

Institute of Advanced Studies in Education

(Deemed to be University)

Gandhi Vidya Mandir, Sardarshahr – 331403 (Rajasthan)

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HAND BOOK

(Effective from Year 2022)



Institute of Advanced Studies in Education

(Deemed to be University)

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Institute of Advanced Studies in Education

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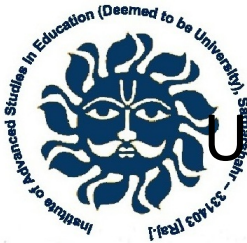
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HAND BOOK

PART - I



UGC [INSTITUTIONS DEEMED TO BE UNIVERSITIES] REGULATIONS, 2019


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Institute of Advanced Studies in Education
(Deemed to be University)
Sardarshahr (Churu) Raj.

INSTITUTE OF ADVANCED STUDIES IN EDUCATION (DEEMED TO BE UNIVERSITY), SARDARSHAH, RAJASTHAN

UGC [INSTITUTIONS DEEMED TO BE UNIVERSITIES] REGULATIONS, 2019

PREAMBLE OF THE REGULATION, 2019 (No. F. 1-2/2018 (CPP-I/DU))

To regulate, in an orderly manner, the process of declaration of institutions of academic excellence as Deemed to be Universities; and, further to maintain quality of higher education imparted by Institutions Deemed to be Universities consistent with the ideals of the concept of a University; the University Grants Commission, in exercise of powers conferred under clauses [f] & [g] of sub-section [1] of Section 26 of the University Grants Commission Act, 1956, hereby, makes the following Regulations namely:-

1.0 SHORT TITLE, APPLICATION AND COMMENCEMENT

- 1.1 These Regulations may be called the UGC [Institutions Deemed to be Universities] Regulations, 2019.
- 1.2 These Regulations shall apply to every institution seeking declaration as an Institution Deemed to be University, as also, albeit prospectively, to an institution which has been declared as an Institution Deemed to be University under Section 3 of the UGC Act, 1956.
- 1.3 They shall come into force with effect from the date of their notification in the Official Gazette.
- 1.4 These Regulations shall replace the UGC (Institutions Deemed to be Universities) Regulations, 2016.

2.0 DEFINITIONS

In these Regulations, unless the context otherwise requires:

- 2.01 "Act" means the University Grants Commission Act, 1956 [Act 3 of 1956].
- 2.02 "Campus" means campus of the Institution Deemed to be University at its headquarters, wherein its major facilities, faculty, staff, students and its Academic Departments are located in a city /town / village in India; and includes all the campuses situated in the same territorial jurisdiction.
- 2.03 "Commission" means the University Grants Commission (UGC) constituted under the Act. "Category" means the category of Institution Deemed to be University under the University Grants Commission (Categorization of Universities (only) for the Grant of Graded Autonomy) Regulations, 2018; and "Category I" and "Category II" shall be construed accordingly.
- 2.04 "Constituent Institution" means an institution operating under the administrative, academic and financial control of the sponsoring body and declared as such under the Notification.
- 2.05 "Constituent Unit" means unit(s) of the Institution existing on the date of submission of proposal to be declared as an Institution Deemed to be University.
- 2.06 "De-novo Institution" means an institution with the focus on teaching and research in unique and 'emerging areas of knowledge' so determined by the Commission after a due process,
- 2.07 "Emerging area of knowledge" in the context of De-Novo Institutions means such specialized/niche areas of knowledge which are considered desirable and useful and not usually imparted in the country.




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- 2.08 "Expert Committee" means a Committee consisting of academics or other experts in the relevant fields of knowledge or practice to be nominated by Chairman of the Commission and include representatives of the statutory bodies; and there may be as many Expert Committees as the Commission may determine for different purposes.
- 2.10 "Government", unless the context so specifies, means the Central Government in the Ministry of Human Resource Development allocated with business pertaining to higher education.
- 2.11 "Institution" means an institution of higher education engaged in teaching and research at the undergraduate, post-graduate or higher levels.
- 2.12 "Institution Deemed to be University" means an institution of higher education so declared, on the advice of the Commission, by the Government under Section 3 of the Act.
- 2.13 "Necessary Infrastructure" means infrastructure as required under the norms of concerned Statutory Body/Commission.
- 2.14 "Off-Campus centre" means a centre of the Institution Deemed to be University, approved by the Government and situated beyond its Campus within India.
- 2.15 "Off-Shore Campus" means a centre of the Institution Deemed to be University approved by the Government and situated beyond its campus outside India.
- 2.16 "Processing Fee" means the charges that have to be paid by the applicant institution to the Commission along with the application for processing such application.
- 2.17 "Notification" means a notification issued by the Government in the Official Gazette declaring an institution of higher education, as an Institution Deemed to be University under Section 3 of the Act.
- 2.18 "Sponsoring body" means a body being a charitable or a not-for-profit Society or Trust or Company under Section 8 of Companies Act 2013 making an application for declaring an institution under its administrative, academic and financial control as a Deemed to be University.
- 2.19 "Statutory Body" means a body constituted under any law for the time being in force for determining or maintaining standards of quality in the relevant areas of higher education such as the All India Council for Technical Education (AICTE), Medical Council of India (MCI), Dental Council of India (DCI), National Council for Teacher Education (NCTE), Bar Council of India (BCI), Indian Nursing Council (INC), or any other such regulatory body established under an Act of Parliament.
- 2.20 "Teacher" means a member of the regular faculty at the levels of Professor, or Associate Professor or Assistant Professor, and includes adjunct faculty and faculty on a long-term contract of not less than three years.
- 2.21 "University" means a University defined in the University Grants Commission Act, 1956.
- 2.22 "NAAC" means National Assessment and Accreditation Council.
- 2.23 "NBA" means National Board of Accreditation.
- 2.24 "NIRF" means National Institutional Ranking Framework.



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3.0 OBJECTIVES OF AN INSTITUTION DEEMED TO BE UNIVERSITY

The objectives for which an institution is declared by the Government as an Institution Deemed to be University shall be:

- 3.01 To provide for higher education leading to excellence and innovations in such branches of knowledge as may be deemed fit, primarily at undergraduate, at post-graduate and research degree levels, fully conforming to the concept of University as defined herein.
- 3.02 To engage in areas of specialization with proven ability to make distinctive contributions to the objectives of the higher education system in diverse disciplines.
- 3.03 To provide for high quality teaching and research recognized nationally and globally.

4.0 ELIGIBILITY CRITERIA FOR AN INSTITUTION TO BE DECLARED AS AN INSTITUTION DEEMED TO BE UNIVERSITY

4.01 An institution applying to be declared as an Institution Deemed to be University shall have to meet the following stipulations:-

- i. Has been in existence for not less than 20 (twenty) years,
- ii. Has, at the time of application, valid accreditation by National Assessment and Accreditation Council (NAAC) with at least 3.26 CGPA for three consecutive cycles OR if in case of technical institution, two-third of the eligible technical programmes accredited by the National Board of Accreditation (NBA).
- iii. Should be at the time of application, figure among the top 50 (Fifty) ranks in any specific category or among the top 100 (Hundred) of overall ranking of National Institute Ranking Framework (NIRF).
- iv. Has demonstrated the characteristics of a university through multi-disciplinary courses,
- v. The annual per faculty publications in SCOPUS, Web of Science or peer-reviewed journals of acceptable quality as per the UGC Reference List of Quality Journals shall not be less than 2 (two).
- vi. The teacher student ratio shall not be less than 1:20 with a faculty strength of not less than 100 (Hundred) teachers and a minimum of 2,000 students on its rolls under the regular class-room mode, of which not less than one third being postgraduate/research students; and at least 5 Post Graduate Departments in existence for at least 3 years with research programmes.
- vii. Shall possess such academic and physical infrastructure as may be prescribed by the Commission and/or the relevant statutory bodies.
- viii. Shall have a built up area of not less than 30 sq.mts. per student which shall include academic (academic buildings, library, lecture hall, laboratories, etc.), administrative (hostels, faculty residences, health care), common and recreational facilities.

Corpus Fund:

- i) In the case of Institutions not maintained or financed by the Government a Corpus Fund of Rs.10 Crore for an existing institution and Rs.25 Crore for a de-novo institution, shall be created and maintained permanently in the name of the proposed Institution Deemed to be University by way of irrevocable Government Securities or other forms approved by the Commission.

The interest accrued on the Corpus Fund shall be used only for the purpose of development of the Institution Deemed to be University.




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4.03 Governance Structure

The Governance structure of the proposed Institution Deemed to be University shall be as per Clause 10.0 of these Regulations.

5.0 PROCEDURE FOR DECLARATION OF AN INSTITUTION AS AN INSTITUTION DEEMED TO BE A UNIVERSITY

5.01 An institution, fulfilling the minimum eligibility criteria as laid down in these Regulations for considering proposals for declaration as an Institution Deemed to be University, may apply 'online' to the Commission on its web portal developed for this purpose, and under intimation to the Government.

5.02. The following documents shall be uploaded in the online application, failing which, the online system shall not accept the application:

- i. Land ownership documents in the name of the Institution Deemed to be University or the sponsoring body.
- ii. Certificates regarding NAAC/NBA accreditation
- iii. Approval of the relevant statutory bodies for the professional courses which are currently being run.
- iv. Information along with evidence regarding the existing academic and physical infrastructure.
- v. Institution Development Plan consisting of the strategic vision for a 5-year period next, along with a rolling plan of its implementation covering academic, research, infrastructural, financial and governance plans.
- vi. Details of the corpus fund created, and details of the financial sustainability of the institution.
- vii. In case of institutions which are funded by the State/Central Government, a letter of commitment from the respective Government to continue financial support to the institution even after declaration as a Deemed to be University.
- viii. Copies of the documents uploaded on the Commission's web portal shall also be publicly disclosed on the website of the institution, duly certified by the Head of the institution. Any information found to be false after due verification shall be liable for criminal prosecution under the Indian Penal Code, 1860, as amended from time to time.

5.03 The Commission shall verify the documents submitted in the application with the concerned public authorities to ascertain their accuracy.

5.04 The Commission shall examine the application; with the help of an Expert Committee nominated to evaluate the Institution Development Plan to assess the existing academic and physical standards and submit its advice to the Government within sixty days from the date of online application.

Taking into consideration the advice of the Commission, the Government may, ordinarily within thirty days of receipt of the advice of the Commission, either issue a notification under Section 3 of the Act, declaring such institution as an Institution Deemed to be University for an initial period of five years; or, if the proposal is not agreed upon, convey its decision in writing to the Sponsoring body along with the reasons thereof. The decision of the Government shall be final.

5.05 In case of institutions declared as institutions Deemed to be universities as per section 3 of the Act, the University/ies which had hitherto granted affiliation to such institutions, shall transfer the credits and the transcripts of students who are enrolled and studying in the said institution, within thirty days of such declaration. The existing students may get the



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degree from the affiliating University or Deemed to be University as per preference of the student. The newly admitted students shall get degree of Deemed to be University.

6.04 PROCEDURE FOR DECLARATION OF AN INSTITUTION AS DEEMED TO BE UNIVERSITY UNDER DE-NOVO CATEGORY:-

6.04.1 Any Sponsoring body, with a proven track record in education, can submit an application online to the Commission under intimation to the Government, for setting up a new Institution Deemed to be University devoted to study and research in unique and emerging areas of knowledge not being pursued by existing institutions.

However, institutions of Central/State/UT Government applying under this category shall be given exemption from Clause 4.01 of these Regulations provided they address the strategic needs of the country and/or, engaged in preservation of cultural heritage.

6.04.2 Any Sponsoring body shall submit the application consisting of the following:

- (a) A Detailed Project Report (DPR) containing its fifteen year detailed Strategic Vision Plan and a five year rolling implementation plan viz. Academic Plan, Faculty Recruitment Plan, Students Admission Plan, Research Plan, Networking Plan, Infrastructure development Plan, Finance Plan, Administrative Plan, Governance Plan, etc, with clear annual milestones and action plans on how the new Institution Deemed to be University is to be set up, with identifiable outputs and outcomes;
- (b) Details of the land in possession for establishing the institution along with the title documents;
- (c) Details of the corpus fund created, and details of the financial sustainability of the institution;
- (d) Details of the sponsoring body, along with the details of the key academic and administrative personnel;
- (e) An undertaking to the effect that it shall abide by all provisions of these Regulations.
- (f) In case of institutions of Central/State/UT Government, a letter of commitment from the respective Government to continue financial support to the institution even after declaration as an Institution Deemed to be University.

6.04.3 The Commission shall refer the application for examination to an Expert Committee and the Committee may direct the applicant institution to make a presentation to demonstrate whether or not the institution falls under de-novo category and whether the Detailed Project Report is in accordance with these Regulations. If necessary, the Committee may prefer to visit the applicant institution before submitting its report.

6.04.4 The Expert Committee shall submit its report to the Commission, within thirty days from the date of reference to it, by way of recommendation on whether or not the Letter of Intent ought to be issued, and in the event of recommending that a Letter of Intent be issued, whether the same shall be with or without any additional conditions along with reasons for imposing or not imposing such conditions.

The Commission shall forward its advice to the Government within thirty days from the date of receiving the report of the Expert Committee; and thereafter, the Government shall, having taken into consideration the advice of the Commission, usually within a further period of thirty days, either issue a Letter of Intent valid for a period of three years or reject the proposal stating reasons thereto.

6.04.6 The Sponsoring body shall submit a report of compliance in respect of the conditions mentioned in the Letter of Intent within a period of three years to the Government, which shall be forwarded to the Commission for its verification and advice and the Government shall take further steps following the procedure mentioned in Clause 5 of these Regulations.




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OFF-CAMPUS CENTRE(S):

7.01 Institutions Deemed to be Universities in Category-I & Category-II or ranked from 1-50 in the "Universities" category of current NIRF ranking shall be permitted to start new Off-Campus Centre(s), following the procedure mentioned hereunder:

7.01.1 Institutions Deemed to be Universities in Category-I & Category-II or ranked from 1-50 in the "Universities" category of current NIRF ranking shall submit their application to the Government by way of an Affidavit in the prescribed proforma for approval to start an Off-Campus Centre or, for issuance of Letter of Intent for setting up an Off-Campus Centre, as the case may be.

7.01.2 The Government, after such preliminary scrutiny as it may deem fit, of the application containing details of existing or proposed infrastructure facilities, Courses/Programmes of study, Students intake, financing arrangements, shall forward to the application to the Commission for its advice. The Institutions applying for Off-Campus Centre(s), shall have to meet the following stipulations:

(i) The teacher student ratio shall not be less than 1:20 with a faculty strength of not less than 25 (twenty five) teachers and a minimum of 500 students on its rolls under the regular class-room mode, of which not less than one third being postgraduate/research students; and at least 3 Post Graduate Departments with research programmes.

(ii) Shall possess such academic and physical infrastructure as may be prescribed by the Commission and/or the relevant statutory bodies.

(iii) Shall have a built up area of not less than 30 sq. mts. per student which shall include academic (academic buildings, library, lecture hall, laboratories, etc.), administrative (hostels, faculty residences, health care), common and recreational facilities.

7.01.3 In respect of Institutions Deemed to be Universities in Category -I or ranked from 1-50 in the "Universities" category of current NIRF ranking, there shall be no requirement of physical inspection. The Chairman of the Commission may constitute a Standing Committee to undertake examination of the information furnished by the Institution. The Chairman, on behalf of the Commission, shall forward the advice to the Government within thirty days on receipt of the application taking into consideration the observations of Standing Committee. Category-I Institutions Deemed to be Universities or ranked from 1-50 in the "Universities" category of current NIRF ranking can establish only three off-campuses in a period of five years provided that not more than one campus can be established in one academic year. These off-campuses shall be reviewed by the Commission after a period of five years from the date of Notification by the Government.

7.01.4 In respect of Institutions Deemed to be Universities in Category-II, the information provided with the application may be assessed and verified by an Expert Committee, constituted for the purpose by the Commission. The Chairman, on behalf of the Commission, shall forward the advice to the Government within sixty days on receipt of the application taking into consideration the observations of Expert Committee. Category-II Institutions Deemed to be Universities can establish only two off- campuses in a period of five years provided that not more than one campus can be established in one academic year. These off-campuses shall be reviewed by the Commission after a period of five years from the date of Notification by the Government.

7.01.5 The Government shall, after taking into consideration the advice of the Commission, ordinarily within a further period of fifteen days from the date of receipt of such advice, either issue a notification for starting of off-campus centre(s) or, as the case may be, a Letter of Intent for setting up of new off- Campus centre(s) or reject the proposal stating the reasons thereto. The decision of the Government shall be final and binding.

7.01.6 If at any time, the information provided by the applicant Institute is found to be incorrect,



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the Government may withdraw the approval for starting the off-Campus centre; and in order to protect the interests of students enrolled at such centre, the Institution shall be asked to seek affiliation of the Off- Campus centre to the State/ Central University having territorial jurisdiction. Any information found to be false after due verification shall be liable for criminal prosecution under the Indian Penal Code, 1860, as amended from time to time.

Off-shore Campus:

- 7.02 Institutions Deemed to be Universities in Category-I shall be allowed to start new Off-Shore Campuses with the prior approval of the Ministry of Human Resource Development after receiving NOC from Ministry of External Affairs and Ministry of Home Affairs. Institutions Deemed to be Universities shall maintain the standards similar to their main campus and shall follow similar admission criteria, curriculum, examination system and evaluation system. All the information about off-shore campus shall be disclosed on the website of the Institution Deemed to be University.
- 7.03 Existing Off-Shore campus will continue to operate provided they have obtained due permissions.

8.0 STARTING OF NEW COURSE(S)/PROGRAMME(S)/DEPARTMENT(S)/ SCHOOL(S)/ FACULTY(IES) IN THE CAMPUS OR APPROVED OFF-CAMPUS CENTRES OF AN INSTITUTION DEEMED TO BE UNIVERSITY

- 8.01 Institutions Deemed to be universities in Category-I, Category-II or institutions from 1-50 in “university” category of NIRF ranking may start new Course(s) /Programme(s) /Department(s) / School(s) /Faculty(ies) in any field in their existing campus and approved off-Campus centre(s), with the prior approval of its Board of Management and, also where applicable, the relevant Statutory bodies. Such Institutions shall inform the Commission about starting of a new course/ programme/ department/ school/ centre in its existing main campus and approved off-campus within one month of the grant of approval by the Board of Management of the Deemed to be University and concerned Statutory bodies.

Provided that where the Institutions Deemed to be Universities in receipt of grants in aid or other funds for maintenance from the Central Government or the State Government or its Agencies, prior approval of the appropriate Government shall also be required.

- 8.02. Institutions Deemed to be universities, other than those referred to in clause 8.01 herein above, shall start new Course(s)/Programme(s) /Department(s) /School(s)/Faculty(ies) in allied field only in their existing Campus and approved off-Campus centre(s) only after obtaining permission from its Board of Management and, also where applicable, the relevant Statutory bodies. In case of starting of new Course(s)/ Programme(s)/ Department(s) / School(s) / Faculty(ies) in other than allied fields, prior approval of the Commission shall be required in addition to approval from the relevant statutory bodies. The Commission shall convey its decision either for approval or rejection as the case may be, within sixty days of receipt of the application from the institution.



MONITORING THE PERFORMANCE OF DEEMED TO BE UNIVERSITIES

- 9.01 It shall be the responsibility of the Commission to monitor, annually, the performance and academic outcomes of all institutions Deemed to be universities, based on public disclosures on performance parameters, namely:

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- a) The graduate outcomes shall be such that a minimum of 50% of the graduating students secure access to employment/self-employment or engage themselves in pursuit of higher education;

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- b) Promote linkage of the students with the society/industry such that at least two-third of the students engage in socially productive activities during their period of study in the institutions;
- c) Train the students in essential professional skills such as team-work, communication skills, leadership skills, time-management skills, soft skills, etc; and inculcate a spirit of innovation/entrepreneurship and critical thinking among the students and promote avenues for display of these talents;
- d) The teacher student ratio shall not be less than 1:20 with a faculty strength of not less than 100 (Hundred) teachers and a minimum of 2,000 students on its rolls under the regular class-room mode, and ensure that not more than 10% of the sanctioned posts of teachers is vacant at any point of time;
- e) Conduct induction programmes for students;
- f) Adopt Learning-outcome based curriculum framework(LOCF)and revise curriculum at regular intervals;
- g) Use Information Communication Technology (ICT) based learning tools for effective teaching- learning processes;
- h) Choice Based Credit System (CBCS), Academic flexibility for interdisciplinary learning
- i) Examination Reforms to ensure that the student assessment is based on understanding of the concepts, and application thereof;
- j) Ensure that at least half of the students passing out appear for examinations such as GATE/JAM/UGC-NET, and at least half of those appearing qualify;
- k) Tracking of the student progress after completion of course;
- l) Ensure that all new teachers, immediately after recruitment, are put through an induction course imparting pedagogical aspects;
- m) All existing teachers shall be placed through an annual refresher training;
- n) Compulsory participation in the NIRF ranking;
- o) National level merit-based admission process.
- p) Effective implementation of measures for quality improvement as per the quality mandate of UGC.
- q) To ensure not to start or run any professional courses governed by specific Acts of parliament, except with the prior and specific approval of the authority constituted thereunder as well as in conformity with the Clause 8 of these Regulations.
- r) To submit the type of courses those are being offered latest by 30th April every year. The details to be provided are – year, department, courses offered, whether the course is professional or general, approval of the statutory council, approval of the UGC, student intake, actual number of students enrolled, etc
- s) To adhere to these regulations and other rules / regulations/ directions issued by the UGC and relevant statutory bodies from time to time.
- t) Every year on completion of the admissions, the Deemed to be University shall upload all the data on its website.



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9.02. The Commission shall decide on the physical verification of an Institution Deemed to be University, or constitute teams for such verification only on receipt of complaints against the accuracy and veracity of the information placed on the website of the institution in respect of the parameters referred to in clause 9.01.

10.0 SYSTEM OF INSTITUTIONAL GOVERNANCE

10.01 The proposed/existing Institution Deemed to be University shall be registered as a not-for-profit Society under the Societies Registration Act, 1860 or as a not-for-profit Trust under the Public Trust Act, or as a not-for-profit company under section 8 of the Companies Act, 2013.

Provided that a sponsoring body exclusively established for running educational institutions shall be exempted from registering as a separate not-for-profit Society /Trust /Company for the Deemed to be University. However, the sponsoring body shall categorically mention in its Registration Deed that the sponsoring body is exclusively for running educational activities and no other activities are being carried out or shall be carried out in future under it.

Provided further that if the sponsoring body of an existing Institution Deemed to be University does not have a Society /Trust /Company exclusively for running educational institutions, it shall form a new not for profit Society / Trust /Company for the Deemed to be University. In such cases, the sponsoring body shall be exempted from transferring of its moveable and immoveable assets to the newly created Society/Trust/Company, if such sponsoring body provides Notarized Affidavit to the effect that the entire moveable and immoveable assets allocated to the Institution Deemed to be University shall not be leased or otherwise disposed off without the prior permission of the Commission, and also that all expansion in the future shall be undertaken by the Society /Trust/Company exclusively established for Deemed to be University.

Provided also that the sponsoring body shall make available the infrastructure for operating the Institution Deemed to be University without any rental or other such charges.

10.02 All moveable and immoveable assets of the institutions shall be used only for the purpose of conducting academic activities, promotion of research and related administrative requirements of the Institution Deemed to be University.

10.03 The highest governing body of the Institution Deemed to be University shall be a Board of Management to be headed by the Vice Chancellor, and consisting of not less than 10 and not more than 15 members.

10.04 The Board of Management of the institution shall be independent of the sponsoring body with full autonomy to discharge its academic and administrative responsibilities.

10.05 The composition of Board of Management shall be as under: -

- i) Vice-Chancellor.....Chairperson;
- ii) Pro Vice-Chancellor (wherever applicable),
- iii) Two Deans of Faculties of the Institution Deemed to be University, to be appointed by rotation based on inter-se seniority;
- iv) Three eminent academics, who shall have functioned at the rank of Professor, to be appointed by the Chancellor from among persons unconnected with the Institution Deemed to be University as well as the Sponsoring body;
- v) One representative of the Central Government or the State Government, as the case may be, where the Institution Deemed to be University is controlled and managed by such Government or is receiving grants directly or indirectly of a minimum of 50% of the average expenditure of three previous years, who shall be an eminent academic not below the rank of Professor - in respect of all other institutions Deemed to be universities, the UGC shall nominate a representative from a panel of names selected through a process approved by the Commission;

Two teachers of the Institution Deemed to be University, one each from among



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the cadres of Professors and Associate Professors, to be appointed by rotation based on inter-se seniority;

- vii) Nominees of the Sponsoring body, not exceeding Four in number;
- viii) The Registrar, who shall be ex officio Secretary of the Board of Management.

10.06 Tenure of the members of the Board of Management

- 10.06.1 All the members of the Board of Management, other than the ex-officio members and teachers, shall hold office for a term of three years from the date of first appointment and shall be eligible for reappointment.
- 10.06.2 Members of the Board of Management appointed from among teachers shall hold office for a period of two years or till such time as they cease to be teachers of the Institution Deemed to be University, whichever is earlier.

10.07 Powers and Limitations of the Board of Management

- 10.07.1 The Board of Management shall be the principal organ of management and the apex executive body of the Institution Deemed to be University, with powers to make rules of the Institution Deemed to be University.
- 10.07.2 The Board of Management shall be the final decision making body of the Institute in respect of every matter of the Institution Deemed to be University, including in the academic, administrative, personnel, financial, developmental matters.
- 10.07.3 The Board of Management shall not infringe upon the powers of the respective authorities provided under these Regulations; and where any authority has been given advisory /recommendatory powers, the Board of Management shall obtain advice /recommendations from such authority, before deciding on any matter before it.

10.08 Meetings of the Board of Management:

- i. The Board of Management shall meet at least four times a year, with not less than 15 days' notice being given before every meeting of the Board of Management.
- ii. Attendance by more than one-half of the total number of members of Board of Management shall form the quorum for a meeting.
- iii. In the absence of the Vice-Chancellor, the Pro-Vice Chancellor shall preside over the meeting; and where there be no Pro Vice Chancellor in an Institution Deemed to be University, a member chosen by the other members present, shall preside over the meeting.
- iv. Every member of the Board of Management, including its Chairperson, shall have one vote and decisions at the meetings of the Board shall be taken by simple majority; and in case of a tie, the Chairperson shall have a casting vote.
- v. Any business, which it may be necessary for the Board of Management to perform, may be carried out by circulation amongst its members.
- vi. A copy of the proceedings of each meeting shall be furnished to the Chancellor of the Institution Deemed to be University as soon as maybe possible after the meeting.



10.09 Termination of Membership

If a member other than the Vice-Chancellor, and those representing the teachers, accepts a fulltime appointment in the Institution Deemed to be University or does not attend three consecutive meetings of the Board of Management, without proper leave of absence, such member shall cease to be a member of the Board of Management.


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10.10 Delegation of Powers of the Board of Management

The Board of Management may, by a resolution, delegate to the Vice Chancellor or any other officer/faculty or to a Committee of officers/faculties of the Institution Deemed to be University, such powers as it may deem fit, subject to the condition that the action taken by the Vice Chancellor or the officer/faculty, or the Committee in the exercise of the powers so delegated, shall be reported at the next meeting of the Board of Management.

10.11 Other Authorities of the Institution Deemed to be University

10.11.1 Academic Council

A. The Academic Council shall be the principal academic body of the Institution Deemed to be University and shall, subject to the provision of the Rules, have the control over, and be responsible for, the maintenance of standards of teaching, research and training, approval of syllabus, co-ordination of research activities,

examinations and tests conducted by the Institution Deemed to be University; and shall exercise such powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules of the institution. The composition of the Academic Council shall be as under:

- i. Vice Chancellor Chairperson;
- ii. Pro Vice-Chancellor (wherever applicable);
- iii. Dean(s) of Faculties;
- iv. Heads of the Departments;
- v. Ten Professors, other than the Heads of the Departments, by rotation based on inter-se seniority;
- vi. Two Associate Professors from the Departments, other than the Heads of the Departments, by rotation based on inter-se seniority;
- vii. Two Assistant Professors from the Departments by rotation based on inter-se seniority;
- viii. Three persons from amongst educationists of repute or persons from any other field related to the activities of the Institution Deemed to be University who are not in the service of the Institution Deemed to be University, nominated by the Vice-Chancellor;
- ix. Three persons who are not teachers, co-opted by the Academic Council for their specialized knowledge
- x. The Registrar, who shall be ex officio the Secretary of the Academic Council

Note: The representation of different categories shall be only through rotation and not through election. The term of members, other than the ex-officio members, shall be two years. The Controller of Examination shall be the permanent invitee to the meetings of the Academic Council.

Powers and Functions of the Academic Council: The Academic Council

shall have the following powers and duties, namely:-

- i. To consider matters of academic interest either on its own initiative or at the instance of the Board of Management or those proposed by the departments/faculties and to take appropriate action thereon;
- ii. To exercise general supervision over all academic work of the institution Deemed to be University and to give direction regarding methods of instruction, evaluation, and improvements in academic standards;



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- iii. To promote research within the Institution Deemed to be University, and to acquire reports on such researches from time to time;
- iv. To prescribe courses /programmes of study leading to degree and diploma of the Institution Deemed to be University;
- v. To make arrangements for the conduct of examinations in conformity with the Bye-Laws;
- vi. To appoint examiners, moderators, tabulators and such other personnel for different examinations;
- vii. To maintain proper standards of the examinations;
- viii. To recognize diplomas and degrees of universities and other Institutions and to determine equivalence with the diplomas and degrees of the institutions Deemed to be University;
- ix. To suggest measures for departmental co-ordination;
- x. To make recommendations to the Board of Management on:
 - a) measures for improvement of standards of teaching research and training;
 - b) institution of Fellowships, Travel Fellowships, Scholarships, Medals, Prizes etc.;
 - c) to recommend to the Board of Management, the establishment or abolition of departments/centres; and
 - d) To frame rules covering the academic functioning of the institution Deemed to be University, admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence etc.
- xi. To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Management;
- xii. To consider the recommendations of the sub-committees and to take such action as the circumstances of each case may require;
- xiii. To take periodical review of the activities of the departments/centres and to take appropriate action with a view to maintaining and improving standards of instruction;
- xiv. To recommend institution of teaching posts (Professors, Associate Professors and Assistant Professors) to the Board of Management; and
- xv. To exercise such other powers, and to perform such other duties, as may be conferred or imposed upon it by the Rules.

C. Meeting of the Academic Council

- i. The Academic Council shall meet as often as may be necessary but not less than three times during an academic year with not less than 15 days' notice being given before every meeting of the Academic Council.
- ii. One third of the total number of members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.
- iii. Each member, including its Chairman, shall have one vote and decisions at the meetings of the Academic Council shall be taken by simple majority; and in case of a tie, the Chairman shall have a casting vote.
- iv. Any business, which it may be necessary for the Academic Council to perform, except such as may be placed before its meeting, may be carried out by circulation of the resolution.



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10.11.2 Planning & Monitoring Board:

- i. The Planning & Monitoring Board shall be the principal Planning Body of the institution Deemed to be University and shall be responsible for the monitoring of the development programmes of the Institution Deemed to be University.
- ii. The Vice-Chancellor and the Registrar shall be the Chairman and the Secretary, respectively, of the Planning & Monitoring Board, which may include seven members, internal to the Institution Deemed to be University, and three experts of eminence from outside the institution.
- iii. The constitution, powers and functions of the Planning & Monitoring Board shall be prescribed by the Rules.
- iv. The Planning & Monitoring Board shall have the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfillment of the objectives of the Institution Deemed to be University.
- v. The recommendations of the Planning & Monitoring Board shall be placed before the Board of Management for consideration and approval.

10.11.3 Finance Committee

A. The composition of Finance Committee shall be as under:

- i. Vice Chancellor – Chairperson;
- ii. Pro Vice-Chancellor (wherever applicable);
- iii. One person nominated by the Society/Trust/Company;
- iv. Two nominees of the Board of Management, one of whom shall be a member of the Board;
- v. One representative of Central Government not below the rank of Joint Secretary or his representative to the Government of India, in case the institution is controlled and managed by Central Government or is receiving grants more than or equal to 50% of its expenditure (based on average of previous three year account) from the Central Government directly or through its Agencies; and in all other institutions Deemed to be universities, the Commission shall nominate a representative from a panel of names selected through a process approved by the Commission;
- vi. One representative of the State Government, in case the Institution Deemed to be University is receiving grants from the State Government;
- vii. Finance Officer- Secretary ex officio

B. Tenure of members of the Finance Committee:

All members of the Finance Committee other than ex-officio members shall hold office for a term of three years from the date of first appointment.

Powers and Functions of the Finance Committee:

- i. To consider the annual accounts and financial estimates of the Institution Deemed to be University and to submit them to the Board of the Management for its approval;
- ii. To consider and recommend the annual budget and revised estimates to the Board of Management;
- iii. To fix limits on the total recurring expenditure and the total non-recurring expenditure of each year based on the income and resources of the Institution Deemed to be University.

Note: No expenditure other than that provided in the budget shall be incurred by the



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Institution Deemed to be University without the approval of the Finance Committee.

D. Meetings of the Finance Committee:

The Finance Committee shall meet at least twice a year to examine the accounts and to scrutinize proposals for expenditure. Four members shall constitute the quorum for the meeting.

10.11.4 Board of Studies:

There shall be one Board of Studies for each Department of the Institution Deemed to be University. The composition of Board of Studies of each faculty/ Department shall be as under:

- i. Dean of faculty/ Head of the Department – Chairperson;
- ii. All Professors of the faculty/ Department;
- iii. Two Associate Professors of the faculty/ Department by rotation based on inter-se seniority;
- iv. Two Assistant Professors of the faculty/Department by rotation based on inter-se seniority;
- v. Not more than 2 persons to be co-opted for their expert knowledge including those belonging to the profession or industry concerned.

Note: The powers and functions of the Board of Studies shall be prescribed by the Rules of the Institution Deemed to be University.

10.11.5 Selection Committee:

- i. There shall be one or more Selection Committees constituted, for making recommendations to the Board of Management for appointment to the post of Professors, Associate Professors, Assistant Professors and such other posts as may be prescribed, in accordance with the UGC Regulations (on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018, as amended from time to time.
- ii. The meetings of the Selection Committees shall be convened, as and when necessary, by the Chairperson of each Selection Committee.
- iii. Four members of the Selection Committee, of which at least two shall be experts, shall form the quorum.

10.11.6 Miscellaneous matters pertaining to different authorities of the Institution Deemed to be University

- i. If any question arises, as to whether any person has been duly nominated or appointed as, or is, entitled to be a member of any authority or any committee of the Institution Deemed to be University, the matter shall be referred to the Chancellor, whose decision thereon shall be final and binding.
- ii. Any member, other than an ex-officio member of any authority, may resign by a letter addressed to the Registrar and the resignation shall take effect as soon as it is accepted by the Chancellor or the Chairperson of the Board of Management, as the case may be.
- iii. Sudden vacancies among the members of any authority or any Committee of the Institution Deemed to be University shall be filled by the respective authority, as soon as may be, and within a period of six months.




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- iv. A person shall be disqualified for being chosen as, and for being, a member of any of the authorities of the Institution Deemed to be University:

- a) if he/she is of unsound mind
- b) if he/she is an un-discharged insolvent
- c) if he/she has been convicted by a court of law for an offence involving moral turpitude.
- d) if he/she has not been appointed as per the provisions of these Regulations.

Note: If any question arises as to whether a person is or has been subjected to any disqualifications mentioned above, the question shall be referred for decision to the Chancellor, whose decision shall be final and binding.

10.12 Officers of the Institution Deemed to be University:

10.12.1 Chancellor & Pro Chancellor

- i. The Institution Deemed to be University shall have a Chancellor who shall, when present, preside over the convocations of the Institution Deemed to be University but shall not be the Chief Executive Officer.
- ii. The Chancellor, who shall be appointed by the sponsoring body, shall hold office for a period of 5 years from the date of first assuming office, and shall be eligible for reappointment for one more term.
- iii. Where power is conferred upon the Chancellor to nominate persons to authorities, he/she shall, to the extent necessary, nominate persons to represent the various interests for the furtherance of the objectives of the Institutions Deemed to be University.
- iv. **Pro-Chancellor:** The Sponsoring body of the Institution Deemed to be University may also appoint a person as a Pro Chancellor, whose role would be limited to carrying out the tasks assigned to the Chancellor in these Regulations, when the latter is not available for carrying out the same. The Pro Chancellor, if so appointed, shall hold office for a period co-terminus with that of the Chancellor.

10.12.2 Vice-Chancellor

- A. The Vice-Chancellor shall be a whole time salaried officer of Institution Deemed to be University, and shall be appointed by the Chancellor from a panel of three names suggested by a Search-cum- Selection Committee.
- B. The qualifications of the Vice-Chancellor shall be in accordance with the UGC Regulations (on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education), 2018, as amended from time to time.
- C. The procedure/composition of Search-cum-Selection-Committee (SCSC) for selection of Vice- Chancellor shall be as under:
 - i. Where control of the management of an Institution Deemed to be University is with the Central Government or the State Government, the Vice-Chancellor shall be appointed in accordance with the procedure laid down by the Central Government or the State Government, as the case may be.
 - ii. Where the financial assistance, by way of grants in aid or otherwise, to the Institution Deemed to be University by the Central Government or by its Agencies is more than or equal to 50% of its expenditure (based on average of previous three year accounts) the composition of Search-cum-Selection-Committee shall be as under:



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- a) A nominee of Chancellor, who shall be a reputed academician as the Chairperson of the Committee;
- b) A nominee of the Central Government, who shall be an academic of

eminence; and,

- c) An academician, with not less than 10 years service as Professor, nominated by the Board of Management
- iii. Where the financial assistance, by way of grants in aid or otherwise, is less than 50% of its expenditure (based on average of previous three year accounts), the composition of Search- cum-Selection Committee shall be as under:
 - a) A nominee of the Chancellor, who shall be a reputed academician as the Chairperson of the Committee
 - b) A nominee of the Chairman, University Grants Commission
 - c) An academician, with not less than 10 year service as Professor, nominated by the Board of Management

D. Tenure of Vice-Chancellor:

- i. The Vice-Chancellor shall hold office for a term of 5 years from the date of assuming office, and shall be eligible for reappointment for a second term;

Provided that in no case shall the person appointed as Vice Chancellor hold office beyond the age of 70years;

Provided further that notwithstanding the expiry of the period of 5 years, the Vice Chancellor may continue in office for not more than six months or till the successor is appointed and the latter assumes office, whichever, is earlier.
- ii. Where the office of the Vice-Chancellor falls vacant due to death, resignation or otherwise and in case of his/her absence due to illness or any other cause, the Pro Vice-Chancellor, and in his/her absence, the Senior most Professor shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor is appointed, or the existing Vice-Chancellor resumes duties, as the case may be.

E. Powers of the Vice-Chancellor

- i. The Vice-Chancellor shall be the Principal Executive Officer of the Institution Deemed to be University and shall exercise general supervision and control over its affairs, and shall be mainly responsible for implementation of the decisions of all its authorities.
- ii. The Vice-Chancellor shall be the Ex-officio Chairperson of the Board of Management, the Academic Council, the Finance Committee, the Planning & Monitoring Board and Selection Committees.
- iii. The Vice-Chancellor shall have the power to convene, or cause to be convened, meeting of the various authorities of the Institution Deemed to be University.
- iv. The Vice-Chancellor may, if he/ she is of the opinion that immediate action is called for on any matter, exercise any power conferred upon any authority of the Institution Deemed to be University under these Regulations and Rules of the Institution Deemed to be University, and take such action, or proceed to take such action, and shall report to the authority concerned on the action taken by him/her on such matters.

Provided that if the relevant authority mentioned in Clause (ii) herein above is of the opinion that such action ought not to have been taken, it may refer the matter to the Chancellor whose decision thereon shall be final.

Provided further that if any person in the service of the Institution Deemed to be University is aggrieved by the action taken by the Vice-Chancellor under the said Clause, he/she shall have the right to appeal against such decision to the Board of Management within 30 days from the date on which such action is communicated



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to him/her and thereupon the Board of Management shall call the matter in a subsequent meeting and may confirm, modify or reverse the action taken by the Vice-Chancellor.

- v. It shall be the duty of the Vice-Chancellor to ensure that these Regulations and Rules of the Institution Deemed to be University are duly observed and implemented; and, he/she shall have all the necessary powers in this regard.
- vi. All powers relating to the proper maintenance and discipline of the Institution Deemed to be University shall be vested in the Vice-Chancellor.
- vii. The Vice-Chancellor shall exercise all other powers as may be delegated to him/her by the Board of Management.
- viii. The Vice-Chancellor shall have the power to re-delegate some of his/her powers to any of his/her subordinate officers with the concurrence and approval of the Board of Management.
- ix. The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by these Regulations, Rules and Bye-Laws of the Institution Deemed to be University.

E. Removal of Vice-Chancellor

- i. Where there are reasons to believe that the Vice-Chancellor of an Institution Deemed to be University does not possess the qualification as required under these Regulations and also under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018, as amended from time to time or is not appointed as per the procedure stipulated in these Regulations or has committed any financial/administrative impropriety, the Chairman of Commission shall constitute a committee consisting of academic, administrative or financial experts to enquire into the matter.
- ii. Where the report of the Enquiry Committee confirms the ineligibility, or procedural violations, or impropriety, as the case may be, the Commission shall direct the Chancellor to remove the Vice Chancellor after following the due process;

Provided that, in respect of Vice Chancellors of institutions Deemed to be universities managed and controlled by the Central Government or State Government, the Commission shall convey its advice regarding removal of Vice-Chancellor to the relevant Ministry of the Central Government or the State Government, as the case may be.

10.12.3

Pro Vice-Chancellor

- i. The post of the Pro Vice-Chancellor may be created in an Institution Deemed to be University by the Board of Management;
Provided that in respect of institutions managed and controlled by Central Government or State Government the prior approval of the appropriate Government shall be obtained before creating the post.
- ii. The Pro Vice-Chancellor shall be appointed by the Board of Management on the recommendation of the Vice-Chancellor.
- iii. The Pro Vice-Chancellor shall hold office co-terminus with the office of the Vice-Chancellor
- iv. The Pro Vice-Chancellor shall have the powers and duties as prescribed by Rules of the Institution Deemed to be University.



