to 10.0	: First Class with distinction
6.5 to 8.4	: First Class
5.0 to 6.4	: Second Class
Below 5.0	: Fail

---

Student obtaining Grading point of less than 5.0 will be declared as Fail (F). The course with grade point of 5.0 or more will be treated as cleared.

## ORDINANCE NO. 8 (5-7)

### Section 39 (8)

#### Bachelor of Arts

Programme Offered	:	BA Human Conciseness & Yogic Science
Intake	:	As decided by Academic Council
System of Education	:	Credit System on semester basis.
Eligibility for Admission	:	10+2
Mode of Admission	:	Entrance examination conducted by MGCGV, Chitrakoot
Duration of Course	:	6 Semesters
Maximum number of semesters permitted to complete the course	:	9 semesters
Examination and Evaluation	:	As decided by the Academic Council from time to time.
Grading	:	10-point scale

Evaluation of the programme will be referred to as grading and shall be measured by the quality of performance in that course by assigning course grade as indicated below :

---

Comulative Grade Point Average	: Description of Performance
8.5 to 10.0	: First Class with distinction
6.5 to 8.4	: First Class
5.0 to 6.4	: Second Class
Below 5.0	: Fail

---

Student obtaining Grading point of less than 5.0 will be declared as Fail (F). The course with grade point of 5.0 or more will be treated as cleared.

## ORDINANCE NO. 8 (5-8)

### Section 39 (8)

#### Bachelor of Arts

Programme Offered	:	BA
Intake	:	As decided by Academic Council
System of Education	:	Annual System (Unified syllabus & rules)
Eligibility for Admission	:	10+2
Mode of Admission	:	Entrance examination conducted by MGCGV, Chitrakoot
Duration of Course	:	3 years
Maximum number of year permitted to complete the course	:	4 1/2 year
Examination and Evaluation	:	As decided by the Academic Council from time to time.
Grading	:	On percentage

Evaluation of the programme will be referred to as grading and shall be measured by the quality of performance in that course by assigning course grade as indicated below :

---

Comulative Grade Point Average	: Description of Performance
75% and above	: First Class with distinction
60% to 74%	: First Class
50% to 59%	: Second Class
33% to 49%	: Third Class
Below 33%	: Fail

---

## ORDINANCE NO. 8 (5-9)

### Section 39 (8)

#### Bachelor of Fine Arts

Programme Offered	:	BFA (Painting)
	:	BFA (Applied Art)
	:	BFA (Sculpture)
Intake	:	As decided by Academic Council
System of Education	:	Credit System on semester basis.
Eligibility for Admission	:	10+2
Mode of Admission	:	Entrance examination conducted by MGCGV, Chitrakoot
Duration of Course	:	8 Semesters
Maximum number of semesters permitted to complete the course	:	12 semesters
Examination and Evaluation	:	As decided by the Academic Council from time to time.
Grading	:	10-point scale

Evaluation of the programme will be referred to as grading and shall be measured by the quality of performance in that course by assigning course grade as indicated below :

---

Comulative Grade Point Average	: Description of Performance
8.5 to 10.0	: First Class with distinction
6.5 to 8.4	: First Class
5.0 to 6.4	: Second Class
Below 5.0	: Fail

---

Student obtaining Grading point of less than 5.0 will be declared as Fail (F). The course with grade point of 5.0 or more will be treated as cleared.

## ORDINANCE NO. 8 (5-10)

### Section 39 (8)

#### Diploma

Programme Offered	:	Diploma in Folk Music
	:	Diploma in Jyotish
Intake	:	As decided by Academic Council
System of Education	:	Credit System on semester basis.
Eligibility for Admission	:	10+2
Mode of Admission	:	Entrance examination conducted by MGCGV, Chitrakoot
Duration of Course	:	2 Semesters
Maximum number of semesters permitted to complete the course	:	4 semesters
Examination and Evaluation	:	As decided by the Academic Council from time to time.
Grading	:	10-point scale

Evaluation of the programme will be referred to as grading and shall be measured by the quality of performance in that course by assigning course grade as indicated below :

---

Comulative Grade Point Average	: Description of Performance
8.5 to 10.0	: First Class with distinction
6.5 to 8.4	: First Class
5.0 to 6.4	: Second Class
Below 5.0	: Fail

---

Student obtaining Grading point of less than 5.0 will be declared as Fail (F). The course with grade point of 5.0 or more will be treated as cleared.



## ORDINANCE NO. 8 (5-11)

### Section 39 (8)

#### Bachelor of Education

Programme Offered	:	Bachelor of Education
Intake	:	As decided by Academic Council
System of Education	:	Credit System on semester basis.
Eligibility for Admission	:	Graduation
Mode of Admission	:	Entrance examination conducted by VYAPAM, Bhopal. In case the seats are available after counselling, admission shall directly made by the Gramodaya Vishwavidyalaya as per the directives of VYAPAM through advertisement.
Duration of Course	:	2 Semesters
Maximum number of semesters permitted to complete the course	:	4 semesters
Examination and Evaluation	:	As decided by the Academic Council from time to time.
Grading	:	10-point scale

Evaluation of the programme will be referred to as grading and shall be measured by the quality of performance in that course by assigning course grade as indicated below :

---

Comulative Grade Point Average	: Description of Performance
8.5 to 10.0	: First Class with distinction
6.5 to 8.4	: First Class
5.0 to 6.4	: Second Class
Below 5.0	: Fail

---

Student obtaining Grading point of less than 5.0 will be declared as Fail (F). The course with grade point of 5.0 or more will be treated as cleared.

## ORDINANCE NO. 8 (6)

### Section 39 (8)

#### FACULTIES OF MANAGEMENT, COMMERCE & BUSINESS STUDIES

##### 3.1 Aims & Objectives

- Creating professionals for rural development monitoring and evaluation of management programmes.
- Creating professionals in the area of small business and agri-business management including product promotion and marketing.
- Creating professional for management of cultural heritage, echo tourism and promote culture as employment activity.
- Educational creating cadres for social work management, people's self-governance, women and weaker section.

##### 3.2 Course Offered

- The University shall award the degrees listed below from the faculty of Management & Business Studdies after the successful compilation of credit requirement of the course listed in the programmes of the faculties.
- Theory, practical, extension & field work of the courses and examination shall be revised from time to time and conducted as per the guidelines of the board of studies and academic council
- The student shall meet the general admission requirements as per the ordinance and the university regulation.
- The vacant seats however shall be filled by directly through competition and counselling.

S.I.	Name of the Course	Duration (Semesters)	Minimum Qualification Required for the admission	Maximum Duration for Passing the Course
	Ph.D.		MA/MBA/M.Com with 55%	5 Years
A	Master of Social Work (M.S.W.)	4	Graduation with 50%	6 Semesters
	Bachelor of Business Administration	6	<i>Intermediate</i> with 50%	8 Semesters
B	M.B.A. Agri Business Management	4	Graduation	6 Semesters
	M.B.A. Rural Management	4	Graduation	6 Semesters
	M.B.A. Small Business Management	4	Graduation	6 Semesters

### 3.3 Admission Procedure

- (a) Admission to Ph.D. Programme is regulated by University Ph.D. ordinance and regulation. The University shall hold screening of the application of the candidates based on the academic record and research project out - lines submitted by them at the faculty level. Final selection however shall be done by the research degree committee approved by the Vice-Chancellor under the Chairmanship of the Dean of the Faculty. The candidates shall be invited to present their proposal if required. The university shall conduct entrance examination (Written & Interview ) for course listed in A category admission for the co preliminary. Courses listed in B category entrance test conducted by the Vyavsaayik Parichha Mandal, (VYPAM) Bhopal. In case the seats are available, admission will be directly made by the Gramodaya Vishwavidyalaya as per the directives of the VYPAM through advertisement.
- (b) Reservation : The University shall reserve seats to SC/ST/OBC and other reserve category as per the rules of government of Madhya Pradesh applicable to the University.

**ORDINANCE NO. 8 (6-1)**

**Section 39 (8)**

**Master of Social work (MSW)**

Programme Offered	:	Master of Social Work
Intake	:	As decided by Academic Council
System of Education	:	Credit System on semester basis.
Eligibility for Admission	:	Graduation with 50%
Mode of Admission	:	Entrance examination conducted by MGCGV, Chitrakoot
Duration of Course	:	4 Semesters
Maximum number of semesters permitted to complete the course	:	6 semesters
Examination and Evaluation	:	As decided by the Academic Council from time to time.
Grading	:	10-point scale

Evaluation of the programme will be referred to as grading and shall be measured by the quality of performance in that course by assigning course grade as indicated below :

---

Comulative Grade Point Average	: Description of Performance
8.5 to 10.0	: First Class with distinction
6.5 to 8.4	: First Class
5.0 to 6.4	: Second Class
Below 5.0	: Fail

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Student obtaining Grading point of less than 5.0 will be declared as Fail (F). The course with grade point of 5.0 or more will be treated as cleared.

## ORDINANCE NO. 8 (6-2)

### Section 39 (8)

#### Bachelor of Business Administration

Programme Offered	:	Bachelor of Business Administration
Intake	:	As decided by Academic Council
System of Education	:	Credit System on semester basis.
Eligibility for Admission	:	Intermediate (10+2)
Mode of Admission	:	Entrance examination conducted by MGCGV, Chitrakoot
Duration of Course	:	6 Semesters
Maximum number of semesters permitted to complete the course	:	9 semesters
Examination and Evaluation	:	As decided by the Academic Council from time to time.
Grading	:	10-point scale

Evaluation of the programme will be referred to as grading and shall be measured by the quality of performance in that course by assigning course grade as indicated below :

---

Comulative Grade Point Average	: Description of Performance
8.5 to 10.0	: First Class with distinction
6.5 to 8.4	: First Class
5.0 to 6.4	: Second Class
Below 5.0	: Fail

---

Student obtaining Grading point of less than 5.0 will be declared as Fail (F). The course with grade point of 5.0 or more will be treated as cleared.

## ORDINANCE NO. 8 (6-3)

### Section 39 (8)

#### Master of Business Administration

Programme Offered	:	MBA (Rural Management) MBA (Small Business Management) MBA (Agri Business Management)
Intake	:	As decided by Academic Council
System of Education	:	Credit System on semester basis.
Eligibility for Admission	:	Graduation
Mode of Admission	:	Entrance examination conducted by VYAPAM, Bhopal. In case the seats are available after counselling, admission shall directly be made by the Gramodaya Vishwavidyalaya as per the directives of VYAPAM through advertisement.
Duration of Course	:	4 Semesters
Maximum number of semesters permitted to complete the course	:	6 semesters
Examination and Evaluation	:	As decided by the Academic Council from time to time.
Grading	:	10-point scale

Evaluation of the programme will be referred to as grading and shall be measured by the quality of performance in that course by assigning course grade as indicated below :

---

Comulative Grade Point Average	: Description of Performance
8.5 to 10.0	: First Class with distinction
6.5 to 8.4	: First Class
5.0 to 6.4	: Second Class
Below 5.0	: Fail

---

Student obtaining Grading point of less than 5.0 will be declared as Fail (F). The course with grade point of 5.0 or more will be treated as cleared.

## ORDINANCE NO. 09

### CONDUCT OF EXAMINATIONS

#### Section 39 (9)

1. In these ordinances, unless the context otherwise requires :
  - (a) "Examination" means and includes quizzes mid-term examination, practical examination and final theory examination and also preliminary or viva-voce examination under the semester system of examination.
  - (b) "Superintendent" means Deans of the Faculty who shall act as Superintendent of Examination.
  - (c) "Assistant, Superintendent" means the teacher-in-charge of the department concerned (Department Head/Sectional Head) or any teacher so appointed by the Dean of the concerned Faculty.
  - (d) "Teacher" means the Professor, Reader or Lecturer or posts equivalent these in research and extension.
  - (e) "Invigilator" means the teacher directly In-charge of invigilation work in the examination hall.
  - (f) "Flying Squad" means a team consisting of teachers/officers constituted by the Dean of the Faculty/Superintendent to prevent un-fair means/ malpractices in the examination.
2. The Ordinance in association with Examination Regulation lays down conditions for appearing at an examination, mode of conduction of the examination and action to be taken against the students adopting unfair means in the Examination of the University for a degree or a diploma course of the Mahatma Gandhi Chitrakoot Gramdoaya Vishwavdiyalaya, Chitrakoot.
3. All arrangements for the conduct of examinations to be held by the University shall be made by the Deputy Registrar (Exam.) under the over-all control of the Registrar in accordance with such directions as may be issued by the Academic Council.
4. The Deputy Registrar (Examinations) shall prepare and duly publish a programme for the conduct of examinations specifying the date and time of each examination and the last dates by which applications and fee for examinations, as may be prescribed from year to year, shall be paid by the intending examinees.
5. A University Student shall be admitted to an examination of the University if he/she :
  - (a) has been enrolled as a student in the University in accordance with the provisions of the Ordinances;
  - (b) possesses the minimum academic qualification for admission to the examination to which he/she seeks admission and has prosecuted a regular course of study for that examination;
  - (c) satisfies all other provisions, applicable to him/her, of this ordinance and any other Ordinances governing admission to the University.
6. Except as otherwise provided, a student appearing for an examination shall on or before the last date notified by the Faculties submit an application for admissions to the examination in the prescribed form indicating the subject or subjects in which he/she desires to present himself/herself for the examination along with the applications fee prescribed for the same.

7. A candidate shall appear for the examination of the same degree for which he/she had been admitted i.e. enrolled.
8. No candidate shall appear in more than one-degree examination
9. A candidate who has passed the previous year of the Bachelor's degree examination of another University may with the permission of the Kulpati be admitted to the next higher examination of the University for the degree concerned provided the course offered by candidate of such other university is equivalent to the course of the University of the corresponding examination and the admission had been made by the university following proper procedure as per M.P. Government norms.
10. No person who has been expelled or rusticated from any College or University or has been debarred from appearing at a University examination shall be admitted to any examination during the period for which the sentence is in operation.
11. The Deputy Registrar (Exam) shall issue an admission card in favor of a candidate, if:
  - (a) The application of the candidate is complete in all respects in accordance with the provisions applicable to him/her,.
  - (b) The candidate is eligible for admission to examination,
  - (c) The fees as prescribed have been paid by the candidate.

Provided that if a candidate is not able to comply with all the above the Deputy Registrar (Examination) may, at his/her discretion admit a candidate to the examination provisionally and issue a Provisional Admission Card to him/her for enabling him/her to fulfill the required conditions by a prescribed date failing which the provisional admission so given to the examination shall be cancelled.

12. Where the practical examination is held earlier than the examination in theory paper a candidate shall not be deemed to have been admitted to the examination until he/she is issued an admission card for appearing in examination.
13. The admission card issued in favor of a candidate to appear at an examination may be withdrawn if it is found that:
  - (a) The admission card was issued or permission was given through mistake or the candidate was not eligible to appear in the examination.
  - (b) Any of the particulars given or documents submitted by the candidate in or with the application for enrolment/ admission to the university is fraudulent.
14. The Deputy Registrar (Examination) may if he/she is satisfied that an admission card has been lost or destroyed, grant a duplicate admission card on payment of a fee as directed by the university from time to time.
15. A candidate shall not be admitted into the examination hall unless he/she produces the admission card before the Superintendent of the Examination Centre or the invigilator or satisfies such officers that it shall be produced. A candidate shall produce his/her admission card whenever required by the Superintendent or the invigilator.
16. The Deputy Registrar (Examinations) may on the directions of the Academic Council issue such general instructions, for the guidance to the Examiners, Centre Superintendents,



Tabulators and others connected with the Examination work, as it considers necessary for the proper discharge of their duties.

17. The Deputy Registrar (Examinations) may change the examination centre of the examinees irrespective of the Faculty/ Institute to which they belong anytime if it is deemed proper without assigning any reason.
18. The University may from time to time appoint a Board of Inspectors comprising Dean/Director of an Faculty /Institute and a Director of a School of another Institute to see that the conduct of the examination is strictly according to the rules and procedure laid down. In the event of the Board or an Inspector member thereof pointing out serious breach of rules or procedure, the Kulpati may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination.
19. The Kulpati may, in anticipation of the consent of the Academic Council cancel an examination at all centres if he is satisfied that there has been a leakage of question paper(s) or any other irregularity which warrants such a step.
20. The Deputy Registrar (Examination) may, on the recommendation of the Centre Superintendent, appoint an amanuensis to write down dictation pertaining to answers to questions at the examination on behalf of an examinee who is unable to write himself/herself on account of severe short sightedness, infirmity or sudden illness, provided that such an amanuensis shall be a man/woman from the other discipline not related with the subject.
21. A candidate who due to sickness or otherwise, is unable to present himself/herself at an examination, shall not receive a refund of his/her fee.

## **INVIGILATION IN EXAMINATION**

22. (a) The Dean/ Director/ Reader of the Faculty/ Institute shall be appointed Superintendents and Lecturers as Assistant Superintendents, for each shift of Examination by the Kulpati. The Deputy Registrar Examinations shall issue instructions for their guidance:  
Provided that, for the purpose of appointment of an Assistant Superintendent at a centre, the minimum strength of examinees appearing there from shall be at least 100;  
  
Provided, further, that, the Kulpati, for the effective conduct of Examinations for a particular centre, may relax the conditions in the above proviso.
- (b) The Superintendent of the Examination at each centre shall be personally responsible for the safe custody of question papers and the answer-books sent to him/her and shall render to the University office a complete account of used and unused question papers and answer-books.
- (c) Unless otherwise directed, the Superintendents shall appoint only teachers of the Vishwavidyalaya's Faculties/Institute as Invigilators, provided that a teacher of the subject of the written examination at any session shall not be an invigilator at such session of the examination.
- (d) The Superintendent shall supervise the work of invigilators working under him/her and shall ensure that a teacher of the subject of the written examination at any session shall not be an invigilator at such session of the examination.

- (e) The Superintendent of the Examination shall, whenever necessary, send a confidential Report to the Deputy Registrar Examinations about the conduct of examination, mentioning therein the performance of the invigilators and the general behaviour of the examinees. He/she shall send a daily report on the number of examinees attending each of the examinations, absentee roll numbers and such other information relating to the examination being held at the Centre as may be considered necessary, along with any other matter which he/she thinks fit to be brought to the notice of the concerned authorities. He/she shall also be responsible for maintenance and submission to the Registrar of the University of the account of advance money received and expenditure incurred in connection with the conduct of the examinations.
  - (f) If necessary, the Superintendent may get police assistance.
23. It shall be the duty of the Centre Superintendent to ensure that an examinee is the same person who had filled in the form of application for appearing at the examination, by checking the photograph pasted on the examination application form and/or on the admit card and also the examinee's signatures (one already on the form and the other to be obtained in the examination hall) in cases of all candidates. Regular students may also be asked to produce their Identity Card for verification, if necessary.

#### **USE OF UNFAIR MEANS IN THE EXAMINATION**

24. No student shall write his answers on any paper other than supplied to him by the Examination Superintendent of the Faculty /University.
25. Any student having in his possession or accessible to him papers, books or notes which might possibly be of assistance to him or found giving or receiving assistance or copying from any paper, book or allowing any other candidate to copy from his answer book, writes either on blotting papers or any other paper some answer to questions set in attempting to use any other unfair means and not informing the invigilator about the notes or any material pertaining to the Examination paper found to have been written on the desks or tables, or any part of his body, clothes etc. shall be liable for punishment as per the rules of the Vishwavidyalaya.
26. Any attempt made by or on behalf of a candidate to secure preferential treatment in any manner in the matter of his/her examination shall be reported to the Deputy Registrar Examinations who shall place the matter before the Academic Council through the Registrar.
27. (a) The Academic Council may cancel the examination of a candidate and/or debar him/her from appearing at an examination of the Vishwavidyalaya for one or more years, if it is discovered afterwards that the candidate had obtained admission to the examination by misrepresenting the facts or by submitting false or forged certificates/documents.
- (b) The academic Council may cancel the examination of a candidate and/or debar him/her from appearing at an examination of the Vishwavidyalaya for one or more years, if it is discovered afterwards that the candidate was in any manner guilty of misconduct in connection with his/her examination and/or was instrumental in or had abetted the tampering of Vishwavidyalaya records including the answer-books, mark-sheets, result-charts, diplomas and the like.

- (c) If a candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying from some book or note or from the answer of some other candidate or helping or receiving help from any other candidate or keeping with him/her in the examination hall, materials connected with the unfair means of the examination shall be confiscated or failure of the examinee to hand over his/her answer books to Superintendent/Invigilator or taking away his/her own academic answer-books (s) out of the examination hall or in any other manner whatsoever, the Examination Committee appointed for the purpose by the Academic Council may cancel his/her examination of the University for one or more semester according to the nature of the offence.
28. In the Examination Hall the candidate shall be under the disciplinary control of the Examination Superintendent and he/she shall obey his/her examination instructions. In the event of the candidate disobeying the instructions of the Superintendent or his/her undisciplined conduct or insolent behavior towards the Examination Superintendent or any invigilator, the candidate may be excluded from that day's examination and if he/she persists in misbehavior, he/she may be excluded from the rest of the semester examinations by the Examination Superintendent.
29. If a candidate acts in violent manner or uses force or makes a display of force towards the Examination Superintendent or any invigilator at the centre or in its precincts endangering the personal safety of either of them or acts in an aggressive manner with the authorities in the discharge of their duties, the Examination Superintendent may expel the candidate from the Exams and bring the matter to Disciplinary Committee and he/she may take police help.
30. If a candidate brings any dangerous weapon within the precincts or the examination centre he/she may be expelled from the University and/or handed over to the police by the Examination Superintendent.
31. A candidate expelled on any of the grounds mentioned due to unfair means on above ground shall not be allowed to appear in the subsequent papers of the semester.
32. In every case where action is taken by the Examination Superintendent for unfair means, a full report shall be sent to the Registrar and the Academic Council may according to the gravity of the offence, further punish a candidate by canceling his/her examination an/or debarring him/her from appearing at the examinations of the University for one or more year after giving the candidate an opportunity to show cause and considering any explanation submitted by the candidate.
33. Examinees desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 5 minutes. The absence shall be recorded and if the examinee fails to return within this limit of 5 minutes, he/she shall not be permitted to enter the examination hall, unless he/she gives convincing explanation.
34. A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking inspite of the warning by the invigilator, the answer-book of such examinee shall be withdrawn and a second answer-book supplied. Only the second answer-book shall be sent for valuation. The first answer-book shall be cancelled and sent to the Deputy Registrar / Deputy Registrar Examinations by the Superintendent.
35. A flying squad committee shall be constituted by the Kulpati from teaching faculties and led by a coordinator, who shall be liable to conduct fair examination and protect rules and regulations of examination. Committee shall also be authorised to take action against the examinee for the use of unfair means as per rules.

36. The Centre Superintendent shall have the power to expel an examinee from examination on subsequent examination days, on any of the following grounds:-
- (a) That the examinee created a nuisance or serious disturbance at the examination centre;
  - (b) That the examinee showed a seriously aggressive attitude towards, or threatened and/or assaulted, an invigilator or a member of the staff entrusted with the examination work in the Centre or outside;
  - (c) Where a candidate is expelled, the Deputy Registrar Examinations shall be informed immediately.
37. The Superintendent of an examination centre shall take action against an examinee who is found using or attempting to use unfair means in the examination hall or within the premises of the examination centre during the hours of examination, in the following manner:-
- (a) The examinee shall be called upon to surrender all the objectionable material found in his or her possession including the answer-book and a memorandum shall be prepared with date and time;
  - (b) The statements of the examinee and the invigilator shall be recorded;
  - (c) The examinee shall be issued a fresh answer-book marked 'Duplicate-using Unfair Means' to attempt answers within the remaining time prescribed for the examination;
  - (d) All the material so collected and the entire evidence along with a statement of the examinee and the answer-book duly initialed shall be forwarded to the Deputy Registrar (Examinations) by name, in a separate confidential sealed cover marked "Unfair Means" along with the comment/ observations of the Superintendent.
  - (e) The material so collected from the examinee together with both the answer-books, viz., the answer-book collected while using unfair means and the other supplied afterward, shall be sent to the Head Examiner by the Deputy Registrar Examinations for assessing both the answer-books separately and to report if the examinee has actually used unfair means in view of the material collected;
  - (f) The cases of the use of unfair means at the examination as reported by the Centre Superintendent along with the report of the examiner shall be examined by the Examinations Unfair Means Committee appointed for the year;
  - (g) The Examinations Unfair Means Committee shall after examining the cases, decide the action to be taken in each cases and report to the Kulpati for all the cases of use of unfair means together with the decision of the Committee in each case.
38. A list of candidates so disqualified shall be circulated to all Universities in India requesting them not to admit these candidates during the period of their disqualification

#### **EVALUATION AND RE-EVALUATION OF ANSWER BOOKS**

39. (a) The Results Committee/ Credit System Subcommittee for each of the Faculty/ Institutes shall be constituted by the Academic Council.

- (b) The functions of the Results Committee or Credit System Sub Committee (CSSC) shall be as follows:-
    - (i) to scrutinize and pass the results of the examination conducted by the University after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards and to recommend to the Kulpati the action to be taken in any case where the result is unbalanced;
    - (ii) to scrutinize complaints against results and to take necessary action;
    - (iii) to decide cases of candidates who answered wrong paper;
    - (iv) to decide cases of candidates whose answer-books were lost in transit or were not deposited with the invigilators;
    - (v) to decide the grace marks to the student.
  - (c) to exercise such other powers as the Academic Council may delegate to it from time to time;
  - (d) To make appropriate recommendations to the Academic Council if any action is to be taken against any Examiner, Centre Superintendent or Invigilator etc.
40. If a candidate has any communication to make on the subject of his/her examination paper, it shall be made in writing to the Controller of Examinations, through the Centre Superintendent.
41. The Deputy Registrar Examinations shall, on the instructions of the Kulpati or Examinations Committee, appoint two tabulators or two sets of tabulators for tabulating the results of the examination and collators as necessary and issue general instructions for the guidance of tabulators in preparing the result of the examination as directed.
42. Any examinee may apply to the Deputy Registrar (Examination) for the scrutiny of his marks in a written paper on an application form alongwith prescribed fee within stipulated period after the declaration of result in any subject. The result of the scrutiny shall be communicated to the student even if there is no change in the marks and if required to revise mark sheet shall be supplied.
43. Where a candidate applies for revaluation, the answer-book in which revaluation is sought shall be sent for valuation by the Deputy Registrar (Examination) to two examiners (other than the one who initially valued it).
44. If the marks awarded in the paper by any of the two examiners varies from the marks given by the original examiner by less than 10 per cent of the original marks in the paper, the original marks shall be retained.

