

Statutes and Ordinances



। पशुधनं नित्यं सर्वलोकोपकारकम् ।

**Rajasthan University of Veterinary and Animal
Sciences**

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Statutes

STATUTES FOR RAJASTHAN UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES

(INCLUDING ORDINANCES)

[Under Section 43 along with 42 & 45 along with 44 of RAJUVAS Act, 2010]

Chapter 1: Preliminary

In exercise of the powers conferred under Section-43 of Rajasthan University of Veterinary and Animal Sciences Act-2010, the Board of Management of the University hereby make the following Statutes.

(i) Short Title & Commencement:

These Statutes may be called the “**Rajasthan University of Veterinary and Animal Sciences Statutes 2010**”

They shall come into force on and from the date of the assent given by the Chancellor of the University.

(ii) Definitions:

In these Statutes, unless the context otherwise requires –

- I. “Act” means “The Rajasthan University of Veterinary and Animal Sciences Act 2010”
- II. “Constituent College” means a College or Institution maintained by the University and established on the main campus or elsewhere.
- III. “Affiliated College” means a college or institution affiliated to the University in accordance with provision of this Act and the Statutes.
- IV. Words and expressions not defined in these Statutes and used in the Act shall have the meaning assigned to them in the Act.
- V. “Prescribed” means prescribed by the Statutes.
- VI. “Section” means the section of the Act.
- VII. “RAJUVAS” means “Rajasthan University of Veterinary and Animal Sciences”
- VIII. “AHDP” means “Animal Husbandry Diploma Programme.”
- IX. “Appendix” means an appendix to these statutes.
- X. “Schedule” means schedules appended to these statutes.
- XI. “Selection Committee” means the Selection Committee constituted for the purpose of selection of Academic Officers, Academic Staff Members, Other Officers, Ministerial Staff Members of the University and constituent colleges and recognized institutions.
- XII. “Act, 1974” means the Rajasthan Universities Teachers and Officers (Selection for Appointment) Act 1974 as amended from time to time.
- XIII. “VUTRC” means Veterinary University Training and Research Center.
- XIV. “VCI” means Veterinary Council of India.
- XV. “MSVE” means Minimum Standards of Veterinary Education Regulations

Chapter 2 Powers and Duties of the Authorities of the University

[Under Section 42 (a) (b) of RAJUVAS Act 2010]

(1) Board of Management (BOM):

(i) Constitution: The board shall be constituted under section 11 (2) of Rajasthan University of Veterinary and Animal Sciences Act, 2010 (the Act).

(ii) Powers of the Board of Management- subject to the provisions of the RAJUVAS Act, section 12, sub section 2, the Board of Management shall exercise all the powers and perform all the duties conferred on it by the Act.

The Board shall also have the following powers and functions:

- i To delegate to any officer or authority of the University any of the powers conferred on it by the Act or by the statutes to be exercised with such restrictions and conditions as it may deem fit to impose.
- ii The Board shall approve Annual Report of the University which shall have information of progress made in different spheres of the activities of the University, the number of faculty members, officers and other employees as well as students in different disciplines and the courses of instructions pursued in each and an estimate of expenses for the next year.
- iii To administer/conduct all administrative and academic affairs of the University unless otherwise provided for.
- iv To maintain proper standards of teaching in consultation with Academic Council.
- v To lay down minimum qualifications of teachers and officers on the recommendations of the Academic Council.
- vi To lay down minimum qualifications of other employees of the University.
- vii To determine terms and conditions of service of the teachers, officers and other employees of the University.
- viii To consider and approve the establishment of a new Department, Division, Centre or Research station or abolition of any one of them or otherwise reconstitution of Department/ Divisions, Research stations or Centre on the recommendation of the Academic Council.
- ix To consider and approve the recommendations of the Academic Council, Research Council and Extension Education Council, Finance Committee wherever required;
- x To consider and approve establishment of a new College, Institute, Directorate, faculty, amalgamation of two or more colleges or faculties into a single college or faculty or abolition of a college or faculty or reconstitution of any of the existing faculties on the recommendation of the Academic Council;
- xi To approve the recommendations of the selection committee for appointment, in the prescribed manner, of officers, teachers, employees of the rank of Assistant Registrar and above in the University.

- xii To declare by statutes, other colleges as affiliate College of the University under Section 7 (i) of the RAJUVAS Act, 2010.
- xiii To regulate and approve the appointments of Visiting professors, Emeritus Professors and experts and to determine the terms and conditions of such appointments; and
- xiv To approve change in fee structure, admission criteria, category of seats, etc. approved by Academic Council.

(2) Academic Council:

(i) Constitution: The Academic Council shall be constituted under section 15, of the RAJUVAS Act.

(ii) Powers of the Academic Council - subject to the provisions of the RAJUVAS Act, section 16, the Academic Council shall also have the following powers and duties:-

- I. To consider and approve the recommendations of the Board of Studies.
- II. To recommend candidates for diplomas, degrees and certificates to be conferred by the University in the convocation;
- III. To accept the examinations of the recognized Universities, equivalent to the corresponding examinations of the Rajasthan University of Veterinary and Animal Sciences ;
- IV. To propose to the Board of Management the institution of fellowships, scholarships, stipends, medals, etc. to be awarded to the students of various constituent colleges of the University;
- V. To promote research within the University and to require reports on such research from the persons employed thereon;
- VI. To advise the Board on proposals of new expenditure on University teaching, research and extension education;
- VII. To recommend to the Board for making of grants to Departments or Colleges, which contribute to University teaching and research;
- VIII. To make regulations regarding the holding of convocation;
- IX. To make regulations for maintenance of discipline and the regulation of conduct of the students of the constituent colleges of the University.
- X. To constitute Committees for the institution of endowments, scholarships, fellowships, studentships, medals, prizes, grant in-aid, etc, and to formulate regulations for such awards from time to time;
- XI. To refer to the Faculty / Board of Studies any academic matter as it may deem fit for discussion;
- XII. To approve the establishment of a new Department, abolition / sub-division or otherwise reconstitution of existing Department or Departments based on the recommendation of the Board of Studies of the concerned faculty.
- XIII. To make regulations relating to the conduct of examinations and to maintain and improve standards of education;

(3) Faculties:

- i. Subject to the provisions of the RAJUVAS Act, section 17(1) the following shall be the faculties of the University :-
 - (a) Faculty of Veterinary and Animal Sciences
 - (b) Faculty of Basic Sciences
 - (c) Any other faculty which may be added or modified henceforth by the Board of Management.
- ii. The University may have all or any faculties, as it deems necessary in the interest of development of Veterinary and Animal Sciences in that area.
- iii. The Vice-Chancellor shall be competent to decide the scope, addition and extension of any of the above faculty or subject and to include or delete such branches of that faculty subject to the recommendation of the Academic Council and approval of the Board of Management.

(i) Constitution of the Faculty: Each Faculty shall comprise of the following:

- (a) Faculty Chairman - Ex-officio Chairman
- (b) Deans of constituent colleges
- (c) University Heads of the Departments in the Faculty
- (d) Director of Research
- (e) Dean PG Studies
- (f) Director of Extension Education
- (g) Four teachers nominated by the Vice-Chancellor
- (h) Assistant Registrar - Secretary.

Provided that where a Chairperson of the Board of Studies or a Head of Department of subject or a teacher, becomes a member of more than one Faculty, he shall, within one month from the date on which he/she becomes a member of more than one Faculty, intimate in writing to the Registrar, who shall obtain the concurrence of the Vice-Chancellor for his continuation as such.

(ii) Powers and functions of the faculties:

- i. Each faculty shall be responsible to develop close co-operation, collaboration and co-ordination amongst University offices and Departments regarding faculty improvement programmes concerning education, research and extension education of the concerned faculty.
- ii. The Faculties may consider and make recommendations to the Academic Council on all academic matters.

- iii. Barring the policy matters, the Dean/Faculty chairman of each Faculty shall take action on the resolutions adopted by the Faculty, but with due approval by the Vice- Chancellor.
- iv. To consider and report on any matter referred to it by the Academic Council.
- v. To refer any matter to the Board of Studies comprised within the Faculty for consideration and report.
- vi. To consider any report or recommendation referred to it by the Board of Studies
- vii. To appoint a committee of the Faculty for any purpose lying within its functions.
- viii. To hold meetings of the Faculty or a committee thereof for the discussion on any matter of common interest.
- ix. To make any recommendation to the Academic Council on academic and technical programmes.
- x. To initiate any proposal in respect of any academic matter concerning teaching, research, and extension education.
- xi. It shall exercise such other powers and such duties as may be prescribed from time to time.

(iii) Departments under faculties: The University shall initially has the faculty of Veterinary and Animal Sciences. The Faculty of Veterinary and Animal Sciences, shall have the departments as per VCI regulations amended from time to time.

(iv) Heads of Departments- Subject to the provision of the RAJUVAS act, section 17 clause 2, each department shall have the Head of the Department.

(a) Head of Departments / Units / Research and Extension Education Centers:

The Head of Departments / Units / Research and Extension Education Centers shall be a person of the rank of Professor or Associate Professor or its equivalent to be appointed by the Vice-Chancellor. Where there are more than one Professor or Associate Professor, the Vice-Chancellor shall appoint the Head of the Department/units/Research/Education center on the basis of seniority.

An appointment made shall be for a period of three years.

(b)Manner of Appointment of the Heads of the Departments:-

1. The Head of the Departments shall be appointed by the Vice-Chancellor from amongst the Professors or Associate Professors of the respective Departments on the basis of overall Seniority irrespective of their posting in Teaching/Research / Extension.

2. The Professor or as the case may be the Associate Professor so appointed should be posted on a Teaching campus by rotation if he/she is willing.
3. The term of Head of the Department shall be 3 years.
4. In case the work of Head of the Department is not found satisfactory, another person in order of seniority shall be appointed in his place by Vice Chancellor.
5. Pending the appointment of the Head of the Department or during the absence on leave the Vice-Chancellor may ask any other eligible member of the Department to discharge routine functions of the Head of the Department.
6. A teacher appointed as Head of the Department may relinquish this position at any time during his/her tenure by giving one month's notice to the Vice-Chancellor with proper justification and approval by the Vice Chancellor.

(c) Powers and duties of the Head of Department / Incharge of Unit / Research Station and Extension Education Centre:

The powers and duties of the Head of Department / Incharge of Unit / Research Station/ Extension Education Center shall be as follows:-

- i He/she shall be responsible for teaching, research and extension education to the Dean, Director of Research and Director Extension Education respectively. He/she shall function in co-ordination with the concerned Dean, Director of Research and Director Extension Education as the case may be.
- ii He/she shall be responsible for the organisation and conduct of teaching, research and extension education of his Department and for that purpose shall pass such orders as may be necessary in consultation with the concerned Dean and the concerned Director.
- iii He/she shall tender necessary advice to the Dean and Director concerned on all matters pertaining to his field in respect of teaching, research and extension.
- iv He/she shall submit the budgetary needs of his Department to the concerned Dean and the Director from time to time.
- v He/she shall be responsible for utilization and expenditure of the budget as per rules.
- vi He/she shall provide for protection against theft, fire and other damages;
- vii He/she shall recommend the work load of each member of the staff with respect to teaching, research and extension education to the Dean and the Directors concerned as per the guidelines issued by the

UGC/ ICAR / Government of Rajasthan and the revisions made therein periodically.

- viii He/she shall be responsible for all University properties and facilities assigned to his/her Department.
- ix He/she shall recommend the proposals for making improvement in the working of his Department to the Dean.
- x He/she shall supervise and guide the work of academic staff members of his Department.
- xi He/she shall exercise such other powers and perform such other duties as may be conferred on or assigned to him by the Statutes and Regulations or by the concerned Dean or by the Vice-Chancellor.

(4) The Board of Studies

(i) Constitution- The Board of Studies shall be constituted subject to the provisions of the RAJUVAS Act, section18.

(ii) Powers and Functions of the Board of Studies: In addition to the provisions of the RAJUVAS Act, Section18(3),the Board of studies shall also have the following powers and functions:-

- i. To consider and make recommendations to the Academic Council on all the matters pertaining to academics.
- ii. To propose to the Faculty, the courses of study for the various programmes of instructions offered in respective faculty of the University;
- iii. To propose to the Faculty, the curricula of the Department and advise with regard to all questions related to the syllabi for various under graduate courses and all other functions, referred to it by the Faculty;
- iv. To recommend to Faculty, the establishment of new Department, abolition / sub-division / or otherwise re-constitution of existing Department or Departments.
- v. To give a shape to the development of the subject or group of subjects on the Board of Studies.
- vi. To report on all matters referred to it by the Faculty, Academic Council or the Board of Management.
- vii. To perform such other functions as may be assigned by the Vice Chancellor or the Dean.

(5) The Research Council

(i) Constitution of the Research Council: subject to the provisions of the RAJUVAS Act, section19, research council will be constituted.

(ii) Powers and duties of the Research Council-- subject to the provisions of the RAJUVAS Act, Section19 (3), the Research Council shall exercise all the powers and perform all the functions conferred on it by the Act. In

addition to that, the research council shall also have the following powers and functions:-

- I. To monitor and determine the research priorities of the jurisdictional area of the University.
- II. To be responsible for Veterinary and Animal Sciences Research in the University.
- III. To advise the Board of Management on policy matters of research.
- IV. To plan, execute and manage the research activities in the University efficiently.
- V. To organise and co-ordinate research programmes on Veterinary and Animal Sciences in the University.
- VI. To critically review the ongoing research programmes and make suggestions to the Board of Management to continue or to abandon or to modify the on-going scheme.
- VII. To approve Research Projects and consider Intellectual Property Rights (IPR) issues submitted by the Research Scientists/ Institutions/ Departments.
- VIII. To make recommendations with respect of the following :-
 - a. Transfer of research recommendations to the Scientists / Farming Community and Industry through the Extension Agencies.
 - b. Allocation of funds to Research Schemes and Projects.
 - c. The terms and conditions for acceptance of the Research Projects/Consultancy Projects and funds thereof.
 - d. Formulation of research programmes and projects undertaken or to be undertaken by the various Veterinary University units in the State in the field of veterinary and animal sciences.
 - e. Physical and fixed facilities required for implementing research projects.
 - f. Integration of research with extension education and teachings in University and participation of research workers in teaching and extension education for their work.
 - g. Orienting research to meet farmers' and field veterinarians' needs.
 - h. To give advice and accept the reports of ongoing / completed research schemes by the scientists concerned.
- IX. To perform such other duties and functions as may be referred to from time to time by the Board of Management and the other authorities of the University.

(6) Extension Education Council

(i) Constitution of the Extension Education Council- subject to the provisions of the RAJUVAS Act, section 20, Extension Education Council will be constituted.

- (ii) **Powers and functions of Extension Education Council** -In addition to the powers and functions laid down under sub-section (3) of Section 20 of the Act, the powers and functions of the Extension Education Council shall be as under :-
- i. To formulate extension education policies and annual extension education programmes of the University
 - ii. To make recommendations for preparation of extension educational material and aids
 - iii. To review critically ongoing Extension Education programmes and make suggestions to Board of Management to continue or to abandon or to modify the on-going scheme.
 - iv. To impart training to college students in Extension Education.
 - v. To prepare materials for farmers, veterinarians and other field workers,
 - vi. To formulate short term courses in animal husbandry, dairy and fishery for non-students rural people to encourage self employment and entrepreneurship.
 - vii. To make recommendations in respect of -
 - a. co-ordination of extension education programmes and projects of the University with the Other Agricultural/Veterinary University(s).
 - b. co-ordination and co-operation of extension educational activities of various agencies.
 - c. development of farmers' education, training and advisory services for identification and resolution of field problems and transfer of information.
 - d. integration of extension education with teaching and research in the University and participation of extension workers teachers in the field of research programmes and education for their work.
 - viii. To perform such other duties and functions as may be referred to from time to time by the Board of Management and the other authorities of the University.

(7) The Planning Board

- (i) **Constitution of the Planning Board:** subject to the provisions of the RAJUVAS Act, section 21, The Planning Board shall be constituted.
- (ii) **Powers and Functions of the Committee:** -In addition to the functions laid down under sub-section (4) of Section 21 of the Act, the powers and functions of the Planning Board shall be as under :-
 - i. Prepare a master plan for the development of the University.
 - ii. Scrutinize the proposals of the University submitted to it by the officers of the University.
 - iii. Discuss, formulate and recommend the outline of the programme of the University including outlays in the areas of Teaching, Research and Extension Education and submit the same to the appropriate authority.

- iv. Give the guidelines for the Perspective and Annual Plan of the University in accordance with the State / National Plan.
- v. Review the progress of different schemes at least twice in a year and recommend modifications / deletions, etc. to be carried out.
- vi. Undertake quinquennial updating of the Master Plan.
- vii. The Planning Board shall, in addition to all other powers vested in it by this Act, have the right to advise the Board of Management, Academic Council, Research Council and Extension Education Council on any academic, research and extension matter.

(8) Finance Committee

(i) Constitution: Finance Committee shall be constituted under Section 22 (1) of the Act:-

(ii) Powers and Functions of the Finance Committee: In addition to the powers and functions laid down under sub-section (4) of Section 22 of the Act, the powers and functions of the Finance committee shall be as under:-

- I. Examine the annual accounts of the University and advise the Board thereon;
- II. Recommend the annual budget estimates to the BOM;
- III. Make recommendations to the University on all proposals involving expenditure for which no provision has been made in the budget or which involves expenditure in excess of the amount provided in the budget;
- IV. Review the position of financial resources, of the University from time to time;
- V. Advise the Board of Management on all financial matters;
- VI. Make recommendation to the Board of Management on all matters relating to finances of the University;
- VII. Recommend economy in administrative expenses;
- VIII. Perform such other functions relating to accounts and audit of the revenue and expenditure of the University as may be assigned to it by the Board of Management; and
- IX. Advise the Board of Management in financial matters whenever such advice is sought by the Board of Management.

(9) Post Graduate Council

Subject to the provisions of the RAJUVAS Act, section 10 clause (ix), Post Graduate Council shall be constituted under "other authorities" of the university.

(i) Constitution of Post Graduate Council:

The Post Graduate Council shall consist of the following members:

- (a) The Dean of Post Graduate Studies -Chairman.
- (b) The Director Research
- (c) The Director of Clinics
- (d) All Deans of constituent colleges

- (e) The Director of Extension Education
- (f) Two External Experts and four Post Graduate teachers of the University to be nominated by the Vice-Chancellor.
- (g) Member Secretary.- Nominated by Vice Chancellor

The nominated members shall hold the office for a term of three years and shall be eligible for being chosen to that office for a further term of three years.

(ii) Powers and functions of the Board of Post Graduate Council

The powers and functions of the Post Graduate Council shall be as under:-

- I. To consider and make recommendations to the Academic Council on all the matters pertaining to Post Graduate Studies.
- II. To propose to the Academic Council, the courses of study for the various programmes of instructions offered at Post Graduate Studies in the University;
- III. To propose to the Academic Council, the curricula of the University and advise with regard to all questions related to the syllabi for various Post Graduate subject and all other functions, referred to it by the Academic Council;
- IV. To recommend to Academic Council the establishment of a new Department, abolition/sub-division /re-constitution of existing Department or Departments for doing PG/Ph.D. courses;
- V. To meet at least once in a year, but sufficiently in advance of the meeting of the Academic Council in order that the Academic Council can consider the recommendations of the Board.

Note: The Chairman of the Board shall be competent to call for additional meeting of the council whenever necessity arises, subject to prior approval of the Vice-Chancellor.

- VI. To recommend research areas, text books and reference books, courses of studies relating to the subjects under the Board.
- VII. To give a shape to the development of the subject or group of subjects on the Board.
- VIII. To report on all matters referred to it by the Vice-Chancellor, Academic Council or the Board of Management.
- IX. To regulate and appoint Post Doctoral fellow after approval of the Vice Chancellor

Chapter 3 Powers, Functions and Duties of the Officers of University

[Under Section 42(d) of RAJUVAS Act 2010]

(i)The University shall consist of the officers as per provision of section 23 of the Act.

(ii) Other officers of the University:

Under provision of Section 23(ix) of the Act, Director of Prioritization, Monitoring & Evaluation (P, M&E) and Director Works shall be officers of the University. Controller of Examinations and Librarian shall be other officers of the University under section 2(x) of the act.

(III) Under section 23 (v) of the Act, the "Deans" shall include Faculty Chairman, Deans of Colleges, Dean of Post Graduate Studies and Dean of Students Welfare and any other Dean to be declared in time to come.

(1) Vice Chancellor

(I) Powers and Duties of the Vice Chancellor- in addition to the powers and duties laid down in section 25 of the act, the Vice Chancellor shall also have following powers and duties-

- i. The Vice-Chancellor shall be responsible for the presentation of the annual financial estimates and the annual accounts to the Board of Management,
- ii. The Vice-Chancellor shall have the power to convene meetings of any of the authorities, bodies or committees as and when he considers it necessary to do so.
- iii. The Vice-Chancellor shall ensure that directions issued by the Chancellor are strictly complied with or, as the case may be, implemented.
- iv. The Vice-Chancellor may defer implementation of a decision taken or a resolution passed by any authority, body or committee of the university if, he is of the opinion that the same is not consistent with the provisions of the Act, Statutes, Ordinances or Regulations or that such decision or resolution is not in the interest of the university and at the earliest opportunity refer it back to the authority, body or committee concerned for reconsideration in its next meeting with reasons to be recorded in writing.
- v. The Vice-Chancellor shall be having power to appoint or to take disciplinary action for the university teachers/ officers and the employees.
- vi. The Vice Chancellor shall have the right to cause an inspection to be made by such person or committee as he may direct, of the university, its buildings, laboratories, libraries, museums, workshops and equipments and of any institution, affiliated, conducted or autonomous college, hall or hostel maintained or recognized by the university, and of the examinations, teachings and other work conducted by or on behalf of the university, and to cause an inquiry to be made in a like manner regarding any matter connected with the administration or finance of the university, affiliated college or recognized institutions :

Provided that, the Vice-Chancellor shall, in the case of affiliated college or recognized institution, give notice to the management of such affiliated college or recognized institution of his/her intention to cause an inspection as per VCI norms or an inquiry to be so made; Provided further that, the management

shall have right to make such representation to the Vice-Chancellor as it thinks necessary before such inspection or inquiry is made;

- a. After considering such representation, the Vice-Chancellor may set up such inspection or inquiry or may drop the same ;
- b. in the case of management when an inspection or inquiry has been caused to be made, the management, shall be entitled to appoint a representative, who shall have the right to be present and be heard at such inspection or inquiry ;
- c. The Vice-Chancellor may, if the inspection or inquiry is made regarding any college or institution admitted to the privileges of the university, communicate to the management the result of such inspection or inquiry ;
- d. The management shall communicate to the Vice-Chancellor such action, if any, as it proposes to take or has been taken by it ;
- e. where the management, does not, within the time fixed by the Vice-Chancellor, take action to his satisfaction, the Vice-Chancellor shall place before the Board of Management the inspection or inquiry report and explanation furnished or representation made by the management, for its consideration.

(2) Registrar

(i) Powers and Duties of the Registrar:

In addition to the powers and duties specified in Section 27(7) of the Act, the Registrar shall also have following powers and duties-

- I. Deal with the legal matters of the university with prior approval of the Vice Chancellor.
- II. Sign, after obtaining approval of the Vice Chancellor; all contracts and Deeds in connection with the administrative and service matters of the University, all bonds, agreements, lease deeds or any other legal documents entered into with the Central Government, State Government or any other duly constituted body, written statement or any such similar documents while filing or defending any civil, criminal, labour or industrial proceedings.
- III. Assist the Vice-Chancellor in all administrative matters of the University.
- IV. Initiate proposal for holding the Convocation with the prior approval of Vice-Chancellor and other competent authorities and to take further arrangements thereof.
- V. Maintain or cause to maintain service records of all categories of staff.
- VI. To place before the Board of Management and the academic council all such information as may be required for transaction of business in meetings.
- VII. To sign the powers of attorney, verify pleadings, appear in the court and authorise a person to appear for and on behalf of the University in a suit or other proceedings filed by or against the University with prior approval of the Vice Chancellor; and
- VIII. To take disciplinary action against such classes or categories of employees as authorised by the Vice-Chancellor.

(3) Comptroller

(i) Powers and Duties of the Comptroller:

In addition to the powers and duties specified in Section 28(6, 7) of the Act, the Comptroller shall also have following powers and duties-

- I. To make arrangements for the preparation of the budget of the University and for its presentation to the Board;
- II. To exercise supervision and control over the funds of the University;
- III. To keep all money belonging to the University in such manner as may be specified by the Board;
- IV. To ensure that all expenditures are made within the limits fixed by the authority competent to do so and for the purpose for which money is allotted or granted;
- V. To prepare and maintain the accounts of the University in the manner as may be specified by the Board;
- VI. To supervise the collection of revenues of the University and to suggest on the methods of such collection;
- VII. To keep watch on the cash and bank balances of the University;
- VIII. To ensure that the registers of stocks of all equipment, instruments and other materials in the offices, workshops, farms and sheds are duly checked and safely stored;
- IX. To call for any information or report necessary for verification from any office or centre or institution of the University; and
- X. To perform such other functions as may be assigned to him by the Board or the Vice Chancellor.
- XI. To ensure that unserviceable articles, equipments and vehicles are regularly written off and disposed and sanction write off losses.
- XII. To develop and operate an internal audit system so that records of all officers/teachers and employees responsible for the receipt or expenditure of money, for keeping accounts or for custody of property may be verified by the audit.

(4) The Dean(s)

The Dean of the College shall be directly responsible to the Vice-Chancellor for the administration of the Teaching Programmes and for the development, evaluation and improvement of curricula and teaching procedures designed to develop in the students, professional competence, character and quality leadership. Subject to the provision specified in Section 29(4) of the Act the powers and duties of the Deans shall be as follows-

(i) Powers & Duties of the College Deans:

- I. He/she shall be responsible for the organisation and conduct of teaching and research programmes in the Departments comprising the college and for that purpose shall pass such orders as may be necessary for conduct.
- II. He/she shall be responsible for the due observance of the Statutes and Rules relating to the College.
- III. He/she shall preside over the meetings of the Staff Council of the College.
- IV. He/she shall formulate and present policies to the Board of Studies of the College for its consideration, without prejudice to the right of any member to present any matter to the respective Board of Studies.

- V. He/she shall normally represent the College in Conferences and where necessary he may designate representatives from amongst the staff of the College for specific conferences on resident instructions.
- VI. He/she shall prepare the budget of the College.
- VII. He/she shall exercise, in consultation with the Heads of Departments, administrative control over the teaching loads of the members of the faculty and work with the Directors of Research/Extension Education on work load assignments of joint teaching, research or teaching extension personnel.
- VIII. He/she shall be responsible to the Vice-Chancellor for maintaining discipline, law and order in the College and for discharge of his/her duty. He/she may award suitable punishment to students for acts of misdemeanor. However, in case he/she expels or rusticates a student, he/she shall get the prior approval of the Vice-Chancellor.
- IX. He/she shall be responsible to the University through the Director of Clinics for imparting training in clinics, polyclinic, veterinary hospitals, village and ambulatory clinics and shall provide infrastructure necessary for treatment of medical, surgical and gynecological cases.
- X. He/she shall maintain up to date inventory of all immovable properties of the college including lands and buildings in consultation with the concerned officers under his control.
- XI. He/she shall be responsible for annual verification of machinery, stock and store of the college through the concerned officers under his control.
- XII. He/she shall serve as a channel of communication for all official business of the college with other authorities of the University, the students and the public under the instructions of the Dean of the Faculty.
- XIII. He/she shall be responsible for proper use of hostel and facilities therein and shall also maintain discipline amongst students in the hostels.
- XIV. He/she shall be responsible for proper conduct of examinations.
- XV. He/she shall make arrangements, with the approval of the Vice-Chancellor, for holding conferences, symposia, seminars, continuing education programmes and such other meetings or lectures as may be deemed essential and desirable for the benefit of the staff and the students and society.

(5)The Dean of Faculty

Each faculty shall have a dean of Faculty as its chairperson subject to the provision of Section 29(2) of the Act.

(i) Powers & Duties of the Dean of Faculty:

The Dean of the Faculty shall exercise the following powers and perform the following duties, namely,—

- I. He/she shall be responsible to the Vice-Chancellor for preparing the academic program with regards to the courses offered, curricula, and educational tour programs of the students as per the existing policies of the University in consultation with the Post Graduate Dean.
- II. He/she shall exercise the teaching load of members of the Faculty in consultation with the Dean of the College and Heads of Departments.
- III. He/she shall be responsible for prescribing extension education work load to be assigned to the teachers engaged in teaching and research, in consultation with other Directors.

- IV. He/she shall serve as a channel of communication for all official business of the Faculty with other authorities of the University, the students and the public.
- V. He/she shall be responsible for planning, organization and conduct of research in the faculty in consultation with the respective Heads of Departments and the Deans.
- VI. He shall be responsible to harmonize various academic programmes, and commencement of classes.
- VII. He/she shall be responsible for general supervision over planning, organization and conduct of different examinations in the Faculty in time in consultation with the Heads of Departments and Deans.
- VIII. He/she shall be responsible for proper utilization of laboratories, equipment, teaching-aids, farms, etc., at the disposal of his Faculty and upkeep of the same through the Dean, Heads of Departments and other academic staff members concerned and keep the University authorities informed about the same from time to time.
- IX. He/she shall make arrangements for ensuring impartial assessment of the students in different examinations by prescribing external evaluation and appointing examiners in accordance with the regulations made in this behalf.
- X. He/she shall make arrangement with the approval of the Vice-Chancellor for holding conferences, symposia, seminars and such other meetings or lectures as may be deemed essential and desirable for benefit of staff the and the students.
- XI. He/she shall perform such other duties whether incidental to the powers and functions or not, as may be requisite in order to further the object of the University or as per the directions of State Government, as may be conferred or imposed on him by the Statutes, Regulations or by the Vice - Chancellor.

(6) Dean of Post Graduate Studies

Subject to the provision of section 29 sub section 3 of the act, university shall have a Dean of Post Graduate Studies.

(i) Powers & Duties of the Dean Post Graduate Studies:

The Dean of Post Graduate Studies shall exercise the following powers and perform the following duties, namely,—

- I. He/she shall be responsible for the organization and conduct of Post Graduate Teaching in all the constituent colleges of the University and for that purpose, shall pass such orders as may be necessary in consultation with the Dean of the colleges, Director of Research and the Dean Students Welfare where such consultancy is considered necessary.
- II. He/she shall be responsible in collaboration with the Deans of the colleges and Director Research for the coordination of students' research of Post Graduate Students and its integration with the General Research Programmes of the University.
- III. He/she shall preside over the meeting of the Post Graduate Council.
- IV. He/she shall formulate and present Policies to Post Graduate Council for its consideration without prejudice to the right of any member to present any matter to the Post Graduate Council.

- V. He/she shall forward the recommendation of the Post Graduate Council to the Vice- Chancellor or to the Academic Council, as the case may be.
- VI. He/she shall maintain records of the Post Graduate Students in the University and also supervise their progress in coordination with Deans of the Colleges and Controller of Examinations.
- VII. He/she shall also be responsible for the maintenance of proper standards of postgraduate instruction.
- VIII. He/she shall provide in consultation with the Heads of Department guidance and leadership in curricula development/refinement within each subject matter and integration of said curricula into appropriate instruction programme designed to prepare students for effective career in research, teaching and extension.
- IX. To accredit the faculty members for PG teaching and acting as research guides and exercise measures to maintain academic standards.
- X. He/she shall monitor external evaluation of post graduate/ doctoral research and issue orders for viva voce of doctoral students.
- XI. He/she shall conduct the entrance examination for admission to the post graduate programmes of the university.
- XII. He/she shall perform such other duties and functions as may be entrusted to him by the Vice-Chancellor from time to time for effective coordination of P.G teaching in the University.

(7) Dean of Students Welfare

Subject to the provision of section 29 (3) of the act, university shall have Dean of Students Welfare as officer of the university.

(i) Powers & Duties of Dean of Students Welfare:

The duties and functions of the Dean of Students Welfare shall be as under:-

- I. To make arrangements and supervise of the housing and mess arrangements of students, in close coordination with the Deans of the respective colleges / institutions;
- II. To arrange programmes of students' counseling.
- III. To arrange for the placement and employment of students in accordance with the approved scheme.
- IV. To initiate, plan and organise students' extra - curricular activities such as sports, cultural, adventure and other recreational activities and to look after the general welfare of the students.
- V. To assist in the placement of the graduates of the University
- VI. To organize and maintain contact with the Alumni Association of the University
- VII. To establish liaison between students and teachers in consultation with Deans of Colleges.
- VIII. To ensure health and hygiene of the students and control medicinal and health services and other welfare activities of health centre of the University.
- IX. To arrange for trainings to the students to improve their overall personality and communication skills for various competitive examinations.

- X. To maintain discipline, law and order of the students in the constituent colleges / institutions, through the respective Principal / Deans and for the discharge of the duty may award suitable punishment to the students on the recommendations of the concerned Deans in accordance with the rules and regulations made in this behalf for acts of misdemeanor except that before he expels or rusticates a student, he shall get the prior approval of the Vice-Chancellor.
- XI. To arrange educational tours and finalise the tour programmes of the students as per the existing policies of the University in consultation with the respective Deans.
- XII. To maintain Play-grounds / Sports facilities of Colleges / Institutions through Physical Instructor in coordination with the Principals;
- XIII. To organize co-operative consumers' societies, canteens and cooperative societies for the welfare of students and the University employees in consultation with concerned officers.
- XIV. To exercise such other powers and perform such other duties as may be required in order to further the objectives of the University or as per the directions of the State Government, as may be conferred or imposed on him by the Statutes, Regulations or by the Vice Chancellor from time to time.

(8) Director of Research

There shall be a Director of Research in the University.