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10.12.4 Registrar

- i. The Registrar shall be a whole time salaried officer of the Institution Deemed to be University and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following:-
 - a) Vice Chancellor – Chairperson;
 - b) One nominee of the Chancellor;
 - c) One nominee of the Board of Management; and,
 - d) One expert, not being an employee of the Institution Deemed to be University, to be appointed by the Board of Management.
- ii. The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by Rules of the Institution Deemed to be University.
- iii. When the office of the Registrar is vacant or when the Registrar is on leave or absent due to any other reasons, the duties and functions of the Registrar shall be performed by such other person as the Vice Chancellor may appoint for the purpose.
- iv. The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council and the Planning and Monitoring Board, but shall not be Deemed to be a member of any of these authorities.
- v. The Registrar shall be directly responsible to the Vice-Chancellor and shall work under his direction.
- vi. The following shall be the duties of the Registrar: -
 - a) To be the custodian of the records and the funds and such other property of the Institution Deemed to be University as the Board of Management may commit to his/her charge;
 - b) To conduct the official correspondence on behalf of the authorities of the institution Deemed to be university;
 - c) To issue notices convening meetings of the authorities of the Institution Deemed to be University and all Committees and sub-Committees appointed by any of these authorities;
 - d) To maintain the minutes of the meetings of all the authorities of the Institution Deemed to be University and of all the Committees and sub-Committees appointed by any of these authorities;
 - e) To make arrangements for the examinations conducted by the Institution Deemed to be University;
 - f) To represent the Institution Deemed to be University in suits or proceedings by or against the Institution Deemed to be University, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose;
 - g) To enter into agreement, sign documents and authenticate records on behalf of the Institution Deemed to be University;
 - h) To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the Institution Deemed to be University;
 - i) To perform such other duties as may be specified in the Rules of the Institution Deemed to be University, or as may be assigned by the Board of management or the Vice- Chancellor from time to time.



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10.12.5 Finance Officer

- i. The Finance Officer shall be a whole time salaried officer of the Institution Deemed to be University and shall be appointed by the Board of Management.
- ii. The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by Rules of the Institution Deemed to be University.
- iii. The Finance Officer shall work under the direction of the Vice-Chancellor and shall be responsible to the Board of Management through the Vice-Chancellor.
- iv. He/she shall be responsible for the preparation of annual budget estimates and statements of account for submission to the Finance Committee and the Board of Management.
- v. He/she shall be responsible for the management of funds and investments of Institution Deemed to be University, subject to the control of Board of Management.

10.12.6 Controller of Examinations

- i. The Controller of Examinations shall be appointed by the Board of Management.
- ii. The emoluments and other terms and conditions of service of the Controller of Examination shall be as may be prescribed by Rules of the Institution Deemed to be University.
- iii. The Controller of Examinations shall ensure that all the specific directions of the Board of Management, Academic Council and Vice-Chancellor in respect of examination and evaluation are complied with.
- iv. The Controller of Examinations shall be a permanent invitee to the Academic Council.

10.12.7 Dean

The Departments dealing with allied subjects could be grouped into faculties, and every faculty may be headed by a Dean.

10.12.8 Head of the Department

- i. There shall be a Head of the Department for each of the Departments in the Institution Deemed to be University who shall be appointed by the Vice-Chancellor from amongst the Professors of the Department.

Provided that if there is no Professor in the Department or there is only one Professor in the Department whose term as Head of the Department is ending, the Vice-Chancellor may appoint an Associate Professor as Head of the Department.

- ii. The term of the Head of the Department shall normally be 3 years and he/ she shall be eligible for reappointment for one more term, but not for two consecutive terms.
- iii. The powers and functions of the Head of the Department shall be prescribed by Rules of the Institution Deemed to be University.

Notwithstanding anything contained in these Regulations, the governance system and management structure of an Institution Deemed to be University managed and controlled by the Central Government or the State Government shall be in accordance with the decision of the appropriate Government.

11.0 ADMISSIONS AND FEES STRUCTURE

- 11.01 No Institution Deemed to be University shall, for admission in respect of any course or programme of study conducted in such institution, accept payment towards admission fee and other fees and charges,-

(a) which is a capitation fee or donation in whatever nomenclature or form,



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either directly or indirectly

- (b) other than such fee or charges for such admission, which has been declared by it in the prospectus for admission against any such seat, and on the website of the institution,
- (c) more than the fee prescribed by the fee committee constituted as per fee regulations issued by the Commission.
- (d) without a proper receipt in writing issued for such payment to the student admitted in such institution.

11.02 (1) No Institution Deemed to be University shall charge any fee for an admission test other than an amount representing the reasonable cost incurred by it in conducting such test.

- (2) Institution Deemed to be University shall be abided by UGC notification regarding refund of fees and non retention of original certificate as amended time to time.

11.03 Admission of students to an Institution Deemed to be University, public or private, shall be strictly based on merit in the entrance exam prescribed by the appropriate statutory authority and in the manner specified in the prospectus, in case no entrance exam has been prescribed.

11.04 Every Institution Deemed to be University shall maintain the records of the entire process of selection of candidates, exhibit such records on its website, and preserve such records for a minimum period of five years.

11.05 Before the expiry of sixty days prior to the commencement of admission to any of its courses or programmes of study, every Institution Deemed to be University shall publish and upload on its website (in the form of an affidavit) its prospectus containing inter alia, the following:

- i. each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or a programme of study, and the other terms and conditions of such payment;
- ii. the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or programme of study and the time within, and the manner in, which such refund shall be made to the student;
- iii. the number of seats approved in respect of each course or programme of study for the academic year for which admission is proposed to be made;
- iv. the educational qualifications specified by the relevant statutory authority/body, or by the institution, where no such qualifying standards have been specified by any statutory authority;
- v. the process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test;
- vi. all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution, and, in particular, such discipline relating to prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf made under the University Grants Commission Act, 1956 or any other law for the time being in force.



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shall, after due verification with the original certificates, retain only copies of such certificates self-attested by the candidates for its records.

12.0 INSTITUTION DEEMED TO BE UNIVERSITY OPEN TO ALL

12.01 Admission and employment in an Institution Deemed to be University shall be open to all citizens of India regardless of religion, race, caste, sex, place of birth or residence.

12.02 All policies and procedures, in matters of admission and employment as applicable to the university- level public and privately funded institutions respectively, shall apply to the appropriate category of institutions Deemed to be universities.

13.0 INSTITUTION DEEMED TO BE UNIVERSITY TO BE UNITARY

Once an institution is declared as Institution Deemed to be University, it shall be unitary in nature, and shall not affiliate any other institution nor shall add any constituent institutions.

14.0 RESERVATION POLICY

Institution Deemed to be University shall implement the policy on reservations in admissions and recruitment, in accordance with provisions of the Constitution of India and any Act of Parliament for the time being in force and disclose all such information on its website.

15.0 DISTANCE EDUCATION

Institution Deemed to be Universities may offer courses in the Open, Distance Learning / On Line mode in accordance with the UGC (Open and Distance Learning) Regulations, 2017, and UGC (Online Courses or Programs) Regulations 2018 as amended from time to time.

Provided that Institution Deemed to be University, which are already offering programmes of study, with the approval of the Commission, through the Open and Distance Learning mode, shall be permitted to continue such programmes subject to further approval by the Commission.

16.0 POWER TO CONDUCT ENQUIRY AND CONSEQUENCES OF VIOLATION OF REGULATIONS

16.01 Where the Government or the Commission, as the case may be, receives information by way of a complaint or otherwise, that an Institution Deemed to be University has violated any of the provisions of these Regulations, it shall cause to conduct an enquiry into the facts of such information after issuing a notice to the said effect to the Institution Deemed to be University.

16.02 The Commission may also cause an inspection, to be made by persons of eminence and integrity; being experts in matters of academics, administration and finance; regarding academic outcomes or any matter connected with the administration or finances of the Institution Deemed to be University for the purpose of the enquiry.

16.04 Based on the enquiry or through regular inspections mentioned in these Regulations, if the Government or the Commission, as the case may be, is satisfied that these Regulations have been violated, the Institution Deemed to be University shall be subjected to such action as provided in these Regulations, after a reasonable opportunity has been given to the institution to present its case.

16.04 Where an Institution Deemed to be University is found to have violated the provision(s) of these Regulations, it may be subjected to one or more of the following action(s) :

A. Violations leading to issuance of unapproved degrees:

1. Punishment under Section 24 of the University Grants Commission, 1956.




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- ii. Barring from any expansion in terms of diversification to new Courses / Programmes of study / Department(s) and Off-Campus(es) / Constituent Institution(s) / Off-Shore Campuses, for a limited period.
- iii. Reducing the intake capacity in student enrolment in a specific course(s) or in all courses, for a limited period or in perpetuity.
- iv. Barring from admission of students for a limited period or in perpetuity in a specific course(s) or all courses.
- v. Closure of the Courses / Programmes of study / Department(s) and Off-Campus(es) / Constituent Institution(s) / Off-Shore Campuses.
- vi. Withdrawal of the notification of declaration as Institution Deemed to be University.

B. Violations leading to non-adherence of the Regulations:

- i. Where any deficiencies in complying with the provisions of these Regulations come to the notice of the Commission, it shall issue a warning in that regard to the Institution Deemed to be University requiring rectification within a reasonable time; and, failure to take remedial action within the said period shall attract punishments provided under these Regulations.

Provided that any punishment awarded to the institution Deemed to be university shall be without detriment to the interests of the students.

- ii. Vice-Chancellor of the Institution Deemed to be University may be removed as per the procedure laid down in relevant Clause of these Regulations.
- iii. Repeated violations of the provisions of these regulations shall attract action(s) mentioned in Clause 16.05A, herein above.

17.0 CONSIDERATION OF PROPOSALS UNDER PREVIOUS REGULATIONS

All proposals for seeking declaration as an Institution Deemed to be University or seeking approval for establishing off-Campus Centres or off-shore Campus(es) or for the inclusion of other institutions in the ambit of the Institution Deemed to be University, which are either pending or in process before the Commission or have been received by the Government prior to the date of notification of these Regulations, shall be governed by these Regulations.

Provided that if an applicant, in respect of a proposal prior to notification of these Regulations, desires so in writing that such application be processed under the UGC [Institutions Deemed to be Universities] Regulations, 2016, the Government or the Commission, as the case may be, shall proceed to do so after obtaining an undertaking in writing from the applicant, to become compliant with these Regulations within two years of its notification, failing which the Deemed university status shall be withdrawn by the Government, and the applicant shall have to apply afresh for such status under these Regulations.



18.0 Funds, Accounts, Audits and Annual Report

- i. The books of accounts of the Institution Deemed to be University shall be maintained, managed and operated in the name of the Institution Deemed to be University and not in the name of the sponsoring body or any other; and, shall be kept in such form as may be laid down by the Board of Management and conform to the rules, if any, prescribed in this regard by the Commission.


Registrar

**Institute of Advanced Studies in Education
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Sardarshahr (Churu) Raj.**

- ii. Funds shall not be diverted at any time from the accounts of the Institution Deemed to be University to any other accounts, including to the accounts of the Sponsoring body.
- iii. The Institution Deemed to be University shall get its books of accounts audited, annually and at such other frequency as shall be prescribed by the Commission, separately published and uploaded on the website of the Institution; and if such institution is funded by Central or State Government or through its agencies fully or partially, then the accounts of such Institution Deemed to be University shall be open for examination by the Controller and Auditor General of India; accounts of Institution Deemed to be University shall also, where required, be open for inspection by the Commission.
- iv. The annual financial statements and accounts shall be audited by a qualified professional, being a Member or Fellow of the Institute of Chartered Accountants of India, to be appointed by the Institution Deemed to be University.

Provided that, the Commission may, on receipt of information in regard to financial impropriety or embezzlement or illegal diversion of funds from the accounts of the Institution Deemed to be University; or of fees being collected against the provision of the regulations, issue a notice directing the Institution Deemed to be University to show cause as to why an inspection, including a forensic audit, not be ordered in respect of the complaint, and after providing a reasonable opportunity to the respondent institution, the Commission may on being satisfied that there were sufficient grounds to proceed further, cause an inspection by a team of the Commission and also direct a forensic audit to be undertaken by a qualified Member or Fellow of the Institute of Chartered Accountants of India; the report of and the inspection team and the forensic audit report taken together shall form the basis for the Commission to take further action, as it may be Deemed fit, under these Regulations.

- v. Annual Reports and the Audit Reports shall be submitted by the Institution Deemed to be University to the Commission within nine months of the closure of the accounting year.

19.0 Miscellaneous

- i. The Institution Deemed to be University shall mention the name with location of campus/off campus
/off-shore campus/ constituent unit/Constituent institution on the degree, diploma, certificate, or any other qualification awarded to students on its rolls.
- ii. The Institution Deemed to be University shall, as soon as may be, after the completion of the academic programme, and in no case later than 180 days from the date of such completion, ensure that the degree, diploma, certificate, or any other qualification in respect of the programme of studies, is awarded and made available to students.

No Institution Deemed to be University shall at any time enter into any franchise agreement or arrangement, either overtly or covertly, with any individual or organization for establishing, maintaining or operating the off-Campus/off-shore campus/constituent unit(s) / constituent institution/ course/ programme of study/ department/ school/ faculty of the Institution Deemed to be University.

While every effort shall be made by the Government or the Commission, as the case may be, in respect of disposal of applications received from Sponsoring bodies or Institution Deemed to be University within the prescribed time limit, if any, such applications shall not be Deemed to have been disposed off owing merely to the fact that such time limit has been exceeded; the applicant shall, however, be at liberty to remind the Government



Signature
Registrar

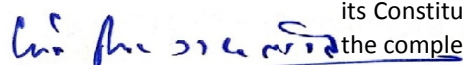
**Institute of Advanced Studies in Education
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or the Commission, as the case may be.

- v. The income and property of the Institution Deemed to be University shall be utilized solely for promoting the objectives of the Institution Deemed to be University.
- vi. The Commission shall have the powers to issue directions to an Institution Deemed to be University for implementation of any public policy of the Government or in spect of any law in force, including appropriate directions in case of any violation of any law or licy by the Institution Deemed to be University.
- vii. All expenditure incurred on the processing of application for granting Deemed to be University status, starting of off-campus/off-shore campus/constituent institution, etc. including all inspections by the Expert Committee shall be borne by the Commission; and any expenditure incurred directly or indirectly by the Sponsoring body or the Institution Deemed to be University, as the case may be, on or in connection with the visit of any inspection team of the Commission shall be Deemed to be a violation of these Regulations and proceeded with accordingly.
- viii. No portion of the income and property of the Institution Deemed to be University shall be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit to the persons who were at any time or are members of the Institution Deemed to be University or to any of them or any persons claiming through them, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other person as consideration for any service rendered to the Institution Deemed to be University or for travelling or other allowances and such other charges.
- ix. The Government, in consultation with the Commission, shall have powers to impose such other condition(s), not inconsistent with these Regulations, in the Letter of Intent or Notification, and the same shall be binding on the Institution Deemed to be University.
- x. Every Institution Deemed to be University shall, in order to comply with the relevant UGC norms, provide for the following, namely:
 - a) Anti Ragging Cell
 - b) Anti discrimination Cell
 - c) Gender Sensitization Cell
 - d) Grievance Redressal Cell
 - e) Internal Complaints Committee for prevention of Sexual Harassment
 - f) Barrier Free access to persons with disabilities to all its facilities
- xii. Where, an Institution Deemed to be University wishes to surrender its status of 'Institution Deemed to be University', it may do so with the prior permission of the Government; and similarly, withdrawal of any Constituent Unit(s) of the Institution Deemed to be University from the purview of an Institution Deemed to be University, shall require the Sponsoring body to take the prior permission of the Government.



Provided that such surrender or withdrawal, as the case may be, shall take effect only after the last batch of students on the rolls of the Institution Deemed to be University or its Constituent Unit(s), as the case may be, have been accorded opportunity to qualify for the completion of the programme of study and award of degree.



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xii. In the event of conflict of opinion with regard to interpretation of these Regulations, the opinion of the Commission shall be final.

20.0 Legal Proceedings

- (1) For the purpose of Section 6 of the Societies Registration Act, 1860, the person in whose name the Institution Deemed to be University may sue or be sued shall be the Registrar, who shall have the power to enter into agreements, sign documents and authenticate records on behalf of the Institution Deemed to be University, and shall exercise such powers and perform such duties, as may be prescribed by these Regulations.
- (2) No suit or legal proceedings shall lie against the Government, or the Commission, or the Institution Deemed to be University, or an Officer of the Institution Deemed to be University, or a member of the authority of the Institution Deemed to be University, in respect of anything done or purported or intended to be done in pursuance of any of these Regulations.

21. Removal of Difficulty

UGC reserves the right to remove difficulty/ies in the course of implementation of these regulations in consultation with the Government of India, Ministry of Human Resource Development.




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Sardarshahr (Churu) Raj.

Institute of Advanced Studies in Education

(Deemed to be University)

Gandhi Vidya Mandir, Sardarshahr – 331403 (Rajasthan)



HAND BOOK

PART - II

RULES



Institute of Advanced Studies in Education

(Deemed to be University)

Gandhi VidyaMandir, Sardarshahr – 331403 Distt. Churu (Rajasthan)
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INSTITUTE OF ADVANCED STUDIES IN EDUCATION (DEEMED TO BE UNIVERSITY) RULES

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**INSTITUTE OF ADVANCED STUDIES IN EDUCATION (DEEMED TO BE UNIVERSITY)
RULES**

PART- I

PRELIMINARY

- | | |
|------------------------------|---|
| Short Title and Commencement | 1. These Rules shall be called by name "IASE Deemed to be University Rules, 2022" |
| Definitions | 2. In these Rules, unless there is any thing repugnant in the subject or context:
(a) 'The Regulations' means IASE Deemed to be University, Sardarshahr Regulations, 2019 and 'Section' means a Section of the Regulations; and
(b) 'Officers', 'Authorities', 'Teachers, Ministerial and other Staff mean, respectively officers, authorities, teachers and ministerial and other staff as expressed in the UGC (Deemd to be Universities) Regulations,2019 of the University.
(c) "Words" or "Expressions" used but not defined in these Rules shall have the same meaning and as assigned to such words or expressions in the Regulations.
(d) The words/definitions, which have not been define in the regulations, rules bye laws of this university, shall have the same meaning which is given under "The General clauses Act, 1897. |




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PART- II

AUTHORITIES: CONSTITUTION, POWERS AND FUNCTIONS

Chapter-1

Board of Management

(Refer Regulations: 10.3 to 10.10)

- Board of Management: Composition
- Powers of the Board of Management
1. The Board of Management shall be constituted vide Section 10.03 to 10.11 of the Regulations.
 2. The Board of Management shall, manage and administer the revenue and property of the University and the conduct of all administrative affairs of the University not otherwise provided for.
 3. Subject to the provisions of the Regulations, the Rules and the Bye laws, the Board of Management shall; in addition to all other powers vested in it; exercise the following powers:
 - (i) to appoint from time to time the Librarians, Professors, Associate Professors and Assistant Professors and other staff in the University as may be necessary on the recommendations of the Selection Committees constituted for the purpose;
PROVISO: Provided that no action shall be taken by the Board of Management in respect of the number, qualifications and the emoluments of teachers otherwise than after consideration of the recommendations of the Academic Council;
 - (ii) to appoint members of the administrative Staff, Office staff or to delegate the power of appointment to such officer/officers as the Board of Management may, from time to time, by resolution, either generally or specifically direct;
 - (iii) to grant leave of absence to any officer of the University, other than the Vice-Chancellor. To make the necessary arrangements to discharge the functions of such officer during his absence;
 - (iv) to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit;
 - (v) to invest any money belonging to the University including the unapplied income; in such Government stocks, funds, shares or securities as it may, from time to time, think fit or in the purchase of immovable property in India, with the like. power of varying such investments from time to time on the advice of the Finance Committee with the consent of the sponsoring body of the University;
 - (vi) to transfer or accept transfer of any movable or




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- immovable property on behalf of the University;
- (vii) to arrange for the provision of the buildings, premises, furniture and apparatus and other means/items required for carrying out the work of the University;
 - (viii) to enter into, vary, carry out and cancel contracts/Memorandum of Understanding on behalf of the University;
 - (ix) to entertain and redress any grievances of the officers of the University, teaching staff and the University's servants; who may, (for reason whatsoever) feel aggrieved or otherwise.
 - (x) to publish lists of prescribed or recommended text- books and to publish syllabus of the prescribed courses of study.
 - (xi) to exercise such other powers and perform other duties as may be conferred or imposed on it by the Regulations or the Bye-laws.
 - (xii) to decide about the amount of seating charge to be paid the members of Board and other committees, experts, members of selection committees.
 - (xiii) to take note of all administrative orders issued by the Registrar.
 - (xiv) to receive and deliberate upon the minutes of the Academic Council and other committees, appointed by the Board of Management whether Standing or otherwise and take further action in furtherance of the minutes.
 - (xv) to decide rate of remuneration to be paid for all type of examination and related work including Ph.D. thesis evaluation and conducting viva etc. on the recommendation of Academic Council.
 - (xvi) to receive donation from individuals or corporate for development of the University including the sponsoring body of the University.
 - (xvii) to frame Regulations to deal with the matters concerning insolent behavior or disorderly conduct.
 - (xviii) to frame rules for Academic Council.
 - (xix) The Board of Management may establish Research Fellowships and Scholarships of such value as it may from time to time, determine tenable for a term up-to three years, for the encouragement for research or original work in such subjects/courses and under such conditions as the Academic Council may prescribe.

- 4. (i) The Board of Management shall ordinarily convene by the Vice-Chancellor.
- (ii) The membership of any member of the Board of Management shall be vacated/ceased by death, resignation, absence from the three consecutive ordinary



Meeting

Signature
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meetings or cessation to hold a particular Office by virtue of the same he has held the membership of Board of Management.

- (III) Every authority of the University shall be under an obligation to report to the Board of Management, when the matter/subject has been referred to such authority by the Board of Management.
- (iv) Any authority of the University may make recommendation in the matters falling in its jurisdiction to initiate process to enact Rules, Bye Laws and/or Regulations on the proposed subject.
- (v) The Board of Management may in addition to the Committees appointed by the existing Bye-laws, appoint any Board or Committee to carry out the administrative functions falling within the jurisdiction and powers of the Board of Management.

Preparation of the Annual Estimates/Budget

- 5. The Board of Management shall prepare and approve the Financial Estimates/Budget for every financial year before the commencement of the same on the report/estimates prepared by the Finance Committee.

Preparation of the Annual Report

- 6. The Board of Management shall ensure all steps for preparation of the Annual Report of the University under its directions and supervisions.




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PART-II

UNIVERSITY AUTHORITIES: CONSTITUTION, POWERS AND FUNCTIONS

Chapter – 2

Academic Council

(Regulation 10.11.1)

<p>Academic Council</p> <p>Power and Function of the Academic Council</p>	<ol style="list-style-type: none">1. There shall be an 'Academic Council' in the University and it shall be constituted under Section 10.11.1 of the Regulations.2. The term of the office of the nominated members shall be two years.3. The Vice, Chancellor shall call the meeting of the Academic Council by giving a notice of 15 days. However, in an emergency the meeting may be called on any short notice.4. Subject to the provisions of the Regulations, Rules and Bye laws, the Academic Council shall, in addition to all other powers vested in it, have the following powers:<ol style="list-style-type: none">4.1. to report on any matter referred to or delegated to it by the Board of Management.4.2. to make recommendation to the Board of Management with regard to:<ol style="list-style-type: none">a) creation of teaching post in the University and Institutions maintained by the University and the abolition thereof;b) classification of the posts referred to in sub-clause (a) and their duties attached thereto; andc) lay down qualifications for the recruitment of teachers in any subject/course and decide the emoluments to be paid to them;4.3. to formulate, modify or revise the schemes for the organization of faculties and to assign to such faculties their respective subjects/courses and report to the Board of Management as to the expediency of the abolition or sub-division of any Faculty or the combination of one Faculty with another;4.4. to promote research and specialized studies within the University through the Research Board, whose composition and functions shall be prescribed in the Bye-laws;4.5. to recognize diploma, degrees or Certificates of another University and Institutions and determine their corresponding value in relation to the diplomas, Degrees and Certificates of IASE (Deemed to be University);4.6. to make recommendations to the Board of Management with regard to fixation of fees, emoluments, travelling and other expenses of the examiners;4.7. to suggest and propose dates to conduct the examinations;
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- 4.8. to make recommendations to institute stipends, scholarships, medals, prizes and to make other awards in accordance with the Rules and Bye Laws.
- 4.9. subject to the provisions of the Regulations, Rules and Bye Laws suggest for preparation of such Forms and Registers required for the University;
- 4.10. to perform all the duties and acts in relation to the academic matters in furtherance of the provisions of the Regulations, the Rules and the Bye Laws;
- 4.11. to discuss and approve the minutes of all the Faculties. However, the Academic Council may approve or modify the recommendations of faculty as it may deem fit or refer back to the faculty concerned for reconsideration;
- 4.12. to approve the Bye Laws and rules for examination and academic norms for every faculty and the courses of studies;
- 4.13. to decide the names/specification of the degree/diploma/ Certificate of the courses/ programme offered and to be awarded by the university in consonance with the UGC approved degree/diplomas/ certificates;
- 4.14. to frame guidelines/ rules of the functions and instructions for the Centre Superintendent, Invigilator and the Candidates to facilitate the smooth conduction of Examination;
- 4.15. to approve the rules of attendance of the students to be followed in all the faculties;
- 4.16. to look in to the results of the various courses/academic programmes being run in the university;
- 4.17. to recommend the list of students eligible to receive the degree/diploma/certificate to the Board of Management;
- 4.18. to propose interdisciplinary courses/formal and non-formal programmes including skill development, job-oriented courses or the courses/ programmes formulated under the National Educational Policy or any other regulatory authorities assigned to different faculties;
- 4.19. to frame the rules for the preparation of the University merit list and the award of the University Gold Medal;
- 4.20. to report the action taken in any matter referred to or delegated to it by the Board of Management or the Vice-Chancellor;
- 4.21. To make recommendations. to the Board of Management with regard for:
 - a. the creation of teaching posts in the University and in various centres/institutions/units maintained by the



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	<p>University and the abolition thereof;</p> <p>b. the classification of the posts referred to in sub-clause(a) and duties attached there to;</p> <p>c. establishment of the departments</p> <p>d. the establishment of any chair in the University</p> <p>e. Recommend the remuneration to be paid for all examination related work including Ph.D./D.Litt/D. Sc/LL. D thesis evaluation and conduct of Viva-Voce etc.</p> <p>f. Approve the Academic calendar for ensuing academic year.</p> <p>5. (i) The Vice-Chancellor shall and in his absence, the senior most Dean shall preside the meeting of the Academic Council.</p> <p>(ii) The membership of a person as a member of the Academic Council Shall be vacated/ceased by death, resignation, absence from two consecutive ordinary meetings or cessation to hold a particular office by virtue of the same he has held the membership of Board of Management</p>
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Signature
 Registrar

**Institute of Advanced Studies in Education
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 Sardarshahr (Churu) Raj.**

RULES 6 OF PART-II

UNIVERSITY AUTHORITIES:

CONSTITUTION, POWERS AND FUNCTIONS

Chapter-3

Faculty, Departments & Other Academic Committees

(Regulations 10.12.7)

Faculty Composition	<p>(1) There shall be faculty/faculties in the University as may be prescribed by Rules and permitted by grouping the allied subjects in the respective faculty as permissible/ to address the statutory obligations under Regulations 10.12.07;</p> <p>(2) Each Faculty shall consist of the following: -</p> <ul style="list-style-type: none">(i) Dean of the Faculty- Chairperson (ex-officio)(ii) University Professors of the subjects assigned to the Faculty(iii) All Heads of the University Departments of subjects within the purview of the Faculty(iv) Chairmen of the Board of Studies in the faculty(ex-officio)(v) One post-graduate college/institution/ unit's Principal/ Director/Head (when such college/institution/unit has been created after the permission of the UGC) and one post- graduate Department Head in each subject of the faculty from colleges established and maintained by the University, nominated by the Honourable chancellor; and(vi) Two external experts co-opted by the Faculty concerned from or amongst persons, who are not teachers in the University or any of college/institution established and maintained by this university <p>(3) Quorum: Fifty percent of the total members of the Faculty present on its roll.</p>
Functions of Faculty	<p>(4) The Faculties shall perform the following functions:</p> <ul style="list-style-type: none">(i) subject to the control and supervision of the Academic Council, to organize teaching and research work with the Departments of Studies assigned to the Faculty;(ii) to recommend the Academic Council, courses/programmes of studies and curricula for each examination after considering the recommendations of the Board of Studies;(iii) to recommend the Academic Council conditions for the award of degrees, diplomas and other academic distinctions;(iv) to co-ordinate work in subjects/courses assigned to Faculty;(v) to secure coordination in research including interdisciplinary research whenever desirable;(vi) to recommend the Academic Council the amalgamation,



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Department of the allied subjects Assigned to the different Faculties (refer Regulations 10.12.08)

Departments

abolition and sub-division of the Departments or the Faculties;

(vii) to make recommendations to the Academic Council on any other matter referred to it by the Academic Council

Note: In matters of common interest when it is necessary to obtain the opinions of more than one faculty on any academic matter, the Vice-Chancellor may convene a joint meeting of the Faculties concerned. At such meetings the Senior most, Dean shall preside.

(5) The University shall have the following faculties:

- (i) Arts
- (ii) Commerce
- (iii) Education
- (iv) Engineering and Technology
- (v) Humanities
- (vi) Law
- (vii) Science
- (viii) Social Sciences and such other facilities as it may be constituted from time to time

PROVISO: Provided that the University may group two or more faculties time to time

(6) The following shall be the Departments of Studies assigned to Faculties mentioned here under:

Faculty of Arts:

- i. Comparative Literature and Language Studies.
- ii. English.
- iii. Fine Arts, Visual Arts and Painting.
- iv. Hindi.
- v. Music and Performing Arts.
- vi. Rajasthani.
- vii. Sanskrit.

Vocational Subjects/Courses/Programmes:

- i. Communication English.
- ii. Functional Hindi.
- iii. Functional Sanskrit.

Faculty of Commerce and Management Studies:

- i. Accountancy and Business Statistics.
- ii. Commerce.
- iii. Business Administration.
- iv. Economic Administration and Financial Management.
- v. Management Studies.

Faculty of Education:




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- i. Education.
- ii. Physical Education.
- iii. Sports Management Education.
- iv. Sports Science Education.

Faculty of Law:

- i. Legal Studies.
- ii. Human Rights and International Humanitarian Laws.

Faculty of Science:

- i. Botany
- ii. Chemistry.
- iii. Geology.
- iv. Home Science.
- v. Mathematics and Statistics.
- vi. Physics.
- vii. Zoology

Faculty of Social Sciences

- i. Anthropology.
- ii. Economics & Developmental Studies.
- iii. Geography.
- iv. History, Archaeology and Culture.
- v. Home Science (Including Human Physiology, Hygiene and Child Study).
- vi. Human Resource Management.
- vii. Library Science.
- viii. Livelihood and Development.
- ix. Media and Cultural Studies.
- x. Philosophy.
- xi. Political Science.
- xii. Psychology.
- xiii. Public Administration.
- xiv. Rural Studies.
- xv. Sociology.
- xvi. Social Works.
- xvii. Vocational Education.

PROVISO: Provided that the University shall not establish and start any department mentioned in the list ahead unless, its seeks permission to establish the same from the UGC, or any other appropriate regulatory authority, whenever the said permission is required under the law established.



Handwritten signature of Registrar

Registrar

Institute of Advanced Studies in Education
(Deemed to be University), Sardarshahar

Department of
Composition

Head of the
Department:
Appointment

(7) (i) Each Faculty shall consist of such Departments of Studies as may be assigned to it by the Rules/ Bye Laws.

(ii) Each Department shall consist of following members namely:

(a) teachers of the Department;

(b) persons appointed to conduct research in the Department;

(c) honorary Professors, if any, attached to the Department;

(d) such other persons as may be members of the Department in accordance with the provisions of the Rules and engaged in teaching, research and imparting instructions in teaching and/or research;

(iii) Each Department shall have a Head, who shall be appointed in the following order of preference:

(a.) Professor in the subject by rotation by seniority.

When a Professor, who is a Head of the Department goes on leave without pay/EOL, deputation or he goes on any type of leave for a period of not less than one month, the next senior most Professor shall be appointed Head of the Department for said period. This period shall not count towards the term.

(b.) When there is no Professor or all Professors are on leave, Associate Professors by rotation by seniority.

When an Associate Professor who is Head of Department goes on leave without pay/extra ordinary leave, deputation or he goes on any type of leave for a period of not less than one month; the next senior most Associate Professor shall be appointed Head of the Department for said period. This period shall not count towards the term

(c.) When there is no Professor or Associate Professor or all Professors and Associate Professors are on leave, Assistant Professors by rotation by seniority.

When an Assistant Professor who is a Head of the Department goes on leave without pay/extra ordinary leave, deputation or he goes on any type of leave for a period of not less than one month, the next senior most Assistant Professor shall be appointed Head of the Department for said period. This period shall not count towards the term.

(8) i. The term of appointment for the Head shall be 3 years,

ii. A person appointed as Head of a Department can decline or resign his position as Head at any time during his tenure.

(9) When the Vice-Chancellor is of the opinion that the work/ conduct or the activities of the Head of the Department is not in the interest of the Department, he shall submit the case before the Board of Management with all concerned particulars in detail for the consideration. It shall be open for the Board of Management to remove the Head of the Department and appoint the next senior most person in the order of preference indicated above as Head of the Department.




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Departmental Council

Departmental Council:
Functions

PROVISO: Provided that before taking any action, the Board of management shall consider the explanation, if any, submitted by the Head of the Department concerned and that no such action shall be taken without the concurrence of 2/3rd of the members of the Board of Management present and voted.

(10) When a person is removed from the Headship under any of the ground mentioned above, he shall have the right to get reviewed the position from the Board of Management any time after one year of such removal

(11) The duties, functions and powers of a Head other than those already prescribed by Regulations/Rules shall be prescribed by Bye-laws.

(12) (i) Each Department shall have a Departmental Council. The Departmental Council shall be an Authority of the University in terms of 'Authority' of the Regulations of this University.

(ii) The Departmental Council shall comprise all teachers of the Department.

(iii) The Departmental Council shall meet at least thrice in a year and 33% of the total members of the Departmental Council shall constitute the quorum. .

(iv) The Head of the Department shall preside over the meetings of the Departmental Council and in his absence the senior most member of the Department shall preside over the said meetings.

(v.) Functions of the Departmental Council:

(a) The Departmental Council, without prejudice to the powers conferred on other authorities shall organize teaching and research work in the Department.

(b) The Departmental Council shall recommend to the Board of Studies concerned the Courses/Programmes and Studies and curriculum for its consideration;

(c) The Departmental Council shall approve and recommend to the 'Examination Committee' a panel of at least twenty paper setters/examiners in each subject/course for appointment as paper setters/ examiners in the University. Ordinarily, no person will be appointed as an examiner in the University unless his name is approved and included in the panel of examiners recommended by the Departmental Council. The Departmental Council shall prescribe qualifications for inclusion of names in the panel of examiners and other norms for appointment of examiners in the University.

PROVISO-1: Provided that when there is no department at the University Campus, the said panel shall be recommended by the Board of Studies in the concerned subject/course.

PROVISO-2: Provided that when there is no Department/ Departmental Council in any subject/course or group of subjects or courses the Board of Studies shall approve and recommend to



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the 'Examination Committee' a panel of at least twenty paper setters/ examiners for the concerned subject/course.

- (d) The Departmental Council shall frame guidelines for participation of teachers in Seminars, Symposia; Conferences, and Congresses etc. on behalf of the University.
 - (e) The Departmental Council shall frame guidelines for distribution and utilization of grants received from the U.G.C. and the State, other than the Research projects sanctioned to the individual members of the Department.
 - (f) The Departmental Council shall frame guidelines for purchase of books and Journals in the subject for the Department Library
 - (g) The Departmental Council shall submit such proposals as it may deem fit for development of teaching, opening of special papers/courses, starting/strengthening the Research Laboratories and for creation of new teaching posts in the Department to the Academic Council and the Sponsoring body through the university administration.
 - (i) The Departmental Council shall frame define guidelines for posting of teachers of the Department for teaching in the various other units in University.
 - (j) The Departmental Council shall give its opinion/ frame guidelines on all other academic and administrative matters not already covered above and other matters referred to it by the Vice-Chancellor/the Dean of the Faculty concerned.
 - (vi) The Departmental Council shall appoint Committees and In-charges to help the Head of the Department in implementing the decisions on all policy matters as provided above.
 - (vii) The decision of the Council will be taken by the majority. In case of tie the presiding, officer shall have the casting vote.
 - (viii) Where the Head of the Department finds difficulty in implementing the decisions of the Departmental Council or the department Council has taken decision on the otherwise considerations, he shall refer the matter to the Vice- Chancellor with reasons, and the decision of the Vice-Chancellor shall be final.
- (13) (i) The University shall confer different Degrees under the different faculties.
- (ii) The University shall not offer any academic programme under any degree unless, the said degree has been approved under section 22 of the University Grants Commission Act, 1956 (3 of 1956).
- (lii) No institution/Department or a college established and



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maintained by this University will commence any academic programme unless the said degree is notified by the UGC and the same has been incorporated in the list of degrees mentioned in sub- clause (4) of this Clause and permitted by the University subject to the relevant Rules and Bye laws of this University.

(iv) The University specifies the following Degrees under different Faculties. This includes the proposed degrees mentioned under the National Education Policy-2020: These includes

FACULTY OF ARTS/SOCIAL SCIENCES /HUMANITIES					
Sr. No.	Specified Degree		Level	Minimum Duration (Years)	Entry Qualification
1	D.Litt.	Doctor of Literature	Post Doctoral	*	Ph.D.
2	Ph.D./D. Phil	Doctor of Philosophy	Doctoral	2	MASTER'S
3	M. Phil	Master of Philosophy	Pre-Doctoral	1-1/2	MASTER'S
4	BA/ B.A. (Hons)	Bachelor of Arts/ Bachelor of Arts (Hons)	BACHELOR'S	3	10+2
5	MA	Masters of Arts	MASTER'S	2	BACHELORS
Sanskrit Sounding Degrees					
6	Shastri/Shastri (Hons.)		BACHELOR'S	3	10+2
7	Acharya		MASTER'S	2	Bachelor
8	Shiksha Shastri		BACHELOR'S	1	Bachelor
9	Shiksha Acharya		MASTER'S	1	Shiksha Shastri
10	Vishistacharya		PRE- DOCTORAL	1	Acharya/Master
11	Vidya Varidhi		DOCTORAL	2	Master
12	Vachaspati		POST DOCTORAL	2	Ph.D/Vidya Varidhi
Specification of Degrees with Urdu/Persian/Arabic nomenclature					
13	Fazil		BACHELOR'S	3 years	10+2 (Alim/Afzal-UI-Ulema Preliminary)
14	Afzal-UI-Ulma		BACHELOR'S	3years	10+2(Alim/Afzal-UI-Ulma Preliminary)
15	Kamil		MASTER'S	2 years	Fazil/Afzal-UI-Ulma (BA)
16	Mumtaz (Mumtazul Tafseer, Mumtazul Mohaddisin, Mumtazul Fiqh, Mumtazul Adab etc.)		M.PHIL.	1 year	Kamil (MA)

ACADEMIC PROGRAMMES PROPOSED UNDER NEP-2020

FACULTY OF ARTS, HUMANITIES AND SOCIAL SCIENCES						Minimum Credit Required for Successful completion	NSQFL level
S. No.	Specified Degrees		Level	Minimum Duration	Entry Qualification		
	Abbreviated	Expanded					
1.	B.A.	Bachelor of Arts (Basic)	Bachelor's	3 years	10+2	140	7



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2.	B.A. (Honors)	Bachelor of Arts (Honors)	Bachelor's with Honors	4 years	B.A. Basic	180	8
3.	B.A. (Research Degree)	Bachelor of Arts (Research Degree)	Bachelor's with Research Degree	4 years	B.A. Basic with passing grade 7.5	180	8
<p>Note 1: The University may award Degree of B.A./ B.A. (Honors)/ B.A. Research in specific discipline by entering the specialization within parenthesis with the Degree.</p> <p>Note 2: Slow Track (Routine) and fast track completion of Bachelor Degree Programmes: Basic degree – relaxation of one semester if student earns minimum credits required for completion of the said degree.</p> <p>B.A. Honors – relaxation of one semester if student earns minimum credits required for completion of the said degree.</p>							
FLEXIBLE EXIT AND ENTRY PROVISION: RECOGNITION OF STUDY WITH CERTIFICATE AND DIPLOMA							
1.	Certificate	Certificate	Certificate: B.A. 1 st year consists of semester I & II	1 year	10+2	48	5
2.	Diploma	Diploma	Diploma: B.A. 2 nd year consists of semester III & IV	1 year	B.A. 1 st year consists of semester I & II	96	6
<p>Note: The Certificate and Diploma recognition will be awarded after completing Bridge Course prescribed for the purposes respectively under the respective rules.</p>							

Faculty of Business Administration/Management/Finance

1	D.Litt.	Doctor of Literature	Post Doctoral		Ph.D.
2	Ph.D. /D. Phil	Doctor of Philosophy	Doctoral	2	MASTER'S
3	M. Phil	Master of Philosophy	Pre Doctoral	1-1/2	MASTER'S
4	BBA	Bachelor of Business Administration	BACHELOR'S	3	10+2
5	MBA	Master of Business Administration	MASTERS	2	BACHELOR'S
6	BMS	Bachelor of Management Studies	BACHELOR'S	3	10+2
7	MMS	Master of Management Studies	MASTER'S	2	BACHELOR'S

Faculty of Commerce

1	D.Litt.	Doctor of Literature	Post Doctoral		Ph.D.
2	Ph.D. /D. Phil	Doctor of Philosophy	Doctoral	2	MASTER'S
3	M. Phil	Master of Philosophy	Pre Doctoral	1-1/2	MASTER'S
4	B. Com/ B.Com (Hons)	Bachelor of Commerce/ Bachelor of Commerce (Hons)	BACHELOR'S	3	10+2
5	M. Com	Master of Commerce	MASTERS	2	BACHELOR'S

ACADEMIC PROGRAMMES PROPOSED UNDER NEP-2020

FACULTY OF COMMERCE						Minimum Credit Required for Successful completion	NSQF Level
S.No	Specified Degrees		Level	Minimum Duration	Entry Qualification		
	Abbreviated	Expanded					



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1.	B.Com.	Bachelor of Commerce (Basic)	Bachelor's	3 years	10+2	140	7
2.	B.Com. (Honors)	Bachelor of Commerce (Honors)	Bachelor's with Honors	4 years	B.Com. Basic	180	8
3.	B.Com. (Research Degree)	Bachelor of Commerce (Research Degree)	Bachelor's with Research Degree	4 years	B.Com. Basic with passing grade 7.5	180	8

Note 1: The University may award Degree of B.Com./ B.Com. (Honors)/ B.Com. Research in specific discipline by entering the specialization within parenthesis with the Degree.