Provided that, if the marks allotted by the two examiners vary by 10% each from those given by the original examiner the means of the two marks to the best advantage of the candidate shall be taken into account for arriving at the correct valuation.

45. If it is found during the process of revaluation that the variation of marks awarded by the original examiner and by the other two examiner is appreciably very large giving rise to the suspension in either of the cases, the Vice Chancellor may get such cases, scrutinized thoroughly for taking action to arrive at correct valuation of answer books.

## **PUBLICATION OF EXAMINATION RESULT AND ISSUE OF MARK SHEET**

46. The Academic Council may, by a resolution, authorize the Deputy Registrar to publish and display the results of the University examinations as passed by the Results Committee/Examinations Committee on the notice board of the office of the Vishwavidyalaya and release to the press/Internet. The results, when published, shall simultaneously be communicated to the Directors of the Institute /Deans of the faculty concerned.
47. A candidate, who has passed final degree examination may, after the declaration of his/her result and before the date of the next convocation apply to the Registrar for a Provisional Certificate of passing the examination of the University Such application shall be accompanied by a fee as decided by the University.
48. No student who under sentence of expulsion or rustication from the University are debarred from appearing at examination of the University for any period of time shall be granted a Migration Certificate during the period for which the sentence is in operation.
49. Duplicate copies of the following certificates shall be granted on payment of the requisite fee by the Registrar.
  - (a) Mark List
  - (b) Migration Certificate
  - (c) Provisional Certificate

Provided further that duplicate copy of Migration Certificate shall not be granted except in cases in which the Registrar is satisfied by the production of an affidavit on a stamped paper of proper value required by the Law for the time being in force that the applicant has not utilized the Original Migration Certificate for appearing at an examination and has lost the same or that the same has been destroyed and that the applicant has real need for a duplicate certificate.

50. Duplicate copy of the University Diploma/ Degree shall not be granted except in cases in which the Kulpati is satisfied by the production of an affidavit on a stamped paper of proper value required by the Law for the time being in force, that the applicant has real need for a duplicate certificate on receipt of a fee.
51. Except as otherwise decided by the Academic Council the examination answer-books and the award lists/ marks statement sent by the examiners and other related papers award except the tabulated results shall be destroyed or otherwise disposed of after one year from the date of the declaration of the results.

## **REMUNERATION FOR EXAMINATION WORK**

52. The Board of Management of the Vishwavidyalaya shall, on the recommendation of the Academic Council, fix the remuneration for examination work payable for setting papers, examining answer books, conducting viva voce and practical examinations, moderation of papers invigilation, working as Examination Centre Superintendent or Asstt. Superintendent, re-valuation of answer-books, laboratory and other examination related work at the Examination Centre etc. tabulation, collation, checking and scrutiny, writing of each degree/diploma and certificate and all other related work for various degrees diploma and certificate courses' examinations conducted by the Vishwavidyalaya each year.

53. While fixing the rates for examination work the Vishwavidyalaya shall ensure that the minimum and the maximum rates/amounts payable to any person for examination work of any particular nature shall conform to that prescribed by the Co-ordination Committee of the M.P. Universities from time to time.
54. The Vishwavidyalaya shall also fix the rates of penalties to be imposed and deductions to be made thereof from the remuneration payable to different categories of persons connected with the examination work (for example, delay in dispatch of foils and counterfoils or marks to the Deputy Registrar (Examinations) delay in return of answer books, delays in the dispatch of the report on the examination, entry of marks against wrong roll number, wrong entry of marks in the marks sheet, award list / statements of marks omission to enter marks in the award list, omission to mark a question or part of a question, mistakes in totaling etc). Penalties at the rates prescribed by the Vishwavidyalaya shall be imposed and deducted from the remuneration bills of the concerned persons before payment; in case, payment has already been made or erroneously made the amount shall be recovered subsequently from the persons concerned.
55. The remuneration of the Examiners, Superintendents, Assistant Superintendents, Invigilators, Tabulators etc., the upper limits thereof and the deductions to be made in remuneration for errors noticed shall be as decided by the Coordination Committee of the M.P. Universities from time to time or by the Academic council of the Vishwavidyalaya, as decided by the Vishwavidyalaya.
56. In case of any dispute regarding the payment of remuneration, the decision of the Academic Council shall be final and binding.
57. A deduction of 5% shall be made from the payments made as remuneration to examination and evaluation to be deposit in U welfare fund.

#### **ACADEMIC COUNCIL THE FINAL AUTHORITY**

58. Subject to the provisions of this Ordinance, the Academic Council may from time to time, alter or modify rules and procedure about the conduct of examinations.
59. All other matters of appointment of Examiners conduct of examinations and rules for examinees etc. shall be regulated by the Statute and Regulation of the University. In case of variation in procedures, if any prescribed by the Statute, Ordinance and Regulations in this behalf, the ruling of the Kulpati to whom the matter may be referred by the Deputy Registrar Examinations through the Registrar, shall be final.

## **ORDINANCE NO. 10**

### **ACADEMIC REGULATIONS OF THE UNIVERSITY**

#### **Section 39(10)**

#### **REGISTRATION**

1. The admission to a course shall consist of the following steps:-
  - (a) Payment of fee and
  - (b) Registration in the course; registration in absentia could be permitted.
2. New entrants must report in person to the Dean of the Faculty to which they have been selected on the date of admission prescribed by the Vishwavidyalaya for payment of fees and for the purpose of registration.
3. The admission of new entrants who fail to report on the prescribed date shall stand cancelled automatically.
4. The new entrants selected/nominated for admission to a course of the Vishwavidyalaya shall become enrolled student of the Vishwavidyalaya only on completion of all the formalities prescribed by the Vishwavidyalaya from time to time.
5. An identity card/ smart card shall be issued to each enrolled student by the Chief Proctor which should be carried by them at all time and be shown whenever required. The student shall always quote the I.D. Number while making correspondence with Faculty /Vishwavidyalaya. The identity card / smart card should be renewed every year. In case of loss, duplicate identity card shall be issued from the University office on payment.

#### **REGISTRATION BY CONTINUING STUDENTS**

6. Students on roll of the Vishwavidyalaya must report physically to the Dean of the Faculty and pay required fees prescribed for a semester and register the courses running in the semester on the scheduled date prescribed in the calendar.
7. Late payment of fees as prescribed by the University and course registration upto 7 days shall be permitted by the Dean of the Faculty.

#### **ACADEMIC YEAR/SESSION**

8. The Academic Year/Session means a Year or two Semesters per year during which a cycle of educational work is completed. It shall commence as per the Academic Calendar/Semester schedule notified by the Vishwavidyalaya from time to time.
9. In Yearly system of examination each academic year shall comprise of 180 minimum working days and in Semester System each semester shall consist of a minimum of 96 working days.
10. If all the students of a class remain absent enmass from all scheduled classes for a total period exceeding 10 days in a semester, the entire semester shall be treated as cancelled and the fees etc. paid by the students shall be forfeited.



## **ADVISORY SYSTEM**

11. Every student admitted to an undergraduate course shall be assigned to an Advisor / Guru by the Dean of the Faculty soon after the students' admission. The advisor shall be chosen from amongst the Professor/Reader/Lecturer of the teaching departments or equivalent posts. The same advisor shall continue to look after the interests of the student and give personal guidance till the student completes the programme or withdraws from the department, whichever is earlier.
12. After admission of a student, the advisor shall obtain and maintain with himself his advisee's upto date academic record, and shall keep in touch with the academic progress of the student. He shall meet his advisees collectively atleast once a month. Dean office shall not entertain any application unless properly recommended by the Advisor.

## **CURRICULUM AND PROGRAMME OF STUDY**

13. The students admitted in the Vishwavidyalaya shall be required to follow the curriculum as prescribed and modified from time to time by the respective Faculties of the Vishwavidyalaya for a Degree programme.
14. The "Course" means a series of theory classes, practicals and work experience extending over a semester.

## **MINIMUM ATTENDANCE REQUIREMENTS**

15. Regular teaching shall start from the day after the scheduled date of registration and be counted from that day up to days of commencement of theory examination. The students who are required to forego classes due to their participation in sports, athletic and other extra curricular activities at Inter Collegiate, Inter University, Inter State or National level, shall be counted as present for the purpose of calculating percentage of attendance on submission of certificate from DSW/Office-In-Charge,
16. Students who have been registered only for clearing course (s) in which they have failed, are not required to attend classes.
17. Every student is required to attend 80% of the assigned classes/ practicals in each subject for appearing in the final examination.
18. Dean of the Faculties shall notify the eligibility of students who are to appear in the examination seven days in advance of the commencement of the final theory examination and a notice to this effect shall be displayed on the notice board of the Faculty.
19. A student who has completed attendance requirement and fails to appear in the mid-term practical or in theory or in all such examination shall be treated as fail in the concerned subject.
20. Where a candidate offers additional subjects for examination in accordance with the provisions of the Ordinance in relation to pre requisite to a regular course of study the minimum attendance requirement shall apply equally in case of such additional subject.(s)
21. For special reasons such as prolonged illness, deficiency in percentage of attendance not exceeding ten percent of the total number of lectures delivered and practical/ clinical/ sessional held in each subject may be condoned by the Kulpati.

## MODE OF EXAMINATION AND EVALUATION

22. The Academic performance and achievements of the student shall be assessed through examinations and evaluation of laboratory/field work.
23. The 'Credit' means contact hours per week devoted to class, laboratory, library or field work.
24.
  - (a) One Credits = One theory periods of 50 minutes or one practical of 100 minutes per week.
  - (b) Two Credits = One theory periods of 50 minutes and one tutorial or one practical of 100 minutes per week.
  - (c) Three Credits = Two theory periods of 50 minutes each and one tutorial two practicals of 100 minutes each per week.
  - (d) Four Credits = Three theory periods of 50 minutes each and one tutorial or two practicals of 100 minutes each per week.

## **ORDINANCE NO. 11 (1)**

### **STUDENTS CONDUCT AND DISCIPLINE**

#### **Section 39 (11)**

#### **CODE OF CONDUCT AND DISCIPLINE**

1. The students enrolled in the Vishwavidyalaya shall maintain exemplary character, good conduct and disciplined behaviour at all times within and outside the Vishwavidyalaya in all sphere of their activities.
2.
  - (a) Every student shall devote his attention to his studies under the guidance of the teachers of the Faculty or the Institute to which he has been admitted.
  - (b) They shall be punctual in all their activities and shall work according to the academic schedule, timings and calendar provided for the activities.
  - (c) The student shall make it a point to attend the classes, laboratories and field work in time and shall attend the seminar, meetings and conferences punctually.
  - (d) No student shall ever boycott the classes or indulge in strikes or boycott the examinations or participate in any such activity not persuade or pressurize or coerce any other student or employee to do the same.
  - (e) In case any student or a group of students face any difficulty in conducting their studies peacefully or face problem of any other nature they should immediately approach the Dean of the Faculty or the Dean of Student's Welfare for help and guidance. If they fail to have their grievances redressed at those levels they should approach the Registrar or the Vice-Chancellor in the most respectful manner. Violence or unbecoming behavior or exerting pressure on the authorities through the media or the politicians should be avoided at all costs.
  - (f) All students shall be expected to take active part in the cultural, extracurricular and spiritual activities of the University and always act in a manner which earns a good name to them as also to their alma mater.
  - (g) Students using unfair means in the examinations shall be dealt as per the ordinance.
3. All students shall be regular in attending the classes, tutorials laboratory/workshop/ farm/ field as required and shall not abstain there without the permission of the teacher concerned. Abstaining with permission shall not mean presence in the class. Irregularity in attendance at will may make him/her liable to disciplinary action including expulsion from the class/hostel or even the University apart from denial of permission to write his/her examinations due to shortage of attendance.
4. The students shall not quarrel or make noise in the class rooms, laboratories, lobbies, auditorium and other places, and shall in no case indulge in violence.
5. Any student indulging in any unlawful activity in the hostel, in the university Campus or outside shall not only make himself/herself liable to disciplinary action by the University authorities but also to legal action by the law enforcing authorities and the University authorities shall in no way interfere with their action.
6.
  - (a) The students shall maintain relationship of friendship, cooperation and mutual respect towards other students.
  - (b) The students shall maintain relationship of respect towards officers, teachers and employees of the Vishwavidyalaya and shall carry out all the orders and instructions given by the officers and teachers and shall not argue with them in disrespectful manner.

- (c) No student shall indulge in ragging of fresher or in any disgraceful behavior with fellow students and teachers/staff of the University. Arrogant, violent, abusive, indecent and discourteous behavior of trying to harm physically or cause mental torture to anybody or to cause and harm to the University property (e.g. buildings, furniture, fixtures, library, museum, laboratory, workshop, tools, implements and equipment and defacing or writing and spitting on the walls, garden, parks, etc.) which shall be viewed as acts of gross indiscipline and misconduct and dealt with accordingly by the authorities.
7. (a) All students, shall be properly dressed in sober and graceful manner and strictly avoid dressing in flamboyant and light dresses exposing the body indecently.
- (b) All students are expected to lead a simple, austere, tolerant and gracious life. They should not drink alcoholic preparations, use drugs or smoke nor compel or persuade others to do the same and wholly avoid company of undesirable elements and / or visiting places of immoral activities. Any student found indulging in any such activity may be summarily expelled from the University.
8. The hostellers shall never allow anything unlawful to be done or keep prohibited item in their rooms or in the hostel premises as their rooms/hostels can be searched at any time by the University authorities or even the law enforcing agencies, failing which appropriate action shall be taken against them.
9. The students shall not smoke, chew pan or use any other intoxicants or defile the environment in any manner. They shall not spoil, damage or disfigure the buildings and property of the Vishwavidyalaya.
10. No student shall practice unsociability in or outside the University nor shall treat persons from any community, caste, religion, language or region with contempt.
11. No student shall invite any undesirable person to the Campus or allow him/her to stay in the hostel or help or abet the commission of any act of larceny, vandalism, plunder or physical assault on anybody in or outside the University premises.
12. The students of the Vishwavidyalaya shall not take part in political activities and shall not organise themselves in groups or associations that are against the interests and proper functioning of the Vishwavidyalaya.
13. The Dean of the Faculty shall have the overall responsibility for the maintenance of discipline and good behaviour of the students of his Faculty, within the Faculty, hostels and anywhere on the campus.
- The Proctor/DSW/Head of the Department/Section, Warden, Advisors and other teachers shall be responsible for the maintenance of discipline and good behavior of students under overall guidance of the Dean. The Dean shall be informed of all acts of indiscipline and misbehaviour which have come to their notice and of the action if any, taken by them, In this regard the Heads of Departments/Sections wardens, Class Teachers and Advisor shall assist the Dean in maintenance of discipline and good behavior among the students.
14. In order to regulate conduct and discipline within the Faculty and campus, there shall be a Proctorial Committee which shall be headed by the Chief Proctor

## **AWARD OF PUNISHMENT**

15. Proctor/DSW/Head of the Departments/Section/Wardens/Class Teachers shall have powers to punish students violating these rules.
16. If the Dean of a Faculty finds that a student or group of students have violated the rules of conduct and discipline or students have misbehaved with Teachers/ Officers/ Karmachari of the Vishwavidyalaya or with other students, he shall award punishment as provided in the rules .
17. The Vishwavidyalaya shall reserve the rights to direct enquiries to hold into the conduct of any students(s) and take punitive action, including the dismissal of a student from the rolls of the Vishwavidyalaya as mentioned under Disciplinary Action.

## **DISCIPLINARY ACTION**

18. (a) When a student is found guilty of breach of discipline, persistent/idleness or in any act of misconduct as defined in the University ordinance, the Head of the Department/Dean of the concerned Faculty may take following actions before bringing the matter to the Proctorial Board :
  - (i) Suspend such students from attending the classes for a period not exceeding one week,
  - (ii) Disqualify such students from appearing at the next University examination,
  - (iii) May impose a fine within the limit decided by the Vishwavidyalaya in individual cases.
- (b) A student who has been punished for using or attempting unfair means shall be debarred from availing the following till the period of punishment continue :
  - (i) Representing the Faculty/Vishwavidyalaya in sports, cultural contests etc. in or outside the Vishwavidyalaya.
  - (ii) Holding office in student organisation, clubs or societies.
  - (iii) Receiving any scholarship fellowship or stipend.
19. Before inflicting any punishment on the student, by the HOD/Dean of the faculty, he/she may be given an opportunity of being heard. The reasons for inflicting any punishment shall be recorded in writing.
20. Problems of academic nature viz. resentment of students in the classroom regarding time-table, non-availability of facilities, non-completion of courses etc. shall be dealt with by the concerned Dean of the Faculty. However, if the situation take a serious turn and goes beyond his control, the case may be referred to the Chief Proctor.
21. Problems arising out at the sessional examinations shall be dealt with by the concerned Dean of the Faculty who is empowered to take action deemed fit.
22. Problems arising out at the final semester examinations shall be dealt with by the Examination Superintendent in consultation with the Registrar.

#### **D. PROCTORIAL BOARD**

23. The University shall have to look into conduct and discipline of the students through Proctorial Board.
24. The Proctorial Board shall consist of a Chief Proctor and five Proctors out of which one shall be a lady Proctor.
25. The term of office of the Chief Proctor and other Proctors shall be three years.
26. The Chief Proctor and the other Proctors shall be appointed by the Vice-Chancellor.
27. The Duties of the Chief Proctor and other Proctors shall be as follows:
  - (a) Subject to the control of the Vice-Chancellor, the Chief Proctor along with other Proctors shall be responsible for the maintenance of discipline among the University students outside the premises of the university in cases of meetings tournaments, competitions and other cultural programmes organized by the department/faculty/university where the students are formally involved, within the premises of the university, university farm and in the university hostels including acquired hostels under the control of the University.
  - (b) The Chief Proctor may give such directions to other Proctors as he may think appropriate for maintenance of discipline among the students.
  - (c) The Chief Proctor shall issue identity card/smart card to all the students as per Annexure 1.
  - (d) The Chief Proctor or the Proctor may direct any student to produce his identity card on any occasion. They may also temporarily forfeit the identity card of a student, if required.
  - (e) The Character Certificates to the students shall be issued under the joint signature of the concerned Dean and the Chief Proctor.
  - (f) The Chief Proctor or the Proctors are empowered to deal with any case of indiscipline suo moto.
28. If in the opinion of the Chief Proctor or the Proctors the situation created by any aggressive student/group of students goes out of control, the Chief Proctor may take the help of local police in the approval of the Vice-Chancellor.
29. If the Chief Proctor or the other Proctors are personally threatened by a student/group of students, the Chief Proctor and the other Proctors may be empowered to seek personal protection through the police.

#### **F. PUNISHMENTS**

30. In cases where the matter is referred to the Proctorial Board by the Deans, the reports and decisions, if any taken at the Deans' level shall be communicated to the Proctorial Board for taking further necessary action.

The following nature of punishments may be inflicted on a student/students according to the nature and gravity of the offence by the Proctorial Board :-

- (a) The students may be issued written warning about his misconduct to behave properly with a copy to his parents.

- (b) The students may be advised to submit an undertaking for maintaining good conduct in future on a bond paper.  
In case the student indulges in any act of indiscipline during the bond period he shall be liable to be served severe punishment like expulsion for one or more semesters, a remark in his character certificate or even rustication from the University by the Vice-Chancellor.
  - (c) The student may be kept under conduct probation, during which he shall be kept under strict vigilance by the Dean and Proctorial Board. If during the conduct probation he indulges in acts of indiscipline, he shall be automatically rusticated from the University by the Vice-Chancellor on the recommendation of Proctorial Board.
  - (d) The Proctorial Board may impose a fine on the basis of the nature of the offence along with other punishment as indicated in the paras ( a,b and c) above.
  - (e) In serious cases of indiscipline, a student may be expelled from the university by the Vice-Chancellor on the recommendation of the Proctorial Board for periods ranging from one to four semesters or rusticated from the University.
  - (f) Any student who is expelled/rusticated from the university on grounds of indiscipline shall not be eligible to seek readmission in the University; other Universities in the country shall be informed appropriately.
31. Notwithstanding anything contained in these rules the Academic Council/Vice-Chancellor shall have the powers to modify, enhance-or reduce the punishment given by the Dean of the Faculty, Proctorial Board or by any other officer of the Vishwavidyalaya.

### ISSUE OF IDENTITY CARDS

1. Every student currently studying in the Vishwavidyalaya, excepting those who come for a short term sponsored training in the Vishwavidyalaya shall carry with himself/ herself either an Identity Card or a laminated Identification Smart card visibly hanging six inches below the chin by a string or a chain around the neck while in the Campus.
2. The Identity Card or the laminated Smart Identification card shall be issued by the Dean of the Students' Welfare and Proctor as soon as possible after the commencement of the first semester of the year. The Identity Card or the laminated Identification Smart Card shall contain the following information about the student:
  - (a) Identity Card Number;
  - (b) Name in full (in block letters)
  - (c) Date of Birth;
  - (d) Class in which studying
  - (e) Faculty of the University of which he/she is a student
  - (f)
    - (i) Blood group \_\_\_\_\_
    - (ii) Diabetic or not \_\_\_\_\_
    - (iii) Chronic illness, if any \_\_\_\_\_
  - (g) A photograph with specimen Signature of the Student
  - (h) Signature of the Proctor/ DSW.
    - (i) Academic records (in smart card only)
3. The Proctor shall maintain a register or a file in which the following information furnished in duplicate by the student at the time of his admission in a form supplied along with the application form shall be kept/ recorded in alphabetical order of names and numerical order of Identity Card numbers:
  - (a) A duplicate copy of the photograph pasted on the Identity Card of the Student;
  - (b)
    - (i) Identity Card Number (allotted to him by the Proctor subsequently);
    - (ii) Enrolment Number (given by the Registrar)
  - (c) Name in full (in block letters) in the following order:-----  
----- (Surname)(Middle Name) (First Name)
  - (d) Name of
    - (i) Father:
    - (ii) Husband (in case of a married female student)
  - (e) Name of Mother and that of her father



- (f) Permanent Address and Telephone No.
- (g) Current Address and Telephone No.
- (h) Name, address and Telephone No. of the local guardian
- (i) Date of Birth:
- (i) Visible mark of identification:
- (j)
  - (i) Height
  - (ii) Weight
  - (ii) Colour of eyes
  - (iii) Colour of hair
  - (iv) Colour of the student's skin
  - (v)
- (k) (i) Blood Group \_\_\_\_\_ (ii) Diabetic or not \_\_\_\_\_ (iii) Chronic Illness, of any \_\_\_\_\_
- (l) Date of joining the University
- (m) Class in which studying:
- (n) Faculty/ Institute/School of the University in which studying
- (o) Institution with year and class last attended (before joining the Vishwavidyalaya)
- (p) Signature of the Student.

All such information may also be fed in the smart card and computer to enable quicker identification of the student in case of an emergency.

4. The Identity Card number shall bear the abbreviated form of the School of which he/she is a student, year of issue of Identity Card and number (e.g. FM/01/2131 which would mean that the person is a student of the Faculty of Management, the Card number given is of the year 2001 and the number of the student in the identity Cards' Register/Index is 2131)
5. Each student shall stand advised by a general notice, displayed on the notice Board of the Dean of Students' Welfare & Proctor's office, to carry the Identity Card on his/her person while going out of the University Campus or while traveling to enable his/her identification in case of a mishap and for enabling information thereof being communicated to the guardians/ parents/ husband (in case of married female students) by the University and being recorded in the hospital as no doctor would treat a medico-legal case until the identity of the person has been established. The information about his/her blood group and being diabetic or not etc. would enable proper care and treatment being given immediately.
6. The issue of the Identity Card/laminated Smart Identification Card may take some time. The Dean/ Director of the Faculty may thus sign the duplicate copy of the form supplied by the student in compliance of the clause 3 above (except giving the Identity Card/Enrolment numbers and the photograph) and give it to the student concerned to carry with him/her until the issue of the Identity Card by the Proctor. The office of the Dean/ Director Faculty shall

maintain a register of such Identification slips issued and obtain therein the signature of the Students to whom the slips are issued.

7. The University shall charge appropriate fee for the issue of the Identity Card / Smart Card (for meeting the cost of its printing, cost of the photograph to be taken/arranged to be taken by the Proctor's office, cost of lamination etc.). This non-refundable fee shall be realized along with the admission fee and the amount thus payable shall be indicated in the brochure to be supplied with the application form to the candidate.