(i) Powers & Duties of the Director of Research:

The duties and the powers of the Director of Research shall be as under:-

- I. He/she shall be responsible for obtaining of funds, initiation, organization, and conduct of research programs and policies of the University in consultation with Directors, Deans and the concerned Heads of Departments.
- II. He/she shall arrange for preparing annual and long-term programs of research and maintenance of such breeds of animals and foundation stock of animals on research farms of the University as per state livestock development policy.
- III. He/she shall exercise general administrative control over the research stations including lead research schemes, research staff and other employees and workers working under such stations and schemes and funds allotted for research and physical verification of properties, tools, equipment, machinery and facilities assigned by the University for pursuit of research programs.
- IV. He/she shall take due care for proper utilization of the lands and livestock farms vested under his control and shall ensure adequate livestock productivity on such farms and land. He/she shall be responsible to keep the University authorities and executives informed, from time to time, about any deviation and short-falls in livestock productivity or current research programs.
- V. He/she shall be responsible for the administration of research farms and for the successful implementation of the approved programmes and provide facilities for the experiments.
- VI. He/she shall prepare in consultation with other Directors, Deans of Faculties and Head of Departments, budget estimates for all items connected with research programs and publications.

- VII. He/she shall have overall control for proper maintenance and upkeep of livestock, poultry and fisheries, farm development projects, laboratories, machinery and equipment under him.
- VIII. He/she shall act as a liaison officer for dealing with all aid-granting agencies, such as, Indian Council of Agricultural Research, University Grants Commission, Department of Science and Technology, State and Central Government, industries, other universities, co-operative or private institutions and international funding agencies for purpose of obtaining research funds.
- IX. He/she shall be responsible for annual physical verification of stocks and stores of research stations and schemes under his control.
- X. He/she shall participate and ensure participation of research personnel under his control in conferences etc.
- XI. He/she shall deal with the matters relating to patenting and intellectual property rights for outstanding research investigations, software development, diagnostic and other tests or techniques, machine prototypes, new molecules and formulations and such other innovations and original research outcome as per relevant State or Central Government Acts and Orders.
- XII. He/she shall make arrangements with the approval of the Vice-Chancellor for holding conferences, symposia, seminars and such other meetings or lectures as may be deemed essential or desirable for the benefit of the staff and the students.
- XIII. He/she shall formulate research policies and present to the Research Council for its consideration.
- XIV. He/she shall publish regularly research reports, bulletins, research highlights and magazines which summarize the practical research findings on important problems
- XV. He/she shall perform such other duties whether incidental to the powers and functions or not, as may be required in order to further the objectives of the University or as per the directions of the Board, Research Council and State Government, as may be conferred or imposed on him by the Statutes and Regulations.

(9) Director of Clinics

There shall be a Director of Clinics in the University.

(i) Powers & Duties of the Director of Clinics:

The duties and the powers of the Director of Clinics shall be as under:-

- I. The Directorate of Clinics is for the advancement of Animal Health, Animal Patient Care, State of the art Clinical Services Delivery, Clinical Education, Research, Technology Transfer and Clinical Human Resources Development.
- II. The Director of Clinics shall be committed to provide excellence in diagnosis, treatment and management of clinical problems.
- III. He/she shall plan and supervise research in the clinical subjects in all campuses of the University.
- IV. He/she shall be responsible in modernizing and strengthening of the facilities for treatment of the animals in the Teaching Veterinary Clinics of the University.
- V. He/she shall co-ordinate with the Deans of colleges, Director of Research and Dean Students Welfare in teaching, research and extension activities as well as liaison with the state department.

- VI. To supervise Mobile Veterinary facilities in and around the Teaching Clinics of the University.
- VII. Identifying field problems related to sick animals in Rajasthan and to design an integrated approach for solving the clinical problems.
- VIII. Apart from providing facilities for clinical training to the undergraduate and postgraduate students, he/she shall also provide research facilities to the staff and students.
- IX. The Director of Clinics shall make arrangements in conducting research to enhance current knowledge regarding etiology, diagnosis, treatment of diseases and shall organize overseas and national training programme for the benefit of the veterinary students and veterinary practitioners.
- X. He/she shall also liaison with state departments.

(10) Director of Extension Education

There shall be a Director of Extension Education in the University.

(i) Powers & Duties of the Director of Extension Education:

The duties and the powers of the Director of Extension Education shall be as under:-

- I. He/she shall be responsible for initiation, organization and conduct of extension educational programmes of the University and for that purpose shall pass such orders as may be necessary in consultation With the Head of Departments concerned.
- II. He/she shall exercise broad administrative control over:
 - a. Extension Education Staff.
 - b. Extension Education funds allotted for this purpose and
 - c. All physical properties, facilities and materials assigned by the University for the pursuit of extension programmes.
- III. He/she shall assess in consultation with the Head of the departments the budgetary needs of extension education of different departments of the University.
- IV. He/she shall be the principal liaison officer for dealing with such agencies as various Departments of the Govt. viz. Agriculture, Animal Husbandry, Cooperative and Development and Panchayats in the matter of extension education.
- V. He/she shall formulate extension educational programmes and present to the extension advisory council for its consideration _
- VI. In formulating the extension policies and programmes of the University, he shall work in close consultation with the HODs, Deans of the Colleges and Director of Research.
- VII. He/she shall guide and supervise the working of the Information Centre dealing with publications, audio-visual aids, press and other materials required for successful implementation of the extension education progammnes.
- VIII. He/she may represent the University in conference regarding extension education.
- IX. He/she shall arrange in-service training and orientation programmes for the personnel engaged in extension work.
- X. He/she shall manage, supervise and have full control on the activities of KVKs, VUTRCs and farm attached to them.
- XI. He/she shall establish and maintain adequate system for record keeping, reporting and evaluation so that the needs of the rural population in terms of

extension education can be continuously and accurately assessed, reviewed and recast.

- XII. In the process of transfer of technology for the benefit of the farmers and other stakeholders, the Director Extension Education will plan a number of kisan melas, workshops. Development and printing of package of recommendations on an annual basis.
- XIII. He/she shall perform such other duties and functions as may be assigned by the Vice-chancellor.

(11) Director Prioritization, Monitoring and Evaluation (PM&E):

There shall be other Director called Director Prioritization, Monitoring & Evaluation (PM&E) in the University.

(i) Powers & Duties of Director Prioritization, Monitoring and Evaluation (PM&E):

The duties and functions of the Director Prioritization, Monitoring & Evaluation shall be as under:-

- I. To prepare the Perspectives Developments Plan of the University and evaluations of existing programmes/projects of the University in consultation with the concerned officers of the University.
- II. To plan for the effective utilization of all resources of the University i.e. men, material and money and monitor the same.
- III. To maintain & operate information bureau for all aspects of the University i.e. establishment, resources, finances, land, movable property etc.
- IV. To plan and monitor adequacy of revenue and expenditure in the budget in consultation with the Comptroller, RAJUVAS.
- V. To prepare and publish the Reports and Newsletters etc.
- VI. To perform any other duty as may be assigned by the Vice-Chancellor.

(12) Director of Works:

There shall be other Director called Director of Works in the university.

(i) Powers & Duties of Director Works:

The duties and powers of the Director Works shall be as under:-

- i. He/she shall perform the duties assigned to him by the Vice -Chancellor from time to time.
- ii. He/she shall be responsible for the construction and maintenance work of the University buildings and the staff working under him.
- iii. He/she shall be responsible for calling Building Council/committee meetings and preparing minutes.
- iv. He/she shall be responsible for the work for which payment is made on his recommendations and to submit account of projects undertaken for storing the material and further upkeep of stores or University building etc.
- v. He/she shall inspect all the buildings yearly and submit the report to the Vice-Chancellor regarding state of buildings, repairs, modifications, water proofing, electrical fittings and fixtures and shall supervise construction or repair work.

- vi. He/she shall be responsible for maintenance of all the University buildings, roads, fencing, play-grounds, parks and gardens and lands other than the lands comprising the agricultural farms and shall be responsible for construction and maintenance of all utility services, such as, drainage, electricity, water supply and telephone.
- vii. He/she shall be responsible for establishment and maintenance of fire protection services and shall be responsible for obtaining administrative and financial approval for each construction work from the appropriate authority of the University.
- viii. He/she shall be responsible for all the construction works under the University including preparation of their designs, plans, estimates and mandatory permissions. He/she shall prepare annual construction and maintenance budget of the University and to submit a periodical report to the Vice-Chancellor about progress of the work.
- ix. He/she shall maintain accounts relating to works in his charge in the manner prescribed by the Comptroller.
- x. He/she shall maintain an up-to-date inventory of all immovable properties of the University including lands and buildings in consultation with the concerned University officers.
- xi. He/she shall arrange acquisition and disposal of immovable property of the University with the approval of the competent authority of the University.
- xii. He/she shall be responsible for maintaining cleanliness and sanitation of the University premises.
- xiii. He/she shall be responsible for the annual verification of machinery, stock and stores under his control.
- xiv. He/she shall exercise such other powers and perform such other duties as may be conferred or imposed on him by the Statutes, Regulations or by the Vice-Chancellor
- xv. He/she will execute various works according to Schedule of Powers (SOP) for civil works approved by BOM.

(13) Controller of Examinations (COE)

Subject to the provision of section 2 (x) of the act, Controller of Examinations shall be officer of the university.

(i) Powers & Duties of Controller of Examinations:

- i. The Controller of Examination shall be the Principal Officer in-charge to conduct examination, tests and the declaration of result. He/she shall discharge his functions under the direct superintendence, direction and guidance of the Vice-Chancellor.
- ii. The Controller of Examinations shall be responsible for making all the arrangements necessary for holding examinations, tests and timely declaration of results. He/she is also responsible for safe custody of all important Examination registers and records concerning the examinations.
- iii. The COE will be the supervisor of Examination Committee and may inform the proceeding of Examination Committee to the Academic Council as and when required.
- iv. Subject to prior approval of the Vice-Chancellor, the Controller of Examinations shall perform the following duties and responsibilities namely:-

- a. To prepare academic calendar including examination schedule and implement the same;
 - b. To appoint examiners and moderators as prescribed in the rules & regulations;
 - c. To arrange for printing of question papers and answer books and their safe custody;
 - d. To arrange to evaluate and to process the results;
 - e. To arrange for timely declaration and publication of result and to refer, if, deem necessary any matter before the examination committee prior to declaration of results;
 - f. To postpone or cancel examination in part or in whole, in the event where such need arises;
 - g. To ensure confidentiality and to make assessment/ improvement in the process of the University examination/ evaluation;
 - h. To finalize the mode of examination for different courses in consultation with concerned Faculty/ School/ Department/ Academic Council;
 - i. To take disciplinary action where necessary against the candidates, paper setters, examiners, moderators, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations;
 - j. Enforce disciplinary action against the candidates for violation of prescribed rules in the Examination halls;
 - k. To appoint external agency(s)/ observer(s) for conducting, monitoring and evaluation of the examinations;
 - l. To submit report regarding examination(s) to the Vice-Chancellor;
 - m. Shall maintain secrecy and sanctity of the examination system and shall put up all confidential papers directly for perusal and approval etc;
- v. Admit/enroll eligible candidates to various examinations of the university as per relevant rules prescribed in the ordinance / regulations
- vi. Arrange for issuing Mark sheet/Grade Cards, Transcript, Degree and Migration certificate to the candidates of different examinations.
- vii. He/she shall also maintain the bank account of Controller of Examinations, RAJUVAS, Bikaner in which all receipts in favour of COE, RAJUVAS, shall be deposited and all expenses related to his office (Secrecy) shall be met from this account.

viii. He/she shall be responsible to deal with matters of recognition of degrees and Examination of other university / Institutions /Boards.

ix. The Controller of Examinations shall exercise such other powers and perform such other duties as may be assigned to him, from time to time, by the Vice-Chancellor;

x. He shall be directly responsible to the Vice-Chancellor.

(14) Librarian

Subject to the provision of section 2 (x) of the act, university shall have Librarian as other officer of the university.

(i) Powers & Duties of Librarian:

The duties and functions of the Librarian shall be as under:-

- i. He/she shall have overall control and supervision of the University Libraries.
- ii. He/she shall prepare the library budget for the University Libraries.
- iii. He/she shall be responsible for receiving and accessioning of all library materials.
- iv. He/she shall initiate the purchase of all requisitioned library materials recommended by the Library Committee.
- v. He/she shall be responsible for timely renewal of subscriptions to journals.
- vi. He/she shall initiate, participate and co-operate in programmes designed to stimulate and encourage the use of the library by students and staff.
- vii. He/she shall arrange the library hours in consultation with the Deans / Directors / Library Committee in such a manner so as to ensure maximum use of library by both students and staff.
- viii. He/she shall arrange for procurement of books and journals for departments and research stations.
- ix. He/she shall be responsible for annual physical verification of books / periodicals / stocks and stores of the Library.
- x. He/she shall be responsible for keeping the accounts of all funds provided for the purposes of the Library subject to the rules and directions by the Board of Management. The committee after verification of accounts forwards the same to the Registrar, for sub-mission to the Board of Management every year.
- xi. He/she shall prepare, verify, check and certify all bills in respect of books purchased for the library before they are forwarded to the Comptroller of the University for payment.
- xii. He/she shall exercise such other powers and perform such other duties as may be required in order to further the objectives of the University as may be conferred or imposed on him by the Statutes, Regulations or by the Vice-Chancellor from time to time.

Chapter 4: Creation, Composition and Functions of other Bodies or Committees of the University

[Under section 42(c) of RAJUVAS Act 2010]

Subject to the provisions of the RAJUVAS Act, section 42, sub section (c), following committees shall be constituted for improving academic life of the university-

(1) Council of Officers (C.O.)

(i) Constitution: There shall be a council of senior Officers in the university which shall consist of the following members-

- (a) Vice Chancellor- Chairman
- (b) Registrar
- (c) Comptroller
- (d) Director of Extension Education
- (e) Director of Research
- (f) Dean of Post Graduate Studies
- (g) All Deans of the Colleges
- (h) Director Prioritization, Monitoring & Evaluation
- (i) Director of Clinics
- (j) Dean Student Welfare
- (k) Controller of Examinations (COE)
- (l) Director (works)
- (m) Librarian
- (n) Dean of Faculty- Member Secretary

All members will be the ex-officio members of the council.

(ii) Powers and Functions of the Council:

- I. The Council of Officers shall consider all matters referred to it and shall be convened as and when required by the Vice Chancellor
- II. Advise the University authorities, officers, Academic Council/BOM on various matters
- III. The Council of Officers shall consider all the matters of any unit of University.
- IV. The recommendations of the Council of Officers will be placed before the academic council/BOM as the case may be whenever required for confirmation.

(2) Staff Council

(i) Constitution: Staff Council at each college shall consist of the following:

- (a) Dean of the College – Chairman
- (b) All Heads of the Departments
- (c) Assistant Librarian
- (d) Incharge Games/sports/,Cultural Events
- (e) Assistant Dean Student Welfare (ADSW) -Member Secretary

(ii) Powers and Duties of the Committee:

- i To advice the Dean on academic and administrative matters referred to it.
- ii To consider and approve the budget proposal of the College for onward transmission to the University.
- iii To consider budget allocation to departments, games, maintenance etc.

(3) Departmental Committees

(i) Constitution: There shall be a Departmental committee at the level of each department in all the faculties.

The committee shall comprise of the following members:-

- (a) Head of Department - Chairman
- (b) All professors of the Department
- (c) One senior most member of the subject from research nominated by Director (Research)
- (d) One senior most member of the subject from Extension Education nominated by Director Extension Education
- (e) Rest of the teachers of the subject from teaching campus out of which senior most may act as member secretary

(ii) Powers and Duties of the Committee

- I. The chairman of the committee who is nodal officer of the Department shall communicate matters related to teaching, research and extension to the Dean, Director Research and Director Extension Education, respectively.
- II. The departmental committee shall be responsible for planning monitoring and evaluation of the department programme in all disciplines i.e. in Teaching, Research and Extension and shall be responsible for strengthening the linkage between three wings or the university.

(4) Building Council

(i) Constitution: Building council of the University shall consist of the following members-

- (a) The Vice-Chancellor
- (b) Comptroller
- (c) Dean, CVAS, Bikaner
- (d) Technical Member
- (e) Director Works - Member Secretary

(ii) Powers and duties of the council:

The following duties shall be performed by the council-

- i. To prepare a master plan for the construction works of the University.

- ii. To prepare annual plan for the construction works of the University.
- iii. To review the implementation of master plan and annual plan from time to time.
- iv. The Council shall recommend to the Board of Management any repairs, alterations or additions to the existing buildings, which it may deem necessary or urgent and shall advise the Board of Management in all matters relating to the University buildings and campus development.
- v. The council shall also review periodical reports showing the progress of works under construction.

(5) Library Committee

(i) Constitution: There shall be a Library Committee of the University consisting of the following members:-

- (a) The Vice-Chancellor or a person nominated by him- Chairman
- (b) Comptroller/ member nominated by comptroller
- (c) Deans of Constituent colleges
- (d) One Director nominated by Vice Chancellor
- (e) One senior Professor nominated by Vice Chancellor
- (f) The University Librarian - Secretary

(ii) Powers and duties of the Committee:

The powers and duties of the Library Committee of the University shall be as under:-

- i Manage the library and advise the Board of Management on any matter connected with the Library referred to it by the Board of Management.
- ii Make recommendations to the Board of Management regarding the following :-
 - (a) administration of the funds set apart for the Library;
 - (b) requirement of the staff of the Library;
 - (c) writing off the unserviceable books or loss of book;
 - (d) computerization and automation of Library;
 - (e) up-skilling of existing library staff in the field of automation, computerization and networking of libraries;
 - (f) creation and augmentation of data bases to support academic and research work;
 - (g) establishment of information centers to support modern information services;
 - (h) establishment of information and co-operative communication network for linking libraries and academicians to share limited resources at national level;

- (i) to frame rules on the use of library.
- (j) any other matter connected to the library.

iii The Library Committee shall make rules governing the use of the Library. These rules and or amendments there to shall be submitted to the Board of Management for approval and shall be the operative only after the approval of the Board.

(6) Students Welfare Committee

(i) Constitution:

There shall be a Committee for promoting Health and General Welfare of the Students consisting of the following members:-

- (a) Dean Students Welfare- *Ex-officio* Chairman
- (b) The Deans of the Colleges.
- (c) All Chief Wardens of the constituent colleges.
- (d) All ADSW
- (e) One ADSW to be nominated by the Vice-Chancellor- Member Secretary

(ii) Powers and Duties of the Committee:

The functions of the Committee for promoting Health and General Welfare of the Students of the University shall be as follows:-

- (a) Furnish to the Vice-Chancellor its recommendations among others on the following issues, namely:-
 - i residence, conduct and discipline of the students of the University.
 - ii arrangements for promoting the health and general welfare of the students.
 - iii Allocation of funds for specified students welfare activities.
 - iv Formulation of procedure of punishment against students on charges of indiscipline and misconduct.

(7) Result Committee

(i) Constitution: Result Committee for each faculty shall consist following members every year:-

- (a) Vice chancellor - Chairman
- (b) Chairperson of the faculty concerned
- (c) One member to be nominated by the Vice Chancellor for the year.
- (d) Controller of Examination - Member Secretary

(ii) Power and duties of the Committee:

- I. Declaration and publication of results of the University examination..
- II. The decision taken by the Results Committee with regard to the results of the candidates shall be final.
- III. The decision with regard to cases of unfair means will rest with the committee.

(8) Grievance Redressal Committee for Students

(i) Constitution: Grievance Redressal Committee shall consist of the following:

- (a) Faculty Chairman
- (b) Dean of concern College
- (c) Controller of Examination
- (d) Dean of Student Welfare

(ii) Powers and Duties of the Committee: In addition to the powers and duties laid down in the UGC Regulations 2012 (Grievance Redressal), the power and duties of the committee shall be as follows-

- I. Grievance Committee will consider the complaints received from the students regarding questions paper of final examinations.
- II. The committee will consider all the complaints submitted by the students through respective Dean along with his/her comments with regard to question papers of final examinations and will recommend.
 - a. Appropriate relief to the students in each case if felt necessary
 - b. Any remedial measure to be taken for future.
- III. The recommendation of the committee shall be submitted to the Vice Chancellor for approval.

(9) Internal Complaints Committee (ICC) : Internal Complaints committee shall work for gender sensitization against sexual harassment.

(i) Constitution:

ICC shall have the following composition-

- (a) A woman faculty member employed at a senior level not below a Professor nominated by the Vice-Chancellor - Chairperson
- (b) Two faculty members and two non teaching employees preferably woman nominated by Vice Chancellor
- (c) Three students if matter involves students who shall be enrolled at the undergraduate, master's and research scholars level, respectively.

(d) One female member from amongst non-government organizations/associations committed to the cause of woman nominated by Vice Chancellor.

(e) Secretary, to be appointed by the Vice-Chancellor

(ii) Powers and duties of the committee:

The committee shall exercise all the powers and duties as laid down in the UGC Regulations, 2015 (Prevention, Prohibition and redressal of sexual harassment of women employees and students of higher educational institutions). This regulation has been published by UGC in continuation with the Sexual Harassment of Woman at Workplace (Prevention, Prohibition and Redressal) Act 2013.

- I. The above committees shall have the jurisdiction to entertain the complaints of sexual harassment of the University / College Campus/offices of Units / Head of Offices.
- II. The committee shall provide assistance to the victim to make the complaint in writing.

Chapter 5: Designation and Manner of Appointment of the Officers of the University

(Under section 42(b) of RAJUVAS Act 2010]

(1) Vice-Chancellor:

Manner of appointment of Vice Chancellor along with terms and conditions shall be applicable as mentioned below-

(i) Constitution of the Search Committee:

The constitution and working of the Search Committee for recommending a panel of names of persons to the Chancellor for appointment as Vice-Chancellor under Section 24 (2) of the Act shall be as prescribed in this Statute.

(ii) Members of the Search Committee:

The Search Committee shall consist of the following four members:

- (a) one shall be nominated by the Chancellor;
- (b) one shall be nominated by Board
- (c) one shall be nominated by the Veterinary Council of India
- (d) one shall be nominated by the Government:

Note-1 : One of these members shall be nominated by the Chancellor to act as convener.

Note-2: All the members of the Search Committee must have basic veterinary qualification as provided in the Indian Veterinary Council Act, 1984 (Central Act No. 52 of 1984):

Note-3: The persons so nominated shall not be a member of any of the authorities of the University.

(iii) Chairperson of the Search Committee:

The Chancellor shall appoint one of the four members of the committee as its Chairperson.

(iv) Meeting of the Search Committee:

(i) The search committee or Registrar of University may invite the applications directly through advertisement in national papers, through direct contacts with the potential candidates or by seeking recommendations from the Vice Chancellors/ Directors of other State Veterinary Universities or from any other relevant organization(s) in the name of Chairman of the selection committee or Registrar of University.

(ii) After assessing the candidates, the Search Committee will submit a panel of three to five candidates in alphabetical order to Chancellor. While recommending the name of the person to be appointed as Vice-Chancellor, the guidelines mentioned in the section 24, sub-section 3 of the act shall be followed:-

A person who has attained academic excellence and demonstrated leadership qualities in veterinary and animal sciences education and has the following minimum qualifications shall be eligible for the post of Vice-Chancellor:-

- (a) a recognized veterinary qualification as defined in the Indian Veterinary Council Act, 1984 (Central Act No. 52 of 1984);
- (b) minimum six years of experience on the post of Professor or equivalent in any teaching or research or extension system of veterinary and animal sciences of any University or research centre etc. of the Country, out of which at least three years of experience should be as Chairperson or Dean of faculty of any University or Dean or Principal of any college in the Country.

(iii) The appointment of Vice Chancellor and other terms and conditions shall be followed as depicted in section 24 of the act.

(iv) As per provisions under section 24(8,9) of the Act, the Vice-Chancellor shall be entitled for free official fully furnished accommodation befitting to his/her status and its maintenance and safeguarding; motor vehicles and maintenance thereof; actual expenses in traveling by Air/ first class AC in train etc. with his/her family and family effects to join his/her office and on relinquishing his/her office to return to his/her place of posting/home; full medical facilities and reimbursement of medical expenses for self and family; and leave as per provision under section 24 (13) and other provisions provided under sub sections (9) to(12) of the section 24 of the Act.

(v) Tenure of the Vice-Chancellor: Under section 24(3) of the act, the Vice-Chancellor shall hold office for a period of three years and shall be eligible to be appointed for a second term but thereafter he or she shall not be eligible to hold office of the Vice-Chancellor:

Provided that-

- I. the Chancellor may, by order, direct that a Vice-Chancellor, whose term of office has expired, shall continue in office for such period, not exceeding a total period of one year, as may be specified in the order; and

- II. the Vice-Chancellor may, by writing letter under his or her hand addressed to the Chancellor and after giving one month notice, resign his or her office:
- III. Provided further that a person appointed as Vice-Chancellor shall retire from his or her office if, during the term of his or her office or any extension thereof, he or she completes the age of seventy years (RAJUVAS Amendment Act,2013, section 2, clause ii).

(vi) Manner of Appointment of the Officers of the University other than Vice Chancellor and Pro Vice-Chancellor

Appointment of officers of the University except Registrar, Comptroller, Director Works, the following officers shall be appointed through recruitment:-

- (a) Director Research
- (b) Director Extension Education
- (c) Director Clinics
- (d) Director Prioritization, Monitoring & Evaluation
- (e) Dean of College
- (f) Dean of Post Graduate Studies
- (g) Dean Student Welfare
- (h) Controller of Examinations (COE)
- (i) Librarian

(vii) Specific terms and conditions attached to these posts

Tenure Post:-

Except the post of Librarian, the term of functioning of Deans/Directors/Controller of Examination (COE) shall be for a period of 3 years.

(i) Whenever no recruitment has taken place, these posts will be filled on tenure basis for a period of 3 years except Librarian. It will have only prospective effect for regular appointments i.e. it will be applicable for fresh appointments only made after the decision of the Board. This period may, however be reduced by the Vice Chancellor, with the approval of Board, if work of the incumbent is not found satisfactory by the Vice Chancellor for which the Vice Chancellor will cause a review of the performance of the incumbent. However, no officer shall be given second term for the same post but Vice Chancellor can extend it for period of six months if the incumbent is due to retiring during that period.

(ii) In case the incumbent proceeds on leave "deputation for one year or so, he/she shall stand reverted to his/her original post and the incumbent will be appointed in accordance with the normal procedure.

(iii) The appointee as an officer of the university may relinquish his/her position at any time during his tenure by giving one month notice to the Vice Chancellor or one month salary in lieu of such a notice.

Note: However, where there is only one Professor in a College, he/she should continue working, as Dean of the College till another person of the rank of Professor becomes available.

Note: The posts of Deans and Directors shall be tenurial. Where clear post of Deans and Directors are not created or where Deans and Directors are not appointed through regular channel of selection as decided by the University, the post be considered tenurial with a tenure of three years on seniority cum merit from amongst the University seniority list prepared as per statutes. The screening may also be made by a committee of which Vice-Chancellor shall be the Chairman and two experts from outside of the rank of Professor and above. Relaxation for 6 months may be given, if the incumbent is due to retiring during that period.

(viii) Selection Committee and appointment of officers and Teachers:-

The selection of the Teachers and Officers of the University shall be in accordance with the procedure as provided under the Rajasthan Universities Teachers and Officers (Selection for Appointment) Act-1974 (Act No. 18 of 1974) and the provisions of the said Act shall be applicable subject to the modifications issued by the government from time to time that as respect to the Selection of a Professor, Associate Professor and Assistant Professor or equivalents in this University, the Committee referred to in section 5 of the said Act shall besides other members specified in column 2 against entry No. 2 and 3 in the First Schedule of the said Act, consist of the Director Research and the Director Extension Education as members.

(ix) Eligibility: (qualification and experience): As prescribed by the university based on UGC Regulations, on minimum qualifications for appointment of the teachers and other academic staff in University for maintenance of standards in

Higher Education 2018, and as adopted/amended by ICAR and Government of Rajasthan from time to time.

(x) Procedure of Selection: In addition to procedure of Selection Prescribed in the Act 1974 the following -procedure shall be adopted:-

- (i) **Advertisement** — The Registrar may advertise the various post(s) of officers in National Papers for wide circulation; whereas, in respect of other officers the recruitment will be made from the existing faculty members of the University or as deputed by the State Government.
- (ii) **Formulation of Screening Committee and Screening / Evaluation Of applications** — After advertising the post(s) and receiving the applications or after having obtained the suggestions or recommendations from appropriate persons, institutions and agencies, the Vice Chancellor will constitute a screening committee to evaluate/grade the applications.
- (iii) The Chairman of the screening committee shall scrutinize all the applications, and grade them on the basis of candidates' academic achievements and professional accomplishments based on approved score card by BOM.
- (iv) **Short listing of applications for calling the candidates for interview:** The proforma for the gradation will be provided by the Registrar with the approval of the Vice Chancellor. The Chairman will prepare the final list of candidates who shall be called for interview.
- (v) **Conduct Of Interviews/ recommendation by the selection committee** -The selection committee constituted as per the Rajasthan Universities Teachers & Officers (selection for appointment) Act-1974 as amended from time to time, shall conduct the interviews of candidates following the procedure as laid down in the Act of 1974 and the Statutes.
- (vi) **The quorum:** The quorum required for the meeting of a selection committee Constituted under section 5 shall not be less than five out of which at least three shall be the experts, if the selections to be made is for the post of a officer i.e. Deans/Directors/Controller of Examinations and Librarian.
- (vii) **Reservation of SC/ST/OBC/PH posts in the University services.—**

while filling the posts in various categories in the University, such percentage of posts as may be laid down in the Act of 1974 as amended. The reservation of PH candidate as laid down by the government of Rajasthan shall also be followed.

- (viii) **Validity of Selection Panel:** - The recommendations of Selection Committee shall be valid for a period of six months from the date they are approved by BOM including the Reserved Panel.
- (ix) **Issuing of Orders:** After having obtained the approval of the Board of Management, the Vice Chancellor will appoint the Officer with detailed terms and conditions of the University service.

Chapter 6 Manner of Appointment of the Teachers of the University

[Under section 42(e) of RAJUVAS Act 2010]

The following procedure shall be adopted for selections and appointment of University teachers in accordance with the Rajasthan Universities' Teachers and Officers (Selection for appointment) Act, 1974 as amended from time to time.

(1) Classification of teachers:

- (i) Professor or equivalents
- (ii) Associate Professor or equivalents
- (iii) Assistant Professor or equivalents
- (iv) Assistant Director (Physical Education)
- (v) Any other employee of the University declared as teacher by the statutes of the University.

(2) Eligibility: (qualification and experience): As prescribed by the university based on UGC Regulations, on minimum qualifications for appointment of the teachers and other academic staff in University for maintenance of standards in Higher Education 2018, and as adopted/amended by ICAR and Government of Rajasthan from time to time.

(3) Procedure:

- (i) All appointments of teachers of the University shall be made by the Vice-Chancellor on the basis of merit as recommended by the Selection Committee duly approved by the Board of management.
- (ii) The Registrar shall have the posts advertised with such qualification as per vacant posts.
- (iii) After having advertised the posts and received applications, the Vice-Chancellor shall constitute a Screening Committee for scrutiny of applications so received. The screening committee shall consist of the following:-
 - (1) One Dean/Director as Convenor to be nominated by the Vice-Chancellor.
 - (2) Two other Senior members to be nominated by the Vice-Chancellor.

Short listing of applications for calling the candidates for interview:

- (iv) After preparing a list of the eligible candidates, the registrar with the approval of the Vice-chancellor shall issue call letters to the candidates for interview before the Selection Committee at least 2 weeks before the interview date.

NOTE :The words Professor, Associate Professor and Assistant Professor wherever occurring in these Statutes also includes persons conducting research/ extension and having status and pay scale equivalent to that of Professor, Associate Professor and Assistant Professor.

Chapter 7 Career Advancement Scheme for the Teachers (As per UGC/ICAR regulation and amended from time to time)

[Under section 42(o) of RAJUVAS Act 2010]

(1) Career advancement:

The Career Advancement to the Teachers will be applicable as per recommendations of UGC/ICAR amended from time to time and will be implemented as per directions of the Government of Rajasthan.

(2) Inter-se-Seniority between the direct recruited and teachers promoted under CAS

The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates.

Chapter 8 Appointment of other Officers listed in Act of 1974 as amended from time to time

[Under section 42(e) of RAJUVAS Act 2010]

Other Officers are listed below-

- a. Deputy Registrar/Deputy Comptroller/
- b. Assistant Registrar/ Accounts Officer/Assistant Comptroller/Administrative Officer;
- c. Assistant Engineer
- d. Legal Officer
- e. Deputy Librarian/Asstt. Librarian

(1) **Eligibility: (qualification and experience):**

(i) For Deputy Librarian/Asstt. Librarian- As prescribed by the university based on UGC Regulations, on minimum qualifications for appointment of the teachers and other academic staff in University for maintenance of standards in Higher Education 2018, and as adopted/amended by ICAR and Government of Rajasthan from time to time.

(ii) For others, the qualifications shall be as per **Schedule II** as amended by Government of Rajasthan from time to time.

(2) **Procedure:** The procedure of selection and other conditions shall be same as laid down in the Act 1974 and Statutes.

Chapter 9 Recruitment and Promotion of Non-Teaching Employees of the University

[Under section 42(e, j) of RAJUVAS Act 2010]

- (1) **Introduction:** These statutes shall apply to all the non-teaching posts which may be classified as follows:

All the ministerial posts *viz.* Clerks Grade-II (LDC), Clerks Grade-I (UDC), Assistant Administrative officer, Additional Administrative Officer, Stenographers, Personal Assistants, Sr. Personal Assistant and Private Secretary to Vice Chancellor etc.