Note 2: Slow Track (Routine) and fast track completion of Bachelor Degree Programmes: Basic degree – relaxation of one semester if student earns minimum credits required for completion of the said degree.

B.Com. Honors – relaxation of one semester if student earns minimum credits required for completion of the said degree.

FLEXIBLE EXIT AND ENTRY PROVISION: RECOGNITION OF STUDY WITH CERTIFICATE AND DIPLOMA

1.	Certificate	Certificate	B.Com. 1st year consists of semester I & II	1 year	10+2	48	5
2.	Diploma	Diploma	B.Com. 2nd year consists of semester III & IV	1 year	B.Com. 1st year consists of semester I & II	96	6

Note: The Certificate and Diploma recognition will be awarded after completing Bridge Course prescribed for the purposes respectively under the respective rules.

Faculty of Education/ Teachers Training

1	D.Litt.	Doctor of Literature	Post Doctoral		Ph.D.
2	Ph.D. /D. Phil	Doctor of Philosophy	Doctoral	2	MASTER'S
3	M.Phil	Master of Philosophy	Pre-Doctoral	1-1/2	MASTER'S
4	B. Ed	Bachelor of Education	BACHELOR'S	1	BACHELOR'S
5	B. El. Ed	Bachelor of Elementary Education	BACHELOR'S	4	10+2
6	M.Ed.	Master of Education	MASTER'S	1	B.Ed.
7	B.P.Ed.	Bachelor of Physical Education	BACHELOR'S	1	BACHELOR'S
8	M.P.Ed.	Master of Physical Education	MASTER'S	1	BPed

Faculty of Law

1	D.Litt.	Doctor of Literature	Post Doctoral		Ph.D.
2	Ph.D. /D. Phil	Doctor of Philosophy	Doctoral	2	MASTER'S
3	M. Phil	Master of Philosophy	Pre Doctoral	1-1/2	MASTER'S
4	LLB	Bachelor of Law	BACHELOR'S	3	BACHELOR'S
5	LLM	Master of Law	MASTER'S	2	BACHELOR'S
6	LLD	Doctor of Law	POST PhD	2	PhD

Faculty of Agriculture & Allied Disciplines:



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1	D.Litt.	Doctor of Literature	Post Doctoral		PhD
2	Ph.D. /D. Phil	Doctor of Philosophy	Doctoral	2	MASTER'S
3	M. Phil	Master of Philosophy	Pre Doctoral	1-1/2	MASTER'S
4	B.Sc. (Agriculture)	Bachelor of Science (Agriculture)	BACHELOR'S	4	10+2
5	M.Sc. (Agriculture)	Master of Science (Agriculture)	MASTER'S	2	BACHELOR'S
6	B.Sc. (Sericulture)	Bachelor of Science (Sericulture)	BACHELOR'S	4	10+2
7	M.Sc. (Sericulture)	Master of Science (Sericulture)	MASTER'S	2	BACHELOR'S
8	B.V. Sc	Bachelor of Veterinary Sciences	BACHELOR'S	4	10+2
9	M.V. Sc.	Master of Veterinary Sciences	MASTER'S	2	BACHELOR'S
10	B.F. Sc.	Bachelor of Fisheries Sciences	BACHELOR'S	4	10+2
11	M.F. Sc.	Master of Fisheries Sciences	MASTER'S	2	BACHELOR'S

ACADEMIC PROGRAMMES PROPOSED UNDER NEP-2020

FACULTY OF SCIENCE						Minimum Credit Required for Successful completion	NSQF Level
S.No	Specified Degrees		Level	Minimum Duration	Entry Qualification		
	Abbreviated	Expanded					
1.	B.Sc.	Bachelor of Science (Basic)	Bachelor's	3 years	10+2	140	7
2.	B.Sc. (Honors)	Bachelor of Science (Honors)	Bachelor's with Honors	4 years	B.Sc. Basic	180	8
3.	B.Sc. (Research Degree)	Bachelor of Science (Research Degree)	Bachelor's with Research Degree	4 years	B.Sc. Basic with passing grade 7.5	180	8

Note 1: The University may award Degree of B.Sc./ B.Sc. (Honors)/ B.Sc. Research in specific discipline by entering the specialization within parenthesis with the Degree.

Note 2: Slow Track (Routine) and fast track completion of Bachelor Degree Programmes: Basic degree – relaxation of one semester if student earns minimum credits required for completion of the said degree.

B.Sc. Honors – relaxation of one semester if student earns minimum credits required for completion of the said degree.



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FLEXIBLE EXIT AND ENTRY PROVISION: RECOGNITION OF STUDY WITH CERTIFICATE AND DIPLOMA

1.	Certificate	Certificate	: B.Sc. 1st year consists of semester I & II	1 year	10+2	48	5
2.	Diploma	Diploma	B.Sc. 2nd year consists of semester III & IV	1 year	B.Sc. 1st year consists of semester I & II	96	6

Note: The Certificate and Diploma recognition will be awarded after completing Bridge Course prescribed for the purposes respectively under the respective rules.

v) Degrees should be specified in generic terms and their nomenclatures should be such that are generally recognized, globally acknowledged, widely accepted and are indicative of level of degrees and the broad subject/ discipline/knowledge.

(vi) The uniqueness/specialization should be mentioned in the parentheses against the specified generic degrees.

(vii) The integrated and dual degree programmes should be introduced judiciously and with caution. A dual degree programme combines more than one subject, mostly in a horizontal spread, whereas an integrated programme is progressive and cumulative.

(viii) The academic philosophy/rationale behind offering such integrated programmes should not be for economizing on course requirements or award of double degrees in a fast track; on the contrary, an integrated approach should involve a vertical/inter-disciplinary discourse. A dual degree should aim for a better comprehension of the related subjects of study from a multi-dimensional perspective. This would necessarily entail an equal, if not more, course duration and a newer approach of circular transaction and additional interactive courses. Thus an – Integrated/Dual Degree programme combining two or more disciplines shall be permissible only if there is no compromise on any of the course requirements, viz. duration, number of papers and intensity of courses, teaching/learning hours, credits etc. Integrated and Dual Degree programmes are therefore, be introduced by the Universities/Institutions subject to the following conditions:

(a) The Integrated/Dual Degree Programmes must not dilute the standards as prescribed under the Regulations made by the UGC and other statutory authorities concerned in terms of syllabi, programme duration and examination requirements.

(b) If the Integrated/Dual Degree Programmes intend to offer two separate degrees with an option for an interim exit or lateral entry, the duration of the Integrated/Dual Degree must not be less than the duration equal to the sum total of the prescribed duration of the two degrees that are being combined in the Integrated/Dual Degree Programme Provided that all such programmes would carry the nomenclature of "Integrated/Dual Degree (name of the first degree), (name of the final degree)". Provided further that both the degrees awarded under the Integrated/Dual Degree programme shall be individually and separately recognized as equivalent to corresponding degrees and not as one single integrated degree.

(c) If the Integrated Programme intends to offer a single degree



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	<p>without permission to exit and lateral entry, the programme duration may be relaxed by not more than 20% of the sum total of the prescribed duration of the two degrees that are being combined to make the single integrated degree.</p>
<p>Equivalence Committee: Functions</p>	<p>(14) (i) There shall be an 'Equivalence Committee' in the University.</p> <p>(ii) The Equivalence Committee will consist of the following:</p> <ul style="list-style-type: none"> (a) Deans of all the Faculties, (b) One Head of Department from each Faculty to be nominated by the Vice-Chancellor (c) The Committee shall elect its own Chairperson <p>(iii) The term of the nominated members shall be for a period of three years.</p> <p>(iv) Functions:</p> <ul style="list-style-type: none"> a. to recommend Academic Council for recognition of the degrees, diploma, Certificate and any other academic distinctions of other Universities and Institutions and to determine their corresponding value in to. the degrees, diplomas and another academic distinction of the 'IASE Deemed to be University, Sardarshahr", b. to report on all matters regarding equivalence which are referred to it by the Vice-Chancellor, c. to consider applications received for recognition of examinations from other Universities and Bodies and submit its recommendations. d. to consider applications form of individuals seeking admission to a particular course of study in this University, as a special case and make its recommendation to the Vice Chancellor. <p>(v) Not less than half of the number of members shall constitute the quorum for a meeting.</p> <p>(vi) No candidate, who has passed the qualifying examination from any State University situated outside the State of Rajasthan and other than the State Universities (private/deemed) shall not be admitted in any academic programme run by tills University unless he has obtained and submitted a 'Provisional/ Final 'Eligibility Certificate' issued by the officer of the university authorized for the purpose on behalf of the Equivalence Committee of this University.</p> <p>Explanation: Provisional/Final Eligibility Certificate shall be the condition precedent for the University Department, Constituent College, Institute; Centre and Colleges affiliated to the University for accepting application form for the admission.</p>



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RULES 7 OF PART-II

UNIVERSITY AUTHORITIES: CONSTITUTION, POWERS AND FUNCTIONS

Chapter – 4

Board of Studies

(Reffer Regulations 10.11.4)

Board of Studies	<p>1. There shall be such number of Board of Studies in each Faculty as prescribed under the Rules/ Bue Laws.</p> <p>2. The Board of Studies may be constituted under Regulations 10.11.04 of the Regulations for the subject/course or group of subjects/courses specified below:</p> <p>Arts:</p> <ol style="list-style-type: none">Comparative Literature and Language Studies, English and Communication English.Fine Arts, Visual Arts arid Painting.Indian Languages: Hindi and Functional Hindi.Indian Languages: Sanskrit and Functional Sanskrit.Music and Performing Arts.Rajasthani. <p>Commerce and Management Studies:</p> <ol style="list-style-type: none">Accountancy and Business Statistics.Commerce.Business Administration.Economic Administration and Financial Management.Management Studies. <p>Education:</p> <ol style="list-style-type: none">Education.Physical Education.Sports Management.Sports Science. <p>Law:</p> <ol style="list-style-type: none">Board of Jurisprudence, Constitutional Law, International Law etc.: Jurisprudence, Legal History, Legislature and Legal Profession, Legislation and Interpretation of Rules, Comparative Law, Professional Ethics, Accountancy for Lawyers and Bar Bench Relations, Public Aid Lawyering, Legal Aid and Para Legal Services, Intellectual Property, Constitutional Law, Election Laws, Legal English, Legal Language and Legal Writing, Administrative Law, International Law, Human Rights Law, International. Humanitarian Laws, Refuge Law, Air and Space Laws.Board of Civil Laws (Substantive and Procedural Laws) etc.: Law of Contract, Mercantile Law, Banking Laws, Transfer of Property, Torts and Consumer Protection, Personal Laws, Civil Procedure Code, Law of Evidence, Women and Law, Law relating to Child/ Poverty and Development, Pleading and Conveyancing, Labour Laws, Law of Easement, Law of Equity, Law of Trust,
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Specific Relief, Laws of Taxation, Arbitration/ Conciliation and Alternate Dispute Resolution System and Environmental Laws.

(iii) Board of Laws of Crimes (Substantive and Procedural Laws) etc.:

Indian Penal Code, Criminal Procedure Code, Laws relating to Juvenile Justice, Probation of Offenders, Law of Medicine, Modern Socio-economic Crimes, Criminology, Penology, Medical Jurisprudence and Forensic Sciences.

(iv) Board of Corporate Law, Cyber Law, Electronic Media Law's and Law of Property etc.:

Company Law, International Economic Law, Bankruptcy Laws, Insurance Laws, Conflict Laws, Maritime Law, Investment and Securities Laws, International Trade Laws, Cyber Laws, Media Laws, Laws relating to Electronic and Digital Devices.

Science :

- (i) Chemistry
- (ii) Geology
- (iii) Home Science
- (iv) Botany
- (v) Zoology
- (vi) Mathematics and Statistics
- (vii) Physics

Social Sciences:

- (i) Anthropology
- (ii) Economics & Developmental Studies Geography
- (iii) History, Archaeology and Culture
- (iv) Home Science (Including Physiology, Hygiene and Child Study)
- (v) Human Resource Management
- (vi) Library Science
- (vii) Livelihood and Development
- (viii) Media and Cultural Studies
- (ix) Philosophy
- (x) Political Science
- (xi) Psychology
- (xii) Public Administration
- (xiii) Rural Studies
- (xiv) Sociology
- (xv) Social Work



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<p>Composition and Term of Office</p>	<p>(xvi) Vocational Education</p> <p>(3) The Board of Studies Term: The term of members other than ex-officio members shall be three years.</p> <p>(4) Powers and Functions of Board of Studies:</p> <ul style="list-style-type: none"> (i) The Board of Studies shall recommend to the Faculty concerned the courses/programmes of studies and curriculum in their respective subjects/courses. (ii) No book written or published by any person who is the member of the Board of Studies shall be prescribed or recommended for any examination of the University in the respective subject or group of subjects falling in the concerned Board of Studies (iii) A meeting of the Board of Studies shall be convened by the Chairperson of the Board or in his absence by the Registrar of the University. However, the Chairperson shall convene the meeting of the Board on the requisition in writing by at least three members of the Board. (iv) The quorum of the meeting shall be the presence of less than one third members of the Board or the presence of two members whichever is greater. (v) All questions decided by majority of the votes of the member present and voted. In case of equality of votes, the Chairperson shall have a casting vote. (vi) Any item of business before a vote may at the discretion of the Chairperson be disposed up by the correspondence when no member of the Board has objected to the same in written. (vii) When occurs any change or changes in a Subject/Course, it will come into the force after a notice of one month during the academic Session subject to the condition that such amendment/change shall not come in to an effect when the semester end or the end semester examinations are going to be conducted within a period one month for the date of such change. (viii) The Board of Studies and the Departmental Council shall prepare broader list of teachers working in the University Departments, constituent colleges, recognized institutions and external teachers for preparation of Panel for paper-setters/examiners with their qualifications required to be appointed as Paper-Setter and/or examiners for different papers/courses falling within the authority of the respective Board/Departmental Council. However, such list may also be prepared by the University and it may be put before the Departmental Council for preparation of a panel of paper setters/examiners. However, the Panel for paper-setters must include at least twenty names and the panel of examiners must be double than to be required number of examiners for the concerned paper/course. <p>PROVISO: Provided that when there is no Department/Departmental Council in the concerned subject/course, the said Panels of paper setters and examiners will be prepared by the Board of Studies of the respective</p>
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	<p>subject/course for preparation of sort-listed Panel of paper-setters and examiners by the Examination Committee. The Examination Committee shall have authority to add any name in the Panel suggested by the Departmental Council/Board of Studies.</p> <p>Explanation: The Paper-setter and examiner include also in it, the paper-setter and examiner for Practical Examinations and any other person, who is appointed to assess any paper/course or components which constitutes a part of the examination; internal, external, semester end examinations or end semester examinations and assessment under the 'continuous comprehensive assessment'.</p>
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RULE 7 OF PART-III

Chapter- 5

OFFICERS OF THE UNIVERSITY

(Refer Regulation 10.12.2)

<p>Appointment:</p>	<p>1. (1) Appointment:</p> <p>Vide Regulation 10.12.2 of the IASE Deemed to be University Regulations, 2019.</p> <p>(2) Procedure to appoint Vice-Chancellor:</p> <p>(i) The University shall through its Registrar call the meeting of the Board of Management for the purpose to nominate a member of the Search-cum-Selection Committee under Section 10.12.2 of the IASE Deemed to be University Regulations, 2019</p> <p>(ii) The Registrar shall within a fortnight from the date of the meeting of the Board of Management shall inform the name of a person nominated by the Board of Management for Search- cum -Selection Committee of the Vice- Chancellor nominated under Section 10.12.C. of the Regulations, 2019 to the Chancellor of the University and request to constitute Search- cum -Selection Committee for the post of the Vice Chancellor</p> <p>(iii) The Registrar shall request the Chancellor to nominate one person as his nominee for the Search-cum-Selection Committee for the post of the Vice-Chancellor under Section 10.12.C. ii or iii of the Regulations, 2019.</p> <p>(iv) The Registrar shall request the Chancellor of the University to ask the Chairperson of the University Grants Commission to nominate one person for Search-cum-Selection Committee for the post of the Vice- Chancellor under Section 10.12.C. ii of the Regulations, 2019.</p> <p>(v) When required, the Registrar shall further request the Chancellor of the University to ask State Government/ Central Government subject to mandate to nominate one person for Search- cum - Selection Committee for the post of the Vice-Chancellor under Section 10.12.C. ii of the Regulations, 2019.</p> <p>(vi) The Chancellor shall appoint one person, who is a nominee of the Chancellor to act as Chairperson of the Search- cum -Selection Committee.</p> <p>(vii) The Chancellor shall constitute a Search-cum-</p>
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Selection Committee for the post of Vice-Chancellor within fortnight from the date of a nominee nominated in the last under section 11 (b), (c) & (d) of the Regulation.

- (viii) The Registrar of the University shall call applications from the candidates at least 70 days before the date of the cessation of the term of the Vice-Chancellor in office.
- (ix) The first meeting of the Search-cum-Selection Committee will be conducted at least 30 days before the date of the cessation of the term of the Vice-Chancellor in office.
- (x) The Search-cum-Selection Committee shall submit a Panel of qualified and suitable candidate for the post of the Vice chancellor to the Chancellor at least 15 days before the date of the cessation of the term of the Vice chancellor in office.
- (xi) The meeting of the Search-cum-Selection Committee will be conducted confidentially and it will be assisted by the Registrar of the University. However, the Registrar will neither be entitled to sit nor participate in the meeting of the Search-cum-Selection Committee.
- (xii) The Search-cum-Selection Committee will prepare a Panel of candidates for the post of Vice-Chancellor. However, the Panel must consist at least three names.
- (xiii) The Panel of the Vice-Chancellor must consist the minutes of the meeting of the Search-cum-Selection Committee and the bio-data of all the candidates, whose names figure in the Panel.
- (xiv) The Panel is a confidential document and therefore, the information furnished in it should neither be disclosed by the members of the Search-cum-Selection committee nor by the persons handle the same during the transit.

(3) Powers and Duties of the Vice-Chancellor:

- (i) Subject to the provisions of the Regulations, Rules and Bye Laws, the Vice-Chancellor shall exercise all powers and perform all the duties mentioned under Section 10.12.2.E i. to ix of the UGC Regulations. 2019.
- (ii) In addition to it, the following powers shall also be exercised by the Vice-Chancellor:
 - (a) the Vice-Chancellor shall appoint examiners on the advice of an 'Examination Committee' consisting of the Dean of the Faculty concerned and the

Powers and
Duties of Vice
Chancellor




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	<p>Chairperson of Board of Studies concerned; and two teachers to be appointed by rotation every year according to seniority. The 'Examination Committee' will prepare and submit a panel of at least six paper setters and examiners at least double than to the requirement of examiners for evaluation to the Vice-Chancellor for appointment of a paper setter and examiners. Subject to the rules and necessity the 'Moderators' will be appointed by the Vice-Chancellor;</p> <p>PROVISO: Provided that the Examination Committee shall prepare a panel of Paper setters /Examiners from and amongst the Panel submitted by the Departmental Council or the concerned Board of Studies and names provided by the University.</p> <p>(b) The Vice Chancellor shall appoint tabulators and checkers;</p> <p>PROVISO: Provided that, no person shall be reappointed as a tabulators or checker for third time.</p> <p>(c) the Vice-Chancellor shall declare results of various examinations conducted by the University on the advice of the 'Results Committee'. The Results Committee shall consist of the Vice-Chancellor, the Registrar and the Dean of the Faculty concerned or in his absence one member of the Board of Management to be nominated by the Vice Chancellor and the Head of the University Department in the concerned subject in case of the result of the post-graduate programme.</p> <p>(d) All the powers relating to the maintenance of discipline in the University shall rest with the Vice-Chancellor</p>
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RULE 8 PART-III
OFFICERS OF THE UNIVERSITY

Chapter-6

Registrar

(Refer Regulation 10.12.4)

<p>Appointment:Duties and Functions of the Registrar</p>	<p>1. The Registrar shall be appointed by the University as per the norms and procedure laid down under the Regulations and Bye-laws. The Registrar shall, in addition to the duties mentioned under the Section 10.12.4 of the Regulations, 2019; there shall be the following duties of the Registrar:</p> <ul style="list-style-type: none"> (i) to keep the minutes of all meetings of the Board of Management; Academic Council; and Finance Committee; (ii) to conduct the official correspondence of the Board of Management, the Academic Council and the Finance Committee; (iii) to arrange the Examinations of the University; (iv) supply to the Chancellor the copies of the agenda of the meetings of the 'Authorities of the University' as soon as they are issued, and the minutes of the meeting of Authorities, ordinarily within a month of the holding of the meeting; (ii) in an emergency; when the Vice Chancellor is not able to act, to call the meeting of the Board of Management forthwith, the Registrar shall take directions from the Vice Chancellor to carrying on the work of the University; (iv) subject to the control of the Board of Management manage the property and investments of the University and he will be responsible for the preparation of the annual accounts and the financial estimates as recommended by the Finance Committee and present it before the Board of Management; (v) sign all the contracts made on behalf of the University; (vi) to perform such other duties as may, from time to time, be assigned to him by the Board of Management
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RULE 9 PART-III

OFFICERS OF THE UNIVERSITY

Chapter-7

The Finance Officer

(Reffer Regualtion 10.12.5)

<p>Powers and Functions of Finance Officer</p>  <p>Controller of Finance: Appointment, Powers and Functions.</p>  <p>Registrar</p>	<ol style="list-style-type: none">1. The Finance Officer shall have following duties to perform in addition to the powers and functions mentioned under Section 10.12.5. of the Regulations, 2019:<ol style="list-style-type: none">(i) Notify the purchase rules/regulations as approved by competent authority for the Drawing and Disbursing Officers and advice them about the purchase/issue of tenders and such other provisions which are not covered under the rules.(ii) On approval of the Vice Chancellor issue all the financial sanctions authorizing the expenditure to be incurred by the Competent Authority, as per the rules.(iii) Arrange the accounts of the university, including grants for the projects audited (for the financial year as followed in the government) by the Chartered Accountant and also other auditors appointed by the parent organisation.(iv) Prepare the Balance Sheet statement of actual expenditure incurred in previous financial year and the audit report with the reply & his comments and place before the Finance Committee. Put before the Board of Management, the 'Minutes' of the Finance Committee with the specific observations for a approval of the minutes and the buget.1. The University may appoint Comptroller of Finance for University. The Comptroller of Finance shall :<ol style="list-style-type: none">(i) Exercise all the powers and funcnctions of the Finance officer.(ii) To summon and inspect the matters relating to accounts and finance.
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	<p>(iii) Control, supervise, analyse and advise on the matters of accounts and finance to the university and its sponsaring body.</p> <p>(iv) To suggest polices on in matters of accounts and finance.</p> <p>(v) Residury powers: Decision on all the matters which do not covered under the regulations, rules and by-laws.</p>
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	<p>mature and responsible human beings and disciplined citizen,</p> <ol style="list-style-type: none"> 2. To maintain discipline in the University campus in consultation with the Dean Faculty and Heads of various departments. 3. To maintain the account of the money collected annually from the students as Student's welfare fee and transfer it as per university rules for various activities of student's and to regulate the expenditure as per the budget for the purpose. 4. To organize student's welfare activities; such as personality development programmes, career counseling, coaching classes, health checkup camps etc. 5. To issue the regulations to stop the ragging and harassment of the students as per law and the guidelines issued by the UGC and the State Government. 6. To take all measures for prevention of harassment of women on the Campus, whether students, employees or others as per law/norms and guidelines issued by the UGC, State Government and the University. 7. To prepare the hostel rules, manage and supervise the work of the Warden {s) and issue instructions to them. He will be the Chief Warden of University. 8. To set up and manage the Alumni Society/Association on the recommendations of the Vice Chancellor and approval of the Board of Management. The society will be registered under the Registration of Societies Act.
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RULES 12 OF PART-III

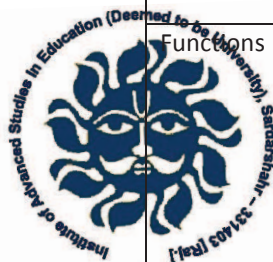
OFFICERS OF THE UNIVERSITY

Chapter-9

Deans of Faculties and their Functions

(Refer Regulation 10.12.07)

<p>Appointment</p>	<p>1. There shall be a Dean of each faculty.</p> <p>2. Dean(s) shall be appointed by the Vice-Chancellor in the following manner:</p> <ul style="list-style-type: none"> (i) Professors in the subjects assigned to the Faculty in the University by rotation according to their seniority; (ii) Associate Professors in the subjects assigned to the Faculty in which there is no Professor. <p>Note 1. A person, who shall be appointed Dean, must be a Professor in a subject/course included in the Faculty concerned.</p> <p>2. When in any Faculty; no person satisfies the above qualifications for being nominated as Dean; the Vice-Chancellor shall nominate Senior Teacher as Dean in the Faculty concerned. The Dean shall hold office for a term of three years and no person shall be eligible for re-appointment as Dean until a period of at least three years has elapsed after the expiry of his last term.</p> <p>PROVISO-I: Provided that the Vice-Chancellor may waive this condition for those professional Faculties which have only one Professor. However, no person shall be appointed Dean for the third successive term.</p> <p>PROVISO-II: Provided further that when the Vice Chancellor is satisfied person in que of seniority may not perform the duties attached to the office of the Dean, he may appoint any other person as Dean of the faculty or may give charge of the office of the Dean to the Dean of any other faculty. The satisfaction and the decision of the Vice Chancellor shall be final in this regard.</p> <p>3. The Dean of each Faculty shall be the Chief Academic and Executive Officer of the Faculty and shall preside at its meetings.</p>
<p>Functions</p>	<p>4. The Dean shall perform following functions:</p> <ul style="list-style-type: none"> (i) The Dean shall issue the lecture lists of the University in the Departments comprised in the Faculty and shall be responsible to conduct the teaching therein; (ii) The Dean shall have the right to present and speak at any meeting of any committee of the Faculty. However, the Dean shall have no right to vote there at unless he is a member of the said Committee; (iii) The Dean of each Faculty shall be the Chief Academic and Executive Officer of the Faculty and shall preside its meetings; (iv) Coordinate and supervise the teaching and research




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	<p>work in the Faculty through Heads of the concerned Departments;</p> <p>(v) Maintain discipline in the class rooms and laboratories through the Heads of the Departments;</p> <p>(vi) Keep a record of the evaluation of Sessional Work and of the attendance of the students at lectures, tutorials, seminars and practical's as per rules provided for the purpose;</p> <p>(vii) To Supervise and keep record of the CCA of all the academic programme and courses there of.</p> <p>(viii) Supervise the arrangement for the examination of the University in the faculty concerned;</p> <p>(ix) He will be drawing and disbursing officer and exercise full control of budget sanctioned to the Faculty by the Board of Management;</p> <p>(x) Perform such other academic duties as may be assigned to him by the Academic Council, the Board of Management or the Vice Chancellor.</p>
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RULES 14 OF PART-III

OFFICERS OF THE UNIVERSITY

Chapter: 11

CONTROLLER OF EXAMINATIONS

(Reffer Regulation 10.12.06)

1. CONTROLLER OF EXAMINATIONS:

1. There shall be a Controller of Examinations of the University. The Controller of Examinations shall be the whole-time salaried officer of the University appointed against a substantive post and shall work as per the directions of the Vice-Chancellor.
2. When the post of the Controller of Examinations falls vacant for the reasons whatsoever, the Vice Chancellor shall give the charge of the office of the Controller of Examinations to an employee of the University who is either teacher or an officer of the University.
3. The Controller shall be the Member-Secretary of the 'Examination Committee' and of the sub-committees appointed by the Examination Committee except the committees constituted for appointment of paper-setters, examiners and moderators.
4. He shall be responsible for prompt and proper implementation of the decisions of the said committees.
5. The Controller of Examination shall exercise the following powers and duties:
 - (i) To conduct examinations, declaration of results and issue documents, such as, certificates, mark-sheets, migration certificates, transcript etc. as required by the students.
 - (ii) The Controller shall be responsible for making all arrangements necessary for smooth conduct of the examinations, tests, declaration of the results etc. He shall be responsible: -
 - (a) to prepare and announce in advance the calendar of examinations;
 - (b) to arrange for the timely publication of results of examinations and other tests;
 - (c) to postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and, take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons or an institution (if any) alleged to have committed malpractices. However, he shall discharge this obligation in consultation with University Authorities



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- (d) To initiate and recommend disciplinary action where necessary against the candidates, paper- setters, examiners; moderators or any other persons connected with examinations and found guilty of malpractices and unfair means in relation to the examinations on the recommendation of the Grievance Committee;
 - (e) to review from time to time, the results of university examinations and forward reports thereof to the Academic Council;
 - (f) issuing appointment of tabulators and checkers;
- (iii) The Controller shall exercise such other powers and performs such other duties as may be prescribed or assigned to him, from time to time, by the University Authorities or the Vice Chancellor.




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RULES 15 OF PART-IV

COMMITTEES OF THE UNIVERSITY

Chapter-12

Finance Committee

Refer Section 10.11.3 of the Regulation, 2019

Finance Committee Composition and Terms	(1) The Finance Committee shall be constituted for a period as mentioned in Regulation or in absence of any such provision for a period of one year. (2) All elected and nominated members shall hold office for three years. (3) Notwithstanding anything in Section 10.11.3.Vii of the UGC Regulations, 2019 the Comptroller Finance shall act as Secretary ex officio when he is present in the meeting.
Quorum	(4) Four persons of the Finance Committee shall form a quorum.
Finance Committee: Procedures and Functions	(5) Procedure and Functions of the Finance Committee: Subject to the other provision of the Regulations, 2019, the Finance Committee shall broadly perform the following functions: (i) A member of the Finance Committee shall have the right to record a minute of dissent if he dissents from his colleagues. (ii) The Finance Committee shall meet at least twice a year to examine the accounts and scrutinize proposals for expenditure. (iii) The annual accounts and the financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments and thereafter it will be submitted to the Board of Management for approval. (iv) The Finance Committee shall suggest limits for the total recurring expenditure and the total non-recurring.



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	<p>(v) Expenditure for the year, based on the income and resources of the University (which in the case of productive work may include the proceeds of loans). The expenditure incurred by the University shall be within the limits so suggested.</p> <p>(vi) The Finance Committee shall suggest money to be credited to the University Fund and also the matters to which the University Fund may be applied or appropriated.</p>
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RULES 16 OF PART-IV

COMMITTEES OF THE UNIVERSITY

Chapter 13

Selection Committee (s)

(Reffer Regulations 10.11.5)

1. Selection Committee (s) :

1. Subject to the provisions of the Regulations, Rules and Bye laws, there shall be a Selection Committee or Committees for appointment on different posts as per the provisions of the Bye laws.
2. Members of the teaching staff in the University shall consist servants of the University paid by the University and appointed by the Board of Management as Professors, Associate Professors or Assistant Professors or otherwise as teachers of the University; or person appointed by the Board of Management as honorary Professors, Associate Professors or Assistant Professors or otherwise as teachers of the University.
3. The qualifications of the teachers of the University shall be such as may be determined by the Bye laws.
4. The composition of selection committees shall be prescribed by the Bye Laws and no such staff shall be appointed except on the recommendation of the selection committee so constituted.
5. The meeting of the Selection Committee shall be convened by the Vice Chancellor.
6. The Selection Committee shall consider and present to the Board of Management recommendations as to the appointment. When the Board of Management is unable to accept the recommendations made by the Committee, it shall record its reasons and submit the case to the Chancellor for final orders.
7. Recommendations of Selection Committee for appointments in the University shall remain valid for a period of 6 months from the date, the panel of names recommended by the Selection Committee is approved by the Board of Management and no appointment shall be deemed to have satisfied the requirements of law and to have been validly made unless made within 6 months of the date on which the Board of Management approved the recommendations of the Selection Committee.
8. When a post is advertised as a temporary/leave/lien vacancy post, persons whose names are recommended by the Selection Committee holding selections in response thereto shall be appointed temporarily. They shall not be eligible for permanent absorption, when such a vacancy arises later.
9. **Notwithstanding** anything in the University Regulations, Rules and Bye Laws the University shall have authority to engage services for teaching, administrative and ministerial post on Contact basis by relexing qualifications, procedural relexations in the procedure of recruitment, salary etc. Such Contracts or services rendered under such contract shall not result into the service benefits monetary or otherwise used to become due during the services and after the completion of the services.




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RULES 17 OF PART-V

FUNDS, ACCOUNTS AND AUDIT OF THE UNIVERSITY

Chapter-14

University Fund

- (1) Subject to the provisions of Section 18.0 of the UGC (Deemed to be University) Regulations, 2019 there shall be 'University Fund' established, maintained and administered by the University.
- (2) Subject to the provisions of Section 18.0 of the UGC (Deemed to be University) Regulations, 2019, the following money shall form part of it and be paid into the University Fund:
 - i. any contribution or grant by the State Government/ Central Government;
 - ii. income arising from all the resources including income from fees and charges;
 - iii. trust, bequests, donations, endowment and other grants, if any; and
 - iv. such other money as may be prescribed by the Rules.
- (3) The Fund may be applied and appropriated in the matters prescribed under the Rules and Bye Laws.
- (4) All expenses incurred under and in the pursuance of any provision under the Regulations shall be met out of the University Fund.
- (5) The University shall have power to borrow money on the security of the University properties after the consent of its sponsoring body.
- (6) Subject to the provisions of the Rules and Bye Laws, the University Fund shall be kept in separate accounts as below and investment made in such securities/receipts and to such extent as may be approved by the Board of Management:
 - i. IASE (Deemed to be University) Provident Fund
(University shall have its discretion to open this account in the Treasury or separately with the bank)
 - ii. IASE (Deemed to be University) Local Fund Account;
 - iii. IASE (Deemed to be University) Fund Account/Corpus Fund Account.
 - iv. IASE (Deemed to be University) Students Aid Fund Account
 - v. IASE (Deemed to be University) Capital Works Account
 - vi. IASE (Deemed to be University) Debt and Deposit Account;
 - vii. IASE (Deemed to be University) Teachers Welfare Fund Account;
 - viii. IASE (Deemed to be University) Administrative and Ministerial Staff Welfare Fund Account;
 - ix. IASE (Deemed to be University) Development Fund.
 - x. IASE (Deemd to be University) Sports Fund Account

Provided that the University may establish, maintain and administer any other Fund with the prior approval of the Board of Management.

(7) The Vice-Chancellor shall nominate the Finance Officer or an officer who shall have the authority to operate the account of the University Fund and to incur all necessary expenditure from it, subject to the provisions of the the Rules and Bye Laws.




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PART-V
FUNDS, ACCOUNTS AND AUDIT OF THE UNIVERSITY

Chapter-15

University Accounts and Audit

1. Accounts and Auditing:

1. The Finance Officer of the University under the direction of the Vice-Chancellor and Comptroller of Finance shall prepare annual accounts and balance sheet of the University. All money occurs to or received by the University from whatever sources and all kinds of amount disbursed or paid shall be entered in the accounts.
2. The Finance Officer shall with the approval of Comptroller of Finance prepare the financial estimates/revised financial estimates for the current and the forthcoming year on or before the date prescribed.
3. The annual accounts and the annual financial estimates prepared by the Finance Officer shall be placed before the Board of Management with the remarks of the Finance Committee for approval. The Board may pass resolution with reference thereto and communicate the same to the Finance Officer who shall take action in accordance with it.

PROVISO: Provided that when for the reasons whatsoever, the Board cannot pass the proposed annual budget, the vice- chancellor shall have an authority to develop 'notional contingency fund' for a period of three months on the recommendation of the Finance Officer/Comptroller of Finance to carry out the financial functioning of the university.

4. The annual accounts, when audited shall be printed and copies thereof shall be submitted by the Vice-Chancellor to the Board with the audit report. The Board shall forward it to the Sponsoring Body with such comments as may be deemed to be necessary.