## ORDINANCE NO. 11 (2)

### ELIMINATION OF RAGGING IN THE UNIVERSITY

#### Section 39(11)

1. Every institution in Madhya Pradesh shall follow a 'zero tolerance' policy on ragging.
2. For the purpose of this ordinance
  - (a) Ragging Means
    - (i) Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, teasing, treating or handling with rudeness a fresher or a junior student.
    - (ii) Indulging in a rowdy or indisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student.
    - (iii) Asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.
  - (b) Zero tolerance means:

No act of ragging, major or minor, shall go unnoticed. No ragger, male or female, student or non-student, shall go unpunished. No institution that fails to take action against ragging shall be allowed to operate.
3. It shall be the responsibility of the head of the institution to explain to the faculty and the students that ragging is against Indian culture and fundamental human values. It exists because some students lacking in self-confidence or with warped personalities indulge in this pastime.
  - (a) To derive a sadistic pleasure
  - (b) To show off power, authority or superiority over juniors or freshers.
4. Ragging shall be exterminated primarily by exercise of the disciplinary authority of the teachers over the students and of the management of the institutions over the teachers and students.
5. No effort should be made to minimize the number of 'reported cases' Reporting is to be encouraged through all available means.
6. Anti-ragging movement should be initiated by the institutions right from the time of advertisement for admissions. The prospectus, the form for admission and or any other literature issued to the aspirants for admission must clearly mention that ragging is banned in the institution and anyone indulging in ragging is likely to receive deterrent punishment.
7. The application form for admission/enrolment shall have a printed undertaking to be filled up and signed by the candidate to the effect that he/she is aware of the institution's approach towards ragging and the punishments to which he or she shall be liable if found guilty of ragging. A similar undertaking shall be obtained from the parent/guardian of the applicant.

8. Such of the institutions as are introducing such a system for the first time shall ensure undertakings being obtained from the students- and their parents/guardians- already studying in the institutions before the commencement of the next educational year/session.
9. A printed leaflet detailing when and to whom one has to turn for information, help and guidance for various purposes, keeping in view the needs of new entrants in the institution, along with the addresses and telephone numbers of such persons, should be given to freshers at the time of admissions. The freshers need not look up to the seniors for help in such matters and feel indebted to or oblige by them.
10. Every fresher will be allocated a staff member who will help the fresher in every respect. In addition, in matters relating to ragging, the fresher can seek help from any member of the staff.
11. The management, the principal, the teaching staff should interact with freshers and take them in confidence by apprising them of their rights as well as obligation to fight against ragging and to generate confidence in their mind that any instance of ragging to which they are subjected or which comes in their knowledge should forthwith be brought to their knowledge and shall be properly dealt with while protecting the complainants from any harassment by the perpetrators of ragging. It would be better if the head of the institution or a person high in authority addresses meetings of teachers, parents and students collectively or in groups in this behalf.
12. The local community and the students in particular must be made aware of the dehumanising effect of ragging inherent in its perversity. Posters, notice hostel and signboards should also be used for the purpose.
13. The hostels accommodations where freshers are accommodated shall be carefully guarded, if necessary by posting security personnel and wherein entry of seniors and outsiders shall be prohibited after a specified hour except under the permission of the person in charge. Entry at other times shall also be strictly regulated.
14. In case it is not possible to provide separate hostel accommodation for freshers, they should be accommodated in separate wings of hotels. A member of the staff may live in one to ensure that the fresher are not exposed to ragging of the rooms in each wing at least in the first few months of the academic year.
15. Before a senior student is given admission to a hostel, he should be informed in writing that if a fresher is found in his/her room at any time with the intention of ragging, the senior student shall be expelled from the hostel forthwith.
16. The head of the institution shall ensure that the freshers are not identifiable through their dress or behaviour.
17. The head of the institution shall ensure that as a consequence of ragging, the freshers are not denied the common facilities like library, canteen etc.
18. At the commencement of the academic session, the institution should constitute a committee consisting of senior faculty members and hostel authorities like Wardens and a few responsible senior students;

- (a) to keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence, and
  - (b) to promptly deal with the incidents of ragging brought to its notice and summarily furnish the penalty either by itself or by putting forth its findings/recommendations/suggestions before the authority competent to take decision.
19. The faculty members shall take proactive measures to look for instances of ragging and award appropriate punishment. The punishment may include expulsion or suspension from the institution/classes/hostel/mess, withholding scholarships or other benefits, debarring from representation in events, withholding results. The quantum of punishment should be decided with due care.
  20. If the individuals committing or abetting ragging are not identified, collective punishment must be resorted to act as a deterrent punishment and to ensure collective pressure on the potential raggars.
  21. The universities and the institutions shall devise such positive and constructive activities by involving the seniors and juniors, exhibit their talents in such events to shed their complexes.
  22. If ragging becomes unmanageable or amounts to a cognizable offence, the same must be reported to the police.

## **ORDINANCE NO. 12**

### **DISTANCE EDUCATION**

#### **Section 39 (13)**

1. Subject to the availability of adequate number of persons desirous of taking up courses offered by the Vishwavidyalaya, even without moving out of their homes, the Vishwavidyalaya shall arrange to impart distance education to them with the object of making the facility of higher education available right at the doorsteps of the learners so that they can pursue their studies at their own convenience, in their spare time, at their own pace and will and at any place of their choice even while engaged in any profession or employment. The facility shall help them to enrich their knowledge and qualifications and have professional and vocational orientation through need based academic programmes in a variety of disciplines. They could have the facility of continuing education in discipline after discipline right in their homes.
2. There shall be no restriction of age for admission to a course offered for distance education but the requirement of minimum educational qualifications would need to be met for specific courses.
3. There would be no Admissions Test for admission to a course in which the facility of distance education shall be offered but the student-to-be shall have to apply to the Vishwavidyalaya in the prescribed form by the prescribed date along with such fee as may be prescribed by the University for registration and enrolment. The application form and the prospectus would be priced suitably. The admission fee, tuition fee and other fees (excepting the price of the Application form) shall be refunded if the University is not in a position to admit the candidate to any specific course by distance education for want of adequate number of candidates therefor or for any other reason.
4. The facility of distance education shall be offered through carefully prepared learning material in the form of written texts, audio and video cassettes, e'mail, voice-counselling and tele-conferencing if the candidate can have such facilities at home or at some nearby place and through satellites wherever feasible. Some of these would be conducted from the different centres of the Vishwavidyalaya and some from the Vishwavidyalaya directly. The progress of the students shall be monitored through objective tests and written responses to the assignments given by the Vishwavidyalaya.
5. Final examinations shall be conducted through the different centres of the Vishwavidyalaya and/or in the Vishwavidyalaya itself for the convenience of the students. In courses having practical or project components the students shall have to compulsorily attend practicals (experiments and guidance) sessions in the Vishwavidyalaya during a specified period to supplement their theoretical knowledge gained through the self-instructional and audio-video material supplied by the Vishwavidyalaya by laboratory experiments. Project work can be completed with guidance given by the concerned teacher through correspondence or tele-conferencing during appointed hours. The candidates shall have to complete all the written assignments and objective tests given by the concerned teacher before they can qualify for the programme-end examinations.
6. The candidates shall have to apply in the prescribed form along with the prescribed fee by the stipulated date for appearing in the final examinations after they have completed the instructional programme. They shall have to write their examinations at the centres to

which they may be allotted. A choice of some centres may be offered and they would have to indicate in the Examination Application Form the centre from where they would prefer to appear. The Vishwavidyalaya shall, nevertheless have the right to allot them to any centre other than the one of their choice if it deems it proper for conducting a fair examination and/or for any other reason. The Ordinance and Regulations of the University relating to the Conduct of Examinations shall be appropriately applicable to all such examinees and the decision of the Kulpati in all matters shall be final and binding.

7. The candidates completing the academic programme(s) and clearing the final examinations successfully would be awarded the certificate, diploma or the degree for which they received distance instruction. They would be placed in the appropriate division according to the marks obtained in the final examinations and the credits earned in the course of instruction.
8. The degree/diploma/certificates, as the case may be, shall be sent to the successful candidates by registered post on their making a specific request therefor in the prescribed form and paying the prescribed fee. They can also be extended the facility of receiving the degrees in the convocation of the Vishwavidyalaya if they make an application in the prescribed form by the stipulated date to the Registrar of the Vishwavidyalaya.

## **ORDINANCE NO. 13**

### **APPOINTMENT OF TEACHERS AND OTHER EMPLOYEES**

#### **Section 39(15)**

1. Appointments of teachers and Career Advancement of teachers in the Vishwavidyalaya shall be made in accordance with the procedure and norms prescribed by the University Grants Commission under the powers vested in it by the University Grants Commission Act, 1956 (No. 3 of 1956).
2. The minimum qualifications for the appointment of teachers of different ranks in the Vishwavidyalaya shall be the same as prescribed by the University Grants Commission but the Vishwavidyalaya shall have powers to prescribe wider qualifications to suit its needs especially because of its being a combination of a rural university with management and technology institute.
3. The selection procedure, especially the constitution of the Selection Committees for the appointment of various grades of teachers shall also be the same as that prescribed by the University Grants Commission though nothing shall prevent the Vishwavidyalaya from expanding the base of the Selection Committees by including those prescribed by the Vishwavidyalaya's Statutes, but not included in the list prescribed by the University Grants Commission. The Vishwavidyalaya shall thus, ensure while constituting the Selection Committees for the appointment of teachers that it comprises of all such members as recommended by the U.G.C. from time to time.
4. The minimum qualifications for the posts of Demonstrators/ Lecturers, Readers and Professors, the composition of the Selection Committees for initial appointment and for promotion to the Selection Grade of lecturers etc. shall be as prescribed by the University Grants Commission from time to time. The Vishwavidyalaya shall comply with any changes made therein by the University Grants Commission from time to time.  
Provided the minimum qualifications for appointments to the posts of teachers in the Agriculture, Engineering, Management and Information and Food Technology wings of the Vishwavidyalaya shall also meet the requirement as those prescribed by the A.I.C.T.E. etc. from time to time.
5. All appointments of teachers in the Vishwavidyalaya shall be made on contract and on such terms and conditions as may be prescribed by the Board of Management. All new appointees/re-appointees shall have to execute an agreement bond with the Vishwavidyalaya before taking up their assignment after selection/re-appointment or extension/renewal or appointment in the appropriate form given in Appendix I/II.
6. All the selections/appointments and service in the Vishwavidyalaya shall be subject to the provisions of the Act, Statutes, Ordinances and Regulations of the Vishwavidyalaya as in force from time to time and in any matter where there is a difference of opinion the decision of the Board of Management of the Vishwavidyalaya shall be the final and binding.
7. All employees of the vishwavidyalaya shall perform duties which may be assigned to them by the authorities in the interest of the university and maintain discipline and conduct as per the regulation of code of conduct for the employees.
8. All employees of the vishwavidyalaya shall submit Performance Appraisal/Annual/Assessment as per appendix III, IV, V and VI at the end of the academic year.



**(Form of agreement for those appointed on probation)****AGREEMENT OF SERVICE BETWEEN THE TEACHERS OF THE MAHATAMA  
GANDHI CHITRAKOOT GRAMODAYA VISHWAVIDYALAYA, CHITRAKOOT**

Agreement made this ..... day of ..... Year ..... A.D. between Shri/Ms .....SO/WO/DO ..... of the first part and the Mahatma Gandhi Chitrakoot Gramodaya Vishwavidyalaya, being a body corporate constituted under the Mahatma Gandhi Chitrakoot Gramodaya Vishwavidyalaya, MP Act 9 of 1991 (herein after called the University) of the second part;

WHEREAS, the University has engaged the party of the first part (hereinafter called the Executant) to serve it as a ----- in -----, subject to the conditions and upon terms hereinafter contained;

Now, this agreement witnessed that the party of the first part and the University hereby contract and agree as follows:-

1. That the agreement shall begin from the ..... day of ....., .....A.D. and shall be determinable as hereinafter provided;
2. That the Executant is employed in the first instance on probation for a period of 2 years on a fixed consolidated salary of Rs. .... (in words Rupees .....) per month; and shall not be entitled to any other benefit admissible to other employees of the University except the following :
  - (a) Benefit of Contributory Provident Fund during the period of employment with the University;
  - (b) Casual Leave and Earned leave with benefit of encashment of that part of earned leave which has not been availed of during the period of probation.
  - (c) Medical allowance/medical facilities in the University available to other employees of the University.
  - (d) Housing facility, subject to availability in the University Hostel or Campus, on payment of rent, rates and taxes.
3. That, the services of the Executant may be terminated or the Executant may opt out of the service, at any time during the period of probation by giving one month's notice on either side or one month's salary in lieu of the notice;
4. That, the probation period may be extended by such further period as the University may deem fit, but the total period of such probation shall not exceed three years in any case;
5. That the Executant shall, normally be confirmed/regularized in the pay-scale of Rs. \_\_\_\_\_ on completion of probation but the Executant may not be confirmed/regularized in the service of the University (i) till he has submitted all necessary documents required, including the proof of age and the same have been

accepted by the University, even if his/her performance during the period of probation was found to be satisfactory; or (ii) if his/her performance during the period of probation, despite extension, if any, granted, or advice to improve performance given, is not found to be satisfactory; and/or (iii) if the Executant is found to be guilty of misconduct, moral turpitude or of any offence (other than of a violation of traffic rules) and convicted by a Court of law; or (iv) the post against which he/she was appointed on probation is abolished before confirmation.

6. In the event of rule 5(ii;iii;iv) above being applicable the services of the Executant may be terminated at any time after giving him/her reasonable opportunity to present his defence for the consideration of the University.
7. The Executant shall be entitled, on being regularized/confirmed to the following:
  - (a) Regular pay scale of Rs. \_\_\_\_\_;
  - (b) Annual increments/increments, as and when due;
  - (c) Benefit of Contributory Provident Fund, Group Savings and Insurance benefits;
  - (d) Such leave as may be permissible under the Rules of the University, to regular teachers, which may be revised from time to time;
  - (e) All other such benefits to which the regular teachers are entitled under the Rules (including pensionary benefits, if any).
8. That no increment of the Executant shall be withheld or postponed after regularisation/confirmation save by an order of the Board of Management of the University after the Executant has been given reasonable opportunity to make his written representation and the same has been duly considered by the Kulpati.
9. That, the Executant shall devote his whole time to the duties of his appointment and shall not engage, directly or indirectly, in any trade or business without the sanction of the University, or take up any occupation (including tuitions of University students) which, in the opinion of the Kulpati is likely to interfere with the honest and sincere discharge of the duties of the appointment.
10. That, the Executant shall, at all times abide by the rules and regulations of the University and carry out all legitimate orders of his/her superior authorities.
11. That, after confirmation, the services of the Executant can be terminated only on the following grounds:
  - (i) Misconduct and/or dereliction of duty;
  - (ii) Moral turpitude;
  - (iii) Conviction by a Court of Law and sentence to a term of imprisonment;
  - (iv) Permanent physical or mental infirmity for the discharge of duties, to be determined by a Medical Board to be constituted by the University;
  - (v) Breach of the terms of contract;
  - (vi) Professional incompetence;

(vii) Bankruptcy;

(viii) Abolition of the post on which appointed.

12. That, except when termination of service has taken place under clauses 12(i;ii;iii;iv and vii) above, neither the Executant nor the University shall terminate this agreement except by giving to the other party three months' notice of his/her or its intention to do so, or a sum equivalent to three months' salary (which the Executant is earning at the time of the notice being given) in lieu of the notice, unless in a special case, the Board of Management agrees to release the Executant of the obligation under this clause by granting some concession there in.

13. That, nothing in this agreement shall affect the right of the Executant or the University to refer any difference or dispute arising out of this agreement to the Kuladhipati for reference to a Tribunal of Arbitration constituted under the provisions of the Vishwavidyalaya Adhiniyam though in the meanwhile the orders of the University shall continue to apply and be operative if not suspended by the Kuladhipati.

14. That, notwithstanding anything contained in the aforesaid terms, the Executant shall be bound by the provisions, of the various sections of the Act, Statutes, Ordinances and Regulations in force at the time and as framed from time to time.

Signed this -----day of-----, -----A.D. at Chitrakoot (Distt. Satna)  
M.P.in the presence of:

-----

(i)-----

- (Name of the Executant in full and block)

(Signature, name and address of  
Witness No.1)

(ii)-----

- (Address of the Executant, in full)

(Signature, name and address  
of witness No.2)

In the presence of:

For and on behalf of the Mahatma Gandhi Chitrakoot Gr  
Chitrakoot

(i)-----

(ii)----- Signature of Registrar

-  
(Names and addresses of the  
witnesses to be given below  
the signatures)

**(Form of Agreement to be executed by those appointed on contract)****AGREEMENT OF SERVICE BETWEEN THE TEACHERS OF THE MAHATAMA  
GANDHI CHITRAKOOT GRAMODAYA VISHWAVIDYALAYA, CHITRAKOOT(M.P.)**

Agreement made this.....day of.....year .....A.D. between Shri/Ms.....son of/ Daughter of/Wife of..... on the first part and the Mahatma Gandhi Chitrakoot Gramodaya Vishwavidyalaya, Chitrakoot (Distt.Satna-M.P.) being a body corporate constituted under the Mahatma Gandhi Chitrakoot Gramodaya Vishwavidyalaya Adhiniyam, MP Act 9 of 1991 (hereinafter called the University) on the second part:

WHEREAS, the University has engaged the party on the first part (hereinafter called the Executant) to serve it as a -----in-----, subject to the conditions and upon the terms hereinafter contained:

NOW, this agreement witnessed that the party on the first part and the University, hereby contract and agree as follows:

1. That the agreement shall be valid from the ----- day of ----- year --- -----A.D. to the-----day of-----year -----A.D. where after it shall lapse by itself if not terminated earlier.
2. That the Executant shall report for duty on the forenoon of ----- in the Institute/School of -----of the University to the Dean of the Faculty / Director of the Institute as directed.
3. That the Executant shall be paid a monthly consolidated salary of Rs.------(in words Rupees-----only) per month during the period for the agreement.
4. That the Executant shall not be entitled to any other benefit admissible to other employees of the University except the following:
  - (a) Benefit of Contributory Provident Fund during the period of employment with the University with the University:
  - (b) Casual Leave and Earned leave as admissible to other temporary employees of the Vishwavidyalaya with benefit of encashment, at the end of the period of agreement, of that part there-of which has not been availed of during the period of contract;
  - (c) Medical allowance/medical facilities in the University available to other employees of the University;
  - (d) Housing facility, subject to availability in the University Hostel or Campus, on payment of rent, rates and taxes deductible from the consolidated salary payable to the Executant.

5. The Executant shall not avail of any leave during the period of University examinations or during the period some special duty is assigned to him/her except in cases of grave illness/emergencies with the prior sanction of the Director of the Institute or the Dean of the Faculty, as the case may be.
6. The University may terminate services of the Executant at any time during the period of agreement if it is found that he/she had furnished wrong information about his/her qualifications, age and antecedents to the University while applying for the job or while signing this agreement or at any time whatsoever after giving him/her reasonable opportunity to present his/her case (not more than fifteen days in any case) and considering the same. The Kulpati may, in anticipation of the approval of the Board of Management, pass such orders on the representation thus made as he/she deems proper in the interest of the studies of the students or the University or both.
7. The University may also terminate this agreement if the Executant is guilty of/accused of:
  - (a) Misconduct and/or dereliction of duty;
  - (b) Moral turpitude;
  - (c) Breach of Agreement;
  - (d) Any offence leading to his/her conviction and sentence to a term of imprisonment by a Court of law;
  - (e) Any cognizable offence and arrest or detention by the police for more than 48 hours;
  - (f) Bankruptcy;
  - (g) Professional incompetence; and/or.
  - (h) Becoming physically and mentally challenged enough to discharge his/her duties; or
  - (i) If the post is abolished
8. That, except when termination of service/agreement has taken place under clauses 7(i;ii;iv;v;vi;viii&ix), neither the Executant nor the University shall terminate the agreement except by giving to the other party three months' notice of his/her/its intention to do so or by paying in cash a sum equivalent to three months consolidated salary in lieu of notice to the other party. All dues to be realized from the Executant shall be deducted while making such payment. The Board of Management of the University may, at its discretion and in exceptional circumstances, reduce the period of notice or the amount payable in lieu of notice by the Executant to the extent it deems proper.
9. That the Executant shall devote his/her whole time, during the period of this agreement, to the discharge of his/her duties of appointment and shall not engage, directly or indirectly in any trade or business without the sanction of the University or take up any occupation (including tuitions of the University students or part-time jobs outside the University hours) as, in the opinion of the Kulpati is likely to interfere with the efficient discharge of his/her duties.
10. That, the Executant shall, at all times abide by the Rules and Regulations, Act, Statutes and Ordinances of the University and shall carry out additional duties, if any, assigned to him/her. He/she shall not claim any benefit as a matter of his/her right but his/her representation in any matter may be considered on merits outside the purview of this agreement.

11. That, no notice for the termination of this agreement on its expiry shall be given and the Executant shall cease to be an employee of the University on the expiry of the agreement.
12. That, the agreement may be renewed or extended on mutually agreed terms and conditions at least thirty days in advance of the date of its expiry if the University feels that his continuance in the University shall be mutually beneficial.
13. That, nothing in this agreement shall affect the right of the Executant or the University to refer any matter of dispute arising out of the agreement to the Kuladhipati for reference to a Tribunal of Arbitration under the Act though in the meanwhile the orders of the University shall continue to apply and be operative if not suspended by the Kuladhipati.

Signed this-----day of----- of  
 the year----- A.D. at Chitrakoot (Distt. Satna-M.P.)

In the presence of:

Witness-I

-----  
 -----  
 -----

-----  
 (Signature of the Executant)

Witness-II

-----  
 -----  
 -----

-----  
 -----  
 -----  
 (Name in full and address of the Executant)

Witness-I

-----  
 -----  
 Gramodaya  
 -----

For and on behalf of the  
 Mahatama Gandhi Chitrakoot

Vishwavidyalaya, Chitrakoot

-----  
 (Signature of the Registrar)

Witness – II

-----  
 -----  
 -----

(Signatures, names and addresses of the witnesses)

**MAHATMA GANDHI CHITRAKOOT GRAMODAYA VISHWAVIDYALAYA  
CHITRAKOOT, SATNA (M.P.)**

**ANNUAL ASSESSMENT REPORT FOR TEACHER**

FOR THE YEAR/PERIOD \_\_\_\_\_

**PART - 1**

1. General Particulars to be filled by the Office :

- (i) Name of the Teacher (In block letters) : \_\_\_\_\_
- (ii) Date of birth : \_\_\_\_\_
- (iii) Designation : \_\_\_\_\_
- (iv) Scale of pay : \_\_\_\_\_
- (v) Date of joining the present post : \_\_\_\_\_
- (vi) Faculty : \_\_\_\_\_
- (vii) Department : \_\_\_\_\_
- (viii) Joining date in MGCGVV : \_\_\_\_\_
- (ix) Academic qualification :
- (a) At the time of first joining: \_\_\_\_\_
- (b) On the present post : \_\_\_\_\_
- (x) Academic qualification acquired during the year : \_\_\_\_\_

2. Nature and duration of leave, give details :

- (i) Casual leave : (ii) Earned leave :
- (iii) Medical leave : (iv) Leave without pay :
- (v) Absence without leave :

Note : 1. The purpose of the Annual Assessment Report and Review of the work and evaluate the achievement of the faculty members over the past 12 months period is to assist him/her in making further improvement.

Note : 2. The Self Assessment Report are written for the period from 1<sup>st</sup> July to 30<sup>th</sup> June. The teacher shall initiate their own Annual Assessment Report on time and ensure that these reach the reviewing authority by the end of September. The onus for not initiating the report on time will lie on the teacher himself. In the cases of failure to initiate Annual Assessment Report disciplinary action shall be initiated by competent authority as per the statute. However, if the teacher concerned repeatedly fails to do so then his annual increment(s) may be withheld by the competent authority.

## PART - 2

### SELF-ASSESSMENT

1. Nature of duties assigned to the teacher :

(a) Teaching, h/year : (i) Theory : \_\_\_\_\_ (ii) Practical : \_\_\_\_\_

(b) Research guidance : (i) PG level : \_\_\_\_\_ (ii) Ph.D. : \_\_\_\_\_

(c) Extension :

(d) Other :

2. Achievements during the assessment period :

(a) Teaching : Semester wise teaching load indicating name of course credit hours allotted to each course (UG & PG), Post graduate students guided and membership of advisory committee meeting attended, number of seminars given during the year with dates, participation in co-curricular activities as per given format.

(i) Semester wise courses taught : \_\_\_\_\_

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(ii) Credit hours of courses taught : Independent : \_\_\_\_\_

Shared : \_\_\_\_\_

(iii) No. of students guided (PG) : \_\_\_\_\_

(iv) No. of seminars/lectures delivered (with dates) : \_\_\_\_\_

(v) No. of instructional materials developed with title : \_\_\_\_\_

(vi) Participation in co-curricular activities : \_\_\_\_\_

(vii) Any other activity under taken : \_\_\_\_\_

(b) Detailed high light of the research findings (if any) :

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(c) Extension Activities Undertaken : Trainings, demonstrations, campaign crops/ livestock competitions/shows, field visits, Kisan Mela, advisory correspondence, Kisan Diwas, radio/TV talks, popular articles, audiovisual aids and adaptive research trials actually conducted :

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(d) Farm Management: Targets achievements for production & productivity, others improvements, receipt remitted to the Vishwavidyalaya :

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(e) National / International Symposia / Seminar(s) / Workshops / Training / Conference organized attended and paper(s) presented :

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(f) Awards and honours received :

(i) Individual : \_\_\_\_\_

(ii) Collectively : \_\_\_\_\_

\_\_\_\_\_

(g) Awards received by his/her students : \_\_\_\_\_

---

3. (a) Project/scheme as Principal Investigator from outside funding agencies :

(i) No. of new scheme submitted, if any : \_\_\_\_\_

(ii) No. of scheme sanctioned : \_\_\_\_\_

(b) Project/scheme as co-investigator from out side funding agencies

(i) New schemes/project submitted : \_\_\_\_\_

(ii) Schemes/project sanctioned : \_\_\_\_\_

4. (a) Fill up the following columns very briefly : On teaching, Research & Extension

Activity	Target fixed	Achieved	Shortfall if any	Activity out put
Teaching				
Research				
Extension				
Other				

(b) Future plan of work for the next 12 months, (in consultation with Head of the Department)

5. (a) Any other work undertaken :

(The teacher will mention items showing his participation/assignment if any, in co-curricular and extra curricular activities like NSS, hostel warden, games & sports, cultural activities etc.)