All the posts of Accounts origin *viz.* Junior Accountant, Asstt. Accounts Officer Grade-II(Accountant), Assistant Accounts Officer Grade-I (AAO) etc.

All the posts of technical nature *viz.* Senior Technical Assistants, Technical Assistants, Agriculture supervisors, Asstt. Agriculture Officers, Farm Managers, Lab Assistants, Livestock Assistant, Library Assistant, Professional Assistant Library, Technicians, Mechanics, Operators including Pump Operators, Junior Engineers, Workshop Assistants, Drafts Man, Tracers, Drivers and all other such posts who are not considered as teacher and officer.

All class IV posts by whatever designation like peons, ploughman, cattle attendants, farm worker, sweepers, Lab attendants, lab boys, book lifter etc.

- (2) **Definitions:**

- (i) "Appointing Authority" means Vice-Chancellor or any other authority that has been declared as appointing authority under Act & Statutes for certain category of posts.
- (ii) "Direct recruitment" means recruitment otherwise than by promotion or absorption or transfer.
- (iii) "Schedule" means a schedule appended to these rules.
- (iv) "Substantive appointment" means an appointment made under the provisions of these rules after due selection by prescribed method of recruitment and includes an appointment made as probation trainee or as probationer followed by confirmation on completion of the period of probation.
- (v) "Service or experience" - Wherever prescribed under these rules as a condition of promotion from one post to another shall include the period for which the person has continuously worked on such lower post after regular selection in accordance with these rules.
- (vi) "Year" means the financial year (April to March).
- (vii) "Probationer Trainee" means a person appointed through direct recruitment against a clear vacancy in the cadre of service and placed under training on fixed remuneration for a period of two years or extended period, if any or amended from time to time.
- (viii) The words not defined here but defined in the RAJUVAS Act 2010, Statutes and service conditions made there under shall have the same meaning as assigned to them, in these enactments.

(3) Staff strength:

The strength of the staff shall be such as may be determined by the Board of Management (BOM) from time to time. The appointing authority shall have the right to have unfilled or hold in abeyance any vacant post without thereby entitling any person to compensation. The staff shall comprise of different cadre consisting of the following categories of posts, or as may be decided by BOM from time to time.

(i) **Ministerial staff:**

- a) P.S. to Vice-Chancellor
- b) Senior P.A.
- c) P.A. (Personal Assistants)
- d) Stenographers / Computer Operators
- e) Additional Administrative Officers
- f) Assistant Administrative Officer
- g) Clerk Grade-I (Upper Division Clerks)
- h) Clerk Grade-II (Lower Division Clerks)

(ii) **Accounts staff**

- a) Assistant Accounts Officer Grade-I (AAO)
- b) Assistant Accounts Officer Grade-II (Accountant)
- c) Junior Accountants

(iii) **Technical staff**

The technical staff of Engineering and Non-Engineering cadre shall comprise of such posts as per details given in this chapter under clause 1.

(iv) **Class IV staff**

All class IV posts by whatever designation like peons, ploughmen, sweepers, Lab attendants, lab boys, cattle attendant/ poultry attendant/ farm worker etc.

(4)Method of Recruitment:

(i) Recruitment of the posts shall be made by the appointing authorities as per rules as follows:

- (a) By direct Recruitment
- (b) By Promotions
- (c) By Transfer or by deputation

(ii) The posts which are to be filled by direct recruitment and their manner of appointment have been laid down in the schedule appended to these rules. All appointments (direct recruitments) shall be made as a probation trainee for a period of two years and during the period of probation he/she will be paid fixed remuneration at such rates as may be prescribed by the University from time to time. After successful completion of probation trainee he/she shall be allowed minimum pay in the pay scale of the post and the period of probation shall not be counted for grant of annual grade increment(s).

Other conditions of probationer shall be as prescribed by the University from time to time.

(iii) The posts which are to be filled by promotion have also been specified in the **Schedule III** attached to these rules together with the manner/procedure/qualifications etc. required. Promotion shall be made from the incumbents who possess minimum qualifications and experience prescribed for the post.

(5) Recruitment of Personal & Ministerial Staff:-

(i) As laid down under clause (i) of clause (3), the cadre of ministerial staff consists of the following posts:

- (1) P.S. to Vice Chancellor
- (2) Senior P.A.
- (3) P.A. (Personal Assistants)
- (4) Stenographer
- (5) Additional Administrative Officer
- (6) Assistant Administrative Officer
- (7) Clerk Grade-I (Upper Division Clerks)
- (8) Clerk Grade-II (Lower Division Clerks)

(ii) The recruitment to the posts of stenographer and clerk II (LDC) will be made by Direct recruitment and recruitment to others will be made by promotion except that in case of clerk II (LDCs). 15% vacancies shall be filled by promotion from amongst regularly appointed class IV staff who have put 5 years service and who possess the academic qualifications prescribed for clerk II (LDC) on the basis of seniority cum merit.

(iii) The Direct recruitment of clerk II (LDC) and stenographer shall be made through competitive examination as prescribed under these rules. Each year or whenever required, university shall conduct an examination for these posts and shall prepare lists in order of merit and the appointments shall be made out of this list.

(iv) The qualifications and experience required for direct recruitment of clerk II (LDC), Stenographer and Computer Operator are given in **Schedule III**.

Competitive examination for the posts of Clerk Grade-II (LDC), Stenographers and Junior Accountant(in accounts):

The Competitive examination shall be taken as per criteria and syllabus of the Rajasthan Staff Selection Board (GOR) Jaipur

(7) Recruitment of Technical staff: The appointment on all the Technical posts viz Junior Engineer Civil/Electrical, Carpenter, Fitter, Technical Assistant (Agriculture & Animal Husbandry) Farm Manager, Agriculture, Dairy, Poultry, Assistant Agriculture Officer (Agri. Graduates) project Operators, Veterinary

Compounder, Stockmen, Driver, Agriculture supervisor, Field Assistant, and all such other Technical Post by whatever designation and which are not considered as Teacher and Officer shall be made by the appointing authorities in the respective cadres from the list prepared by the selection committee/Committees.

Selection committee/ committee shall be constituted by the Vice-Chancellor for making selections for respective posts. The committee/committees shall consist of:

(1)	Dean or Director - Chairman	
(2)	One Professor - Member	To be nominated by the Vice-Chancellor
(3)	One subject Expert where necessary to be nominated by the Vice-Chancellor- Member	
(4)	Registrar - Member Secretary	

The qualification and experience required for various posts and manner of appointment e.g. by direct recruitment or promotion shall be as per Schedule III appended to these statutes. The qualifications of Non Teaching staff sanctioned under KVK shall be recruited as per guidelines of ICAR/ GOR amended from time to time.

(8) Recruitment of Class IV:

All appointments to class IV posts by whatever designation it may be provided in the budget shall be made by the appointing authorities through direct recruitment.

(9) Reservation:

(1) Reservation for schedule castes/schedules Tribes and other backward casts(OBC)/ SBC shall be in accordance with the orders of the Government for various categories at the time of direct recruitment and for promotion.

(2) The Horizontal Reservation for the categories such as Physically Handicapped (PH), Women etc. as per Government of Rajasthan rules.

(3) The appointment shall be strictly in accordance with the roster prescribed separately for direct recruitment and promotion by the State Government.

(10) Determination of Vacancies:

(a) Subject to the provision of these rules, the appointing authority shall determine on 1st April, the actual number of vacancies occurring during the financial year.

(b) Where a post is to be filled in by direct recruitment or by promotion the vacancies so determined shall be filled in by that method.

(C)Where a post is to be filled in by more than one method as prescribed in the rules and or schedules attached to these rules, the appointment to vacancies determined under clause (a) above to each such method shall be done after maintaining the prescribed proportion for the post already filled. If any fraction of the vacancies is left over, after appointment of the vacancies in the manner prescribed in continuous cycle order giving precedence to the promotion quota, the cycle will continue year after year. The appointing authority shall also determine the vacancies of earlier year, year-wise vacancies which were required to be filled in by promotion, if such vacancies were not determined earlier every year in which these were required to be filled in.

(11) Age

A candidate for direct recruitment to any cadre must have attained the age of 18 years on the First day of the year following last day fixed for receipt of applications as per rules of Government of Rajasthan.

(12)Nationality

A candidate for appointment to the service must be a citizen of India.

(13) Physical Fitness

The candidate for direct recruitment must be in good mental and bodily health and free from any mental or physical defect likely to interfere in the efficient performance of his duties as member of the service and if selected a certificate to this effect should be submitted from a medical authority not below the rank of Chief Medical and Health Officer.

(14) Procedure of Selection

1. When a vacancy or vacancies occur, the Dean/Director concerned shall intimate the same to the Registrar.
- 2.The Registrar shall then proceed to invite applications through advertisement.
- 3.On receipt of the applications, if any, as referred to in para 2 above, the application shall be screened by a committee and approved by the Vice-Chancellor.
- 4.Short Listing: Where the number of applications received in response to an Advertisement is large and it would not be convenient or possible for the University to interview all those candidates, the University may restrict the basis of calling the candidates with higher academic qualification and experience in the relevant field and or by taking a screening test (written test) as deemed proper.
- 5.The meeting of Selection Committee shall be convened by the Registrar.
- 6.At least Fifteen days notice shall be given to the candidates for appearing in the interview.
- 7.The Selection Committee shall interview the candidate and make recommendations to the Vice-Chancellor for approval.
- 8.Every Selection Committee shall be bound by the qualifications laid down in the relevant schedule appended with these statutes.

9. The Selection Committee shall prepare a list of candidates selected by it in order of merit and shall prepare a further reserved list in the same order and to the extent of 50% of vacancies in the post for which the Selection Committee was constituted and shall forward the Main and Reserved list along with its recommendations to the Vice-Chancellor.

(15) Disqualification for sitting as member in selection committee:

A person shall be disqualified to act as the member of any selection committee and from taking part in any selection under these rules if he is personally interested in a candidate or any of his/her relatives of any candidate seeking selection to the post for which selection is held.

(16) Vacancies or defect not to invalidate in selection:

Subject to the provisions as to the requirement no act, proceedings for selection made by a Selection Committee shall be questioned on the grounds of the existence of any vacancy or defect in the nomination of a member of such committee.

(17) Validity of selection panel:

The recommendations of selection committee will remain valid for a period of 6 months (Including Reserve Panel) from the date of approval of the Vice-Chancellor.

(18) Use of irregular or improper means:

A candidate who is or has been declared by the University/Appointing Authority guilty of impersonation or of submitting fabricated documents, or have been attempting to use unfair means in the examination or interview, or false or of suppressing material information or using or attempting to use unfair means in the examination or interview or otherwise resorting to any other irregular or improper means for obtaining admission to the examination or appearance at any interview, shall, in addition to rendering himself liable to criminal prosecution, be debarred either permanently or for a specified period.(i) by the University/Appointing Authority from admission to any examination or appearance at any interview held by the University/Appointing Authority for selection of candidates, and(ii) by the University from employment under the University

(19) Disqualification for appointment:

Any male candidate who has more than one wife living and any female candidate who is married to a person having already a wife living shall not be eligible for appointment to the service unless the university after being satisfied that there are special grounds (eg. religious laws) for doing so, exempting any candidate from operation of this rule. All the selected candidates are required to submit an undertaking as per the format decided by Government of Rajasthan and adopted by University.

(20) Condition for appointment to senior posts:

No person shall be appointed by promotion to a senior post unless he/she fulfills the requirements laid down in the schedule III appended to these statutes.

(21) Canvassing

No recommendation for recruitment either written or oral other than required under the rules, shall be taken into consideration. Any attempt on the part of the candidate to enlist support directly or indirectly for his candidature by other means shall disqualify him for recruitment.

(22) Procedure and criteria for appointment by promotion:

Promotion in each cadre shall be made solely on the basis of seniority cum merit.

(i) The person holding the post specified in section 3 of this chapter, shall be eligible for promotion subject to his/her possessing minimum qualification and experience on the first day of the month of April of the year as prescribed in Section A and Section B.

(ii) The promotions of employees (other than teachers and officers) will be governed by the rules of Government of Rajasthan which are in force.

The rules of Government of Rajasthan in force shall be applicable for considering the promotion of SC/ ST employees.

(iii) (a) Committee consisting of Appointing authority as Chairman or his nominee and two members nominated by the Vice-Chancellor shall consider the cases of the senior most persons who are eligible and qualified for promotion to the class of posts concerned under these rules and shall prepare a list containing names of persons found suitable on the basis of seniority cum merit and/or on the basis of merit, as the case may be, as per the criteria for promotion laid down in these rules, equal to the vacancies. The list so prepared on the basis of seniority cum merit shall be arranged in order of seniority on the category of posts from which promotions as to be made.

(b) The committee shall also prepare a reserve list on the basis of seniority cum merit as per the criteria for promotion laid down in the rules, containing the names of the persons equal to the number of person selected in the list prepared under as above to fill temporary or permanent vacancies which may occur subsequently. The list so prepared shall be arranged in the order of seniority in the category of posts from which selection shall be made. Such a list shall be reviewed and revised by the departmental promotion committee (DPC) that meets in the subsequent year and that such list shall remain valid for a period of 9 months from the date of approval of Vice-Chancellor to

till the departmental promotion committee (DPC) meets, whichever is earlier.

- (iv) Appointment shall be made by the appointing authority taking persons out of the list finally approved under the proceeding sub-rule in the order in which they have been placed in the list, till such list is exhausted or reviewed or revised as the case may be.
- (v) If in any subsequent year after promulgation of these rules, vacancies relating to any earlier year which were required to be filled up by promotion the Departmental Promotion Committee shall consider the cases of all such persons who would have been eligible in the year to which the vacancy is laid irrespective of the year in which the meeting of the year in which the meeting of the departmental promotion committee is held and such promotion shall be governed by the criteria and procedure for promotion as was applicable in the particular year to which the vacancy related and the service and/or experience of an incumbent who has been so promoted for promotion to a higher post for any period during which he has not actually performed the duties to which he would have been promoted, shall be counted.

(23) Any punishment/penalty imposed will also be taken into account depending on the gravity of punishment/charge.

(24) Restoration of promotion of persons foregoing promotions

In case of promotion and on his appointment by promotion to the next higher post on regular basis on the recommendations of D.P.C. forgoes, such an appointment shall be considered again for appointment by promotion only after a period of two years.

(25) Period of probation & confirmation

(i) All persons appointed to the service by direct recruitment against a substantive vacancy shall be appointed as Probationer Trainee for a period of two years and after satisfactory completion of Probationer period of 2 years or extended period, the incumbent will be placed in regular pay band.

(ii) During the period of probation specified in sub rule (i) each probationer may be required to pass such departmental examination and undergo such training as the Board may specify from time to time.

(iii) In cases of persons who die or are due to retire on attaining the superannuation, the period of probation shall be reduced so as to end one day earlier immediately preceding the date of his death or retirement from the service. The condition of passing the Departmental Examination in the rules regarding confirmation shall be deemed to have waived in case of death or retirement.

(iv) If it appears to the appointing authority, at any time, during or at the end of the period of probation, that a member of the service has not made sufficient use of his opportunity of that he has failed to give satisfaction, the

appointing authority may revert him to the post held substantively by him immediately before preceding his appointment provided he holds lien on that post or in other cases may discharge or terminated him from service, provided that appointing authority may, extend the period of probation up to one years in case of persons appointed by direct recruitment and one year in case of persons appointed by promotion.

(v) Notwithstanding anything contained in the above provision, if a probationer trainee is placed under suspension during the period of probation or disciplinary proceedings are contemplated or started against him, the period of probation may be extended till such period the appointing authority thinks fit in the circumstances.

(vi) A probationer trainee reverted or discharged from service during or at the end of probation shall not be entitled to any compensation.

(vii) The probationer trainee on successful completion of two years or extended period will be placed in the regular Pay Band and Grade Pay and after completion of two years in regular Pay band shall be confirmed in his appointment if he has passed the prescribed departmental examination, if any completely and the appointing authority is satisfied that his integrity is unquestionable and he is otherwise fit for confirmation.

(26) Seniority:

- (i) The Seniority of an employee shall be determined as under:
 - (a) In determining seniority, the criterion should be the date of regular appointment of an employee on a particular post in all the offices including different schemes in this University, or in the State Government or any other university.
 - (b) Provided further that in the case of those employees who were not confirmed but were promoted, their cases be considered along with the others in accordance with the seniority which will be determined on the basis of (a) above.
 - (c) Seniority of field persons (agriculture supervisor) and equivalent who were transferred as LDCs or LDC transferred as field man (agriculture supervisor) and vice-versa earlier be considered in the category of LDCs/agriculture supervisor as the case may be.
 - (e) The period spent as probationer shall be counted in determining the seniority.
- (ii) Besides above, the following criterion shall be followed in determining the seniority of an employee in the University.
 - (a) Residual power regarding removal of the difficulties and relative interpretation in regulating the seniority of employee under the above rules shall vest with the Board of Management. Previous seniority disputes, if pending shall also be decided in the light of these rules.

- (b) The relative seniority in a cadre shall be determined by the order of merit of regular selection. If two or more persons are bracketed together, the inter seniority shall be determined on the basis of firstly seniority and then age, if necessary.

(27) Scale of pay

The scale of pay to person appointed to the post in the various cadres shall be such as may be sanctioned by the Board from time to time and/or applicable in State Government.

(28) Increment during probation

A probationer shall draw increment in the regular Pay Band admissible to him/her after completing the period of probation trainee.

A Probationer shall not earn Annual Grade Increment(s) for the period of probation.

(29) Regulation of leave, allowances etc.

As provided in these rules the pay, allowances, leave and other conditions of service of the staff shall be such as may be determined by the Board under service Rules. The probationer trainee shall be governed by the Rules of Government of Rajasthan notified vide notification No. F.12(6)FD/(Rules)/05 dated 13.03.2006 and as amended from time to time.

(30) Power to relax rules

Where the Board of Management is of the opinion that it is necessary or expedient to relax any of the provisions of these rules, it may relax the relevant provisions of the rules to such extent, and subject to such conditions as it may consider necessary for dealing with the cases in a just and equitable manner provided that such relaxation shall not be less favorable than the provisions already contained in these rules.

(31) Terms and conditions for probationer trainee:

- (i) The probation trainee shall be entitled only to fixed remuneration as prescribed by the University from time to time and he/she will not be entitled to special pay, dearness pay, dearness allowance, house rent allowance, city compensatory allowance, non-practicing allowance, non-clinical allowance, rural allowance , project allowance, mess allowance, washing allowance or any other allowance (s) called by whatever name. Similarly he/she will not be eligible for grant of Ad-hoc Bonus and uniform /liveries except where wearing of uniform is a legal compulsion under the rules.
- (ii) No traveling allowance shall be admissible for joining as a probation trainee. In case journey on duty, he/she shall be allowed TA as on tour and in case of transfer only mileage allowance and incidental charges on the basis of fixed remuneration shall be admissible.

- (iii) No deduction towards General Provident Fund and State Insurance shall be made from the fixed remuneration
- (iv) Probation trainee shall be eligible for casual leave of 12 days in a calendar year and for period of less than a calendar year, it shall be admissible in proportion on the basis of completed months.
- (v) No deputation allowance shall be admissible to a probation trainee
- (vi) For an existing employee already in service prior to 20.01.2006 and option shall be given to put either for the 'fixed remuneration' or the existing pay scale (not the scale of his/her new appointment), whichever is beneficial to him/her while he/she is under probation training. After successful completion of probation training period, pay may be fixed as per the rules, where such a Government servant will get due advantage of being in a regular pay scale earlier, and will get due protection of his/her pay.
- (vii) After successful completion of period of probation training, the probation trainee shall not earn annual grade increment(s) for the period of probation training.
- (viii) Probation trainee shall earn no leave during the period of probation. However, female probation trainee shall be granted maternity leaves as per rules.

(32) To fill up the post by retired employee on contract basis

In case of requirement of employee, the vacant post may be filled on short terms basis as per government orders amended from time to time by retired employees on contractual basis.

The requirement for filling the post as essentially required will be submitted by Dean / Director / University officer as the case may be.

Chapter 10 Statutes regarding Service and Conduct Rules for the Officers, Teachers and the Employees of the University

[Under Section 42 (e, j) RAJUVAS Act, 2010]

In exercise of the powers vested under selection, 42(e&j) of RAJUVAS Act 2010, the Board of Management frames the following statutes/rules governing the service conditions of Officers/Teachers/Employees of the University.

(1) Title of the rules:

- (i) **Short title:** These rules may be called of Rajasthan University of Animal and Veterinary Sciences teachers/officers/employees service conditions and conduct rules, 2010.
- (ii) **Commencement:-** These rules shall come into force from the date these are notified.
- (iii) **Extent of application:-** These rules shall apply to all Teachers/Officers/Employees of the University, (even to those deemed as officers/ teachers/employees) and those on deputation whose conditions of service shall be such as determined by the University in consultation with the authority who lent their services.
- (iv) **Power to alter or amend:-** The Board of Management may, subject to the limits of its powers to make such rules of order, relax the provisions of these rules in such manner as may appear to it to be just and equitable.

(2) Definitions: In these rules unless the context otherwise requires.

- (i) **"Act"** means "Rajasthan University of Veterinary and Animal Sciences Act 2010".
- (ii) **"Appointing Authority"** means the authority empowered by the University to make substantive/regular appointments.
- (iii) **"Cadre"** means the strength of the University service or part of service sanctioned as a separate unit.
- (iv) **"Board"** means the Board of Management (BOM) of the University.
- (v) **"Competent Authority and power to delegate"** means authority/Officers/Employees to whom powers by or under the Act or Statute are delegated. The Board of Management (BOM) may declare any of its teacher/officer/employee as competent authority and delegate to them, such powers subject to such condition which it may impose, any power under these rules. When any power is not delegated to any one, the 'Competent Authority' means the Board of Management (BOM).
- (vi) **"Compensatory allowance"** means an allowance granted to the Teacher/Officer/Employees to meet personal expenditure necessitated by the circumstances in which duty is performed. It includes the traveling allowance.
- (vii) **"Disciplinary authority"** for the purpose of the imposition of major and or minor penalty on Teacher/Officer means the appointing authority or to whom such powers have been delegated.

- (viii) "**Duty**" includes (a) service on probation, (b) Joining time, (c) A course of instruction or training in India or Abroad specially approved as duty by the competent authority (d) Period of compulsory awaiting sanctioned by the competent authority.
- (ix) "**Employee**" means an employee of the University.
- (x) "**Fee**" means recurring or non-recurring payment to Teacher/Officer/Employee from a source other than the funds of the University, whether made directly or indirectly through any intermediary of the University.
- (xi) "**Foreign Service**" means service in which Teacher/Officer/Employee receives his/her pay with the approval of the University from a source other than the funds of the University.
- (xii) "**Honorarium**" means recurring or non-recurring payment granted to Teacher/Officer/Employee from the funds of the University or state or central Governments as remuneration for special work of an occasional or intermittent nature.
- (xiii) "**Joining time**" means the time allowed to Teacher/Officer/Employee to join a new post or to travel from a station to which he/she is posted.
- (xiv) "**Leave salary**" means the, monthly amount paid by the University to Teacher/Officer/Employee who is on leave.
- (xv) "**Lien**" means the title of Teacher/Officer/Employee to hold substantively, either immediately or on the termination of a period or periods of absence, a permanent post, including a tenure post, to which he/she has been appointed substantively.
- (xvi) "**Officers**" means an officer of the University as per Section 23 of the Rajasthan University of Veterinary and Animal Sciences ACT 2010, which includes Vice-Chancellor, all Deans and Directors, Registrar, Comptroller, University Librarian, Controller of Examinations, Director Works and other officers of the University as designated by whatever name and declared by the statutes to be an officer of the University.
- (xvii) "**Officiating**" means an arrangement when Teacher/Officer/Employee officiates in a post on which another person holds lien and also may include officiating on a vacant post on which no other Teacher/Officer/Employee holds lien.
- (xviii) "**On probation**" means a person appointed on a vacant post for determining his/her suitability for eventual confirmation on that post.
- (xix) "**Probationer**" means a person appointed on probation in or against a substantive vacancy.
- (xx) "**Selection committee**" means a committee constituted for selection of Teacher, Officer and Employee by the competent authority.
- (xxi) "**Substantive appointment**" means the appointment of Teacher/Officer/Employee on a permanent post and on which he/she acquires a lien.
- (xxii) "**Statutes**" means the statutes of Rajasthan University of Veterinary and Animal Sciences governing matters of policy etc. as set forth in section 42 and 43 of the Act.
- (xxiii) "**Teachers**" means teacher of the University as mentioned in the Act and Statute.

- (xxiv) "**University**" means Rajasthan University of Veterinary and Animal Sciences (RAJUVAS).
- (xxv) "**Pay**" means (a) monthly pay which is authorized by the University to a Teacher/Officer/Employee in a pay scale for which he/she is entitled on account of his/her appointment. The pay which he/she would be entitled to draw on monthly basis in his/her regular grade of the cadre other than all allowances. (b) Special pay and personal pay, and(c) Any other emolument which may be specially classed as pay by the Board.
- (xxvi) "**Salary**" means the pay including prescribed allowances
- (xxvii) "**Office**" means a post under the University cadre.
- (xxviii) "**Presumptive Pay**" means the pay to which Teacher/Officer/Employee would be entitled, if he/she held the post substantively and was performing its duties, it does not include special pay.
- (xxix) "**Month**" means a calendar month. In calculating a period expressed in terms of month and days complete calendar months should be calculated and the odd number of days added there to.
- (xxx) "**Age**" when Teacher / Officer/Employee is required to retire, revert or cease to be on leave, on attaining a specified age, the day on which he/she attains that age is reckoned as a non-working day, and the Teacher/Officer must retire, revert or cease to be on leave with effect from and including that day.
- (xxxi) "**Holiday**" means a holiday prescribed by or under the Negotiable Instruments Act and in relation to any particular office, place or college, a day on which such office at such place or the college is ordered to be closed by the Vice-Chancellor for transaction of University business without reserve or qualifications.
- (xxxii) "**Pension**" means monthly payment made by the University to its Teachers/ Officers/Employees after retirement or monthly payment made to the family of Teacher/ Officers/Employees after death in the form of family pension and includes gratuity and or death-cum-retirement gratuity in case of death of Teacher/Officer/Employee.
- (xxxiii) "**Tenure appointment**" means a permanent post which individual Teacher/Officer/ Employee may not hold for more than a limited period.

(3) General conditions of service:

- (i) Unless otherwise provided in the rules or the orders of the University, recruitment to any post, the minimum age for entry into University service shall not be less than 18 years for Teacher/Officer/ Employee. The age of the Teacher/Officer/Employee shall be determined by the entry made in the Senior School/Secondary school certificate, or school leaving certificate. If no date of birth is known and only month is known the date of birth shall be treated as 15th of that month. If neither month nor date is known, then 15th July of the year shall be taken as the date of birth. In case the person appointed in the University is on such post, whose minimum qualification is not High School/Secondary school then the date of birth indicated in the certificate issued by the municipality or *Panchayat* or school according to the entry made in their respective record, and in the event of non availability of

the aforesaid certificate, the date of birth declared by the applicant at the time of first appointment may be accepted.

- (ii) Categories and grades of the posts under the University shall be as specified by the competent authority from time to time.
- (iii) The qualifications for appointment to various posts in the University shall be as determined by the competent authority from time to time.
- (iv) (a) Recruitment on various posts in respect of Teachers and Officers in the University shall be made according to the, manner prescribed and determined by Rajasthan Universities Teachers and Officers (Selection for appointment) Act-1974 and as amended from time to time.
(b) Recruitment for various posts of Employees in the University shall be made according to the, manner prescribed and determined by the competent authority
(c) No person may be appointed for a period exceeding one year without a medical certificate of fitness by the medical officer approved by the University.
- (v) When a Teacher/Officer/Employee has been dismissed, removed or demoted/reduced from any class, category or grade in the service, no vacancy caused thereby shall be filled till such person has been proved to be worthy of the action given to him through regular channels of meeting out the justice in such cases.
- (vi) The absence of a Teacher/Officer/Employee including probationer from duty whether on leave or on foreign service or on deputation and who holds a lien on a post, shall not, if he/she is otherwise fit, render him ineligible for appointment to a permanent or officiating vacancy in the higher class, category grade or post which may fall vacant during his/her absence.
- (vii) (a) A Teacher/Officer/Employee appointed to a permanent post after the commencement of these rules shall remain on probation on such post for a period specified by state government provided that the appointing authority may extend in any individual case, the period of probation by one year. The intention of extending the period of probation shall be intimated by the appointing authority to the Teacher/Officer/Employee concerned in writing at least one month before the date of expiry of the probation period. However for the post of Associate Professor and above the period of probation shall be of one year as per Govt. order No. F.12 (6) FD/Rules/2005 dated 23.09.2014.
(b) Where the work of Teacher/Officer/Employee, appointed on probation is not satisfactory, the appointing authority may (i) in the case of a person appointed to a higher post, revert him to the post held by him immediately before such appointment, (ii) in the case of a person appointed by direct recruitment, terminate his/her service without notice.
(c) Every Teacher/Officer/Employee appointed to a permanent post in the University shall, on satisfactory completion of his/her period of probation, be eligible for confirmation on the post.

- (d) No Teacher/Officer/Employee shall be confirmed on any post unless such post is permanent and no one else holds a lien on the post, and the service of the Teacher/Officer/Employee is found satisfactory by the appointing authority.
- (viii) If a Teacher/Officer/Employee who is not confirmed in service, wishes to resign from service, he/she shall give one month notice in writing to the appointing authority. If the Teacher/Officer/Employee fails to give such notice, the University shall recover one month's salary from him in lieu of notice or the salary for the period falling short of the required period of notification.
- (ix) Unless Teacher/Officer's/Employee service has been terminated during the probationary period, the Head of the office or the institution under whom the Teacher/Officer/ Employee is working, shall send to the appointing authority, at least two months before the date of expiry of the probationary period, a report about the working and conduct of the Teacher/Officer/Employee appointed as probationer, with a definite recommendation for his/her confirmation in service or otherwise.
- (x) If the University decides to relieve Teacher/Officer/Employee, not confirmed in service, one month's notice in writing shall be given to him or in lieu of notice he/she shall be paid salary of one month. Provided that no such notice of discontinuance shall be necessary in case of (i) appointments made for specific periods, and (ii) appointment made against leave vacancy.
- (xi) A confirmed Teacher/Officer/Employee shall be required to give three months notice in case he/she desires to be relieved from service or he/she shall pay to the University three months salary in lieu of such notice, or salary for the period falling short of three months' notice.
- (xii) (a) If the University decides to relieve Teacher/Officer/Employee who is confirmed in service, a notice to that effect shall be served on him three months before the date on which he/she is to be relieved. In the absence of such notice the University shall pay to him three months salary.
- (b) Termination of service by notice in case of permanent Teacher/Officer/ Employees shall be resorted to only when the post he/she holds ceases to exist and University does not have suitable alternative post to offer him. Services of a Teacher/Officer/Employee may be terminated on account of unsatisfactory work, misconduct etc, only after fulfilling the conditions laid down under the rules contained in clause (9) of this chapter.
- (xiii) A Teacher/Officer/Employee, before leaving the University, shall hand over the charge of his/her post to a duly authorized Teacher/Officer/Employee and shall return to the University all books, apparatus, furniture and other materials issued to him for his/her personal or official use and shall pay up in full all outstanding dues on account of occupation of residential quarters, water/electric charges, loans and advances, if any. In case of default the head of the institution where he/she is employed shall recover the amount due to him from his/her dues payable to him by the University.

- (xiv) Willful absence from duty may be treated as misconduct for the purpose of these rules. The period of absence without leave, will be treated as interruption in service involving forfeiture of past service, unless a satisfactory reason is furnished, the competent authority is then empowered to commute such period of absence into extraordinary leave.
- (xv) **Special provision for existing Teachers/Officers/Employees:**
 All appointments, made in substantive capacity, prior to the commencement of these rules, shall be deemed to have been made under the provisions of these rules, and any person so appointed, shall draw the pay drawn by him immediately before such commencement provided that he/she may on his/her option, to be exercised within six months of the date of enforcement of these rules, seek retirement and get all benefits available to him.
- (xv) **Service records**
- (a) The Head of Office/Institution shall maintain a service book of each Teacher/Officer/Employee in duplicate in the form as has been prescribed by Government of Rajasthan. This service book may be shown to concerned employee at the end of the calendar year.
- (b) Entries, in the service book of Teacher/Officer/Employee shall be authenticated by the officer/officers under whom Teacher/Officer/Employee is working.
- (xvi) **Confidential reports:**
 The appointing authority shall maintain Annual Assessment Reports of all Teacher/ Officers/Employees working in the University. Accordingly, all the Teacher/Officers/ Employees working in the University are required to submit Annual Assessment Reports by the end of July every year.
- (xvii) **Residuary conditions of service:** Any matter relating to the conditions of service of Teacher/Officer/Employee for which no provision is made in these rules shall be determined by BOM.
- (xix) In the event of death of a University Teacher/Officer/Employee while in service, a lump sum amount equal to the amount of leave salary admissible in respect of the earned leave that may due to the deceased Teacher/Officer/Employee on the date of death, not exceeding 300 earned leave may be paid to the nominee of the deceased Teacher/Officer/Employee and in case there is no nominee the legal heir of the deceased Teacher/Officer/Employee.
- (xx) Unless and otherwise distinctly provided for in these rules a Teacher/Officer/Employee will be treated to be at the disposal of the University whenever required, he/she can be put to any additional work without the claim for additional remuneration.
- (xxi) (a) As per principles of lien, two or more Teachers/Officers/Employees can not be appointed substantively to the same permanent post at a time.
- (b) Teacher/Officer/Employee cannot be appointed substantively except as a temporary measure to two or more permanent posts at the same time.