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RULES 18 OF PART-VI

GENERAL PROVISIONS

Chapter-16

<p>Confirmation of Degrees</p> <p>Confirmation of Honorary Degree</p>	<p>1. (1) Every student, who has passed an examination for a degree, diploma or any other academic distinction of the University, he shall be eligible on payment of the prescribed fee, to be admitted for the respective degree/diploma in person or absentia.</p> <p>(2) The Board of Management shall have power to confer the degrees and award the diplomas for which qualifying examinations were held by the University at different time and the students, who have passed the examinations conducted for the purpose and declared qualified to receive the said degrees/diplomas/distinctions.</p> <p>PROVISO: Provided that the Board of Management shall confer only those degrees which have been incorporated in the list of university degrees under the Rules.</p> <p>(3) All proposals for the conferment of honorary degrees shall be made by the Academic Council to the Board of Management before submission to the Chancellor for confirmation.</p> <p>PROVISO: Provided that in the cases of urgency, the Chancellor may act on the recommendation of the Board of Management only.</p> <p>(4) Any honorary degree conferred by the University may, with the previous approval of the two-third of the members of the Board of Management and the sanction of the Chancellor be withdrawn by the University.</p> <p>(5) The meeting or the Convocation for conferring degrees/diplomas shall be having ordinarily in the month of October on the date as fixed by the Chancellor or by the Vice- Chancellor with the consent of the Hon'ble Chancellor.</p> <p>(6) The Dean of each faculty or in his absence the senior member of the faculty shall request the Board of Management to pass a grace in first instance and then present to the Chancellor or the Vice-Chancellor for confirmation of the degrees.</p>
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RULES 19 OF PART-VII

GENERAL PROVISIONS

Chapter-17

General Provisions

<p>Teaching Staff of the University</p>	<p>1. Members of the teaching staff in the University shall consist of the following categories:</p> <ul style="list-style-type: none">(i.) servants of the University paid by the University and appointed by the Board of Management as Professors, Associate Professors or Assistant Professors or otherwise as teachers of the University; or(ii.) person appointed by the Board of Management as honorary Professors, Associate Professors or Assistant Professors or otherwise as teachers of the University.(iii.) the teachers, tutors, adjunct teachers, or professional experts appointed on regular services, ad-hoc basis, contact basis under the UGC New Education Policy or any other scheme in force. <p>PROVISO: Provided that the IASE Deemed to be University shall be entitled to appoint any person as teacher or on any other post provided in this Regulation purely on contact or an adhoc basis. Such employees shall be entitled only for the remuneration as agreed by the university and the respective employee in the Service contract. In absence of express mention of any other service benefit, the said employee shall not be entitled for any other service benefit during the service or after the superannuation.</p> <p>(2) The qualifications of the University teachers. and the teachers appointed by IASE Deemed to be University shall be as such may be determined by the relevant Bye Laws of the University.</p> <p>(3) Notwithstanding anything in this Chapter or under Rule or Bye Laws the university may engage services on Contact of all teaching, administrative and ministerial post by relaxing norms substantial and procedural and obligations shall be restricted to the provisions / terms and conditions of the Contract only.</p>
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RULES 20 OF PART-VII

GENERAL PROVISIONS

Chapter-18

General Provisions

Research Fellowship, Prize and Scholarship

Research Fellowship, Prize and Scholarship	<p>(1) The Board of Management may establish Research Fellowships, Prize and Scholarships of such value as it may, from time to time, determine tenable for a terms up to three years, for the encouragement for research or original work in such subjects and under such conditions as the Academic Council may by Rules/Bye Laws prescribe.</p> <p>(2) The University shall on the recommendation of the Academic Council and after the approval of the Board of Management will establish University Gold Medals for different academic programmes (Post Graduate, Graduate and Chancellor Gold Medal) by appropriate Bye Laws.</p>
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RULES 21 OF PART-VII GENERAL PROVISIONS

Chapter-19

General Provisions

<p>Services and Cessation thereof</p>	<p>(1) Notwithstanding anything contained in these Rules, a person, who holds any post in the University or is a member of any Authority or Body of the University in his capacity as a member of a particular Authority or Body or as the ex-officio holder of a particular appointment/post shall hold office so long only as he continues to be a member of that particular Authority or Body or the holder of that particular appointment as the case may be.</p> <p>(2) Notwithstanding anything contained in these Rules, no person who is ordinarily not resident in India shall be eligible to be an officer of the University or a member of any Authority of the University.</p> <p>(3) (i) Any member, other than an ex-officio member, of the Board of Management, the Academic Council or any other University Authority or Committee may resign by means of a letter addressed to the Registrar and the resignation shall take effect as soon as such letter is received by the Registrar.</p> <p>(ii) Any officer of the University, (whether salaried or otherwise) may resign his office by letter addressed to the Registrar:</p> <p>PROVISO: Provided that such resignation shall take effect only on the date from which the same is accepted by the Authority competent to fill the vacancy.</p> <p>(4) (i) Any member of the Board of Management or the Academic Council may be removed by a resolution of the Board of Management or the Academic Council as the case may be, passed by a majority of not less than two-thirds of its members on either of the following grounds, namely:</p> <p>(a) the member has become incapable of performing his duties, and</p> <p>(b) the member has been convicted by a court of law for an offence which, in the opinion of the Board of Management or the Academic Council, as the case may be, involves moral turpitude.</p> <p>(ii) Notwithstanding anything contained in the</p>
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	<p>terms of his appointment any officer of the University, salaried or otherwise, may be removed from that office by the Authority which is competent to fill the vacancy on either of the following grounds, namely:</p> <p>(a) the officer has become incapable of performing his duties; and</p> <p>(b) the officer has been convicted by a court of law for an offence which, in the opinion of the Board of Management or the Academic Council, as the case may be, involves moral turpitude.</p> <p>PROVISO: Provided that nothing in this clause shall be deemed to affect any rights accruing to an officer / employee appointed on contract in accordance with the terms of the contract. The teachers, officers or any other employee shall be entitled for post superannuation benefits only when he has been appointed through a recruitment on permanent basis, by the committee constituent for the purpose permanent employment and placed in the pay scale and pay band decided at National level and/or State level and receiving full salary as per the respective pay scale and pay band. A person who has not completed minimum required period of service without break shall also not be eligible for post superannuation benefits.</p>
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**RULES 22 OF PART-VII
GENERAL PROVISIONS**

**Chapter-20
General Provisions**

GENERAL PROVISIONS: Provision to Preside/Chair the Meetings in. absence of express provision

Provision to preside/Chair the Meetings in the Absence of Express Provision	1. Whereby the Rules or the Bye-laws, no provisions is made for a President or Chairperson to preside over a meeting of any University Authority, Board or Committee or when the President or Chairperson so provided is absent, the members present will elect one of their members to preside at the meeting.
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RULES 23 OF PART-VII GENERAL PROVISIONS

Chapter-21

GENERAL PROVISIONS: Running Audit by the Officer appointed by the Sponsoring Body

Running Audit by the Officer appointed by the Sponsoring Body	1. There shall be a detailed running audit of the accounts of the University by the auditors appointed by the Sponsoring Body in accordance with the provisions of the Rules and Bye Laws.
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RULES 24 OF PART-VII

GENERAL PROVISIONS

Chapter-22

Annual Report	<p>1. Annual Report:</p> <ol style="list-style-type: none">1. The Board of Management shall take all steps to have the annual report of the University prepared under its directions as provided for in the Regulations and the Rules for submission to the Board of Management at least four weeks before the date fixed for the annual meeting of the Board of Management.2. The Board of Management shall take all steps to submit the annual accounts and Balance Sheet of the University, audited in the manner prescribed by the Rules and Bye Laws, to the Board of Management at least four weeks before the date fixed for the annual meeting of the Board of Management.3. The Board of Management shall prepare the financial estimates for the ensuing year at least eight weeks before the date fixed for the annual meeting of the Board of Management and shall as soon as possible send a copy of the financial estimates thus prepared to the address of each member of the Board of Management and the Chancellor.
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**Institute of Advanced Studies in Education
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RULES 24 OF PART-VII

GENERAL PROVISIONS

Chapter-23

Academic Programmes and Scheme of Examinations

Academic Program and Scheme of Examination	<p>1. Academic Program and Scheme of Examination:</p> <ol style="list-style-type: none">1. Subject to the provisions of the Regulations, Rules, and the Bye Laws, the Academic Council shall suo-motto or on the proposal of the concerned faculty design different academic programmes including the Syllabus under the different faculties by appropriate Bye Laws.2. The Academic Council shall suo-motto or on the proposal of the concerned faculty shall design scheme of Examinations under the different faculties by appropriate rules. <p>PROVISO: Provided that such academic programmes including their syllabus and scheme of examination shall not be implemented unless the same has been approved by the Board of Management.</p> <ol style="list-style-type: none">3. The University shall with the approval of the Board of Management decide the examination fee for different examinations proposed to be conducted time to time by the appropriate notification.
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RULES 25 OF PART-VII

GENERAL PROVISIONS

Chapter-24

Vice-Chancellor

(Refer Regulation 10.12.2)

Vice Chancellor	<p>1. Vice Chancellor</p> <ol style="list-style-type: none">1. The Vice-Chancellor shall be a whole time officer of the University. He shall be paid salary of Rs. 75000 (Fixed) plus 5000 as special salary or the salary as amended by the appropriate Authority from time to time. If a retired government servant is posted or appointed as a Vice-Chancellor, his appointment shall not be considered as an appointment after the retirement. The Vice-Chancellor shall also be provided with rent free residence furnished by the University.2. The Vice-Chancellor who is in service in other institution shall be entitled to the contribution at the rate of 8% by the University on his salary towards his Provident Fund and it will be forwarded to his employer of regular service to deposit in his P.F. account.3. He shall also be entitled to leave on full pay at the rate of 1/11th of the period he remains on duty, and such other leave as may be admissible under University Bye-laws.4. In case of medical facilities and other privileges unless otherwise provided the Vice-Chancellor shall be governed by the relevant Bye Laws on the subject governing the terms and conditions of the University.5. The Vice-Chancellor shall be entitled to other rights and privileges as might be conferred on him from time to time through the Rules or Bylaws.6. The appointment of the Vice Chancellor who has been superannuated from his regular services shall not be considered to be an appointment after superannuation. Hence, he shall not be liable to adjust his salary against the amount of the pension except the amount of D.A.
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RULES 26 OF PART-VII

GENERAL PROVISIONS

Chapter-25

Qualifications and Appointment of Teaching Staff

Qualification and Appointment of Teaching Staff	1. Subject to the provisions of the Regulation, Rules, Bye Laws and the Guideline issued by the University Grants Commission/other Regulatory Authorities in case of professional academic programmes, the University shall create different teaching posts, decides qualifications thereof and scheme of selection by the Rules.
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RULES 27 OF PART-VII

GENERAL PROVISIONS

Chapter-26

Qualifications and Appointment of Non-Teaching Staff

Qualification and Appointment of Non-Teaching Staff	<ol style="list-style-type: none">(1) University may appoint any person as an employee of Administrative services or ministerial services falling in the category of Non-Teaching Staff subject to the qualifications mentioned in the University Bye Laws.(2) A person appointed as officer in the University on deputation will be allowed to avail the privileges subject to the provisions of the Regulation, Rules and Bye-laws.(3) The University shall create the posts; decide qualifications and the Scheme of Selection of the University officers other than the officers on deputation and ministerial staff by an appropriate Bye-law.(4) No person shall be appointed on any post; Teaching or Non-Teaching permanent basis/temporary-ad-hoc basis or contrat basis, unless the said post has been created by the competent authorities of the University and there exist a substantial post.
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RULES 28 OF PART-VII

GENERAL PROVISIONS

Chapter-27

Official Language

Official Language	<p>1. The Official Language of the University shall be the Hindi and all its correspondence, minutes of the various authorities of the University and Accounts (inclusive of Budget) shall be kept and maintained in Hindi. However, the University may prepare and keep this record in English too.</p> <p>PROVISO-1: Provided that, the English will continue to be the authoritative language of the text of Rules and Regulations inclusive all the business connected there with.</p> <p>PROVISO-2: Provided further that, it shall be open to the Vice-Chancellor, (notwithstanding anything contained anywhere), to direct that the correspondence between the University and such other bodies, persons and matters may be carried out in English.</p>
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RULES 29 OF PART-VII

GENERAL PROVISIONS

Chapter-28

Medium of Instruction

Medium of Instructions	<p>(1) Hindi shall be the medium of instruction and examination in the University.</p> <p>(2) Notwithstanding anything in Clause (1) mentioned above, it will be permissible for any University Department, constituent college/ Unit and institution to use English or Hindi as a medium of instruction and for any student to use English or Hindi as a medium of Examination.</p> <p>(3) Notwithstanding anything ahead, the medium of instruction and examination in the paper/subject/course of languages will be in the respective language only.</p>
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RULES 30 OF PART-VII

GENERAL PROVISIONS

Chapter-29

University Boards and committees

University Boards	<p>(1) The University shall establish a Research Board, a Publication Board, Students Welfare Board, a Library Board, a Board of Sports, University Planning and Monitoring committee, Board of extra-Mural study, Board of Hostels and Health, Discipline and Residence by the Bye Laws.</p> <p>(2) The University may establish any other Board or Committee necessary for the purpose to ensure effective administration of academic and other activities.</p>
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Institute of Advanced Studies in Education

(Deemed to be University)

Gandhi Vidya Mandir, Sardarshahr – 331403 (Rajasthan)



HAND BOOK

PART - III

BYE LAWS

(Bye Laws framed under Regulations of the IASE (Deemed to be University) based and adopted on the basis of the UGC Deemed to be Universities Regulations, 2019)



Institute of Advanced Studies in Education

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INSTITUTE OF ADVANCED STUDIES IN EDUCATION (DEEMED TO BE UNIVERSITY) BYE LAWS

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PART-I

ADMISSION OF STUDENTS IN UNIVERSITY AND COLLEGES

Chapter-1

ADMISSION OF STUDENTS

General

- BL.1.** Admission to various courses of study taught by the University may be made subject to the candidate fulfilling the conditions as prescribed for such course/academic programmes.
- BL.2.** Notwithstanding anything contained in Bye Law 1, admission to any course/ academic programme of study cannot be claimed as a matter of right on the ground that the candidate fulfils the conditions prescribed. The University reserves the right to refuse admission without assigning any reason for it.

Admission for Graduation in Arts/Social Science / Science / Commerce

- BL.3.** No student shall be eligible for admission to the course/programme of study for the Part Ist Examination of the Three-Year Degree course of present scheme or New Education Policy-2020/ Four Years Honours Course or Five Year Course under the New Education Policy-2020 for Bachelor Degree with Research, unless he/she has passed the Senior Secondary Examination of the Board of Secondary Education, Rajasthan, Ajmer, or its equivalent examination conducted by Boards in India or abroad and recognised by this University, and obtained the minimum percentage of marks as prescribed by the concerned Admission Board from time to time in the qualifying examination.
- BL.4.** No student shall be eligible for admission to the Course of Study for Part IInd of the Three-Year Degree course/ or Semester thereof, unless he/she has passed as per norms mentioned in the Manual of respective syllabus:

1.1. In case of Three-year Degree Programme has passed:

Part Ist Examination of the T.D.C. of this University.

Or

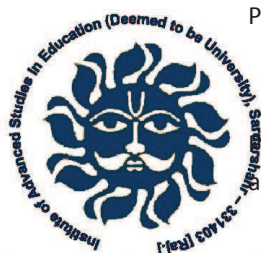
Part Ist Examination of the T.D.C. of universities situated in the State of Rajasthan.

Or

Part Ist Examination of the T.D.C. from any recognised University, whose equivalence is assessed and approved by Equivalence Committee of this University.

Or

Intermediate Examination from any recognised University/Board with General English and General Hindi as compulsory subjects.




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PROVISO: Provided that when a student has sought admission / admitted for Bachelor Degree academic programme under the Regulations of NEP-2020 or any other Regulations adopted and notified time to time, the admission of such students shall be subject to the provisions of the respective Regulations/Provisions of the Manual of Respective Syllabus.

4.2. No student shall be eligible for admission to the Course of Study for Part IIIrd of the Three-Year Degree course/ or Semester thereof, unless he/she has passed Part IInd examinations as per norms mentioned in the Manual of respective syllabus from this university.

Explanation: A student, who has passed part IInd examination from any University other than this University shall not be admitted directly at Part IIIrd examination of for 3 year degree course since under the present 3 year degree programme one has to passed examinations of two parts in succession from the same University; i.e. in present case, the IASE (Deemed to be University), Sardarshahr.

PROVISO: Provided that when a student has sought admission / admitted for Bachelor Degree academic programme under the Regulations of NEP-2020 or any other Regulations adopted and notified time to time, the admission of such students shall be subject to the provisions of the respective Regulations/Provisions of the Manual of Respective Syllabus.

4.3. No student shall be eligible for admission to the Programme of Study for Bachelor Degree Programme with Honors/Research of the Four-Year Degree Programme/ or Eight Semester thereof, unless he/she has passed Semester I to VI examinations as per norms mentioned in the Manual of respective syllabus of this university

BL.5. No student shall be eligible for admission to the course/programme of study for the Part IIIrd Examination unless he/she has passed the Part IInd of the T.D.C. Examination of this University.

Explanation: A student, who has passed Part IInd Examination from the university other than this university shall not be admitted directly at Part IIIrd Examination of the Three-Year Degree Course.

PROVISO: Provided that when a student seeks admission / admitted for Bachelor of Arts academic programme under the Regulations of NEP-2020 or any other Regulations adopted notified time to time, the admission of such students shall be subject to the provisions of the respective Regulations.

Bachelor of Education:

BL.6. (1) No candidate shall be eligible for admission to the course/programme of study for the Bachelor of Education unless:



- (i) He has passed graduation in Arts, Social Sciences/Humanities, Science or Commerce from this University or any other University recognised for this purpose;
- (ii) He has offered one school subject as one of the optional subjects in his or her first degree or holds a post-graduate degree in one of the school subjects.
- (iii) The Bachelor of Education programme will consist of two years (four semesters) academic programme.

PROVISO: Provided that a candidate, who has passed his Bachelor of Education Degree Examination of the University in Second or Third Division in theory or Practice of teaching or both, may be permitted if he desires to improve his division to reappear in the same


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subject/course again only once as per the norms of the syllabus in force in that year without attending a regular course of study.

The result of such a candidate will be released only if his division improves.

(2) Subject to the provisions of the examination schemes and success therein, for the B.Ed. course/programme, the candidates will be awarded divisions, as under after taking into consideration the marks obtained at the Part-I or Part-II examination of the B.Ed. course/programme together:

First Division: 60 per cent and above of the aggregate marks.

Second Division: 48 per cent and above but less than 60 per cent of the aggregate marks.

Pass: 36 per cent and above but less than 40 per cent of the aggregate marks.

PROVISO: Provided that when a student seeks admission / has been admitted for Bachelor of Education academic programme under the Regulations of NEP-2020 or any other Regulations adopted and notified time to time, the admission of such students shall be subject to the provisions of the respective Regulations.

BL.6A. (1) There shall be provision for Bachelor of Education academic programme consists of 4 years. The University shall have option to run this programme also on semester basis. In this case, the programme shall consist of 8 academic semesters.

(2) No student shall be eligible for admission to the course of study for the Part Ist Examination of the Four-Year Degree course of present scheme or New Education Policy-2020, unless he/she has passed the Senior Secondary Examination of the Board of Secondary Education, Rajasthan, Ajmer, or its equivalent examination conducted by Boards in India or abroad recognised by this University, and obtained the minimum percentage of marks as prescribed by the concerned Admission Board from time to time in the qualifying examination.

(3) A student admitted to B.Ed. four year programme with annual system or semester system shall be eligible to promoted to the next class/part or semester under the present scheme or the scheme notified under NEP-2020 shall be ascertained subject to the provisions of the respective Manual of Syllabus.

(4) A student, admitted to B.Ed. four year programme shall be required to under go assessment internal (CCA) or annual/semester, end examinations shall be conducted in accordance with the provisions of the present scheme or the scheme notified under NEP-2020 shall be ascertained subject to the provisions of the respective Manual of Syllabus.




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ADMISSION OF STUDENTS TO THREE/FIVE YEAR DEGREE PROGRAMME IN THE FACULTY OF LAW

Bachelor of Laws

BL.7. (1) There will be a Three Year Degree Programme in Law and Five year integrated degree programme in Laws. These course/programme may be run on annual basis or semester basis or with both the schemes.

(2) The Examination for the Degree of Bachelor of Laws shall consist of three parts covering a course of three academic years:

- (i) First Examination in Law.
- (ii) Second Examination in Law.
- (iii) Final Examination in Law.

(3) (i) Subject to compliance with the requirements of the Bye Laws and Regulations of the University a candidate, who after taking the Bachelor's Degree in Arts/ Science/ Commerce/ Medicine/ Aayush/ Social Sciences/Engineering/ Agriculture of this University or of an Indian or Foreign University recognised for the purpose by the Academic Council and Board of Management and securing at least 45% marks in the aggregate for the Bachelor's degree examination or such percentage of marks as prescribed by the concerned Admission Board from time to time, shall be eligible for admission to the LL.B. degree course/academic programme.

PROVISO: Provided that the restriction regarding securing of the minimum of 45% marks shall not apply to a candidate, who has been awarded a Master's Degree in any of the aforesaid branches.

- (ii) A candidate, who after being admitted to the LL.B. Programme, has completed a regular course of study in this University for one academic year, shall be admitted to the examination of the First Examination in Law, and
- (iii) A candidate, who after passing the First Examination in Law has completed a regular course of study in this University for one academic year, shall be admitted to examination of the Second Examination in Law, and
- (iv) A candidate, who after passing the Second Examination in Law has completed a regular course of study in this University for one academic year, shall be admitted to the examination of the Final Examination in Law.

Explanation: The Expression "Regular Course of Study" means attendance of seventy five per cent of the lectures delivered and tutorials held (taken together) in each paper/subject/course.

(4) A candidate for the First/Second/Final year Examination in Law shall present himself for examination in the subjects/courses prescribed in the concerned syllabus and the scheme of examinations. The examination in each subject shall carry 100 marks. The paper/course will be of three hours duration in the examination.

(5) (i) **SCHEME OF EXAMINATION:**

For each of the First Examination, Second Examination and Final Examination for a pass, a candidate shall be required to obtain:

- (a) At least 36% marks in each of the subjects/courses, and




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- (b) At least 48% marks in aggregate of all the subjects/courses.
- (ii) The marks of the three examinations i.e. First, Second and Final Examinations in Law shall count together for a place on the pass list for the LL.B. Degree.
- (iii) A candidate shall be eligible for the degree of Bachelor of Laws after he passes all the aforesaid three examinations including due/supplementary papers if any. A candidate who obtains not less than 60% marks in the aggregate shall be placed in the First Division while one who obtains less than 60% of the aggregate but not less than 48% shall be placed in the Second Division.

(6) No candidate shall be allowed to combine Law and other post-graduate courses.

(7) The University will not run any academic programme in Bachelor of Laws for a period less than three years.

PROVISO: Provided that when a student who seeks admission / has been admitted for Bachelor of Laws three year academic programme under the Regulations of NEP-2020 or any other Regulations adopted and notified time to time, the admission and study of such students shall be subject to the provisions of the respective Regulations.

Bachelor of Laws (Five Years Degree Programme)

BL. 8.(1) There will be a Five Year Degree Course in Law. The course shall be run on semester basis. This will be an integrated course.

(2) The Examination for the Degree of Bachelor of Laws shall consist of ten Semesters covering a course of five academic years:

- (i) First Year Examination: First and Second Semester.
- (ii) Second Year Examination: Third and Fourth Semester.
- (iii) Third Year Examination: Fifth and Sixth Semester.
- (iv) Fourth Year Examination: Seventh and Eight Semester.
- (v) Final Year Examination: Ninth and Tenth Semester.

(3) (i) Subject to compliance with the requirements of the Bye Laws, Rules and Regulations of the University, a candidate, who after passing Senior Secondary Examination of the Board for Secondary Education Rajasthan, Ajmer or any other equivalent examination from the Board recognized by this University and securing at least 50% marks in the aggregate for the Senior Secondary examination or such percentage of marks as prescribed by the concerned Admission Board from time to time, shall be eligible for admission to the Five year Law degree (integrated) course.

PROVISO: Provided that the University may conduct entrance test for the purpose of examination.

(ii) Subject to the Scheme of Examination, a candidate, who after being admitted to the Five year Law Course, has completed a regular course of study in this University for an academic semester shall be elevated/promoted to the succeeding semester/examination.

PROVISO: Provided that though a candidate, who has not passed all the subjects of any semester shall be elevated/promoted to the next semester but he will neither be declared pass nor the degree will be conferred on him unless he has cleared all the papers/courses of all the semesters separately subject to the rules and the scheme of examinations.

Explanation: The Expression "Regular Course of Study" means attendance of seventy five per cent of the lectures delivered and tutorials held (taken together) in each paper/subject/course.



Signature

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- (4) A candidate for the all the Semesters' Examination in Law shall present himself for examination in the subjects prescribed in the concerned syllabus and the scheme of examinations. The examination in each subject shall carry 100 marks or changed time-to-time. The paper will be of three hours duration in the examination.

PROVISO: Provided that when a student seeks admission / has been admitted for Bachelor of Laws Five Years integrated year academic programme under the Regulations of NEP-2020 or any other Regulations adopted and notified time to time, the admission of such students shall be subject to the provisions of the respective Regulations.

(5) (i) **SCHEME OF EXAMINATION:**

For each Examination of all the semesters, for a pass, a candidate shall be required to obtain:

- (a) At least 36% marks in each of the subjects/courses or equivalent grade and
 - (b) At least 48% marks in aggregate of all the subjects/courses or equivalent grade.
- (ii) The marks of the examinations of all the semesters i.e. first to tenth Semester Examinations shall count together for a place on the pass for the five year Law Degree.
- (iii) A candidate shall be eligible for the degree of Five Year Law after he passes all the aforesaid ten examinations of all the semesters including due/supplementary papers if any. A candidate who obtains not less than 60% marks in the aggregate shall be placed in the First Division while one who obtains less than 60% of the aggregate but not less than 48% shall be placed in the Second Division.

PROVISO: Provided that when a student seeks admission / has been admitted for Bachelor of Laws Five year academic programme under the Regulations of NEP-2020 or any other Regulations adopted notified time to time, the admission and study of such students shall be subject to the provisions of the respective Regulations.

Academic Programmes: Post Graduate

BL.9 A. (1) (i) No candidate shall be eligible for admission to the course of study for M.A./M.Com./M.Ed./M.Sc./LL.M. unless he/she has passed the qualifying Bachelor's degree Examination of this University or its equivalent examination conducted by the universities situated in the India or abroad recognised by this University and obtained in the qualifying examination the minimum percentage of marks as prescribed by the concerned Admission Board from time to time.

- (ii) The duration of the Master's Degree course shall not be of a period less than two years/ four academic terms/semesters.
- (iii) To pass the previous or final examination of the Master's Degree course, a candidate shall be required to obtain at least 36 per cent marks in aggregate of all the papers together separately in both the parts and 25 per cent marks in individual paper/course.

PROVISO: Provided that when a candidate is appearing in Master's Degree in Laws (L.L.M.), he shall be required to obtain at least 50 per cent marks in



Dr. Anil Kumar
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aggregate of all the papers together separately in both the parts and 36 per cent marks in individual paper/course.

- (iv) For the Master's Degree course in any subject under any Faculty, the candidates will be awarded divisions, as under after taking into consideration the marks secured at the Master Degree (Previous) and the Master Degree (Final) Examinations together:

First Division: 60 per cent and above of the aggregate marks.

Second Division: 48 per cent and above but less than 60 per cent of the aggregate marks.

Third Division: 36 per cent and above but less than 48 per cent of the aggregate marks.

PROVISO 1: Provided that there will be no provision to pass the Master of Laws (LL.M.) with Third Division. Candidates failing to obtain 50 per cent marks in aggregate of both i.e., LL.M. (Previous) and LL.M. (Final) and in either year will be declared fail.

PROVISO 2: Provided that for the Master of Laws (LL.M.) candidates shall be declared Second Division only when he obtains at least 50 per cent and above marks in aggregate and less than 60 per cent marks.

- (2) A candidate, who has passed his Master's Degree Examination (Arts, Social Science, Science or Commerce) of the University in Second or Third Division and in case of Law Second Division, may be permitted (if he desires to improve his division) to reappear in the same subject once again by taking all the papers of the Previous and the Final (taken together) in the same year, according to the syllabus in force in that year provided that:

- (i) a candidate who has obtained the degree after putting in a regular course of study at University shall not rejoin the University for the purpose.
- (ii) a candidate appearing at the M.Sc. examination will be required to reappear in the theory as well as the practical examination.
- (iii) a candidate who had offered dissertation will be required to submit a fresh dissertation on a new subject or offer a paper in Lieu of dissertation, if permitted in the syllabus of that year.
- (iv) a candidate who previously appeared as a Teacher/Inspecting Officer/ Librarian or Library Clerk will be allowed to reappear at the examination even if he ceases to hold any of these positions.
- (v) The result of such a candidate will be released only if his division improves.

- (3) A candidate, who holds a degree of Master of Laws of this University in any branch/ specialization may be permitted to study and appear only at the LL.M. (Final) Examination in any other branch/ specialization subject to eligibility and the procedure of admission for LL.M. (Final). In such case he will not be required to undergo the study of LL.M. (Previous) again.

PROVISO: Provided that when a student seeks admission / has been admitted for Master Degree academic programme under the Regulations of NEP-2020 or any other Regulations adopted and notified time to time, the admission of such students shall be subject to the provisions of the respective Regulations.

19B. The Master Degree Programme under the New Education Policy-2020 shall be of three types:

1. Two years (4 Semesters) Master Degree Programme for the candidates, who seek admission after passing three year degree programme under the present scheme or the three year degree programme after passing the Bachelor Degree under the New Education Policy-2020.



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2. One year (2 Semesters) Master Degree Programme for the candidates who has passed Bachelor Degree Programme with Research / under the B.A. Honors.
3. Five year (10 Semesters) Integrated Master Degree Programme for the candidates, who have passed 10+2 examinations shall be consider at par with the Post Graduate Degree Programme.

PROVISO: Provided that the University shall notify the Master Degree Programmes and eligibility for the admission for the Professional Programmes as per the norms and criteria notified by the respective Regulatory Authorities.

BL.9C. CHOICE BASED CREDIT SYSTEM (CBCS) FOR POST-GRADUATE DEGREE UNDER THE SEMESTER SCHEME: The University may introduce choice based credit system with semester scheme under the title:

“The IASE Deemed to be University Master Degree (Semester Study) Bye Law”

1. This Bye Law shall be called “The IASE DEEMED TO BE University Master Degree (Semester Study) Programme with Choice based Credit System.
2. This Bye Law shall come into force from the Academic Semester as notified by the university.

Notwithstanding anything in the earlier laws of the IASE Deemed to be University Master’s Degree Programmes in the different faculties (Commerce, Education, Fine Arts, Law Life Sciences, Management, Science & Social Sciences) under the “semester system”, the “Semester with Choice based Credit System” shall be regulated and conducted as per the provisions of this Bye Law.

3. **Definitions:**

In this Bye Law, unless the context otherwise requires:

- (1) **Ability Enhancement Course (AEC)** : Ability Enhancement Course (AEC) means a course known as ‘Ability Enhancement Course’ as proposed under the NEP-2020 or any other scheme notified time to time
- (2) **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
- (3) **BRIDGE COURSE** : Bridge Course means a course required to be completed for ‘Certificate’, ‘Diploma’ and /or ‘Post Graduate Diploma’ under the NEP-2020.
- (4) **CCC** : CCC means Core Course Code as permissible under the present scheme of courses and as described in the respective Manual of syllabus.
- (5) **Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed elective and skill courses. A student needs to select **two elective papers** offered by the Department in which he/she is doing core course this shall be part of core programme during third and fourth semester.

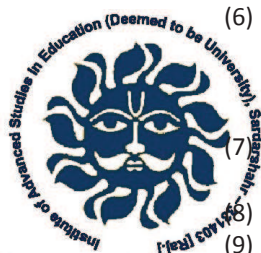
The Department shall offer two skill courses respectively one in each year. This consists of a club of semester I & II, and III & IV from the list of skill courses approved for the Department.

- (6) **Course:** Usually referred to, as ‘papers’ is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work/ field work/ project work/ self-study etc. or a combination of some of these.

(7) **Credit Based Semester System (CBSS):** Under the CBSS, the requirement for awarding a degree is prescribed in terms of number of credits to be completed by the students.

(8) **Credit Point:** It is the product of grade point and number of credits for a course.

(9) **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one period of teaching (lecture or tutorial) or two periods of practical work/field work per week.



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- (10) **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
- (11) **DIPLOMA COURSE:** Diploma course means a course being run by this University under the present scheme or the proposed scheme under the NEP-2020 or any other scheme as notified time to time for any discipline.
- (12) **DSCC :** DSCC course means a course known as 'Discipline Specific Core Course' as proposed under the NEP-2020 or any other scheme notified time to time.
- (13) **DSEC :** DSEC course means a course known as 'Discipline Specific Elective Course' as proposed under the NEP-2020 or any other scheme notified time to time.
- (14) **ELECTIVE COURSE (EC) :** EC course means a course known as 'Elective Course' as proposed under the present scheme or under the NEP-2020 or any other scheme notified time to time.
- (15) **ECC :** ECC means Elective Course Code as permissible under the present scheme of courses and as described in the respective Manual of syllabus.
- (16) **ESE :** ESE means End Semester Examination as permissible under the present scheme of courses/ NEP-2020 and as described in the respective Manual of syllabus.
- (17) **Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.
- (18) **INTERNSHIP :** Internship means a course known as 'Internship Course' as proposed under the NEP-2020 or any other scheme notified time to time.
- (19) **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.
- (20) **OEC/GE : DSCC :** OEC/GE course means a course known as 'Open Elective Course' and 'Generic Elective' as proposed under the NEP-2020 or any other scheme notified time to time.
- (21) **PG DIPLOMA COURSE:** PG Diploma course means a course being run by this University under the present scheme or the proposed scheme under the NEP-2020 or any other scheme as notified time to time for any discipline.
- (22) **Programme:** An educational programme leading to award of the Postgraduate Degree in the Core subject in which he/she is admitted.
- (23) **Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
- (24) **Semester:** Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to November/ December and even semester from December/January to May.

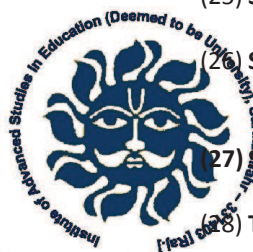
Odd semester University examination shall be during second/third week of December and even semester University examination shall be during second/third week of May. The Department shall conduct the Practical examinations of odd and even semesters as per the Panel of Examiners approved by the University. Each Board of examiners shall consist of one external Examiner from other University/Institute and another from the Department.

- (25) **SEE :** SEE means Semester End Examination as permissible under the present scheme of courses/NEP-2020 and as described in the respective Manual of syllabus.

SKILL ENHANCEMENT COURSE (SEC) : Skill Enhancement course means a course known as 'Skill Enhancement Course' as proposed under the NEP-2020 or any other scheme notified time to time

- (27) **WAYAM /MOOC** courses shall be the courses as decided time to time by the UGC/MHRD or any other authority empowered to decide so and adopted by this University.

(28) **Transcript or Grade Card or Certificate:** Based on the grades earned, a statement of grades obtained shall be issued to all the registered students after every semester. This statement will display the course details (code, title, number of credits, marks and grade secured) along with SGPA of that semester and CGPA earned till that semester.



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(29) **Vocational Course:** Vocational course known as ‘Vocational Course’ as proposed under the NEP-2020 or any other scheme notified time to time.

4. Fairness in Assessment

Assessment is an integral part of system of education as it is instrumental in identifying and certifying the academic standards accomplished by a student and projecting them far and wide as an objective and impartial indicator of a student’s performance.

Accordingly:

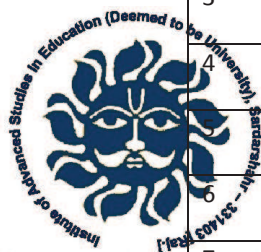
- (1) All internal assessments including CCA shall be subject to the open assessment system only and that are based on the components mentioned in the respective Manual of the syllabus.
- (2) Attendance shall carry the prescribed marks in all papers/courses and Practical examination CCA.
- (3) The University shall try to ensure that at least fifty per cent examiners in each semester for theoretical examinations for ‘Semester End Semester’ and ‘End Semester’ University examination shall be undertaken by external examiners from outside the university conducting examination, who may be appointed by the competent authority. However, in special case, the University may relax this requirement.

5. Grievances and Redressal Mechanism

- (1) The students will have the right to make an appeal against any component of evaluation. Such appeal has to be made to the Head/Principal of the College, if any or the Chairperson/Head of the University Department concerned as the case may be clearly stating in writing the reason(s) for the complaint / appeal.
- (2) The appeal will be assessed by the Chairman and he shall place before the **Grievance Redressal Committee (GRC)**, Chaired by the Dean of the concerned faculty comprising all HODs of the Faculty and if need be Course Teacher(s) be called for suitable explanation; GRC shall meet at least once in a semester and prior to CCA finalization.
- (3) The Committee will consider the case and may give a personal hearing to the appellant before deciding the case. The decision of the Committee will be final.
- (4) There shall be an option to report any grievance on online and offline mode.
- (5) The grievance lodged has to be redressed within a period of fourteen days.

6. Grades and Grade Points

S.No.	Letter Grade	Meaning	Grade Point
1	‘O’	Outstanding	10
2	‘A+’	Excellent	9
3	‘A’	Very Good	8
4	‘B+’	Good	7
5	‘B’	Above Average	6
6	‘C’	Average	5
7	‘P’	Pass	4
8	‘F’	Fail	0



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9	'Ab'	Absent	0
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- (1) A student obtaining Grade F in a paper/course shall be considered failed and will be required to reappear in the University succeeding Semester examination subject to the condition that the University conducts examinations of the said paper/course in the respective semester examinations. The university shall not conduct special examinations for the concerned semester unless it is due in ordinary course of conducting examinations of the said semester.
- (2) For non credit courses (Skill Courses) 'Satisfactory' or "Unsatisfactory' shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.

7. Grade Point assignment

Table A:

Grade Point Assignment for Faculty of Arts/Social Science/Humanities Science/Commerce/Science			
Marks in per cent	Equal to Grade Point	Marks in per cent	Equal to Grade Point
= and > 95 %	10.0	60 to less than 65 %	6.5
90 to less than 95 %	9.5	55 to less than 60 %	6.0
85 to less than 90 %	9.0	50 to less than 55 %	5.5
80 to less than 85 %	8.5	45 to less than 50 %	5.0
75 to less than 80 %	8.0	40 to less than 45 %	4.5
70 to less than 75 %	7.5	36 to less than 40 %	4.0
65 to less than 70 %	7.0		

Table B :

Grade Point Assignment for Faculty of Education			
Marks in per cent	Equal to Grade Point	Marks in per cent	Equal to Grade Point
= and > 91.29 to 100%	10.0	56.45 to less than 65.16 %	6.0
85.58 to less than 91.29 %	9.0	47.74 to less than 56.45 %	5.0
73.87 to less than 85.58 %	8.0	40 to less than 47.74 %	4.0
65.16 to less than 73.87 %	7.0		

8. Computation of SGPA and CGPA:

- (1) The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$SGPA (S_i) = \frac{\sum (C_i \times G_i)}{\sum C_i}$$

Where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.

- (2) The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$CGPA = \frac{\sum (C_i \times S_i)}{\sum C_i}$$



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where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.

(3) The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

Illustration for SGPA

S.No.	Course	Credit		Grade letter	Grade point	Credit Point (Credit x Grade)	
		4 credit course	6 credit course			4 credit course	6 credit course
1	Course 1	4	6	B	6	4 x 6 =24	6x 6 =36
2	Course 2	4	6	B+	7	4 X 7 =28	6 X 7 =42
3	Course 3	4	6	B	6	4X 6 = 24	6X 6 = 36
4	Course 4	4	6	O	10	4 X 10 =40	6 X 10 =60
5	Course 5- Practical I	4	-	C	5	4 X 5 =20	-
6	Course 6 – Practical II	4	-	B	6	4 X 6 = 24	-
	Total	24				(1)Total with Break up of 4 credit course 24+28+24+40+20+24 =160 (2)Total with Break up of 6 credit course 36+42+36+60 = 174	

Thus, $SGPA = 160/24 = 6.67$ / $SGPA = 174/24 = 7.25$

Note with standing anything in this system, the University may increase the number of courses or change in the credit required for course keeping in mind the Academic considerations. However, this has to be mentioned in the concerned Manual of syllabus.

Illustration for CGPA

	Semester- I		Semester-II		Semester-III		Semester-IV	
Credit	24		24		24		24	
SGPA	4 credit course	6 credit course	4 credit course	6 credit course	4 credit course	6 credit course	4 credit course	6 credit course
	6.67	7.25	7.25	7.25	7	7.25	6.25	7.25

$CGPA = (24 \times 6.67 + 24 \times 7.25 + 24 \times 7 + 24 \times 6.25) / 96$

$652.08/96 = 6.79$

Semester-wise Theory Papers/Practical / Skill component

Type of course	Course code	Title of the Course	Lecture-Tutorial-Practical/Week	No. of credits	Continuous Comprehensive Assessment (CCA)	End-Semester Examination (ESE) [University Examination]	Total

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Semester I									
			4 credit course	6 credit course	4 credit course	6 credit course			
Core course 1	ABC 101		4-0-0	5-1-0	4	6	30	70	100
Core course 2	ABC 102		4-0-0	5-1-0	4	6	30	70	100
Core course 3	ABC 103		4-0-0	5-1-0	4	6	30	70	100
Core course 4	ABC 104		4-0-0	5-1-0	4	6	30	70	100
Core course practical 1	ABC 105	Board I consisting of first two theory papers	0-0-8	-	4	-	30	70	100
Core course practical 2	ABC 106	Board II consisting of next two elective theory papers	0-0-8	-	4	-	30	70	100
Skill Course I	As per the list		2-0-0	2-0-0					
Total					24	24	180	420	600
Semester II									
Core course 5	ABC 201		4-0-0	5-1-0	4	6	30	70	100
Core course 6	ABC 202		4-0-0	5-1-0	4	6	30	70	100
Core course 7	ABC 203		4-0-0	5-1-0	4	6	30	70	100
Core course 8	ABC 204		4-0-0	5-1-0	4	6	30	70	100
Core course practical 3	ABC 205	Board I consisting of first two theory papers	0-0-8	-	4	-	30	70	100
Core course practical 4	ABC 206	Board II consisting of next two elective theory papers	0-0-8	-	4	-	30	70	100
Skill course II	As per the list		2-0-0	2-0-0					
Total					24	24	180	420	600
Semester III									
Core course 9	ABC 301		4-0-0	5-1-0	4	6	30	70	100
Core course 10	ABC 302		4-0-0	5-1-0	4	6	30	70	100
Discipline Specific Elective 1	One paper from the list of Group I: ABC 303-A/B/C...		4-0-0	5-1-0	4	6	30	70	100
Discipline Specific Elective 2	One paper from the list of Group II: ABC 304-A/B/C...		4-0-0	5-1-0	4	6	30	70	100
Core course practical 5	ABC 305	Board I consisting of first two theory papers	0-0-8	-	4	-	30	70	100
Discipline Specific Elective 3	ABC 306	Board II consisting of next two elective theory papers	0-0-8	-	4	-	30	70	100
Skill Course	As per the list		2-0-0	2-0-0					
Total					24	24	180	420	600
Semester IV									
Core course 11	ABC 401		4-0-0	5-1-0	4	6	30	70	100
Core course 12	ABC 402		4-0-0	5-1-0	4	6	30	70	100



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Discipline Specific Elective 3	One paper from the list of Group I: ABC 403-A/B/C...		4-0-0	5-1-0	4	6	30	70	100
Discipline Specific Elective 4	One paper from the list of Group II: ABC 404-A/B/C...		4-0-0	5-1-0	4	6	30	70	100
Core course practical 6	ABC 405	Board I consisting of first two theory papers	0-0-8	-	4	-	30	70	100
Discipline Specific Elective practical 2	ABC 406	Board II consisting of next two elective theory papers	0-0-8	-	4	-	30	70	100
Skill course IV	As per the list		2-0-0	2-0-0					
Total					24	24	180	420	600

Note 1: The first three alphabets of the Subject code will be based on the first three alphabet of the Course.

Note 2: The first figure of three digit subject code indicates the respective semester.

Note 3: For non-practical subjects, the credit per core course shall be 6 and Lecture-Tutorial-Practical shall be 5-1-0 =6

Note 4: The Department shall offer two skill courses respectively one in each year. This consists of a club of semester I & II, and III & IV from the list of skill courses approved for the Department.

In view of the course content, the Department shall distribute the Periods between Theory/Tutorial/Practical as under per paper

- 4 : 0 : 0 (four lectures only (no tutorial and no practical) per week) – For Theory
- 0 : 0 : 4 (no lecture, no tutorial, and four practical only per week) – For Practical per paper
- 2+0+2 (two lectures, no tutorial and two practical/field experimentations) – For Skill course
- 6 : 0 : 0 (six lectures only (no tutorial and no practical) per week) – For Theory

The Duration of the Period shall be fifty minutes. In each of these combinations, the first value stands for the same number of lecture instructions per week, whereas; the last two values stand for double the number of tutorial / practical instructions per week.

In each practical group the number of students that can be accommodated will be fifteen or as determined by the staff council of the concerned department.

10. Course Evaluation (Evaluation of the Students)

All courses (Core/ Elective) involve an evaluation system of students that has the following two components:-

- (1) **Continuous Comprehensive Assessment (CCA)** accounting for 30% of the final grade that a student gets in a course; and
- (2) **Semester End Examination (SEE) & End-Semester Examination (ESE)** accounting for the remaining 70% of the final grade that the student gets in a course.
- (3) The University shall design the question papers of different courses of the Semester End Examination (SEE) & End-Semester Examination (ESE) on the pattern of NET examinations when the examinations of said course/programme is conducted by the UGC or any other agency authorized to conduct this said examinations.



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- (4) **Continuous Comprehensive Assessment (CCA):** This would have the following components:

S.No.	CCA: Component	Maximum Marks
1	Monthly Test (Mandatory)	20X3 Test = 60
2	Presentation (Mandatory)	10
3	Group Discussion (Mandatory)	10
4	Debate (Mandatory)	10
5	Participation and Presentation in Seminar (Mandatory)	10
6	Report Writing	10
7	Field Trip/Educational Tour/Extension Activities	10
8	Content Review Writing	10
9	Viva-Voce (Mandatory)	10
10	Blog Writing	10
11*	Attendance(Mandatory)	10
12	Team Teaching/Cooperative Teaching	10
13	Co-curricular Activity	10

*Explanation : Method to calculate marks for attendance :

Those having greater than 75% attendance (for those participating in Co-curricular activities, 25% will be added to per cent attendance) will be awarded CCA marks as follows:-

Attendance in Percentage	Marks
75% to 80%	02 marks
80+% to 85%	04 marks
85+% to 90%	06 marks
90+% to 95%	08 marks
> 95+%	10 marks

Each student's cumulative attendance shall be displayed in the Department Notice Board every month with a copy to the Dean, Faculty of Science.

Condonation of Shortage of attendance shall be governed in accordance with the provisions in the Regulation and Rules of the University vide Bye Law 78 to Bye Law 80 as amended from time to time.

- CCA are based on open evaluation system without any bias to any student
- Any grievance received in the Department from student shall be placed before the **Grievance Redressal Committee** with adjudicated comments.

Explanation 2: This will be mandatory for the departments falling in each Faculty to satisfy the criteria of CCA by conducting all the mandatory components plus 4 components out of 6 which are not mandatory.

Explanation 3: (Method to ascertain final marks for the CCA out of the total marks obtained by students in different components): Total marks obtained by students in different components of CCA



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will be reduced to 30 marks. Formula : Marks obtained / Total marks X 30. Example : 60 marks/160 X 30 = 11.25

11. Skill Course Evaluation: Based on his performance and hands on practice, the respective Department shall declare the result as “Satisfactory” or “Non-Satisfactory”; each student need to get a minimum “Satisfactory” declaration for the completion of both the courses.