(b) Work done by the teacher working at farms, Directorate/Faculty office etc.

6. List of publications during the year with details along with first page of publication i.e. name of authors, year, title of the paper/publication, name(s) of the journals, volume number pages (Separate sheet be attached if necessary)

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Publication include research papers, bulletins, monography, book(s) and chapter(s) actually

shed during the year (photocopy of the first page of paper be attached).

publi

Date\_\_\_\_\_

Signature  
Name of the teacher

**PART - 3**

**ASSESSMENT OF THE TEACHER**

Name of the teacher : \_\_\_\_\_

(In case the controlling officer feels that there is a need of any clarification in the information furnished by the teacher on progress, he/she must have discussion with the concerned faculty member.)

1. Nature and quality of work :

(a) Academic contribution : \_\_\_\_\_  
(Please indicate if you agree with the statement)

(b) Professional knowledge : \_\_\_\_\_

2. Attributes :

(a) Intelligence : \_\_\_\_\_

(b) Character : \_\_\_\_\_

(c) Integrity : \_\_\_\_\_

(d) Attitude to work : \_\_\_\_\_

(e) Decision making ability : \_\_\_\_\_

(f) Initiative : \_\_\_\_\_

(g) Zeal : \_\_\_\_\_

(h) Punctuality : \_\_\_\_\_

(i) Relation with student, staff & colleagues : \_\_\_\_\_

(j) Communication skill : \_\_\_\_\_

(k) Supervisory ability : \_\_\_\_\_

3. Any other remarks : \_\_\_\_\_

4. Grading ( Mark  $\sqrt{\quad}$  ) :

Outstanding / Very good / Good / Fair / Poor

Date

Signature of Controlling Officer  
(Name of the officer)  
Designation with seal

2. Remarks of the Dean of the Faculty concerned :

(a) Length of service of the teacher under Reviewing Authority : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) Is the Reviewing Authority satisfied that the Reporting Authority has made his/her report on the Teacher with due care and absolute impartiality : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(c) Does he accept the grading of the Reporting Authority, if not, why? : \_\_\_\_\_  
\_\_\_\_\_

(d) Does the Teacher has special characteristics which would justify his/her appointment to a higher post. If so, specify giving reasons : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(e) General remarks of the Reviewing Authority : \_\_\_\_\_  
\_\_\_\_\_

Dated

Signature of the Reviewer

Name in Block Letters : \_\_\_\_\_

Designation : \_\_\_\_\_

---

3.

Remarks of the Vice-Chancellor :

Grade accepted : \_\_\_\_\_

Dated : \_\_\_\_\_

Signature  
Seal with name of officer

Note : Where reviewing/accepting authorities differ with the grading as given by the controlling authority reasons there for shall be given by them.

**MAHATMA GANDHI CHITRAKOOT GRAMODAYA VISHWAVIDYALAYA  
CHITRAKOOT - SATNA (M.P.)**

**OFFICERS' PERFORMANCE APPRAISAL  
(Other than Teachers)**

REPORT FOR THE YEAR/PERIOD ENDING .....

**PART - 1**

PERSONAL DATA

(To be filled by the Administrative Section concerned of the University)

1. Name of Officer :
2. Designation :
3. Date of Birth :
4. Date of continuous appointment to present post : Date  
: Pay-scale/Pay
5. Status of appointment : Ad hoc/ Temporary/ Officiating/ Acting/ Regular/ on Contract/on Deputation
6. Educational Qualifications :
7. Specialisation/Professional Qualification, if any :
8. Period of absence from duty :
  - (a) On leave, with pay :
  - (b) On leave without pay :
  - (c) Without leave :
9. Date of filling of the annual return of Immovable property :
10. Any disciplinary action pending :

**PART - II**  
**(SELF - ASSESSMENT )**

**(To be filled in by the Officer concerned)**

1. Brief description of duties :
  
2. Please specify the quantitative/physical/financial targets/objectives set for you in respect of items of work in order of priority and your achievement against each target.

Targets	Achievements

3.
  - (a) Please state briefly the short falls with reference to the targets/objectives referred to in column 2 and specify constraints, if any, in achieving the targets or in discharging your duties satisfactorily; also state whether the constraints were brought to the notice of your superiors.
  
  - (b) Please state if you were given any additional duties/assignments other than your specified duties. If so specify them and indicate how well did you perform the same.
  
  - (c) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.
  
  - (d) Indicate if any commendation or reward or warning or punishment was given to you during the period under report.
  
  - (e) Indicate what would you regard as your most important achievement during the period under report.
  
  - (f) Indicate if you have obtained any additional qualifications (educational or professional) during the period under report.
  
4.
  - (a) Specify your strengths and weaknesses in the discharge of your duties.
  
  - (b) Indicate your state of health and whether you suffer from any chronic ailment

Place :

Signature of the officer

Date :

Full name  
(In block letters)  
Designation

### PART- III

(To be filled in by the Reporting Officer)

1. Do you agree with the statements made by the Officer in Part-II of this Report? If not, what are the points on which you disagree and why? :
2. What is your opinion about the quality of work performance of the officer? :
3. Was the Officer given any work assignments other than his specified duties during the year? Please specify. :
4. How would you classify (Excellent/Very good/Good/Average/Below average/Poor) the officer's communication skills (written or oral) specially in writing reports, writing notes, drafting communications and oral presentation of a case? :
5. Has the officer analytical abilities and makes use of it in his notings and while reviewing the work of his sub-ordinates? :
6. Has the officer requisite knowledge of his sphere of work and duties, University Ordinances, Regulations and Statutes? How would you grade his knowledge of rules and regulations and ability to apply them appropriately? :
7. Please indicate clearly the officer's attitude towards and relations with :
  - (a) his superiors and University administration :
  - (b) his colleagues :
  - (c) his juniors/sub-ordinates :
  - (d) students :
  - (e) teachers :
  - (f) public :
8. What is the attitude of the officer towards S.C.,S.T. and O.B.C. sub-ordinates and students? :

9. Does the officer belong to S.C./S.T. /O.B.C. :  
category? If so what is his/her attitude  
towards staff and students of general  
category?
10. Please indicate the officer's abilities in taking :  
decisions, the quality of his/her decisions and  
his ability to get them carried out.
11. Indicate the officer's capacity and resource :  
fullness in handling emergencies/ unforeseen  
situations on his/her own and willingness to  
take full responsibility for his/her actions/  
decisions
12. Does the officer take initiative in undertaking :  
responsibilities and is prompt in discharging  
his duties with full sense of responsibility?
13. Indicate the officer's state of health and his :  
capacity to work hard for long hours with  
dedication and sincerity
14. Does the officer have capacity to inspire :  
confidence by his/her own conduct and work?
15. Does the officer make a good team leader ? :  
:
16. Please indicate the officer's ability to foresee/ :  
anticipate problems and work-needs and to  
plan work accordingly
17. If the officer is an engineer or a doctor or a :  
Professional, how do you rate his knowledge  
of his subject and his professional skills
18. Does the officer have adequate planning, :  
supervisory, guiding and co-ordinating  
abilities and how successful is he at it
19. Do you certify his honesty and integrity? If :  
not, why not?
20. How do you grade his performance during the :  
period under report? (Please strike off grades  
not applicable)

Place:

Date :

(Signature of the Reporting Authority)  
Name in block letters  
Designation



**PART IV**

(To be filled in by the Reviewing Authority)

1. Indicate the length of service of the officer :  
reported on under the Reviewing authority
  
2. Is the Reviewing authority satisfied that the :  
Reporting authority has reported with due  
care and attention and without partiality or  
bias?
  
3. Does the Reviewing authority agrees with the :  
assessment of the officer and his grading by  
the Reporting officer? If not, the reasons be  
specified and modifications or additions  
necessary therein be suggested.
  
4. Has the officer reported on any remarkable :  
abilities/characteristics which would justify  
any out-of turn selection for a higher job
  
5. Any other remark about the officer and his :  
integrity
  
6. How would the Reviewing authority grade the :  
officer

Place: (Signature of the Reviewing Authority)  
Name in block letters  
Date : Designation

**PART- V**

(Remarks of the Accepting Authority)

Place: (Signature of the Accepting Authority)  
Name in block letters  
Date : Designation

**MAHATMA GANDHI CHITRAKOOT GRAMODAYA VISHWAVIDYALAYA  
CHITRAKOOT - SATNA (M.P.)**

**EVALUATION OF WORK PERFORMANCE OF SUB-ORDINATE EMPLOYEES  
(Ministerial and Technical Staff- Class -III)**

**PART- I**

**PERSONAL DATA**

(To be filled by the Administrative Section concerned of the University)

1. Name of Officer :
2. Designation :
3. Date of Birth :
4. Date of continuous appointment to present post : Date  
: Pay-scale/Pay
5. Status of appointment : Ad hoc/ Temporary/ Officiating/ Acting/ Regular/ on Contract/on Deputation
6. Educational Qualifications :
7. Specialisation/Professional Qualification, if any :
8. Period of absence from duty :
  - (a) On leave, with pay :
  - (b) On leave without pay :
  - (c) Without leave :
9. Date of filling of the annual return of Immovable property :
10. Any disciplinary action pending :

Place :

Signature of the employee

Date :

Full name  
(In block letters)  
Designation

**PART -II**

**(SELF - ASSESSMENT )**

**(To be filled in by the Employees concerned)**

1. Brief description of duties :
  
2. Please specify the quantitative/physical/financial targets/objectives set for you in respect of items of work in order of priority and your achievement against each target.

Targets	Achievements

3.
  - (a) Please state briefly the short falls with reference to the targets/objectives referred to in column 2 and specify constraints, if any, in achieving the targets or in discharging your duties satisfactorily; also state whether the constraints were brought to the notice of your superiors.
  - (b) Please state if you were given any additional duties/assignments other than your specified duties. If so specify them and indicate how well did you perform the same.
  - (c) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.
  - (d) Indicate if any commendation or reward or warning or punishment was given to you during the period under report.
  - (e) Indicate what would you regard as your most important achievement during the period under report.
  - (f) Indicate if you have obtained any additional qualifications (educational or professional) during the period under report.
  
4.
  - (a) Specify your strengths and weaknesses in the discharge of your duties.
  
  - (b) Indicate your state of health and whether you suffer from any chronic ailment

Place :  
Date :

Signature of the Employees  
Full name  
(In block letters)  
Designation

### **PART- III**

(To be filled in by the Reporting Officer)

1. NAME OF THE OFFICIAL :
2. Designation :
3. Work performance report for the :  
period
4. Personality and bearing :
5. State of health :
  - (a) General :
  - (b) Any known chronic ailment :
6. Knowledge of job/work :
7. Knowledge of Rules and :  
Regulations essentially required for  
performing duties
8. Ability to draft notes, letters, précis :  
and reports
9. Ability to comprehend signs, :  
symbols, language and directions  
related to the job
10. Initiative :
11. Promptness in discharging duty :
12. Capacity to work hard :
13. Willingness to assume :  
responsibility and handle additional  
assignments
14. Capacity to handle unforeseen :  
situations and emergencies in work-  
situation
15. Sincerity in discharging duties :
16. Honesty and Reliability :
17. Loyalty to the University :
18. Relations with and attitude towards :
  - (a) University Administration :
  - (b) Seniors and officers :

- (c) Teachers :
- (d) Students :
- (e) Juniors and sub-ordinates :
- (f) Colleagues :
- (g) Public and government officials :
- 19. Willingness to help and guide :
- (a) Students :
- (b) Juniors :
- (c) Others :
- 20. Team spirit :
- 21. Quality of work performance during the period :
- 22. Any commendations/punishments/warnings given to the official during the period :
- 23. Integrity :
- 24. Any other known quality/weakness :
- 25. **GRADING** : Excellent/Very Good/Good/ Average/Below Average/Poor (Strike out grades not applicable)
- 26. General remarks, if any

Place : Signature of the Reporting Authority  
Name in block letters:  
Date: Designation:

- NOTES :
- (a) Please Write 'N.A.' against items not applicable in the present case:
  - (b) In column 26 above please make specific mention of :
    - (i) Punctuality
    - (ii) Efficiency :
    - (iii) Any examination passed or qualification obtained by the official to improve his efficiency at work:
    - (iv) Any remarkable incident(s) work commendably/poorly handled by the official during the year which brought glory/ disgrace to the University and
    - (v) Any commendations, rewards warnings or punishment(s) given to the employee during the period under report
    - (vi)

**Part- III**

**(To be filled in by the Reviewing Authority)**

1. Do you agree with the observations, of the Reporting Authority in Part- II ?
2. Do you believe that the report of the Reporting Authority, in Part-II is wholly unbiased, impartial and honest?
3. Do you disagree with the remarks, grading etc, given/done by the Reporting Authority? If so, on what points and why? Please specify
4. Would you like to modify, amend or add anything to the remarks given in Part-II of the report? Please specify and state reasons therefor
5. What, in your considered opinion, should be the grading of the employee reported on ?
6. Any other observation

Place :	Signature of the Reviewing Authority
	Name in block letters:
Date :	Designation:

**PART- IV**

**(Remarks of the Accepting Authority)**

Place :	Signature of the Accepting Authority
	Name (in block letters)
Date :	Designation

**महात्मा गाँधी चित्रकूट ग्रामोदय विश्वविद्यालय, चित्रकूट, सतना (म०प्र०)**

कर्मचारियों के कार्य तथा आचरण के संबंध में अर्द्ध-वार्षिक/वार्षिक गोपनीय प्रतिवेदन  
वर्ष 200... - 200...

**चतुर्थ श्रेणी पशासनिक कर्मचारियों के लिए**

**भाग - अ (वैयक्तिक विवरण)**

- |    |  |   |
|----|--|---|
| 1. | नाम                                    | : |
| 2. | विभाग का नाम                           | : |
| 3. | वर्तमान पद पर नियुक्ति का दिनांक       | : |
| 4. | धारित पद नाम (स्थाई/अस्थाई/स्थानापन्न) | : |
| 5. | वेतनमान एवं मूल वेतन                   | : |

**भाग - ब**

- |     |   |   |
|-----|---|---|
| 6.  | वर्तमान संकाय/विभाग में पदस्थापना   | : |
| 7.  | कार्य की प्रकृति  | : |
| 8.  | कार्य के प्रति निष्ठा   | : |
| 9.  | समय की उपस्थिति की नियमितता   | : |
| 10. | अभिलेखों का रखरखाव  | : |
| 11. | गोपनीयता एवं विश्वासनीयता   | : |
| 12. | कार्य निष्पादन की क्षमता  | : |
| 13. | अधिकारियों एवं स्टाफ के साथ व्यवहार   | : |
| 14. | व्यक्तित्व एवं व्यवहार  | : |
| 15. | प्रतिवेदन अवधि में दण्ड, निन्दा या प्रशंसा (विवरण सहित)                       | : |
| 16. | ऋण ग्रस्तता (ऋण चुकाने सम्बन्धी व्यक्ति विशेष का उत्तरदायित्व स्पष्ट कीजिये।) | : |
| 17. | तकनीकी ज्ञान (यदि कोई हो)   | : |
| 18. | विशेष टिप्पणी (यदि कोई हो)  | : |

दिनांक:

हस्ताक्षर  
(प्रतिवेदन करने वाले अधिकारी का नाम एवं पद)

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**स्वीकारकर्ता अधिकारी की टिप्पणी**

दिनांक:

हस्ताक्षर  
(नाम एवं पद मुहर सहित)

**महात्मा गाँधी चित्रकूट ग्रामोदय विश्वविद्यालय, चित्रकूट, सतना (म०प०)**

कर्मचारियों के कार्य तथा आचरण के संबंध में अर्द्ध-वार्षिक/वार्षिक गोपनीय प्रतिवेदन  
वर्ष 200... - 200...

**चतुर्थ श्रेणी तकनीकी कर्मचारियों के लिए****भाग - अ (वैयक्तिक विवरण)**

1. नाम :
2. विभाग का नाम :
3. वर्तमान पद पर नियुक्ति का दिनांक :
4. धारित पद नाम (स्थायी/अस्थायी/स्थानापन्न) :
5. वेतनमान एवं मूल वेतन :

**भाग - ब**

6. वर्तमान संकाय/विभाग में पदस्थापना :
7. कार्य की प्रकृति :
8. कार्य के प्रति निष्ठा :
9. समय की उपस्थिति की नियमितता :
10. अभिलेखों का रखरखाव :
11. गोपनीयता एवं विश्वासनीयता :
12. कार्य निष्पादन की क्षमता :
13. अधिकारियों एवं स्टाफ के साथ व्यवहार :
14. व्यक्तित्व एवं व्यवहार :
15. प्रतिवेदन अवधि में दण्ड, निन्दा या प्रशंसा (विवरण सहित) :
16. विभाग/प्रयोगशाला का नाम :
17. उपकरणों का ज्ञान (मरम्मत सहित) :
18. उपकरणों का रख-रखाव/ साफ-सफाई :
19. छात्र/छात्राओं से व्यवहार :
20. प्रायोगिक कार्य में सम्बन्धित शिक्षकों को सहयोग :
21. प्रायोगिक कार्यों में रुचि :
22. औषधियों का ज्ञान, प्रयोग एवं भण्डारण :
23. पैथालॉजी का ज्ञान एवं कार्य :
24. प्रक्षेत्र का व्यवस्था ज्ञान :
25. कृषि कार्य का ज्ञान :
26. कृषि उत्पाद एवं विपणन का ज्ञान :
27. सिविल वर्क का ज्ञान :
28. भवन रूपांकन पर्यवेक्षक एवं मूल्यांकन का तकनीकी ज्ञान :
29. विद्युत संरचना रूपांकन एवं मूल्यांकन का तकनीकी ज्ञान :
30. ऋण ग्रस्तता (ऋण चुकाने सम्बन्धी व्यक्ति विशेष का उत्तरदायित्व स्पष्ट कीजिये।) :
31. विशेष टिप्पणी (यदि कोई हो) :

हस्ताक्षर

दिनांक:

(प्रतिवेदन करने वाले अधिकारी का नाम एवं पद)

**स्वीकारकर्ता अधिकारी की टिप्पणी**

दिनांक:

हस्ताक्षर

(नाम एवं पद मुहर सहित)



**महात्मा गाँधी चित्रकूट ग्रामोदय विश्वविद्यालय, चित्रकूट, सतना (म०प्र०)**

कर्मचारियों के कार्य तथा आचरण के संबंध में अर्द्ध-वार्षिक/वार्षिक गोपनीय प्रतिवेदन  
वर्ष 200... - 200...

**वाहन चालक संवर्ग के कर्मचारियों के लिए**

**भाग - अ (वैयक्तिक विवरण)**

1. नाम :
2. विभाग का नाम :
3. वर्तमान पद पर नियुक्ति का दिनांक :
4. धारित पद नाम (स्थाई/अस्थाई/स्थानापन्न) :
5. वेतनमान एवं मूल वेतन :

**भाग - ब**

6. वर्तमान संकाय/विभाग में पदस्थापना :
7. कार्य की प्रकृति :
8. कार्य के प्रति निष्ठा :
9. समय की उपस्थिति की नियमितता :
10. अभिलेखों का रखरखाव :
11. गोपनीयता एवं विश्वासनीयता :
12. कार्य निष्पादन की क्षमता :
13. अधिकारियों एवं स्टाफ के साथ व्यवहार :
14. व्यक्तित्व एवं व्यवहार :
15. प्रतिवेदन अवधि में दण्ड, निन्दा या प्रशंसा (विवरण सहित) :
16. ऋण ग्रस्तता (ऋण चुकाने सम्बन्धी व्यक्ति विशेष का उत्तरदायित्व स्पष्ट कीजिये) :
17. समय की पाबन्दी :
18. ड्राइविंग लाइसेन्स की स्थिति :
19. लाग बुक आदि का रखरखाव :
20. शारीरिक क्षमता :
  - दृश्य
  - श्रवण
  - शारीरिक
21. वाहन चलाने में कुशलता :
  - सुरक्षा के प्रति सजगता
  - पी. ओ. एल. व्यय के मापदण्डों के प्रति सजगता
22. वाहन के रखरखाव के प्रति रूचि और लगन (छोटे- मोटे सुधार, मरम्मत करने में सक्षम है) :
23. अन्य तकनीकी ज्ञान :
24. अवकाश लेने की प्रवृत्ति :
25. विशेष टिप्पणी (यदि कोई हो) :

दिनांक

हस्ताक्षर  
(प्रतिवेदन करने वाले अधिकारी का नाम एवं पद)

**स्वीकारकर्ता अधिकारी की टिप्पणी**

दिनांक:

हस्ताक्षर  
(नाम एवं पद मुहर सहित)

## **ORDINANCE NO. 14**

### **TRAVELLING ALLOWANCE AND DAILY ALLOWANCE**

#### **Section 39(15)**

1. All employees of the Vishwavidyalaya required to go out on tours on official business and all members (other than local members) of the authorities, bodies and committees of the Vishwavidyalaya, examiners, moderators, experts etc. appointed by the Vishwavidyalaya and all other persons engaged to do any work related to the affairs of the Vishwavidyalaya shall be paid Traveling and daily allowances at the same rates as are approved, and are in force for the officers and employees of equivalent grades of the Government of Madhya Pradesh under the M.P. Government Traveling Allowance Rules as may be amended from time to time.
2. In case there is a wide difference in the pay-scales of the University employees and the Government of Madhya Pradesh employees because of the variations in the Central Pay scales applicable to them, affecting their gradation and thus entitlements, the grades of the University employees for purposes of payment of traveling allowance shall be determined by their equivalence to the categories of the employees in the Fifth Central pay Commission recommended scales of pay.
3. No officer of the University, other than the Kulpati, shall be entitled to travel by Air or Air Conditioned First Class (by rail) unless permitted, in emergent official matters to undertake a journey by A.C. I<sup>st</sup> class or by Air, by an order of the Kulpati in writing or by a written confirmation of a permission given verbally earlier. Experts invited by the Vishwavidyalaya shall however be allowed to travel by the class to which officers of equivalent rank of the Government of Madhya Pradesh are entitled under the M.P. Government Traveling Allowance Rules.
4. Traveling allowance shall be payable by the shortest route unless journey by a longer route is permitted, specifically in emergent cases, by the Kulpati. The Kulpati may also permit journeys being undertaken by a slightly longer route if it saves time for availing a working day (not a holiday) in office/University to Grade II and I employees.
5. Journey in one's own car to places connected by rail shall be for purposes of claiming T.A. and D.A., treated as journey by rail/unless prior written permission of the Kulpati therefor is obtained.
6. The Kulpati may in the case of Grade I Officer's and the Kul Sachiv may in the case of grade II, III and IV officers/employees, permit a person to travel by a longer route or by a higher class/mode of travel if the exigencies of the official work so warrant.
7. The claimant shall give the Ticket number and the Reservation Ticket number or PNR by which the journey was performed and in case of loss of the ticket numbers shall certify that he/she traveled by the class for which T.A. has been claimed by him/her and where journey or a part thereof has been performed by a Bus or a taxi (if permitted under the rules) the fare thereof claimed was actually paid by him/her.
8. If a Member, mentioned in clause 1 above, attends a meeting or meetings of the Vishwavidyalaya and a meeting or meetings of another body in the same town he/she can claim T.A. and D.A. from the Vishwavidyalaya if (a) he/she does not draw T.A. and D.A. for the journey from his/her parent organisation; or (b) if the other body does not pay T.A. or D.A. or if it does he/she does not claim T.A. and D.A. from that body.

No person can claim T.A. and D.A. for a particular journey from more than one source even if he/she had to perform different duties at different places in the same town on the same date or on a couple of days following or preceding the date on which he/she worked for the Vishwavidyalaya unless he/she goes back to his/her headquarters and comes back for work at the other place.

9. When a member has to attend two or more meetings of the Vishwavidyalaya with an interval of not more than three clear days between the two meetings of the Vishwavidyalaya attended/to be attended (excluding the days of meetings) he/she shall be entitled to charge only daily allowance for the intervening days (not hotel accommodation expenses) unless payment of travelling allowance for a second journey from his headquarters is economical to the Vishwavidyalaya.
10. A delegate or representative of the University attending an academic conference shall be entitled to the T.A. and D.A. for the actual dates of the conference etc. as per Government of M.P. Traveling Allowance Rules if he is not paid any T.A. or D.A. by the sponsoring body/the Conference and does not avail of the hospitality of the Conference. In case the T.A. and D.A. paid by the sponsoring body of the Conference is less than what is admissible under the M.P. Government Rules the difference shall be borne by the University if the University had deputed him/her as its delegate or representative on its own and not at the request of the person concerned. If the person himself/herself was interested in attending the conference and had requested the Vishwavidyalaya authorities to nominate him/her as the University's delegate, then and in that case, he/she shall draw T.A. and D.A. from the sponsoring body and shall not be entitled to the difference referred to above from the University.

#### **FIXED TRAVELLING ALLOWANCE**

11. In case an employee of the University is required to undertake journeys regularly and repeatedly in connection with the affairs of the Vishwavidyalaya beyond 5 Kms. of the University township on at least  $\frac{3}{4}$  of the working days in a month, the Kulpati may with the approval of the Board of Management sanction him/her a fixed traveling allowance for such period as may be necessary, in such a case the person concerned is not entitled to any T.A. or D.A. or the use of the University vehicle for such trips.

## ORDINANCE NO. 15

### CHARTER OF DUTIES RELATED TO VARIOUS DESIGNATIONS

#### Section 39(15)

1. The powers, duties and authorities of the major officers of the Vishwavidyalaya are regulated through the Act, Statutes and Ordinances of the Vishwavidyalaya.

The document defines the additional duties of all officers and other employees (regular on adhoc) of the university.

Kulpati shall have power to define the duties in writing to any employee if not included in this document.