- (c) Teacher/Officer/Employee cannot be appointed substantively to a post on which another Teacher/Officer/Employee holds a lien.
- (xxii) **Lien:** Unless otherwise provided in these rules, Teacher/Officer/ Employee on substantive appointment to any permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other post. Two or more employees/officers/teachers cannot be appointed to the same post at a time and cannot be appointed substantively to a post on which another person holds a lien.
- (xxiii) A Teacher/Officer/Employee holding substantively permanent post retains a lien on that post:-
- (a) While performing the duties of that post.
 - (b) While on Foreign Service or holding temporary post or officiating on another post.
 - (c) During joining time on transfer to another post unless he/she is transferred substantively to a post on lower pay, in which case his/her lien is transferred to the new post from the date on which he/she is relieved of his/her duties in the old post.
 - (d) While on leave.
 - (e) While under suspension.
- (xxiv) A Teacher/Officer /Employee may be required to subscribe to general provident fund in accordance with the rules framed by the University in this behalf from time to time.
- (xxv) **Conditions of drawing pay and allowances:** Subject to any exception specially made in these rules, a Teacher/Officer/Employee shall begin to draw the pay and allowances attached to his/her tenure of a post with effect from the date he/she assumes the duties of that post and shall ceases to draw them as soon as he/she ceases to discharge these duties.
- (xxvi) When Teacher/Officer/Employee undergoing training whether within the country or abroad for any specified period before he/she assumes charge of that post, if resigns or leaves the university or takes another employment during the period of training or during the two years after return and rejoining the services from the training, he/she will have to return the entire emoluments paid to him either as a way of pay and allowances and/or any kind special payment that he/she received during the training period. He/she or however exempted to return any travelling or daily allowances received during the training period. Every such Teacher/Officer/Employee shall be required to execute, before the period of his/her training starts, a bond covering above provisions.
- (xxvii) Teacher/Officer/Employee shall not be granted leave of any kind for a period exceeding 5 years continuously. In case Teacher/Officer/Employee does not resume duty after remaining on leave for a continuous period of 5 years, he/she shall, unless the Vice-Chancellor in view of exceptional circumstances of the case otherwise determines, be removed from service.

4. **Pay and allowances:**

(i) **Scale of pay:** The scale of pay of the posts in cadre/cadres of Teachers/Officers/Employees in the University shall be such as may be prescribed from time to time by the Board and the Government.

(ii) **Initial pay:** Initial pay shall be allowed as per rules.

(iii) **Pay during the period of training:**

(a) If a Teacher/Officer/Employee of the University is deputed for training by the university, he/she shall draw such pay as he/she would have drawn, had he/she not been deputed for training. Every such Teacher/Officer/Employee shall be required to execute, before proceeding on training, a bond in the term prescribed by the Board, to serve the University after completion of the training for a period mentioned below:

S.No.	Period of Training	Period to serve the University for which bond is to be executed
1	Exceeding 3 months but up to six months	One year
2	Exceeding six months but up to one year	Two years
3	Exceeding one year but up to two years	Four years

(b) If the University Teacher/Officer/Employee is deputed for training and the period of course of study is treated as duty, he/she shall be entitled to compensatory allowance at the rates prescribed under University traveling allowance rules.

(c) When a University Teacher/Officer/Employee is sent or deputed to undergo regular course of study or training within the state or outside the state for the purpose of acquiring a degree or diploma from a University or any other autonomous institution or college etc., the compensatory allowance under these rules shall not be admissible irrespective of whether the period of training is treated on duty or not.

(iv) **Fixation of pay when pay of the post is revised:** Whenever the pay scale of a post is revised, the pay of Teacher/Officer/Employee, unless provided otherwise, specified in the pay revision orders shall be fixed at a stage equal to the stage of the pay last drawn by him and or if there is no such stage, at the next lower stage plus personal

pay equal to the difference to be absorbed in future increments provided that he/she may at his/her option retain his/her old pay scale until that date on which he/she is to earn his/her next or any subsequent increments in the old scale, or until he/she vacates his/her post or ceases to draw pay on that time scale. The option once exercised shall be final.

- (v) Where the pay of Teacher/Officer/Employee is fixed under clause 4 (V) above, the next increment shall be granted on the date he/she would have drawn his/her increment, had he/she continued in the lower post, provided that, if the pay is fixed at the minimum of the time scale and the pay so fixed exceeds, the pay drawn in the lower post by the amount equal to the amount of the next increment in the lower post plus the first amount of increment in the higher post, the next increment shall be admissible after completing of service for the full incremental period to be counted for increment under rule 4(viii).
- (vi) **Increment:** An annual increment shall ordinarily be applicable in month of July as a matter of course or as amended by the government/ BOM unless it is withheld by the competent authority, for unsatisfactory work or conduct.
- (vii) **Counting of service for increments:** - The following service shall be counted for increments on the time scale of post:
 - a. Duty on post or any other post of the same or higher grade, whether continuous or not;
 - b. Time spent as joining time from one post to another;
 - c. Duty on equivalent or higher post in foreign service.
 - d. Duty on temporary post and on probation, and
 - e. Leave other than extra-ordinary leave, provided that the Board may direct by a special order relating to an individual case that extraordinary leave shall be counted for increments for any of the following reasons.
 - i. Any period of absence on the duty because of causes beyond the University Teacher/Officer's/Employees control.
 - ii. Period spent on higher studies e.g. Masters/Doctoral Degree beneficial for the discharge of his/her duties.
 - iii. Any other reason considered to be in the interest of the University by the Vice-Chancellor.
- (viii) **Date of increment:** The increment of University Teacher/Officer/Employees may be admitted from the first of July under the operation of the normal rules and orders, regulation increments.
- (ix) **Pay during suspension:**
 - (a) Teacher/Officer/Employee under suspension be entitled during the period of suspension to draw a *subsistence allowance* at an amount equal to the half pay which is admissible and allowances as based on such pay.

- (b) In case Teacher/Officer/Employee remains under suspension for a period exceeding six months and the progress of enquiry is not delayed due to the fault on the part of the suspended Teacher/Officer/Employee, the competent authority may increase the subsistence allowance upto 75% of his/her pay. The allowances in that case will be based on such increased pay.
- (c) Teacher/Officer/Employee who has been dismissed, removed or compulsorily retired or suspended, when re-instated, the authority competent to order the reinstatement shall consider and make specific orders :-
 - i. Regarding the pay and allowance, to be paid to the Teacher/Officer/Employee for the period of absence from duty or for the period of suspension.
 - ii. Whether or not the paid period shall be treated as period spent on duty.
- (d) When the competent authority holds that the Teacher/Officer/Employee has been fully exonerated, the Teacher/Officer/Employee shall be given the full pay and allowance to which he/she would have been entitled had he/she not been suspended.
- (e) In other cases the Teacher/Officer/Employee shall be given proportion of such pay and allowances as competent authority may determine.
- (x) No payment of subsistence allowance shall be made unless the Teacher/Officer/ Employee furnishes a certificate that he/she is not engaged in any other employment, business, profession or vocation.
- (xi) **Grant of leave during suspension:** Leave may not be granted to a University Teacher's/Officer's/Employee's under suspension. However, permission to leave headquarters may be given in case of serious illness in the family etc. by the competent authority for a reasonable period keeping in view the state of enquiry and the possible effect of the Teacher's/Officer's/Employee's absence on its progress. Teacher/Officer/ Employees under suspension shall be required to mark his/her attendance daily at the place as may be directed by the competent authority.
- (xii) **Pay during awaiting posting order:** Teacher/Officer/Employee who is compulsorily kept under awaiting posting orders, shall be entitled to the pay and allowance at the rate at which he/she was drawing immediately before relinquishing charge in the old post.
- (xiii) **Special pay and honorarium:** The Board may sanction special pay to Teacher/Officer/Employee in consideration of the specially arduous nature of duties or a special addition to the work of responsibility.
- (xiv) The Vice-Chancellor or other authorities to whom powers have been delegated under these rules may grant to Teacher/Officer/Employee an honorarium as remuneration for the work performed which is

occasional in character and either so laborious or of such special merit as to justify such honorarium or special merit for additional work that requires extra time.

(xv) **Draw of pay :**

- (a) Teacher/Officer/Employee shall be entitled to draw pay of the post to which he/she is appointed from the date on which he/she takes over charge of the post.
- (b) Pay in respect of any month shall become payable on or immediately after the first working day of the following month.

(xvi) **Pay and allowance for holding additional charge of a post :**

- (a) The Teacher/Officer/Employee if given the charge of an equal or higher post may be allowed pay in the basic post plus 1% of the presumptive pay applicable to the additional post, if the period of holding the additional charge is not less than 30 days but to a maximum of 60 days. If the charge exceeds 60 days he may be allowed allowance of up to 2% of the presumptive pay of the additional post.
- (b) No allowance will be admissible when Teacher/Officer/Employee is holding one post and is placed incharge of the current duties of a lower post.

(xvii) Teacher/Officer/Employee already serving in one service or cadre of the University is appointed to another service, cadre or scheme by direct recruitment or special selection and not by promotion shall have his/her initial pay fixed in the following manner :

If the maximum of the scale of the new post is higher than the maximum of the old post, then pay shall be fixed at the stage of the time scale of the new post next above the last substantive pay in the old post. If the maximum of the scale of the new post is equal to or lower than the maximum of the old post, then pay shall be fixed at the stage of that time scale of the new post which is equal to his/her last substantive pay on the old post, or if there is no such stage, the stage next below that pay plus personal pay equal to the difference. If the minimum pay on the new post is higher than pay drawn in the old scale, then minimum pay shall be allowed.

(xviii) **Pay on transfer to lower grade or post:** The authority which orders the transfer of Teacher/Officer/Employee as a penalty from a higher to a lower grade of post may allow him to draw any pay not exceeding the maximum of the lower grade post.

(xix) **Future increments on demotion/reduction to lower grade or post :**

- (a) If a Teacher/Officer/Employee is demoted/reduced as a measure of penalty to a lower stage in his/her time scale, or to a lower position, the authority ordering such demotion/deduction shall state the period for which it shall be effective and whether on

restoration to postpone future increments and if so, to what extent.

(b) If a person is reduced a measure of penalty to lower grade or post to lower time scale, the authority ordering the reduction may or may not specify the period for which the reduction shall be effective, due where the period is specified that authority shall also state operate to postpone future increments and if so to what extent

(xx) Where an order of penalty of with-holding of increment of Teacher/Officer/Employee or his/her demotion to a lower post or to a lower time scale or to a lower stage in a time scale, is set aside or modified by a competent authority on appeal or review, the pay of the Teacher/Officer/Employee shall be regulated in the following manner :-

(a) If the said order is set aside, he/she shall be given, the difference between the pay to which he/she would have been entitled had that order not been made and the pay he/she had actually drawn for the period such order has been in force

(b) If the said order is modified, the pay shall be regulated as if the order so modified had been made in the first instance.

(xxi) **Retirement:**

(a) **On attaining age of superannuation :**

All the Teacher/Officer/Employee shall retire from the University service upon attaining the age of 60 years or as amended by the state government. Except as otherwise provided in these rules, the date of retirement of University Teacher/Officer/Employee is the afternoon of last day of the month in which he/she attain 60 years of age. In case the date of birth of a person is the first day of month he/she shall retire on the last working day of the preceding month.

(b) **Voluntary retirement :**

At any time after a Teacher /Officer/Employee who has completed 15 years of qualifying service he/she may seek voluntary retirement by giving a written notice of not less than three months to the appointing authority and such authority may retire him/ her from service in accordance with the Government of Rajasthan Pension Rules and amendments as made to it from time to time.

(xxii) **Compulsory retirement on completion of 15 years of qualifying services:**

At any time, after a University Teacher/ Officer/Employee has completed 15 years qualifying service or has attained the age of 50 years, whichever is earlier, the appointing authority, upon having been satisfied that the concerned University Teacher/Officer/Employee has on account of his/her indolence or doubtful integrity or incompetence to discharge official duties or inefficiency in due performance of official duties, has lost his/her

utility, may the concerned University Teacher/Officer/Employee be given compulsory retirement in public interest. In case of such retirement, the University Teacher/ Officer/Employee shall be entitled to retiring pension.

- (xxiii) **Compensatory allowance:** The Teacher/Officer/Employee shall be eligible to house rent allowance, dearness allowance, traveling allowance and other allowance as sanctioned by Board according to government rules in force from time to time.
- (xxiv) **Rent free accommodation:** The chief warden, warden, matron and ADSW who are involved in essential duties are entitled for rent free accommodation or honorarium as decided by the University. The BOM may from time to time specify the posts, the holders of which may be provided with rent free accommodation where such accommodation is made available.
- (xxv) A Teacher/Officer whose duties involve the carrying out of scientific and technical research shall not apply for or obtain, cause or permit any other person to apply, or obtain patent for an invention made by such Teacher/Officer except with the permission of the University and in accordance with condition as the University may impose

(5) Leave

(i) Earning of leave and right to claim leave :

- (a) Leave is earned on the actual period of duty and it cannot be claimed as a right. It may be refused or revoked at any time by the authority empowered to sanction leave. In case of refusal, reasons shall be recorded by the leave sanctioning authority.
- (b) When Teacher/Officer/Employee is recalled on duty before the expiry of the leave, he/she shall be entitled to be treated as on duty from the date he/she starts for the station of his/her duty and to draw traveling allowance to the headquarter. He/she will get leave salary for the period preceding the date on which he/she joins the duty.

(ii) Commencement and expiry of leave :

Leave begins from the date from which it is sanctioned and ends on the day it expires. Sunday, other holidays and vacation may be prefixed or suffixed to leave subject to the limit of absence on leave prescribed under each kind of leave.

- (iii) **Address while on leave:** Every University Teacher/Officer/Employee, proceeding on leave shall record on his/her application for leave, the address including email at which the letters/email will find him during leave. Subsequent changes in address during leave, if any, should likewise be intimated to the competent authority. He/she will also give his/her telephone / mobile number during the period of leave.

- (iv) **Grant of leave beyond the date of retirement:** No leave shall be granted beyond the date on which a Teacher/Officer/Employee must compulsorily retire.
- (v) **Encashment of Leave after superannuation:** A Teacher/Officers/Employee retiring on superannuation be paid cash equivalent to leave salary in respect of the period of privilege leave at their credit at the time of retirement on superannuation. This concession will be subject to the following conditions:-
- (a) The payment of cash equivalent to leave salary shall be limited to a maximum of 300 days privilege leave.
 - (b) The cash equivalent of leave salary thus admissible will become payable on retirement and will be paid in one lump sum amount as one time settlement.
 - (c) Cash payment under this rule will be equal to leave salary as admissible for leave on full pay and dearness allowance admissible on that pay at the rates in force on the date of retirement. No city compensatory allowance and/or house rent allowance shall be payable.
 - (d) The amount of leave salary as provided under sub-rule (c) above will be sanctioned by competent authority on the date of retirement.
 - (e) This concession will also be admissible to the Teachers/Officers/Employees on their death or on premature retirement as per government rules.
- (vi) **Admissibility of terminal leave:**
- (a) Terminal leave to the extent of leave on full pay not exceeding 180 days may be sanctioned at the discretion of the authority competent to grant leave even when it has not been applied for and refused in the public interest to the following categories of University Teacher/Officer/Employee on termination of their employment :-
 - (i) a temporary University Teacher/Officer/Employee whose services are terminated by University on account of retrenchment or on the abolition of the post before attaining the age of superannuation.
 - (b) A temporary University Teacher/Officer/ Employee who resigns on his/her own may at the discretion of the sanctioning authority be granted terminal leave not exceeding half the amount of privilege leave at his/her credit subject to a maximum of 90 days.
 - (c) The cash payment of leave salary under sub-clause vi (a) and (b) shall be paid in lump sum amount as one time settlement in accordance with method of computation laid down in sub clause v.
 - (d) Terminal leave under sub-clause vi (a) and (b) above shall not be admissible to :

- (i) apprentices and persons not in the whole time employment of the University.
 - (ii) a University Teacher/Officer/ Employee dismissed or removed from service; and
 - (iii) Teacher/Officer/Employee whose services have been terminated for taking part in any anti-national activities.
- (vii) **Joining duty on return from leave on medical grounds:** A Teacher/Officer/Employee who has been granted leave on medical grounds shall be required to produce a medical certificate of fitness from the authorized medical attendant before resuming duty. The competent authority may also require from the Teacher/Officer/Employee to produce a medical certificate when the ground of leave applied for such illness.
- (viii) **Re-joining of duty before the expiry of the leave:** Except with the permission of the competent authority, no Teacher/Officer/Employee on leave shall ordinarily join duty before the expiry of the period of leave sanctioned to him.
- (ix) **Application for leave:** Leave other than casual leave, duty leave, such as deputation leave for availing a grant of Government of India, I.C.A.R., U.G.C. other Governmental agencies for which application is initially recommended and forwarded by the University shall be applied for in the prescribed form given in Appendix II. It shall be applied for sanction sufficiently in advance before it is availed of, except in cases of emergency or such other reasons to the satisfaction of the sanctioning authority.
- (x) **Increment during Leave:** If the increment falls due during leave on full pay and half pay other than casual leave, the effect of increase of pay will be given from the date it is due but will be paid to the Teacher/Officer/Employee when he/she resumes duty.
- (xi) **Absence after the expiry of leave:** Teacher/Officer/Employee who remains absent after the expiry of his/her sanctioned leave shall not be entitled to any leave salary unless otherwise such absence has been regularized by the competent authority. Willful absence from duty after the expiry of sanctioned leave shall be liable to punishment.
- (xii) **Leave account:** A leave account in the form given in service book will be maintained for each Teacher/Officer/Employee.
- (xiii) **Admissibility of leave to temporary Teacher/Officer/Employee made permanent:** A temporary Teacher/Officer/Employee, if without interruption of duty, is appointed substantively to a permanent post, his/her leave account will be credited with the amount of leave as per provisions contained in sub clause XIX(a), XX(b), XXI (e) and XXV(d).
- (xiv) **Casual leave :** The amount of casual leave granted to an individual in a year (1st January to 31st December) shall be 15 days only, provided that in the case of Teacher/Officer/Employee joining service during the course of a year it will be granted as under :-
- (a) Upto 5 days for service of 3 months.

- (b) Upto 10 days for service of more than 3 months, but less than 6 months.
 - (c) Upto 15 days for service of more than 6 months.
 - (d) Casual leave may be taken in one or more installments as the applicant desires, but shall not exceed 10 days at a time. Casual leave shall not be combined with any other kind of leave, except duty leave but it may be taken in combination with University holidays provided the period of total absence does not exceed 15 days. Normally casual leave will be sanctioned by the competent authority as and when applied for. Sundays or other University holidays falling within the period of casual leave shall not be counted as casual leave. Unavailed casual leave shall lapse after the close of the year.
 - (e) Probation trainee shall be eligible for 15 casual leave in a calendar year and for a period less than a calendar year, it shall be in proportion of completed month.
- (xv) **Special casual leave** : Special casual leave may be granted to a University Teacher/Officer/Employee to the extent noted below for undergoing sterilization operation:
- (a) **Male Teacher/Officers/Employee:** 6 days for his own operation, and 7 days for his wife's operation.
 - (b) **Female Teacher/Officer/Employee:** 10 days for her own operation.
 - (c) In the case of a University Teacher/Officer/Employee who is hospitalized due to complication caused as a result of vasectomy or tubectomy operation, the period during which he/she remains as indoor patient in the hospital shall be treated on special casual leave provided such period is in excess of 6 days in the case of male and 14 days in the case of female. The special casual leave for the period of hospitalization shall be granted subject to the production of medical certificate from the authorized Medical Attendant.
- (xvi) **Academic leave(only for Teachers/Officers):**
- (a) Academic leave for absence from duty upto a limit of 15 days in an academic year may be sanctioned to the teachers or deemed as teachers by the competent authority for the following purposes:
 - (i) To conduct an examination of a University and other recognized institution or of a statutory Board
 - (ii) To deliver academic lecturers
 - (iii) To attend meetings of the committees, Boards, Faculties and other academic bodies of other Universities or of a statutory Board
 - (iv) To inspect academic institution University or a statutory Board
 - (v) To attend meetings of the selection committee of other institution, board statutory corporation and public service commission

- (vi) Any other purpose which is deemed by the competent authority to be of academic nature
 - (b) Application for academic leave shall ordinarily be submitted and sanction of competent authority obtained before the leave is actually availed of.
 - (c) During the first year of service of a teacher the grant of academic leave will be regulated as follows:
 - (i) For service of 3 months or less – 5 days
 - (ii) For service exceeding 3 months but not exceeding 6 months – 10 days
 - (iii) For service exceeding 6 months – 15 days
 - (d) Sunday or University holidays falling in between period of academic leave will not be debitable to the academic leave account
 - (e) The sanctioning authority may at its discretion permit combination of academic leave with holidays and casual leave
 - (f) Unavailed academic leave shall not be carried forward in the next academic year.
- (xvii) **Special academic leave** (only for Teacher/Officer):
- (a) When a University teacher is invited by another University/ institute under UGC or ICAR etc. scheme as a visiting Professor for a period of three months to 12 months, he/she may be granted special academic leave without pay and allowances
 - (b) When a University teacher is invited by another University/ institution under the UGC/ICAR etc. scheme as a visiting fellow for a period from 2 weeks to 8 weeks, he/she may be granted special academic leave with pay and allowances for the duration of visiting fellowship
 - (c) When a University teacher is made a National lecturer by the UGC/ICAR etc. and is invited to deliver lecture under the programme, he/she may be granted special academic leave for the purpose with pay.
 - (d) When a teacher is invited to deliver memorial lecturer in a University he/she may be granted special academic leave with pay and allowance for the purpose.
 - (e) When a University teacher is invited for a longer period to act as member/expert of selection board/committee by the UGC/ICAR/PSCS/Universities or any other recognized institutes, he/she may be granted special academic leave
 - (f) When a University teacher is invited to deliver lecture by a reputed Institute/University at International level, he/she may be granted special academic leave.

(xviii) **Deputation leave** (only for Teacher/Officer): Deputation leave on full pay and allowances may be granted to a teacher provided he/she has been deputed by the University for:

- (a) Attending conference, congress, seminars, symposia and convention recognized by the University in India and abroad on behalf of the University
- (b) Working on delegations or committee appointed by the Government or by another agency recognized by the University
- (c) Attending such short term courses, workshop as the Vice-Chancellor may approve as useful for the University where the person does not receive any salary or honorarium
- (d) Availing himself of the fellowship award under the cultural exchange program and other programmes in whose case the applications were forwarded by the University to the UGC/ICAR/ Govt. of India etc. according to the terms and conditions attached to the programme of such award/fellowship
- (e) If a teacher has availed such leave for visiting abroad for more than 3 months, he/she will not be entitled for deputation leave upto 5 years of his/her return from leave
- (f) The Vice-Chancellor may sanction deputation leave upto 30 days at a time in an academic year. If the period of deputation leave is for more than 30 days, sanction of the Board will be necessary.
- (g) If the teacher concerned receives any honorarium or remuneration and period of deputation leave is more than three months, such leave shall be sanctioned on half pay and allowance only
- (h) Deputation leave shall not ordinarily be combined with any other kind of leave. However, if a Teacher/Officer on deputation leave, outside India, applies for any kind of leave, which is due to him in continuation of deputation leave, such application may be considered on its merit.

(xix) **Privilege leave :**

- (a) Teacher/Officer/Employee whether temporary or permanent shall be entitled to privilege leave of 30 days in a calendar year.
The application for the privilege leave will be required to be submitted on prescribed application form.
- (b) Teacher/Officer/Employee shall be entitled to accumulate leave upto a maximum period of 300 days.
- (c) The leave account of every Teacher/Officer/Employee shall be credited with privilege leave in advance, in two installments of

15 days, on the first day of January and July of every calendar year irrespective of whether it is an even or uneven year.

- (d) Teacher/officer/Employee shall earn P.L. @ 2½ days for each completed month of his/her service in a half year in which he/she is appointed. In case of resignation, termination, discharge, removal or dismissal from service or death while in service or on retirement from service the privilege leave shall be re-reckoned with effect from 1st January or 1st July as the case may be in the half year of occurrence of the event and credited to his/her leave account at the rate of 2½ days for each completed calendar month upto the end of the month in which he/she ceases to be in service.
- (e) No deductions in leave balance shall be made if Teacher/Officer/Employee remains on any kind of leave other than extra ordinary leave. If Teacher/Officer/Employee remains on extra ordinary leave in a half year, deduction shall be made at the rate of one tenth of the period of extra ordinary leave during that half year subject to a minimum of 15 days.
- (f) The maximum period of privilege leave that may be granted to Teacher/Officer/Employee at a time shall be 120 days but in case the privilege leave is taken for the purpose of undergoing treatment of T.B. or leprosy or cancer or a mental disease in a recognized sanatorium/hospital, the maximum period for which privilege leave can be granted shall be 240 days at a time.
- (g) The minimum privilege leave may be granted upto 2 days, if no casual leave in balance. If sufficient casual leave (more than six) in balance, no privilege leave less than 6 days shall be granted.

(xx) **Encashment of privilege leave while in service :**

- (a) Teacher/Officer/Employee may, on surrender of privilege leave not exceeding 15 days in a year, be granted leave encashment equal to the period of leave surrendered.
- (b) No encashment of privilege leave may be allowed to a temporary Teacher/Officer/Employee unless he/she has completed one year of service.
- (c) The authority who is competent to sanction privilege leave shall be competent to accept surrender of privilege leave and grant leave encashment benefit thereof.
- (d) The number of days of privilege leave surrendered shall not be referred to any particular period, but may be reckoned as surrendered on the date of application of leave for encashment benefit and debited against leave account of University Teacher/Officer/Employee.
- (e) The amount of leave salary for the period for which leave is surrendered shall be calculated as follows:-

- (i) Equal to the pay to which he/she is entitled on the day he/she applied and in addition dearness allowance at the rates in force from time to time.
- (ii) In case Teacher/Officer is / was in receipt of a special pay granted in consideration of additional work or was in receipt of additional pay on account of holding a post in addition to his/her own post, such special pay and additional pay shall not be taken into account for computing leave salary paid in lieu of the surrender of privilege leave.
- (iii) Only pay and dearness allowance shall be paid for surrender of leave. Other allowance like house rent allowance, city compensatory allowance etc. shall not be admissible.
- (iv) A month for the purpose of calculation of leave salary and allowance shall mean 30 days.

(f) The definition of eligibility of encashment is subject to the orders and conditions laid down by Government and BOM in this regard.

(xxi) **Admissibility of half pay leave and commuted leave :**

- (a) A Teacher/Officer/Employee shall be entitled to half pay leave of 20 days in respect of each commuted year of service.
- (b) The leave under clause (a) above may be granted on medical certificate or on private affairs on without medical certificate.
- (c) Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate of an authorised medical attendant but on private affairs to a Teacher/Officer/Employee, no medical certificate is required subject to the following conditions :-
 - (i) When commuted leave is granted twice the amount of leave shall be debited to half pay leave due.
 - (ii) That the authority competent to grant leave is satisfied that there is reasonable prospect of the Teacher/Officer/Employee returning to duty on its expiry.
 - (iii) No commuted leave shall be granted for less than 2 days at a time, if no casual leave in balance. If sufficient casual leave (more than 6 days) are in balance, no commuted leave shall be granted for less than 6 days.
- (d) **Leave not due :** Leave not due may be granted to an Teacher/Officer/Employee in permanent employment subject to the following conditions :
 - (i) That no privilege leaves and half pay leave are available in his/her leave account.

- (ii) The authority competent to sanction leave is satisfied that there is reasonable prospect of the Teacher/Officer/employees returning to duty on its expiry.
 - (iii) The leave not due shall be limited to the half pay leave, he/she is likely to earn thereafter.
 - (iv) Leave not due during the entire service shall be limited to maximum of 360 days, out of which not more than 90 days at a time and 240 days in all may be given based on medical certificate of the authorized medical attendant.
 - (v) Leave not due shall be debited against the half pay leave, the Teacher/Officer/Employee may earn subsequently.
- (e) A temporary Teacher/Officer/Employee, who has been appointed in accordance with the rules and regulations, recruitment and conditions of service framed by the University or where such recruitment rules have not been framed, the appointment has been in accordance with the orders issued by the authorities of the University from time to time prescribing academic qualification, experience etc. shall on completion of three years of service be entitled to commuted leave/half pay leave and leave not due under sub-rule (b) and (d), respectively.
- (f) No leave salary shall be recovered where a Teacher/Officer/Employee who has been granted commuted leave or leave not due, dies or is compulsorily retired by the University or is retired by the University or is retired on invalid pension. In all other case like resignation, voluntary retirement, removal, dismissal etc., the recovery of leave salary shall be made.
- (g) The total duration of privilege leave and commuted leave taken in conjunction shall not exceed 240 days, provided that no commuted leave may be granted under this rule unless it is believed that the University Teacher/Officer/Employee shall return to duty on its expiry.
- (a) The total duration of privilege leave and commuted leave taken in conjunction by an Teacher/Officer/Employee who is undergoing treatment, for tuberculosis, leprosy, cancer, mental disease or any other disease considered appropriate by the Vice-Chancellor, in a recognized hospital/sanatorium shall not exceed 300 days.
 - (b) No privilege leave/commuted leave shall be granted for less than 2 days at a time.

(xxii) **Maternity leave:**

- (i) A female Teacher/Officer/Employee of the University who is pregnant, on giving notice to the University in writing that she expects to deliver a child, shall be permitted if she so desires to abstain herself on maternity leave for a period of 180 days and as amended from time to time from the date of its commencement. Maternity leave will be granted only twice during the entire period of service of Teacher/Officer and amended from time to time.
- (ii) The University may at its option have her medically examined by a lady doctor.
- (iii) Teacher/Officer/Employee who has availed herself of the maternity leave for more than two occasions before the enforcement of these rules, shall not be entitled to any maternity leave under these rules. However, if there is no surviving child even after availing such leave twice, maternity leave may be granted on one more occasion. Similarly, female Teacher/Officer/Employee who has not availed the maternity leave and already has two surviving children may not be sanctioned maternity leave when applied for.
- (iv) Maternity leave will also be admissible to a temporary female Teacher/Officer/Employee provided she has been in continuous service of not less than 180 days in the 12 months preceding the date of the expected delivery.
- (v) A female Teacher/Officer/Employee on maternity leave shall draw leave salary equal to the pay and allowance she draws on the day preceding that on which she proceeded on such leave.
- (vi) Maternity leave under this rule may also be granted in case of miscarriage or abortion subject to the condition that leave does not exceed six weeks immediately following the day of miscarriage or abortion and the application of leave is supported by a certificate from an authorised medical officer.
- (vii) Maternity leave is not debatable to the leave account. It may be combined with leave of any other kind except casual leave.
- (xxiii) **Paternity leave:** A male Government servant with less than two surviving children may be granted paternity leave (maximum two times in the entire service period) for a period of 15 days during confinement of his/her wife i.e. 15 days before to three months after children birth. However, if such leave is not availed of within this period it shall be treated as lapsed.

During the period of such leave, the Government servant shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Paternity leave shall not be debited against the leave account but such entry should be made in the service book separately and may be combined with any other kind of leave (as in the case of maternity leave).

Such leave be granted by the competent authority only on production of valid medical certificate from a Government hospital.

Such leave shall not be allowed in case of miscarriage including abortion of the university employee's wife.

(xxiv) **“Child Care Leave.-**

(1) A female Government servant may be granted Child Care Leave by an authority competent to grant leave, for a maximum period of two years, i.e. 730 days during her entire service for taking care of her two eldest surviving children whether for rearing or for looking after any of their needs, such as examination, sickness, etc.

Explanation: For the purpose of this rule ‘Child’ means,-

- (a) a child below the age of eighteen years; or
- (b) a child upto the age of twenty two years with a minimum disability of forty percent as elaborated in the Ministry of Social Justice and Empowerment, Government of India, notification number 16-18/97-NI. I dated 01.06.2001.

(2) Grant of Child Care Leave under this rule shall be subject to the following conditions, namely:-

- (i) During the period of Child Care Leave, a female Government servant shall be entitled to leave salary equal to the pay drawn immediately before proceeding on leave.
- (ii) Child Care Leave may be combined with leave of any other kind due and admissible.
- (iii) Application for Child Care Leave, in the form specified by the State Government, shall have to be submitted to leave sanctioning authority well in time for sanction.
- (iv) Child Care Leave cannot be claimed as a matter of right. Under no circumstance can any female Government servant proceed on Child Care Leave without prior approval of the leave sanctioning authority.
- (v) Child Care Leave shall not be granted under any circumstances to a female Government servant, who remains on unauthorised absence from duty and applies for it thereafter.
- (vi) Leave already availed or being availed of by a female Government servant shall, under no circumstances, be converted into Child Care Leave.
- (vii) Child Care Leave shall not be debited against any other kind of leave account. The leave account of Child Care Leave shall be maintained in the form specified by the State Government, from time to time and it shall be pasted in the service book.
- (viii) Leave sanctioning authority can deny the leave applied for on the ground of proper and smooth functioning of Government work or achievement of departmental targets.
- (ix) It shall not be granted for more than three spells in a calendar year. A spell, which begins during a calendar year and ends in the next calendar year, shall be deemed as a spell pertaining to the calendar year in which the spell begins.
- (x) It shall ordinarily not be granted to a Probationer trainee during the probation period. However, in special circumstances if the leave is granted during the probation period then the probation period shall be extended by the period equivalent to the period for which the leave has been granted.
- (xi) The leave is to be treated like the Privilege Leave and sanctioned as such.

(xii) Sunday and holiday can be prefixed or suffixed to Child Care Leave. Consequently, Sunday, Gazetted holiday(s) or any other holiday(s) notified by the Government falling during the period of leave would also count for Child Care Leave, as in the case of Privilege Leave.

(xiii) A certificate of dependency of the disabled Child will be obtained from the female Government servant before sanctioning Child Care Leave along with document of disability issued by the competent authority/Medical Board.