The result of skill course has to be given by the parent department of the student. However, when the skill course has been conducted by any institution or agency authorized by the University, in such case; the result cell be signed by the respective institution and /or agency and counter signed by the parent department of the students in the University.

In laboratory courses (having only practical (P) component), the CCA will be based on students attendance (50%); collection of plant material (25%) and hands on Practical, records, etc. (25%)

FOR THE MONTHLY TEST DESIGN:

The Department shall conduct three monthly test in each semester divided as possible as with equal distribution of total period of working days in the respective semester. Each test shall consist of a period of sixty minutes. Candidates appearing in the monthly test shall be required to answer two descriptive questions out of four given in the question paper. The examiner shall be free to set these questions with sub classification.

12. Qualifying for Next semester

1. A student, who has obtained minimum of 40% marks in total of the CCA in all the faculties (other than the Faculty of Education), is eligible to join next semester.

PROVISO : Provided that no student pursuing his Post Graduation in Faculty of Education shall qualify for admission in the next semester unless he has passed at least 50 per cent courses of the concerned semester.

2. A student, who has passed in the theory (plus practical examination) of all the courses shall be qualified for admission in the next semester. However, a student who is pursuing his master degree examination in education shall not the qualified to seek admission in the next semester unless he passes atleast 50 per cent courses out of the total number of courses included in the syllabus of the respective semester.

3. A student, who does not pass the examination (SEE/ESE) in any course(s) or due to the reasons whatsoever, he not able to appear in the SEE/ESE, other conditions being fulfilled, and so is considered as ‘Fail’, shall be permitted to appear in such failed course(s) in the subsequent SEE/ESE to be held in the following SEE (Odd Semester) or ESE (Even Semester), or when the course is offered next, as the case may be subject to the provision of sub clause 1 and its PROVISO.

4. A student, who fails in one or more papers/courses in any semester, shall get three more chances to complete the same; if he fails to complete the same within the prescribed time, i.e. three additional chances for each paper; the student is ineligible for the Postgraduate degree in the Subject in which he is admitted, for additional chances examination fee shall be on additive basis.

5. This will be obligatory for University to award/mention SGPA and CGPA both in each marksheet issued for SEE and ESE examination. However, when a student fails in any course in any semester the SGPA and CGPA will be calculated on the basis of the:

1.1. Course or courses he has passed.

1.2. When the said candidate passes the course or courses (he has failed earlier in any semester) the marksheet of the semester in which he passes the said course or courses shall consists of the courses of regular semester and the semester in which he has failed earlier. Thus, the present marksheet shall consist of the courses of the regular semester as well as the semester he has failed earlier and now he has




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passed. The SGPA and CGPA shall be ascertain on the basis of the both sets of courses. A common marksheet shall be prepared and issued.

Example: When, a student fails in course III of the semester I. Thereafter, he passes this course in semester III. In this case his marksheet of semester III shall consist of the marks obtain in all the four courses of semester III and one course of semester I. The SGPA and CGPA will based on the total credits of all the five courses and marks obtain in the said courses.

PROVISO: Provided that a student, who has passed any course with two or more than two attempts shall be entitle for all the marks he has obtain in first and more attempts in all the courses. However, he shall not be entitled for rank in merit list of the said academic programme.

13. Improvement Option:

Every student shall have the opportunity to improve Credit through University Examination only. Improvement opportunity for each paper/course is only with two additional chances; improvement examination fee shall be on additive basis; the Credit obtained in improvement examination shall be final. There shall be no improvement opportunity in Practical examinations. No student shall be listed in the merit/ranking list of University if he has passed any course with availing the opportunity of improvement. However, if the said student deserves to be placed in the list of merit/rank without considering the increased marks in improvement than he shall be entitled to be placed in the merit/ranking as per the earlier marks.

14. Result Declaration:

The ESE (End Semester Examination/University Examination) results shall be declared within twenty days of the last examination. The Theory/ Practical Classes of even semesters shall begin from the next day of ESE; whereas odd semester classes shall commence after summer vacation.

15. Students Failed in CCA:

Any student declared "Not Eligible" by the Department based on CCA in Semester I, II, III or IV and accordingly did not appear in ESE; can be readmitted as an additional student in that Semester in the **following year only**. Such student need to deposit the annual university fee as prescribed for that academic year.

16. RANKS:

First and Second Ranks will be awarded after completion of the course of study at the end of the final semester examination on the day of publication of final results.

On the basis of Average percentage of results as declared and on this basis of CGPA, Ranks will be awarded to the candidates in a subject.

17. General Guidelines:

- (1) A candidate who has been admitted to next semester after failing in any semester shall be awarded the marks obtained by him in the course/paper in which he is failed. However, his marks in the said course/paper shall not be considered for the purpose to calculate the SGPA of the respective semester and CGPA till that semester. Provided further that when the said candidate passes the said course/paper in any succeeding semester, the marks obtain by him in the said course/paper shall be considered for the purpose of calculation/ascertaining the SGPA of passing semester and CGPA till the passing semester.

This is mandatory for the candidate, who seeks admission in the University shall enroll himself as a student of the University within a period of 3 months from the date of his admission. When a student has sought admission in the University first time only at the PG level, shall be under an obligation to ensure that he should be enrolled as student of the University.

The dates of commencement and termination of each semester shall be as fixed by the Academic Council.

It will be obligatory for the Head of Department/ Principal of a college to take appropriate measures against Ragging & Gender problems arising in the University Department/ college. In case of occurrence of any such incident, the violator shall be dealt with very seriously and appropriate stringent action be taken by the Head of Department/ Principal by observing principle of natural justice. The Head of Department may appoint a committee to inquire in to the



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matter which will also observe the principle of natural justice. The committee will submit its report to the head of Department who will forward the, same with his comment there upon to the University Registrar, for taking further necessary action in the matter.

- (5) Candidates must forward their applications for admission to University examination to the registrar on or before the prescribed date with a certificate of attendance duly signed by the Head of the Department/ Principal along with the examination fees fixed by the University.
 - (6) Subject to the provisions of University Regulations, Rules & Bye Laws the University will prepare, design and enact syllabus/prospectus for different Master Degree programmes under the different faculties time to time.
- 18. EMPOWERING CLAUSE:** Subject to the provisions of this Bye Law, the University shall run Master Degree programme(s) prepared and approved by the Academic authorities of the University including the Board of Studies and Faculty of the respective subject and approved by the Academic Council and the Executive Council.

Admission in Integrated Academic Programmes

- BL.10.** (1) The University will introduce and permit only those integrated academic programmes, when the nomenclature of the degree of the said programme has been approved by the University Grants Commission and the same has been adopted by this University. No student will be admitted in such integrated programme unless it has been incorporated in the list of the degrees of this University.
- (2) There may be an integration of two Graduate programmes or the integration of one graduate and another post-graduate programme.
- (3) When the degree or degrees proposed to be studied under any integrated programme and when they/it fall(s) under the authority of the regulatory jurisdiction of the National/ State level Regulatory Authority, the said integrated programme will be permitted and admission will be granted only after the satisfaction of the norms prescribed by the Regulatory Authority concerned in addition to the norms set by the University.
- (4) The University will prepare separate scheme of admission, syllabus and examination for the integrated programme under this Bye Law by enacting separate regulations for the different integrated programmes.

Admission to Semester system based Academic Programmes:

- BL. 11.**(1)The University may prepare academic programme based on the semester-system both at graduate and/or post-graduate level.
- (2) When the degree proposed to be studied in any semester based programme and when the said degree falls under the authority of the regulatory jurisdiction of the National/ State level Regulatory Authority, the said semester based programme will be permitted and admission will be granted only after the satisfaction of the norms prescribed by the Regulatory Authority concerned in addition to the norms set by the University.
- (3) The University will prepare separate scheme of admission, syllabus and examination for the different semester based courses under this Bye Law by enacting separate regulations for the different semester based academic programmes.

PROVISO: Provided that when a student seeks admission / has been admitted for Bachelor of Laws three year academic programme under the Regulations of NEP-2020 or any other Regulations adopted and notified time to time, the admission of such students shall be subject to the provisions of the respective Regulations.




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Procedure for Admission and Submission of Application

BL.12. Applications for admission shall be made on the prescribed form in person and/or on 'online' as notified by the University. However, no candidate shall be eligible to seek admission in any academic programme when he has been convicted by the court of law in India or abroad or he has been punished with/held guilty or defaulter for indiscipline, misconduct, violation of law and order, insubordination, cheating, fraud or any other wrong by the competent authority.

BL.13. Applications for admission shall be submitted within the time prescribed, which shall be announced by the University for the Different Academic Programmes in each academic year. When the application has been submitted through the 'online' process, the candidate shall be personally responsible for submission of the hard copy of the application along with all the required documents in the office concerned of the university on or before the expiry of the last date to submit the same. Failure in this regard will result into the rejection of the candidature of such candidates.

BL.14. Applications for admission made after the date prescribed may be considered only on payment of a late fee as notified by the university within a week in case of the Faculties of Arts, Social Sciences, Commerce, Law, Education and Faculty of Science.

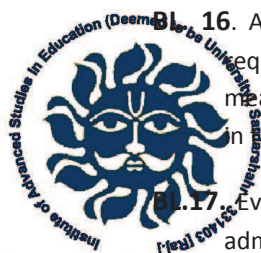
PROVISO: Provided that the University shall have an authority to make provision that there will be no provision for late fee. In the given case, no application will be considered after the expiry of the date given by the University or the college concerned.

BL.15. Candidates shall be required to submit the following documents or such other documents as might be prescribed along with the application form for admission:

- (i) an original marksheet of the qualifying examination with an attested copy thereof;
- (ii) Character Certificate from the Head of the Institution last attended;
- (iii) **Proof of Date of Birth:** High/Secondary School Certificate;
- (iv) A certificate from the guardian regarding non-payment of income tax (in cases of those candidates whose guardians do not pay income tax) duly attested by a Gazetted Officer;
- (v) A certificate of the Guardian/a copy of the return of income tax paid by him/her or a certificate/ statement made and certified stating the income tax payable income.
- (vi) Certificate of pay in cases of Government servants and University employees or other exempted category, whose wards are entitled to fee concessions under rules.
- (vii) Transfer Certificate, when a candidate transfers his/her candidature from one college affiliated to this university to the other college affiliated to this university or as passed senior secondary examination from the Board of Secondary Education Rajasthan, Ajmer or any other examination of equal to senior secondary examination passed from any Board approved by the university.
- (viii) Provisional Eligibility Certificate/Final Eligibility Certificate issued by this university with appropriate Migration Certificate.

BL.16. As soon as the list of candidates selected for admission is declared, candidates shall be required to deposit their fees in the Accounts Office of the University or by other electronic means as notified by the university on or before the last day declared to deposit the fee, failing in this, their admissions will be liable to be cancelled.

BL.17. Every candidate, migrating from other Universities or Boards, on having been selected for admission, shall be required to obtain the provisional/ final eligibility and enrolment certificates from the University, for which he/she shall have to submit the applications on the prescribed forms through the Dean of the Faculty concerned within prescribed time together with the transfer certificate and/or migration certificate provided that:




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- (i) candidates having passed the Senior Secondary Examination from the Board of Secondary Education Rajasthan;
- (ii) Candidates who have passed qualifying examinations from the State University situated within the territory of the State of Rajasthan; and
- (iii) Candidates migrating from such of the Universities which agree on reciprocal basis not to demand migration certificates from this University.

BL.18. A student, who has failed in a particular class, shall not be re-admitted to the same class. However, he shall be allowed to appear in the said examination as ex-student.

BL.19. In the cases falling under the schemes in force, a student, who has failed in all the subjects/courses of any class, shall not be re-admitted to the same class. However, he shall be allowed to appear in the said examination as ex-student.

BL.20. Subject to the provisions of the University Bye Law, Rules or Regulations, a student who wishes to change a particular subject/subjects falling within a particular Faculty in the Part I of Three year Degree Course may be allowed to change the subject or Faculty if he/she is otherwise eligible. The change of subject or Faculty shall be allowed within 15 calendar days of the commencement of the academic session of the year.

PROVISO: Provided that no such changes shall be made without the consent of the Heads of the departments concerned.

BL.21. A change/transfer from one Faculty to another may be allowed by the Dean concerned at his discretion provided the candidate is otherwise eligible.

BL.22. The application for a change of the subject or Faculty shall be made after obtaining permission of the Dean of the Faculty in which he/she is studying after making payment of any dues and refunding scholarship or bursary has been paid to him/her from the Faculty, if required by the Faculty to do so.

BL.23. A student shall be recognised as a student of the University as soon as he/she has been admitted and has paid the University dues.

BL.24. The admission Board may restrict the choice of optional subjects.

BL.25. The Faculty of a candidate shall be determined by the majority of optional subjects offered by the candidates assigned to a Faculty.

PROVISO: Provided that when a student seeks admission / has been admitted for Integrated or semester system based academic programme under the Regulations of NEP-2020 or any other Regulations adopted and notified time to time, the admission of such students shall be subject to the provisions of the respective Regulations.



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Chapter-2

MAXIMUM DURATION TO PASS ANY ACADEMIC PROGRAMME/COURSE INCLUDING CLEARANCE OF BACKLOG PAPERS/COURSES

BL. 26 A. Maximum Duration to pass any academic programme/ course:

Notwithstanding anything in any law in force, a student who for reasons whatsoever, is not able to complete the academic programme within the normal period or the minimum duration prescribed for the said academic programme, may be provided a period of two years beyond the normal period to clear the backlog papers/courses (this includes the whole or a part of the examination or a paper or any number of papers) to be qualified for the degree."

Illustration: Time span to pass examination=N+2 years for the completion of the academic programme.

(Where 'N' stands for the normal or minimum duration prescribed for the completion of the academic programme).

PROVISO 1: Provided further that in exceptional circumstances, a further extension of one more year may be granted by the university (as spelt out clearly by the relevant statutory body of IASE Deemed to be University).

PROVISO 2: Provided further that during the extended period, such student shall be considered as a private candidate and he shall not be eligible for ranking, if passes in the extended period.

Note: The period for said course will be counted from the first day of the commencement of the academic term/session/semester wherein, the student concerned first time sought the admission in the respective academic programme.

BL.26-B. A Candidate may be provided an additional period of one year to clear backlog papers in exceptional situations from the last date of the expiry of the two extended years, if at the time of the last date/opportunity in the extended period as mentioned in the PROVISO 1 of this Bye Law:

1. Dies spouse / father / mother / grand-father / grand-mother (paternal/maternal) / son/ daughter-in-law/daughter/son-in-law either a day preceding to the commencement of the examination or during the examination.
2. Candidate himself/herself suffers from a disease relating to cancer / nephrological / urological/liver/neurological/ cardiological disease and/or heart-attack and undergoes surgery within a period of 60 days preceding to the commencement of the examination or during the examination.

PROVISO: Provided that the benefit under this clause may be extended to the patient suffering from chickenpox, swain-flu and infectious diseases of similar nature and underwent treatment in isolation ward/care.

Candidate himself/herself suffers from paralytical attack within a period of two-month preceeding to the commencement of the examination or during the examination and he is unable to write.

Candidate himself/herself meets with serious accident in person within a period of 45 days preceding to the date of the commencement of the examination or during the examination and result of the injury suffered; he/she is unable to appear in the examination.

candidate could not appear in the examination last conducted during the period prescribed (extended period) to clear backlog paper due to the act of nature, act of God,



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emergency proclaimed by the Government and result of it, examination(s) has/have been cancelled or postponed by the declaration made by the Union Government, State Government, local administration or the University administration and the said examination has not been re-conducted during the extended period.

Note:

1. Candidate will be provided only one attempt to pass the said examination in the additional period of one year after the cessation of the extended period.
2. Candidate for the purpose to seek benefit of one additional year shall be required to submit the certificates of death, disease, operation, accident and the inability to appear in the examination alongwith the copies of the medical reports, radiological reports, reports of all the tests/investigations, prescriptions, medical bills certified by the expert Medical Officers, who treated the patient. Such documents have to be counter-signed by a person not below the rank of Medical Superintendent/Chief Medical Officer/District Medical Officer/Civil Surgeon or Medical Jurist. In case of death certificate, it has to be issued by the competent authority of the local body concerned.
3. When the examination has been cancelled or postponed by the declaration/notification/proclamation of the competent authority, the copy thereof has to be submitted with the attestation of the same by the Gazeted Officer.
4. When a candidate could not appear in the examination for the reason or reasons mentioned ahead, he/she will be required to submit the copy of the 'time-table' of the examinations conducted, suspended or cancelled.
5. When a candidate intends to seek benefit on the grounds mentioned ahead, he/she will be required to apply for the purpose to the university forwarded by the Head/Principal/Director before the expiry of the extended period of two years. He will be entitled for admission/submit 'examination form' only after getting the permission from the University that the university has extended the additional period of one year after the expiry of the extended period of two years.

BL.26-C: Notwithstanding anything in this chapter when a student is/ has been admitted for any degree programme academic programme under the Regulations enacted to implement NEP-2020 or any other Regulations adopted and notified time to time, such student shall be subject to the provisions of the respective Regulations for the purpose to avail maximum time to pass the respective degree programme.




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Chapter-3

Enrolment and Migration of Students

Enrolment

- BL.27.** No person shall be admitted as a student of the University to any examination of this University unless, he/she has been enrolled and has obtained provisional/final eligibility certificate after submitting Migration Certificate.
- BL.28.** The enrolment fee shall be notified by the university time-to-time and shall be paid only once irrespective of the number of times the candidate appears at examinations of the University. The enrolment form along with the prescribed fee must be deposited in the time given by the university. However, when a candidate fails to deposit the said enrolment form along with the fee prescribed for the purpose he will be required to submit the enrolment form with late fee as notified by the University in addition to the prescribed enrolment fee.
- BL. 29.** The Deans of all Faculties shall forward the list of candidates for enrolment with required particulars, not later than the first September every year to the Registrar, the name of every student admitted or re-admitted to the course.
- BL.30.** Students enrolled after the date fixed under the rules, on account of late submission of the application, or the fee, or both or for want of migration or qualifying certificate shall be required to pay a late fee as notified by the university time-to-time.
- BL.31.** The Registrar shall maintain a register/record of all the students enrolled. This register/record must consist of the information regarding the admission, re-admission, appearing in examination, transfer, success or failure at the examination and the particulars relating to migration certificate received from the preceding institution and/or the migration certificate issued by this University to join other.
- BL.32.** After enrolment is made, every student shall be given an enrolment certificate by the Registrar. This certificate must consist of the enrolment number and the name of the student whose name has been entered in the register. The said number shall be quoted by the student in all the communications with the University and subsequent applications for admission to any examination of the University. The identity card of a student must bear with it, the enrolment number of the student.
- BL.33.** Any enrolled student may at any time, obtain a certified copy of the "entries" relating to him in the enrolment register/record on payment to the Registrar the prescribed fee as may be notified by the university time-to-time.
- BL.34.** A duplicate copy of the enrolment certificate if the original is lost, may be obtained on payment of prescribed fee as may be notified by the university time-to-time.

Migration Certificate

- BL.35.** A migration certificate may be issued to a student on his/her submitting an application, through the forwarding officer concerned, together with the prescribed fee as may be notified by the university time-to-time.
- BL.36.** In case of a student, who takes a migration certificate to join another University, his/her membership/enrolment of the University shall lapse until such time as he/she may subsequently return, with a migration certificate from the other University to take some further examination of this University. No new enrolment in such case shall, however, be necessary.
- BL.37.** A duplicate copy of the migration certificate when the original one is lost, may be issued to a candidate on payment of the prescribed fee of as may be notified by the university time-to-time along with the affidavit.



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Chapter-4

FEE STRUCTURE AND FREESHIP

Fee Structure: Proposed Heads

BL.38.(1)The University may with the approval of the Board of Management decide the fee under the following heads or additional heads as determined time-to-time by appropriate notification.

(2) Candidates shall be charged the fee for pursuing the studies in the University.

Fee Heads: (Faculty of Arts, Education and Social Sciences, Science, Commerce and Law)

- 1 (i) Admission fees
- (ii) Identity Card (to be issued every year)
(Photo to be given by the candidates)
- (iii) Syllabus, Calendar Charges
- 2 Terminal/Periodical test fees
- 3 Caution money (General-refundable)
- 4 Sports/Games fees
- 5 Reading room fees
- 6 Common room fees
- 7 Library fees
- A. Caution money fees for Library
- 8 Students aid fund fees
- 9 Bus (Transportation) fees (when provided)
- 10 Character certificate
- 11 Transfer Certificate fees
- 12 Laboratory fees
- 13 Laboratory fees for under-graduate classes in Science and Psychology
- 14 Laboratory Caution money
- (i) For M.Sc. (refundable)
- (ii) For B.Sc. (refundable)
- (iii) Any other Academic Programme where a student is required to use Laboratory.
- 15 Laboratory caution money for Ph.D., D.Sc. and D.Litt. (refundable)
- 16 'Late fees' for submitting application (s)
- 16 Fine for not depositing fee in time (per day)
- 17 Fine/Penalty/Reimburshment.
- 19 **Tuition Fee: Proposed Heads and classification thereunder:**

1. The University will decide tuition fees for all the academic programmes conducted by the University.
2. Candidates shall be required to pay tuition fees determined by the University from time to time on the basis of the income of the either parent/parents.
3. The University will decide a normal tuition fee for different academic programmes and all the candidates whose parent/parents do not pay income tax shall be required to pay the normal tuition fee.
4. When the either parent pays income tax then the candidate concerned shall be required to pay the fee calculated and determined by the University from time-to-time on the basis of the rate of income tax for the different payable income slabs as provided under the Income Tax Act.

Explanation 1: A candidate shall be required to pay the additional tuition fee in addition to the normal tuition fee based on the rate of percentage on which the income tax is payable by his/her parents.

Explanation 2: The formula of additional tuition fee will be determined as per the norms mentioned here under:




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- a. When his/her parent/parents fall(s) in the slab of 10 percent payable income tax, he/she shall be required to pay 10 percent additional tuition fee than to the normal fee on the tax payable income.
 - b. When his/her parent/parents fall(s) in the slab of 15 percent payable income tax, he/she shall be required to pay 15 percent additional tuition fee than to the normal fee on the tax payable income.
 - c. When his/her parent/parents fall(s) in the slab of 20 percent payable income tax, he/she shall be required to pay 20 percent additional tuition fee than to the normal fee on the tax payable income.
 - d. When his/her parent/parents fall(s) in the slab of 30 percent payable income tax, he/she shall be required to pay 30 percent additional tuition fee than to the normal fee on the tax payable income.
- 20 Registration/Enrolment fee for M.Phil., Ph.D., D.Sc. D.Litt., LL.D. candidates
- 21 Student welfare fee
- 22 **Hostel charges:** Heads:
- (i) Admission fee (annual) to be charged from new comers and those taking admission in hostels
 - (ii) Common room fee (annual) to be charged from all hostellers
 - (iii) Utensil fee (annual) to be charged from all hostellers
 - (iv) Caution money (refundable when the hosteller leaves the hostel)
 - (v) Electric charges on prorata basis
 - (vi) Water charges
 - (vii) Fan/Cooler charges on prorata basis
 - (viii) Room rent per month
 - a. Single seated Room
 - b. Double seated Room
 - c. Triple seated or more Room
 - (ix) Mess charges on the basis of the actual expenditure.
 - (x) Mess security fee from each hosteller
 - (xi) Hostel improvement fee per annum from each hosteller (the payment shall be optional)
 - (xii) Furniture fee per annum from each hosteller
 - (xiii) Gym fee

Fee

BL.39. Examination Fee: The University shall decide the examination fee for different examinations and it will be notified by the University by appropriate notification or notifications. There may be the under mentioned examinations proposed to be conducted by the University. The university may include other examinations in the list of examinations.

The University shall notify the Examination fee for different examinations including the assessment time to time by appropriate notifications.

Other Fees

- 1 Permission fee as an ex-student at an examination in addition to the prescribed fee
- 2 Permission fee as a Physically Challenged candidate, in addition to the prescribed fee
- 3 Permission fee as a Physically Challenged candidate, in addition to the prescribed fee in case the candidate requires a writer
- 4 Fee for effecting corrections in the spellings of names/surnames in the degrees/diplomas/certificates already issued to the candidates on the basis of entries written by them in their application forms (per correction)
- 5 Note: No examination fee will be charged from the examinees who are blind.
- 6 Fee for blank application form for admission to an examination of the University.
(In case the form is desired by post to cover registration charges)
- 7 Any other fee as approved by the Board of Management and notified by the University.



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Chapter- 5

EXAMINATION AND ATTENDANCE TO KEEP ACADEMIC TERM AND APPEARANCE IN EXAMINATION

General

- BL.40.** The University shall hold examinations for awarding degrees, diplomas or certificates in such branches of knowledge as the University may determine from time to time.
- BL.41.** The examination shall be held on such dates and at such time as the University may prescribe.
- BL.42.** The Vice-Chancellor shall have the sole charge of all the University Examinations. He shall either cause to conduct all examinations under his supervision or may delegate the power either generally or specifically to such officers/teachers of the University as he may deem proper.
- BL.43.** The tests at the examinations may be written or oral or partly written and partly oral, as prescribed in the schemes of examinations including the assessment of Comprehensive Continuous Assessments from time to time. Oral and practical tests shall be conducted by the examiners appointed by the University from time to time in the manner and at such time as may be laid down.
- BL. 44.** A candidate, who has pursued a regular course of study for one academic year /or any semester and has satisfied other required conditions in that behalf may be eligible to appear at the examination.

BL.45. (Attendance)

- (1) Subject to the otherwise requirement under the specific provisions for all regular candidates in the faculties of Arts, Education, Humanities and Social Sciences, Law and Commerce, the minimum attendance requirement shall be that a candidate should have attended atleast 75% of the lectures delivered and the tutorials held taken together as well as 75% of the practicals and sessionals from the date of her/his admission or as notified in the scheme of study and examination in the academic programme concerned.

PROVISO: Provided that the duration considered for the purpose to ascertain the minimum attendance from the date of his admission in the given examination should not be less than the minimum attendance/days required for teaching in the academic programme concerned.

- (2) **Condonation of shortage of attendance:**

The shortage of attendance up to the limit specified below may be condoned on valid reasons-

- (i.) Up to 6% in each subject/course plus 5 attendances in all in aggregate of the subject/papers/course may be condoned by the Vice-Chancellor on the recommendation of the Dean/Director/Principal for under-graduate students and on the recommendation of the Head of the Department for the postgraduate classes or Dean in case of Under Graduate programme.
- (ii.) The N.C.C. /N.S.S. Cadets sent out to parades and camps and such students, who are deputed by the University to take part in games, athletic or cultural activities may, for purposes of attendance, be treated as present for the days of their absence in connection with the aforesaid activities and that period shall be added to their subject-wise attendance.



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- Note:**
1. The attendance for the students passed supplementary examination, will be counted from the date of admission.
 2. The requirement of the attendance will be mandatory even for the students pursuing their academic programmes with semester systems. Their attendance will be calculated on the basis of each semester.

However, in case of practical, where examination is not held at the end of the first semester at the end of the second semester attendance will be counted at the end of the second semester considering attendance put in both the semesters (i.e. first and second) taken together.

BL.46. The shortage in attendance upto the limits specified below may be condoned.

- i) upto 3% of the total number of (a) lectures delivered and tutorials held (taken together) and (b) practical or practicals and sessionals course/subject-wise condonable by the Dean/Director/Principal at his discretion.
- ii) Upto 6% including (i) mentioned above, with the ratification by the Board of Management on the recommendation of Dean/Director/Principal.
- iii) Upto further 5 attendances (in all subjects (Courses) /papers/practicals, practicals and sessionals taken together) by the Vice-Chancellor, in special cases on the recommendation of the Dean/Director/Principal.

Note:

1. Condonation can be granted only in cases of bonafide illness supported by a medical certificate or certified by the Dean/Director/Principal from his personal knowledge or any other reason deemed sufficient by the Dean/ Director/Principal/Board of Management or the Vice-Chancellor. In such case, the student concerned shall be required to submit Medical Prescription, Investigation Reports, Surgery Details if any, Doctors report, Certificate of illness and fitness signed by Authorised Doctor and Counter Signed by the Medical Superintendent/Medical Jurist/Civil Surgeon/Principal-Govt. Medical College. Such signing authority must be an employee of a Govt. Hospital or the hospital attached with Government Medical College.
2. The N.C.C./N.S.S./ ROVER RANGE cadets sent out to parades and camps and such students deputed by the University to take part in games, athletic or other cultural activities may, for purposes of attendance, be treated as present for the days of their absence in connection with the aforesaid activities and that period shall be added to their total attendance subject to a maximum of 20 days.
3. Advantage of the fraction while calculating the attendance shall be given to the candidate. 'Dean' means the Dean of the Faculty concerned, 'Director' means Director of University Centre/Institute of Studies and 'Principal' means the Principal of the constituent College of the University or any other college maintained or admitted to the privileges of the University.

BL.47. No student shall be allowed to appear at the examination unless he/she has fulfilled the minimum attendances at lectures, practicals, tutorials etc.

BL.48. When a candidate for any examination fails to put the required attendance in a subject, his/her name shall be reported by the Dean/Director/ Principal in detail has to reach the Registrar three weeks before the due date for the commencement of an examination or immediately after the regular classes have been disbanded whichever is later.



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BL.49-A. A regular candidate preparing for any examination of the University shall submit an application in the prescribed form to seek permission to appear for an examination. He shall furnish with his application:

- (i) a certificate from the Dean/Director/Principal to the effect that he/she has fulfilled the conditions laid down by the University and is of good character.
- (ii) a receipt from the accounts office of the University to the effect that the examination fee prescribed for that examination together with a marksheet fees prescribed by the university has been deposited.
- (iii) A candidate, who has appeared in a final year/semester of any examination, shall be required to pay prescribed fee for degree, diploma or a certificate and he will be eligible after passing the said examination.

PROVISO: Provided that when a candidate could not pass the final examination for the reason whatsoever, the degree, diploma or certificate fee deposited by him shall not be carried forward to next years.

BL. 49-B. A candidate, who has once submitted his/her application form for an examination along with the requisite fee, shall not be permitted to withdraw the application form on his/her own accord and claim refund of the examination fee.

BL.50.When a candidate is found eligible to appear, the Registrar shall issue him/her an admission card permitting him to appear at the examination either in form of a hard copy or make it available it on the website of the university.

BL.51. A candidate may not be admitted to the examination hall unless he produces his admission card for that examination.

BL.52. In case the admission card is lost or destroyed the candidate may obtain a duplicate card from the office of the Registrar or Principal/Director/Head or Superintendent of Examination Centre authorized for the purpose to issue it on behalf of the Registrar on payment of the fee as notified by the university.

BL.53. Ordinarily no candidate shall be admitted to the examination hall after fifteen minutes from the commencement of the examination.

BL.54. Candidates, who are suffering from infectious diseases, shall not be permitted to appear at the examination.

BL. 55. Subject to the provisions of the UGC Guidelines as adopted by this university, no candidate shall be allowed to appear for more than one degree or postgraduate examination at a time, diploma courses or proficiency course conducted by the University in any subject. However, the candidate may be allowed to study academic programme/appear in examination more than one, only when it is permitted by and is in accordance with the guideline issued by the U.C.

BL. 56. Unless otherwise provided, Candidates desirous of appearing at two examinations of the University, i. e. at one full examination of the University as well as in additional optional subject of another University will not be permitted to appear at both the examinations simultaneously subject to the guidelines of the UGC.




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BL.57. A candidate who is, due to the sickness or other cause, is unable to present himself for any examination, shall not receive a refund of the fee; provided that the Vice-Chancellor may, for sufficient cause, permit the candidate to present himself/herself for the next examination without the payment of further fee. In such cases the candidate should make an application to the Registrar so as to reach him/her not earlier than the commencement of the examination and not later than a month after the date of the commencement of the examination, at which the candidate was to appear, requesting to withhold the fee for the next examination. In all cases of sickness, a medical certificate from qualified medical practitioner shall be attached with the application.

PROVISO: Provided further that a candidate who has already appeared at the practical (s), only three-fourth of the examination fee shall be carried over.

Note: The examination fee once carried over shall not be carried over for the second time/succeeding examinations.

BL.58. Candidate, whose examination fee has been carried over for the next examination (excluding late fee, application fee), must attach to their application the original letter of authority granted to them by the University and remit the balance of fee, if any, to meet the difference of the fees prescribed under the rules.

BL.59. The examination fee of a candidate, who dies before he finishes his part of the examination, or of a candidate who is debarred from appearing at the examination, shall be refunded.

BL.60. Permission to appear at a University examination may be withdrawn for misconduct which, in the opinion of the Board of Management, justifies the candidate's exclusion.

BL.61. Candidates in the examination hall shall be under the disciplinary control of the Superintendent of the centre and he/she shall obey his instructions. In the event of a candidate's disobeying the instructions of the Superintendent or his/her insolent behaviour towards the Superintendent or any of the Invigilators, the candidate may be excluded from the day's examination and if he/she persists in misbehaviour he/she may be excluded from the rest of the examination by the Superintendent of the centre.

PROVISO: Provided that in all such cases a full report of each case shall be sent to the University and the Board of Management may, according to the gravity of the offence, further punish a candidate by cancelling his/her examination or debarring him/her for one year or more.

BL.62. When a candidate is found guilty of using or attempting to use unfair-means at an examination, or a report is made as to any candidate or candidates having copied either from some books or notes or from the answers of another candidate or by the use of modern technical device or in any other manner, the examination of such candidate or candidates may be cancelled and the candidate/ candidates may further be debarred by the Board of Management on the recommendation of the 'University Unfair Means in Examination Committee' from appearing at the examination of the University for one or more years according to the nature of the offence of the candidate.

PROVISO: Provided that when the University intends to award any of the penalties, it shall give an opportunity to the candidate concerned to show cause in writing, within a week from the date on which the letter is served on him/her as to why the proposed penalty may not be




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imposed on him/her, and shall consider the explanation, if any, filed within the specified time before awarding the penalty.

BL.63. The Board of Management may cancel the examination of a candidate and/or debar him/her from appearing at an examination of the University for one or more years, or withdraw the degree if it is discovered any time afterwards that the candidate was in any manner guilty of misconduct including misrepresentation of facts in connection with his/her examination and/or was instrumental in the tempering of University records including the answer books, mark sheets, result charts, diplomas and the like. Canvassing to the examiner by the candidate or by any other person in his/her behalf shall render the candidate liable to be debarred or disqualified from appearing at the examination or to such other punishments as may be decided by the Board of Management on the recommendation of the University Unfair Means in Examination Committee.

PROVISO: Provided that no such action will be taken until the candidate has been given a reasonable opportunity of showing cause against the action proposed to be taken against him.

BL.64. The Registrar may withdraw the permission granted by some accidental mistake or omission to a candidate who was not eligible to appear at any University examination even though an admission card has been issued and produced by him/ her before the Superintendent of the examination centre or he/she may have appeared in one or more papers at the examination.

BL. 65. The Registrar may withhold the result of any candidate who, by any act of commission or omission might be found to be guilty of either contravening the provisions of Rules, the Bye Laws or the Regulations or of non-compliance thereof or for any other cause which, in the opinion of the Registrar, might warrant such an action.

BL. 66. Paper (Course)/Subject-wise marks to candidates, who appear in post-graduate and Law examinations to candidates appearing in undergraduate examinations, shall be supplied by the University after the publication of the results, through the Head/Dean/Director/Principal in case of regular candidates.

BL. 67. The marksheet fee shall not be refunded except when a candidate dies before he/she finishes his/her part of the examination or is not permitted by the University to appear at the examination. In the case of a candidate, whose examination fee is withheld, the fee for the supply of marks shall also be taken to have been automatically withheld for the examination in the ensuing year.

- i. When a candidate has some reasons to doubt that marks obtained by him/her are not what he might have expected, he/she may make a request to the Registrar for scrutiny (re-calculation) of marks of his answer books. The application for scrutiny should reach the office of the Registrar not later than one month from the date of declaration of the results accompanied by the fee prescribed for each paper (course in case of semester system) or as notified by the university.

When a candidate is not satisfied with the marks awarded to him in any paper (course in case of semester system), he can request to Registrar of the University for re-evaluation of his paper/course in prescribed proforma not later than one month from the date of declaration of the results accompanied by the fee prescribed for each paper (course in case of semester system) or as notified by the university.

However, no candidate shall be allowed to apply for re-evaluation of his answer-books in more than two papers/course in case of the annual/semester system.



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PROVISO: Provided further that the university shall have no right to re-check answer-book of any student or group of students by way of evaluation except on the application for re-evaluationis submitted by the candidate concerned.

BL. 68. The candidate shall not be entitled to a refund of scrutiny fee unless his/her result is affected by the scrutiny. The result of the scrutiny shall be communicated to the candidate and the name of those candidates whose results are affected shall be published in a supplementary list.

BL. 69. A candidate, who has been declared successful at a University examination, may after the declaration of his/her result and before the award of the degree or diploma at next convocation, apply to the Registrar, after payment of prescribed fee, for the issue of a provisional certificate.

BL. 69-A. A candidate, who wants a change to be made in his/her name/surname in the records of the University, should, first of all, get the desired change made in the certificate/diploma by the authority concerned which issued the said certificate/diploma to him. On receipt of such a changed certificate diploma from the candidate, a corresponding change in the name/surname of the candidate may be made in the University records without charging any fee for the same.

The request for the purpose should come through the forwarding officer concerned with his/her recommendations.

BL. 69-B. In case the desired change in the name/surname is not made in the certificate/diploma already issued to the candidate by the authority concerned of the last examining Body due to the case being time barred, the request of the candidate in the matter may be considered if he/she, first of all, gets the desired change in his/her name/surname notified in the Rajasthan Gazette (Rajasthan Rajpatra), submits an application for the purpose to the and Registrar, through the forwarding officer concerned, duly recommended by him/her, along with a copy of issue of the Gazette in which the desired change in his/her name/surname has been published accompanied with the prescribed fee as revised by a notification issued by the university as also the letter from the authority concerned of the last examining Body to the effect that the desired change could not be made in the certificate /diploma already issued by them to the candidate as the request of the candidate was time barred.

BL. 69-C. In the case of a woman candidate, the request for a change in her name/surname (after her marriage or adoption by another family) may he considered, without payment of any fee, if the request for the purpose is sent to the Registrar, accompanied with an affidavit or other documentary evidence regarding her marriage or adoption by another family through the forwarding officer concerned duly, forwarded and recommended by him/her.

BL. 69-D. No change in the name/surname is to be allowed to be incorporated in the certificate/ diploma already issued by the University. However, in very exceptional cases, a candidate may be allowed to change his/her name/surname only for the future examinations of the University, provided the desired change is duly notified in the Rajasthan Rajpatra and a copy of the same, duly forwarded and recommended by the forwarding officer is sent to the Registrar, along with a fee prescribed by a notification issued by the university.

BL. 70. A candidate who has passed the examination of the University as a regular student may subject to the rules, present himself /herself for examination in any subsequent year in one or more optional subjects/course of that examination in which he/she has not previously passed.




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Provided that if he/she wishes to appear in subjects/courses which involve practical work, he/she shall produce satisfactory evidence that he/she has completed the practical course prescribed for the subject(s). Such a candidate shall, if successful, be given a certificate certifying the additional subject(s) in which he/she has passed. No division shall be awarded to such candidates.

The candidates seeking permission to take the examination of this University in the additional optional subject/course at the first degree stage will be required to fill in three separate application forms for each year (i.e. one each for First, Second, Third and Fourth Year examinations) simultaneously in the same year for the examination in the subject concerned, and that if they fail in one of the three/four examinations as the case may be, they will be declared to have failed in the subject concerned be given a certificate certifying in which additional subject(s) he/she has passed. No division shall be awarded to such candidates.

BL.70-A. Scheme of Examinations: Empowering Clause

The University will print separately the Scheme of Examinations for different academic course proposed to be conducted by the University in form of a Manual of Syllabus of the Academic Programme concerned.

EXPLANATION: Notwithstanding any thing in this chapter the University shall have power to notify the enact new provisions / new scheme on EXAMINATION AND ATTENDANCE TO KEEP ACADEMIC TERM AND APPEARANCE IN EXAMINATION suo moto or on the directions of the UGC/ any other regulatory agency having competent jurisdiction or in pursuance of the guidelines of the New Education Policy-2020. The provisions of the present chapter inconsistent / in contradiction to the said new policy shall be void to the extent of such inconsistency or contradiction.




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Chapter- 6

NON-REGULAR STUDENTS: EX-STUDENTS

BL. 71. Subject to the provisions the examinations Scheme or the scheme notified in future, Ex-students shall be eligible to appear at the examination without keeping terms for subsequent year.

An ex-student is one:

- (a.) who has appeared at the examination as a regular student and failed; or
- (b.) Who has satisfied all the requirements of the prescribed course of study, including necessary minimum attendance, but does not appear at the examination on account of illness or some other bonafide reason to be determined by the Registrar.

BL.72. Ex-student of all the undergraduate and postgraduate previous examinations will be allowed to appear in his respective subjects/papers/courses at the examination of the succeeding year according to the scheme and syllabus prescribed for regular students of the University department/college/institution/unit for the session concerned unless otherwise provided in the Bye Laws/Rules framed by the University from time to time;

PROVISO: Provided further that ex-student of the final classes may be allowed to appear in the respective subjects/ papers/courses at the examination of the succeeding year only according to the scheme and syllabus in which they had appeared and failed.

Explanatory Note: When he fails twice in the final examination and the syllabus is changed, he will not be provided an option to appear with the old syllabus. However, he may be provided the option to appear as ex-student as per the changed syllabus prescribed for the examination subject to the equivalence of papers/courses as notified equal by the 'Equivalence Committee' of the University with the old syllabus.

BL.72-A. When the new course is not found equal by the Equivalence Committee, the candidate shall be required to seek new admission in the same course if he intends to do so subject to the fresh application as new candidate.

BL.73. Subject to the Bye Laws, the change of one of the optional/compulsory subjects/papers/courses may be allowed for which a written request duly recommended by the forwarding officer, shall be made by the candidate explaining the circumstances for applying for change. Such a request must be submitted along with the application form for appearing at the examination.

Note: No change in the optional subjects shall be allowed at the stages of Second Year T.D.C. and the Final Year T.D.C. However, in the case of the candidates joining the Second Year T.D.C. directly in this University may be allowed to be covered under the Bye Law only for II T. D. C. Examination in all the faculties.