#### DUTIES OF THE OFFICERS OF THE VISHWAVIDYALAYA

##### 2. Duties of the Chancellor (Kuladhipati) :

- (a) The Chancellor shall be the highest authority of the Vishwavidyalaya and Chairman of its Board of Management. He shall control the entire administration of the University.
- (b) He shall preside over the meeting of the Board of Management and shall approve for action proceedings of any meeting of the Board of Management of the Vishwavidyalaya in which he was not present.
- (c) He shall approve the date and time of convening the meetings of the Board of Management. In the event of the Kulpati not convening a meeting of the Board of Management despite a direction from the Chancellor, the Chancellor may suo moto convene such a meeting. He may also direct a meeting of the Board of Management to be convened at short notice for considering any important or emergent matter pertaining to the University.
- (d) The Chancellor shall appoint and control the Kulpati (Vice-Chancellor). He can accept the resignation of the Kulpati and also terminate his services in the circumstances and in the manner indicated in the Act.
- (e) He shall authorise creation of the posts of teachers and officers (other than those provided in the Act) and permit their being filled up on being satisfied about their immediate requirement in the University.
- (f) He may nominate any member of the Board of Management, or any senior Professor/Dean of the Faculty/ Institute of the University as he deems fit and proper, to officiate as the Vice-Chancellor in the event of the Vice-Chancellor proceeding on leave, or on duty outside the State, for a period exceeding ten days.
- (g) He shall preside over the regular or special convocations of the University and confer degrees and award medals etc. on all such persons who have been declared qualified and eligible to receive them or are to be honoured by the award of a degree honoraris causa.

- (h) He shall make nominations on the authorities or bodies or committees of the University where a Chancellor's representative is required to be appointed under the Act. and he shall have a right to ask them for clarifications on any observations made or decisions recorded in the proceedings of such bodies.
- (i) He may call for any information, file or report on any matter pertaining to the affairs of the University and/or of its officers from the Kulpati / Registrar or for any clarification on any proceedings of the Academic Council or any other body or Committee of the University at any time.
- (j) He may, in exercise of his powers under the Act, institute an enquiry or set up a Committee, or appoint an Enquiry Officer, to enquire and report on any matter pertaining to the University or on any action of any functionary (including the Kulpati), for such action as may be deemed necessary. He may order such an enquiry suo moto or on the recommendation of the State Government. If the matter is of immediate nature or a secret enquiry needs to be made or action needs to be taken without any loss of time, he may proceed to take action without giving the Kulpati any formal notice of his intention to have the matter enquired into.
- (k) He shall be the final arbiter in all appeals against the orders of the Kulpati but he would, in the normal course, not entertain any appeal by any student against disciplinary action taken against him by the University, or for the condonation of absence from classes; he may, however, direct the University authorities to reconsider the cases of such students on merits of each case.
- (l) He may, by a speaking order in writing, annul the proceedings (or any part thereof) of any meeting of any authority, body or Committee of the University or suspend the operation of any order of any authority or officer of the University which, in his opinion, is prima facie illegal or not in conformity with the Act or the objects of the University or whose bonafides are suspect.
- (m) He may vacate a suspension order or annul an order objected to, depending upon his satisfaction or otherwise with the reply to the show-cause notice given to the concerned authority or officer and may take an ex-parte decision in the matter, based on the facts before him, if no reply to the show-cause notice is forthcoming within the prescribed time-limit and if the authority or the officer concerned had been duly warned of such a step being taken in case of default.
- (n) He shall decide, being the final authority, about the validity of any appointment in any authority or elsewhere in the University or interpretation of the Act or the Statutes in case there is a dispute on any such issue (after obtaining the views of the Board of Management of the University).
- (o) He may delegate, on the recommendation of the Board of Management of the University, some of the powers of the Board of Management and/or of the Chancellor to the Kulpati or to any member of the Board of Management or different powers to different members of the Board of Management, for expeditious decision in urgent/pressing matters.

- (p) He may intervene in any case where he is not in agreement with any decision of the person/authority to whom powers have been delegated.
- (q) He may withdraw any powers delegated to any person at any time without assigning any reason; and
- (r) He may order any lawful measure being taken for protecting the interests of the State Government especially in matters having financial implications.

### **3. Duties of the Kulpati (Vice-Chancellor)**

- (a) To ensure that the academic and administrative work and all other works of the University are carried out undisturbed and smoothly and are of a high standard; likewise, to ensure that the academic and other work in all the campuses and all the affiliated institutions of the University is of equally high standard and is equally well conducted;
- (b) To intervene in the internal management of an affiliated institution only on being specifically called upon to do so either by the institution itself or by an order of the State Government/ Chacellor;
- (c) To make appointments to control and discipline all employees of the University including teachers of all ranks who shall be directly sub-ordinate to him;
- (d) To create and fill up temporary and contingency paid posts to the following extent:
  - (i) Where there is inordinate delay in appointing a lecturer or instructor through the normal procedure prescribed or a teacher is on long leave and teaching of the subject is suffering, he may appoint a qualified person on an ad hoc basis, on contract, for a period not exceeding six months, or regular appointment on the post whichever is earlier; however, he shall inform the action taken to the Board of Management within three months.
  - (ii) Sanction engaging as contingent workers for a period not exceeding 89 days in a year each on daily wage rates approved by the Collector of the District;
- (e) To discharge the duties of the chief disciplining authority of the students of the University and in all its campuses;
- (f) To make appointments of the teachers and other officers and 'authorities' on the recommendations of the Selection Committees that may be constituted for the purpose with the previous permission of the Chancellor and to ensure while making any appointment that all the up-dated orders of the State Government regarding reservations in jobs for Scheduled Castes, Scheduled Tribes and Other Backward Classes are fully observed and that no person having less than the prescribed qualifications for the relevant post is appointed;
- (g) He may constitute such committees, within the annual budget provision for the purpose, as may help him and other authorities in the discharge of their duties under the Act;

- (h) (i) He may suspend and order a Departmental Enquiry into the conduct or performance and professional competence of any employee of the University at any time deemed essential, and, after giving the errant official a show-cause notice on the basis of the findings of the Enquiry Report and a reasonable opportunity to present his defense and be heard before passing an order, impose such penalty as he deems proper and reasonable;
- (ii) He may impose a major penalty on an employee of the rank of Professor or Kul-Sachiv (Registrar) only with the prior concurrence of the Board of Management, after the necessary procedure for such action has been observed;
- (iii) He may impose minor penalties like censure, an adverse entry in the Confidential Record, or the stoppage of upto five increments with cumulative effect and/or fines;
- (i) He may suspend an employee being found :
  - (i) Indulging in activities of a subversive or treasonable nature;
  - (ii) Having been arrested and kept in detention for more than 48hours;
  - (iii) Involved in a heinous and/or cognizable offence in the Campus or outside;
  - (iv) Prima facie guilty of moral turpitude and/or violent and abusive or disgraceful behaviour unbecoming of an employee of the University;
  - (v) Prima facie guilty of acts of gross indiscipline and/or dereliction of duty;
  - (vi) Involved in theft, misappropriation and/or embezzlement of the funds of the University;
  - (vii) Having been convicted of a cognizable offence by a Court of Law;
  - (viii) Prima facie guilty of disobedience of an order of the authorities;
- (j) To fix/revise the quantum of Suspension Allowance (not less than 50% and on revision, not more than 75% of the pay and dearness allowance of the errant employee, depending on the nature of the allegation and the period for which the employee has been under suspension) payable to the suspended employee and the office to which he shall be attached during the period of suspension;
- (k) To inform the Board of Management, of the University, in the next meeting of the action taken under sub-paras 3.6 to 3.9 preceding;
- (l) To consider and pass appropriate orders on the appeals against the penalties imposed by the Kul-Sachiv (Registrar) or the Deans of the Faculties and Directors of Institute on sub-ordinate employees (that is those not coming in the category of teaching employees, officers and authorities of the University) ;
- (m) To hear and pass appropriate orders on the appeals against penalties imposed by the Directors of Institutes, Deans of the Faculties and the Dean of Students' welfare and Proctor or by the Registrar on students;

- (n) To exercise the following additional powers:
- (i) In the event of an emergency like fire, cyclone, earthquake, riots etc., requiring immediate action to save the lives of the students, employees and the properties of the University, take any action and incur an expenditure, not provided for in the Budget, upto Rs. Two lakh;
  - (ii) Take an overdraft from a Bank or Banks upto a maximum of Rs. 25 lakh at any given moment of time for meeting unavoidable and emergent expenditure ensuring that the over-draft, at no time in a year, exceeds this limit without prior permission of the Board of Management;
  - (iii) Expel any student from class and the campus for upto one semester pending enquiry into his/her acts of misconduct, indiscipline or criminal activities within or outside the campus;
  - (iv) Expel any student, from the hostel or the University, found prima facie guilty of indecent behaviour, ragging, causing any loss or damage to the property of the fellow students, teachers and employees and/or of the University or harbouring any criminal in his hostel room;
  - (v) Order closure of the University, for upto thirty days at a time, and vacation of hostels by the students within twelve hours in case of grave or threatened law and order problem in the Campus or in the event of the employees and students indulging in vandalism and disturbing peace in the campus and neighbouring areas;
  - (vi) Order suspension of examinations in any paper(s) or postponement of the examinations due to any unforeseen event.
- (o) In exercise of his discretionary powers to condone shortages in class-room, laboratory or workshop attendance of students to the extent indicated below:
- (i) Where it is due to participation in games and sports or other authorized extra-curricular activity outside Chitrakoot: upto 5%;
  - (ii) Where it was due to prolonged certified illness or hospitalization (other than (c) below): upto 10%;
  - (iii) Where the student is/was suffering from leukaemia or cancer or any prolonged mental disease requiring hospitalization for long: upto 75% on the recommendation of the Academic Council; **He shall, however, not condone any shortage of attendance due to expulsion from classes or hostel for reasons of indiscipline, bad conduct etc.**
- (p) While exercising his emergency powers, he shall not commit the University to any recurring expenditure on salaries etc. for more than 89 days;
- (q) To sanction Double Duty allowance or a Special Duty allowance to any employee (other than a teacher) for either holding additional charge of an official of higher rank during his absence or for performing special duties involving higher responsibility, upto a maximum period of six months, at the rate of 6.25% of the minimum of the pay-scale of the employee's post per month;



- (r) To order discontinuation of Double Duty or Special Duty allowance if it is found that the official getting any of these allowances has not been performing both the duties satisfactorily and the work was in arrears;
- (s) To entertain/extend hospitality to important visitors to the University/guests of the University, at his discretion (but not to State and/or Central Government officials etc., visiting the University on duty and in receipt of Travelling allowance and Daily allowance from their respective Governments/ institutions) from the Contingency Fund of the University Budget;
- (t) To delegate powers of sanctioning or incurring expenditure on hospitality to the Registrar, Deans of the Faculties and Directors of the Institutes of the University to the extent of the annual allotments made to them for the purpose;
- (u) To over rule the auditor of Local Fund Examiner, posted in the Vishwavidyalaya, not satisfied with the explanation to his objection given by the Registrar's office or by any officer of the University at the pre-audit stage of any proposed expenditure/payment, stating his reasons in writing for over-ruling the auditor's objections(s) and assuming full responsibility therefor;
- (v) To render advice to the State Government on being required to do so on all such matters( including rural reconstruction, development and management or the affairs of an other University) as may be desired;
- (w) To act as, and discharge the duties of the Chairman of the Standing Committee of the Board of Management of the University, Chairman of the Academic Council/ Standing Committee of Academic Council / Academic Planning and Evaluation Board and Chairman of all such committees and bodies of the University of which he is a member (except that of the Board of Management) ;
- (x) To preside over the convocation of the University in the absence of the Chancellor and confer degrees on, and award medals and certificates etc. to the students as per their entitlements;
- (y) To ensure strict compliance of the Act, and all orders of the Board of Management, Chancellor and the State Government and to exercise such powers as may be delegated to him by the Board of Management (Chaired by the Chancellor) suo moto or on the recommendation of the State Government.
- (z) To exercise such administrative and financial powers as are conferred on him by virtue of his office including re-appropriation of funds from one minor head to another to the extent authorised and to delegate, with the prior permission of the Chancellor/Board of Management, such of his powers on the Registrar or the Deans of the Institutes as are to be statutorily exercised by the Vice-Chancellor only and as he deems necessary for smooth working of the University administration and the teaching departments;

#### **4. Duties of the Registrar (Kul Sachiv)**

- (a) To act, and discharge the duties of the Chief Executive Officer of the University, subordinate directly to the Vice-Chancellor, and to appoint, control and discipline all employees (other than the teachers and officers of the University );
- (b) To supervise the work of all Deputy Registrars and Assistant Registrars directly and be responsible for all the duties to be performed by them under the Act;
- (c) To act as the non-member Secretary of the Board of Management, Member-Secretary of the Academic Planning and Evaluation Board and Ex-officio Secretary of the Academic Council of the University;
- (d) To sign the pleadings and verify them in all suits and legal proceedings by or against the University and take action on all processes in such suits and proceedings which shall be issued or served on him in his capacity as Registrar of the University;
- (e) To sign all orders and communications for and on behalf of the Kulpati after obtaining Kulpati's orders in each case/matter under disposal;
- (f) To exercise such powers as may be delegated to him or vested in him and perform such functions as entrusted to him by the Act especially:
  - (i) To be the custodian of all records, the common seal and all properties of the University and of all such material as may be entrusted to his charge by the Kulpati or the Board of Management of the University;
  - (ii) To issue all notices convening meetings of the Board of Management, Academic Council, Advisory Council or Committees of the University of which he is a Secretary;
  - (iii) To keep the minutes of all meetings of the Board of Management, Academic Council and of all such bodies and Committees of which he is the Secretary and to issue authenticated proceedings of the meetings of all such bodies after getting them approved by the Chairmen of the aforesaid bodies;
  - (iv) To keep a watch on the action being taken on the decisions of all the aforesaid bodies, and to take action himself wherever required, and to circulate action-taken reports thereon in the next meeting of the said bodies including action on the pending issues;
  - (v) To conduct official correspondence of the Board of Management to the extent authorised and all correspondence of the University and its Academic Council, and other bodies excepting those for which the Deans of the Faculties and Directors of the different Institutes of the University are directly responsible;
  - (vi) To conduct all the activities pertaining to the admission of students to different courses in the University, enrolment of students, conduct of examinations and declaration of results and be responsible for keeping all records thereof;

- (vii) To keep complete record of each student right from his admission to the date of his leaving the University (e.g. courses attended, attendance records, examinations taken, papers in each course offered, marks obtained, degrees, medals and any other honours of the University conferred/ awarded, years of such conferment, disciplinary action taken against him and his conduct during his stay in the University etc.);
  - (viii) To supply all such papers, documents and information to the Chancellor, Board of Management or the Kulpati as may be desired by them and to circulate the agenda, agenda notes and supporting material well in advance of all meetings of such bodies of which he is the Secretary;
  - (ix) To make arrangements for, and to supervise, collection of all revenues/incomes/grants and loans etc. and disbursements on behalf of the University and to keep permanent account of all such income and expenditure and make the same available for audit or inspection as and when required with the help of such employees as the University may appoint for the purpose;
  - (x) To make appointments of all sub-ordinate staff in the University, administer their transfers and postings, arrange for the proper upkeep of their records through all stages right up to the date of their superannuation or resignation or termination of their services and payments of all their dues during their service tenures and on leaving the job and thereafter;
  - (xi) To act as the chief disciplining authority of the sub-ordinate (Class III & IV) staff of the University and to accept the resignations of such employees of whom he is the appointing authority;
  - (xii) To ensure proper upkeep and maintenance of all the assets and properties of the University and to properly and adequately supervise the working of the different departments of the University under his control;
  - (xiii) To be the custodian of all investments, endowments, trusts and holdings of the University and their management from time to time; and
  - (xiv) To carry out and/or to comply with all the orders of the Kulpati, Kuladhipati, Board of Management and the State Government and to help the Deans and Directors in discharging their duties wherever necessary.
- (g) To speak and/or express his opinion on any specific matter if desired and/or permitted by the Chairman of any authority or body of which he is the Secretary, at a meeting of such an authority or body;
  - (h) To recommend payment of double-duty allowance or a special-duty allowance to any official (other than a teacher or officer) of the University where there is a case for payment of such an allowance and may issue orders to that effect on the Kulpati accepting the recommendation;
  - (i) To review the work of the Security Officer from time to time and ensure that proper security arrangements and measures for protection of records and the properties of the University are being made/taken by him;

- (j) To take, in emergent situations like fire, earthquakes etc.all preventive and protective measures at once without waiting for the orders of the Kulpati, for saving the lives of the students and staff, and the properties of the University from perishing, while informing the Vice-Chancellor of the incident and requesting the district administration, the fire-brigade and the police for immediate help;
- (k) To exercise all such administrative and financial powers as may be delegated to him or vested in him for the smooth administration of the University affairs including upkeep of buildings, hostels, residences, water supply and electricity, payment of all rent, rates and taxes and dues of the employees, maintenance of medical, transport, development and all other essential activities and services, and hospitality of visiting guests etc.; and
- (l) To keep feeling the pulse of the University all the time so that grievance of the employees and the students are attended to in time and the fair name and prestige of the University is protected.

## **5. Duties of the Deans of Faculties/ Directors of the Institutes**

- (a) To perform all the duties of a teacher in the first instance;
- (b) To co-ordinate the work of the Department under the Faculties they are heading and to undertake inter-institutes co-ordination;
- (c) To act, in whatever capacity appointed, on a Committee set up for any specific purpose by the Kulpati or the Board of Management or the Chancellor;
- (d) To represent the University in any fora as per directions of the Kulpati;
- (e) To act on the Selection Committees for recruitment of teachers and other categories of officers and employees as required by the Act or the Statutes or as directed by the Kulpati/Kuladhipati;
- (f) To undertake research projects, training programmes and consultancies and work relating to project formulation, appraisal, monitoring and evaluation for and on behalf of the University so as to provide hands on experience to the teachers and students of the University while earning as well and helping the University to strengthen its finances;
- (g) To act as the Chairman of the Faculty/ Institute's Board of Studies;
- (h) To guide research and extension activities of the teachers and students of the Department in their charge;
- (i) To encourage the staff of the Faculty and the students to organize conferences, symposia and to publish research journal(s) and research papers and to take a lead themselves in the matter;
- (j) To ensure faithful observance of the Statutes, Ordinances, Regulations etc. of the University and efficient and orderly teaching, research and extension work of the Faculty in their charge;

- (k) To act as members of the Academic Council, Advisory Council, Academic Planning and Evaluation Board and other bodies as required by the Act/Statutes or as directed or ordered by the Kulpati/Kuladhipati;
- (l) To act as the acting/officiating Kulpati when called upon to do so by the Kuladhipati or outgoing Kulpati;
- (m) To assume responsibility of any additional duties assigned to them such as acting as the Dean of Students' Welfare and University proctor or the Librarian, by the Kulpati;
- (n) To undertake any admissions or examinations work which may be assigned to them;
- (o) To assign tutorial classes to the Readers and Lecturers and Professors in different subjects and ensure that the same are held regularly for the benefit of students;
- (p) To keep a watch on the activities of the teachers and students of the Faculty and ensure that they observe the rules of punctuality and decency and decorum in their behaviour in and outside the campus as expected of academicians;
- (q) To ensure that the records of attendance of students in all tutorials, classes/laboratories/work-shops/extension work etc. they are required to attend, is meticulously maintained;
- (r) To ensure that the students behave respectfully towards the teachers and the University authorities;
- (s) To bring to the notice of the Registrar and the Kulpati any untoward or noticeable happening in the Faculty; and
- (t) Perform any duty or assume any responsibility required by the University in an emergency or otherwise in the University's interest.

**6. Duties of Teachers (Professors/Readers/Lecturers) and others :**

- (a) To teach the subject(s) to the students of different degree courses assigned to them and complete the syllabus prescribed for the semester;
- (b) To guide research students in their studies and in theses for Ph.D. or post-doctoral research degrees;
- (c) To guide the students in practical in the laboratory and in farm/field work;
- (d) To train the students in extension work, guide them in extension activities in the field and act as a team leader in such activity;
- (e) To teach for the number of hours per week prescribed by the U.G.C. or the University;
- (f) To take tutorials and suggest books and journals and articles on different topics for extensive and intensive analytical studies and understanding the subject(s) in depth;
- (g) To take extra classes for completing the course as also for removing difficulties of the students;

- (h) To adopt a very helpful attitude towards the students and encourage them to widen their sphere of knowledge;
- (i) To do any work related to admissions or holding the examinations assigned to them by the University;
- (j) To follow the Code of Conducts and Professional Ethics prescribed by the U.G.C. for the teachers;
- (k) To do any other work, teaching or non-teaching, which may be assigned to them additionally by the University authorities;
- (l) To undertake whatever duties are assigned by the Dean of the Faculties or the Director of the Institute in connection with any project/consultancy work or any sponsored training programme;
- (m) To organise or to help in organising conferences, symposia, debates etc. in the University and to actively participate in them;
- (n) To help in bringing out a research journal of the Faculties/Institutes and to contribute their own research findings and experiences thereto;
- (o) To keep on enhancing and updating their knowledge of the subjects being taught by them;
- (p) To behave gracefully and maintain decorum as becoming of a teacher/academician; and
- (q) To avoid doing anything immoral or unethical which may be a disgrace to the profession of a teacher and to the University.

## **7. Duties of the Dean of Students' Welfare & University Proctor**

- (a) The Dean of Students' Welfare and Proctor, that is Vidyarthi Kalyan Adhishthata Kul-Anushashak, shall have the following duties to perform;
  - (i) To look after students' Welfare and be their chief guide and benefactor;
  - (ii) To ensure that the students behave in a decent and disciplined manner in and outside the University campus;
  - (iii) To act as the University Proctor for enforcing discipline on errant students.
- (b) As the Dean of Students' Welfare his duties shall be:
  - (i) To head the information bureau and the employment assistance bureau of the University for the benefit of the students:
  - (ii) To act as an Advisor-cum-Treasurer of the University Students' Council (Parisad), if any, and supervise its elections if and when necessary :
  - (iii) To guide the needy students to apply for grant of scholarships, studentships, stipends, bursaries etc;

- (iv) To help the students to obtain travel facilities/concessions for the holidays/vacations;
  - (v) To direct a programme of student's counselling, if necessary;
  - (vi) To listen to the difficulties, if any, of the students in the campus and provide necessary guidance to them.
  - (vii) To ensure that the students do not feel neglected and harassed away from their homes.
- (c) As Proctor of the University his duties shall be :
- (i) To take appropriate action to ensure that the students behave in a disciplined manner and in a manner befitting the culture of an academic institution both in and outside the campus ;
  - (ii) To ensure that there is no ragging or harassment or mental or physical torture of the students in the campus or outside;
  - (iii) To try to persuade the students to behave properly and respectfully towards the teaching staff and employees and promote congenial atmosphere in the University for its teaching and extra-curricular activities;
  - (iv) To take disciplinary action against truant, arrogant and indisciplined and delinquent students where necessary more to correct them and their behaviour than to punish them;
  - (v) To take strict action against such students who commit acts of violence, commit an offence punishable under the law of the land as a cognizable or even a non-cognizable offence;
  - (vi) To act as a court and to impose a fine on derelict student(s) and in grave cases of indiscipline to suspend their entry into the classes/ laboratories/ farms/workshops etc. for a period of fifteen days provisionally and bring the matter to the notice of the Kulpati, after a full enquiry into the matter for such punitive action as may be deemed proper in the case and may also act as a deterrent to others;
  - (vii) To extend all possible cooperation to the law to take its own course if any student commits a serious cognizable offence in the campus or outside and the police is looking for him or wish to search his room in the hostel;
  - (viii) To recommend to the Kulpati or the Academic Council, as required, the rustication of the student (s) convicted by a court of law, during their stay in the University, to a term of imprisonment exceeding a month; or to recommend debarring the derelict from the University for the current semester or more than one semester in less serious, though deplorable matters. Action to impose a fine or expel or rusticate the delinquent student shall be taken (even after conviction and sentence by a court of law) only after giving him/her reasonable opportunity of explaining his/her conduct and showing cause as to why action as proposed may not be taken against him/her;

- (ix) To take action, with the prior permission of the Kulpati, and in his absence from the Headquarters, suo moto, to hand over a delinquent student to the police if the gravity of the student's action and the situation in the campus for the safety of others and the properties of other students and of the University so warrants; and
- (d) To attend any meeting of the Academic Council in which matters relating to Students' Welfare and Discipline in the campus come up for consideration, on receiving a request or a direction to do so.

## **8. Duties of the Deputy Registrars**

- (a) Deputy Registrar (Academic) Up-Kul-Sachiv (Shaikchhik) :
  - (i) To assist the Registrar in conducting the meetings of the Academic Council, the Academic Planning and Evaluation Board regarding the academic activities or any other body relating to academic work of the Vishwavidyalaya and in all matters relating to the teaching and examinations and as prescribed in the Statutes;
  - (ii) To handle all the work relating to the recommendations of the Boards of Studies of different Faculties/Institutes of the University and process them for the approval or otherwise of the Academic Council;
  - (iii) To submit all such papers for the consideration of the Advisory Council on Academic Planning and Evaluation Board as required, process their recommendations as regards academic matters and follow up the same for implementation and report the progress to the Board in its next meeting;
  - (iv) To invite applications, as Controller of Admissions for admissions to different courses of the University well in advance of the commencement of the new session through advertisements in the newspapers or the media (routed through the Public Relations Officer of the Vishwavidyalaya), arrange registration of all applications, scrutinize applications, obtain orders of the Admissions Committee(s) (as may be constituted for the work each year by the Kulpati or the Registrar), issue letters granting admissions to the would-be students of the University and allotting an enrolment number to each student duly admitted to a course on payment of the requisite fees;
  - (v) To keep complete record of each student admitted to the Vishwavidyalaya (such as his personal details, subjects offered in each course, semesters attended, attendance in each subject studied (class-room, tutorials and extension/ laboratory/ farm/ workshop attendance). disciplinary action if any taken against him/her in the manner prescribed by the Registrar and for as long as required by the Rules;
  - (vi) To enter into correspondence on behalf of the Registrar to the extent authorised by him and supervise the work of his Assistant Registrars;
  - (vii) To carry out any other assignment given to him/her by the University and attend meetings of any body/Committee directed by the Registrar in his personal capacity or for the Registrar related to Academic matters.