(xiv) Child Care Leave in connection with the examination or illness of a minor child living abroad, shall be sanctioned on the basis of a certificate issued in this regard by the educational institution concerned or by an authorised doctor, as the case may be. The female Government servant, who avails Child Care Leave in respect of a minor child living abroad, shall have to comply with all the rules/instructions for proceeding on ex-India leave and eighty percent period of such leave shall have to be spent in the country where the child is living.

(xv) Before Child Care Leave is sanctioned relating to the examination of a minor child, who lives in a hostel in India or abroad, the female Government servant shall have to clarify how the needs of such a minor child will be looked after by her."

(xxv) **Leave without pay to take up employment elsewhere :**

(a) Teacher/Officer/Employee having completed 5 years permanent service in the University may be permitted to take up employment outside the University (the pay of which is not chargeable to the University) at the discretion of the Vice-Chancellor. In such cases, he/she may be granted leave without pay for one year. During the period of such absence the lien of the Teacher/Officer/Employee shall be retained on the post held by him substantively before proceeding on leave, provided further, that in the case of Teacher/Officer/Employee who has completed 10 years of permanent service in the University, he/she may be granted 2 years leave without pay at the discretion of the BOM/Vice-Chancellor. Lien of the Teacher/Officer/Employee shall be retained as mentioned above.

Provided that an employee shall not be granted more than five years of Leave without Pay for employment overseas in any case during entire service period.

(b) A Teacher/Officer who has put in at least 10 years permanent service in the University and is offered a tenure appointment as Vice-Chancellor of another University, Directors of any of the ICAR institutions or posts not below the rank of Assistant Director General or any other such high position with a tenure for a period exceeding two years may be permitted to accept the same and granted leave without pay for only one term of such appointment irrespective of the length of the term at the discretion of the BOM. During the period of such leave the lien of a teacher shall be retained on the post held by him substantively before proceeding on leave.

(c) A Teacher/Officer//Employee seeking leave under this rule must return and join the University service on the expiry of the leave, failing which he/she will be deemed to have willfully abstained himself from duty.

(d) Teacher/Officer/Employee proceeding abroad for employment shall be required to give an undertaking in writing to contribute to the University a sum equal to Ten per cent (in rupee equivalent) of the total emoluments drawn by him abroad during first two years of Leave Without Pay and a sum equal to 20% of the total

emoluments (in rupee equivalent) drawn by an employee abroad for 3rd& 4th years of Leave Without Pay.

This amount will be deposited in the University Development Fund annually. In case said amount is not paid his/her lien would stand terminated.

When a person proceeds for employment for the second time or going for a period exceeding two years, he/she must declare his/her total period of absence from the university, and he/she will be allowed to rejoin university services only after the expiry of the declared period, unless exceptional conditions like severe health problems, political unrest, or natural calamity force him to return duly certified by the Indian embassy in the country where he/she went to serve. The university reserves the right to appoint against his/her post for his/her period of absence to carry the duties in his/ her absence.

(e) Teacher/Officer/Employee will not earn increments in his/her grade of the University for the period, he/she avails leave under this rule and the period spent by him/her on leave under this rule shall be counted towards experience for promotion and seniority but not be included in the total period of the service calculated for the purpose of pension unless permitted by the Board. However, if he/she chooses, he/she may contribute his/her share to the provident fund/pension on monthly basis till his/her return. In this matter the rules/ directions of State Govt. /BOM may be followed.

(f) If some University Teacher/Officer/Employee contests election of parliament or state legislature and is declared elected, leave under this rule may be granted by the BOM and all the provisions under this rule shall apply in the case of such Teacher/Officer/Employee *mutatis mutandis*.

(xxvi) **Extra ordinary leave :**

- (a) Extra ordinary leave shall be without pay and allowance.
- (b) The period of extra ordinary leave shall not count towards increments. The date of increment will be shifted by the days of extra-ordinary leave availed during a year.
- (c) In case of permanent Teacher/Officers/employees the duration of extra ordinary leave in the entire service period shall not exceed the following limits:-
 - (i) Three months on any one occasion for reasons, other than medical grounds, to be recorded in writing.
 - (ii) Extra ordinary leave on medical grounds of illness of the Teacher/Officer/Employee may be granted upto a period of one year for every period of 5 years service subject to a maximum of 5 years during his/her entire period of service. However in cases involving hospitalization and post-operative treatment such leave upto 90 days in any one year be granted irrespective for the length of the service of the Teacher/Officer/Employee.
 - (iii) Where Teacher/Officer/Employee is suffering from tuberculosis, cancer or leprosy and is undergoing treatment in a recognized hospital /clinic, he/she may be granted such leave on any one occasion upto 18 months irrespective of his/her / her length of service.

(d) In case of temporary Teacher/Officer/Employee extra ordinary leave without pay and allowance may be granted for a period not exceeding one month, when no other leave is admissible to him.

(xxvii) **Quarantine leave:** Quarantine leave is leave of absence from duty necessitated by orders not to attend office in consequence of the presence of an infectious disease in the family or in the house hold of Teacher/Officer/Employee. Quarantine leave may be granted on the certificate of the medical officer or public health officer for a period not exceeding 21 days or in exceptional cases 30 days. Any leave necessary for quarantine purpose in excess of this period shall be treated as ordinary leave. Teacher/Officer/Employee on quarantine leave will not be treated as absent from duty and his/her pay is not affected.

(xxviii)**Hospital leave :**

- (a) A competent authority may grant hospital leave to such Teacher/Officer/Employee of University whose duties involve handling of dangerous machinery, explosive materials, poisonous drugs etc. or the performance of hazardous tasks, while under medical treatment for illness or injury which is directly due to risks incurred in the course of their official duties. Hospital leave is an addition to other forms of leave that may be admissible to a University Teacher/Officer/Employee under these rules.
- (b) Hospital leave may be granted on full pay or half pay as the competent authority may consider necessary.
- (c) The amount of hospital leave which may be granted will be limited to 3 months on full pay in any period of three years. Hospital leave on half pay will be counted for the purpose of this limit as half the amount of leave on full pay.
- (d) Hospital leave may be combined with any other kind of leave which may be admissible provided that the total period of leave after such combination shall not exceed 180 days.

(xxviii) **Special disability leave :**

- (a) This leave may be granted to Teacher/Officer/Employee, whether permanent or temporary who is disabled by injury inflicted upon him or caused in, or in consequence, of the due performance of his/her official duties or in consequence of his/her official position. Such leave shall not be granted unless the disability manifests itself within 3 months of the occurrence to which it is attributed, and is promptly brought to the notice by the Teacher/Officer/Employee to the competent authority.
- (b) The period of leave granted shall be such as is certified by a competent medical authority to be necessary and shall in no case exceed 24 months in consequence of any one disability.
- (c) Special disability leave may be combined with leave of any other kind and shall be counted as duty.

- (d) Special disability leave may also be granted to Teacher/Officer/Employee who is disabled by an injury caused by a violent action or criminal assault in due performance of duties.
- (e) Leave salary during the period of special disability leave shall be :
 - (i) Full pay for the first 4 months, and
 - (ii) Half pay for the remaining period.

(xxix) Study leave:

- (a) Study leave may be granted to a regularly selected Teacher/Officer/Employee so as to enable him/her to undertake higher studies or specialized training in the subject having a direct and close connection with his/her sphere of duties and thus likely to increase his/her usefulness to the University.
- (b) A Teacher/Officer/Employee may be granted study leave provided he/she has rendered three years continuous service in any department/college/research centre/extension centre/schemes etc. on the date of application. Three years of continuous service of an Teacher/Officer/Employee in the University shall include the period of probation.
- (c) An application for study leave shall be submitted through the Head of Department and the Dean or Director of the University who will duly forward and recommend it.
- (d) The study leave shall not ordinarily be admissible to an Teacher/Officer/Employee who has attained the age of 45 years However, it may be allowed to such teachers who have attained the age of 45 years or more but have not attained 52 years, subject to the condition that study leave availed previously, if any and the study leave being considered for sanction does not exceed two years during the entire period of service.
- (e) Applications for study leave submitted on a prescribed proforma (ANNEXURE I) shall be considered by a committee constituted by the Vice-Chancellor. The committee shall examine the applications and make its recommendations to the Vice-Chancellor.
- (f) The committee shall consider the applications for study leave in the order in which they are received and shall take into consideration the following :
 - (i) The recommendations of the forwarding officer.
 - (ii) The possibilities of increased usefulness of the applicant after the expiry of study leave to the University.
 - (iii) Prior study leave, if any, granted to the applicant.
 - (iv) The pendency of any enquiry or disciplinary proceedings against the applicant.
 - (v) An applicant who has been awarded financial assistance for the period of study leave by any institution of higher learning may be given preference over other applicants.

- (vi) Normally not more than 10 per cent of the sanctioned strength of Teachers/Officers/Employees will be granted study leave at any one time except under special circumstances when the Vice-Chancellor may decide otherwise.
- (g) During the leave period the employee will send report of the progress of study/ research /programme/work at least once in six months through his/her supervisor/guide to the University, through the Head of the Department/Dean/Director of the University.
- (h) Study leave shall ordinarily not exceed maximum period of two years during the entire period of service in the University. A period of 12 months at one time should ordinarily be regarded as a reasonable period.
- (i) Teacher/Officer/Employee to whom study leave has been sanctioned shall be entitled to leave salary equal to full pay and other allowances as admissible on such pay.
- (j) Any person who avails study leave shall bind himself/herself by signing a bond that on his/her return after the expiry of the said leave, he/she shall continue to serve the University for a minimum period of 2 years if the study leave sanctioned was upto one year, and for four years if the study leave was for more than one year but upto 2 years, and if the study leave is granted for 3 years the period of Bond for a minimum period of 6 years and also the incumbent has to furnish a Bank Guarantee of Rs. 3.0 Lac. (1.5 Lac. before proceeding on study leave and 1.5 Lac. after one year) for the period of study leave plus the Bond period on the salary and in the grade which he/she enjoyed at the time of his/her proceeding on study leave increased by normal increments due during the period of leave. In case during this period he/she desires to leave the University, he/she may be allowed to do so provided he/she refunds the whole amount received by him from the University as study leave pay and allowance except when in the opinion of the BOM, which shall be recorded in writing, that in wider public/University interest is involved.

Provided a teacher who is unable to complete his/her degree/diploma within the period of study leave granted to him or unable to complete degree/diploma in prescribed period of time or who fails to rejoin the service of the University on the expiry of his/her study leave or who rejoins the duties without completing the degree/ diploma for which he/she was granted the leave or who rejoins the service of the University but leaves the services without completing the prescribed period of service after rejoining the service or who within the same period is dismissed from the services of the University shall be liable to refund to the University the amount of the leave salary and allowances and other expenses incurred on the teacher together with interest thereon and damages for the entire period of study leave.

However, person of new pension scheme, if avails study leave has to furnish a bank guarantee of Rs. 6.0 lacs (3 lacs before proceeding on leave and 3 lacs after one year). In case he/she leaves the University

without permission after return from study leave and completion of Ph.D., the University shall take legal action against him/her.

- (k) Study leave shall count as service for increment, pension and gratuity. The benefit of increments falling during the period of study leave shall be operative only after the person has resumed his/her duty.
- (l) The study leave shall be deemed to have been cancelled in case it is not availed of within a period of six months from the date of issue of sanction.
- (m) The study leave can be combined with earned leave, half pay leave, extra ordinary leave and other breaks.
- (n) Study leave shall count as service for the benefit of provident fund/ pension and gratuity but not for earning any other kind of leave.
- (o) The study leave/extraordinary leave for pursuing higher studies can also be granted to temporary employees of the University as per rules laid down by Government of Rajasthan and adopted by BOM.

(xxx) **Sabbatical leave (only for Teacher/ Officer):** The sabbatical leave would be for academic, scientific, technological and other related activities at any relevant institution or organization in India or abroad to enable the academic and scientific staff to enhance their professional competence. The applications should be submitted as per proforma (ANNEXURE II).

(a) **Eligibility:**

- (i) Sabbatical leave may be granted to a teacher of the rank of Assoc. Professor or equivalents and above. The scientist should have rendered not less than five years of service in University.
- (ii) The leave would be granted once in ten years provided that the teacher concerned has not gone on deputation or assignment or study leave for duration of one year or longer during the preceding ten years.
- (iii) The teacher must have at least five years service left if going abroad or three year of service left if going on sabbatical within the country before superannuation after completion of the sabbatical leave.

(b) **Duration:** The sabbatical leave will be limited to a maximum period of one year, twice during the entire career of a teacher.

(c) **Manner of application:**

- (i) The teacher desirous of availing sabbatical leave should apply in the prescribed proforma (ANNEXURE II).
- (ii) The teacher concerned will furnish a letter of acceptance from the host organization for undertaking the proposed study, research, training / teaching or the related professional activities relevant to the mandate of the University.
- (iii) Application for sabbatical leave shall be forwarded by the concerned institution with its recommendation to the University at

least– three months in advance. The consent of host institution should also be included.

(d) **Competent authority:** The Vice-Chancellor will be competent authority to grant sabbatical leave.

(e) **Payment of salary and other allowances:**

(i) During the period of sabbatical leave within the country, the teacher will be entitled to full salary and other allowances as would have been otherwise admissible to him/her while serving on regular position

(ii) For all purpose, the period of sabbatical leave will be treated as a period spent on duty without entitlement of TA and DA

(iii) In addition to the salary, the teacher is permitted to receive subsistence allowance including travel expenses from an institution abroad, if he/she is spending the period of sabbatical leave in a foreign University / Laboratory / Institute.

(f) **Other conditions:**

(i) Sabbatical Leave could be availed by a teacher while receiving any kind of scholarship or fellowship from any organization, National or International.

(ii) The sabbatical leave cannot be combined with any other leave

(iii) The teacher concerned will give an undertaking before proceeding on sabbatical leave that he/she would utilize the leave for the purposes mentioned in (c) above for which the sabbatical leave has been sanctioned and would not accept any commercial employment during the period of the leave and that he/she would refund the salary and other emolument paid to him/her during the leave period in case he/she / she resigns within three years after availing the leave to join other institution.

(iv) During the period of Sabbatical Leave, the teacher will continue to retain official accommodation that may have been provided to him/her on the same terms and conditions as are applicable to other University teachers.

(v) The host institution within the country will provide all necessary facilities including office space, laboratory, transportation and suitable accommodation in the host organization.

(xxxii) **Compensatory leave (only for non-teaching employee)** - A permanent or a temporary employee of the University may be sanctioned compensatory leave for duties performed by him/her under the orders of the competent authority on Sundays and holidays as well as during breaks not more than 15 days. The total number of extra hours will be commuted into six hours days to determine the number of days for which compensatory leave on full pay is to be credited to his/her leave account. Compensatory leave shall lapse if not availed during the same year.

(6) **Joining time**

- (i) Joining time may be granted to Teacher/Officer/Employee to enable him/her :-
- (a) To join a new post to which he/she is appointed while on duty in his/her old post or directly relinquishing the charge of the post.
 - (b) To join a new post on return from leave on full pay.
 - (c) To join a new post when he/she had no sufficient notice of his/her appointment to new post, on return from any other kind of leave other than casual leave and academic leave.
- (ii) Joining time is admissible if Teacher/Officer/Employee has been awaiting posting orders under orders of competent authority on the expiry of leave or otherwise at place of last duty provided he/she is specifically authorized to avail joining time.
- (III) In cases involving transfer from one station to another and also involving change of residence, the University Teacher/Officer/Employee shall be allowed joining time with reference to the distance between the old headquarters and the new headquarters by direct route and ordinary mode(s) of travel indicated in the following schedule. When holiday(s) follow(s) joining time, the normal joining time may be deemed to have been extended to cover such holiday(s).

Distance between the headquarter and the new headquarter	Joining time admissible	Joining time admissible where the transfer necessarily involves continuous travel by road for more than 200 km.
1000 km or less	10 days	12 days
More than 1000 km	12 days	15 days
More than 2000 km	15 days	15 days

- (IV) A day is allowed for any fractional portion. Travel by road not exceeding 8 kms to or from a railway station at the beginning or end of the journey does not count for joining time.
- (V) A Sunday or and / or Holiday(s) does not count as a day for the purpose of calculating joining time.
Joining time for journey will be allowed by the route which travelers ordinarily use irrespective of the route of actual travel.
- (VI) On appointment or transfer to a new post while in transit, joining (journey) time begins on the day following the day of receipt of orders but a second period of joining time for preparation shall not be allowed in such cases.
- (VII) (i) If charge is to be handed over at a place other than the headquarters of Teacher/Officer/Employee, joining time is calculated from the place where he/she hands over the charge.

- (ii) If a Teacher/Officer/Employee takes leave, during transit, the period which has elapsed since handing over charge of his/her old post shall be included in his/her leave.
 - (iii) When a Teacher/Officer/Employee is on leave, joining time shall be calculated from the old station or from the place where he/she received the orders, whichever entitles him to less joining time.
 - (iv) A Teacher/Officer/Employee during joining time shall be treated on duty and shall be entitled to be paid at the rate of pay of his/her old post or the new post whichever is less.
 - (i) A Teacher/Officer/Employee returning from extraordinary leave shall not be entitled to joining time.
- (VIII) **Joining time can be extended up to 30 days in the following cases:-**
- (i) When Teacher/Officer/Employee is unable to use the ordinary mode of travel or has to spend more time in spite of due diligence on his/her part on the journey period allowed.
 - (ii) For University convenience or for saving of expenditure.
 - (iii) When rules in a particular case have been operated harshly.
- (IX) When Teacher/Officer/Employee joins the new post without availing of the full joining time, the number of days of joining time, as admissible subject to a maximum of 15 days reduced by the number of days actually availed of, shall be credited to his/her leave account as privilege leave.
- (X) Joining time may be combined with vacation and or regular leave of any kind or duration except casual leave.
- (XI) When a Teacher/Officer/Employee does not join his/her post after the expiry of the joining time, it will amount to willful absence from duty and shall not be entitled to get pay on leave salary from the date of handing over charge of the old post.

(7) Foreign service:

- (i) The BOM shall have full discretion in the matter of (i) permitting a Teacher/Officer/Employee to apply for or accepting assignment elsewhere and, (ii) accepting an invitation from another University or any other agency or organization including state or Central Governments requesting for placing his/her services for any specified service at the disposal of any such body.
- (ii) All invitations shall be extended, received and or accepted through the University.
- (iii) If the university deposes any Teacher/Officer/Employee after due approval of BOM to work in another institution or organization including central and states government, it will ensure that the employments (salary and allowances) and other service conditions of the Teacher/Officer/Employee so deputed are not to his/her disadvantage.
- (iv) During the period of deputation, the Teacher/Officer/Employee will be allowed to subscribe to his/her contributory provident fund account and in that event the University shall also contribute its share at the rate that the

Teacher/Officer/Employee would have earned by service had not been deputed. The amount of contribution by the University shall be received from the foreign employer of the Teacher/Officer/Employee every month or to be deposited by employee after return.

- (v) If the Teacher/Officer/Employee so deputed is governed by pension scheme, then the foreign Teacher/Officer/Employee shall have to pay 10% or as decided by the university of the pay drawn by Teacher/Officer/Employee the University as pension contribution every month.
- (vi) The Teacher/Officer/Employee will be permitted to earn his/her annual grade increments during the period of deputation.
- (vii) If the Teacher/Officer/Employee sent on deputation is promoted by the University and some person junior to him is also promoted then such Teacher/Officer/Employee will be entitled to get pay at the increased rates automatically while working under foreign employer.
- (viii) .A Teacher/Officer/Employee sent on deputation will have option of being governed by the service conditions of the foreign employment provided that such conditions are not disadvantageous to him. In this matter the rules/directions of Govt. of Rajasthan may be followed.

(8) Conduct rules:

- (i) A Teacher/Officer/Employee shall attend regularly and punctually the office or the institution in which he/she is posted or assigned duty according to the timings fixed for his/her duties.
- (ii) During the hours fixed for his/her duties, he/she shall devote himself/herself diligently to his/her work, and give full co-operation in all University work.
- (iii) He/she shall carry on his/her work with accuracy and reasonable speed.
- (iv) He/she shall act with due courtesy with whom he/she comes in contact in the course of his/her duties.
- (v) He/she shall respect all lawful orders from superiors and carry them out faithfully.
- (vi) He/she shall see that the University property, articles, apparatus, money etc. in his/her charge are used with reasonable care, and proper precautions are taken against any possible damage to them or loss to the University.
- (vii) He/she shall take care to see that the contents of University papers, correspondence, file etc, of confidential nature are not divulged to unauthorized persons directly or indirectly.
- (viii) He/she shall not bid either in person or via agent in any auction of the University articles or property or to offer any tenders for any supply to the University or for carrying out any work of the University.
- (ix) Whether on duty or on leave or under suspension, he/she shall not apply for any other employment nor accept any other employment with or without remuneration or enroll himself/herself for higher studies in

any educational institution without the previous permission of the competent authority.

- (x) Whether on duty or on leave or under suspension, he/she shall not without the previous permission of the Vice-Chancellor engage in any trade or carry on, whether directly or indirectly business or undertaking or use his/her position as a University Teacher/Officer/Employee to hold such business or undertaking.
- (xi) Unless generally or specially empowered in this behalf, he/she shall not communicate directly or indirectly to outside persons, organizations or to the press and will not disclose any documents or information which has come to his/her possession in the course of his/her duties or has been prepared or collected by him in the course of these duties, whether from official sources or otherwise.
- (xii) He/she shall not give evidence in his/her official capacity without the previous permission of the Vice-Chancellor or other competent authorities.
- (xiii) He/she shall not take part or subscribe to any aid or assist in any way in any movement, organization or activity which tends to directly or indirectly create communal disharmony, religious hatred and other activities intended to subvert the government established by law in the country or the state.
- (xiv) No Teacher/Officer/Employee who has wife/husband living shall contract another marriage (without first obtaining the permission of the Vice-Chancellor) notwithstanding that such subsequent marriage is permissible under the personal law applicable to him.
- (xv) A Teacher/Officer shall perform his/her academics duties such as preparation/ lecture, demonstration, assessment, guidance, invigilation etc. and will work diligently and sincerely.
- (xvi) A Teacher/Officer shall not show partiality in assessment of the students deliberately over marking/ under marking or attempts at victimization on any ground
- (xvii) A Teacher/Officer/Employee shall not excite students against other students, colleges or administration. This does not however, interfere with the rights of staff to express their differences on principles in seminars or other places where students are present.
- (xviii) (a) No Teacher/Officer/Employee will issue any press statement which pertains to any component of the University in any manner, both written and oral, if not authorized to do so. Any matter which requires to be sent to the media, the same may be sent through proper channel.
 - (b) No Teachers/ Officers/ Employees shall send any letter/communications to the other authorities/agencies etc. without following proper channel.
 - (c) All the employees/teachers/officers will mark their attendance in the attendance register or mechanisms developed at the time as assigned by the competent authorities.

(9) Penalties, appeals and review

(i) Suspension:

- (a) The appointing authority or any other authority empowered by the BOM/the Vice-Chancellor may place any Teacher/Officer/employee under suspension where :
 - (i) he/she has been found to have committed grave misconduct/misbehavior;
 - (ii) disciplinary proceedings against him/her are contemplated or are pending; or
 - (iii) a case against him/her in respect of any-criminal offence is under investigation or trial.
- (b) Teacher/Officer/employee who is detained in custody whether on a criminal charge or otherwise for a period exceeding forty eight hours, shall be deemed to have been suspended with effect from the date of his/her detention, on order of the appointing authority/competent authority and shall remain under suspension until further orders. However, he/she will be reinstated when released on bail and case shall be finally decided as per final verdict of court.
- (c) Where the penalty of dismissal, removal or compulsory retirement from service are imposed upon Teacher/Officer/Employee and if the same is under review, the order of his/her suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.
- (d) An order of suspension made or deemed to have been made under this rule may, at any time, be revoked by the authority which made or is deemed to be revoked by the authority which made or deemed to have made it or by a superior authority.

- (ii) **Penalties:** The following penalties may be imposed on a Teacher/Officer/Employee by the competent authority when the conditions with sufficient evidence/reasons warrant them.

(a) Minor penalties

- (i) Censure
- (ii) Withholding of increments or promotions.
- (ii) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of any law of the University or orders or directions of superior authorities.

(b) Major penalties

- (i) Reduction to a lower grade or post or to lower stage in a time scale of pay.
- (ii) Compulsory retirement on proportionate pension.

- (iii) Removal from service, which shall not be a disqualification for future employment.
- (iv) Dismissal from service which shall be a disqualification for future employment.

Explanations: The following shall not amount to penalty within the meaning of this rule, namely

- (a) Stoppage of Teacher/Officer/Employee at the efficiency bar in the time-scale of pay on the ground of his/her unfitness to cross the bar.
- (b) Non-promotion of Teacher/Officer/Employee whether in a substantive or officiating capacity, after consideration of his/her case for appointment to a grade or post to which the Teacher/Officer/Employee is eligible.
- (c) Reversion of Teacher/Officer/Employee, appointed on probation to any other grade or post to his/her permanent post or grade during or at the end of the period of probation in accordance with the terms of his/her appointment, or the rules and orders governing such probation.
- (d) Reversion which does not amount to reduction of Teacher/Officer/Employee officiating in a higher grade or post to a lower grade or post, on the ground that the Teacher/Officer/Employee is considered to be unsuitable for such grade or post or on any administrative grounds unconnected with his/her conduct.
- (e) Replacement of the services of Teacher/Officer/Employee whose service has been borrowed from outside authority, at the disposal of such authority.
- (f) Compulsory retirement of Teacher/Officer/Employee in accordance with the provision relating to his/her superannuation or retirement.
- (g) Termination of the services:-
 - (i) of a Teacher/Officer/Employee appointed on probation during or at the end of the period of his/her probation, in accordance with the terms of his/her appointment and orders governing such probation; or
 - (ii) of a temporary Teacher/Officer/Employee in accordance with the files made in this behalf by the university.
 - (iii) of Teacher/Officer/Employee engaged under an agreement, in accordance with the terms of such agreement.
 - (iv) of a Teacher/Officer/employee remains willful absence and not reporting on duty even after serving him/her notice. If he is not responding to any notice and not reporting duty, his/her services may be terminated by appointing authority after giving final notice through National paper.

- (iii) **Disciplinary authorities:**
- (a) The appointing/ competent authority may impose on Teacher/Officer/Employee any of the penalties specified in rule No. 9 (i & ii) of this chapter.
 - (b) A competent authority as declared by BOM may impose on Teacher/Officer/Employee any of the penalties specified in rule No. 9 (i & ii) of this chapter.
- (iv) **Authority to institute proceedings:** The appointing authority or a competent authority empowered by BOM by a general or special order may institute disciplinary proceeding against Teacher/Officer/Employee.
- (v) **Procedure for imposing major penalties:**
- (a) No order imposing any of the penalties under clause No. (9) sub-clause ii (b) (major penalties) on the Teacher/Officer/Employee shall be passed except after an enquiry held in the manner prescribed hereafter.
 - (b) The disciplinary authority shall frame definite charges on the basis of the allegations on which the enquiry is proposed to be held. Such charges together with the statement of allegation on which they are based, shall be communicated in writing to an Teacher/Officer/Employee and he/she shall be required to submit, within such time as may be specified by the disciplinary authority, a written statement indicating whether he/she admits the truth of all or any of the charges and what explanation or defense, if any, he/she has to offer and whether he/she desires to be heard in person:

Provided that it shall not be necessary to frame any additional charges when it is proposed to take action in respect of any statement of allegations made by the person charged in the course of his/her defense.
 - (c) The Teacher/Officer/Employee shall for preparing his/her defense be permitted to inspect and take extracts from such official records as he/she may specify, provided that such permission may be refused if, for reasons to be recorded in writing in the opinion of the disciplinary authority that such records are not relevant for the purpose or it is against University/ public interest to allow him/her access there to.
 - (d) On receipt of the written statement of defense, or if no such statement is received within time specified for such of the charges, as are not admitted or if, it considered it necessary to do so, appoint a Board of inquiry or an enquiring authority/officer for the purpose and where all the articles of charges have been admitted by the Teacher/Officer/Employee in his/her written statement of defense, the disciplinary authority shall record the plea, sign

and record and obtain the signature of the Teacher/Officer/Employee thereon

- (e) If the delinquent teacher/Officer/employee who has not admitted any of the articles of the charge in the written statement of defense or has not submitted any written statement of defense appears before the enquiry officer/authority, such officer/authority shall ask him/her whether he/she admit or has any defense to make and if he admits to any of the articles of charge, enquiry authority/officer shall record the plea, sign the record and obtain the signature of the delinquent teacher/officer/employee there on.
- (f) If the delinquent Teacher/ Officer/Employee who has not admitted any of the articles of charges in the written statement of defense or has not submitted any written statement of defense appears before the enquiring authority/officer, such authority/officer shall ask him/her whether he/she is guilty or has any defense to make and if he/she pleads guilty to any of the articles of charge, the enquiring authority/officer shall record the plea, sign the record and obtain the signature of the Teacher/ Officer/Employee there on.

The enquiring authority shall return findings of guilty in respect of these charges which the Teacher/ Officer/Employee pleads admitted.

- (g) The disciplinary authority may nominate any person to present the case in support of charge(s) before the enquiry officer/authority. The delinquent Teacher/Officer/Employee may present his/her case with the assistance of any other person of the university, but may not engage a legal practitioner unless the disciplinary authority, having regard to the circumstance, of the case, so permits.
- (h) (i) Where the delinquent Teacher/Officer/Employee has pleaded not guilty of the charges, at the commencement of the enquiry, the enquiry officer/authority shall ask the presenting officer appearing on behalf of the disciplinary authority to submit the list of witnesses and documents within 10 days, who shall also simultaneously send a copy of the same to the delinquent Teacher/Officer/Employee. The enquiry officer on receipt of such list shall summon the relevant evidence as per the list and record the evidence giving opportunity to the presenting officer, and also to the delinquent Teacher/Officer/Employee or his/her assisting person whosoever may be present for cross examination. The presenting officer shall be entitled to re-examine the witness on any points, on which they have been cross-examined, but not on any new matter, without the permission of the enquiry officer/authority. After the close of the prosecution evidence,

the delinquent Teacher/Officer/Employee shall be called upon to submit the list of the witnesses and the documents within 10 days which he/she would like to produce in his/her defense. The enquiry officer/authority after considering the relevance of the witness and the document/s shall summon only the relevant witness/ as and document and record the evidence thereof while giving opportunity to the presenting officer for cross examination and re-examination to the parties and then close evidence. The enquiry officer/authority shall consider the relevance of the witness/es and the documents called for by both the parties and in case their refusal to summon any witnesses or documents, he/she shall record the reason in writing. The enquiry officer may also put such questions to the witnesses of the parties as it thinks fit in the interest of justice. An opportunity for hearing the argument shall be given to the parties.

(ii) The enquiry authority/officer shall give a notice within 10 days of the order or within such further time not exceeding 10 days as the enquiry officer may allow, for the discovery or production of any documents which are in possession of the University but not mentioned in the list referred to in clause V-sub-clause (h) (i) of this rule.

Note: The Teacher/Officer/Employee shall indicate the relevancy of the documents required by him to be discovered or produced by the University.

The enquiry officer/authority shall, on receipt of the notice for the discovery or production of documents, forward the same or copies thereof to the authority in whose custody or possession the documents are kept with a requisition for the production of the document by such date as may be specified in such requisition.

Provided that the enquiry officer/authority may for reasons to be recorded by it in writing, refuse to requisition such of the documents as are, in its opinion, not relevant to the case. On receipt of the requisition, every authority having the custody or possession of the requisitioned document shall produce the same before the Enquiry Officer/Authority.

Provided that if the officer/authority having the custody or possession of the requisitioned documents is satisfied for reasons to be recorded by it in writing that the production of all or any of such documents would be against the public interest or security of the University, it shall inform the Enquiry Officer/Authority accordingly and the enquiry officer shall, on being so informed communicate the information to the delinquent Teacher/Officer/Employee can withdraw the requisition made by it for the production or discovery of such documents.

- (i) At the conclusion of the enquiry, the enquiry officer/authority shall prepare a report of the enquiry, recording its findings on each of the charges together with reasons thereof. If in the opinion of such authority, the proceedings of the enquiry establish charges different from those originally framed, it may record findings on such charges provided that findings on such charges shall not be recorded unless the delinquent Teacher/Officer/Employee has admitted the facts constituting them or has had an opportunity of defending himself/herself against them.
- (j) The record of enquiry shall include:-
 - (i) The charges framed against the Teacher/Officer/Employee and the statement of allegations furnished to him.
 - (ii) His/her written statement of defense, if any.
 - (iii) The oral evidence taken in the course of enquiry.
 - (iv) The documentary evidence considered with regard to the enquiry.
 - (v) The order if any made by the disciplinary authority and the enquiry officer in regard to the enquiry, and
 - (vi) A report setting out the findings on each charge and reasons thereof.
- (k)
 - (i) The disciplinary authority shall, if he/she is not the enquiring authority, consider the record of the inquiry and record its findings on each charge.
 - (ii) The disciplinary authority may while considering the report of the enquiry officer for just and sufficient reasons to be recorded in writing, remand the case for further enquiry, in case, it has reason to believe that the enquiry conducted had lacuna in some respect or the other.
- (l) If the disciplinary authority having regard to its findings on the charges of the opinion that any of the penalties specified in 9 (ii) b should be imposed it shall:-
 - (i) Furnish to the Teacher/Officer/Employee a copy of the report of enquiry officer and where the disciplinary authority is not the inquiring authority, a statement to be furnished together with brief reasons for disagreement, if any, with the findings of the enquiry officer and
 - (ii) Give him a notice stating the penalty proposed to be imposed on him/her and calling upon him/her to submit within a specified time such representation as he/she may wish to make on the proposed penalty. Provided that such representation shall be based on the evidence produced during the enquiry.