BL.74. Students of T.D.C., who have failed in theory and passed in practical, may be exempted from appearing at the practicals again and be allowed to appear only in theory. Such candidates may, however, have an option to appear for the practical also. The option once exercised shall be irrevocable.

BL.75. A candidate, who is eligible to appear as ex-student, shall forfeit the right to appear without attending regular course of study in case he rejoins as a regular candidate.

BL.76. An ex-student shall submit through the Dean of the Faculty an application in the prescribed form so as to reach the Registrar not later than 1st October preceding the examination for appearing at next examination. However, an application form of an ex-student may be entertained with late fee also as given below:—

- (a) Upto 1st November with late fee as notified by the university.




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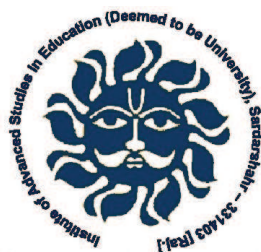
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(b) Upto 15th November with double amount of examination fee as notified by the university.

BL. 77. The application form of the ex-student shall be accompanied by:

- (1) an application fee as notified by the university, marksheet fee as notified by the university and the fee prescribed for the examination;
- (2) a certificate that he had failed at the examination in a previous year or that he had satisfied all the requirements of a prescribed course of study including the necessary minimum attendance and did not appear at the examination for some good reasons.

BL.78. Every ex-student appearing at the examination shall affix to his application form for permission to appear at the examination a miniature size (bust) of his recent photograph signed by the candidate and duly attested by the Dean/Director/Principal of Institution concerned or the Head concerned in case of the University Post Graduate Department.




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Chapter- 7

SUPPLEMENTARY EXAMINATION

BL.79. Supplementary examinations shall not be conducted for the students of academic programmes having provisions for Semester System and provisions for elevation to the next semester class even if one fails in any course or number of courses permissible for the purpose of elevation to next semester.

BL.80. There will be a supplementary examination every year in the month of July/August generally or on such other dates as may be notified by the University in this behalf for those pursuing annual system of examinations having provisions for Supplementary Examinations.

BL.81. Following categories of candidates shall be eligible to appear at the supplementary examinations

- (i) In the faculties of Arts, Social Sciences, Science and Commerce, the candidates who have appeared at Final Year T. D. C. and have failed/have been absent in one paper/subject shall be eligible for supplementary examination in the subject in which they have failed.

PROVISO: Provided that the University may allow Supplementary examination for different academic programmes subject to the provisions of the Syllabus and Scheme of Examinations.

- (ii) The success at the supplementary examination shall be determined as per rules given below :
- (a) Where a candidate is eligible for supplementary examination in one paper/subject, he must obtain at least 36 per cent in that paper and his aggregate of the marks obtained in the remaining papers at the annual examination along with the marks obtained at the supplementary examination in such paper must be 36% or more.
- (b) Where a candidate is eligible for supplementary in two papers of the same subject, he must obtain at least 36% in each paper and his aggregate of the marks obtained at the annual examination in the remaining papers (i.e. excluding the papers in which he has been put in supplementary) and such marks obtained at the supplementary examination must be 36% or more.
- (c) When a candidate has passed supplementary examination with 36% marks or more then while preparing the results only 36% marks will be counted/considered in the respective subject.
- (d) The University may subject to the provisions provide different marks to pass individual paper/ practical and aggregate marks for different academic programmes subject to the Scheme of Examination.
- (e) No candidate shall be awarded Proficiency/ Distinction in any subject/paper or placed in the merit list of the concerned examination, when he passes the relevant part in the supplementary examination even though he may secure 75% or more marks in the annual examination or at the supplementary examination of the Part in any paper/subject so offered.

BL.82. Candidates, who fail in practical in the supplementary examination will join as ex-student in the class in which they have failed.

BL.83. Candidates, who have passed in all practicals and who have failed in the written papers only shall be permitted to appear as ex-student at the next examination without putting in terms at College/institution/unit. Such candidates who appear and pass in all written papers at the next examination will be awarded a class according to relevant Bye Law. The marks obtained by them in sessionals and practicals in the previous examination will be taken into consideration.

BL.84. All the candidates, who are eligible to appear in the supplementary examination in Final Year T.D.C. in the Faculties of Arts, Social Sciences, Science and Commerce, shall be declared to have passed the examination if they obtain the minimum pass marks as prescribed for the original examination in the paper/subject/course in which they appear at the supplementary examination.




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- BL.85.** Candidates, who desire to take the supplementary examination may provisionally be permitted, at their own risk, to join the next higher class in the respective Faculties of the University and their attendance shall be counted in case they are successful at the supplementary examination.
- BL.86.** The attendance of candidates, who join the next higher class on the declaration of the result of the supplementary examination and of those who, having failed at the supplementary examination, rejoin a Faculty, may be calculated from the date of admission but not later than a week after the declaration of the supplementary examination result.
- BL.87.** Candidates, who absent themselves in one of the papers/subjects/courses but obtain at least 36% marks in the aggregate of the remaining subjects i.e., the ones in which they have passed will also be eligible to appear at Supplementary Examination of the same year, in the subject in which they were absent.
- BL.88.** A candidate, who desires to enter for an Examination under the above rules, must submit his application to the Registrar in the prescribed form, through the Dean/Director/Principal/Head who had forwarded his application for appearing at the main examination, so as to reach him not later than the date prescribed for the purpose.
- BL.89.** All candidates shall affix to their application forms, a miniature size (bust) of their photograph duly attested by the forwarding officer. The candidates are also required to put their names on the photographs so pasted.
- BL. 90.** The foregoing provisions shall not be applicable to the Faculty of Law and Courses in Education.
- BL. 91-A** (i) The duration of written papers for each examination shall be of three hours. However, the following categories of examinees taking any examination shall be given extra time as noted against each:
- (a) Albino— extra half an hour.
 - (b) Blind – extra one hour.
- BL.92- A.** For a pass at the M. A./M.Com./ M. Sc. (Final) Examinations, a candidate is required to secure at least 25 per cent marks in each paper and 36% marks in the aggregate, of the subjects or papers concerned at each of the examinations separately, including viva-voce.
- BL. 92-B**
- (a) In each paper 25%
 - (b) In the aggregate 36%
 - (c) Candidates scoring marks over 36% but less than 48% may be given Pass Class.
 - (d) Candidates scoring marks over 48% but less than 60% shall be declared Passed with Second Division/class.
 - (f) Candidates scoring 60% or more may be declared Passed with First Division/class.
 - (g) Candidates scoring 75% or more shall be declared Passed First class with distinction.



[Handwritten Signature]
Registrar

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PART-II

RESEARCH STUDY: M.Phil./Ph.D./D.Litt./D.Sc./LL.D.

Chapter-8

M.Phil. and Ph.D. BYE LAWS

BL.93-A. SHORT TITLE, APPLICATION AND COMMENCEMENT: This Bye Law shall be called by name "IASE Deemed to be University, Sardarshahr M. Phil. /Ph.D. Bye Law, 2022".

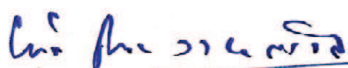
BL.93-B. This Bye Law shall apply to the M.Phil./Ph.D. studies conducted in different disciplines in the University Post Graduate Departments, Constituent Colleges if permitted by the UGC, Recognized Institutes, Units or Centres established and/or maintained by IASE Deemed to be University, Sardarshahr for the purpose of the Ph.D. / M. Phil studies and permitted by the UGC.

BL. 94. DEFINITIONS:

- (i.) '**Regulations**' means the IASE Deemed to be University, Sardarshahr Regulations.
- (ii.) '**Candidate**' for M.Phil./Ph.D. study' means a candidate, who has obtained Master's Degree in any recognized discipline and has submitted his candidature for the purpose to enroll and pursue Ph.D. / M. Phil study.
- (iii.) "Constituent Institution" means unit(s) of the Institution existing on the date of submission of proposal to be declared as an Institution Deemed to be University as define in Section 2.5 of the UGC Regulations, 2019 .
- (iv.) "Constituent Unit" means unit(s) of the Institution existing on the date of submission of proposal to be declared as an Institution Deemed to be University as define in Section 2.6 of the UGC Regulations, 2019.
- (v.) "De-novo Institution" means an institution with the focus on teaching and research in unique and 'emerging areas of knowledge' so determined by the Commission after a due process, as define in Section 2.7 of the UGC Regulations, 2019.
- (vi.) '**Blood Relation**' means a relation, which relates the Supervisor and the Research Scholar by any relations mentioned hereunder:
 - a. Father and Son/Daughter to the extent of three degrees.
 - b. Mother and Son/Daughter to the extent of three degrees.
 - c. Father-In-Law and Son-In-Law/Daughter-In-Law to the extent of three degrees.
 - d. Mother-In-Law and Son-In-Law/Daughter-In-Law to the extent of three degrees.
 - e. Husband and wife which also includes divorcee spouse.
 - f. Two Brothers.
 - g. Two Sisters.
 - h. Brothers and Sisters.
 - i. Children of two brothers.
 - j. Children of two sisters.
 - k. Children of brothers and sisters.

Explanation: Relations falling between clause (f) and (k) includes the full blood relation, half blood relation, uterine blood relations from both, the maternal and paternal sides, step relations and cousin relations.





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- m. Any other relation, which is adequate in ordinary course of nature to bring or produce undue influence between the Principal Supervisor/Supervisor and the Research Scholar.
- (vii.) **'Course Work'** means the course or study programme conducted by the university or any other department on behalf of the university or a college/unit or institution constituent to the university (in case, when there is no department existing in the respective subject) after the enrollment of the candidate for Ph.D. to teach and guide the basics of relevant subject and specialization required for the purpose to conduct research.
- (viii.) **"Director Research"** means an officer appointed by the University to regulate, control and coordinate all the functions concerned with the research subject to the provisions of the Rules of this university.
- (ix.) **"Direct Contact"** means a live contact between Research Supervisor and Research Scholar for the purpose of supervision, monitoring and guidance concerned with the M.Phil./Ph.D. study.
- (x.) **"Enrolment"** means an enrollment of Research Scholar for the purpose of conducting research study for the M.Phil./Ph.D. degree programme after fulfillment of relevant statutory requisites.
- (xi.) (a) **"Interdisciplinary"** means involving and combining of two or more academic fields into one single discipline. An interdisciplinary field crosses traditional boundary between academic disciplines or schools of thought, as new needs and professions have emerged.
- (b) **"Multidisciplinary"** refers to an approach to solve problem by drawing approximately from multiple disciplines to redefine problems outside traditional boundaries and reach solutions based on a new understanding of complex situations.
- (xii.) **"Bye Law"** means the Bye Law of the University.
- (xiii.) **"Ph.D. Degree"** means the degree of 'The Doctor of Philosophy' in any discipline as provided under the Rules of IASE (Deemed to be University), Sardarshahr.
- (xiv.) **"M. Phil Degree"** means the degree of 'The Master of Philosophy' in any discipline as provided under the Rules of IASE (Deemed to be University), Sardarshahr.
- (xv.) **"Principal Supervisor"** means a M.Phil./Ph.D. Supervisor, who supervises or guides M.Phil./Ph.D. scholar along with any other Co-Supervisor. In absence of Co-Supervisor, the Research Scholar will be supervised only by one Supervisor and he will not be called a "Principal Supervisor", but he will be called "Supervisor" only.
- (xvi.) **"PET"** means Ph.D. and M. Phil. entrance test, a written eligibility test conducted to determine the eligibility of the candidate for Ph.D. and M. Phil. study.
- (xvii.) **"DRC"** means 'Departmental Research Committee' constituted for subjects as stated in UGC NET/ CSIR NET/SET examination by University P.G. Department, IASE Deemed to be University, Sardarshahr or P.G. centers or constituent college/institution/unit in case of no P.G. departments of University to conduct the interview to enroll candidates in Ph.D. / M. Phil and to carry out other matters related to research.
- (xviii.) **"Research Scholar"** means a scholar, who satisfies all the mandatory requisites for the purpose of enrolling as Ph.D. scholar in any discipline and has been enrolled as a Ph.D. scholar.



Dr. Anil Kumar
Registrar

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- (xix.) **“Rules”** means the ‘Rules’ of the University.
- (xx.) **“Teacher”** means a member of the regular faculty at the levels of Professor, or Associate Professor or Assistant Professor, and includes adjunct faculty and faculty on a long-term contract of not less than three years as defined under section 2.20 of the UGC Regulations, 2019.
- (xxi.) **“University Departments”** means the Department prescribed and created in the University.
- (xxii.) **“University Professor”** means a teacher appointed under the University Rules/By-laws and appointed as ‘Professor’ in the University Departments, in the Colleges/Institution/Unit constituent through direct recruitment or under Career Advancement Scheme or any other scheme or promotion or elevation on the post of Professor time being in force and permitted by the norms notified by the UGC.
- (xxiii.) **“University”** means ‘IASE Deemed to be University’ Sardarshahr.
- (xxiv.) **‘University Research Committee’** means a committee to conduct entrance test and other research related policies. The committee shall be chaired and constituted by the Vice-Chancellor. It shall consist of four Professors or Principal or senior academician as members subject to the condition that they must be the recognized Guide/Supervisor.
- (xxv.) **‘IASE-DU’** means IASE (Deemed to be University), Sardarshahr.

BL.95. ACADEMIC, ADMINISTRATIVE AND INFRASTRUCTURAL REQUIREMENT TO BE SATISFIED BY DEPARTMENT FOR GETTING RECOGNITION FOR OFFERING M.Phil./Ph.D. PROGRAMMES:

- 1 All the University Departments offering postgraduate courses are eligible to offer M.Phil./ Ph.D. programmes.
- 2 Post-graduate Departments of a College, Research laboratories of Government of India/State Government with at least two Ph.D. qualified teachers/scientists/other academic staff in the Department concerned along with required infrastructure, supporting administrative and research promotion facilities as prescribed under the Regulation and UGC Regulations shall be considered eligible to offer M.Phil. /Ph.D. programmes. Such institutions should additionally have the necessary recognition for joint research programme/MoU by IASE-DU under which they operate to offer M.Phil/Ph.D. programme. This facility shall be developed and permitted to ensure and developed inter disciplinary research, multi disciplinary research and research where University require additional research resources available with such institutions.

BL. 96.

- 1 The University shall not allow any student to conduct M.Phil./Ph.D. study through the mode of distance education unless the UGC expressly permits so.

It shall be mandatory for the M.Phil./Ph.D. Research Scholar to conduct the M.Phil./Ph.D. study at the Department or Institution of the University or permitted to conduct research under the MoU with the University, where he is enrolled for the purpose of conducting research study in a discipline, which requires experiments and practical.

Provided that such student with the permission of the concerned Principal Supervisor/ Co-Supervisor may conduct research in any other University or Department or Institute or College, when there is no provision for such practical and experiment in his own Institute or Department subject to the condition that the permission for the purpose has to be granted by the Vice-Chancellor for a period not exceeding one academic year.



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Provided further that the subject to the requirement of the research problem and the availability of the resources, a scholar may be allowed to conduct his research study outside the Institution of his enrolment.

- 3 It shall be mandatory for the Ph. D. Research Scholar to be in direct contact with his Supervisor at least for a period of 200 days in a year. The Research Scholar is required to submit a certificate issued by his Ph.D. Supervisor(to the said effect) to the university at the time of submission of Ph.D. thesis. Field work, literature survey, participation in seminar/workshop/school etc will also be considered as 'direct contact'.

Explanation: The research study conducted outside the department/college or an institution subject to the requirement of research shall fall within the meaning of 'direct contact' for the purpose of this Bye Law.

- 4 Candidate must have obtained at least 55% (without grace) in the concerned Master's degree for enrolment.

A relaxation of 5% of marks, (from 55% to 50% or an equivalent relaxation of grade) may be allowed for the candidates belonging to scheduled caste, scheduled tribe, other backward class (non-creamy layer), differently-abled and other categories of candidates as per the decision of UGC from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991.

The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible only when they do not include the grace marks.

- 5 The University shall conduct the PET in all the subjects being offered for the Master Degree programme by the university, subject to the availability of the Supervisor in the concerned subject and availability of the resources required for the purpose. The University shall have sole discretion in this regard.

- 6 A candidate in the Faculty of Arts, Social Science and Humanities or Science, who has taken his Master's degree in Mathematics, may be registered for Ph.D. degree, in the concerned faculty subject. However, with the approval of the DRC and Vice Chancellor, he can be guided for the purpose by the recognized Supervisor from any one of these Faculties.

- 7 A candidate in the Faculty of Arts or Commerce, who has taken his Master's degree in Economics or Statistics, may be registered for Ph.D. degree, in the concerned faculty subject. However, with the approval of the DRC and Vice chancellor, he can be guided for the purpose by the recognized Supervisor from any one of these Faculties.

- 8 A candidate, who has obtained the degree of Master of Engineering or M.Tech. with Computer Science, Information Technology, Electronics, Environment, Bioscience, Biotechnology as one of the subjects of this University or of any other University, recognized as equivalent thereto, may be allowed to be registered for the Ph.D. degree in Science Faculty in the subject/s of Computer Science/Electronics/Environment Science/Climate Change Impacts Management/Biotechnology/Life Science etc. subject to the approval from DRC and Vice chancellor.

The fellow members of the Institute of Chartered Accountants and/or Institute of Costing and Works Accounts and/or a qualified Company Secretary shall be considered eligible for registration for Ph.D. in the subject in the concerned Board of Studies in the Faculty of Commerce, provided that they possess a Bachelor's Degree of any statutory University subject to the approval from DRC and Vice Chancellor. However, such candidates shall have at least five years of professional experience.

A person having a second class Master's Degree secured prior to 19th September 1991 from any recognized university by UGC with at least 10 years teaching experience in an




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educational institution or professional experience in industry may be considered eligible for registration for Ph.D. degree subject to the approval from DRC and Vice Chancellor.

11 Multi / Intra / Inter disciplinary Research:

- i. Multi / Intra / Inter disciplinary research in science / Engineering / Medical / Peramedical / Arts / Humanities / Social Science / Education / Law / Linguistics etc. shall be encouraged.
- ii. There are many emerging areas that are multi / Intra / inter disciplinary in nature, opportunities shall be provided for research and Ph.D. studies. A candidate, applying for such emerging areas, shall specify the specific discipline in which he intends to pursue research, the subject of research being wholly or partly related to the subject of the post-graduate degree qualified by the candidate. The admission under such emerging areas shall be considered only on the basis of proven ability and aptitude of the candidate for such level of research before the DRC after fulfilling all other applicable criteria for admission subject to the approval by DRC and Vice Chancellor.
- iii. A candidate, who proposes to carry out research work in multi / intra / inter disciplinary areas shall be permitted to have a co-guide on the recommendation of the DRC. The Co-guide could be from the same or a different department / College / Center of IASE Deemed to be University, Sardarshahr or from any other recognized university / Institute in India or abroad.
- iv. When a candidate conducts Ph. D. study with an interdisciplinary or a multidisciplinary approach/ subject, he will be awarded Ph. D. degree in the subject and Faculty in which, he has his Master's degree.
- v. The Vice chancellor may approve, based on the recommendation of DRC, change to another faculty / subject other than the one in which the candidate has obtained his Master's degree, and granting registration to such scholar for the Ph.D. degree in an allied / different concerned subject on a case to case basis.

BL. 97. ENROLMENT FOR Ph. D / M. Phil. STUDIES:

- 1 No candidate shall be allowed to pursue and enrol for M.Phil./Ph.D. studies unless the respective Rules provide so.
- 2 The registration of eligible candidate will be done in the subject and faculty in which he possesses Master's degree.
- 3 Subject to the provision of this Bye Law, the university administration shall be required to respect the reservation policy formulated and changed time to time by the Govt. of Rajasthan in matter of the selection/ admission of the candidates for M.Phil./Ph.D. study based on their DRC results.
- 4 The University shall conduct an entrance test to be called M.Phil./Ph.D. entrance test (PET) to determine the 'eligibility' of the candidate to conduct M.Phil./Ph.D. study in the respective subject.
 - (i.) The syllabus of the Entrance Test shall consist 50% part from 'Research Methodology' and 50% from the Subject specific contents. In order to be eligible for further process of the admission, a candidate should have obtained aggregate 50% in the entrance test and 45% separately in the 'research methodology' and 'subject specific contents' respectively. The syllabus of the subject specific shall be as per the UGC-NET subject specific syllabus.

PROVISO: Provided further that in case, when a candidate belonging to scheduled caste, scheduled tribe, other backward class/socially and educationally backward class (non-creamy layer) or differently-abled category, a candidate should have obtained aggregate 45% in the entrance test and 40% separately in the 'research methodology' and 'subject specific contents' respectively.




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- (ii.) The result of PET shall remain valid for a period of two years for Ph.D Program from the date of declaration of results and for M. Phil it shall be valid for one semester only.
- (iii.) The University shall conduct PET examination in all subjects in which Master's degree programmes are being offered by University. However, it will further depend on the availability of the recognized Supervisor in IASE (Deemed to be University), Sardarshahr.
- (iv.) The PET examination shall be of two hours consisting of 100 MCQ.
- 5 The university shall decide the mode/procedure of PET Examination.
- 6 A successful candidate in "PET", subject to the availability of the academic and infrastructural resources shall be interviewed by a committee named, DRC.
- 7 The DRC for the Ph.D. programme admission shall conduct interview/viva voce and shall declare the result on the basis of following criteria. Each criterion shall be of 10 marks.
 - (i.) the nature and scope of the proposed research
 - (ii.) the quality of the proposed research and the competence of the candidate in the proposed research.
 - (iii.) the subject knowledge of the candidate.
 - (iv.) the suitability of the research work at the Institution / availability of Supervisor in the proposed research area.
 - (v.) the extent of contribution of the proposed research to new / additional knowledge.
 - (vi.) overall performance of the candidate.
- 8 In order to qualify for the purpose of enrolment, a candidate should have secured at least 30 marks out of 60 marks in the DRC. The decision of the DRC shall be final and no opportunity of appeal shall be considered.
- 9 Notwithstanding anywhere in this Bye Law, no Supervisor shall be forced to enrol a student for research.
- 10 Further, notwithstanding anything in this Bye Law; it will not be obligatory for the university to enrol any candidate irrespective of his merit for Ph. D. study degree taking into the consideration the availability of resources academic or infrastructural to provide seats to the next batches and not to deprive the new batches from their right to pursue research study.
- 11 Exemption from M.Phil./Ph.D. Entrance test (PET)
 - (i.) A candidate, who has passed NET/SET/JRF/UGC-CSIR or any other national level test conducted by UGC/CSIR / ICAR/ ICMR/ DBT, 'Rajasthan State Eligibility Test (SLET/SET) conducted by appropriate authority or any other test conducted by any institution approved by UGC or he falls in the category of teacher fellowship holder.
 - (ii.) A candidate who has passed NET/ SET/ JRF/ GSET/PET can be admitted in Ph. D. Programme round the year through DRC after an interview.

However, the effective date of fellowship (UGC-CSIR-JRF) shall be governed by theregulations of the funding agency.

Provided that this relaxation can be claimed by a candidate subject to the condition that he has applied for the same at the time of application called for PET test.

- 12 There shall be two categories of candidates eligible for provisional admission/ registration for Ph.D. study. This will include first, candidates, who have passed the entrance test and second, candidates who have applied for the study within the due time and exempted from the entrance test. The available seats will be allotted among these two categories in the ratio of 60:40 on the seats available for allocation.

The available seats shall be determined by the University. It will not be mandatory for the University to include all the vacant seats available with different research guide/Supervisor to include in the list of seats available for each process of admission/registration for Ph.D. to ensure justice to the next coming batch of students.

- 14 The University shall as general rule; enroll candidates for admission/registration for Ph.D. on the basis of the merit in the respective subject. However, this rule will be subject to the



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availability of a research guide/Supervisor on the respective research problem and other research, academic and infrastructural resources.

- 15 The merit list of the candidates eligible through an entrance test shall be prepared on the basis of the marks obtained by a candidate in the entrance test and on the basis of his academic record jointly in ratio of 60:40 respectively.

PROVISO: Provided further that the merit list of the candidates exempted from the entrance test shall be prepared exclusively on the basis of their academic record.

- (i.) The academic record falling in both the categories of candidates shall be prepared on the basis of the weightage mentioned here under:
- (a.) Master's Degree in the respective subject: 50% of the marks obtained in aggregate of all the papers/courses subject to the maximum limit of 50 marks.
 - (b.) Bachelor's Degree: 30% of the marks obtained in aggregate of all the core papers/courses subject to the maximum limit of 30 marks.
 - (c.) Senior Secondary: 20% of the marks obtained in aggregate of all the papers/courses subject to the maximum limit of 20 marks.
- (ii.) The merit list of candidates falling in the category of the candidates eligible through an entrance test shall be prepared with the norms mentioned here under:
- (a.) **Weightage of the Entrance test:** Sixty per cent of the marks obtained by a candidate in the entrance test.
 - (b.) **Weightage of the Academic record:** Forty per cent of the marks ascertained for a candidate by the University for his/her academic record.

- 16 The University shall (while adopting the process of admission) first give admission/register for Ph.D. program to the candidates falling in the category of the candidates exempted from the Entrance test and thereafter undertake the process of admission of the candidates eligible after passing the entrance test.

PROVISO: Provided that, when any seat remains vacant in the category of the candidates exempted from the entrance test, such seats may be filled by the candidates falling in the category of the candidates eligible through the entrance test.

- 17 The provisional registration of Ph.D. shall be considered from the date of payment of the fees of first term and it shall be confirmed or cancelled as per result of the course work examination. The Academic Section of IASE-DU will register the candidates for Ph.D. programme within a week of DRC result subject to eligibility and result of the course work.
- 18 Notwithstanding anything in this Bye Law, the admission for M. Phil programme shall be finalized by the departments/ colleges based on an interview of the candidates, who have cleared PET examination conducted by IASE Deemed to be University, Sardarshahr. The subject knowledge of the candidate shall be assessed in the interview.

BL. 98. DEPARTMENTAL RESEARCH COMMITTEE (DRC)

- 1 There will be a DRC for each subject as per the list of subjects for NET/SET/SLET examination(s). The DRC will be a part of the Department in which there is a provision to pursue research. The DRC shall be constituted by the Head of the Department concerned separately for all the subjects being taught in that department. DRC shall consist of the following members:

- (i.) The Head of the P. G. Department, (when there is no Department) the Senior most Head of the Institution/Unit in the subject concerned and, in his absence, Chairman of Board of Studies of the subject concerned-(Chairman)




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- (ii.) Two External Experts (Not below the rank of Professor) from other Universities / Colleges / Institutes of repute. The names of external experts shall be decided by the Chairman of the DRC.
- (iii.) All the recognized Supervisors.

Notwithstanding anything in this Bye Law, in case in subject(s) where the number of recognized guides are more than ten, the Chairman of the DRC of the subject concerned shall be empowered to invite selected members (recognized Supervisors) from the recognized institutes in DRC meetings.

- 2 Each external expert shall be paid an honorarium of Rs. 500 besides the travel allowance.
- 3 The eligible candidate shall submit application with research proposal to the concerned 'Chairman of DRC' for the purpose to initiate the process to call and coordinate the meeting of the DRC. The DRC Chairman shall inform the concerned members of the DRC to participate in the meeting of the DRC.
- 4 No waiting list will be recommended by the DRC as DRCs shall be conducted round the year as per the necessity.
- 5 Enrolment of the candidate for M.Phil./Ph.D. study shall be subject to the approval of DRC, availability of academic, infrastructural resources and consent of the Supervisor.
- 6 The DRC shall have authority to suggest changes in the title of the research problem in the meeting held for approval of the proposal of the research scholar.

PROVISO: A candidate shall be allowed to change the title of the research problem without prejudice to the object, scope of study and contents of the research study. This change can be allowed prior to the enrolment as well as a reasonable time before the submission of the synopsis. However, this application has to be processed with justifications approved and forwarded by the Supervisor/Principal Supervisor concerned with the approval of the Chairman of the DRC concerned.

- 7 The DRC shall be empowered to take appropriate decisions regarding post PET viva and other issues related to Ph.D. / M.Phil. including the allocation of co-Supervisor.
- 8 The DRC meeting shall be held as and when required. The Chairman of the DRC shall be empowered to decide about the date and agenda of the DRC and shall also be responsible to inform the other members of the DRC. No prior permission shall be required to conduct DRC meetings but the Chairman of the DRC shall be required to inform the academic section to initiate process after the conduct of DRC meetings.
- 9 The expenses incurred for the DRC meetings (including meals, snacks, stationery etc.) will be borne by the University. The external experts will be given D.A. as per prevailing norms.
- 10 The DRC shall allocate Supervisor and wherever necessary Co-Supervisor on the recommendation of the DRC members and consent of the Supervisor concerned.
- 11 The results of the DRC meeting for Ph.D. / M.Phil. programme shall be communicated to the candidates within 15 days of DRC meeting.
- 12 The University shall maintain the list of all the M.Phil. /Ph.D. registered students on its website on year-wise basis. The list shall include the name of registered candidate, topic of his/her research, name of his/her Supervisor/Co-Supervisor, and date of enrolment/registration.

Research Scholars shall be required to complete research study within the period prescribed to conduct research. Failure in this shall make it mandatory to re-register



BL:99. ALLOCATION OF SUPERVISOR

- 1 Any permanent Professor/Associate Professor/ Assistant Professor or Scientist of equivalent rank (as per UGC pay scale) working as 'full time regular teacher' or appointed on 'Contract

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basis' in the University Department, constituent college/Institution/Unit of the University or institution approved under MoU to conduct research shall be recognized to supervise Ph.D. / M.Phil. study subject to the fulfilment of following conditions:

- (i.) Must have Ph.D. or an equivalent degree in the subject concerned.
 - (ii.) Must have at least 5 years of full time teaching experience with recognition as a Post Graduate teacher or under graduate college teacher (College teacher appointed as per UGC norms and approved by the University and State Government.
 - (iii.) A teacher will be allowed to guide/ supervise only in the subject in which he possesses doctoral degree. In case where the master's and the doctoral degrees are in different subjects, the teacher may be given choice to select one subject as Supervisor.
 - (iv.) Must have published at least two research papers in 'refereed journal' (Peer Reviewed Journal) of national or international repute listed in the UGC list after award of Ph.D. degree to him.
 - (v.) Research Papers submitted by a candidate for recognition as Ph.D. Supervisor will be evaluated by two external experts not below the rank of Assistant Professor and nominated by the Vice Chancellor. Both the reports must be positive. In case of even one negative opinion, the candidate will be given the opportunity to re-apply only after a period of one year.
- 2 A Research Supervisor/Co-Supervisor, who is a Professor or Principal, at any given point of time, cannot guide more than three (3) M.Phil. and eight (8) Ph.D. scholars, an Associate Professor as Research Supervisor can guide up to a maximum of two (2) M.Phil. and six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of one (1) M.Phil. and four (4) Ph.D. scholars for the research study in a university. The University for this purpose includes the IASE-DU and any other university or institution.
 - 3 In case of Ph.D. research problem, which are of inter-disciplinary in nature or wherever the DRC concerned feels that the expertise in the proposed research area needs to be supplemented, then the DRC may appoint Co-Supervisor from IASE-DU or outside or from other university/institute for PhD programme. The decision of the DRC in this regard shall be final. The Co-Supervisor shall not be below the rank of an Assistant Professor. The Co-Supervisor may be inducted at the time of registration or even after registration subject to recommendation by DRC.
 - 4 In case of relocation of an M.Phil/Ph.D. woman scholar due to her marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided that all other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ Supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.
 - 5 In case of death of a Supervisor, the student shall be transferred to other Supervisor of IASE-DU on recommendation of DRC. In case of retirement of a teacher the teacher shall continue as a Supervisor till the enrolled student(s) are awarded the degree. In case of relocation of a teacher to the other university/institute, the teacher shall have choice to transfer his research students to his new place/institute or to continue as a Supervisor of IASE-DU till his registered students are awarded degrees.

Notwithstanding anything in this provision the University may transfer the students enrolled for Ph.D. or M.Phil. Degree Programme to another Supervisor of this University when the services of the First Supervisor has been ceased or terminated due to the completion of project or the withdrawal of the project for the reason whatsoever when such teacher(First Supervisor) was appointed for service. In this case, the number of Scholars registered/enrolled for research under the new supervisor may exceed to the




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- maximum number permissible for supervision.
- 6 In case a teacher (recognized Supervisor) of other university/institute relocates to IASE-DU/joins IASE-DU as a teacher, then on the recommendation of the DRC concerned and NOC of the other University/institute, his/her students would be transferred to IASE-DU. The student may mention in the thesis the name of the university where previous work was conducted. The said teacher will remain Supervisor for the scholar. In order to register new Ph.D. students, he will have to apply with necessary documents for recognition as a Supervisor and undergo the process as stated in the Bye-laws.
 - 7 In case of a Ph.D. scholar being transferred from other university, the candidate will have to pay fees for four terms if he has completed two or more terms in other original university. In case of a student who has paid only one term fees in the previous university, then the candidate will have to pay fees for all six terms. However, the duration of the research conducted in the earlier institution/university shall be counted as the duration of research in the present university.

BL. 100: DURATION OF THE PROGRAMMES

- 1 M.Phil. programme shall be for a minimum duration of two (2) consecutive semesters / one year and a maximum of four (4) consecutive semesters / two years. All candidates will have to pay fees for two semesters.
- 2 Ph.D. programme shall be for a minimum duration of six semesters/three years, including coursework and a maximum of six years.

PROVISO: Subject to the provisions of the University Bye Law, the University may, on the request of the candidate, extend the duration of his study for a period not exceeding two years after completion of the normal minimum duration scheduled for the programme. However, the said extended period at a time should not be of more than one year.

- 3 Subject to the provisions of the University Bye Law, the Vice-Chancellor in exceptional case may further extend the extended period of two years by one year after consultation with the DRC and the provisions of the Bye Law.
- 4 A candidate will have to pay fees decided time to time for all the six semesters and the semesters falling in the extended period.

PROVISO: A candidate shall be required to deposit delay fees as determined by the University time to time whenever he is granted extension in the duration for study in the Ph.D. programme and he will further be required to undergo the re-registration of his candidature for the Ph.D. study on the same research problem by paying fee prescribed for the purpose.

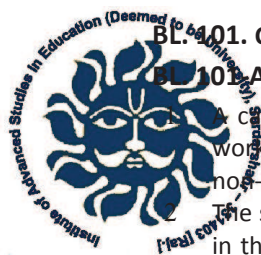
- 5 The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of one year for M.Phil. and two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of M.Phil./Ph.D. as per government and UGC rules time to time.

BL. 101. COURSEWORK

BL. 101.A.: Ph.D. Coursework

A candidate, who has been enrolled for Ph. D. study, shall be required to undertake 'Course work' for one academic semester designed and conducted by the concerned department or in non-existence of the department/institution/unit concerned.

The said 'Course work' shall consist of 'One paper' of 'Research Methodology' and 'Two Papers' in the subject of Ph. D. research. The research methodology course will be conducted for each subject separately. The 'Chairman' of respective DRC may appoint a Coordinator for such course from amongst the teachers.



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- 3 The 'two papers' on the subject of research shall respectively be on the 'Basics of Relevant Subject' and other paper shall be confined to the 'specialization required for the purpose to conduct the research.
- 4 The students, who have completed M.Phil. with at least 55%, shall be exempted from the coursework. However, if such students are interested in taking the course they can do so. For all other students, including JRF, and those who are getting direct admission to the Ph.D., the course work will be mandatory for them. The students who are admitted to the Ph.D. programme in the second term shall do the course work in that term itself. The department/school/institution shall arrange for the coursework of such students.
- 5 The course work shall carry 15 credits (one credit equal to 10 hours study). The department/institution/unit concerned shall decide the details of the coursework, teaching schedule and evaluation within the broad framework given below:
 - (i.) **Five credits** for paper on research methodology (2 credits for direct teaching, 3 credits for review of recent literature & writing of research).
 - (ii.) **Five credits** for second paper (2 credits for direct teaching, 2 credits for participation in seminar/conference/workshop, 1 credit for presentation)
 - (iii.) **Five credits** for third paper (2 credits for direct teaching, 2 credits for class room teaching/lab. work by research scholars, 1 credit for presentation of review of literature of the area of research concerned).
 - (iv.) The details of the specific subject shall be decided by the DRC.
- 6 The contents of the papers shall be determined by the chairman of the DRC in consonance with the respective senior Supervisor of the department or in case of non-existence of the department, the institution/unit concerned. A candidate shall be required to obtain minimum 55% of marks in all the three papers (out of the 15 credits) to qualify and proceed for study in the form of dissertation. A candidate, who fails at any stage in the papers, shall be provided with a chance to reappear in the said paper after a gap of minimum two months from the date of declaration of result.
- 7 A test for the two credits in each paper shall be conducted. The Chairman of respective DRC will submit the result of coursework.
- 8 The university shall notify the results of the 'Course work' by a 'Notification' at the time of declaration of results of the 'Course work' and mention it in the Degree Certificate.
- 9 The teaching in the coursework shall be treated as part of the workload of the teacher. If the coursework is carried out with the help of experts, a maximum amount of Rs.1200 for each paper shall be given by the university (internal expert and external expert including guide). Each department shall prepare a time-table for all the three papers and it shall be carried out in consultation with the DRC Chairman. The DRC Chairman shall keep the records of the time-table, attendance and examinations. The Chairman shall be responsible for the conduct of examination and declaration of the result and mark sheet for the said examination to be prepared and to be given to the candidate concerned by the university authority. The Chairman shall inform the results to the Academic Section and this result shall be also published in the notification with per-centage secured in coursework.
- 10 Coursework must be completed within maximum limit of 2 terms / semesters.
- 11 Notwithstanding anywhere in this Bye Law, a candidate with minimum 55% in M.Phil. Degree shall be exempted from the course work and his M.Phil. result shall be carried forward provided that he has undergone the course during his M. Phil. study.
- 12 The credit ascend to Ph.D. coursework shall be 16 credits.

10-B. M. Phil. COURSEWORK

The Syllabus for the Semester – I in the various subjects of M. Phil. Degree programme shall be prescribed by the Board of Studies of the respective subjects.

The duration of M.Phil. programme shall be of two semesters during which coursework and dissertation should be completed during the first semester, the students are required to complete the course work of three papers. The courses shall be designed in such a way that during the course work the students will be exposed to research concepts and activities. The student shall identify a research topic and prepare a dissertation and submit the same by the end of the 2nd semester. The research work shall be submitted in the form of a dissertation.



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- 3 There shall be three papers to be covered in the first semester. The first paper shall be on 'Research Methodology', second paper on the relevant subject and third paper on 'Review of Literature'. Each paper shall be of 100 marks. The candidate shall give at least one seminar pertaining to his/her dissertation in the department/ institution/Unit. The dissertation shall be of 200 marks out of which 50 marks shall be for viva-voce. IASE-DU shall conduct the examination as per its regulations.
- 4 Any permanent Professor/Associate Professor/ Assistant Professor or equivalent Scientist of the University department or institution/unit of IASE-DU or other equivalent University/institute with P.G. recognition shall be recognized to teach in the M.Phil. Coursework.
- 5 The credit ascends to M.Phil. Coursework shall be 08 credits.

BL.102. Research Advisory Committee for the Ph.D./ M.Phil Scholars and its functions:

- (i.) There shall be Research Advisory Committee or an equivalent body for similar purpose, for each M.Phil. and Ph.D. scholar. The Research Supervisor of the scholar shall be the Convener of this Committee. The Committee shall include two Research Supervisors in the subject concerned approved by the DRC. This Committee shall have the following responsibilities :
 - (a.) To review the research proposal and finalize the topic of research.
 - (b.) To guide the Research Scholar to develop the study design and methodology of research and identify the course (s) that he has to do.
 - (c.) To periodically review and assist in the progress of the research work of the Research Scholar.
- (ii.) A Research Scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his work for evaluation and further guidance. The six-monthly progress reports shall be submitted by the Research Advisory Committee to the department/institution/unit with a copy to the research scholar.
- (iii.) In case the progress of the Research Scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the Research Scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the department/institution/unit with specific reasons for cancellation of the registration of the Research scholar. The department/institution/unit will forward the recommendation of the Research Advisory Committee to the DRC.

BL.103. Ph.D. THESIS, EVALUATION, ASSESSMENT AND AWARD

- 1 A Research Scholar shall be required to conduct and complete his Ph.D. studies in a period not less than six Academic Semesters.
 - (i.) Notwithstanding anywhere in this Bye Law, a Research Scholar can submit his abstract of thesis not before the completion of six semesters.
 - (ii.) All research scholars will have to cite the name of "IASE Deemed to be University Sardarshahr" in all of their publications published during Ph.D. study as stated below in form of an example.

"Research Scholar, IASE Deemed to be University, Sardarshahr, India".

Research Scholar shall be required to undergo a 'Coursework' in the first Semester and his failure in completion of his coursework in the said semester will make him liable to complete the 'Course work' in the succeeding academic semester only.

Explanation: Notwithstanding anything in the foregoing provisions, a Research Scholar, who has passed M. Phil. with at least 55% in the concerned subject with an independent paper on 'Research Methodology' and successfully completed study in the form of 'Dissertation / Research Project, shall not be required to undergo the 'Coursework'. But, he too will be required to conduct his research study in not less than six Academic Semesters.



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- 3 All the Research Scholars will have to make a presentation of progress report at the end of each semester. The Supervisor shall submit a copy of report to the Chairman of DRC.
- 4 A Research Scholar shall submit synopsis of research study before the Board of Studies (BOS) through his Supervisor and forwarded by the Head of the subject department, unit, Institution concerned to approve and finalize the panel of the names of Eight Experts not below the rank of Associate Professor. This panel must consist of at least 'Four Experts' outside the State/country. The synopsis of the candidate will be placed in the BOS of the subject concerned.
- 5 Prior to the submission of the dissertation/thesis, the scholar shall make a presentation in the Department/Institute/unit before the members of DRC concerned which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation/thesis.
- 6 Ph.D. scholars must publish at least one (1) research paper in refereed journal and make two paper presentations in conferences/seminars before the submission of the dissertation/thesis for adjudication, and the candidate will have to produce evidence for the same in the form of presentation certificates and/or reprints. A patent shall be treated as equivalent to two papers and such candidate will not be required to publish two papers.
- 7 Two External Experts (External Examiners) with the Principal Supervisor / Supervisor as internal examiner will evaluate the thesis submitted by a research scholar.