- (b) Deputy Registrar (Examination) :
- (i) To work as the Controller of Examinations and officer-in-charge of inspections of the affiliated colleges and institutions and/or other campuses of the Vishwavidyalaya and of the colleges or institutions seeking affiliation with the Vishwavidyalaya;
  - (ii) To maintain all the relevant records pertaining to examinations passed, subject wise and semester-wise results and degrees, medals and other academic distinctions awarded including those for the award of research degrees for as long as prescribed by the University;
  - (iii) (a) As Controller of Examinations,(1) draw up the schedule of Vishwavidyalaya examinations for each semester as per the directions of the Academic Council given separately or included in the University Calendar; (2) obtain orders of the Kulpati (through the Examinations Committee and the Registrar) for the appointment of paper-setters and examiners (including co-examiners), practical and viva voce examiners or Boards thereof, moderators and tabulators etc. and to obtain their consent to working in the capacities proposed and issuing appointment letters along with the conditions of appointment including the remuneration payable as per rates approved by the Board of Management and the rules pertaining to their duties etc.(3) have the papers moderated by the Moderators appointed and to have the guidance of the Examinations Committee as to which sets of papers have to be got printed; (4) be personally responsible for getting the papers printed wherever ordered by the Registrar as per directions of the Kulpati and maintain their absolute secrecy; (5) ensure that other arrangements for holding the examinations e.g. the centres where examinations for particular courses would be held, supply of stationary (answer books, sealing wax, packing material, various forms to be used by the officer-in-charge of the examination centre etc.), list of examiners and co-examiners to whom answer-books from different centres have to be sent, original examination application forms of the candidates and the question papers with the date and time, subject to which the paper relates, number of question papers enclosed in the covers duly sealed etc. are finalized in complete detail and implemented as per the schedule drawn for the purpose;
  - (b) To keep a watch from day to day if the examination work was proceeding as per the schedule, answer books were being despatched to the designated examiners and the procedure for sending the model answer-books by the head examiner to the co-examiners and the evaluated answer-book by the co-examiners to the head examiners etc. was meticulously followed. In case of any problem arising at any stage, for example the death of an examiner or of the head-examiner, he has to take action as per the procedure prescribed in the Statutes.;
  - (c) To check on receipt of the marks-sheets and answer-books if nothing was missing and forward the marks-sheets to the tabulator(s) for tabulation and preparation of the results;
  - (d) To put up to the Examinations Committee the results-sheets prepared by the tabulators along with the reports of the officers-in -charge of the examination centres on the cases of cheating, mass copying,

decamping with the answer-books by any of the candidates etc. and the action proposed to be taken thereon for their recommendations to the Academic Council as per the Statutes and after their approval announce the results on behalf of the Registrar on being authorised by him in the media under intimation to the Centres;

- (e) To issue marks-sheets to all students applying for it on payment of the prescribed fee, or free of charge to all candidates through the Centres if so decided by the University;
  - (f) To take similar action for holding the revaluation/ repeat examinations for candidates qualified therefor and rest of the procedure would be the same as for holding the main examinations;
  - (g) To declare the merit lists and issue of provisional certificates to those passing the examinations in which they appeared, through the Dean of Faculty or heads of the examination centres immediately after the declaration of the results. Issue of degrees in the Convocation or by post as desired by the Candidates would also be arranged by the Dy. Registrar;
  - (h) To help the Registrar in making all arrangements for holding the Convocation in accordance with the Statutes and Ordinances of the Vishwavidyalaya;
- (iv) To take action, in the case of examination of research students, to appoint examiners in each case as soon as intimation is received that the thesis was likely to be submitted soon, to have copies of thesis despatched to the examiners, and to put up their reports alongwith the report of the viva voce examination to the Academic Council and after its approval to the Board of Management;
- (v) To maintain absolute secrecy in examination work by each employee in his/her charge; and
- (vi) To enter into correspondence on behalf of the Registrar to the extent authorised by him and supervise the work of his Assistant Registrars;
- (vii) To carry out any other assignment given to him/her by the University and attend meetings of any body/Committee directed by the Registrar in his personal capacity or for the Registrar.
- (c) Deputy Registrar (Administration)/Up Kul-Sachiv (Prashashan) :
- (i) To be responsible for all the administrative and establishment work of the Vishwavidyalaya under the Registrar ;
  - (ii) To supervise the work of the Assistant Registrar working under him and to ensure that the officials of the Vishwavidyalaya attend office punctually and perform their duties sincerely;

- (iii) To maintain all the records of personnel working in the University (including that of officers and the teachers) such as their service books, confidential records, leave records etc.;
- (iv) To be responsible for the security of the records and the properties of the University by reviewing the work of the security wing of the Vishwavidyalaya on behalf of the Registrar;
- (v) To see that the University doctors, hospitality staff, vehicles maintenance staff and staff connected with the maintenance of other services in the Vishwavidyalaya work efficiently and all the vehicles, computers, telephones, electric installations etc. are in perfect running condition all the time;
- (vi) To ensure that the maintenance and management of the estates, guest houses etc., is carried out regularly and properly and the campus and its offices present a neat, clean and healthy appearance;
- (vii)
  - (a) To ensure that all the dak is received centrally and sent to the concerned offices, Institutes, Faculties etc. of the University regularly and atleast two times a day (under proper acknowledgements) and all the outgoing Dak is also despatched in time and without delay; To see that the despatch section arranges to deliver all the orders and communications addressed to the University employees ,officers and teachers on the day they are received for Despatch;
  - (b) To see that a separate Register of receipts of communications from the Board of Management, Chancellor, State Government and Very Important Persons (including the Ministers, M.L.A.s and M.P.s) is maintained and the number and date of the reply thereof sent is noted against each such receipt; and to himself see the Register atleast twice weekly to ensure that there is no delay in responding to such communications;
  - (c) To have a similar register of the fax, e'mail messages and telegrams maintained. for similar action; and to bring the cases of delays in sending replies to the notice of the Registrar and through him of the Kulpati so that they may issue necessary directives to the concerned employees to expedite;
- (viii) To enforce discipline amongst all class III and class IV employees whose appointing authority is the Registrar and take all such action on behalf of the Registrar and the University in disciplinary matters as authorised including communication of adverse entries in the C. Rs.; issuing warnings and show-cause notices etc.;
- (ix) To be responsible for the reception and hospitality of the guests of the University, and V.I.Ps. visiting the University and arranging their transport from and to the air/ rail-heads etc. as required and posting of attendants to look after their comforts and take all such action in this regard as may be directed by the Kulpati or the Kul Savhiv;
- (x) To ensure efficient and smooth running and working of the University in all its manifestations and for the safety and security of the University records etc.;

- (xi) To be in-charge of the Records Section of the Vishwavidyalaya and for its proper maintenance in a state where retrieval of any record should be possible within minutes of its being requisitioned. As computerization of the records proceeds he shall take care that the CDs, floppies, cassettes etc. are all maintained carefully and are not manipulated by anybody.
- (xii) To maintain absolute integrity himself and ensure that the staff working under him/her has faultless integrity and works with dedication and is willing to shoulder any additional responsibility which is assigned to them in the interest of efficient functioning of the University;
- (xiii) To represent the Registrar and the University in all fora he/she is directed to attend and to work in any capacity on any committee(s) to which he is nominated/appointed by the University.
- (xiv) To assist the Registrar in handling all the work relating to the Board of Management of the University which he/she is required to manage as its non-Member secretary; and
- (xv) To faithfully carry out any other assignment or responsibility given to him/her in addition to his/her normal duties in the interest of the Vishwavidyalaya

## **9. Comptroller**

- (a) To perform all the duties related to the management of the finances and accounts of the Vishwavidyalaya and to work directly under the Kulpati.
- (b) To prepare the Budget of the University after inviting proposals from all the Faculties/Institutes / Departments/ Library/Museum and other constituents of the University and put up the same through the Registrar for being finalised and forwarded to the Board of Management for approval;
- (c) To make allotment of funds to the various constituents of the University and advise them to restrict their expenditure to the allotments and send the bills duly verified to the Registrar's office for payment and being accounted for against their allotments;
- (d) To control the expenditure in the University in such manner that the University is not required to go in for over-drafts from the Bank(s) or to borrow funds from any other source by so spreading the expenditure so that the out-flow of funds synchronises with the in-flow of incomes, grants and funds from other sources;
- (e) To ensure that all the receipts and payments are correctly accounted for and supported by relevant vouchers and all payments are duly authorized by the competent authorities and that there is no misuse, defalcation or misappropriation or embezzlement of funds in any manner;
- (f) To ensure that the payments are pre-audited by the auditor of the Local Fund Examiner posted in the University and all his objections are settled before payment is made. In case he feels that any payment is to be made urgently, is not fraudulent or inappropriate or against the rules and the auditor refuses to pass it, he may bring it to the notice of the Vice-Chancellor through the Kul Sachiv for orders. The orders of the

Kulpati in the matter shall be final but the Kulpati shall have to state his reasons for over-ruling the auditor, in writing, and the same should be presented to any other audit or enquiry team when the occasion demands;

- (g) To see to it that all rents, dues and fees are collected regularly, accounted for and deposited in the University Fund without fail or any delay;
- (h) To ensure that the funds from U.G.C., State Government and other funding sources are collected in time and credited to the University Fund;
- (i) To ensure the preparation of the bills for payment of salaries to the staff, officers and teachers on time regularly, and of the bills for the payment of pensions, Contributory Provident Fund, Gratuity and other dues of the former employees in time, and to see that necessary deductions are made there from and credited to the respective accounts;
- (j) To see that all the bills of outside parties for the work done by them for the University are passed for payment and cheques (duly crossed "Not Negotiable / Account Payee only") are issued to them without any delay and the staff dealing with such payments do not harass the parties for any favour or pecuniary gains;
- (k) To take all necessary action to ensure the safety of cash (while being brought from the treasury or the Bank, while kept in the office and while being sent to, and deposited in the Bank) and cheque books (from being stolen or forged cheques being issued etc.); and to reconcile the bank account regularly to ensure that all the amounts sent to it for deposit and all the cheques and bank drafts etc. sent to it for collection are duly credited to the University's account and there are no unauthorized withdrawals from it. Safety of funds and correctness of Bank accounts should not be taken for granted;
- (l) To have the accounts audited regularly by the authorised audit agency and to prepare the annual statement of account showing the assets and liabilities, incomes and expenditure by major heads of accounts, cash in hand, cash in Bank, Reserves and Funds etc. amounts receivables and payable at the close of the financial year (March 31) every year and present the same to the Kulpati for acceptance and being incorporated in the Annual Report of the University prior to its being forwarded to the Board of Management of the University (before June 30 each year) for approval and being sent to the State Government to place it on the table of the Vidhan Sabha;
- (m) To ensure that all the accounts, books, bills and vouchers, counterfoils of cheques are properly kept so that the same are available for audit or inspection or for any other purpose at any time and to follow the practice in the State Government and its offices for keeping the Cash Books and other accounts;
- (n) To issue necessary certificates regarding payments made to the employees, tax deducted at source, amounts paid by them as their contribution to the C.P.F., G.P.F. etc. by May 30 each year positively to enable them to pay their Income and other Taxes in time and file Income Tax Returns by the prescribed date;
- (o) To ensure that all the bills for electricity supply, water-charges, rent and lease dues, land revenue and any other dues of the local bodies and the State Government etc. are duly paid in time and all the prescribed returns e.g. Tax Deducted at Source, are sent to the appropriate Tax and other authorities in time;
- (p) To make proposals for re-appropriation of funds from one minor head to another for balancing expenditure within the budget, for Kulpati's approval;

- (q) To assist the Registrar in the management of all endowments and trusts, disbursement of scholarships, grants, monitoring the working of the units, Training and Production cum Sale Centres, farms etc. of the Vishwavidyalaya and settle all audit objections and release funds timely for the development, examinations and admission works, purchase of books and subscriptions of journals etc. in time;
- (r) To advise the academic staff for generating new sources of incomes and funding for the University and suggest the same to the Registrar for being pursued; and to strive for sound financial management so as to make the University a self-sustaining unit, and effect economy wherever possible for optimizing returns to the University from every rupee spent by it;
- (s) To perform, in addition such duties and carry out all such orders of the Kulpati and the Registrar as may be given to him (including working on any Committee, appearing before any court of enquiry, giving evidence in a court of law on behalf of the University etc.) and furnish all information pertaining to the finances and accounting and financial management of the University to audit evaluation and investigation bodies; and
- (t) To ensure that his Assistant Registrars and other staff working in Finance Section have absolute integrity and work with dedication and sincerity in the discharge of their duties in the Vishwavidyalaya.

**10. Duties of Assistant Registrars/ Sahayak Kul-Sachiv**

- (a) Sahayak Kul Sachiv (Examination)/ Assistant Registrar (Examinations) :
  - (i) To assist the Deputy Registrar (Exam.) in his duties relating to admission of students to different courses conducted by the Vishwavidyalaya and the various qualifying examinations and the revaluation/repeat examinations the University conducts at the end of each semester;
  - (ii) To supervise his/her sub-ordinates in the discharge of their duties relating to the examinations and to carry out all such work as is assigned to him/her by the Dy. Registrar (Exam.);
  - (iii) To ensure that all work relating to the examinations are carried out according to the procedures laid down therefor and to obtain orders of the Registrar (through the Dy. Registrar) in matters requiring clarifications or interpretation if rules etc.;
  - (iv) To dispose of such routine matters as issue of admit cards to the examinees, issue of marks-sheets, issue of materials to the examination centres, monitoring the movement of answer books etc. and to put up matters requiring orders of the higher ups (such as action to be taken in the case of the death of a Head Examiner, failure of the Head Examiner to send model answer books to the co-examiners or the reported loss of answer-books in transit, action to be taken against examinees found cheating or indulging in violence against invigilators, threatening the invigilators or the officers-in-charge of the examination centres, walking away with the answer-books or tearing the answer books, thwarting smooth conduct of the examinations with the help of

outsiders, forcing other students to boycott the examinations etc.) to the Deputy Registrar;

- (v) To observe strict secrecy in all matters relating to the conduct of examinations himself/herself and to ensure that the sub-ordinates are equally careful in the matter;
  - (vi) To abide by any orders regarding the change of his/her assignment, allotment of additional duties or work, in the interest of the University, by the Deputy Registrar (Exam.) or the Registrar or by the Kulpati directly;
  - (vii) To bring to the notice of the Dy. Registrar (Exam.) immediately or in his/her absence of the Registrar any suspicious action or movements of any of his/her sub-ordinates or of any official or examinee or outsiders noticed by him/her which in his/her opinion might lead to leakage of any thing held secret or to any incident which may put the University authorities in a difficult situation. The A.R.(Exam.) may himself/herself take appropriate action to prevent any ugly situation developing if necessary;
- (b) The Assistant Registrar (Academic) /Sahayak Kul Sachiv (Shaikchhik) :
- (i) To assist the Deputy Registrar (Academic) in the discharge of all his duties relating to the academic work of the University;
  - (ii) To process the recommendations of the Boards of Studies of different Faculty and Institutes of the University for the orders of the Academic Council and to carry out all work relating to the meetings of the Academic Council (such as issuing notices for its meetings under the signatures of the Registrar, conducting all correspondence relating to its work and relating to the courses of study, awards of medals, maintenance of standards of training, education and instructions, award of degrees including honoraris causa degrees) including issue of proceedings of its meetings and follow up action on the recommendations thereof etc.);
  - (iii) To assist the Dy. Registrar (Academic) in the discharge of his duties relating to the functioning of the Advisory Council on Academic Planning and Evaluation Board as far as academic matters are concerned (for example evaluation of any change in the courses introduced, recommendations regarding starting of new courses, evaluation of the academic functioning of the University or any of its Schools or Institutes etc.);
  - (iv) To process the recommendations of the Academic Council for further action and follow up the action taken by the concerned authorities to implement them or ascertain the problems being faced by them in implementing the same, and put up the progress for information of the Academic Council in its next meeting;
  - (v) To supervise the work of his/her sub-ordinates and ensure that they discharge their duties honestly and sincerely;
  - (vi) To bring to the notice of the Kulpati through the Registrar and the Deputy Registrar any problems of co-ordination between different Faculties/ or

Institutes and if ordered by the Kulpati take action to refer the same to the Academic Council for its instructions; and

- (vii) To abide by any orders of the Dy. Registrar, Registrar or the Kulpati assigning him/ her any additional duties in the interest of the smooth functioning of the Vishwavidyalaya.
- (c) The Sahayak Kul Sachiv (Sthapna)/Assistant Registrar (Establishment) :
- (i) To be responsible for all establishment work under the Dy. Registrar (Admn.) such as recruitment of sub-ordinate staff, maintenance of their service records, grant of leave to employees of the University, sanction of pensions and pensioner benefits, maintenance of Confidential records of the entire establishment of the University handle cases of disciplinary action against any official/employee, issuance of orders regarding the constitution of the selection committees etc., deputation of employees to other Universities /institutions, grant of travel grants and permission for participation in conferences, symposia etc.;
  - (ii) To dispose of all routine work and assist the Registrar or the Deputy Registrar in discharging any of their other duties as and when required; and
  - (iii) To exercise due control on the officials in his/her charge and ensure that they do not indulge in any undesirable activity (such as manipulating records of employees, manipulating case files of disciplinary action against employees) for pecuniary gains or any favour etc.; and to do all additional work allotted.

## **11. Accounts Officer**

- (a) To be responsible for all accounting work relating to collection of fees, dues and payments etc. of the University and for the maintenance of up-to-date accounts thereof.
- (b) To assist the Comptroller as far as accounts work of the University is concerned., including preparation of the annual statement of accounts, helping in the preparation of the annual Budget, allotment of funds, re-appropriation of funds from one minor head to another to the extent permitted by the Rules, and settlement of audit objections;
- (c) To ensure up-to-date maintenance of the Cash Book and Bank accounts and for the reconciliation of bank accounts, collection and payment of bills etc;
- (d) To ensure the safe custody of cash and the cheque-books and accounting of the University Fund;
- (e) To allot work to his/her sub-ordinates and to ensure that there is no laxity in the performance of their duties which may result in defalcations, misappropriation of funds or embezzlements or in delays in updating the accounts; and
- (f) To carry out all orders of the Comptroller and the Registrar regarding change of assignment of allotment of additional duties or any other matter in the interest of the University.



**12. Finance Officer/ Sahayak Kul Sachav (Vitta)**

- (a) To help the Comptroller in the performance of all such duties as were not covered by the A.R. (Accounts) especially in the management of trusts and endowments, investments of the University, collection of grants, being in the look out for new sources of income and funding of the University's activities;
- (b) To be responsible for the settlement of the University's claims against outsiders and of the outsiders against the University and, on orders, for securing loans and bank overdrafts and managing floatation of bonds or raising of funds in some other manner e.g. requesting for donations in cash or kind;
- (c) To be associated with the affairs of the Purchase Committee(s) and to assist the Comptroller or the Registrar, as the case may be, in their functioning; and
- (d) To carry out any additional duties entrusted to him/her by the University administration and to normally handle the correspondence work of the Comptroller and maintenance of the records of his office.

**13. The University Librarian / Vishwavidyalaya Pustakadhayakshha**

- (a) To register dealers, importers and publishers of books and journals and to negotiate with them the terms for the supply of books and journals especially the trade and cash discounts which they would be prepared to give to the University. Sealed offers may be invited by him and the dealer who offers the highest discount(s) and assures prompt and efficient service to the University may be contracted with the approval of the Library Committee for the supply of books and journals;
- (b) To keep in regular touch with the books and research journals on various topics being published around the world, obtain views of the Professors/Deans of the Institutes regarding their purchase and have the same processed for decision by the Library Committee and also invite suggestions from the teachers and the students (particularly research students) for purchase of books;
- (c) To work as Member Secretary of the Library Committee and ensure that the budget provision for the Library is not exceeded without the prior permission of the Vice - Chancellor
- (d) To arrange for the proper classification and accession of the books and journals, proper maintenance of index cards author-wise and subject-wise and arrange to have the same entered into the computer for quicker accession;
- (e) To ensure that the books are properly kept and arranged according to their accession numbers and protective measures are taken from time to time for keeping them safe from termites, mice etc., and the books are freshly bound if and when necessary;
- (f) To have press-cuttings, newspapers journals and new arrivals properly displayed in the Library and files of press cuttings(subject-wise) and of newspapers (chronologically) properly maintained and kept so as to be easily retrievable whenever required for research or reference purposes;

- (g) To get a classified list of articles (subject-wise and author-wise) maintained in Register form and/or in the computer so that the same can be easily accessed by the students, teachers and researchers;
- (h) To ensure that the arrangements in the Library are such that the users do not have to wait long for getting books and current journals issued or made available for being consulted in the library itself;
- (i) To co-ordinate with the libraries of the Faculties/ Institutes of the University for proper utilization of funds;
- (j) Submit proposal convene meetings of the Library Committee as frequently as necessary and invite their suggestions not only for the purchase of books subscription of journals but also for bringing about necessary improvements to make the library more useful;
- (k) To ensure that all records of the purchases of books and contracts for the supply of books, proceedings of the Library Committee etc. are maintained properly so as to be easily accessible whenever required;
- (l) To discharge the duties of the Curator of the University Museum(s) in the absence of the Curator or if a Curator has not been appointed;
- (m) To ensure that the library is clean, spic and span and hygienically maintained and the Asstt. Librarian, Library clerks and book lifters have a very helpful attitude towards the students officers and teachers of the University and are well-mannered.
- (n) To take measures to ensure that the books and journals are not stealthily removed or pages torn from them and taken away unnoticed by the users and to direct the library clerks and other staff to check each book and journal at the time of its return before returning the ticket to the borrower (on which the book or the journal was borrowed) to see that the same have not been mutilated or spoiled by underscoring etc.;
- (o) To ensure that complete silence is maintained in the library so that users are not disturbed and can study there in total silence;
- (p) To allot duties to and exercise adequate control over the library staff;
- (q) To place requisitions for the purchase of necessary furniture, almirahs, book-racks etc. with the Registrar well in time;
- (r) To forbid issue of dictionaries, encyclopaedia and other costly and rare reference books and manuals or their being taken out of the Library;
- (s) To attend all such meetings of the University authorities to which he is invited and work as a member or in any other capacity on the Committee(s) to which he is nominated by the Kulpati; and
- (t) To assist the University authorities in carrying out any work other than his/her prescribed duties, assigned to him/her.

#### **14. The Chief Security Officer/ Mukhya Surakshha Adhikari**

- (a) To ensure security of all properties and records of the University against theft, fire and vandalism round the clock;
- (b) To allot duties to and supervise the work of the security guards, chowkidars and Asstt. Security officer and ensure that they discharge their duties with alacrity and there is no let up in their vigilance;
- (c) To ensure that there is no incursion in the campus by undesirable elements during or after the University hours and no encroachment on the University land, buildings, farms, property et al.;
- (d) To check and report to the Registrar or the Kulpati or the Dean of Students' Welfare and Proctor/if any rumpus is noticed in the hostel(s) and to exercise extra vigilance around the Girls' hostel(s);
- (e) To seek the help of the police and/or district administration if there is the least suspicion of a threat to the lives and properties of the people residing in the campus or to the officials at work;
- (f) To seek immediate help of the Fire-Brigade and the police if any fire breaks out in the University premises or hostels or farms etc.;
- (g) To carry out all such instructions of the Registrar and the Kulpati and of the Dean Students' Welfare and Proctor as may be given to him in matters of security of the personnel and properties in the campus(es);
- (h) To attend any meeting he is directed to attend and to work on any committee he is nominated to by the University and report to the Registrar about the proceedings of the same;
- (i) To suggest additional measures deemed necessary for the safety and security in the campus(es) to the Registrar;
- (j) To ensure that the guards are in proper uniforms while on duty and are supplied uniforms, torches and authorised arms for performing their duties efficiently as decided by the University;
- (k) To ensure that the security guards are in proper health and shape and fit to discharge their duties and are given regular drills and training in martial arts (and practice thereof) for handling any untoward situation in the Campus; and
- (l) To perform all such duties as may be entrusted to him by the University administration especially during functions, convocations and University examinations or at any other time.