- (m) If the disciplinary authority having regard to his/her finding is of the option that any of the penalties specified in (9) sub clause ii (b) should be imposed, it shall pass appropriate orders in the case.
 - (n) Orders passed by the disciplinary authority shall be communicated to the Teacher/Officer/Employee who shall also be supplied with a copy of the report of the enquiry officer and where the disciplinary authority is not the enquiry officer, a statement of its findings together with brief reasons for disagreement, if any, to him.
- (vi) **Procedure for imposing minor penalties:**
- (a) Order for imposing minor penalties specified in sub clause ii (a) of clause 9 shall be passed after following the procedure as mentioned as under:
 - (i) The teacher/officer/employee is informed in writing of the proposal to take action against him/her and of the allegations on which it is proposed to be taken and had been given opportunity to make any representation he/she may wish to make.
 - (ii) Such representation, if any is taken into consideration by the disciplinary authority.
 - (b) The record of proceeding in such cases shall include:-
 - (i) A copy of the statement of allegation's communicated to him.
 - (ii) A copy of the intimation, to the teacher/officer/employee of the proposal to take action against him/her.
 - (iii) His/her representation, if any
 - (iv) The orders of the case together with the reasons there of.
- (vii) **Joint enquiry**
- (a) Where two or more Teachers/Officers/Employees are concerned in any case, the BOM / Vice-chancellor may make an order directing that the disciplinary action against all of them may be taken in a common proceeding.
 - (b) In case of joint departmental enquiry, any one or more delinquent Teachers/Officers/Employees fail/fails to appear without sufficient cause on the date fixed for the hearing of which he/she had the notice; the enquiry officer may proceed with the enquiry in the absence of such delinquent Teacher/Officer/Employee.
- (viii) **Special procedure in certain cases:** - Not withstanding anything contained in these rules:-

- (a) Where a penalty is imposed on a delinquent Teacher/Officer/employee on the ground(s) of conduct which has led to his/her conviction on a criminal charge or.
- (b) Where the disciplinary authority is satisfied for reasons to be recorded in writing that it is not reasonably practicable to follow the procedure prescribed in the said rules, or
- (c) Where the disciplinary authority is satisfied that in the interest of the security of the University, it is not expedient to follow such procedure.

The disciplinary authority may consider the circumstances of the case and pass such orders as it deems fit.

(ix) Appeals: Appeals against the order of suspension and or imposing penalty :

- (a) In the case of an order which is appealable, the authority passing the order shall, within a reasonable time give a certified copy of the order free of cost to the person against whom the order is passed.
- (b) No appeal under these rules shall be entertained unless it is submitted within a period of 30 days from the date on which the appellant receives a copy of the order appealed against. Provided that the appellate authorities may entertain that the appellant had sufficient cause for not submitting the appeal in time.

(x) Form and contents of appeal:

- (a) Every person submitting an appeal shall do so separately and in his/her own name.
- (b) The appeal shall be addressed to the authority to whom the appeal lies, shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be completed in itself.

(xi) Submission of appeals: Every appeal shall be submitted through proper channel to the authority which made the order appealed against provided that a copy of the appeal may be submitted direct to the appellate authority.

(xii) Withholding of the appeal:

- (a) The authority which made the order may withhold the appeal if:-
 - (i) It is an appeal against on order from which no appeal lies.
 - (ii) It does not comply with any of the provisions contained in clause ix above.
 - (iii) It is not submitted within period specified in clause ix (b) and no cause is shown for delay.

- (b) Where an appeal is withheld the appellant shall be informed of the fact and the reasons there of.
- (c) A list of the appeal, withheld by any authority shall be submitted to the appellate authority at the end of every quarter together with the reasons for withholding them.
- (xiii) **Transmission of appeal:**
 - (a) The authority which made the order shall, without any avoidable delay, transmit to the appellate authority every appeal which is not withheld, together with its comments there on and the relevant record.
 - (b) The authority to which the appeal lies may direct transmission to it of any appeal with held under clause (xii) above and thereupon such appeal be transmitted to the authority withholding the appeal and the relevant records.
- (xiv) **Consideration of appeal:**
 - (a) In an appeal against an order of suspension the appellate authority shall consider whether on having regard to the circumstances of the case, the order of suspension is justified or not and confirm or revoke the order accordingly.
 - (b) In the case of an appeal against an order imposing any of the penalties specified in sub-clause 9 (ii)above the appellate authority shall consider :-
 - (i) Whether the procedure prescribed in these rules has been complied with and if not, whether such non-compliance has resulted in violation of any provisions or in failure of justice.
 - (ii) Whether the facts on which the order was passed have been established.
 - (iii) Whether the penalty imposed is excessive, adequate or inadequate provided that. (i) the appellate authority shall not impose any enhanced penalty which made such authority nor is the authority which made the order appealed against competent in the case to impose. (ii) no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he/she may wish to make against such enhanced penalty and (iii) if the enhanced penalty which the appellate authority proposes to impose is of the penalties specified in clause 9 (ii) b (major penalties) and an inquiry has not already been held in the case, the appellate authority shall itself hold such inquiry or direct that such inquiry to be held and thereafter on consideration of the proceedings of such inquiry and after giving the appellant an opportunity of making any representation which he/she may wish to make against any such penalty, pass such order as it may deem fit.

- (i) **Implementation of order in appeal:** The authority which made an order appealed against shall give effect to the order of appellate authority.
- (xvi) **Revision and review:**
 - (a) Notwithstanding anything contained in these rules, the Vice-Chancellor; or the appellate authority, within three months of the orders proposed to be reviewed may at any time either on his own motion or otherwise call for the records of any inquiry and review an order made under these rules for which an appeal lies but for which no appeal has been preferred or for which no appeal lies and may:-
 - (i) Confirm, modify or set aside orders or
 - (ii) Confirm, reduce, enhance or set-aside the penalty imposed by the order or impose any penalty where no penalty has been imposed or
 - (iii) Remit the case to the authority which made the order or to any other authority directing such authority to make such further enquiry as it may consider in the circumstances of the case; or
 - (iv) Pass such order as it may deem fit, provided that no order imposing or enhancing any penalty shall be made by any reviewing authority unless the Teacher/Officer/Employee concerned has been given a reasonable opportunity of making a representation against the penalty proposed and where it is proposed to impose any of the penalties specified in clause 9 (ii)b or enhance the penalty imposed by the order sought to be reviewed to any of the penalties specified in these clauses, no such penalty shall be imposed except after an enquiry in the manner laid down and after giving a reasonable opportunity to the Teacher/Officer/Employee concerned of showing cause against the penalty proposed on the evidence produced during enquiry.
 - (b) An application of review shall be dealt with in the same manner as if it was an appeal under these rules.
- (xvii) **Chancellor's power to review :-** Notwithstanding anything contained in these rules, the Chancellor may within 6 months from the date of special order sought to be reviewed on his/her own motion or otherwise, after calling for the records of the case, review any order made under these rules and where considered necessary :
 - (a) Confirm, modify or set aside the order
 - (b) Impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order.
 - (c) Remit the case to the authority which made the order or to any other authority directing such further action or inquiry as he/she considers proper in the circumstances of the case; or
 - (d) Pass such orders as he/she deems fit; provided that :-

(i) An order imposing or enhancing a penalty shall not be passed unless the person concerned has been given an opportunity of making any representation which he/she may wish to make against such enhanced penalty.

(ii) If the Chancellor proposes to impose any of the penalties specified in clause 9 (ii)b in case where an inquiry has not been held, he/she shall direct that such enquiry be held and thereafter on consideration of the proceedings of such inquiry and after giving the Teacher/Officer/Employee an opportunity of making any representation which he/she may wish to make against such penalty, pass such orders as he/she may deem fit.

(10) Pension, gratuity and provident fund:

- (i) The teacher/officer/employee appointed to the service of the University on or after 01.01.1990 shall be entitled to pension and gratuity as per conditions/terms of university pension regulations as provided under section 41 of the Act. The pension regulation shall also apply to all existing teachers/officers/employees who opted for pension scheme under these regulations within the period specified and in accordance with the provisions contained in regulation of Pension rules 1996.
- (ii) Every teacher/officer/employee of this university who was governed by S.K. Rajasthan Agricultural University and Maharana Pratap University of Agriculture & Technology, the pension regulations shall also have to be subscribed to the general provident funds, the constitution and management of which has been prescribed under "general provident fund" regulations of S.K. Rajasthan Agricultural University and Maharana Pratap University of Agriculture & Technology will be applicable to this university.
- (iii) The teachers/officers/employees in service on 1.1.1990 and who opted for P.F. shall continue to be entitled to contributory provident funds scheme.
- (vi) The rules of Rajasthan Govt. shall be applicable as amended from time to time. The rules of Government for new contributory pension scheme 2004 will be applicable on the teachers/officers/employees appointed on and/or after 01.01.2004.

Note :- Whenever the Government of Rajasthan make any amendments in the Service Rule(s) that will be deemed to have been amended to that extent in these Service Rules.

Chapter 11 Establishment, sub-divisions or abolition of Faculties, Divisions and Department of the University

[Under section 42(f) of RAJUVAS Act 2010]

Subject to the provision in section 42(f) of RAJUVAS Act following statutes shall be applicable.

1. Establishment, amalgamation, Sub-division and abolition of Faculties:

(1) Without prejudice to the powers of the Academic Council as defined in clause (f) of Section 16, the establishment, amalgamation, sub-division and abolition of faculties etc. shall be determined by the Academic Council on the recommendation of the Board of Faculty and finally taken to the Board of Management for considerations/approval.

(2) The Colleges of Veterinary Science at Bikaner, Post Graduate Institute of Veterinary Education and Research (PGIVER), College of Veterinary & Animal Sciences, Navania, Vallabhnagar (Udaipur) shall comprise such departments as may be decided upon by the Board on the recommendation of the Academic Council.

2. Establishment of Departments of Teaching in the Faculties: The Departments shall be the primary unit of education and administration. It shall carry on programmes of teaching and research and, where appropriate, extension in a particular field of knowledge;

- a. Each Faculty shall consist of departments which shall undertake teaching, research and extension in their respective fields;
- b. The departments under each Faculty shall be as recommended by the Academic Council and approved by the Board.

Chapter 12 Holding of Convocation to confer Degrees & Diplomas and withdrawal of degrees, Honorary Degree and Distinctions

[Under section 42(h) of RAJUVAS Act 2010]

As per provision of section 42(h) of the RAJUVAS Act, following statutes for the holding of convocation to confer the degrees and Diploma shall be applicable.

1. Degrees and Diplomas: Subject to the provision in Section 7(d) of the RAJUVAS Act, following statutes shall be applicable-

(1) Eligibility for Degree:

Every person who passes a degree examination of the University shall be eligible for receiving respective Degree or Diploma in person or in *absentia* at his option.

(2) Examinations:

The University shall confer upon Degrees and Award Diplomas to the person who -

- (i) has pursued approved courses of study at the University or an affiliated college, or a recognised institution or an approved institution unless exempted there from, in the manner prescribed by the Statutes, Regulations and Rules and have passed the examinations or tests prescribed by the University, **or**
- (ii) has carried on research under conditions prescribed by the Statutes, Regulations or Rules.

(3) The Hon'ble Chancellor to confer the Degrees:

The Hon'ble Chancellor shall on the recommendation of the Board of Management confer upon the persons who have fulfilled the requirements of the Act, Statutes and Regulations for the time being in force, degrees, post graduate degrees either in a person at a convocation or in *absentia*, at their option.

(4) Conferment of Degrees:

- (i) The conditions for conferment of degrees, diplomas and other academic distinctions shall be as follows which may be amended from time to time after due approval of BOM:
 - 1. A student should have minimum OGPA of 5.00 out of 10.00 at the end of degree programme to be eligible for Bachelor of Veterinary Science and Animal Husbandry degree. For two-year Animal Husbandry Diploma Programme, student should score a minimum 45% of total marks of theory and practical examination separately.
 - 2. Grading in Bachelor of Veterinary Science and Animal Husbandry degree:
 - a. Grade Point in a subject shall be the total marks obtained by a student out of 100 divided by 10.

b. The corresponding ranking of Overall Grade Point Average with respect to traditional scoring system of division ranking will be as follows, namely:-

8.000 and above	-	First Division with Distinction
7.000 – 7.999	-	First Division
6.000 – 6.999	-	Second Division
5.000 – 5.999	-	Pass

3. Gold Medal :

Pursuant to the Resolution No. 09/L dated 21.01.2013 of the Board of Management the following criteria mentioned below-

(1) Bachelor of Veterinary Science and Animal Husbandry programme

- a. The student who has secured highest OGPA shall be eligible for Gold Medal. If more than one student secure same highest OGPA then all such students shall be eligible for Gold Medal.
- b. Student should not have ever failed or got compartment / supplementary during the course of study.
- c. Student should not have been put on conduct probation or convicted by any Court of Law during the course of study.
- d. Student should have completed his degree in stipulated period.
- e. The University reserves the right not to award Gold Medal without assigning any reason.

(2) Post Graduate Degree Programme:

- a. The student who has secured highest OGPA in each Post-Graduate Degree Programme shall be eligible for Gold Medal provided his OGPA is 8.0 or above in 10.0 point scale. If more than one student secure same highest OGPA then all such students shall be eligible for Gold Medal. Further, there shall be no condition of minimum number of students in each Post Graduate Degree Programme.
- b. Student should not have ever failed / awarded unsatisfactory grade (US) during the course of study.
- c. Student should not have been put on conduct probation or convicted by any Court of Law during the course of study.
- d. Student should have completed all the requirements including submission of Thesis for degree in stipulated minimum period (four semesters in case of Master's Degree and Six Semesters in case of Doctoral Degree).
- e. The University reserves the right not to award Gold Medal without assigning any reason.

- (ii) Subject to the recommendation by the Board of Management the degrees and diplomas which shall bear the signature of the Vice Chancellor shall be conferred at the convocation by the Hon'ble Chancellor or Vice-Chancellor as the case may be presiding over the convocation or after convocation in *absentia* as the case may be.

- (iii) Subject to the proposal to confer an honorary degree being confirmed by the Hon'ble Chancellor under clause (d) of Section 7, and the approval of the Board of Management under clause (l) of Section 20 of RAJUVAS Act-2010, the Hon'ble Chancellor or Vice-Chancellor as the case may be presiding over the Convocation shall confer the honorary degree/ title which shall bear the signature of the Vice-Chancellor.

(5) Degrees to be conferred

At the Convocation, the Dean of the respective Faculty nominated by the Vice-Chancellor in this behalf shall present to the Hon'ble Chancellor or the Vice-Chancellor, as the case may be at the Convocation, the persons who have sought admission and have been recommended for conferment of the respective degrees and diplomas and in the order mentioned below :-

(6) Honorary Degrees / Doctorate:

Granting honorary Ph.D. degree (*honoris causa*) to persons having made contributions in the field of science, humanities and public welfare (Duly assented by the Hon'ble Chancellor of the University)

PROCEDURE FOR CONFERRING HONORIS CAUSA:

1. A committee of Deans and Director under the chairmanship of the Vice-Chancellor constituted by the Vice Chancellor shall decide the person(s) to be awarded Honorary Degree (*honoris causa*) of Ph.D.
2. A written consent of the dignitary, to be awarded the degree, shall be ensured.
3. This shall be approved by the Academic Council and Board of Management of the University
4. Honorary Degree shall be especially prepared in a decorative and aesthetic manner and be awarded in a regular convocation.
5. However, if required, a special convocation may be organized by the University for this purpose.

EXPLANATION:

1. In most of the universities in India and abroad distinguished personalities of the society are honoured with the '*honoris causa*' degree. This is an honorary degree of Ph.D., which is conferred by a university to a person, who has made outstanding contribution in any field, useful to the society and human welfare. The conferment of Honorary Degree is recognition by a University of such contribution and simultaneously the University is also honoured in doing so. Conferring such degrees would strengthen the University linkages with the eminent personalities in different fields and would put the RAJUVAS amongst the frontier Universities of the Country.

(7) Withdrawal of Degrees (Honoris Causa) and Academic distinctions:

Withdrawal of honorary degrees (Honoris Causa) and academic distinctions (Duly assented by the Hon'ble Chancellor of the University)

1. As per provisions of sub-section (i) of the Section 42 of the Rajasthan University of Veterinary and Animal Sciences Act, 2010 (Act No. 13 of 2010), the honorary degree (*honoris causa*) and academic distinctions may also be withdrawn.

2. The Vice-Chancellor, on having come to know, suo mutto or informed about inappropriateness of continuation of holding honorary degree or other academic distinction by a person, may refer the matter to a committee constituted vide Para 3, below.
3. A committee of not less than three Deans and Directors under the chairmanship of the Vice-Chancellor constituted by the Vice-Chancellor shall consider and recommend regarding withdrawal of the Honorary Degree (honoris causa) and academic distinctions in case of a particular person.
4. In case, the committee considers not to recommend withdrawal, no further action shall be taken. However, this shall not prevent the University to initiate such proceedings in future on finding case of a particular person.
5. The reasons of recommending withdrawal shall be recorded with evidences thereof. Withdrawal may be recommended on account of-
 - a. If a person is convicted of an offence involving moral turpitude, punishable with imprisonment;
 - b. Or has been guilty of infamous conduct in any respect;
 - c. Or has violated the standards of conduct and etiquette, which in the opinion of the University renders him/her unfit to hold the degree of 'honoris causa' or academic distinction.
6. This recommendation shall be placed before the Academic Council for discussion and approval.
7. The proceedings of Academic Council shall be placed before the Board of Management of the University for approval or seeking assent of the Chancellor.
8. On receiving assent of the Chancellor, the Registrar shall issue such Notification and publicise as deemed fit.

(8) Holding of Convocation:

(i) Convocation:

A convocation for conferring Degree / Post Graduate Diploma / Post Graduate Degree / Doctorate of Philosophy and Honorary Degrees shall be held ordinarily once in a year on such graduation day. However, the Board of Management may decide to hold a special convocation, if recommended by the Academic Council.

(ii) Date of Convocation:

(a) Keeping in view the notice period prescribed for the meeting of the Academic Council and Board of Management, two clear weeks time for processing the proposal in the office of H. E. the Governor of Rajasthan and the days required for the publication of advertisement in the newspapers; the Registrar shall in consultation with Vice Chancellor propose to the Hon'ble Chancellor the suitable dates for holding the Convocation.

(b) The Registrar shall then convey the dates to H.E. the Governor of Rajasthan as Hon'ble Chancellor and obtain his consent.

(c) After receipt of the consent from H.E. the Governor of Rajasthan as Hon'ble Chancellor; the Registrar shall notify the date of Convocation in the newspapers atleast 30 days prior to the date of Convocation.

(iii) Chief Guest at Convocation:

- (1) An academician of eminence known for life-time contribution in various spheres of education, research and contemporary thoughts having unbiased vision and ability to ignite the minds of young recipients of the degrees shall be invited by the University as the Chief Guest for delivering the Convocation Address with the consent of H.E. the Chancellor.
- (2) The Registrar shall send the bio-data and brief note covering the lifetime contribution in various spheres of education and research along with other details of the Chief Guest to be invited to deliver the Convocation address to the Hon'ble Chancellor for obtaining his consent.

(iv) The Language of Convocation:

The proceedings of Convocation for the purpose of conferment of degrees, diplomas and other academic distinctions and the titles shall be in English or as may be determined by the Vice Chancellor.

(v) Academic Costume:

The persons who form the academic procession and the graduates/post graduates/Ph.D.s of the University who are to be awarded degrees shall wear academic costumes as shall be determined by the Board of Management by a regulation made in this behalf in consultation with the Academic Council.

(vi) Award of Medals/Prizes:

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

Chapter 13 Institution of Fellowships, Scholarships, Medals, Prizes and the conditions of award

[Under section 42(m) of RAJUVAS Act 2010]

Subject to the provision of Section 42(m) of the Act, following statutes shall be applicable-

- (1) Medals and Prizes, the award of which is instituted by the University shall be presented at the Convocation to the awardees, if they choose to remain present, immediately after the conferment of the degrees. In other cases, the same will be delivered to them through the office of controller of examinations.
- (2) The Academic Council shall, with the approval of the Vice-Chancellor, lay down the conditions for the award of the following reorganization and incentives for study, research and for distinction in sports and co-curricular activities to the students of the University depending upon budgetary provision:
 - (i) Fellowships/Merit scholarship for postgraduate and Ph.D. studies.
 - (ii) Scholarship for undergraduate studies and or distinction in sports activities.
 - (iii) Medals and prizes for meritorious academic pursuit and outstanding performance in co-curriculum activities of the University.
 - (iv) Stipends and fee concession for financially handicapped students and in-service candidates taking up postgraduate studies.
- (3) Meritorious academic pursuit assessed on the basis of results of various University examinations, outstanding performance in various extra-curricular fields and good behavior shall serve as the guiding principles for the award of various fellowships, scholarships, medals, prizes, stipends and fee concessions.
- (4) The Dean of a college on the recommendation of the concerned Head of Department and subject to the prescribed conditions may award merit scholarships to the eligible students as per budget provisions made by University. The Dean of a College shall also have the authority to withdraw or diminish the recommendation, if the student fails to fulfill the prescribed obligation.
- (5) The number of Fellowships, Scholarships, Stipends, Medals, Prizes and Fee Concessions etc. with the amount in respect of each of these are finalized in Academic Council. The same shall be included in the University prospectus/Information bulletin or brochure published before the students' admissions. The approval of Board of Management will be sought in respect of financial implications, so as to get it included in the University Budget.
- (6) Financial Assistance Schemes:

Large number of Scholarships and fellowships are available to the meritorious students and to the students who belong to economically and socially backward groups. General details of each shall be available in Information

bulletin/brochure of the college, however, each and every type of scholarship is governed by its own rules and regulations, which shall be applicable as prescribed and effective at the time of sanctioning. Usually a candidate is eligible to get only one scholarship at a time.

Chapter 14 Affiliation of Private Veterinary Colleges

[Under section 42(o) of RAJUVAS Act 2010]

Subject to the provision of under section 7(i) of RAJUVAS Act, Private Veterinary Colleges shall be affiliated as per VCI-MSVE guidelines 2016 and VCI-MSVE Rules 2017 (Procedure for recognition and de-recognition. of Veterinary Colleges and Veterinary Qualifications).

Chapter 15 Total Financial Management of the University

[Under section 42(n) of RAJUVAS Act 2010]

In addition to the Funds and other conditions mentioned in the **Chapter VI (Funds, Accounts and Audit)** of the RAJUVAS Act 2010, the following statutes shall be applicable-

1. **Other funds-** Under Section 36 of the RAJUVAS Act 2010, the University shall have such funds as mentioned below-
 - (i) University Development Fund (UDF) - The contribution of the University towards the University Development Fund shall be from its income from various sources, savings, interest or other earnings and such other amounts as received from time to time or to be decided by the finance committee, shall also be credited to the fund. This fund will be provided for various strengthening and developmental activities of the university and welfare activities.
 - (ii) Endowment Fund- This fund is created by getting financial aid from faculty/alumni of the university/Philanthropists/ Indian Companies and other agencies/institutions. This fund will be utilized on the wisdom of Fund Management Committee (FMC) on research, teaching and extension education or any such purpose falling within the per view of the interest of the university, its staff, students and public at large.
 - (iii) Pension fund-As per provision of RAJUVAS Act 2010, section 41(1), the University shall for the benefit of its officers and employees, create pension fund. **Those employees recruited on or after 01.01.2004 are covered by NPS. But the employees who were already in service of University at the time of its incorporation were to be paid Pension as per the Rajasthan Pension Act, 1996.**
 - (iv) Other funds may be created in future as per need of the university after approval of Board of Management.

2. Financial Management of University-

The University receives grants from various sources such as State Government, ICAR and Centrally Sponsored Scheme. The grant so received shall be allotted to concerned Unit/Units as per the terms and conditions of the grant. The grant shall be utilised as per the guidelines and rules of the respective scheme. The expenditure shall be monitored regularly by the University.

All the sanctions for utilisation of Funds including material, services and works shall be issued per RTPP Act and Rules and guidelines of respective Scheme, wherever applicable.

The Finance Committee, Constituted as per RAJUVAS Act, will meet every year to examine the annual accounts and annual financial estimates of the University. It will also review the Financial Position of the University.

To bolster the financial management the annual accounts shall be audited by the Chartered Accountant & submitted to the Accountant General of Rajasthan.

Submitted by

Assented

**Registrar
Rajasthan University of
Veterinary and Animal Sciences
Bikaner**

**CHANCELLOR
Rajasthan University of
Veterinary and Animal Sciences
Bikaner**

Ordinances

(Under Section 45 along with 44 of RAJUVAS Act, 2010)

Chapter 16 Admission of the students to the University and their enrolment and continuance as such and the conditions and procedures for dropping students from enrolment

[Under section 44(b) of RAJUVAS Act 2010]

Students shall be admitted each year to various prescribed degrees/diplomas and post-graduate programmes of the University in the constituent or affiliated Colleges of Veterinary and Animal Sciences.

i. The number of students to be admitted for the degree and post-graduate programmes each year in various constituent and affiliated colleges shall be approved by the Academic Council on the recommendations of the Board of Studies.

ii. For diploma courses, the number of students to be admitted in various constituent and affiliated colleges shall be approved by the Board of Studies and Academic Council.

iii Applications for admission to various constituent and affiliated colleges shall be received by the Registrar/Dean of the concerned college (for diploma courses only) not later than a prescribed date; and on forms approved for the purpose.

(iv) Admission requirement to various degrees/ post-graduate diplomas etc., shall be such as laid down by the Academic Council upon recommendation of the Board of Studies concerned.

(v) For diploma courses, admission requirement shall be such as laid down by the Board of Studies.

(vi)The privilege of continuing as a student in the University shall be held only by keeping up a certain level of academic performance, class attendance and requirements of discipline as may be prescribed by the Academic Council in consultation with the Board of Studies and regular payment of dues to the University.

Chapter 17 Courses of Study laid down for all degrees and general examination procedure

[Under section 44(d) of RAJUVAS Act 2010]

(i) The Academic Council shall lay down courses of study in various disciplines/subjects both for under-graduate and post-graduate programmes and diplomas/certificates on its own or on the recommendations of Board of Studies. The Academic Council may institute an academic distinction in any course of study of the University and shall lay down conditions/procedures for the same.

(ii) The authority to alter or abolish a particular course of study, recommended by Board of Studies, shall lie with the Academic Council.

(iii) The details of courses to be offered by the University in various disciplines/subjects shall be published for the information of all concerned.

Chapter 18 Appointment of Examiners

[Under section 44(a) of RAJUVAS Act 2010]

Subject to the provision of Section 44(a), following statutes regarding appointment of examiners/paper setters shall be applicable-

- (i) A person possessing recognized veterinary qualification included in the First or Second Schedule to the Indian Veterinary Council Act, 1984 (Central Act No. 52 of 1984) shall be generally appointed as examiner or paper setter for the conduct of a professional examination for the Bachelor of Veterinary Science and Animal Husbandry course.
- (ii) Non-veterinary scientist engaged in the teaching of veterinary students may be appointed as examiners in their concerned subjects after eight years of experience of teaching of veterinary students and obtaining their doctorate qualification.

Provided, further that -

- a. External examiners/paper setter shall be drawn only from persons with at least three years of teaching/research experience in a veterinary college or institution.
- b. No person below the rank of Lecturer or Assistant Professor or equivalent shall be appointed as examiner.
- c. No person shall be appointed as an external examiner in any para clinical or clinical subject unless he or she possesses a recognised veterinary qualification and holds a post graduate degree and teaching/research experience in the subject concerned.
- d. Persons in Government /Semi Govt. or similar employment may also be considered for appointment as external examiners provided they possess qualification and experience in the subject concerned.
- e. Local persons(s) shall normally not be appointed as paper setter(s) or external examiner(s), provided, under exceptional circumstances or unavoidable exigencies arising at the time of examination (like not arrival of appointed examiner or non-receipt of question paper from paper setter etc), the University may appoint any qualified person for the purpose to avoid postponement or cancellation of annual board examination.

Chapter 19 Maintenance of Discipline among the students of the university

[Under section 44(g) of RAJUVAS Act 2010]

Subject to the provision of section 44(g) amended from time to time following statutes shall be applicable-

1. Indiscipline includes:

- i. Continued irregularity in attendance, enmasse abstaining from classes and negligence in the work assigned
- ii. Causing disturbance and nuisance of any kind including lockouts and gheraos in classroom, college premises, office, library, hostel, playground, University administrative office, any campus of the University as well as other places where the students are officially sent for curricular or extracurricular activities
- iii. Act of disobedience and defiance of orders rules and regulations.
- iv. Misconduct or misbehavior or use of unfair means in connection with election of University or student bodies curricular or extra-curricular activities, functions, examinations and tests of all kinds
- v. Misconduct or misbehavior towards a member of teaching/non teaching staff of the Institution/University, member of any of the statutory bodies of the University or any visitor to the University or the Institutions or fellow student(s)
- vi. Causing damage to the property of the Institution or the University, disfiguring or abusing the property including library books and periodicals
- vii. Instigating/spreading misleading reports or rumors
- viii. Refusal to produce identity card on demand
- ix. Involvement in any criminal activity or offence during the course of studies inside or outside the campus
- x. Possession of arms and weapons in places mentioned in 1. (b) without prior permission of the head of the institution (in case of licensed arms also) Impersonation on any occasion.
- xi. Physical assault, or threat to use physical force, against any member of the teaching or non-teaching staff of the University or a college or institution or against any student of the University, a college or institution.
- xii. Remaining absent from the class, test or examination or any other curricular or co-curricular activity which he/she is expected to participate in without permission beyond the specified period;
- xiii. Carrying of, use of or threat to use any weapon;
- xiv. Misbehaviour or cruelty towards any other student, teacher or any other employee of the University, a college or institution;

- xv. Use of drugs or other intoxicants except those prescribed by a qualified doctor;
- xvi. Any violation of the provisions of the Civil Rights Protection Act, 1976;
- xvii. indulging in or encouraging violence or any conduct which involves moral turpitude;
- xviii. Any form of gambling;
- xix. Violation of the status, dignity and honour of a student belonging to a scheduled caste or a scheduled tribe;
- xx. Discrimination against any student or a member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them;
- xxi. Criticism of all aspects of private life, not connected with the public activities of the other students;
- xxii. Practicing casteism or untouchability in any form or inciting any other person to do so;
- xxiii. Any act, whether verbal or otherwise, derogatory to women;
- xxiv. Any attempt at bribing or corruption of any manner or description;
- xxv. Willful destruction of the property of the University or a college or institution;
- xxvi. Behaving in a rowdy, intemperate or disorderly manner in the premises of the University or the college or the institution, as the case may be, or encouraging or inciting any other person to do so;
- xxvii. Indulge in any activity, which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religious or linguistic, or between any group(s) of students or inciting any other student to do so;
- xxviii. Causing disruption of any manner or description of the academic functioning of the University system;
- xxix. Indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the University or the college or the institution, as the case may be.
- xxx. Truancy and unpunctuality;
- xxxi. Defaulter in respect of payment of his college/hostel dues;
- xxxii. brings a bad name to the University by his mis-conduct on or outside the campus;
- xxxiii. Liable for any destruction / defacing of any university /college property;
- xxxiv. Organize or participate in any strike, demonstration, dharna, gherao etc. on any issue that has not been referred to and considered by the appropriate authority in accordance with the procedure laid down;
- xxxv. Misinterpret or indulge in false propaganda against University policies/decisions;
- xxxvi. Indulging in Ragging as defined by UGC/ICAR/VCI/MHRD/University/College/Institute.

2. Supervision of discipline and sharing of responsibility

Discipline shall be supervised at different levels and the responsibility in this behalf shall be shared by:

- (a) Heads of the Institutions-Dean/ Professor/ Head/ Assoc. Director/Deputy Director
- (b) Superintendents of Examination Centers
- (c) Dean, Student's Welfare
- (d) Assistant Dean Student's Welfare of College
- (e) Librarian of Central Library
- (f) Assistant Librarian of College Library
- (g) Heads of Departments
- (h) Chief Warden and Wardens of Hostels
- (i) Director/Assoc.Director/Asstt.Director/Superintendent Education, Coaches, Tour Incharges, Practical Supervisor, Incharge-NSS and Commandant-NCC Physical Training
- (j) Members of teaching staff

Note:

- (i) "Head of Institution" means Head of the constituent college of the University and also includes a person discharging duties as such for time being.
- (ii) "Superintendent of Examination Centre" includes person appointed to act as Superintendent, Addl. Superintendent, Asstt. Superintendent for University examinations/tests.

3. Powers of Authorities

- (1) Heads of Institutions within their jurisdiction shall have the following powers to impose any one or any combination of penalties mentioned here under:
- (a) Issue warning
 - (b) Impose fine up to Rs.5,000/-
 - (c) Imposition of security deposit which might be confiscated at the discretion in the event of the student being found guilty of indiscipline, which will include misdemeanour.
 - (d) Temporary or permanent withdrawal of concession/aid/stipends/scholarships/fellowship/ any other facility etc.
 - (e) Debar a student from attending classes up to 15days.
 - (f) Permanent or temporary expulsion from hostel.
 - (g) Deprive a student from library facilities.
 - (h) Debar a student from participating in games, sports, NCC,NSS and other co- curricular activities.
 - (i) Disqualify a student from appearing at the next university examination/internal examination including tests.
 - (j) Expel a student up to 2 academic sessions/4semesters.
 - (k) Rusticate a student up to 2 academic sessions/4semesters.

(2) Heads of the departments shall have the following powers to impose any one or any combination of penalties mentioned here under:

- (a) Issue warning
- (b) Impose fine up to Rs.1000/-
- (c) Debar a student from attending classes up to 7 days in the subject concerned
- (d) Report cases deserving severe punishment to the Head of the institution.