PROVISO: Provided that there will be no provision for evaluation of the Ph. D. thesis by the internal examiner, i. e. Principal Supervisor/Co-Supervisor in case when the said Supervisor has direct blood relations with the Research Scholar. In such case, the thesis will be evaluated only by the two external examiners.

Explanation 1: All the examiners who have evaluated the thesis must have recommended unanimously for the award of Ph. D. Degree to ensure eligibility of the candidate for viva-voce examination. One of the external examiners should be called for the viva-voce.

Explanation 2: In case where one examiner recommends and the other rejects, then the thesis will be sent to the third examiner. In case where one examiner recommends and other advises for revision then, the candidate will have to revise as per the suggestions. If the third examiner rejects, then the Ph.D. enrollment shall get cancelled. University will communicate to the guide and student for the reasons of rejection and candidate will be eligible to resubmit within a year.

Explanation 3: No candidate shall be eligible for viva-voce examination required for the purpose of Ph.D. Degree unless all the examiners have recommended to conduct viva-voce examination to award the Ph.D. Degree. The candidate has revised, incorporated or rewritten the Ph.D.

Explanation 4: When any examiner has recommended for correction, revision, incorporation of facts and/or re-writing of the thesis, the Research Scholar shall have to revise his thesis accordingly. In case, when the Scholar fails to do so his registration as well as the status of the Research Scholar will be liable to cancellation. When the Research Scholar has revised his thesis as per the direction given by the examiner, the thesis has to be re-evaluated only by the examiner, who has made such recommendation. Negative result in this regard will amount to the cancellation of Ph.D. enrolment and the candidate shall be required to undergo the entire proceedings required for enrolment as a fresh candidate if he desires to conduct the Ph.D. research.

Explanation 5: The rejection of the thesis of the candidate by all external examiners will lead to the cancellation of enrolment for the purpose of research study under the same enrolment unless a candidate enrolls himself as a fresh candidate with fresh application.

The Principal Supervisor/ Supervisor of the Research Scholar shall conduct 'open/public viva-voce' after receiving satisfactory evaluation reports of all the Examiners. The Ph. D. viva-voce examination shall be conducted by him with one external examiner. The Supervisor shall not be allowed to conduct viva-voce as internal examiner when the candidate is related to him by the blood relation. The external examiner coming for conducting the viva-voce shall be granted the second AC train travel expenses or the actual travel expenses incurred by him.



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However, the external examiner may be permitted to travel by car with the prior permission of the Vice Chancellor. Provided further that the University may conduct public Viva-Voce by virtual mode.

- 9 All the examiners (external and internal) shall be paid an honorarium of Rs. 2500 each for examining the thesis. The internal and external examiners who shall conduct the viva-voce shall be given an honorarium of Rs. 1500 each.
- 10 The Research Supervisor shall have personal responsibility to notify the date, time and place of 'open/public viva-voce' extending invitations to the members of different departments, colleges, research scholars and interested people. The viva-voce must be conducted in the respective university department or a place determined by the university at the university campus, preferably on working days.
- 11 The Research Supervisor shall be required to take a statement from the candidate with certification/declaration that the research conducted is an original work, there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma in any University. The Research Supervisor shall also be required to attest the same. Each copy of the thesis must consist of the copy of these certificates.
- 12 The report of Ph. D. viva-voce shall be prepared in a prescribed format (Appendix III) and signed by the examiner(s). It shall be submitted to the appropriate authority of the university by the Research Supervisor for further action.
- 13 No candidate shall be awarded Ph. D. Degree unless the examiners conducting viva-voce recommend the award of the Ph. D. Degree.
- 14 In normal circumstances, the entire process of evaluation of M.Phil. Dissertation/ Ph.D. thesis shall be completed within a period of six months from the date of submission of the dissertation/thesis.

BL.104. M. Phil. STUDY EVALUATION, ASSESSMENT AND AWARD

The evaluation of the M.Phil. programme will be done on a continuous basis, especially for the course work. In the First Semester, thirty percent of the evaluation shall be internal and there maiming 70% shall be based on the examinations conducted by the University.

- 1 The dissertation which consists of 200 marks will be evaluated separately by one external and one internal examiner (Must be Ph.D. Holder)(150 marks for Dissertation Evaluation + 50 Marks for open Viva Voce).
- 2 The Board of Studies of respective subject shall recommend four names for external evaluator for each dissertation separately out of which Vice Chancellor shall select one.
- 3 The standard of passing for the M.Phil. Degree examination shall be at least 45%marks in each of the papers and 55% aggregate of three papers.
- 4 Any student securing less than 45% marks in each paper shall be treated as failed and shall be given only one chance to reappear in the concerned examinations in order to secure at least 55% marks in the aggregate.
- 5 All the M.Phil. Students shall be required to clear three courses / papers. However in the semester system if student failing under any head of examinations he may be permitted to continue his dissertation works. But his final results will be declared only subject to his passing in the three papers as stated above in 4.
- 6 The M.Phil. degree shall be awarded in the subject in which the candidate possesses master's degree.

M.Phil. scholars shall present at least one (1) research paper in a conference/seminar.

All the examiners (external and internal) shall be paid an honorarium of Rs 1500 each for examining the thesis. The internal and external examiners who shall conduct the viva-voce shall be given an honorarium of Rs 1000 each. The external examiner shall be given car travel allowance or the actual traveling expenses incurred in case not traveled by car. The D.A. will be paid as per the prevailing rules.

BL.105. Depository with INFLIBNET

- 1 Following the successful completion of the evaluation process and before the announcement of the award of the M.Phil./Ph.D. degree(s), the Institution concerned shall submit an

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electronic copy of the M.Phil. Dissertation /Ph. D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges (Academic section of the university will be processed regarding this).

- 2 Prior to the actual award of the degree, the degree awarding institution shall issue a Provisional Certificate to the effect that the degree has been awarded in accordance with the provisions of the UGC Regulations 2017 or any other Regulations in force.

BL.106. Price and Fee:

The University may, through resolution of the Board of Management, change price and/or fee under any head mentioned in these Bye Laws by the Notifications issued time to time.




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IASE (DEEMED TO BE UNIVERSITY), SARDARSHAHR

Certificates to be incorporated in the M.Phil./Ph.D. thesis

Certified that the work incorporated in the thesis (Title) submitted by Shri/Smt./Km. was carried out by the candidate under my supervision/guidance.

To the best of my knowledge:

- (i) The candidate has not submitted the same research work to any other institution for any degree/diploma, associateship, Fellowship or other similar titles
(ii) The thesis submitted is a record of original research work done by the student during the period of study under my supervision, and
(iii) The thesis represents independent research work on the part of the student.

(Supervisor)

(Co-Supervisor)

Place:

Date:

Declaration by the Candidate

I declare that the thesis entitled submitted by me for the degree of Doctor of Philosophy is the record of research work carried out by me during the period from.....to Under the guidance of and has not formed the basis for the award of any degree, diploma, associateship, fellowship, titles in this or any other University or other institution of higher learning. I further declare that the material obtained from other sources has been duly acknowledged in the thesis. I shall be solely responsible for any plagiarism or other irregularities, if noticed in the thesis.



Signature of the Candidate

Date :.....

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IASE (DEEMED TO BE UNIVERSITY), SARDARSHAHR
(Form to be sent to all the examiners of Ph.D./M.Phil. thesis along with the thesis)

Note: The external examiner may kindly arrange to send the adjudication report to the University within two months of receipt of the Ph.D./M.Phil. thesis.

IASE Deemed to be University, Sardarshahr , Rajasthan

Ph.D./M.Phil. THESIS ADJUDICATION REPORT

1. Name of the student :
 2. Title of the Thesis :
 3. Name of Guide :
 4. Name of Expert :
- Address of the Examiner
5. Recommendations of the Examiner (please select one of the following):
 - 1) The thesis to be accepted for the award of Ph.D./M.Phil. degree in the present form.
 - 2) The thesis to be accepted for the award of Ph.D./M.Phil. degree after minor corrections/revisions
 - 3) The thesis should be revised and resubmitted for evaluation.
 - 4) The thesis is rejected.

Place:

Signature

Date:

(Name of Expert)

Attach a detailed report on a separate sheet of paper for which you may take the following into consideration:

- i. Aims, objectives and the scope of the research work and if they were well defined.
 - ii. Literature review and its relevance to the research work.
 - iii. Research methodology/experimental work and innovations adopted
 - iv. Originality and timeliness of the work.
 - v. Analysis and adequacy of data, if any, by using standard/innovative methods.
 - vi. Results/findings of the work.
 - vii. Thesis presentation with regard to arrangement of chapters, writing style, explanations, figures, captions, titles, language, references and freedom from irrelevant material/errors, etc.
 - viii. Whether the thesis could be published in the form of a book/papers at international level.
 - ix. Scope of further research in the field.
6. In case correction/revision/modification/clarification is required, kindly give a list of items to be covered.

The detailed report as requested is required to decide if the candidate is eligible to take the viva voce.

(Signature)

Name:



Date: _____
 Encls: sheets


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(Form to be sent to all the examiners of Ph.D./M.Phil. thesis along with the thesis)

Consolidated Report of the Referees on the Viva Voce

The viva-voce of Shri/Smt./Kum. was conducted on
(day and date). The performance of the candidate was satisfactory/unsatisfactory.

We have conducted the viva voce of the Ph.D./M.Phil. thesis entitled:

i
 n the IASE-DU/or at on

*The performance of the candidate was satisfactory. We recommend that he/she should be awarded the Ph.D./M.Phil. Degree.

*The performance of the candidate was unsatisfactory. We recommend that he/she should not be awarded the Ph.D./M.Phil. Degree. The viva voce should be arranged again on

**(tick which is applicable and delete which is not applicable)*

.....

(Supervisor)

(Co-Supervisor) (External Referee)

Name and Signature

Name and Signature

Name and Signature



[Handwritten Signature]
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IASE (DEEMED TO BE UNIVERSITY), SARDARSHAHR
(Attendance Sheet of Public Seminar by the student)

Ph.D. /M/Phil. seminar of
 Shri/Smt./Kum.....
 Subject

Date of seminarTimeVenue

Names of persons who attended the seminar.

Name of the person	Signature
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	



.....
 (Supervisor)

.....
 (Co-Supervisor)

.....
 (Head/Principal)

Name and Signature

Name and Signature

Name and Signature

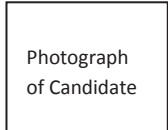
[Handwritten Signature]
 Registrar

IASE (DEEMED TO BE UNIVERSITY), SARDARSHAHR

Application for Admission to the Degree of Doctor of Philosophy (Ph.D.)

Application No.....

Form No.

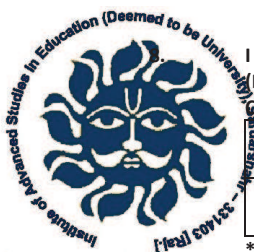


To
The Registrar,
IASE (Deemed to be University), Sardarshahr

Dear Sir,

I hereby apply for admission to the Ph.D. Degree Programme of IASE-DU. I state that I have not been admitted as a student for this or any other Degree programme of this or any other University. I furnish below the required information:

1. Name in full (in Capital Letters) :
(Beginning with Surname, if any as appearing in the documents)
2. Date of Birth :
3. Gender : Male/Female
(Strike out whichever is not applicable)
4. Nationality :
5. Permanent Address :
6. Present (Local) Address :
.....
7. Contact information :
Phone No. : Residence:
: Office :
: Mobile :
: E-mail :



I belong to the category mentioned below
(Please tick the appropriate box and attach attested caste certificate, where applicable)

Open category	SC	ST	PH	SEBC*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*subject to production of latest non-creamy layer certificate

9. Particulars of Degrees previously obtained (attach attested copies of statement of marks and certificates) :
[Signature]
Registrar

Degree	University	Year of Passing	Subjects offered	Class/Grade	Percentage grade points
Bachelor's Degree					
Master's Degree					
M. Phil. Degree					
Any other Degree/ Diploma					

10. Present Occupation/Employment:

(Give Name and Address of the Employer).....

11. Please indicate whether you have qualified in any of the following. If yes, attach documentary evidence :

- Qualified PET of IASE-DU
- Qualified in JRF/NET /GSET
- M.Phil. degree from another statutory University whose admission at M.Phil. has been done through an entrance examination.
- Have cleared any fellowship/scholarship (JRF/TRF) and are entitled to receive fellowship from national bodies.
- Being a teacher, having been granted leave and fellowship by a national body for undertaking Quality Improvement Programme.

12. Faculty in which registration is sought :

13. Subject/discipline in which Ph.D. is :

proposed to be done

14. Broad area of research :

15. Provisional eligibility certificate : No..... Date.....

issued by IASE-DU University

16. Location where the applicant is interested :

to carry out Ph.D. research

(University Department/School/affiliated

colleges/approved/recognised institute)

(i) Title of Dissertation, :

(ii) Is the Proposed topic of Doctoral

Research Related to or an Expansion

of the Dissertation? : :Yes / No



(Signature)
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Sardarshahr, (Churu) Raj**

18. Names of the Research Supervisor : (1).....
19. Name of Co-Supervisor, if any :
20. Name and address of the approved :

Place where doctoral research is

proposed to be undertaken :

All the particulars given above are true to the best of my knowledge. I have read the Rules and Regulations of the Degree of Doctor of Philosophy (Ph.D.) of IASE-DU, SARDARSHAHR and I undertake to abide by them. I am aware that if it is found that I had furnished any false information, my admission to the Ph.D. programme is liable to be cancelled, at any time.

Date :

Yours faithfully,

Place:

(Applicant)

(For Office Use)

IASE (DEEMED TO BE UNIVERSITY), SARDARSHAHR

WHETHER EXEMPTED FROM ENTRANCE TEST	YES / NO
WHETHER QUALIFIED IN THE ADMISSION TEST	YES/NO
WHETHER QUALIFIED JRF/NET/GSET	YES/NO
STATUS: PROVISSIONALLY ADMITED	YES / NO

NAME OF THE SUPERVISOR ALLOCATED

NAME OF THE CO- SUPERVISOR ALLOCATED

(if any)

(SIGNATURE)
CHAIRMAN, DRC
DATE

(SIGNATURE)
SUPERVISOR

Note: The Candidate will have to submit the filled in form and pay applicable fees and register for PhD programme within a week of declaration of DRC result in the Academic Section.



[Handwritten Signature]
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Sardarshahr (Churu) Raj**

SIX MONTHLY PROGRESS REPORT OF THE Ph.D. WORK

- (i) The progress report (approximate 300 words) about the work carried out during the period under report shall be submitted by the candidate in duplicate, duly signed by him/her and countersigned by the Supervisor.
- (ii) The Supervisor shall make requisite entries, sign, and send it through proper channel to the Director Research Institute of Advanced Studies (IASE) Deemed University, Gandhi Vidya Mandir, Sardarshahar (Raj.)
- (iii) The report should be submitted in the following format:
 1. Particulars about the Candidate
 - (i) Name :
 - (ii) Designation (where applicable):
 - (iii) Institution where employed (if applicable) :
 - (iv) Period of the Report :
 - (v) Registration Letter No and Date :
 - (vi) Title of Ph.D. Research Work. :
 2. Particulars of the Supervisor (s)
 - (a) Supervisor
 - i. Name :
 - ii. Designation :
 - iii. Institution where employed :
 - (b) Co-supervisor (if any)
 - (i) Name :
 - (ii) Designation :
 - (iii) Institution where employed :
 3. Name of the Institution (Where research is conducted) :
 4. Area of work :
 5. Details of Progress :
 - (i) Number of published papers, if any : Yes/No (To be filled by the candidate)
(Furnish details)
 - (ii) Attended Seminars/Conferences? : Yes/No (To be filled by the candidate)
(Furnish details)

Signature of candidate

6. Photocopy of the receipt of fee paid by the candidate be enclosed.
7. Remarks of the Supervisor(s)
 - (a) Attendance : Satisfactory/Not Satisfactory
 - (b) Progress : Satisfactory/Not Satisfactory
 - (c) Expected time of completion :
8. Recommendation of the Supervisor :

Date :
Place :

signature of the Supervisor(s)

Signature of the Head/
Incharge of the Department with seal

Signature of the Head of the Institution




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IASE (DEEMED TO BE UNIVERSITY), SARDARSHAHR

GUIDELINES FOR PREPARATION AND SUBMISSION OF Ph.D./M.PHIL. THESIS

PREFACE

The Thesis is a treatise that represents the fulfilment of the scholarly aspiration of the student. A good thesis should be clear and unambiguous and have a logical structure that should assist the reader's understanding of the argument being presented and not obscure it. In order to achieve this objective, the layout and physical appearance of the thesis should conform to a set pattern.

The purpose of this annexure is to outline the guidelines that a Ph.D. thesis submitted to the IASE-DU should adhere to. This provides an overview of the format for the preparation of the PhD dissertation and guidelines for the submission of the thesis.

GENERAL INSTRUCTIONS

On completion of the research work, the Ph.D./M.Phil.thesis is prepared according to the format provided.

- The students are advised to strictly adhere to the format.
- Six hardbound copies of the thesis have to be submitted for evaluation. Two DVDs/Pen Drive of the softcopy will also have to be submitted with the thesis.
- The Supervisor and Co-Supervisor will have to be given a final copy of the thesis.
- A final copy of the thesis should also be given to the IASE-DU Library after declaration of the notification.

LAYOUT AND FORMAT

One of the most important requisites in preparation of the Thesis is consistency of format and adherence to the specific instructions given below.

Font

The Thesis should be written in English. It must be typewritten on A4 size paper (21 cm x 29.7 cm) in a clear and legible font (e.g., Times New Roman 12 or Arial 10). As far as possible, use the same font for the entire thesis but, if necessary, different fonts may be used within Tables, Figures, and Appendices.

The Thesis has to be printed on both sides of the paper. Double-spacing should be used in the Abstract and text of the Thesis. Single spacing should be used in long Tables, block quotations separated from the text, footnotes, and bibliographical entries. Paragraphs should be indented, or an indent line left between paragraphs.

Larger size type may be used for the title of the Thesis and for Chapter headings, as long as it is not larger than 18 point. Boldface type may also be used on the title page and for headings, as well as in the text for special symbols or for emphasis. Reduced type may be used within Tables, Figures, and Appendices, but it should be at least 9 point in size (partly because of microfilming requirements) and must be completely legible.



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Sardarshahr, (Churu) Raj

The Thesis should be free from grammatical, lexical and punctuation errors. In addition to the computer spellchecker, a thesis should be proof-read to check that errors do not remain that are not detected by the spellchecker. The thesis should consistently use either American or British spelling but should not alternate between the two. When using numbers in the text, if the first word of a sentence is a number, it should be written in words. Writers not fluent in English are encouraged to have their manuscript professionally edited before submission, to improve the English.

Chapter and Page Layout

Begin each Chapter on a new page. Do the same with each element of the front matter (list of Tables, Acknowledgments, etc.), the Reference section, and each Appendix. Avoid typing a heading near the bottom of a page unless there is room for at least two lines of text following the heading. The Chapters should begin on a new page, but sections and subsections should not. A "display" page (a page that shows only the Chapter title) can be placed at the beginning of Chapters or Appendices.

Pages should be numbered at the bottom in the centre, using Arabic numerals (1, 2, 3) beginning with 1 on the first page of the Introduction and continuing consecutively to the end of the manuscript including References. The preliminary pages are numbered in lower-case Roman numerals, beginning with the declaration page.

Margins

A margin of at least 4.0 cm must be left at the top and left side of each page and a margin of at least 2.5 cm on the right and bottom. The last letter or character in the longest line on the page determines the margin.

Captions and numbering (Tables and Figures)

Each Table should carry a number and a title clearly describing the data presented. Similarly each Figure / Illustration should carry a number and caption that clearly describes the nature of data presented. The caption should be at the bottom of the Figure. Number them consecutively throughout, in the order in which they are placed in the text.

The Figures, Graphs, Tables should be embedded in the text of the thesis, immediately after the first mention of it in the text, on the same page if there is room, or on the following page.

Captions and titles of Figures and Tables should appear on the same page as the material itself. Tables should be numbered consecutively with Arabic numerals throughout the thesis. Figures and Illustrations should also be numbered consecutively in the order of presentation. All Tables and Figures must be referred to in the text by numbers and not by a phrase such as "the following table".

Tables or Figures of peripheral importance to the text may be placed in an Appendix.

Appropriate use of headings and subheadings

Headings should be distinguished from the surrounding text by a larger font size, a different font, bolding, italics, or a combination of these. All headings of the same level should use the same style, and headings at lower levels should be less prominent than those at higher levels. Example:

Chapter Title (Arial 14 point/ Times New Roman 16 point -Bold Small caps)

Heading for section (Arial 12 point/ Times New Roman 14 point - Bold Italic)

Heading for sub-section (Arial 10 point /Times New Roman 12 point - Bold)



Dr. Anil Kumar
Registrar

Heading for part of subsection- (Arial 10 point/ Times New Roman 12 point- Bold Italic)

All headings should be left aligned, except chapter headings, which may be centred. The headings and subheadings can be numbered, if necessary.

The references and bibliography throughout the thesis should have a common style. It is preferable to write the references at the end of the respective chapters.

FORMAT OF THESIS

The manuscript consists of three main parts: The Preliminaries, The Text, and The Annexure. It is to be arranged in the following sequence:

The Preliminaries

Cover Page

Title Page

Declarations by Student

Certificate by Research Guide

Acknowledgements

Table of Contents

List of Figures, Tables or Illustrations

List of Abbreviations (optional)

Chapters

Bibliography

Annexure

PAGE NUMBERING

Though normally we insert page numbers at the beginning of documents, the graduate school has special requirements regarding page numbers. They require that Arabic page numbers are placed after the Prefatory pages. In which case, the first page number appearing in the document will be on page number 2 of the main body of your Thesis/Dissertation (the second page of the first chapter). In order to achieve this, you can use the following steps.

Page numbers should be $\frac{3}{4}$ inch from the bottom of the page in the center.

The prefatory pages (all pages from the Title Page to the first page of the body of the thesis or dissertation, i.e., the title page, copyright page, signature page acknowledgement page, etc.) should not have any page numbers on them, but are numbered on the Table of Contents as Roman Numerals (i, ii, iii)) starting with the Signature Page (blank) listed as page i.

The only pages within your document that are not listed or numbered on your Table of Contents are your Abstract and Blank pages. Your Title and Copyright pages are counted along with your Signature page as page "i" of your document.




Registrar

- Page numbers for all pages after the start of the body of the text of the Thesis/Dissertation should be in standard Arabic numbers (1, 2, 3).
 - The first page of each section, including the body of the text, Reference section, and Appendices, should NOT have a page number on it. You can use section breaks for each section, then selecting “Different First Page” in Header and Footer options to clear the page number for the first page of the section.
 - The first page number appearing in the body of the text will be page number 2 (second page of the first chapter. Although counted as pages, NO page number appears on the first page of any chapter or section (References, Appendices, etc.).
 - Landscape pages will be printed in Portrait Orientation. If you have Landscape pages in your document, center the page numbers at the left hand side of the Landscape page so that when printed, the page numbers line up with the other Portrait orientated pages. If you have a graphic or table that would appear better in Landscape format, consider rotating the graphic or table so it appears on a Portrait page instead of having to re-orientate the page numbers to fit the Landscape pages. You could also print off the Landscape and Portrait pages, arrange them in order, then scan them into a single document for submission.
 - For your Thesis/Dissertation, you cannot have page numbers on the first page of each chapter, reference, or appendices sections. To achieve this, you can simply use section breaks in MS Word to start a new “section” so that the first page header/footer is different.
-



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Sardarshahr, (Churu) Raj.**

Suggested Layout for the front cover page of Ph.D. dissertation

TITLE
(All capitals)

A THESIS
Submitted by
NAME OF CANDIDATE
(All Capitals)

for the award of the Degree of

**DOCTOR OF PHILOSOPHY
IN
(NAME OF THE SUBJECT)**

Under the guidance of
(NAME OF SUPERVISOR)



(Name of the Department/College)

Institute of Advanced Studies in Education (Deemed to be University)

Gandhi Vidya Mandir, Sardarshahr

Month ..., Year 201....




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(Deemed to be University)
Sardarshahr (Churu) Raj**

Suggested Layout for the front cover page of M.Phil. Dissertation

TITLE
(All capitals)

A THESIS
Submitted by

NAME OF CANDIDATE
(All Capitals)

In partial fulfilment for the award of the Degree of

MASTER OF PHILOSOPHY
IN
(NAME OF THE SUBJECT)

Under the guidance of
NAME OF SUPERVISOR
(ALL CAPITALS)



Institute of Advanced Studies in Education (Deemed to be University)

Gandhi Vidya Mandir, Sardarshahr

Month ..., Year 201....




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Chapter- 9

BYE LAW RELATING TO THE POST DOCTORATE DEGREE IN ARTS AND SOCIAL SCIENCE: D.LITT.

- BL. 107.** A candidate for the Degree of Doctor of Literature must be a Doctor of Philosophy of this or another recognised University of at least five years standing, who has resided in the University for at least two years.
Provided that no candidate will be eligible for enrolment/registration for the degree of the D.Litt unless, he has obtained the degree of the Doctor of Philosophy (Ph.D.) in the respective subject.
- BL.108.** Every candidate for the said degree shall apply to the Registrar stating the subject/research problem chosen by him for thesis and support his application by submitting a copy of the contribution published by him towards the advancement of the subject of his study. He shall submit a certificate from two members of the Faculty that he is a fit and proper person to supplicate for the Degree of Doctor of Literature.
- BL.109-A.** The application shall be placed before the Research Board which may consult two external experts who are specialists in the field of the proposed work. The Board shall satisfy itself that the subject offered is one which can be profitably pursued under the guidance of an Adviser appointed by the University and that the candidate possesses the requisite qualifications and adequate facilities are available in the University. Final admission of the candidate shall be decided by the Research Board.
- BL. 109-B.** In case the Research Board accepts the application of the candidate, it shall appoint a teacher of the University, preferably belonging to the same department to advise the candidate.
- BL.110.** On a report from the Adviser that the candidate's thesis is likely to be submitted within six months, Research Board shall appoint not less than three and not more than five examiners including the Adviser. Three of whom including the Adviser, shall be appointed to conduct the Viva-Voce examination.
- BL. 111.** The thesis in the subjects of languages should be written in the language concerned. Thesis in other subjects shall be written in English or Hindi in the Faculty of Arts & Social Sciences. For purposes of this Bye Laws, mathematics will not be considered as subject of the Arts/Social Science Faculty.
- BL.112.** After the thesis is completed, the candidate shall submit to the Registrar four typed copies of his thesis. The thesis may comprise a series of a published papers or a printed and published work. The thesis shall comply with the following conditions:
- 1 The thesis submitted by the candidate must be entirely his own work and must be an original contribution to knowledge characterised either by the discovery of new facts and their significance or by a new interpretation of facts and in either case it should evince the capacity of the candidate for critical examination and judgment, it shall also be satisfactory so far as its literary presentation is concerned, and it must be suitable for publication.
 - 2 A candidate for the D. LITT. degree shall also submit along with his thesis, four, or if necessary, five typed copies of a short abstract of the thesis not exceeding 5,000 words, which shall form a part of the thesis and shall be sent to the examiners who will certify that it is an actual abstract of the thesis submitted by the candidate.
 - 3 In addition, the candidate must have published a minimum of ten good quality research paper in his/her research field in journals having minimum 0.25 impact factor as per Thomson-Reuters after he/she obtained his/her Ph.D. at the time of the submission of the thesis.
- BL. 113.** The candidate may incorporate in his thesis the contents of any work which he may have published on the subject but he shall not submit as his thesis any work or the substantial




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portion of any work for which a degree has already been conferred on him in this or any other University. The candidate may also submit as subsidiary matter any printed contribution or contributions to the advancement of his subject.

BL. 114. The examiners shall examine the thesis and other published work of the candidate and shall submit their reports on the prescribed form either conjointly or separately. The examiners may consult one another before submitting, their reports. They may make such suggestions as they deem fit for the improvement of the thesis. The suggestions shall be communicated to the candidate.

BL.115. After the examiners have examined the thesis, they shall make a clear recommendation either:

- 1 the thesis to be accepted, or
- 2 the thesis to be rejected, or
- 3 the candidate be allowed to represent his thesis in a revised form not earlier than six months and not later than two years from the date of the decision of the Research Board, or
- 4 the lower Degree of Doctor of Philosophy be conferred on the candidate.

BL.116. The report of the examiners of the thesis shall be first placed before the Research Board. If any report is not in proper form and is not complete and clear, it shall be sent back to the examiner concerned to make up the deficiency. If the examiners unanimously recommend that the thesis should be accepted, the Public Viva-Voce examination of the candidate shall be arranged.

BL.117. The Public Viva-Voce examiners shall satisfy themselves that:

- 1 the candidate is well acquainted with the subjects of the thesis and with the subject relevant thereto;
- 2 the thesis is genuinely and entirely the work of the candidate and;
- 3 the candidate evinces the capacity for critical examination and judgment.

BL.118. In case the recommendation of the Viva-Voce examiners differs from the recommendation of the examiners of the thesis, the candidate may be asked to re-appear for the Viva-Voce examination within one year except where the Viva-Voce examiners report that the thesis is not genuinely his own, in which case the candidate shall be rejected forth-with. If the candidate fails to satisfy the Viva-Voce examiners, a second time his thesis shall be rejected. No candidate shall be allowed to represent his thesis more than once or to re-appear at the Viva-Voce examination more than once.

BL.119. The candidate shall on publication of the thesis state on the title page of it that the thesis was approved for the D. Litt. degree by IASE Deemed to be University, Sardarshahr.

BL.120. No thesis for evaluation/examination shall be submitted before the completion of three years after the date of registration/enrolment in the D.Litt. programme.




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Chapter- 10

BYE LAW RELATING TO THE POST DOCTORATE

DEGREE IN FACULTY OF SCIENCE: D.Sc.

BL.121. A candidate for the degree of Doctor of Science must be a Doctor of Philosophy of this or another recognised University of at least five year's standing who has resided in the University for at least two years.

Provided that no candidate will be eligible for enrolment/registration for the degree of the D.Sc., unless he has obtained the degree of the Doctor of Philosophy (Ph.D.) in the respective subject.

BL.122. Every candidate for the said degree shall apply to the Registrar stating the subject chosen by him for the thesis and support his application by submitting a copy of the contribution published by him towards the advancement of the subject of his study. He shall submit a certificate from two members of the Faculty that he is a fit and proper person to supplicate for the degree of Doctor of Science.

BL.123. The application shall be placed before the Research Board which may consult two external experts who are specialists in the field of the proposed work. The Board shall satisfy itself that the subject offered is one which can be profitably pursued under the guidance of an Adviser appointed by the University and that the candidate possesses the requisite qualifications and adequate facilities are available in the University. Final admission of the candidate shall be decided by the Research Board.

BL.124. In case the Research Board accepts the application of the candidate, it shall appoint a teacher of the University, preferably of the same department to advise the candidate. He shall put in at least one year's work in the Science laboratory, where experimental work is needed.

BL.125. On a report from the Adviser that the candidate's thesis is likely to be submitted within six months, the Research Board shall appoint not less than three and not more than five examiners including the Adviser. Three of whom including the Adviser shall be appointed to conduct the Viva-Voce examination.

BL.126. In Faculties of Science the thesis shall be written in English. The Vice- Chancellor, however, on the recommendation of the Research Board may waive the condition regarding English medium and permit the student to write his thesis in Hindi. However, such permission shall be obtained before the constitution of the Board of Examination.

BL.127. After the thesis is completed, the candidate shall submit to the Registrar four, or if necessary, five printed or typed copies of his thesis. The thesis may comprise a series of published papers or printed and published work. The thesis shall comply with the following conditions:

- 1 The thesis submitted by the candidate must be entirely his own work and must be an original contribution to knowledge characterized either by the discovery of new facts and their significance or by a new interpretation of facts or theories and in either case it should evince the capacity of the candidate for critical examination and judgement.
- 2 It shall also be satisfactory so far as its literary presentation is concerned, and must be suitable for publication.

BL.128-A. A candidate for the D. Sc. degree shall also submit along with his thesis, five printed or typed copies of a short abstract of the thesis, not exceeding 5000 words which form a part of the thesis and shall be sent to the examiners who will certify that it is an actual abstract of the thesis submitted by the candidate.

BL.128-B. In addition, the candidate must have published a minimum of ten good quality research paper in his/her research field in journals having minimum 0.50 impact factor as per Thomson-Reuters after he/she obtained his/her Ph.D. at the time of the submission of the thesis.

BL.129. The candidate may incorporate in his/her thesis the contents of any work which he may have independently published on the subject, but he shall not submit as his thesis any work or the substantial portion of any work for which a degree has already been conferred on him in this



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or any other University. The candidate may also submit as subsidiary matter any printed contribution or contributions to the advancement of his subject.

- BL.130.** The examiners shall examine the thesis and other published work of the candidate and shall submit their reports on the prescribed form either conjointly or separately. The examiners may consult one another before submitting their reports. They may make such suggestion as they deem fit for the improvement of the thesis. The suggestions shall be communicated to the candidate.
- BL.131.** After the examiners have examined the thesis, they shall make a clear recommendation, either
- 1 the thesis to be accepted, or
 - 2 the thesis to be rejected, or
 - 3 the candidate to be allowed to represent his thesis in a revised form not earlier than six months and not later than two years from the date of the decision of the Research Board, or
 - 4 the lower degree of Doctor of Philosophy to be conferred on the candidate.
- BL.132.** The report of the examiners of the thesis shall be first placed before the Research Degree Committee. If any report is not in proper form and is not complete and clear, it shall be sent back to the examiner concerned to make up the deficiency. If the examiners unanimously recommend that the thesis should be accepted, the Viva-Voce examination of the candidate shall be immediately arranged.
- BL.133.** The Viva-Voce examiners shall satisfy themselves that:
- 1 the candidate is well acquainted with the subject of the thesis and with the subjects relevant thereto,
 - 2 the thesis is genuinely and entirely the work of the candidate, and
 - 3 he evinces the capacity for critical examination and judgement.
- BL.134.** In case the recommendation of the Viva-Voce examiners of the thesis differs from the recommendation of the examiners of the thesis, the candidate may be asked to re-appear for the Viva-Voce examination within one year, except where the Viva-Voce examiners report that the thesis is not genuinely his own, in which case the candidate shall be rejected forthwith. If the candidate fails to satisfy the Viva-Voce examiners a second time, his thesis shall be rejected.
- BL.135.** No candidate shall be allowed to represent his thesis more than once or to re-appear at the Viva-Voce examination more than once.
- BL.136.** The candidate shall on publication of the thesis state on the title page of it that the thesis was approved for the D.Sc. degree of IASE Deemed to be University, Sardarshahr.
- BL.137.** A fee as may be decided shall be charged for making use of laboratory or other equipment.
- BL.138.** No thesis for evaluation/examination shall be submitted before the completion of three years after the date of registration/enrolment in the D.Sc. programme.




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Chapter- 11

BYE LAW RELATING TO THE POST DOCTORATE

DEGREE IN FACULTY OF LAW: LL.D.

BL.139. A candidate for the Degree of Doctor of Laws must be a Doctor of Philosophy of this or another recognised University of at least five years standing, who has resided in the University for at least two years.

Provided that no candidate will be eligible for enrolment/registration for the degree of the LL.D., unless he has obtained the degree of the Doctor of Philosophy (Ph.D.) in the respective subject.

BL.140. Every candidate for the said degree shall apply to the Registrar stating the subject/research problem chosen by him for thesis and support his application by submitting a copy of the contribution published by him towards the advancement of the subject of his study. He shall submit a certificate from two members of the Faculty that he is a fit and proper person to supplicate for the Degree of Doctor of Laws.

BL.141. The application shall be placed before the Research Board which may consult two external experts who are specialists in the field of the proposed work. The Board shall satisfy itself that the subject offered is one which can be profitably pursued under the guidance of an Adviser appointed by the University and that the candidate possesses the requisite qualifications and adequate facilities are available in the University. Final admission of the candidate shall be decided by the Research Board.

BL.142. In case the Research Board accepts the application of the candidate, it shall appoint a teacher of the University, preferable belonging to the same department to advise the candidate.

BL.143. On a report from the Adviser that the candidate's thesis is likely to be submitted within six months, Research Board shall appoint not less than three and not more than five examiners including the Adviser. Three of whom including the Adviser, shall be appointed to conduct the Viva-Voce examination.

BL.144. In Faculties of Law the thesis shall be written in English. The Vice- Chancellor, however, on the recommendation of the Research Board may waive the condition regarding English medium and permit the student to write his thesis in Hindi. However, such permission shall be obtained before the constitution of the Board of Examination.

BL.145. After the thesis is completed, the candidate shall supply to the Registrar four typed copies of his thesis. The thesis may comprise a series of a published papers or a printed and published work. The thesis shall comply with the following conditions:

- 1 The thesis submitted by the candidate must be entirely his own work and must be an original contribution to knowledge characterised either by the discovery of new facts and their significance or by a new interpretation of facts and in either case it should evince the capacity of the candidate for critical examination and judgment, it shall also be satisfactory so far as its literary presentation is concerned, and must be suitable for publication.

A candidate for the LL.D. degree shall also submit along with his thesis, four, or if necessary, five typed copies of a short abstract of the thesis not exceeding 5,000 words, which shall form a part of the thesis and shall be sent to the examiners who will certify that it is an actual abstract of the thesis submitted by the candidate.

- 3 In addition, the candidate must have published a minimum of ten good quality research paper in his/her research field in journals having minimum 0.25 impact factor as per Thomson-Reuters after he/she obtained his/her Ph.D. at the time of the submission of the thesis.



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- BL.146.** The candidate may incorporate in his thesis the contents of any work which he may have published on the subject but he shall not submit as his thesis any work or the substantial portion of any work for which a degree has already been conferred on him in this or any other University. The candidate may also submit as subsidiary matter any printed contribution or contributions to the advancement of his subject.
- BL.147.** The examiners shall examine the thesis and other published work of the candidate and shall submit their reports on the prescribed form either jointly or separately. The examiners may consult one another before submitting, their reports. They may make such suggestions as they deem fit for the improvement of the thesis. The suggestions shall be communicated to the candidate.
- BL.148.** After the examiners have read the thesis, they shall make a clear recommendation either:
- 1 the thesis to be accepted, or
 - 2 the thesis to be rejected, or
 - 3 the candidate to be allowed to represent his thesis in a revised form not earlier than six months and not later than two years from the date of the decision of the Research Board, or
 - 4 the lower Degree of Doctor of Philosophy to be conferred on the candidate.
- BL.149.** The report of the examiners of the thesis shall be first placed before the Research Board. If any report is not in proper form and is not complete and clear, it shall be sent back to the examiner concerned to make up the deficiency. If the examiners unanimously recommend that the thesis should be accepted, the Public Viva-Voce examination of the candidate shall be arranged.
- BL.150.** No thesis for evaluation/examination shall be submitted before the completion of three years after the date of registration/enrolment in the D.Sc. programme.
- BL.151.** The Public Viva-Voce examiners shall satisfy themselves that:
- 1 the candidate is well acquainted with the subjects of the thesis and with the subject relevant thereto;
 - 2 the thesis genuinely and entirely the work of the candidate and;
 - 3 he evinces the capacity for critical examination and judgment.
- BL.152.** In cast the recommendation of the Viva-Voce examiners differs from the recommendation of the examiners of the thesis, the candidate may be asked to re-appear for the Viva-Voce examination within one year except where the Viva-Voce examiners report that the thesis is not genuinely his own, in which case the candidate shall be rejected forth-with. If the candidate fails to satisfy the Viva-Voce examiner, a second time, his thesis shall be rejected. No candidate shall be allowed to represent his thesis more than once or to re-appear at the Viva-Voce examination more than once.
- BL.153.** The candidate shall on publication of the thesis state on the title page of it that the thesis was approved for the LL.D. degree by IASE Deemed to be University, Sardarshahr.
- BL.154.** No thesis for evaluation/examination shall be submitted before the completion of three years after the date of registration/enrolment in the D.Sc. programme.



[Handwritten Signature]
 Registrar

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IASE (DEEMED TO BE UNIVERSITY), SARDARSHAHR
FORM OF APPLICATION FOR THE DEGREE OF D.LITT.,
D. SC. OR LL.D.

1. Name in full :
(In capital letters)

Address :.....
.....

2. Academic qualifications

Exam.Subject Class University Year Marks

High School
Intermediate
Bachelor's Degree
Master's Degree
Doctor's Degree

3. In case, you have not obtained the Doctor's Degree, has the University granted you exemption for purposes of application for the D, Litt./D.Sc. degree. If so, please quote authority.....

4. Faculty/Department in which the candidate proposes to work

5. (a) Full title of the problem of research

(b) Name with qualifications and address of the Supervisor under whom the applicant proposes to work

6. If employed, full particulars to be given

I agree to abide by the Rules and Regulations prescribed by the University.

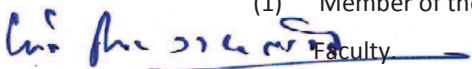
Dated

.....
Signature of the Applicant



N.B. A copy of the contribution published by him towards the advancement of the subject of his study, duly certified by his adviser should be attached to the application. The outline should not be very sketchy. The opinion of the Adviser with regard to the subject etc. should also be enclosed.

We certify that he is fit and proper person to supplicate for the degree of Doctor of Letters/ Science/Laws.

(1) Member of the

Registrar

(2) Member of the
Faculty.

I agree to work as Advisor

.....
Signature of the Supervisor

Recommendation of the Head of the Department:

- (a.) Is the subject suitable?
- (b.) Is the material available?
- (c.) Is it necessary for the applicant to acquire knowledge of any other language or subject?

.....
Signature of the Head of Department

Recommendation of the Dean

.....
Signature of the Dean

Recommendation of the Research Board Orders of the Vice-Chancellor

.....
Vice-Chancellor




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IASE (DEEMED TO BE UNIVERSITY), SARDARSHAHR

PROFORMA FOR THE USE OF EXAMINER OF THESIS FOR

D.Litt/D.Sc./LL.D. DEGREE

I have examined the thesis entitled
submitted by of the Department by in the Faculty of
..... IASE Deemed to be University, Sardarshahr, and I observe as follows :

- (a.) The thesis is an original contribution to knowledge characterised either by the disco-very of new facts and their significance or by a new interpretation of facts.
- (b.) The thesis evinces the capacity of the candidate for critical examination and judgment.
- (c.) The thesis is satisfactory so far as its literarypresentation is concerned.
- (d.) The thesis is suitable for publication.