#### **15. Duties of the University Doctors / Vishwavidyalaya Chikitsak**

- (a) To attend the out-patients clinic of the University dispensary daily and attend to the patients coming there for treatment;

- (b) To admit such patients as are found to be in a serious enough condition requiring immediate hospitalisation and round the clock medical care;
- (c) To discharge patients after recovery or recovery to a stage where they can take treatment as an outpatient;
- (d) To refer serious cases, which need the services of specialist(s) to the District Hospital or to the nearest Medical College Hospital for treatment;
- (e) To report all medico-legal cases to the nearest Police Station as directed by the Registrar/ Kulpati.
- (f) To see that the clinic is properly sanitized and the indoor ward, patients visiting room, dispensing room, dressing room etc. are kept in perfect state of cleanliness;
- (g) To ensure that the nurses, compounders, dressers, sweepers and other staff of the clinic attend to their duties punctually and in the prescribed uniforms and give proper and adequate attention to the patients;
- (h) The Doctor-in-charge shall also ensure that the other doctor(s) attend to their duties punctually and properly and exercise adequate control on the sub-ordinate medical staff;
- (i) To be available on call for attending to any seriously ill patient/ emergency case at all hours;
- (j) To attend to a patient in the hostel if he/she is ill enough to be taken to the clinic;
- (k) To see that the isolation-ward is properly maintained and the patients admitted there are adequately attended to;
- (l) To ensure that the dispensary is adequately equipped with all the life-saving medicines and medicines for being dispensed to the indoor/outdoor patients, at all times. Requisitions or purchase orders should be placed with the concerned official well in advance;
- (m) To examine any patient referred to him/her by the University authorities for certifying the fitness or otherwise of the employee to attend to his/her duties;
- (n) To issue necessary (i) Medical Certificates recommending leave to those employees who are ill enough to attend to their duties and have necessarily to proceed on leave on medical grounds (including maternity leave); (ii) discharge Certificate to the patients admitted as indoor patients on their discharge from the hospital/clinic, (iii) Death Certificate in case of the patients death in the hospital/dispensary; and (iv) any other certificate required and to keep all hospital records (including of indoor and out-patients) up-to-date;
- (o) To administer all necessary inoculations, vaccinations and prophylactics etc. to the campus residents, University employees and their dependents;
- (p) To perform minor surgical operations and dressings in the dispensary;

- (q) The lady doctor shall especially attend to all gynecological and obstetric cases, ante-natal and post-natal care of female patients and immunization of infants;
- (r) To inform and educate the campus residents and the employees of the Vishwavidyalaya, through hand-bills etc. of the steps to be taken in the case of breakout of any epidemic and recommend the prophylactics and medicines to be taken in case of the appearance of any symptom of the disease;
- (s) To conduct all possible clinical, pathological and diagnostic tests of the patients in the clinic;
- (t) To prescribe appropriate diet for the indoor patients and arrange for the supply thereof to them;
- (u) To take rounds of the University campus, canteens and hostels and hostel mess etc. atleast once a week to see that no unhealthy conditions prevail there and to report to the Registrar the necessary preventive action to be taken against breakout of diseases like malaria, typhoid, gastro-enteritis etc.; and
- (v) To be in over-all charge of the health of the students and employees of the Vishwavidyalaya.

**16. Duties of Public Relations Officer / Jan Sampark Adhikari / Sahayak Jan Sampark Adhikari**

- (a) To work as the main link between the people, students and the Vishwavidyalaya;
- (b) To project the Vishwavidyalaya's policies and build up its image through the media and to dispel any misapprehension people, students, politicians and the employees may have about it;
- (c) To highlight the University's achievements in the field of research, contribution to rural prosperity around and honours bestowed on the University and its teachers by the State, National and International level academic institutions;
- (d) To counter any criticism of the University by clarifying its position in the Press;
- (e) To help in the printing and publication of the University's Research Journal, information brochures and other publications and to prepare all the publicity material of the Vishwavidyalaya, get it printed and supplied to the people;
- (f) To arrange press-conferences to be addressed by the Kulpati or any other person on his behalf, from time to time/ or as and when directed to do so;
- (g) To submit press-cuttings of important/major events around the world and in the country especially the researches and other developments in the field of technology and rural development, to the Kulpati on a daily routine basis;
- (h) To issue advertisements of the University and to verify the bills before forwarding them to the Registrar for payment at the earliest;
- (i) To ensure through public relations that the atmosphere in the campus remains peaceful and cordial, and in case any tension is found building up anywhere, ascertain the reasons thereof and inform the Kulpati and Kul Sachiv and the Chief Security

officer immediately of the developments. He should himself try to diffuse the situation to the extent possible for him; and

- (j) To perform all such duties as may be additionally entrusted to him by the Kulpati or the Kul Sachiv.

#### **17. Duties of Purchase Officer/Purchase Assistant (Kraya Adhikari/ Kraya Sahayak)**

- (a) To prepare estimates of the requirement of various articles and materials e.g. stationery, packing material, construction material, electrical and plumbing material etc. round the year and to invite sealed tenders/quotations for their supply on being directed to do so, open them in the presence of the tenderers and authorised officer(s), tabulate the information and put up the same to the Purchase Committee alongwith the samples (conforming to the specifications prescribed) sent by the suppliers with the quotations, for approval of the samples and the rates and thereafter place orders with the suppliers specifying the terms and conditions of the order;
- (b) To compare the stores supplied with the approved samples to ensure that the supplies are in conformity with the specifications and samples thereof and to reject the supplies not conforming to the specifications and the approved samples;
- (c) To verify bills of suppliers for payment;
- (d) To maintain detailed accounts of the purchases and to enter the supplies in the Stores/Purchase Register and then issue the supplies to the indenting departments of the University (against proper acknowledgements) and to keep the un-issued supplies under lock and key and in proper condition;
- (e) To work as Secretary of the Purchase Committee in respect of other purchases, for example, construction material, farm implements, laboratory supplies, equipment for training-cum-production centres, technology centre, and University offices etc. and to ensure that the purchases are made in due time and as per rules;
- (f) To be personally available at the time of physical verification of goods in Stores by the audit team(s);
- (g) To see that inventory control is proper so that there is no avoidable accumulation of stocks or shortage of any material at any time; and
- (h) To perform any other function/duty as may be assigned to him/her by the higher ups.

#### **18. Director of Works**

- (a) To be responsible to the University administration through the Registrar, under whose supervision he shall work, for the development of infra-structure in the Vishwavidyalaya including getting the master-plan and designs of buildings, landscaping of the campus(es) for giving it an aesthetic and spiritual ambience prepared and for all work relating to engineering and architecture;

- (b) To ensure that the construction of roads and buildings, repairs and additions and alterations therein, sanitary and electrical fittings and water-supply arrangements in the campus(es) of the Vishwavidyalaya are carried out according to the approved plans by the University engineers or under their supervision by the contractors;
- (c) To ensure that necessary inventories and stores and construction materials etc. are purchased and made available in time to the construction and erection agencies so that execution of the works does not suffer for want of materials;
- (d) To ensure safe storage of materials and proper accounts thereof being kept in the Stock-Registers, Issue of Materials Register etc. and for their availability for physical verification and audit whenever necessary;
- (e) To supervise the engineering staff in floating tenders, their opening and scrutiny, ensuring deposit of Earnest money, release of advances for starting the works against appropriate bank guarantees being furnished by the contracting agencies and for the supply of materials etc. to suppliers of goods after adequate bank guarantees are furnished by them;
- (f) To represent the Registrar in all such bodies and appear for him in all such Committees or work in any capacity therein as directed by the Vishwavidyalaya;
- (g) To carry out all such orders as are given to him/her by the Kulpati or the Registrar in addition to his/her normal duties as may be necessary in the interests of the University;
- (h) To certify on all the bills, after careful verification, submitted by the contracting or supply agencies through the University Engineer etc. that the work/or supplies, for which the bills have been preferred have been duly completed to the stage stated/or supplied and entered in the appropriate registers before forwarding the Bills for payment to the Accounts branch;
- (i) To be responsible for all the acts of his sub-ordinates to the University administration and thus to exercise adequate care and vigilance in his/her supervisory role; and
- (j) To avoid indulging in any unethical practice and also to ensure that his/her staff and the engineering staff also abides by this direction.

**19. Duties of The University Engineer/ Vishwavidyalaya Abhiyanta**

- (a) To carry out maintenance, repairs, alterations and augmentation of facilities of /in all buildings, of roads, water supply, street lights, electrical and other fittings, parks, tanks and drains and fencings etc. in the Vishwavidyalaya campus(es) and farm houses etc.;
- (b) To plan and prepare detailed designs and estimates, float tenders and help the authorities in finalising the tenders and awarding the contracts for construction of buildings etc. as per Master-plan and architectural designs suggested by the architect and approved by the Board of Management;
- (c) To supervise the construction work of roads and buildings and other utilities above being done by the contractors or departmentally;

- (d) To ensure the smooth flow of the construction materials and other inventories required for the works in hand and timely hiring of tools and plants /machinery required therefor if it is not available in the University or with the contractor(s) and if the contractor(s) has/have not assumed responsibility for procuring the same;
- (e) To supervise the work of the Assistant and Junior engineers and ensuring their integrity, honesty and sincerity to work;
- (f) To ensure the quality of construction(s) and optimum economy in costs thereof;
- (g) To test-check measurements recorded in the Measurement Book by A.E./J.E., scrutinize the bills of the contractors and suppliers of materials etc. recommended for being passed by the Asstt./Junior engineers and pass the same for payment after fully satisfying himself about the completion of work (for which payment is being made) or supplies having been received and entered in the Stock/Stores Registers;
- (h) To attend any meeting he is directed to attend by the Registrar and work on any Committee to which he is nominated by the University and report regularly on the proceedings thereof to the Registrar;
- (i) To tender advice to the University administration on any matter relating to any construction activity when called upon to do so;
- (j) To ensure that all the tenders/contract documents, quotations and purchase orders, M.Bs, proceedings of meetings of the Building Committee and all relevant records pertaining to the work done/ being done in his charge are properly kept for such period as required by the University and be retrievable at short notice for audit, inspection or being produced in evidence in a court of law; and
- (k) To assume responsibility and comply with any direction of the University administration.

**20. Duties of Assistant Engineers/Sahayak Abhiyanta**

- (a) To assist the University engineer in the discharge of all his duties and carry out his instructions in the discharge of all his technical duties;
- (b) To supervise the work of Junior Engineers and ensure that they are present at the work-site(s), whether the work in being done departmentally or through contractors, to watch if sub-standard work was not being done;
- (c) To do site inspections as frequently as possible and to test-check the work being done, for ensuring quality of construction, construction materials used and of all installations (e.g. sinks, taps, wires switches, sanitary wares) and their conformity to the specifications given in the tender document/contract.
- (d) To verify the work done by contractor(s),to test check levels and the Measurement Books of the junior engineers before passing or verifying the bills for payment;



- (e) To ensure that all the advances made to the contractors/ suppliers of materials are adjusted against their bills passed for payment and at no stage the advances exceed the bank-guarantees furnished by the suppliers/contractors;
- (f) To ensure that proper accounts of all works done, all stores received/purchased/ issued/ in hand and of all payments made maintained duly supported by vouchers/receipts etc. and can be available for audit as and when required;
- (g) To ensure highest degree of sincerity, honesty and integrity at work in himself and his subordinates; and
- (h) To perform all such other duties as may be entrusted to him by the University administration in the interest of the Vishwavidyalaya.

**21. Duties of Assistant Director (Vocational Training and Technology Resource Centre) / Sahayak Sanchalak (Vyavyasayik Prashikchhana)**

- (a) To impart vocational training and transfer technology as per the latest available knowledge/ techniques;
- (b) To prepare the schedules of training for different vocations and assign duties to the instructors accordingly;
- (c) To keep all the workshops/ laboratories/farms/ centre etc. for practical training and hands-on experience of trainees and, the equipment required, in perfect working condition;
- (d) To arrange for the necessary inputs for training and production functions well in advance;
- (e) To arrange, if required, for the production and marketing of the products of the vocational training-cum-training centres and to utilise the profits thereof for improving the infra-structural facilities and other facilities therein; and
- (f) To shoulder such other responsibility as may be given to him by the University authorities for the better functioning of the technology transfer training centres;

**22. Duties of Office Superintendent/ Karyalaya Adhieekshhak**

- (a) To allocate duties to the sub-ordinate staff;
- (b) To ensure that the staff, in his charge, attends office punctually, does its work sincerely and with dedication, behaves properly with the students, staff, teachers and the public and does not while away time or loiter elsewhere when free, and it leaves for lunch at the prescribed hour and returns to its seats at the scheduled time;
- (c) To ensure discipline in the office and to supervise the work of the sub-ordinates guiding them in the discharge of their duties efficiently whenever necessary and removing their difficulties, if any, without delay so that the work does not suffer;

- (d) To ensure that the office, computers and typewriters and calculating machines, photocopying and other machines and equipment are kept clean and in perfect working condition;
- (e) To see that the files and papers are kept in proper places, properly stacked and/or filed and secured against being removed or pilfered by anybody or eaten away by termites and mice;
- (f) To ensure that complete secrecy of all secret documents etc. is maintained at all levels and nothing is passed on or communicated to any person not authorised to see it even;
- (g) To keep all personal files, service books and other service papers (in the establishment section) or accounts, registers, cash books, receipt books, bills for payment or paid, cheques issued but not despatched yet and all documents (in the accounts section), all purchase registers, stores registers, issue registers, vouchers and receipts etc. in the Purchase or Stores section are kept securely and in proper order so as to be easily retrievable when needed;
- (h) To keep, in the establishment section, gradation lists of the officials updated from time to time, roster of employees found fit for promotion or selection for appointment to higher posts etc. ready at all times and to take action to have meetings of the Selection Committees or the Departmental Promotions Committees convened well in time so that work in office does not suffer for want of officials of any particular category and the staff is also satisfied in getting its due promotion in time;
- (i) To ensure that all work in the section is carried out according to the University Act, Ordinances, Statutes and Regulations of the Vishwavidyalaya and that no work needed to be done today is put off for the next day and that all papers are disposed of without any delay after obtaining appropriate orders from the Assistant Registrar or the Deputy Registrar or other higher ups as necessary;
- (j) To prepare periodical statements for submission to the Registrar and the Kulpati and put up the same to the authorities through the Assistant Registrar;
- (k) To obtain and put up any papers, documents, information required by the Registrar or the Kulpati without delay;
- (l) To ensure that all the records are properly and securely kept in the Records Room which is sanitized against termites, mice etc. from time to time;
- (m) To ensure that the highest standards of honesty, sincerity and integrity are maintained in the office by the staff; and
- (n) To shoulder any other responsibility which may, at any time, be entrusted by the University administration in the interest of smooth and efficient working of the Vishwavidyalaya.

### **23. Duties of Private Secretary to the Kulpati /Kulpati ke Niji Sachiv**

- (a) To supervise the work of the Personal Assistants, Stenographer(s), Assistants etc. attached to the Vice-Chancellor's office;

- (b) To ensure that the staff attends the office punctually, discharges its duties sincerely and efficiently and maintains complete confidentiality of all papers and discussions with the Vice-Chancellor whether in person or on telephone or the internet;
- (c) To peruse all the Dak addressed, or files marked, to the Kulpati (excepting those marked 'Secret') and put up the same to the Kulpati duly arranged and flagged in order of priority;
- (d) To bring any information which needs to be communicated to the Kulpati without any loss of time because of its imminent urgency, atonce and very quietly without causing any disturbance to the meeting, if any, being held by the Kulpati at the time;
- (e) To communicate any message the Vice-Chancellor wants to be communicated to any officer/Dean/Director /or any other person, obtain his/her reply and communicate to the Kulpati, if necessary on a note-sheet;
- (f) To dictate notes, letters and other communications or orders on behalf of and on the lines desired by the Kulpati and put up the same for the signatures of the Kulpati ;
- (g) To see that all the drafts/letters etc. put up to the Kulpati for signatures are in order and are despatched the same day from his office, with a copy of the communication being retained in the Kulpati's office (Master File) and a copy kept on the file before it is returned to the concerned officer/department;
- (h) To put up all fax, e'mail, telegraphic or telephonic messages received to the Vice-Chancellor immediately on its receipt for his orders and pass on the same to the concerned officer/department for further action;
- (i) To keep himself/herself informed of the Kulpati's tour schedules and other engagements so as to be able to give appointments to the officers/teachers etc. for a meeting with the Vice-Chancellor and if directed to give such appointments only after obtaining informal orders of the Kulpati;
- (j) To ensure that the train, plane, hotel and transport reservations are made well in time before the Kulpati proceeds on tour anywhere;
- (k) To accompany the Kulpati on tours if so desired by him;
- (l) To do any other work which the Vice-Chancellor legitimately wants him to do in addition to his normal duties; and
- (m) To keep a set of important documents such as the University Act, Statutes, Ordinances, Regulations and reference books readily available in the office for being put up to the Kulpati as and when required by him.

**24. Duties of Personal Assistant to Kulpati/Kul Sachiv  
(Kulpati/Kul Sachiv ke Niji Sahayak)**

- (a) To ensure that all incoming Dak and files are put up to the Kul Sachiv or the Kulpati, to whomsoever he/she is attached, promptly;
- (b) To return the files to the concerned officials (under acknowledgement) after disposal by the Kulpati/Kul Sachiv, as the case may be, and the papers sent to the officer/

official concerned for necessary action on the observations thereon of the Kulpati/Kul Sachiv;

- (c) To put all the fax messages, e'mail, telegraphic and telephonic messages for the perusal and orders of the Kulpati or the Kul Sachiv, as the case may be;
- (d) To take dictations, type them out and put up for signatures to whomsoever they are attached;
- (e) To follow up cases or papers as per directions of the Kulpati or the Kul Sachiv, as the case may be, and keep reminding telephonically for expediting the time-limit cases especially the communications from VIPs, M.L.A.s and M.P.s until they are finally disposed off;
- (f) To maintain proper record of all incoming and outgoing documents and to get any paper or document desired from the concerned officer/section for his officer's perusal;
- (g) To type out and put up the Kulpati's or the Kul Sachiv's, as the case may be, programme and schedule of meetings, interviews and other engagements of the day, from their Engagements Book which the personal Assistant has to maintain;
- (h) To remind the Kulpati or the Kul Sachiv, as the case may be, of any matter he had directed to be reminded of on that particular day;
- (i) To regulate meetings of the Visitors with the Kulpati or the Kul Sachiv, as the case may be, and to put the incoming telephone calls through if they agree to receive the call and to connect parties outside to whom the Kulpati or the Kulpati wish to talk on any matter; and
- (j) To maintain a Master-File of all outgoing notes, orders and communications in chronological order (with despatch number and date) so as to be available for reference purposes readily and also if the main file on which the letter or communication was sent is not readily traceable or is in play and it may take sometime to get it.

## **25. Duties of Stenographers/Steno-typists**

- (a) To take notes/dictation and present them in the typed form at the earliest for signatures of the officer who gave the dictation;
- (b) To keep the typewriter or the word-processor on which he works in good working condition all the time;
- (c) To handle the work of the Personal Assistant in the absence of the P.A.; and
- (d) To perform any other duty entrusted to him.

## **26. Duties of Computer Operator**

- (a) To operate the computer, feed data, tabulate, prepare charts and diagrams and graphs etc., do desk-top-printing, prepare designs, projections and retrieve data and make appropriate correction's in the data already fed therein;
- (b) To keep the computer and the printer in perfect working condition all the time;

- (c) To do all types of accounting, in case attached to the accounts section, billing, preparation of pay-rolls, C.P.F. contribution charts for being sent to the Bank, preparation of pension payment schedules, recovery schedules, collections under different heads, up-to-date payments made under different heads etc. on the computer with the help of appropriate soft-ware(s);
- (d) To do all types of engineering calculations and designs work, if attached to the Engineering section and stores accounting etc;
- (e) To maintain all types of information regarding examination schedules, details of examiners, movement of answer-books, details of the examinees, tabulation of marks and preparation of results and mark-sheets, admit cards et al if attached to the examination section; and
- (f) To do all computer application work assigned to him/her wherever required and/or directed to attend.

**27. Duties of Assistants (Grades I, II and III)**

- (a) Assistant Grade III :
  - (i) To do all receipt and despatch work;
  - (ii) To do typing work of the section as and when required;
  - (iii) To send the files, papers etc. to the officials to whom they are marked and maintain regular files and letters movement record;
  - (iv) To take out the files required by senior assistants, do docketing of letters/communications in it and flag the relevant references;
  - (v) To get the requisite Rules books from the library or other sections, if not available in the section itself, and put up to the senior assistants for reference purposes when required; and
  - (vi) To do any other work assigned to him/her by the senior assistants, Office Superintendent or the Asstt. Registrar.
- (b) Assistant Gr.II :
  - (i) To trace out references, relevant files and papers required for the disposal of any case file or paper;
  - (ii) To work on the counters and deal with the students and the public or other University employees in matters related to the duties assigned to him/her.
  - (iii) To receive payments, issue receipts therefore and make entries in the Cash Register;
  - (iv) To receive bills for payment preferred by the creditors/University employees (e.g. their T.A. bills, medical expenses reimbursement bills, CPF/GPF drawal applications etc.), issue receipts therefor and put up to the concerned official for further processing;

- (v) If working as an accountant or cashier to receive and make payments as authorized, disburse salaries and other dues of the employees, disburse scholarships to students etc. and make appropriate entries in the Cash Book/Register and have them checked by the office Superintendent at the end of the day;
  - (vi) To assist the Assistant Grade I and the Office /Superintendent in the discharge of their duties.
  - (vii) To process routine cases, issue reminders on files and keep the files in proper order and send the files to the Records section for being kept there;
  - (viii) To take action to destroy the files, as per the prescribed procedure, on the expiry of the life of the file and after obtaining orders for their destruction from the Assistant Registrar;
  - (ix) To help the Assistant grade III and guide him whenever required;
  - (x) To maintain absolute secrecy in all matters required to be dealt with confidentially and marked 'Confidential' or 'Secret'; and
  - (xi) To perform all such duties as may be assigned to him/her by the Office Superintendent or the Asstt. Registrar.
- (c) 23.3 Assistant Grade I :
- (i) To deal with all the cases promptly and efficiently, taking due care to dispose off files and papers marked 'Urgent' or 'Immediate' or 'Top Priority' in the order of their urgency;
  - (ii) To make detailed analysis of the cases on the files, flagging and marking the references and noting the points on which decisions have to be taken and put up the same to the Office Superintendent or the Asstt. Registrar, as required, for orders, put up drafts for approval in accordance with the orders, have the letters typed out and after careful verification put up the same for signatures directly to the Asstt. Registrar or the Dy. Registrar as necessary and have the letters despatched and the file sent to Asstt. Grade II for further necessary action;
  - (iii) To maintain the Cash Book, ledgers etc. if working in the accounts section, to prepare the budget, annual statement of receipts and expenditure, handle allotment of funds work, keep a watch on the expenditure lest it exceeds the budget allotment without proper sanction of the Board of Management, put up proposals for re-appropriation of funds from one minor head to another for approval of the Registrar/Kulpati and in exceptional cases from one major head to another for the approval of the Board of Management of the University or the Executive Council if is authorized to approve it;
  - (iv) To attend to all audit objections and take immediate action to have them settled at the earliest, and to cooperate with audit teams in their work and in the physical verification of the assets;
  - (v) If working in the development section or the examination wing or the Finance section to carry out all important and responsible work which cannot be, in the interest of smooth, efficient and responsible functioning, entrusted to

assistants of grade II and grade III and perform all such duties as may be allotted to him/her by the Assistant Registrar or the Deputy Registrar;

- (vi) To maintain secrecy and absolute integrity in the discharge of his/her duties;
- (vii) To guide and help his/her junior assistants in carrying out their duties and to handle the work of the Office Superintendent in his absence or work as assistant in charge of the section, with all the responsibility of the section, if no post of office Superintendent exists; and
- (viii) To carry out any other work entrusted to him/her by the Asstt. Registrar or the Deputy Registrar or the Registrar if working in the Registrar's office or by the P.S. to Kulpati or by the Dean of the Institute or the Director of the School where working.

## **28. Duties of Junior Sports Officer/Sports Officer**

- (a) To promote and conduct sports activities in the University;
- (b) To guide the athletes and sportspersons in the rules of the game or sport they are interested;
- (c) To help the authorities in the selection of teams for matches and competitions;
- (d) To arrange the annual sports and athletic events of the Vishwavidyalaya;
- (e) To purchase the requisite sports materials and equipment after obtaining sanction from the competent authority and make the same available to the players/athletes etc. for practice;
- (f) To identify sporting talent in the Vishwavidyalaya and provide opportunities for their further growth;
- (g) To ensure participation of the University teams in Inter- University and other sports meets;
- (h) To work as referee/umpire in practice matches and in competitive matches whenever required; and
- (i) To do any other related work assigned to him/her by the authorities.

## **29. Duties of Farm Superintendent/Assistant Farm Superintendent**

- (a) Asstt. Farm Superintendent :
  - (i) To assist the Farm Superintendent in the efficient discharge of his duties;
  - (ii) To give practical training in the University farms to students of agriculture, agricultural engineering and related courses;
  - (iii) To maintain farm stores of seeds, fertilizers, pesticides and insecticides and farm produce and their accounts in the prescribed manner;

- (iv) To ensure that the agricultural implements, machinery and equipment are adequately stocked and kept in proper usable and working condition;
  - (v) To supervise the work of tractor drivers, pump operators and farm workers;
  - (vi) To maintain muster rolls of work-charged farm workers and accounts of all purchases, sales and expenditure incurred in farming operations and demonstrations to the farmers etc.; and
  - (vii) To do any other work related to farming and management of farms of the University as may be assigned by the Farm Superintendent or the Director of the School.
- (b) Farm Superintendent :
- (i) To work under the Dean of the Faculty concerned and perform such duties as may be assigned by him;
  - (ii) To supervise the work of the Assistant Farm Superintendent and ensure that he performs all the duties assigned to him efficiently and in time;
  - (iii) To supervise farming and related work in the University farms for purpose of training and demonstration;
  - (iv) To demonstrate to the students of agriculture and agriculture engineering the techniques of preparing the fields for sowing, sowing operations, weeding, irrigation, application of fertilizers, use of insecticides and pesticides, treatment of seeds before sowing, farm mechanization, land-shaping, land levelling, surface and sub-surface drainage, construction of water courses and field channels, taking soil samples for analysis and testing, techniques of water harvesting, soil and water conservation, treatment of water-logged areas and saline and alkaline soils, harvesting and post-harvesting operations, use of harvester combines, threshers and winnowers etc. etc.;
  - (v) To arrange agricultural demonstration fairs and melas and to guide the farmers in the villages adopted by the University; and
  - (vi) To do any other related job or any other job entrusted to him by the Professor in-charge or the Director of the School or the Dean of the Institute.

### **30. Duties of Assistant Architect/Sahayak Vastuvid**

- (a) To prepare the architectural designs, detailed drawings of the buildings and of other construction works;
- (b) To assist the University Engineer in the construction of buildings according to the architectural designs approved by the authorities even if the design was prepared by some other architect whose services were obtained for the purpose;
- (c) To keep the records of drawings; and



- (d) To perform such other duties as may be allotted by the University Engineer to him including that of assisting the architect hired by the University for preparing the architectural and land scaping plans within the approved Master Plan of the University campus(es).