(3) Dean Student's Welfare and Assistant Dean Student's welfare shall have the following powers to impose any one or any combination of penalties mentioned here under:

For dealing cases of indiscipline related to co-curricular activities organized under his auspices shall have powers to:

- (a) Issue warning
- (b) Impose fine up to Rs. 3000/- by DSW and Rs. 1000 by ADSW of the college.
- (c) Debar a student from participating in any co-curricular activity for specified period not exceeding one academic year/two semesters.
- (d) Recommend cases deserving severe punishment to the Head of the institution concerned /the Vice-Chancellor.

(4) Librarian of central library/Assistant librarians of college libraries shall have the following powers to impose any one or any combination of penalties mentioned here under:

- (a) Issue warning
- (b) Impose fine up to Rs.1000/-
- (c) Debar a student from the use of library for a period up to two weeks under intimation to the Head of the institution.

Note: Librarian of the central library means – Honorary librarian, Deputy librarian and librarians.

(5) Chief hostel Warden and Wardens of college hostels shall have the following powers to impose any one or any combination of penalties mentioned here under:

- (a) Issue warning
- (b) Impose fine up to Rs.2000/-
- (c) Permanent or temporary expulsion of a student from the hostel by the Chief hostel Warden.
- (d) Refer cases deserving severe punishment to the Head of the institution through proper channel.

(6) Director/Deputy/Asstt. Director/Superintendent Physical

Education, Coaches, Tour Incharges, Practical Training Supervisor, Incharge-NSS/Commandant-NCC shall have the following powers to impose any one or any combination of penalties mentioned here under:

- (a) Issue warning
- (b) Impose fine up to Rs.1000/-
- (c) Recommend to the Head of the institution for removal of a student from the college team/tour/NCC/NSS/training for a specific period.
- (d) Report cases deserving severe punishment to the Head of the institution.

(7) Members of teaching staff shall have the following powers to impose any one or any combination of penalties mentioned here under:

- (a) Issue warning
- (b) Impose fine up to Rs.500/-
- (c) Debar a student from his classes up to 3days.Report cases deserving severe punishment immediately with full particulars to Head of the Department.

4. Central Disciplinary Committee (CDC)

There shall be a central disciplinary committee at the university level, which shall be constituted by the Vice-Chancellor on a proposal initiated by Director students' welfare from time to time. The functions of this committee shall be to enquire into the cases of indiscipline and misbehaviour of students wherefrom such cases have been referred to the committee by the Dean of the college concerned. In discharge of this function the committee will have the power to call and examine any student, officer, teacher, other employee etc. of the university. If such evidence is found to be necessary, the committee will also have the power to requisition any record, which in the opinion of the committee is required to be examined.

After conducting the enquiry, the committee shall forward its report along with advice which will also include the quantum of the punishment which in the opinion of the committee shall be proper to be imposed, to the Dean of the college concerned who in exercise of his function to impose the penalty/punishment, shall impose the punishment in accordance with such advice.

5. Procedure for taking cognizance and deciding about the imposition of punishment/penalties

- a. Any employee of the university or any student of the university or any other person, who has noted any act of indiscipline having been committed by any student, shall immediately make a report to the Dean of the college or Director Student's Welfare of such act having been committed and the students who were found involved in it.
- b. Dean of the college concerned and other authorities mentioned in Rule No. 2 shall be competent to get the matter enquired and impose penalties as provided in these rules. All the notices of enquiry shall be displayed on the notice boards of college, departments, hostels etc. with a copy to the concerned student(s). Responsibility of obtaining a copy of such notices by a student shall lie with the student and non availability, refusal to receive by any reason, inability of administration to serve it, shall not be considered lacuna for the purpose of deciding the case of indiscipline. The punishment shall also be communicated to the guardian at the permanent address as per admission record under certificate of posting.
- c. No penalty of rustication or expulsion from the university shall be imposed unless the student has been given an opportunity of show cause against the action proposed to be taken in this regard.
- d. Considering the gravity of an act of indiscipline, the Dean of the college concerned may refer the matter to the Central Disciplinary Committee for enquiry. If the Central Disciplinary Committee so desires, an oral enquiry can also be held at which all evidence shall be heard. The student shall be entitled to reasonable opportunity of putting forward defense during the course of such enquiry. The proceedings of such enquiry shall contain sufficient record of evidence of the findings and the grounds thereof.
- e. These conditions shall however not apply in a case where order is based on facts, which have lead to the conviction of the student in any criminal court.
- f. Any or all requirements of these procedures as contained from 5.2 to 5.4, with specific reasons be recorded in writing by the Dean of the college concerned or Central Disciplinary Committee as the case may be waived off by them where it is not practically possible to observe these

or where the Dean of the college concerned or Central Disciplinary Committee as the case may be is satisfied that in the interest of peace and tranquility on the campus of the university, it is not expedient to follow such procedure.

- g. The enquiry and the procedure provided for imposing such punishment may take place ex-parte i.e. without giving opportunity of defense in advance under the following conditions:
- (a) If the competent authority i.e. Dean of the college concerned/the Central Disciplinary Committee is satisfied that the proceedings may be delayed and such delay is not in the interest of the university.
 - (b) Where due to any reason whatsoever, it is not possible to contact the student and/or to deliver such notice to him/her (as per clause 5.2) due to any reason (reason to be specified by the competent authority).
 - (c) Where it is not possible for the student, due to any reason whatsoever, to join the enquiry.
 - (d) Where the competent authority is satisfied that if the case is not disposed of expeditiously it will have adverse effect on the peace of the campus.
 - (e) Where the competent authority is satisfied that deciding the case expeditiously is in the interest of the university.
 - (f) Where the competent authority is satisfied that adequate amount of circumstantial and other evidences are available which prove beyond doubt the involvement of the student in such case of indiscipline.

If a question arises where there are sufficient reasons to invoke provisions as contained in sub-clause 5 (f) and 5 (g) the decision thereon by the competent authority i.e. Dean of the college concerned or Central Disciplinary Committee as the case may be, shall be final.

6. Implication of punishment

Any punishment awarded to a student, shall be placed in the personal file of the student.

The implication of various punishment shall be as follows:

- (a) Warning: Warning shall be conveyed in writing and shall be placed in the personal file of the student.
- (b) Fine: Fine shall be in pecuniary terms of the specific amount. Such amount shall be deposited by the student within 7 days of imposition of fine. Failure to deposit such fine will amount to non-fulfillment of the punishment conditions and may lead to striking of the name of the student from the rolls of the university.
- (c) Imposition of security deposit which might be confiscated at the discretion in the event of the student being found guilty of indiscipline, which will include misdemeanour:

A specific amount of security in terms of money as per the order will have to be deposited by 7 days of passing the order. It shall be subject to the condition that if the conduct of the student is found to be exemplary during the remaining period of his/her stay in the university for which the Dean of the college concerned will give a certificate, security shall be refunded to him/her. However, in case his/her conduct has been found to be not up to the mark the security so deposited shall be forfeited. Forfeiture of such security will automatically amount to placing the student on conduct probation for the remaining period of his/her stay in the university. In such a case of placement on conduct probation will automatically come into force.

- (d) Placement on conduct probation:
A student, who is on conduct probation, shall be kept under constant watch. The behaviour of such a student is expected to be exemplary during the course of conduct probation, He/she is not expected to involve himself/herself even in any incidence of indiscipline. He/she is expected to be, therefore, more careful in his/her behaviour. In case of any misconduct during the period, such act shall be considered to be serious. A student so placed on conduct probation shall be debarred during the period of conduct probation from:

- (i) Representing his/her college/university in sports, cultural contests etc., in or outside the university.
 - (ii) Holding office in a students" organization, club or society.
 - (iii) Receiving any scholarship, fellowship or stipend.
- (e) Temporary or permanent withdrawal of concession/aid/stipend/scholarships/fellowship any other facility etc.

The student for a prescribed period or permanently, as the order may be, shall be debarred to avail the facility, which has been withdrawn from him/her by way of punishment.

- (f) Permanent or temporary withdrawal from hostel
The student shall be denied the facility of hostel for a specific period or permanently as the order may be. During the period of such punishment in operation, the student shall not visit the hostel at all. In case he/she is found visiting the hosted, it shall be considered that the punishment imposed has not been fulfilled and may lead to striking off the name of the student from the rolls of the university.
- (g) Rustication from the university
Rustication can be as per the orders for a specific period of minimum 2 semesters or one year as the case may be and a maximum period of 4 semesters or two years as the case may be including the semester/year in which the act of indiscipline has been committed.
- (h) No benefit of any type, including the attendance benefit etc. shall be given to a student who was, due to the reasons of non fulfillment of punishment awarded/ invited such inability.
- (i) Rustication or expulsion and other different methods would be noted down in the character certificate of the student concerned.

7. **Suspension**

- (i) After having regarded to the nature of the charges of the student of any of indiscipline, the Dean of the

college concerned in respect of the student is satisfied that it is necessary/desirable in the interest of the university to place under suspension the student found involved in act of indiscipline, he may place such student under suspension. Such suspension will not amount to any penalty having been imposed under the provisions under these rules.

- (ii) Such suspension will debar a student from availing any facility of the university.

8. Right to appeal

- (i) The student shall have a right to appeal to the Head of the Institution against the orders passed by his staff within 5 days.
- (ii) The students shall have a right to appeal to the Vice-Chancellor against the orders of the Head of the Institution. The appeal must be made in a period of 10 days from the date of issue of the order.

9. Miscellaneous

- a. No student, who has been suspended or expelled or rusticated, shall be admitted to another college/teaching unit of the university without permission of the authority, which suspended or rusticated or expelled him/her and no student who has been rusticated shall be admitted to another college or university within the period of this rustication. The punishing authority will communicate the orders of such punishment to other colleges or university for information and necessary action.
- b. All cases of expulsion and rustication shall be reported to the BOM. Thereafter, the Registrar shall communicate the same to all State Agricultural/Veterinary Universities.
- c. Examination Superintendents within their jurisdiction shall also have the powers to impose any combination of penalties approved in Academic Council and the same shall also apply to any of the examinations of any nature being conducted by any unit/college/department, etc. of the university.
- d. Any matter pertaining to discipline not covered by the above rules shall be dealt with by the Head of the institution of the campus as and when arises.

Chapter 20 Fees structure of the university

[Under section 44(c) of RAJUVAS Act 2010]

Subject to the provision of section 44(c) of the RAJUVAS Act, the fees in various categories shall be charged from the students. The amount chargeable under each category at various levels of academic pursuit as well as the terms of payment and the provision of penalties for non-payment shall be approved by the academic council and shall be amended from time to time. All the details shall be published in information Bulletin/Brochure every year.

Chapter 21 Special arrangements for girls/ women students

[Under section 44(h) of RAJUVAS Act 2010]

Under section 44(h) of the act, the university shall provide the following facilities to the girls/women students-

1. University has a separate hostel for girls/ women students' having capacity of accommodating around 100 students.
2. University has also a hostel for married PG scholars.
3. A separate committee called "Internal Complaints Committee (ICC)" has been constituted by the university to resolve issues pertaining to gender welfare.

Chapter 22 The conditions of residence of students in the hostels

[Under section 44(i) of RAJUVAS Act 2010]

Under section 44(i) of the act, following rules shall be applicable for hostel residence by the students which may be amended from time to time subject to the requirement-

(a) Hostel admission and conduct rules

Campus hostel are managed by the Chief Hostel Warden with the help of Wardens for each hostel and Block Monitor for each block.

1. Admission:

- (i) Students desirous of joining the hostels shall submit applications to the Dean of the college on prescribed form, which will be supplied from the office.
- (ii) Admission to hostel will be done by the Chief Hostel Warden who will also allot the hostel and ask students to deposit the hostel fee as per rules. Allotment of seats and furniture to students will be done by the concerned warden. The warden will endorse a copy of allotment of hostel accommodation to the college office for cross checking of the records.
- (iii) On allotment of a room to a student in the hostel, the student will obtain necessary furniture and give a receipt of the articles received on a register meant for the purpose. While leaving the hostel, the student should handover complete charge of his/her room to the warden.

Note: The room/seat once allotted is final and no shifting shall be made by the student on his/her own. The permission of the warden must be obtained for any change.

2. Hostel Regulations:

(a) General:

- a) Ragging of the student is strictly prohibited. Any student found guilty of this will be punished severely which may include removal from the hostel and college.
- b) Lighting fire or preparing food or other eatables in

the rooms is not permissible. Students are also not allowed to carry food to rooms from the kitchen/dining hall without the permission of the warden.

- c) Students should not tamper with the electric fittings of the hostel. No electric appliances (radio, room heater, electric press etc.) are permitted in to the rooms.
- d) Any loss or damage done to the hostel property, furniture, taps, electric fittings, utensils etc. shall be paid by the student at fault. If not traceable to any particular member, the cost of the damages will be recovered from all the members collectively.
- e) The rooms of the students are liable to be checked at any hour and if needed the same may be opened, by an authorized committee, even in the absence of the concerned student.
- f) Students shall not issue orders to hostel servants and shall not interfere with their work. In case of misconduct or unsatisfactory service on the part of the servants, students, shall immediately report the matter to the concerned warden.
- g) Students should not mishandle/assault hostel/mess servants.
- h) Items of common utility such as magazines, news papers, radio, television, utensils etc. should not be taken to the rooms.
- i) Absence from the hostel will be considered a serious offence without permission of the warden.
- j) When any student happens to be ill, it shall be the duty of the Block Monitor to report the matter to the concerned warden.
- k) No any other person suffering from serious illness will be allowed to enter the hostel.
- l) Students shall not keep large sums or valuables in their rooms. The hostel authorities accept no responsibility for the goods lost by the students. Strict disciplinary action shall be taken against the

student violating these rules or thereby creating complications for the authorities.

- m) Students shall not put up notices or convene meetings of any sort under any circumstances anywhere in the hostel compound without taking prior permission from the concerned warden.
- n) Students should not misuse or waste light and water in the hostel.
- o) Students are expected to keep oil lamps or candles for emergencies (light failure).
- p) Each hostel will have requisite number of Block Monitors who will be appointed by the warden concerned in consultations with the Chief Warden. They will perform the following duties-
 - i) To see that the students observe hostel rules properly.
 - ii) To help the hostel authorities in the proper management of the hostel.
 - iii) To timely inform the warden about any problem in the hostel.
 - iv) To inform the warden about the absence or illness of any student in his block/wing.
 - v) The Block Monitor will himself observe the hostel rules strictly and set an example of sense of duty, obedience, discipline and courteousness to the fellow members.
- q) At the time of vacation, the students are required to leave the hostel within 24 hours unless otherwise permitted by the warden. Anyone disobeying this rule is liable to disciplinary action.
- r) During summer vacation the students shall have to vacate the rooms. If any student wants to stay in the hostel during vacation, he/she shall have to obtain prior permission and shall have to pay the room rent and other hostel charges.
- s) Silence must be observed in the hostel.
- t) Students are not expected to leave the station without obtaining prior written sanction of the hostel authorities.

- u) Throwing out waste papers, spitting, defacing walls and committing nuisance of any kind in the hostel premises are punishable offences. The students are expected to maintain their rooms in a tidy condition.
- w) Keeping of weapons and intoxicants in the room will be treated as an offence and will be dealt with seriously including removal of the offending inmate from the hostel.
- x) Students should not patronize paddlers, dhobis, barbers etc. unless they have permission from the warden. Generally no unauthorized person will be allowed to enter the hostel.
- y) In case of any problem or any quarrel in the hostel premises, the concerned students should report the matter, in writing, to the concerned warden immediately (in the absence of the warden to the chief warden of hostel). Direct approach to higher authorities would be considered as an act of indiscipline.
- z) Misconduct, disobedience of the hostel authorities and breach of hostel rules shall attract fine, suspension or removal from the hostel or even from the college.

(b) Visitors and Guests:

- a) Students should take prior permission for keeping a guest in the hostel room.
- b) Visitors and guests will be required to sign in the register meant for the purpose in each hostel.
- c) A special room will be provided in the hostel for the guardians or immediate relatives of the visiting students. They will be permitted to use the guest room for a maximum of 72 hours only.
- d) Visitors will be allowed only between 5:00 to 8:00 PM on working days and between 8:00 to 10:00 AM and 5:00 to 8:00 PM on holidays and Sundays.

Chapter 23 Rules of Attendance and Unfair means

[Under section 44(k) of RAJUVAS Act 2010]

Under section 44(k) of the act, following rules shall be applicable for attendance of students which may be amended from time to time-

(1) Rules of attendance

1. A student shall be permitted to appear in the final semester examination after a minimum attendance of 75 % in each course from the date of registration in that course.
2. Enmasse absence shall be treated as absent in the attendance record of the students.
3. If a student absents continuously for 7 working days in a semester or 10 working days in annual system, his/her registration in the semester/academic session will be cancelled and his/her parents will be informed accordingly. Such students will be provided an option, for re-admission in the course/programme within seven days of the cancellation of their registration by paying a fee of Rs. 500/- in semester or Rs. 1000/- for annual system. If a student fails to avail this option he/she may seek re-admission within two weeks of the cancellation by paying a fee of Rs. 1000/- in semester system and Rs. 2000/- in annual system. However, fulfilment of attendance requirement will be his/her own responsibility.
4. If a student who has been admitted to the 1st year/1st semester of a programme fails to attend the classes continuously for a period of 30 days in semester system/45 days in annual system without permission of the Dean of the college, his/her name will be removed from the college rolls and he/she may have to seek re-admission next time as a fresh candidate. No petition is permitted in this case.
5. If a regular student of the college in subsequent semester/year fails to register on scheduled time or fails to attend the classes after registration continuously for 30 days in semester system/45 days in annual system, without the permission of the Dean of the college, the name of student will be removed from the college rolls and his/her parents

will be informed accordingly. A student whose name so removed from college rolls may apply to the Dean within 15 days of removal of his/her name for reconsideration /re-registration in the next academic session, giving valid and strong reason for failing to take permission. The removal of his/her name may be revoked, provided that his/her advisor is satisfied with his/her performance and the same is approved by the Dean. The period of removal shall be counted towards the number of semesters/academic years though no grade/marks would be awarded for these semesters/academic years.

6. A post graduate student would not be allowed to appear in I and or II mid-term tests if his attendance in a particular course falls short of 75 percent. Similarly, an under graduate student would not be allowed to appear in internal assessments, if his/her attendance falls short of 75 percent at that time.
7. In case the total number of classes held in a particular course in a semester is less than 10 per credit hour, the course will be treated as scratched. Such students will be permitted to opt the scratched course only in ensuing semester when it is normally offered.
8. The attendance of the students registered for research credits (20 for M.V.Sc. and 45 for Ph.D.) would be maintained by his major adviser/co-adviser and will be submitted every month. The action will be taken as per procedure for other course programme.
9. For the purpose of calculating attendance the date of registration in course/programme in the semester/academic session should be taken as base point.

(2)UNFAIR MEANS

(a) Unfair means shall include the following:

- (i) Communicating or attempting to communicate with the controller of examination of the university or any person of his office or Superintendent of examination or any person connected with the conduct of examination or with any paper setter or examiner with the object of finding out the name and address of the paper setter or examiner, for finding out the questions that have been set by the paper

setter or examiner or with objective of influencing any examiner in the award of marks or with objective of unduly influencing any of them in discharge of his/her duties in connection with the examination.

- (ii) Giving or receiving assistance in answering the question paper from any other candidate or person in the examination hall or outside the examination hall.
- (iii)
 - (a) Having in possession, during examination time, any paper, book or notes which have relevance to the examination concerned.
 - (b) Anything written on the inkpot cover, scale or any other instrument, or on any kind of furniture with which he/she is concerned which may have relevance to the examination concerned.
 - (c) Anything written or signs made on the body of the candidate, on clothes/ garment, on the paper or on any substance which may have relevance to the examination concerned.
 - (d) Using or attempting to use any other unfair means during the examination or in connection with the examination.
 - (e) Smuggling in or out an answer book or impersonating a candidate, or helping an examinee.
Note: Impersonation (mimicked identity) will be considered as an unfair means by both the parties and would be dealt with as specified in the procedural code for dealing with such cases.
 - (f) Copying actually from the material not to be used in the examination.
 - (g) Talking or whispering to other candidate or to any unauthorized person inside or outside the examination room during the examination hours without the permission of a member of the supervisory staff.

Any other activity which may give undue advantage in the examination to any student.

(b) Insolent behaviour/Disorderly conduct during examinations

All examinees in the examination hall or outside but within the campus of the examination centre during the examination shall be under the disciplinary control of the Superintendent of the Centre or his nominee and shall obey his instructions. Disorderly conduct includes:

- (a) Disobeying the instructions of the Superintendent/ Addl. Superintendent/Asstt. Superintendent, Invigilator, or any member of the Flying squad.
- (b) Threatening, intimidating or assaulting the

- Superintendent, Asstt. Superintendent, Invigilator, any member of the Flying squad or any other member of the staff working at the examination centre before, during or after the examination hours.
- (c) Misbehaving with the Superintendent, Asstt. Superintendent, Invigilator(s), any member of the Flying squad or any other member working at the examination centre before, during or after the examination hours.
 - (d) Leaving the examination room before expiry of the time stipulated for doing so after the commencement of the examination, or leaving the examination room without obtaining the permission of the invigilator or without handing over the answer book to the invigilator or without signing the attendance sheet.
 - (e) Tearing of or mutilating an answer book (main or supplementary) or any part thereof.
 - (f) Disturbing or disrupting the conduct of examination or attempting to do so.
 - (g) Insisting or compelling other candidate to leave examination room or to disturb/boycott the examination.
 - (h) Bringing into the examination Hall/Centre any weapon or any other material objected by the Invigilator/Centre Superintendent or any other member of the supervisory staff.
 - (i) Appearing in the examination without being in possession of the proper admission card unless permitted by the Centre Superintendent.
 - (j) Refusing to be searched by the Invigilator/Centre Superintendent/any other member of the supervisory staff/ any member of the Flying Squad or obstructing or hindering such search in the examination hall/verandah/urinal etc.

(c) Norms of punishment to candidates found guilty of unfair means and/or disorderly conduct

- (a) If a candidate is found guilty of seeking admission to an examination by making a false representation pertaining to his/her eligibility to appear at the examination he/she shall be disqualified from appearing at any examination for a period of two to four years including the present examination.
- (b) The Rajasthan public examination (prevention of unfair means) Act, 1992 will be applicable for all the examinations conducted by the university/college and the examination superintendents are empowered to take suitable action as per provision of the act in the matter of unfair means.
- (c) Where a candidate is found having in his/her possession or within his/her reach any material relevant to the syllabus of the examination paper but has not copied

from or used it:

- (i) If the behaviour of the student on being caught is satisfactory.

Present examination shall be cancelled provided that the material found in possession of the student is of insignificant nature, the punishment may be relaxed to the extent of cancellation of the examination of that particular paper (theory or practical as the case may be) and he/she will be treated as having obtained zero mark in that paper with all the consequences to follow. However, if the candidate so desires, he/she will be given the option of appearing in the subsequent whole examination by cancelling the present examination as a whole.

- (ii) If the behaviour of the student on being caught is unsatisfactory.

Present examination shall be cancelled and he/she shall be further debarred for one subsequent main examination if the examination is held once a year, or two subsequent semesters if the examination is held twice a year.

Note: If a candidate uses resistance or violence against the invigilator or any other person on examination duty, the punishment may be enhanced as per the gravity of the offence.

- (d) Where a candidate is found to have copied from or used the material caught:

- (i) If the behaviour of the candidate on being caught is satisfactory.

Present examination shall be cancelled and he/she shall be further debarred for one subsequent main examination if the examination is held twice a year provided that the material found in possession of the candidate and/or the extent of copying done by the candidate is of insignificant nature, the punishment may be relaxed to the extent of cancelling the present examination only.

- (ii) If the behaviour of the candidate on being caught is unsatisfactory.

Present examination shall be cancelled and he/she will be further debarred from appearing at two subsequent examinations if held once a year or debarred from four subsequent

examinations, if the examination is held twice a year.

Note:

- a. If the candidate uses resistance or violence against the invigilator or any other person on examination duty or consistently refuses to obey the instructions of the Superintendent, the above punishment may be enhanced as per the gravity of the offence.
- b. The phrase “present examination is cancelled” refers to the cancellation of only theory papers and practicals whenever held. However, if a candidate has offered dissertation, viva voce/field work in lieu of any paper, the same will not be cancelled in case whole examination is cancelled.
- (e) If a candidate is found talking to another candidate or any unauthorized person inside or outside examination hall, during the examination hours without the permission of any member of the supervisory staff, his/her examination in that particular paper may be cancelled.
- (f) If a candidate is found reading or possesses some incriminating material relevant of the syllabus of the paper in the Verandah/Urinal, etc. his/her examination in that particular paper or his/her whole examination depending upon the gravity of the offence shall be cancelled.
- (g) If the candidate leaves the examination hall
 - (i) before the expiry of the stipulated time to do so after the commencement of the examination or
 - (ii) without obtaining the permission of the invigilator or
 - (iii) without handing over the answer book to the invigilator or
 - (iv) without signing the attendance sheet, his examination in the paper may be cancelled.
- (h) If a candidate during course of practical examination presents to the examiner practical or class work or note book, which does not belong to him/her that particular examination shall be cancelled.
- (i) If a candidate (i) tears off, or otherwise disposes of his/her answer-book or any part thereof inside or outside the examination hall, or (ii) incites/compels any other candidate to leave the examination hall, or attempts to

disturb or disrupts the conduct of examination or indulges in any kind of activity on the campus of the examination centre which is violative of the sanctity or purpose of the examination, he/she shall be disqualified for appearing or passing any university examination for one to three years including the present year of examination, depending upon the nature and gravity of the offence.

- (j) If a candidate on being caught by an invigilator, a member of the flying squad or any other member of the supervisory staff, runs away from the examination hall along with the piece of paper/material in his/her possession or destroys any piece of paper believed to be of any doubtful nature by the member of the supervisory staff either by swallowing/throwing it away, or by any other means, he/she shall be disqualified from appearing/passing in any examination for a period up to two years including the present one.
- (k) If a candidate is found guilty of
 - (i) smuggling an answer book in whole or in part, inside the examination hall, or
 - (ii) taking out or arranging to send outside the examination hall, answer book or question paper in whole or in part, or
 - (iii) replacing his/her answer book or getting it replaced in whole or in part during or after the examination, or
 - (iv) impersonating a candidate or impersonated by any person he/she shall be disqualified from appearing/passing in any university examination for a period of two years including the present examination.

Note: A person other than the candidate assisting him/her in above shall be liable to such action as may be decided by the Vice-Chancellor/Board of Management.

- (l) If a candidate is found guilty of disobeying the instructions of the Invigilator/Centre Superintendent or any other person authorized by him or if he/she occupies a seat other than that allotted to him/her without the permission of the proper authority, he/she may be debarred from taking any examination for a period up to two years including the present examination.
- (m) If a candidate deliberately writes any other candidate's Roll Number on his/her answer book, he/she shall be disqualified from appearing/passing any university examination for a period of up to two years including the present examination.

- (n) When a candidate is found guilty of misconduct, misbehaviour and/or indiscipline in connection with examination before, during or after the examination hours, inside or outside the examination centre, the extent of punishment may vary from the cancellation of the present paper to disqualifying him/her from appearing/passing in any university examination for a period of up to three years including the present examination depending upon the nature and gravity of the offence.
- (o) If a candidate carries into the examination hall/centre any weapon and does not hand over it to the invigilator or any authorized member of the supervisory staff he/she shall be disqualified from appearing/passing any university examination up to two years including the present one depending upon the nature and gravity of the offence.
- (p) Where a paper or any other material connected with the examination or use of any unfair means is found or detected even after the examination is over, the candidate concerned may be disqualified from appearing/ passing in any university examination up to three years including the present one depending upon the nature and gravity of the offence.
- (q) Cases of use of unfair means or of disorderly conduct not covered under the above categories or those which in the opinion of the committee appointed by the Board of Management deserve some other punishment, shall be decided by the Board of Management.
- (r) When a candidate is found guilty of disobeying the instructions of the Invigilator/Centre Superintendent (or any other person authorized by him) or deliberately changing his/her seat with another candidate or of misconduct, indiscipline or misbehaviour including any kind of disturbance to the examination in the examination hall or indulging in any activity on the campus of examination centre which is violative of the sanctity and purpose of the examination, the centre superintendent may turn him/her out of the centre, cancel his/her day's examination and also further disqualify him/her from appearing at the examination in subsequent papers provided further that in all such cases, the report of each case shall be sent to the university for approval. The Board of Management may, however, according to the gravity of the offence, further enhance the

punishment.

Additional Provision for Dealing with Cases of Using Unfair means During the Examination

In addition to the provisions laid down to deal with cases of unfair means during the examination by the University, such candidates will also be dealt with additionally in pursuance to the Rajasthan Public Examination (Prevention of Unfair means) Act, 1992 (Act No. 27 of 1992).

Chapter 24 Weeding of Records

[Under section 42(o) and 44(k) of RAJUVAS Act 2010]

Subject to the provision in Section 42(o) of the act, the statutes regarding weeding of old records shall be applicable.

- (1) Period of preservations of various records shall be as contained in the ANNEXURE III.
- (2) It would be for the head of the department/Dean/Director to prescribe the period of preservation for the various correspondence files keeping in view the importance of each file. Further, the records in the engineering unit may be preserved as per practice prevalent in the PWD. The records may be preserved upto to the time when there is no audit objection pending with them.

(3) **Procedure:**

The Dean, Directors, Officers of the University, unit incharges and head of departments are authorised to weed out the old record of their respective office as per following procedure:

- i. Where the period of preservation of the record has been determined such record shall be weeded out after the expiry of the prescribed period of preservation subject to the condition that there is no audit requisition/objection/reference pending against it or the same is not required in any investigation/enquiry/proceeding pending in the court of law.
- ii. Where no period of preservation of record has been determined, in that case the head of the department/unit incharge will obtain the prior concurrence of the Dean/Director concerned; and similarly, the Dean/Director or officers of the University will obtain the prior concurrence of the Vice-Chancellor before weeding out such record subject to the condition that the record proposed to be weeded out is not required in any investigation/enquiry/proceedings pending in the court of law or no audit objection/reference is pending with regard to the same. The unit incharges will also obtain permission from Deans/Directors before weeding out any record.

Provided further that while weeding out the record under clause (i) or (ii) above, the particulars of such record shall be kept in respective office on the proforma attached as ANNEXUREs (I & II) and a copy of the same shall invariably be sent to the comptroller for information and record. However, the record maintained in the office of Estate officer –cum-Chief Engineer/Executive Engineers shall be weeded out as per practice prevalent in PWD department of Rajasthan Government.

The weeded out record shall be torn into pieces and auctioned department wise in the presence of the head of department /unit incharge and sale procedure of the same deposited in the University account under scheme 'University Administration'.

- (4) To initiate the process of weeding out of old records, a proforma is annexed as ANNEXURE IV.

Chapter 25 Remuneration and Allowances for the Persons Invited/Employed for the University Business and for Members of Board of Management.

[Under section 42(o) and 44 (k) of RAJUVAS Act 2010]

- (1) The remuneration and allowances to persons invited/ employed for the business of the University shall comprise: -
 - (i) Fee/remuneration to examiner.
 - (ii) Remuneration to persons engaged/invited:
 - (a) to supervise the conduct of examinations.
 - (b) to deliver lecture(s).
 - (c) for any other business of the University.
 - (iii) Traveling and Daily Allowances shall be paid to the examiners and other persons who have come from outside.
- (2) The Board on the recommendation of the Academic Council/ Vice-Chancellor and the Finance Committee shall make regulations on the matters mentioned in clause 1.
- (3) Non-official members of the Board of Management nominated under section 11(2) of the University Act 2010 shall be entitled to traveling and halting allowances for attending meetings relating to the business of the University at the rates prescribed by the BOM.
- (4) The official members of the Board of Management specified under section 11 (2) of University Act 2010 shall be entitled to traveling and halting allowances for attending meetings relating to the business of the University, at the rates admissible to them under the rules framed by Government/University.
- (5) Bills for traveling and halting allowances shall be submitted to the Comptroller who, after making necessary scrutiny, shall make the payment.
- (6) All non-official members of the BOM/ Academic council/Planning Board (including non-official member of academic council) and other bodies / committees shall be paid an honorarium @ Rs. 1500/- for each day of University business as amended from time to time.
- (7) All cases of doubt or disagreement shall be decided by the Vice-Chancellor and his/her decision shall be final.

Submitted by

Assented

**Registrar
Rajasthan University of
Veterinary and Animal Sciences
Bikaner**

**CHANCELLOR
Rajasthan University of
Veterinary and Animal Sciences
Bikaner**

Schedule I

Qualifications of Officers for Appointment

S. No.	Designation of the post	Qualification for direct recruitment	Composition of selection committee
1	Registrar	Any officer of Rajasthan Administrative Services (not below selection scale) or of Indian Administrative Services deputed by Government	As per Rajasthan Universities Teachers & Officers (Selection for Appointment) Act, 1974 as amended from time to time an officer is to be deputed by Government of Rajasthan. In case the Government is unable to depute a person, the Vice-Chancellor may make stop-gap arrangement till posting is made by the Government on deputation.
2	Comptroller	Deputed by the Government from officers of Rajasthan Accounts Services of the rank of selection scale and above	As per Rajasthan Universities Teachers & Officers (Selection for Appointment) Act, 1974 as amended from time to time, an officer is to be deputed by Government of Rajasthan. In case the Government is unable to depute a person, the Vice-Chancellor may make stop-gap arrangement till posting is made by the Government on deputation.
3	Estate Officer	Deputed by Government from PWD department of the rank of X.En or above	As per Rajasthan Universities Teachers & Officers (Selection for Appointment) Act, 1974 as amended from time to time an Executive Engineer is to be deputed by Government of Rajasthan. In case of the Government is unable to depute a person, the Vice-Chancellor may make stop-gap arrangement at its on level till posting is made by the Government on deputation.
4.	Assistant Legal Remembrancer / Sr. Legal Officer	Deputed by Government from Law Department of the Rank.	As per Rajasthan Universities Teachers & Officers (Selection for Appointment) Act, 1974 as amended from time to time an Assistant Legal Remembrancer is to be deputed by Government of Rajasthan. In case of the Government is unable to depute a person, the Vice-Chancellor may make stop-gap arrangement at its on level till posting is made by the Government on deputation.