**31. Duties of Junior Engineer/Kanistha Abhiyanta**

- (a) To carry out all the instructions and work according to the directions given by the University Engineer assisted by the Assistant Engineer;
- (b) To survey areas, do mapping, collect data and prepare drawings, site plan and estimates of the buildings and other construction work to be undertaken;
- (c) To supervise construction activity, whether departmental or by the contractor(s) on the work-site to ensure that the work was being done according to the drawings, standards and specifications approved and to check use of sub-standard material or poor quality work being done by the contractor/workers;
- (d) To arrange for the supply of building materials and tools and plants required for the work;
- (e) To ensure safety of the materials and tools and plants in his charge;
- (f) To record measurements of work done, levels of areas where work was done/being done, quantum of earthwork involved and done and leads etc. himself and not depend on the versions of the time-keepers or the contractors or their agents;
- (g) To report progress of works to the University Engineer from time to time and difficulties, if any, being faced in early completion of the works, likely cost escalations etc.;
- (h) Prepare estimates for the maintenance, additions and alterations required in the buildings and other works of the Vishwavidyalaya and carry out the maintenance work on their being approved within the budget allotted;
- (i) To supervise the work, attendance, etc. of the work-charged staff and to prepare the muster-rolls honestly and carefully and make payments of wages to such workers himself;
- (j) To report all cases of theft, accidents and damage and the likely loss to the police and file the FIR about thefts and accidents as directed by the University Engineer;
- (k) To initiate action for the disposal of surplus and/or unserviceable materials, tools and plants, empty drums etc.;
- (l) To attend to any complaint registered in the Inquiry office promptly;
- (m) To help the University Engineer in the preparation and checking of all types of designs, drawings, schedule of rates and in attending to the cases referred to arbitration;
- (n) To exercise due care in the maintenance and safety of mathematical and survey instruments in his charge and of all stores of cement, steel, timber, boulders etc. in his charge

- (o) To maintain detailed and correct accounts of all the stores purchased by him or issued to him, all tools and plants and machinery purchased or hired and of the materials issued to the contractors, hours for which hired machinery was used etc.;
- (p) To verify bills of the suppliers of materials and of the contractors for the work done by them before forwarding them to the Asstt. Engineer for further necessary action;
- (q) To take all necessary action and precautions for/in the discharge of his duties honestly and sincerely; and
- (r) To shoulder any other responsibility entrusted to him by his superiors.

### **32. Duties of Store Keeper**

- (a) To receive all material(s) purchased and to be stored, enter it in the Stores Register or Stock Book and keep the material and its record and accounts safe from losses of any kind;
- (b) To issue stores against requisitions from authorized persons and enter all such issues in the Issue Register or the Stock Register itself and indicate the balance of each material available in stock after each such issue or at the end of the day;
- (c) To put up periodical returns of opening stocks, stores received during the period under report, stores issued during the same period and stores in stock at the end of the period under report, and allow any authorized agency to do physical verification of the stock in hand and of the requisition slips with the issue register;
- (d) To put up requisitions for replacements or refurbishing to the competent authority to enable purchases being made in time; and
- (e) To do any other work entrusted to him by the authorities.

### **33. Duties of Estate Assistant**

- (a) To maintain accurate and correct records of all the estates of the University including new acquisitions and disposals, if any;
- (b) To bring to the notice of the superior officers any damage or loss to the property/properties of the University noticed during routine checking or brought to his notice by any agency and the need for getting the same repaired early;
- (c) To obtain estimates for effecting such repairs as to restore the buildings/property to make it functional and put up the same to the Assistant Registrar concerned for further necessary action;
- (d) To bring to the notice of higher ups if any building or construction is likely to collapse or has been or is fit to be declared unsafe for such action as may be deemed proper;

- (e) To suggest measures for the safety of all properties of the University and to keep them in good and usable condition throughout as also for improving their worth or putting them to alternative uses; and
- (f) To do all such work as is entrusted to him by the Assistant or Deputy Registrar concerned.

#### **34. Duties of Head Security Guard**

- (a) To take steps for the safety and security of the life and properties of the residents of the campus and of the Vishwavidyalaya and to bring to the notice of the Chief Security Officer the steps needed to beef up security;
- (b) To assign duties to the security guards in such a manner that all the establishments of the University are under surveillance all the time;
- (c) To put a detailed report on the incidents of theft, robbery, dacoity, fire and fracas in the University premises, if any, to the Chief Security Officer and through him to the Kul Sachiv and the Kulpati and the estimated loss to the properties of the Vishwavidyalaya and to also report the action taken by him to thwart the attempts of the culprits and the success achieved in it;
- (d) To make the premises restricted area for unauthorized and undesirable persons and not to allow any equipment or material being taken out of the University premises without proper authorization;
- (e) To maintain peace and order in the campus;
- (f) To suggest reinforcement of guards or taking police help if the situation so warrants and to take measures, in the meanwhile to prevent any untoward incident taking place in the campus; and
- (g) To do any other work assigned by the higher ups.

#### **35. Duties of Security Guard/Watchman**

- (a) To be on duty punctually in the allotted area and remain on duty until relieved by another guard;
- (b) To be alert and vigilant throughout the period of his/her duty and see that no untoward incident takes place and no unauthorized person moves in the premises openly or surreptitiously with harmful intentions;
- (c) To safeguard the properties, records, equipment, furniture and fixtures in the Vishwavidyalaya premises, hostels etc.;
- (d) To check, while taking charge, that all the doors and windows are securely locked and keep them in that condition during the non-working hours;
- (e) To check daily the fire-fighting equipment, sand and water buckets, cylinders and hydrants, for fire-fighting and ensure that they are in usable condition and extinguish fire if it breaks out anywhere in the premises;

- (f) In case of any suspicion or threat perception to raise alarm to warn the other guards on duty to be extra vigilant and to apprehend any mischief-maker seen around;
- (g) To report immediately to the higher ups if anything suspicious is found unclaimed in the premises and take action to diffuse it at once or remove it after observing necessary legal formalities; and
- (h) To carry out all the orders of the Chief Security Officer and University administration given to him.

### **36. Duties of Mechanical Supervisor**

- (a) To supervise the work of the mechanics;
- (b) To assign duties to the mechanics on day to day basis as per requirement and see that they complete the assigned job on schedule;
- (c) To enforce discipline amongst the mechanics;
- (d) To help and guide the mechanics in overcoming any problems in carrying out their work;
- (e) To keep proper record of all work, alongwith the date and time, received, the source from where received, to whom assigned, materials, if any used, in making it functional, time when the work duly completed was returned back;
- (f) To see all the mechanical installations in the University, and to ensure that they are always kept in working condition; and
- (g) To do any other work assigned by the seniors.

### **37. Duties of Automobile Mechanic/Auto-Attendant**

- (a) To maintain all the vehicles of the University in good running condition and to attend to any fault or mal-functioning brought to notice;
- (b) To carry out regular check and servicing of the vehicles, check water in radiators and batteries, oil and air pressure in tyres/tubes on a daily routine basis;
- (c) To take action, in advance, to get the batteries, tyres and tubes changed as soon as their life runs-out;
- (d) To carry out all repairs of the vehicles in the University and to get the parts needing repairs in outside workshops done and replace parts with new ones when essential. If major repairs to the body or overhauling of the engine etc. are required, to obtain quotations therefor, have them sanctioned by the competent authority and get the repairs etc. carried out;
- (e) Before sending the vehicles for repairs to an outside workshop, to ensure that the fabrication, mechanical or electrical work required to be done therein cannot be done in the University workshops;

- (f) The auto-attendant would attend to two-wheelers and three wheelers and the auto-mechanic to all types of four - wheel vehicles in the premises;
- (g) To attend to any other work assigned by the authorities;
- (h) To bring to the notice of the higher-ups if any vehicle meets with an accident or is brought back to the premises in damaged condition and report the extent of loss involved; and
- (i) To train the students in automobile engineering and to get any fabrication work needed in the vehicles done in the presence of the students and teachers if a mechanic is also attached to the Mobile workshop.

### **38. Duties of Mechanic/Diesel Mechanic**

- (a) To do all mechanical repair work in the workshop and to maintain all diesel driven machinery/pumps/motors tractors etc. in the University in running condition;
- (b) To prepare estimates for major repairs or replacements required to be done in the machines/tractors etc. in the Vishwavidyalaya and submit the same to the Mechanical Supervisor for further necessary action;
- (c) To carry out all such duties as are assigned by the Mechanical Supervisor or by the Professor in-charge;
- (d) To bring the causes of major faults to the notice of the higher ups and suggest measures for averting similar faults in future;
- (e) To carry out all repair work of diesel engines etc. in the workshop and refer only major faults for repairs in workshops outside the University; and
- (f) To attend to any other duty as may be specified or entrusted by the higher ups in the University administration.

### **39. Duties of Tractor Driver**

- (a) To drive the tractor and to carry out all such agricultural operations as can be carried out with the help of tractors on the instructions of the Farm Superintendent, Asstt. Farm Superintendent or Farm Assistant;
- (b) To keep the tractor and the equipment used in the tractors for agricultural operations particularly ploughing, leveling, harrowing, furrowing equipment in proper shape and working conditions;
- (c) To operate excavators, harvester combines etc. if and when needed;
- (d) To bring fertilizers, soil, seeds etc. in tractor-trolleys and to take farm produce or other materials to other places as directed;
- (e) To carry out minor repairs in the tractor and to refer the needs for major repairs to the Mechanical Supervisor and the Farm Superintendent;

- (f) To maintain a log-book for recording all movements of the tractor and the work done with it; and
- (g) To do any other work that may be entrusted by the senior authorities.

**40. Duties of Electrician**

- (a) To carry out all wiring and electrical repair work in the Vishwavidyalaya premises including hostels and residential premises in the campus;
- (b) To carry out all the electrical installations work in the campus entrusted to him;
- (c) To carry out wiring, testing, repair of various electrical equipment like electric motors, lifts, pumps, fans, street lights, refrigerators, coolers, air-conditioners, switches and switch-boards etc. and in the cars./vehicles of the University;
- (d) To keep his tools, implements and equipment and other material required for doing his work in good working condition all the time;
- (e) To attend to any major fault at any time when called upon to do so;
- (f) To assist the co-workers in the performance of their duties; and
- (g) To do any other work assigned.

**41. Duties of Pump Operator(s)**

- (a) To operate the pumps as per prescribed schedule and to maintain the pump-sets and motors, starters, switches etc. thereof in proper working condition;
- (b) To carry out minor repairs in pumping installations including electrical faults for ensuring continuous satisfactory operation as needed;
- (c) To prepare estimates of materials required for repair of any major break-downs and submit the same to the University Engineer or any other person designated by him for further immediate action;
- (d) To keep a log-book of the pumping operations and accounts of all materials used by him in repairing the faults/issued to him;
- (e) To keep all tools, implements and equipment necessary for discharging his duties satisfactorily in good working condition all the time; and
- (f) To do any other work assigned by the authorities including work on irrigation pumps on agricultural farms of the University.

**42. Duties of Plumber**

- (a) To fix, install, assemble, repair pipes, taps, pipe-lines, fittings for water supply and all sanitary installations in the University campus;
- (b) To maintain drainage systems/pipes in working condition all the time;

- (c) To keep the tools, implements and equipment necessary in proper condition.
- (d) To report any major break-down in the systems to the higher authorities and to take action to get them repaired by more qualified persons after obtaining necessary quotations and prior sanction therefore; and
- (e) To perform any other related duty assigned.

**43. Duties of Mason**

- (a) To attend to all types of masonry work in the campus wherever required;
- (b) To attend to all repairs and additions/alteration work requiring masonry skills in the University;
- (c) To help/assist other co-workers in performing their duties and to co-ordinate and co-operate with other mechanics etc. where work has to be jointly done by both the mechanics/ electricians/operators and the masons;
- (d) To work under the orders of the University engineer and his junior engineers and take action as directed;
- (e) To supervise the work of other unskilled workers assigned to help him in his work;
- (f) To do any other related work entrusted to him.

**44. Duties of Construction Supervisor**

- (a) To supervise the construction, erection and repair work at site;
- (b) To assist the junior engineer in the performance of his duties;
- (c) To keep a record of attendance of the workers under his charge and to see that they perform the duties assigned to them in time and carefully;
- (d) To do himself or to demonstrate to his workers and students any skilled work techniques for improved performance and higher productivity;
- (e) To supervise the maintenance of sanitary, electrical, and mechanical installations and field work, as the case may be;
- (f) To maintain record of all work done or got done by him;
- (g) To report to the higher ups if any major faults in any construction/work under-way is noticed by him without any loss of time; and
- (h) To do any other related work entrusted to him by the Engineers.

**45. Duties of Workshop Superintendent/Assistant Workshop Superintendent**

- (a) To ensure maintenance of all machines/equipment etc. in the workshop in perfect working condition.;

- (b) To assign work on day to day basis to the various categories of workers in the workshop;
- (c) To carry out all fabrication, repair, model building and experimental jobs allotted and to demonstrate to and train the students in doing all such jobs;
- (d) To maintain records/ stores/ accounts of the workshop up-to-date with the help of the sub-ordinate staff;
- (e) To ensure punctuality in attendance in the workshop and to take steps to increase the efficiency of the workers in his charge;
- (f) To maintain record of all work assigned to his workers work done by them and of stores issued to them etc.; and
- (g) To supervise the work of this sub-ordinates in the work-shop and to do any other work assigned to the workshop;
- (h) The Assistant Workshop Superintendent to assist the Workshop Superintendent in the discharge of his duties and to perform the duties of the Workshop Superintendent in his absence or if no post of Workshop Superintendent exists due to inadequacy of work.

**46. Duties of Skilled Workers/ Workshop Assistants**

- (a) To maintain laboratory/workshop in good, clean and hygienic working condition;
- (b) To assist in training the students in crafts and/or conducting experiments;
- (c) To keep all the necessary records of the laboratory/ workshop materials, tools, equipment, implements, consumables and non-consumables required, received, issued and used;
- (d) To demonstrate the use of tools and machinery and/or laboratory instruments etc. to the students and to explain the finer points thereof to them; and
- (e) To do any other work assigned by the Workshop Superintendent or by the Professor in-charge.

**47. Duties of Welder/Assistant Welder**

- (a) To carry out all types or welding jobs (including gas-welding, electrical welding, spot welding, arc welding) in the workshop or anywhere in the campus as required;
- (b) To demonstrate to the students the welding techniques;
- (c) To carry out minor repair and maintenance work of all welding apparatus/ equipment, and to keep the same in working condition;
- (d) To use and demonstrate the use of electrodes and making of portable gas-cylinders/gas for welding work; and



- (e) To do any other work assigned by the Workshop Superintendent or the University Engineer or any of his junior engineers.

**48. Duties of Workshop Attendant**

- (a) To maintain cleanliness in the workshop and help in keeping the tools and implements and machines etc. therein in good working condition, and help in the minor repairs thereof; and
- (b) To help in shifting of machines, tools and materials in the workshop and to do all work as a helper in the workshop or as directed by the seniors.

**49. Duties of Carpenter**

- (a) To do all types of wood-work including making of models, window and door frames, trusses, furniture etc.;
- (b) To demonstrate carpentry techniques and train the students in carpentry work as required;
- (c) To do all the repairing of wooden furniture, articles etc. in the University as and when required;
- (d) To assist co-workers and other skilled persons as required;
- (e) To supervise the work of juniors/ assistants;
- (f) To prepare estimates of materials required for doing any wood-work given to him, help in the purchase of requisite material and timber etc.;
- (g) To keep proper accounts of all materials/tools and implements issued to him, materials consumed and the balance available and make the same available for inspection whenever required; and
- (h) To do any related work in the campus or outside as directed.

**50. Duties of Workshop Supervisor**

- (a) To do all such work as assigned by the Workshop Superintendent or the Asstt. Workshop Superintendent;
- (b) To assign duties to his workers and to see that they perform their duties properly and to report cases of malingering, unsatisfactory work to the Workshop Superintendent;
- (c) To ensure punctuality and attendance of the workers in his charge;
- (d) To keep a record of the trainees attending the workshop and the work done by them;
- (e) To demonstrate the use of tools, implements, equipment and machinery to the trainees and to explain the finer points in their techniques to them and to his sub-ordinates;
- (f) To keep an account of all consumables and non-consumables issued to him; and

- (g) To do any work assigned to him by the Workshop Superintendent or any other authority.

**51. Duties of Laboratory Attendant**

- (a) To keep the laboratory equipment, glassware spotlessly clean and sterilized, prepare plants and animals for experiments and keep all chemicals, solutions etc. ready for the experiments;
- (b) Help the students in conducting experiments and make readily available all that they require for experimenting ;
- (c) To clean the laboratory and tables etc. after the experiments and maintain cleanliness of the instruments etc. at all times ready for experiments;
- (d) Assist in the movement of tables, equipment, balances etc., within the laboratory or as directed; and
- (e) Perform all such jobs as are required of an attendant in a laboratory or as directed.

**52. Duties of Laboratory Assistant**

- (a) To work under the supervision and guidance of the section-in-charge or the head of the laboratory and assist in the smooth working of the laboratory;
- (b) To maintain all equipment entrusted to him/her in good condition and to rectify defects, if any, in the instruments and to ensure that the laboratory is kept absolutely clean and sanitized and all chemicals and equipment are available to the students for experimentation whenever required by them;
- (c) To maintain account of all consumables and non-consumables and other stores of the laboratory and to requisition in advance anything which is likely to run out of stock shortly;
- (d) To arrange for carrying out the laboratory work desired by the teacher or the students;
- (e) To help in arranging/conducting the practical examinations;
- (f) To demonstrate to the students as to how to operate and use the laboratory equipment and conduct the experiments; and
- (g) To perform all other jobs as may be assigned by the senior officials or the Professor-in charge.

**53. Duties of Field Assistants**

- (a) To do all such work at the field level as may be assigned;
- (b) To demonstrate work techniques to the students in the field;
- (c) To help students/trainees in completing their fields assignments.; and

- (d) To work under the section-in charge and carry out all orders relating to field work as may be given by the seniors.

**54. Duties of Extension Assistant**

- (a) To demonstrate extension techniques to the students and to help them to reach their target groups;
- (b) To help students in their field assignments and see that they carry on their extension activities without any obstruction;
- (c) To help the students establish two-way contact between the target population and the activity directors so as to be effective extension workers; and
- (d) To do any other work necessary for helping the students create awareness amongst the rural people about literacy, health and hygiene, child development, AIDS, family planning etc.etc.

**55. Duties of Library Clerk**

- (a) To give accession numbers on all newly arrived books;
- (b) To help in the processing of orders of the Institutes/Schools for the purchase of books and subscription to journals etc.;
- (c) To issue books and journals to the staff and the students in the prescribed manner and to receive them back on return by them;
- (d) To ensure that the books returned are kept in their appropriate places in the racks and almirahs;
- (e) To ensure, while taking back the books being returned, that the books are not mutilated or spoiled by the borrowers and to bring any such case of mutilation to the notice of the Librarian;
- (f) To ensure that subscriptions to the journal are renewed in time;
- (g) To verify on the bills for the supply of books that the same have been received in good condition and entered in the library register and accession numbers given to them;
- (h) To up-date the library index cards from day to day; and
- (i) To help the Librarian in any other manner/work directed by him especially in running the Reading Room and keeping the library safe from mice and termites.

**56. Duties of Book Lifter**

- (a) To bring the books from the shelves on their being requisitioned by the students in the Reading Room or by the Library clerk for being issued to the students and the teachers;

- (b) To return the books received back to their appropriate places (according to the accession numbers) in the almirahs;
- (c) To help the students in locating the books and journals required by them for reference purposes;
- (d) To help keep the library neat and clean and present an orderly look; and
- (e) To perform any other related duty assigned by the Librarian or the Library clerk.

**57. Duties of Pathology Lab. Technician**

- (a) To carefully conduct all pathological, bio-medical and serological tests and routine microscopic examinations as per directions of the doctors;
- (b) To maintain the laboratory in good, clean and sanitized condition and all slides, glass ware, needles etc. in absolutely clean and hygienic conditions;
- (c) To maintain record of all tests carried out and the results thereof and issue test reports after verification by the doctor in charge of the laboratory to the patient or to the ward sister as the case may be;
- (d) To take samples of blood, urine, stools etc. for examination and to ensure that the samples are not mixed up or test reports recorded on the wrong reference slips; and
- (e) To do any other related work desired by the doctor especially conducting the tests in cases of emergencies outside the hospital hours and in collecting blood from donors for transfusion to patients in emergent conditions and help the doctors in the same.

**58. Duties of Dresser/Compounder**

- (a) To dispense the prescriptions of the doctors carefully and to explain to the patient or his/her attendant as to how administer the doses;
- (b) To administer intra-muscular or intra-venous injections to the patients as per instructions or prescription of the doctor and to keep the injection syringes and needles etc. in totally sterilized conditions;
- (c) To clean, dress and sterilize wounds and apply lotions or powders, prescribed by the doctor, on the patient's wound;
- (d) To keep ready stock of dressing materials, bandages, sponges, cotton wool sterilized and in ready stock; and
- (e) To perform all such related duties such as rendering first aid , nursing of indoor patients if necessary, or as ordered by the doctor.

**59. Duties of Pharmacist**

- (a) To compound and dispense medicines according to the doctors' prescriptions, or the Hospital formulary;

- (b) To indent medicines and carefully store supplies especially Schedule H drugs under lock and key and maintain a Stock Register of the medicines and other supplies received, issued to patients and to doctors/nurses against requisitions and the balance available;
- (c) To give first aid to any injured or seriously ill person coming to the hospital and send for the doctor atonce;
- (d) To compile information/statistics pertaining to the activities of the hospital, number of indoor and out-patients treated from month to month, number of cases of different diseases treated etc.; and
- (e) To perform all such other duties as may be entrusted to him/her by the doctor(s).

**60. Duties of Ward Boy**

- (a) To report punctually to the Matron for duty and be on duty until relieved;
- (b) To keep the ward neat and clean and disinfected at all times;
- (c) To help the dresser and nurses to keep the surgical supplies, bandages, splints, cotton wool, gauges etc. sterilized and ready for use;
- (d) To keep the Dressing trolleys, cupboards, apparatus and implements etc. clean;
- (e) To give pots/pans to the patients and remove them after use;
- (f) To take care of clean/ soiled linen and to help the nurses change the linen and patients' clothings whenever required;
- (g) To arrange service of diets to the indoor patients when required and to remove the used utensils and clean and tidy the patients bed; and
- (h) To carry out all such duties as may be assigned by the Matron or the doctors;

**61. Duties of Matron, Staff Nurses, Ward Sisters/Nursing Sisters**

- (a) Matron :
  - (i) To supervise the work of the nurses and ward boys;
  - (ii) To train the nursing staff and to give them practical training in nursing methods and duties of nurses;
  - (iii) To carry out the orders of the doctors;
  - (iv) To ensure that the nurses and ward boys etc. come to duty punctually, neatly dressed in clean uniforms prescribed for them and perform their duties quietly and patiently and without causing irritation to the patients;

- (v) To ensure that the behaviour of the nursing staff towards the relatives/attendants of patients is kind and sympathetic; and
  - (vi) To report any cases of indiscipline of non-performance or careless performance of duty to the doctor-in -charge.
- (b) Nurses :
- (i) To admit and discharge patients as per orders of the doctors;
  - (ii) General care of patients such as cleaning their mouths, changing their clothes, sponging them, giving bed-pans and removing them, dressing their wounds, administering medicines and injections strictly according to the schedule prescribed by the doctor, taking their blood-pressure, temperature, pulse-readings etc. every four hours or as prescribed, making beds and changing linen of patients, giving them diets as advised by the doctor and giving sedatives to patients in the night if prescribed by the doctoretc.;
  - (iii) Technical nursing care of the patients including taking rounds of the wards with the doctors, giving them details of the medicines etc. administered and showing the patients' charts, carefully noting the instructions given by the doctor especially for handling emergencies if any, administering E.G., enema, catheterization, oxygen and intensive care of the patient where necessary, pre and post-operative care and helping and doctors in performing operations and giving anaesthesia, giving anaesthetic injections to the patients turning violent, escorting patients to the X'ray rooms, pathological labs and to the doctors' chambers if necessary;
  - (iv) Helping the nursing students/trainees to learn by allowing them to work with them and help them in discharging their duties, orientation of new nurses and planned and incidental teaching and demonstration of nursing methods testing of urine, finding out blood groups, giving I.V. and administering intra-venous and intra-muscular injections, and in gynaecology and obstetrics etc.; and
  - (v) To help in ward management and train the new nurses/trainees in ward management etc. and to carry out any other duty given.

## **62. Duties of Cooks**

- (a) To keep the kitchen very clean and cook the food in clean utensils and keep it in hygienic conditions.
- (b) To keep the cooking ranges, gas and stoves clean and in working order and to take safety measures against fire or any contamination;
- (c) To serve food in the guest house.
- (d) To keep stock of the utensils, apparatus etc. issued to him carefully and fully accounted for;
- (e) To carry out all such instructions and do all such work as may be given to him/her.

**63. Duties of Sahyogi(s)**

(Sahyogis include all class IV servants such as peons, orderlies, helpers, Beldars, gardeners, bakers, Pashu-palak/herdsmen, gateman, cleaners, sweepers, Panchkarmis, Farrash etc.)

To perform all such duties as are allotted to them by their immediate superiors or by the University administration;

**64. Duties of Sangatkar**

- (a) To play instruments e.g. tabla, drum, sitar, violin, flute etc. to the accompaniment of vocal artists or to play such instruments as part of an orchestra or in musical soirees as required;
- (b) To keep their musical instruments in perfect working order and to make ordinary repairs thereof as and when necessary.