Schedule II

Qualifications of officers as per Act 1974

S. No.	Designation of the Post	Qualification for direct recruitment	Composition of selection committee
1.	Deputy Registrar (100% by Direct Recruitment) Grade Pay 6600/- Revised Pay Matrix L-16	<ol style="list-style-type: none"> 1. Master's or Equivalent Degree 2. Seven years experience as Assistant Registrar 3. Proficiency in Computer Operations <p>Note: persons who possess Bachelors Degree and are already working in RAJUVAS as Assistant Registrar/Accounts officer for at least four years possessing minimum total administrative experience of 10 years would be considered eligible for the post. Experience in the cadre of Section officer or equivalent post and above will be counted as administrative experience.</p>	As per Rajasthan Universities Teachers & Officers (Selection for Appointment) Act, 1974 as amended from time to time.
2.	Assistant Registrar (50% by Direct Recruitment) and 50% by Promotion on the basis of Seniority cum Merit from Section Officer (Administrative Officer) Grade Pay 5400/- Revised Pay Matrix L-14	<ol style="list-style-type: none"> 1. Master's or Equivalent Degree 2. Five years experience in teaching at college level/ Five years working in any office in Supervisory capacity, not below the rank of Assistant Section Officer/Assistant or equivalent. 3. Proficiency in Computer Operations <p>Note: persons who already working in RAJUVAS on the post of section officer or an equivalent post and do not possess post graduate degree but who are graduates could be considered provided that such persons possess, six years experience of administration in a position involving supervision, control and planning.</p>	As per Rajasthan Universities Teachers & Officers (Selection for Appointment) Act, 1974 as amended from time to time.
3.	Dy. Comptroller (100% by Direct Recruitment) Grade Pay 6600/- Revised Pay Matrix L-16	<ol style="list-style-type: none"> 1. Master's Degree or equivalent 2. Seven years experience as Accounts Officer. 3. Proficiency in computer operations <p>Note: persons who possess Bachelors Degree and are already working in RAJUVAS as Assistant Registrar/Accounts officer for at least four years possessing minimum total administrative experience of 10 years</p>	As per Rajasthan Universities Teachers & Officers (Selection for Appointment) Act, 1974 as amended from time to time.

		would be considered eligible for the post. Experience in the cadre of Section officer or equivalent post and above will be counted as administrative experience.	
4.	Accounts Officer (50% by Direct Recruitment 50% by Promotion on the basis of Seniority cum Merit from Assistant Accounts Officer-I) Grade Pay 5400/- Revised Pay Matrix L-14	1. Master's Degree or equivalent 2. Minimum Five years experience as Assistant Accounts Officer/ Accountant 3. Proficiency in computer operations Note: persons who already working in RAJUVAS on the post of section officer or an equivalent post and do not possess post graduate degree but who are graduates could be considered provided that such persons possess, six years experience of administration in a position involving supervision, control and planning.	As per Rajasthan Universities Teachers & Officers (Selection for Appointment) Act, 1974 as amended from time to time.
5.	Assistant Engineer Civil/Electrical Engg. (100% by Direct Recruitment) Grade Pay 5400/- Revised Pay Matrix L-14	1. A Bachelor's Degree in Engineering in the relevant Branch from recognized university 2. Minimum Five years experience as J.En. or equivalent post in Central/State Govt./Corporations/Undertakings/Local Bodies/etc.	As per Rajasthan Universities Teachers & Officers (Selection for Appointment) Act, 1974 as amended from time to time.

Schedule III

Qualifications for various posts of Non Teaching: Qualifications & Method of appointment of various cadres of non teaching posts have been given in Section "A, B,C,D E"

Post to be filled by Direct Recruitment/ Promotion along with Qualifications & Experience.

**SECTION 'A'
Ministerial cadre**

S.No.	Name of Posts	Percentage of Post to be filled by promotion /Direct Recruitment	Post from which Promotion is to be made	Experience for promotion	Qualification for Direct Recruitment
1	2	3	4	5	6
1	Additional administrative Officer Grade Pay 4200/- Revised Pay Matrix L-11	100% by promotion on the basis of seniority cum merit	Assistant Administrative Officer	Five years' service as Assistant Administrative Officer	-----
2	Assistant Administrative Officer Grade Pay 3600/- Revised Pay Matrix L-10	100% by promotion on the basis of seniority cum merit	Senior Assistant (U.D.C)	Five Years' Service as Senior Assistant (U.D.C)	-----
3	Senior Assistant (U.D.C) Grade Pay 2800/- Revised Pay Matrix L-08	100% by promotion on the basis of seniority cum merit	Junior Assistant (L.D.C.)	Seven Year's experience as Junior Assistant (L.D.C.)	-----
4	Junior Assistant (L.D.C.) Grade Pay 2400/- Revised Pay Matrix L-05	85% by direct requirement and	-----	-----	A. Senior Secondary from a recognized Board or its Equivalent Examination. and "O" or Higher Level Certificate Course conducted by DOEACC under

					<p>control of the Department of Electronics, Government of India.</p> <p>or</p> <p>Computer Operator and Programming Assistant (COPA)/ Data Preparation and Computer Software (DPCS) Certificate organised under National/ State Council of Vocational Training Scheme.</p> <p>or</p> <p>Diploma in Computer Science/Computer Applications from a University established by law in India or from an Institution recognised by the Government.</p> <p>or</p> <p>Diploma in Computer Science & Engineering from a Polytechnic Institution recognised by the Government.</p> <p>or</p> <p>Certificate Course in Information Technology (RSCIT) conducted by Vardhman Mahaveer Open University, Kota under control of Rajasthan</p>
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					Knowledge Corporation Limited. and Type Writing in Hindi on computer Type Writing in English on Computer
		15 % by promotion from amongst class IV cadre on the basis of seniority cum merit		<p>"(i) For the post available for promotion up to 31 July, 2013.</p> <p>Secondary from a recognised Board. and Five Years experience on the post of Class-IV.</p> <p>(ii) For the post available for promotion after 31 July, 2013-</p> <p>A. Senior Secondary from a recognised Board or its Equivalent Examination and "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India.</p>	-----

				<p>or Computer Operator and Programming Assistant (COPA)/ Data Preparation and Computer Software (DPCS) Certificate organised under National/State Council of Vocational Training Scheme.</p> <p>or Diploma in Computer Science/ Computer Applications from a University established by law in India or from an Institution recognised by the Government.</p> <p>or Diploma in Computer Science & Engineering from a Polytechnic Institution recognised by the Government.</p> <p>or Certificate Course in Information Technology (RSCIT)</p>	
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				conducted by Vardhman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited. and Five years experience on the post of Class-IV	
5	Private Secretary to V.C. Grade Pay 6000/- Revised Pay Matrix L-15	By Promotion	Appointment at the pleasure of the Vice-Chancellor through transfer out of the Additional Private Secretary (Sr. P. A.). As soon as the pleasure is withdrawn the incumbent will be posted at his original post		-----
6	Additional Private Secretary (Sr. P. A.) Grade Pay 4800/- Revised Pay Matrix L-12	100% by promotion on the basis of seniority cum merit	From amongst Personal Assistant/	Must have completed 5 year's service as Personal Asstt./ Existing * Stenographers only as on 21.01.2013	-----
7	Personal Assistant Grade Pay 4200/- Revised Pay Matrix L-11	100% by direct Promotion	Stenographer	5 Years experience as Stenographer	
8.	Stenographer	100% by			A. Senior

	<p>Grade Pay 3600/- Revised Pay Matrix L-10</p>	<p>Direct Recruitment</p>			<p>Secondary from a recognised Board or its Equivalent Examination. and B. "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India.</p> <p>OR</p> <p>Computer Operator and Programming Assistant (COPA)/ Data Preparation and Computer Software (DPCS) Certificate organised under National/State Council of Vocational Training Scheme.</p> <p>OR</p> <p>Diploma in Computer Science/Computer Applications of a University established by law in India or of an Institution recognised by the</p>
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					<p>Government. OR Diploma in Computer Science & Engineering from a Polytechnic Institution recognised by the Government.</p> <p>(C) English Short Hand Test dictation @ 100 words per minute Transcription and typing of dictated passage in English on Computer</p> <p>OR Hindi Short Hand Test dictation @ 80 words per minute. Transcription and typing of dictated passage in Hindi on Computer</p>
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Note-1: The existing Assistant Administrative Officer (Assistant) (GP 4200/- L-11) and Section Officer (GP4800/- L-12) shall continue to draw the corresponding pay scale in revised pay matrix till they hold these posts. New promotion shall be as per the provisions of serial No.1 and 2.

Note-2:- (The provision for merging Stenographers in to the post of Personal Assistant is applicable to the existing stenographers only. The promotion hierarchy of newly recruited stenographer would be

- (i) **Stenographer: Direct Recruited (Newly)**
- (ii) **From Stenographer to Personal Assistant: Five years experience as Stenographer, and**
- (iii) **Personal Assistant to Sr. Personal Assistant - must have completed 5 years services as Personal Assistant.**

SECTION 'B'

**Post in Accounts cadre to be filled by Promotion/Direct Recruitment
Along with Qualifications & Experience.**

S.No	Name of Posts	Percentage of Posts to be filled by Promotion/Direct Recruitment	Posts from which Promotion is to be made	Experience for Promotion	Qualification for Direct Recruitment
1	Assistant Acctts. Officer Gr.I (A.A.O.Gr.I) Grade Pay 4800/- Revised Pay Matrix L-12	100% on the basis of seniority cum merit	Assistant Account Officer-II	Five years experience as Assistant Account Officer-II	-----
2	Asstt. Acctts. Officer Gr.II Grade Pay 4200/- Revised Pay Matrix L-11	100% by promotion on the basis of seniority cum merit	Junior Accountant	Minimum 5 year service as Junior Accountant	-----
3	Junior Accountant Grade Pay 3600/- Revised Pay Matrix L-10	100% by direct recruitment			1. Bachelor degree 2. Proficiency in computer operations

SECTION 'C'

Post in Technical cadre (Engineering Grades) to be filled by Promotion/Direct Recruitment along with Qualification & Experience.

S.No	Name of Posts	Percentage of Posts to be filled by Promotion/Direct Recruitment	Posts from which Promotion is to be made	Experience for Promotion	Qualification for Direct Recruitment
1	2	3	4	5	6
1	Sr. Technical Assistant (Engg.) Grade Pay 4800/- Revised Pay Matrix L-12	100% by Direct Recruitment	-----	-----	Post Graduate Degree in Engineering
2	Technical Assistant (Engg./ Workshop Manager) Grade Pay 4200/- Revised Pay Matrix L-11	100% Direct Recruitment			Diploma in branch concerned Civil/ Mech./Auto Mobile with 5 years experience or B.E./B.Tech with three years experience
3	Foreman Grade Pay 4800/- Revised Pay Matrix L-12	100% by promotion on the basis of seniority cum merit	Senior Mechanic	For Promotion ITI with 15 years experience out of which 10 years as Sr. Mechanic	-----
4	Sr. Technician/ Sr. Mechanic Grade Pay 4200/- Revised Pay Matrix L-11	100% by Promotion	Jr. Mechanic/ Lab. Technician	ITI with Five Year Experience as Junior Mechanic/ Technician	

5	Lab. Technician Grade Pay 3600/- Revised Pay Matrix L-10	50% by Direct Recruitment and			Sr. Higher Secondary in Science with Diploma in Animal Husbandry and 2 Years Experience
		50% by promotion	To be filled up from the Veterinary Compounder / L.S.A. or Equivalent posts	5 Years Experience in the Trade	
6	Jr. Mechanic /Farm Mechanic Grade Pay 3600/- Revised Pay Matrix L-10	100% promotion on seniority cum merit from lower posts	1.Pump operator 2 Electrician 3.Plumber 4. Mason 5.Craftsman 6. Tracer 7. Carpenter 8. Fitter 9. Boiler Attendant 10. Driver 11. Wireman 12. Or any other equivalent post	ITI with 2 years experience in relevant field /Professional experience of 5 years in lower post of relevant field	-----
7	Pump Operator/Plumber Grade Pay 2400/- Revised Pay Matrix L-05	50% Direct Recruitment 50% by Promotion subject to fulfilling qualification & Job Test	Amongst Class-IV (regularly appointed.) with 5 years exp.		ITI with 5 years experience in trade concerned or 5 years professional experience.
8..	Jr. Engineer (Civil/ Electrical/ Mechanical etc.) Grade Pay 3600/- Revised Pay Matrix L-10	100% By Direct Recruitment			Diploma with 1 st Division in the relevant branch / Engineering graduates may however be preferred
9.	Draftsman	100 % By	Tracer with 5		-----

	(Civil/ Mechanical etc.) Grade Pay 2800/- Revised Pay Matrix L-08	Promotion	years experience		
10	Tracer Grade Pay 2400/- Revised Pay Matrix L-05	100% By Direct recruitment			ITI certificate in trade concerned preferably with 2 years experience as a tracer.
11.	Driver Grade Pay 2400/- Revised Pay Matrix L-05	100% by Promotion from among class- IV (regular selected appointed) subject to fulfilling the qualifications and job test/interview	VIII class passed with heavy and light motor vehicle driving license from R.T.O. with 5 years experience as Class-IV and must possess the following:- (i) Eye Sight 6x6 with or without glasses (ii) Knowledge of roadside vehicle repairs and examined in driving through a test by the appointing authority.		Amended vide Res. No. 09/E of BOM dated 21.01.2013 as under:- First the vacant post of Drivers be filled by promotion from amongst the existing Class-IV. However, the remaining vacant post of Drivers be filled through Direct recruitment. Qualification for Direct Recruitment :- VIII class passed with heavy and light motor vehicle driving license from R.T.O. with 5 years experience of driving in an organization, and must possess the following:- (i) Eye Sight 6x6 with or without glasses (ii) Knowledge of roadside vehicle repairs and examined in driving through a test by the appointing authority.
12	Assistant Mechanic/	50%by direct recruitment			ITI with 5 years experience in the

	Assistant Technician of different trades :- Electrician/ Carpenter / Welder/ Plumber/ Craftsman/ Fitter/ Blacksmith/ Masson etc. Grade Pay 2400/- Revised Pay Matrix L-05	after test followed by interview and 50% by Promotion from among Lower Cadre (regular selected appointed) subject to fulfilling the qualifications and job experience	To be filled from Helper/ Class-IV or Equivalent posts	Experience in ITI with 5years in Trade	trade
13	Store Munshi Grade Pay 2400/- Revised Pay Matrix L-05	100 % through promotion	To be filled from Helper/ Class-IV or Equivalent posts	Sr. Higher Secondary with 10 years experience	-----
14	Wireman Grade Pay 2400/- Revised Pay Matrix L-05	100 % through promotion	To be filled from Helper/ Class-IV or Equivalent posts	ITI with two years or 10 years experience in the trade	-----
15	Mistry Grade Pay 2400/- Revised Pay Matrix L-05	100 % through promotion	To be filled from Helper/ Class-IV or Equivalent posts	ITI with two years or 10 years experience in the trade	-----
16	Helper Grade Pay 1750/- Revised Pay Matrix L-02	100 % through promotion	To be filled from Class-IV or Equivalent posts	10 years experience as Beldar	-----
17	Beldar Grade Pay 1700/- Revised Pay Matrix L-01	100 % Direct recruitment			VIII standard passed

SECTION 'D'

**Post in Technical cadre (other than Engineering) to be filled by
Promotion/Direct Recruitment
Along with Qualification & Experience.**

S . N o .	Name of Posts	Percentage of Post to be filled by promotion /Direct Recruitment	Post from which Promotion is to be made	Experience for promotion	Qualification for Direct Recruitment
1	2	3	4	5	6
1	Instructor / VAS (V.O.) Grade Pay 5400/- Revised Pay Matrix L-14	100% by Direct Recruitment			M.V.Sc. in relevant field
2	Farm Manager (Dairy/Poultry / Sheep/ Agriculture/ Riding Instructor) Grade Pay 4200/- Revised Pay Matrix L-11	100% by promotion	Veterinary Compounder	10 years experience as Veterinary Compounder	-----
3	Senior Technical Assistant (Agri.) Grade Pay 4800/- Revised Pay Matrix L-12	100 % Direct Recruitment			Masters degree in Agricultural Sciences
4	Technical Assistant (Veterinary/ Agriculture) Grade Pay 4200/- Revised Pay Matrix L-11	50% Direct Recruitment and 50% by Promotion	To be filled from Lab. Asstt./Lab. Tech./Dairy Asstt./Poultry Asstt./Vety. Compound	5 years experience as Junior Technical Asstt. /Lab. Asstt./ Lab. Technician/ Dairy Asstt/ Poultry	B.Sc.(Ag.)Hons/ Diploma in Animal Husbandry or equivalent Note:- The in-service candidates of RAJUVAS who are having degree of Bachelor's degree in any discipline of Science with experience (at least 5 years) of working in a

			erwith 5 Years Experience	Asstt./ / <u>Stockman/</u> <u>Vety.</u> <u>Compounder</u> <u>/</u> <u>Inseminator</u>	Laboratory will also be considered eligible for this post.
	Jr. Tech. Asstt. Grade Pay 2800/- Revised Pay Matrix L-8	Further Resolved that the post of Jr. Technical Asstt. be treated as dying cadre. In future no recruitment be made as J.T.A. However, the vacant post if any be converted into Lab. Asstt.(Res. No. 10/K of BOM dated 02.04.2013)			
5	Asstt. Agriculture Officer Grade Pay 4200/- Revised Pay Matrix L-11	50% by Direct Recruitment, and 50% by Promotion	amongst the Agricultur e Superviso rs on the basis of Seniority cur Merit		At least IInd Class B.Sc. (Ag.)/B.Sc. (Ag.)(Hons.)
6	Agriculture Supervisor/ Animal Keeper/ Dairy Asstt./ Poultry Asstt. Grade Pay 2400/- Revised Pay Matrix L-05	90% by direct recruitment 10% by promotion	from regular Class-IV with Senior Secondary in Agricultur eScience	8 years experience.	Senior Secondary with Agriculture Science.
7	Artist cum Photographer Grade Pay 2800/- Revised Pay Matrix L-10	100% by direct recruitment			Diploma in Photography/ Fine Arts Candidates with Experience in Photography/ Fine Arts shall be preferred
8	Vety. Compounder /Livestock Assistant/ Stockman Grade Pay 2800/- Revised Pay Matrix L-08	100 % Direct recruitment			Sr. Secondary with diploma in Animal Husbandry from recognized Institute or equivalent
9	Lab Asstt Grade Pay 2800/- Revised Pay	100 % direct recruitment			Higher Secondary/ Sr. Secondary or its equivalent examination passed with Science

	Matrix L-08				from the recognized Board.
10	Programmer Grade Pay 4800/- Revised Pay Matrix L-12	100% direct recruitment			BCA/ B.Sc. in Computer science or equivalent qualifications with experience in computer programming
11	Assistant Programmer Grade Pay 3600/- Revised Pay Matrix L-10	100% by promotion	5 Years experience as Information Assistant.		
12	Information Assistant Grade Pay 2800/- Revised Pay Matrix L-08	100% direct recruitment			<p>A candidate should have Degree in any of the branches of Computer Science, Electronics, Electronics & Telecommunication, Computer Engineering, Computer Application from a recognized institute or University</p> <p style="text-align: center;">OR</p> <p>A candidate should have done Diploma in Information Technology or Computer Application from a recognized Polytechnic Institute</p> <p style="text-align: center;">OR</p> <p>He/She should have gained DOIACC'O' level Certificate in Electronic or Information Technology from a recognized University</p> <p style="text-align: center;">OR</p> <p>The candidate should have done Industrial Training in Computer Operator or Assistant Programmer or Data Preparation & Computer Software from a recognized organization.</p> <p style="text-align: center;">OR</p>

					<p>Candidate should have the typing speed of minimum 20 Words Per Minute in English and Hindi Language.</p> <p>An candidates must have knowledge of working in Devnagri Script along with the knowledge of Rajasthan Culture.</p>
1 3	<p>Jr. Legal Officer</p> <p>Grade Pay 3600/-</p> <p>Revised Pay Matrix L-10</p>	100% direct recruitment			<p>Law Graduate from a recognized University established by law in India or its equivalent with three years course of professional degree in law.</p> <p>Good knowledge of English, Hindi and Rajasthani languages</p>
1 4	<p>Sports Coach</p> <p>Grade Pay 2800/-</p> <p>Revised Pay Matrix L-08</p>	100% direct recruitment			<p>Graduate from a recognized University with Diploma in concerned game from National Institute of Sports or equivalent organization</p>
1 5	<p>Matron</p> <p>Grade Pay 2400/-</p> <p>Revised Pay Matrix L-05</p>	100% direct recruitment			<p>Essential Qualification Female Graduate (Bachelor in Arts/ Science from a recognized University)</p> <p>Desirable:-</p> <p>I. Two years experience of working in Girls Hostel</p> <p>II. Candidates with good managerial skill will be given preference</p>
1 6	<p>Dairy Plant Operator</p> <p>Grade Pay 2400/-</p> <p>Revised Pay Matrix L-05</p>	100% by promotion	From Class-IV in relevant field.	Having experience of 15 years of lower posts.	-----
1 7	<p>Boiler Operator</p> <p>Grade Pay 2400/-</p>	100% by promotion	From Class-IV in relevant field.	Having experience of 15 years of lower posts.	-----

	Revised Pay Matrix L-05				
1 8	Professional Assistant (Library) Grade Pay 4200/- Revised Pay Matrix L-11	100% by promotion	From Library Asstt	Having experience of 10 years Library Assistant	-----
1 9	Library Assistant Grade Pay 2800/- Revised Pay Matrix L-08	By Direct Recruitment			Graduate in Science with C Lib Library Course
2 0	Class-IV Grade Pay 1700/- Revised Pay Matrix L-01	By Direct Recruitment/			VIII standard pass

Note: In case of posts sanctioned and finance by other agencies like ICAR, qualifications shall be prescribed by such agency, wherever applicable.

SECTION 'E'

QUALIFICATIONS FOR DIRECT RECRUITMENT ON NON-TEACHING POSITIONS IN K.V.K.

(100% FUNDED BY INDIAN COUNCIL OF AGRICULTURE RESEARCH, GOVERNMENT OF INDIA)

S.No.	Name of Posts	Percentage of Post to be filled by promotion /Direct Recruitment	Post from which Promotion is to be made	Experience for promotion	Qualification for Direct Recruitment
1	2	3	4	5	6
1.	Farm Manager Grade Pay 4200/- Revised Pay Matrix L-11	100% by Direct Recruitment			Bachelor Degree in Veterinary & Animal Science from a recognised Indian University or an equivalent Degree from any accredited foreign university
2.	Programme Assistant (Computer) Grade Pay 4200/- Revised Pay Matrix L-11	100% by Direct Recruitment			(i) B.V.Sc. & A.H. or at least II Class B.Sc. (Ag.) (Hons.) (ii) Govt. recognized Diploma in Computer Science
3.	Programme Assistant (Lab. Technician) Grade Pay 4200/- Revised Pay Matrix L-11	100% by Direct Recruitment			B.V.Sc. & A.H. or at least II Class B.Sc. (Ag.) (Hons.)
4.	Stenographer Grade Pay 3600/- Revised Pay Matrix L-10	100% by Direct Recruitment			A. Senior Secondary from a recognised Board or its Equivalent Examination. and B. "O" or Higher Level Certificate Course conducted by DOEACC under control of the Department of Electronics, Government of India. OR Computer Operator and

					<p>Programming Assistant (COPA)/ Data Preparation and Computer Software (DPCS) Certificate organised under National/State Council of Vocational Training Scheme.</p> <p>OR</p> <p>Diploma in Computer Science/Computer Applications of a University established by law in India or of an Institution recognised by the Government.</p> <p>OR</p> <p>Diploma in Computer Science & Engineering from a Polytechnic Institution recognised by the Government.</p> <p>(C) English Short Hand Test dictation @ 100 words per minute Transcription and typing of dictated passage in English on Computer</p> <p>OR</p> <p>Hindi Short Hand Test dictation @ 80 words per minute. Transcription and typing of dictated passage in Hindi on Computer</p>
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**RAJASTHAN UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES,
BIKANER**

APPLICATION FORM FOR STUDY LEAVE

(To be filled by applicant)

1. Name
2. Designation
3. Period & Purpose of Leave(Study Leave)
4. Address
5. Date of Birth Age Years (Completed Year)
(With proof)
6. Date of first appointment Adhoc Regular
Date Of completion of five years service after Regular appointment
(including the period Of probation)
7. (a) Qualification at the time of first appointment
(b) Details of obtaining subsequent qualification & its usefulness to the university
8. Date of subsequent promotions
(Order No. & Date)
9. Have you availed any kind of leave for study purpose earlier? If so, give details with proof
10. (a) Whether any departmental enquiry is pending or contemplated against you?
(b) Whether any punishment awarded? If so, give details
11. Have you awarded any financial assistance for the period of Study leave by any other institutions?
12. Are you prepared to take your due leave, if you do not qualify for study leave? If so, mention the title of leave at your credit

Signature of Applicant

For Office Use only

Recommendation Of immediate Controlling Officer, if any, for granting him leave requested and also in verifying the above information

Staff Strength of the Station / Department If any --

No. of Person already on Study Leave -----

HOD/O/I

Recommendations of the Dean/ Director if any, in relieving the applicant for granting leave and in verification of above information.

DEAN/ DIRECTOR

ANNEXURE -II

**RAJASTHAN UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES,
BIKANER**

APPLICATION FORM FOR SABBATICAL LEAVE

1. Name of the Scientist/ Faculty member-----
2. Designation-----
3. Scale of Pay-----
4. Name of the Department. College
5. Official address-----
6. Residential address-----

7. Date of entry in RAJUVAS-----
8. Date of superannuation-----
9. Length of service in the MPUAT upto the proposed date of commencement of leave desired-----
10. Are you prepared to serve the RAJUVAS for more than 3 years before superannuation after availing the leave.-----

11. Arrangement made at departmental level to 100k after the work assigned to the scientist / faculty member proceeding on leave

12. Have you availed deputation] assignment / study leave of one year or more in the preceding ten years
YES/NO
- 13 Give statement of deputation in preceding ten years (ANNEXURE if space is inadequate)

- 14 Have you availed sabbatical leave earlier
YES/NO
- 15 Title of the proposed programme for availing the sabbatical leave

16. Give a brief resume of the approved programme (Annex if space inadequate)

17. Name and address of the host institution

18. Has the host institution approved the proposed programme Yes/No if yes, please attach the letter of acceptance

19. Name of full address of the supervisor / coordinator in the host institution

20. Are you in receipt/ likely to receive any scholarship / fellowship/assistantship/other assistance (please specify) during the leave?
YES/NO

If yes, the name of the organization, its full address and emolument and duration of Scholarship Fellowship/Assistantships/ any other assistance (please specify) during the year,

21. Does the scientist / faculty member want to retain the residential accommodation in RAJUVAS?

YES/NO

if yes, name the contact person at the residence.

22. Name of the nominee authorized to receive your salary and other emolument

UNDERTAKING

I _____, hereby give this undertaking to fully abide by the sabbatical leave rules and to return the salary and other emoluments received by me during the period of leave in case the conditions of the sabbatical leave are violated by me while on sabbatical leave. I shall also abide by the service conduct rules of the MPIJAT.

Signature

Name _____

(in capital)

23. Recommendations of Head of the Department/ Dean/Director Of RAJUVAS

To,
Vice Chancellor
RAJUVAS, Bikaner

DURATION FOR WEEDING OF RECORDS

Form No. of GF & AR	Name of the paper/record	Period for which to be preserved
	Excess and surrender statement	5 years
	Cash receipt counterfoils	Permanent
	Register of receipt / cheque book	Permanent
	Cash book	Permanent
	Register of postal order	Permanent
	Scheme wise classified statement of income	Permanent
	Bank ledger	Permanent
	Classified abstract of expenditure	Permanent
	Register of investments	Permanent
	Register of receipt and disposal of cheque	Permanent
	Register of clearance of advances	Permanent
	Pay bill of establishment O/C	Permanent
	Daily attendance roll of labour, if any	Permanent
	Establishment check register	Permanent
	Last pay certificates	Permanent
	Redrawal bills	Permanent
	TA bills of establishment, O/C	5 years
	TA bills of Examiners, O/C	5 years
	A quittance roll	10 years
	Register of security deposits	Permanent
	Contingent register	10 years
	Register of examination expenditure	10 years
	Bill for remuneration to paper setter, examiners, sub-examiners, checkers etc.	10 years
	Scholarship/stipends bills	5 years (after passing out of students)
	Cash book for sundry deposits	10 years
	CPF record	Permanent
Research Farms		
	Crop register	10 years
	Register of produce	Permanent
	Register of green fodder	5 years
	Picking and disposal register	5 years
	Bill-book-counterfoils	Permanent
	Cash receipt book	Permanent
	Livestock register	Permanent
	Register of unconsumable stores	Permanent
	Register of trees	Permanent
	Register of credit sales	10 years
University press		
	Order and evaluation register	10 years
	Statement of materials required	10 years
	Register of completed jobs	5 years
	Annual statement of depreciation of	10 years

	machinery and plant	
University workshop		
	Order forms	5 years
	Job order register	5 years
	Job cards	5 years
	Job sheet register	5 years
	Daily work register	5 years
	Job indent	5 years
	Return slip	5 years
	Job delivery register	5 years
	Gate passes	1 year
	Bill cum invoice	Permanent
	Profit and loss accounts	Permanent
Motor vehicles		
	Log books	Till the vehicles remain with University
	Tractor log book	Till the vehicles remain with University
	Particular of vehicles etc	Till the vehicles remain with University
	Particular of changing oil filter etc	-do-
	Particulars of replacement of tyres	-do-
	Particular of consumption of fuel, oil and Lubricants	-do-
	Requisitions	5 years
	Duty register	5 years
Book transfers		
	Transfer entry O/C	Permanent
	Register of transfer entries	Permanent
Animal/Poultry farms		
	Register of young stock	Permanent
	Register of patients	7 year
	Register of adults males/female stock	7 year
	Daily milk record register	5 year
	Milk receipt and disposal register	5 year
	Dairy products book	Permanent
	Skimmed milk disposal register	7 year
	Coupon record register	Permanent
	Register of eggs	7 year
	Incubator record	Permanent
	Daily register of birds	7 year
	Custom hatching counterfoils	Permanent
	Register of custom hatching	Permanent
Fees		
	Register of application for appointments	10 years
	Lists of postal orders	5 years
	Register of medical certificates issued	10 years
	Register of daily sales	5 years
	Register of degree to be issued in absentia	Permanent
	Register of duplicate & other certificates	Permanent
	Receipt book	Permanent
	Daily fee collection register	12 years

	Demand and collection register	12 years
	Demand ledger of variable & occasional dues	12 years
	Register of students deposits	12 years
Funds, Buildings and Stores		
	Fund cash book	Permanent
	Register of buildings	Permanent
	Indent for supply of consumable stores	3 years
	Stationary register	3 years
	Stamp register	Permanent
	Indents on the central purchase organization O/C	5 years
Library		
	Accession register	Permanent
	Shelf list card	Permanent
	Withdrawal register	5 years
	Acquisition record for ephemeral literature	5 years
	Periodicals check record	10 years
	Overdue and fines register	10 years
Rents		
	Register of rent of buildings & lands	Permanent
	Statements of rent recoverable in cash or by deduction from pay bills	12 years
Other record		
	Personal files of the office establishment other than leave papers	permanent
	Service book other than leave papers personal files of officers/teacher/employees	permanent
	Register of railways receipt	5 years
	Register of rent statement	5 years
	Attendance register	5 years
	Causal leave register & application file	5 years
	Dak book/diary of peons	Permanent
	Dispatch register	Permanent
	TA check register	5 years
	Applications of the candidates who applied for various posts but not selected.	2 year after meeting of the selection committee
	Replies received from the referees in respect of the candidates not selected	-do-
	Receipt register	10 years
	Answer book of various departmental examination and recruitment tests	3 years
	Files regarding sending of postal order to the comptroller	3 years
	Files of applications received from the candidates for supply of application forms	5 year
	Advertisement files	5 years
	Applications for department examinations	5 year

	Applications forms of the candidate not selected for admission to various programme	5 years
	Requests for obtaining prospectus and admission forms	2 year
	Pre-audit vouchers (all kinds) against which cheques have been issued by accounts branch of Comptroller office and other correspondence with regard to issue of such cheques	12 years
	Counter foils of cheque books (Comptroller office)	12 years
	Transfer entries (Comptroller's office)	12 years
Records in COE office		
	Used answer books	2years (except court cases if any)
	Old questions papers/Model papers	After declaration of the result/re-evaluation
	Examiners report/Flying squad reports	Two year, i.e. academic session
	RPVT/Pre-PG Examinations – Forms and Papers	After 1 year of admission
	Original and duplicate manuscript of question papers	1 year
	Examiners acceptance forms	1 year
	Cloth envelopes of question papers	1 year
	Award list	Not to be disposed

Proforma for Weeding of old Records

Name of the Department/Unit -----

S. No.	File No.	Particulars of the record	Date of opening file/register	Date of closing	Pages	Period of preservation	Date of weeding out	Initials of dealing Asstt./supervisor	Signature of Head/Unit incharge/Dean/Director etc.