I recommend that

- a) the thesis to be accepted, or
- b) the thesis to be rejected, or
- c) the candidate to be allowed to represent this thesis in a revised form

N. B.—Examiners are requested to send a detailed report, in addition to this proforma.

.....

Signature of Examiner

Name.....

Designation




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Chapter- 12

CODE OF ETHICS AND CONDUCT FOR RESEARCH SCHOLARS

(Ethics, honesty, integrity, respect for the code)

BL.155. CODE OF ETHICS AND CONDUCT FOR RESEARCH SCHOLARS

PURPOSE

Research and development comprise of systematic work undertaken to enhance and increase the treasure of knowledge of people, culture, and society, and use of this treasure of knowledge to invent new applications for sustainable well-being. It is a culmination of activities original as well as innovative that encompass academic, professional, and technological domains. Research demands freedom of choice all the while comprehending their implications as well to maintain benchmarks requires rigor and integrity. Research shall therefore comply with ethical, legal, and professional bounds.

The repute of the university relies on standards and ethics that it propagates in rendering research activities carried out by the scholars. The code hence intends to outline the mannerisms of research scholars registered for their doctoral program in dealing with the academic community, contemporaries, and public at large in terms of disciplines and behavior all the while being sincere and diligent to uphold the mission of the university and hence instilling greater trust among all stakeholders.

1. ETHICAL DIMENSIONS OF RESEARCH

The widely accepted five ethical dimensions of academic research are;

- 1) Normative ethics- includes determining what is right and wrong
- 2) Compliance- includes instituted policies and regulations at the university
- 3) Rigor and reproducibility – “only kind of science that can offer social value and justify risks to subjects and financial investment in research”.
- 4) Social Value- “means that research addresses problems of importance to society, generating knowledge used to solve real-world problems through new technologies or procedures”.
- 5) Workplace relationships- a newly identified aspect of research, that in essence forecasts the beneficial relationship that has to be established and sustained for greater outcomes.

2. INSTITUTIONAL RESPONSIBILITIES

The university is committed to ensuring that all activities that encompass the university and in particular those including research are facilitated to the highest of standards as well as upholding legal, ethical, and safety norms. The institutional responsibility inherently is individuals' professional responsibilities on behalf of the IASE (Deemed to be University).

The University thus;

1. Formulate research governance framework via policies and procedures;
2. Facilitates training and development programs and appropriate mentoring to enable skill up-gradation and consequential support for career development.
Provides research orientation for achieving excellence.
3. Provides apt infrastructure and resources, support, and services.
4. Institutes robust management systems that ensure compliance with set standards as well as systems for resolving disputes and prevent misconduct; also process for apt decision making and grievance redressal.
5. Provides apt infrastructure and resources, support, and services.

LEADERSHIP AND SUPERVISION

Leadership in the context of this code is to motivate/inspire to act in a way that benefits the university. Leaders, the research supervisor, are expected to foster a conducive ambiance to promote sound research accolades to the university. Leaders are to facilitate research activities by assuredly upholding the integrity and sound governance and ethical practice, as



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well as instill a culture of honesty, co-operation, and professionalism.

As a supervisor, the leader is expected to exhibit apt competence in providing the training necessary to garner improved research results and acceptance by the stakeholders. The research supervisor shall maintain a professional supervisor–supervisee relationships and assign credit appropriately.

4. TRAINING AND MENTORSHIP

It is the prerogative that the university lays policies to ensure all researchers receive apt training opportunities and ensuing supervision and required assistance to enable research of the highest standards. The academic departments are to facilitate directions and coordination to in filter the policies to all stakeholders. The academic departments shall therefore facilitate training programs i.e., coursework (research methodology, regulatory, equipment use, confidentiality, data management, record-keeping, data protection, and publication). The academic departments shall ensure the appropriate use of licensed research resources and IPR as well as gear up the concerned administrative and technical personnel for accurate record- keeping and providing technical assistance for research.

A research mentor, a knowledgeable, open-minded, supportive, and a good listener himself, in the context of this code, is expected to serve as a catalyst, a role model, and a coach that facilitates progressive research beneficial for all researchers an the like and in turn the university.

The research mentor shall therefore inspire and demand disseminating research outcomes in the various publicizing medium such as conference, journal, and the like.

5. EXCELLENCE

A mere attempt at acquiring/facilitating a doctoral degree is an inferior expectation from the context of the university. Therefore personnel involved in research are to excel in the research of highest standards upholding ethics and disseminate their findings for the larger benefit of the society.

6. GOOD PRACTICE OF RESEARCH SCHOLARS

Some of the practices and attributes that research scholars must possess and exhibit that are deemed key for undertaking good research are;

- ✓ **Sincerity and Dedication:** Every research scholar should be sincere in the work culture. They should be dedicated and devote their time only to research works.
- ✓ **Time Management:** Time spent on unproductive work will never fetch anything. Care should be taken to chart out a timeline for completing the given task and submit the thesis.
- ✓ **Honesty:** Refers to being accurate and truthful about one’s self, one’s work, and in acknowledging the work of others; reporting all the findings; and making valid interpretations and claims.
- ✓ **Rigour:** choose and adhere to appropriate methods; draw conclusions; and communicate the results.
- ✓ **Transparency:** report data collection methods; analyze and interpret data; and make findings widely available, including to the general public.
- ✓ **Respect and care:** exhibit care for all research participants and the environment. Conduct respectfully towards other scholars, staff, and faculty.
- ✓ **Trust:** Exhibit mutual trust to encourage the free exchange of ideas.
- ✓ **Fairness:** Ensure fairness in institutional standards, practices, and procedures as well as in interactions between members of the research groups.
- ✓ **Responsibility:** Uphold high standards of conduct in learning, teaching, and research responsibly for promoting academic integrity, among all members of the university.
- ✓ **Legality:** Observe valid legal norms related to the conduct and publication of research, particularly in relation to copyright, the intellectual property rights of third parties, the terms and conditions regulating access to research resources, and the laws of libel.



7. RESEARCH FUNDING

Financial assistance is a matter of pride and privilege for a researcher. Utmost care must


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be exercised by a researcher in;

- Familiarise themselves with the terms and conditions of any funding agreement (grant or contract and whether from public, government funding bodies, industry, or other), to ensure that they fully understand the implications of those terms.
- agree to, and accept the terms and conditions of their research funding organization. Once the funding has been accepted, researchers must ensure that they observe and fully comply with the terms and conditions of any grant or contract.
- adhere to all Financial Regulations and Procedures including those related to purchasing or procurement of materials, equipment, or other resources for research, the hiring of research project staff, and expenses.
- use and manage financial resources responsibly and sustainably and following the terms and conditions of the funding agency and the University.
- co-operate with any financial monitoring and audit. Any concerns, irregularities, or events which can result in unforeseen financial consequences, should be reported to the supervisor and the University as soon as they become apparent.

8. ETHICAL VALUES OF RESEARCH SCHOLARS:

Upholding ethical values are vital to good research and the university promotes such research activity. Some of them are;

- ✓ be very punctual, dedicated, and sincere in all academic work.
- ✓ research data collected should be synthesized as per the procedure laid down.
- ✓ research results to be reported should be following standard practices.
- ✓ publication status should not be manipulated or misrepresented.
- ✓ need to keep their undertakings and agreements honestly.
- ✓ avoid casual attitudes and negligence with their research work.
- ✓ keep quality in their paperwork and records of research activities, such as literature review, research design, data collection, data analysis, interpretation, drafted manuscripts and its communication with UGC recognized journals.
- ✓ need to respect patents, copyrights, and other forms of intellectual property.
- ✓ strive to protect confidential communications, such as manuscripts, projects, or grants submitted for publication, personnel records, deals or military secrets, and patient records used for requisite research.
- ✓ Endorse social wellbeing and to prevent or lessen social harms through research, public education, and promotion and care to safeguard the environment.

9. ACADEMIC FREEDOM, INTEGRITY, AND RESPONSIBILITY

Integrity, accountability, and responsibility are cornerstones of the IASE (Deemed to be University). The university renders academic freedom to all researchers to pursue knowledge and conduct advanced research without unreasonable interference or restriction from any quarters, norms, law, institutional regulations, or public pressure. Within the bounds of the university, a researcher is given apt freedom to inquire into the subject of study, to present research findings, to publish data and conclusions without control or censorship, in the manner, it is considered professionally appropriate. The researcher must exercise the freedom diligently and care must be taken to abhor violations of widely-recognized academic research standards, that represent serious offenses to the entire academic community and such things will be considered injurious to the credibility of the University which strives to promote excellence in academic research.

GENERAL RESPONSIBILITIES

The university recommends every researcher to consider ethics and moral philosophy sincerely, those that address morality. These orient a researcher in terms of their behavior from a moral perspective. Ethics apply to all aspects of personal and organizational practice and are therefore relevant to professions as a whole and in particular a researcher at the university.

In dealing with research participants and other researchers, research scholars have a




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responsibility to ensure as far as possible that the physical, social, and psychological well-being of their research participants is not detrimentally affected by the research. Research scholars must abhor actions that potentiate deleterious consequence for the stakeholders or which might undermine the discipline's repute.

11. INTELLECTUAL PROPERTY RIGHTS (IPR)

The university deems fit to encourage and facilitate successful utilization of intellectual property rights. Intellectual Property is the product of innovative, diligent, creative, and intellectual effort.

Types of IP are copyrights, patents, trademarks, and trade secrets.

a) Copyright

Copyright is a legal term used to describe the rights that creators have over their literary and artistic works. Works covered by copyright range from books, music, paintings, sculpture, and films, to computer programs, databases, advertisements, maps, and technical drawings. Copyright does not protect ideas. It covers “tangible” forms of creations and original work—for example, art, music, architectural drawings, or even software codes. The copyright owner has the exclusive right to sell, publish, and/or reproduce any literary, musical, dramatic, artistic, or architectural work created by the author.

b) Patent

A patent is an exclusive right granted for an invention. Generally speaking, a patent provides the patent owner with the right to decide how - or whether - the invention can be used by others. In exchange for this right, the patent owner makes technical information about the invention publicly available in the published patent document

A patent is used to prevent an invention from being created, sold, or used by another party without permission. A Patent Owner has every right to commercialize his/her/its patent, including buying and selling the patent or granting a license to the invention to any third party under mutually agreed terms.

There are three different categories of patents,:

1. Utility Patent: A utility patent protects the creation of a new or improved product, process, and composition of matter, or machine that is useful.
2. Design patent: A design patent protects the ornamental design of a useful item.
3. Plant patent: A plant patent protects new kinds of plants produced by cuttings or other non sexual means.

Once an invention has been patented, the patent owner has the right to regulate any monetization activities involving the patent. However, before a patent application is filed, it is important to make sure that the invention is, in fact, new and unique. Otherwise, the patent application will be rejected. Therefore, for an invention to receive a patent, it must meet the following requirements: novelty, non-obviousness, and usefulness.

c) Trademarks

Trademarks are another familiar type of intellectual property rights protection. A trademark is a sign capable of distinguishing the goods or services of one enterprise from those of other enterprises. Trademarks date back to ancient times when artisans used to put their signature or "mark" on their products. Some examples include McDonald's golden arch, the Face book logo, and so on.

A trademark can come in the form of text, a phrase, symbol, sound, smell, and/or color scheme. Unlike patents, a trademark can protect a set or class of products or services, instead of just one product or process. An industrial design constitutes the ornamental or aesthetic aspect of an article. A design may consist of three-dimensional features, such as the shape or surface of an article, or two Dimensional features, such as patterns, lines, or color.

d) Trade Secrets

Trade secrets are IP rights on confidential information which may be sold or licensed. The unauthorized acquisition, use, or disclosure of such secret information in a manner



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contrary to honest commercial practices by others is regarded as an unfair practice and a violation of the trade secret protection.

111. Confidential Information

Researchers may receive confidential information from other researchers, collaborators, and funders. Researchers need to ensure that they handle confidential and/or restricted information carefully and not use or disclose it to others without the consent of the party who owns the confidential information. Researchers must also ensure that they are aware of any confidentiality provisions applying to specific projects involving commercially sensitive data or Intellectual Property, and of possible obligations concerning those provisions.

112. Publication and Authorship

All researchers are expected to publish and disseminate the results of their research in an open, honest, transparent, and accurate manner, and via all appropriate media such as journal papers, books, reviews, software, a data repository, or conference proceedings. While both The Intellectual Property rights regulations and the requirements of research contracts must be satisfied.

113. Norms of Publications

The University expects all the publications to conform to appropriate discipline-specific professional standards, as well as the following examples of good practices:

- 1) In any publication, the authors must be able to identify their contribution to it. They should be familiar with its content and accept personal responsibility for it.
- 2) In all aspects of research, the contributions of formal collaborators and all others who have directly assisted or indirectly supported the research (including research students, research staff, and professional services staff) should be properly acknowledged with their permission.
- 3) Funding agencies of research should be acknowledged.
- 4) The sequence in which authors are listed should be agreed upon by all authors.
- 5) Intentional failure to acknowledge the contributions of others is regarded as unprofessional conduct, and instances other than minor omissions will be treated as research misconduct.
- 6) Any person who has not made an intellectual, scholarly, or practical contribution, and has not participated in a substantial way in conceiving, executing, or interpreting at least part of the relevant research, should not be included as an author of the publication derived from that research. The so-called 'honorary authorship', is not encouraged.
- 7) Research scholars must acknowledge and attribute all sources used in the research in line with their specific discipline citation and referencing convention.
- 8) When a researcher submits substantially similar work to more than one publisher should disclose that fact to the publishers at the time of submission.
- 9) Researchers have the full responsibility to ensure that any inconsistencies or errors in their published material are rectified on time.
- 10) The stipendiary Research scholars should observe the conditions, if any, set by funding or other bodies regarding the publication of their research.

12. Purpose of Intellectual Property Rights

The purpose of intellectual property rights is to encourage new creations, including technology, artwork, and inventions, that might increase economic growth. Intellectual property rights are legal rights that provide creators protection for original works, inventions, or the appearance of products, artistic works, scientific developments, and soon.

All research scholars are required to familiarize themselves with, and strictly observe the terms and conditions relating to IP and confidentiality in any sponsored research, grant, contract, or collaboration agreement.

Research scholars are also expected to respect IP created by others, use it only with appropriate permissions, and fully comply with all relevant IP licenses. Research Scholars should ensure that they keep all their field and lab notebooks and other records of data collection and experimental findings for evidencing the creation of new IP arising out of




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their research work.

13. RESEARCH MISCONDUCT

Misconduct in academic research implies but is not limited to fabrication, falsification, plagiarism, or deception in proposing, carrying out, or reporting results of research and deliberate, dangerous, or negligent deviations from accepted practice in carrying out research. It includes failure to follow an agreed protocol if and when this failure results in unreasonable risk or harm to persons, the environment, and when it facilitates misconduct in research by collusion in, or concealment of, such actions by others.

The university demands that research misconduct is to be abhorred by a researcher and further states that "research misconduct does not include honest error or differences of opinion".

Misconduct includes but is not limited to the following acts:

- **Plagiarism** : The deliberate copying of ideas, text, data, or other work (or any combination thereof) without due permission and acknowledgment. Plagiarism is "the appropriation of another person's ideas, processes, results, or words without giving appropriate credit". Representing any part or parts of another's work as one's own is considered plagiarism and may be a violation of the Principle of Ethics.
- **Piracy** : The deliberate exploitation of ideas from others without proper acknowledgment
- **Abuse of Intellectual Property Rights** : Failure to observe legal norms regarding copyright and the moral rights of authors.
- **Abuse of Research Resources** : Failure to observe the terms and conditions of institutionally licensed research resources.
- **Defamation** : Failure to observe relevant legal norms governing libel and slander.
- **Misinterpretation** : The deliberate attempt to represent falsely or unfairly the ideas or work of others, whether or not for personal gain or enhancement.
- **Personation** : The situation where someone other than the person who has submitted any academic work has prepared (parts of) the work;
- **Fabrication and Fraud**: The falsification or invention of qualifications, data, information, or citations in any formal academic exercise.
- **Sabotage**: Acting to prevent others from completing their work. This includes stealing or cutting pages out of library books or otherwise damaging them, or willfully disrupting the experiments of others, or endangering institutional access to licensed research resources by willfully failing to observe their terms and conditions.

14. PROFESSORIAL MISCONDUCT

Professorial acts that are arbitrary, biased, or exploitative. Denying access to information or material: To deny others access arbitrarily to scholarly resources or to deliberately and groundlessly impede their progress.

14.1 Misconduct in formal examinations:

Includes having access, or attempting to gain access during an examination, to any books, memoranda, notes, unauthorized electronic devices, or any other material, except such as may have been supplied by the invigilator or authorized by the Academic Department. It also includes aiding or attempting to aid another candidate or obtaining or attempting to obtain aid from another candidate or any other communication and conversations that could have an impact on the examination results.

14.2 Use of Alcohol and Drugs

Use, possession, manufacturing, or distribution of drugs of abuse including, but not limited to, solvents; hallucinogens; narcotics; depressants; stimulants; or other controlled substances except as expressly permitted by law.

2. Use, possession, manufacturing, or distribution of alcoholic beverages
3. Driving while under the influence of alcohol or any illegal substances.

14.3 Disruption/Obstruction

Disruption or obstruction of teaching, learning, research, administration, disciplinary proceedings, and other proceedings and activities, including its public service




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functions.

2. Participating in a demonstration, riot, or activity that disrupts the normal operation of the University or which may infringe on the rights of others
3. Conduct that is disorderly, lewd, or indecent; breach of peace; or assisting, encouraging, or facilitating another person to breach the peace.
4. Engaging in individual or group conduct that is abusive, indecent, unreasonably loud, or similar disorderly conduct that infringes upon the privacy, rights or privileges of others, or disturbs the peace, orderly process, education, or employment of any member of the University or public within the campuses of the University.

14.4 Gambling

Engaging in or offering games of chance for money or another gain in violation of government rules and Penal Codes.

14.5 Harassment

Harassment consists of any verbal, visual, written or physical conduct that may create an intimidating, hostile, or offensive environment. It should be avoided and prevented. Nobody should be subjected to any harassment because of factors such as race, ethnicity, religion, gender, sexual orientation, age, creed, national origin, disability, political affiliation, or veteran status.

14.6 Bullying

Bullying is unwanted offensive and malicious behavior that undermines an individual or group through persistently negative verbal or psychological abuse. Bullying can adversely affect the dignity, health, and productivity of another individual.

- Cyber bullying is the use of electronic devices to convey a message in any format (i.e. text, image, audio, video) that defames, intimidates, harasses, frightens, stalks, or is otherwise intended to harm, offend or humiliate another individual or group of individuals in a deliberate, repeated, hostile or unwanted manner under the perpetrator's true or a false identity.
- Physical bullying is pushing, shoving, kicking, poking, and/or tripping; assault or threat of physical assault; damage to a person's work/school area or property; damage to or destruction of a person's work/school product or personal property.
- Verbal bullying is repeated slandering, ridiculing, or maligning of a person or persons, addressing abusive and offensive remarks to a person or persons in a sustained or repeated manner; or shouting at others in public and/or in private where such conduct is so severe or pervasive as to cause or create a hostile or offensive educational or working environment or unreasonably interfere with the person's work or school performance or participation.
- Nonverbal bullying can consist of directing threatening gestures toward a person or persons or invading personal space after being asked to move or step away. These kinds of activities will be treated as offensive mechanisms and the persons involved in such incidences will be subjected to disciplinary proceedings.

14.7 Health and Safety

Every research scholar should take care of their health and safety. They also should ensure others' safety and health while executing some work within the campuses. Fire safety, safety while using chemicals in the university, safety while driving vehicles on the campuses are all very essential requirements of the University system.

14.8 The mechanism for Detecting Plagiarism

Plagiarism detection or content similarity detection is the process of locating instances of plagiarism and/or copyright infringement within a research work or document.

The University's system of plagiarism detection should be followed by all the research scholars.

The "plagiarism detection tools" available to detect plagiarism in the research documents should be used for this purpose.




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15. ANTI-RAGGING

The University has a coherent and effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (hereinafter referred to as the 'UGC Regulations').

The UGC Regulations have been framed because of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institution.

Normally, Research Scholars help junior students in their academic progression. Hence, there is no need to provide any guidelines about this purpose. If at all any complaint arises, the Anti-Ragging Committee shall examine all complaints of ragging and come out with recommendations based on the nature of the incident.

15.1 Gender Discrimination

The University always stands on prevention and prohibition of sexual harassment at all its workplaces. Research Scholars should note that sexual discrimination is not acceptable at the University.

15.2 Sexual Misconduct/Harassment

1. Sexual misconduct or threats of sexual misconduct including, but not limited to, the following:
2. Sexual touching, however slight, by one person upon another without effective consent or when it involves compelling a person to submit to such conduct by force, the threat of force, use of intoxicants to impair a victim's ability to give consent, or otherwise taking advantage of any impairment which might render a person incapable of making a reasonable or rational decision about sexual activity.
3. Obscene or indecent behavior, the display of sexual behavior that would reasonably be offensive to others.
4. Conduct of a sexual nature that creates an intimidating, hostile, or offensive environment for another person.

15.3 Private Business Activities

Acting on behalf of faculty, staff, students, and/or third-party entrepreneurs who wish to promote their non-academic business interests to other students, faculty, and staff on or off-campus without the prior written approval of the Vice-Chancellor by conducting Meetings, Seminars, Symposiums, Workshops, Conferences and Distributing promotional materials, are not allowed in the University.

15.4 Promotion of Anti-government activities

Anti-government slogans shouting, anti-university slogan shouting, and processions about anti-constitutional purposes will be considered for filing FIR, by the local police authorities.

16. ETHICS COMMITTEE

The University's Ethics Committee will be functioning to promote the best practices by all its research scholars. However, in the event of any unwanted misconduct observed within the University or its constituent unit, this committee shall take up the matter and evaluate to punish or prevent such incidences.

16.1 Composition of the Ethics Committee

The Ethics Committee is appointed by the University upon nomination by the Vice-Chancellor. The Committee shall be composed of the following members:

1. The Registrar
2. The Registrar (evaluation)
3. The Deans of all Faculties
4. The Director of Research
5. The Director, PMEB
6. The Director, IQAC.
7. Three to four nominees of the Vice-Chancellor derived from outside.

16.2 Tasks of the Ethics Committee

The Ethics Committee is expected to

- 1) provide advice and guidance to the academic community on all matters about




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academic research ethics

- 2) advise the authorities on compliance with the 'Code of Ethics in Academic Research'
- 3) provide guidance and academic support to scholars on ethical issues in respect of teaching, research, and other academic activities.
- 4) act as a consultative body for any disputed matter concerning research ethics and conduct and
- 5) to make recommendations to the University on what action, if any, should be taken as a result of identified misconduct committed by the individuals and based on inquiries and detailed investigations.

A preliminary investigation is to be conducted to ascertain whether there is sufficient substance to the allegation as to warrant a more thorough investigation.

The Committee will produce a report stating the procedures under which the formal investigation was conducted; how and, where appropriate, from whom information was obtained; the findings of the committee and the basis for these; a summary of the views of the respondent; and a description of any recommendations made by the committee.

16.3 Sanctions for Misconduct

The following are the expected sanctions that will be imposed based on the level of misconduct:

1. Warning: A written reprimand for misconduct.
2. Loss of privileges: Denial of specified privileges for a designated period.
3. Fines: Previously established and published fines may be imposed.
4. Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate services and/or monetary or material replacement.
5. Suspension: Separation for a definite period.
6. Suspension from Hostel residential accommodation: Suspension from the residence and Hostel premises for a definite period.
7. Dismissal: Permanent separation from the University

CONCLUSION

Ethics and values are very important concepts in the life of growing (budding) research scholars. The purpose of these guidelines is to consider the positive aspects effectively and neglect the negative aspects which in any case do not help anybody. Many research scholars may be aware of these guidelines and there is no need to explain them. However, newly joining researchers should be highlighted about these aspects, which will certainly help them to promote values, virtues, and good conduct with moral ethics, not only while doing research but also in their life too.




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PART- III
DEGREE AND DIPLOMA: CONVOCAATION, MEDALS AND PRIZES

Chapter- 13

DEGREE AND DIPLOMA

Bye Laws Framed under Section 7 (c) (d) of the Regulations

BL. 156. The University shall confer the following degrees, diplomas and certificates:

A S. No.	Faculty/Discipline: Arts/Humanities/Social Sciences	
	Specified Degree	
(1)	Abbreviated D.Litt.	Expanded Doctor of Literature
(2)	Ph.D./ D.Phil.	Doctor of Philosophy
(3)	M.Phil.	Master of Philosophy
(4)	B.A./	Bachelor of Arts
(5)	B.A. (Hons.)	Bachelor of Arts (Hons.)
(6)	B.A. with Research Degree	Bachelor of Arts (Research Degree)
(7)	M.A.	Master of Arts
(8)	B.A.-M.A. Integrated	B.A.-M.A. Integrated
(9)	B.S.W.	Bachelor of Social Work
(10)	M.S.W.	Master of Social Work
(11)	B.R.S.	Bachelor of Rural Studies
(12)	M.R.S.	Master of Rural Studies
(13)	B.J.	Bachelor of Journalism
(14)	M.J.	Master of Journalism
(15)	B.A. (Journalism)	Bachelor of Arts (Journalism)
(16)	M.A. (Journalism)	Master of Arts (Journalism)
(17)	B. Lib. Sc.	Bachelor of Library Science
(18)	B. Lib. I. Sc.	Bachelor of Library and Information Sciences
(19)	M. Lib. Sc.	Master of Library Science
(20)	M. Lib. I. Sc.	Master of Library and Information Sciences
(21)	BFA	Bachelor of Fine Arts
(22)	MFA	Master of Fine Arts
(23)	BVA	Bachelor of Visual Arts
(24)	MVA	Master of Visual Arts
(25)	BPA	Bachelor of Performing Arts
(26)	MPA	Master of Performing Arts
(27)	BHM	Bachelor of Hotel Management
(28)	MHM	Master of Hotel Management
(29)	BHMCT	Bachelor of Hotel Management and Catering Technology
(30)	BHMCT	Master of Hotel Management and Catering Technology
(31)	BTTM	Bachelor of Tourism and Travel Management
(32)	MTTM	Master of Tourism and Travel Management
(33)	Shastri/ Shastri (Hons.)	Shastri/ Shastri (Hons.)
(34)	Acharya	Acharya
(35)	Shiksha Shastri	Shiksha Shastri
(36)	Shiksha Acharya	Shiksha Acharya
(37)	Vishistacharya	Vishistacharya
(38)	Vidya Varidhi	Vidya Varidhi
(39)	Vachaspati	Vachaspati
(40)	Fazil	Fazil
(41)	Kamil	Kamil
(42)	Mumtaz	Mumtaz Tafseer/ Mumtazul/ Mohadisin, Mumtazul Fiqh, Mumtazul Adab etc.

Explanation: The University may give Sanskrit and Urdu sounding degrees respectively under the title of B.A., M.A. or Ph.D

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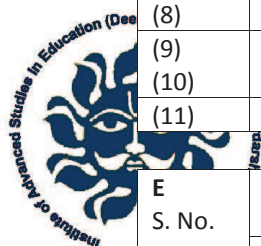
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B	Faculty/Discipline: Commerce	
S. No.	Specified Degree Abbreviated	Expanded
(1)	D.Litt.	Doctor of Literature
(2)	Ph.D./ D.Phil.	Doctor of Philosophy
(3)	M.Phil.	Master of Philosophy
(4)	B.Com./ B.Com. (Hons.) B.Com. (Research Degree)	Bachelor of Commerce Bachelor of Commerce (Hons.) Bachelor of Commerce (Research Degree)
(5)	M.Com. B.Com. M.Com. Integrated	Master of Commerce B.Com. M.Com. Integrated
(6)	B.B.A.	Bachelor of Business Administration
(7)	M.B.A.	Master of Business Administration
(8)	B.M.S.	Bachelor of Management Studies
(9)	M.M.S.	Master of Management Studies

C	Faculty/Discipline: Science	
S. No.	Specified Degree Abbreviated	Expanded
(1)	D.Sc.	Doctor of Science
(2)	Ph.D./ D.Phil.	Doctor of Philosophy
(3)	M.Phil.	Master of Philosophy
(4)	B.Sc./ B.Sc. (Hons.) B.Sc. (Research Degree)	Bachelor of Science Bachelor of Science (Hons.) Bachelor of Science (Research Degree)
(5)	M.Sc. B.Sc. M.Sc. Integrated	Master of Science B.Sc. M.Sc. Integrated
(6)	B.C.A.	Bachelor of Computer Applications
(7)	M.C.A.	Master of Computer Applications
(8)	B. Stat.	Bachelor of Statistics
(9)	M. Stat.	Master of Statistics
(10)	B.Sc. (Sanitary Science)	Bachelor of Science (Sanitary Science)

D	Faculty/Discipline: Education	
S. No.	Specified Degree Abbreviated	Expanded
(1)	D.Litt.	Doctor of Literature
(2)	Ph.D./ D.Phil.	Doctor of Philosophy
(3)	M.Phil.	Master of Philosophy
(4)	B.Ed.	Bachelor of Education
(5)	B.El.Ed.	Bachelor of Elementary Education
(6)	B.A.-B.Ed.	Bachelor of Arts and Bachelor of Education
(7)	B.Sc.-B.Ed.	Bachelor of Science and Bachelor of Education
(8)	M.Ed.	Master of Education
(9)	B.Ed.-M.Ed.	Bachelor of Education and Master of Education
(10)	B.P.Ed.	Bachelor of Physical Education
(11)	M.P.Ed.	Master of Physical Education

E	Faculty/Discipline: Law	
S. No.	Specified Degree Abbreviated	Expanded
(1)	LL.D.	Doctor of Laws
(2)	Ph.D./ D.Phil.	Doctor of Philosophy
(3)	M.Phil.	Master of Philosophy



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(4)	LL.B.	Bachelor of Laws
(5)	B.A.LL.B.	Bachelor of Arts and Bachelor of Laws
(6)	B.Sc. LL.B.	Bachelor of Science and Bachelor of Laws
(7)	B.Com. LL.B.	Bachelor of Commerce and Bachelor of Laws
(8)	B.B.A. LL.B.	Bachelor of Business Administration and Bachelor of Laws
(9)	LL.M.	Master of Laws

E S. No.	DIPLOMA		
	Specified Diploma		
(1)	Abbreviated D.LL.	Faculty Law	Expanded Diploma in Labour Laws
(2)	PGDCA	Science	Post Graduate Diploma in Computer Application

PROVISO-1: Provided that the University may institute any other degree or diploma under any Faculty.

PROVISO-2: Provided that the University will not confer any degree or Diploma unless the nomenclature of the same figures in this Bye Law and the relevant Rules.

BL. 157. The University shall confer the following degrees honoris causa:

- (1) D. Litt.
- (2) D. Sc.
- (3) LL. D.



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PART-III:

DEGREE AND DIPLOMA: CONVOCATION, MEDALS AND PRIZES

Chapter- 14

CONVOCATION

BL.158. Convocation for conferring degrees shall ordinarily be held every year in the month of December but a special convocation may also be held at such other time as may be found necessary or convenient.

BL.159. Convocation shall consist of the body corporate of the University.

BL.160. Ordinarily not less than six weeks notice shall be given by the Registrar of all meetings of Convocation.

BL.161. Registrar shall, with the notice, issue to each member supposed to participate in the Convocation a copy of the programme and the procedure to be observed there at.

BL.162. Procedure to be observed at Convocation shall be prescribed by the Board of Management.

BL.163. Colours of the various Faculties shall be as follows:

Faculty of Arts	Red
Faculty of Science	Light Blue
Faculty of Commerce	Yellow
Faculty of Social Sciences	Red
Faculty of Law	Purple
Faculty of Education	Crimson

BL.164. Academic dress of the University is worn at Convocation for conferring degrees. However, the university may change the academic dress and its colours by notification.

BL.165. Such members of the authorities of the University as are graduates of other universities may appear in the academic dress of their own Universities, or in such dress as may be prescribed by the University.

BL.166. The authorities and the graduates of IASE Deemed to be University, Sardarshahr shall wear the academic dress as provided here:

Chancellor	Gold Broche and academic cap or white suit
Vice-Chancellor	Silver Broche and academic cap or white suit
Registrar	Brown colour with rose border and academic cap or white suit
Members of University Bodies	Black gown and hood of the colour prescribed by the University for the degree concerned and safa of the same colour as hood, or bare-headed or white suit.
Bachelors of Arts, Science, Social Sciences, Commerce, Law and Education	Black gown and hood bearing the colour of the Faculty concerned, and safa which shall be of the same colour as hood, or bare-headed or white suit.
Masters of Arts, Social Sciences, Science, Commerce and Law	Black gown and hood bearing the colour of the Faculty concerned with stripes of Chocolate colour on it, and safa which shall be of the same colour as hood, or bare-headed or white suit.



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For Doctors of Philosophy (Ph.D.)	Scarlet coloured gown and hood bearing the distinct colour of the Faculty concerned with white stripes in addition to chocolate colour stripes, and safa which shall be of the same colour as hood or hare-headed or white suit.
For D.Litt., LL.D.& D.Sc.	Scarlet coloured gown and hood bearing the distinct colour of the Faculty concerned with white stripes in addition to chocolate colour stripes, and safa which shall be of the same colour as hood or hare-headed or white suit.

PROVISO: The University may change the dress, dress code and their colour of the recipients of the degrees/diplomas, officials of the university and members of the authorities, who participate in the Convocation by a notification.

BL.166-A. The recipients of degrees and diplomas for the Convocation may be given the option to wear either the usual gown or hood of the faculty colour or white Khadi "Dupattas" having a border or distinct mark of the Faculty colour as prescribed under Bye Law 162.

Convocation Procedure

BL.167. The candidates, who are recipients for the degree must inform in writing to the Registrar of the university at least 15 clear days in advance before the date fixed for the Convocation that he has an intention to be present in the Convocation. Ordinarily no candidate shall be admitted to the Convocation, who has not sent his request to participate in the Convocation to the Registrar within the prescribed time. In exceptional cases, the Registrar may permit candidates to be admitted to the Convocation provided their applications are received by the Registrar not later than 12 hours before the time of the Convocation. However, the candidates interested to remain in the Convocation shall be required to book their Convocation dress at least 30 days before the date of the Convocation by depositing the rent decided for the purpose.

BL.168. Such candidates, as are unable to present themselves in person at the Convocation, will be admitted to the degree in absentia by the Vice-Chancellor and their degree/diplomas given directly by the Registrar on application.

BL.169. No candidate shall be admitted to the Convocation, who is not in proper academic dress prescribed by the University.

BL.170. For the award of degrees at Convocation, students of the Bachelor's degree shall be presented to the Chancellor by the Deans of Faculties concerned and for post-graduate and Doctorate by Heads of the Departments concerned. However, when there is no department in the university the degree of said post-graduate programme will be presented to the Chancellor by the Deans of Faculties concerned.

BL.171. Degrees/Diplomas/Certificate to graduates and postgraduates attending the Convocation will be supplied to them in the Convocation Hall or Pandal, as the case may be, before the Convocation.

BL.172. No degree/diploma will be issued on the day of the Convocation or immediately after the Convocation.




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Chapter- 15

MEDALS AND PRIZES

UNIVERSITY GOLD MEDAL

BL.173. Subject to the approval of the Academic Council and Board of the Management, the University may award Gold Medals every year to the students, who stand first class first in Final year of the Degree of the undergraduate and Postgraduate degree Examinations (programmes) of the University.

DONOR'S GOLD MEDAL

BL.174. Subject to the approval of the Academic Council and Board of the Management, the University may award Gold Medals in the name of a person, agency or an organization, who has donated the amount and created a fund as determined by the Board of Management to the student who stands first class first in any Final Degree or any Postgraduate degree Examination of the University subject to the conditions accepted by the donor and the University.

BL.175. The Fund for the donor's Gold Medal will be created in the name of the Gold Medal for a particular degree and kept in any public bank. However, it will be operated by the University.

BL.176. The cost of the Gold Medal shall be paid from the interest raised from the Fund created. However, due to the raise in the cost required for making the Gold Medal and the increased and the interest raised from the money donated by the donor is not adequate for making the Gold Medal, then the University will ask the donor to deposit additional money for the purpose. When the donor fails to donate the additional money required for the purpose for the reason whatsoever, the university will discontinue to award the said Gold Medal.

BL.177. The University incorporates the detail of the donor's Gold Medal in this Bye Law.

PRIZES

BL.178. The University may institute any prize or prizes academic, administrative or ministerial for any person, any group or group of persons belonging to the category of students, teachers or staff administrative or ministerial.

BL.179. The University may institute any award for a student, teacher or any other person who has made extra ordinary contribution in the domain of education, knowledge or services to the society, nation or humanity.

Note: The University will make expenditure for such prize from the University Fund.




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THE PART-IV:

SCHOLARSHIPS, ENDOWMENTS AND PRIZES

Chapter- 16

SCHOLARSHIPS

BL.180. The University may make necessary arrangement to facilitate the different scholarships awarded by the Union Government, State Government, University Grants Commission, any national regulatory authority, public or Non-collegiate organization, Non governmental organization or an agency national or international for the students of University departments and University constituent colleges/institution/unit.

BL.181. Subject to the availability of the resources and approval by the Board of Management, the university may award the following scholarships:

- (a) Four scholarships in order of merit in Arts, and Social Sciences/Humanities (combined), four in Science and two in Commerce of the value of Rs. 100/- p.m. (or as notified by the University from time-to-time) each to be awarded to the candidates who obtain division Ist. These scholarships will be tenable for thirty-six months if such candidates pursue further studies through a regular course of study for the Three-Year Degree Course and Forty Eight Months in four year degree course and Sixty Months in Five year integrated course in the Faculty concerned. However, fourth and fifth year candidate shall be assessed separately for the eligibility of scholarship.
- (b) Five scholarships in Arts and Social Sciences/Humanities (combined), three in Science, two in Commerce and one in Law of the value of Rs. 150/- p.m. (or as notified by the University from time-to-time) each to be awarded to candidates who obtain first division and secure position in order of merit at their respective examinations. Students pursuing studies for the Master's degree through regular course of studies in the respective Faculty will be eligible for the scholarship for 24 months. The scholarship of Rs. 100/- to the student who joins as a regular student in Education leading to a degree of bachelor of Education will be awarded the scholarship for 24 months only.
- (c) Not more than two scholarships of the value of Rs. 200/- per month (or as notified by the University from time-to-time) tenable for 10 months only may be awarded to outstanding sportsmen or player on the recommendation of the Sports Board".

Note : (i) Scholarship holders should devote their whole time to studies and shall not engage themselves in any remunerative work or job except that offered by the University or prepare for any competitive Examination during the period of the scholarship.

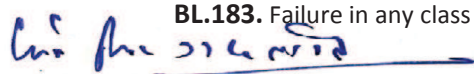
(ii) If a candidate, already drawing a scholarship happens to become entitled to the award of another scholarship during the pendency of the first scholarship, he can draw them provided the total amount of scholarship does not exceed Rs. 200/- (or as notified by the University from time-to-time).

(iii) The limit as prescribed above will not be made applicable in the case of merit scholarships. Provided that in case when there are two eligible candidates (obtaining equal marks) for a scholarship, each shall be paid the full amount.

BL.182. The recipients of scholarships shall be awarded the above scholarships for which they are eligible, provided they pursue higher studies in the University, failing which scholarships shall be awarded to the next best students who fulfil the conditions concerned.

BL.183. Failure in any class will disqualify the recipient from getting the scholarship further.




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BL.184. Candidates for the M.A./M.Sc./M.Com./LL.M./M.Ed. (Final) examinations will be paid a scholarship for twelve months.

BL.185. Candidates for the M.A./M.Sc./M.Com./LL.M./M.Ed. (Final) examination will be paid scholarship for the months of summer vacation, when they join the department in the period succeeding to summer vacation for pursuing their studies further after passing the M.A./M.Sc./M.Com.(Previous) examination.

BL.186. When a scholar for the M.A./M.Sc./M.Com./LL.M./M.Ed. (Previous) examination is unable to appear at the examination on account of sickness or other cause, scholarship for the months of March and April will be paid to the candidate only if the Dean concerned certifies that the scholarship holder diligently studied for the examination but was unable to take the examination for reasons beyond his/her control.

BL.187. The payment of a scholarship will be stopped if a candidate discontinues his/her studies during the middle of a session from such date as he leaves the Faculty.

BL.188. Scholarship will be continued only if the periodical reports of progress and conduct of the scholars are satisfactory.

Note: The Scholarship given by the University will be restricted only to the students who pursue their studies in the University post-graduate departments and in the constituent colleges/institution/unit of the University.

Research Scholarships

BL.189. Research scholarship will ordinarily be awarded from the beginning of each academic session or from the date of the commencement of the research work, whichever is later, to the Research Scholars conducting research in the university department/university centre established and maintained by the university.

BL.190. The value of the Scholarship be as follows:

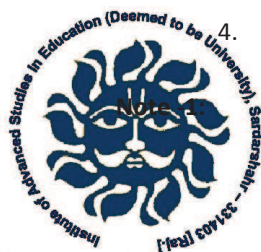
First Year	Rs. 400/- p.m.
Second Year	Rs. 450/- p.m.
Third Year	Rs. 450/-p.m.(or as notified by the University from time-to-time)

BL.191. The scholarship will be granted for one year in the first instance. It will be extended for the second year on the recommendation of the Supervisor if the progress is satisfactory. It may be allowed to be continued for the third year, if recommended by the Supervisor and Research Board. The scholarship will be granted for the second year on the recommendations of the Supervisor if the progress is satisfactory. It may in special cases allowed to be continued for the third year also, if recommended by the Supervisor and Research Board after satisfying the following conditions:

1. That at least two-third portion of thesis has been completed.
2. That sufficient proof is produced to show that the financial condition of the scholar is not sound and warrants continuance of the scholarship for the third year.
3. That the Supervisor is of the opinion that the progress of work of the scholar is satisfactory and that the thesis will be submitted on the expiry of the extended period; and
4. That sufficient reasons exist due to which the work could not be completed within two years.

A comprehensive recommendations containing full and correct information with regard to the above conditions shall have to be sent in writing by the Supervisor to the Research Board.

Provided that a Research Scholar in receipt of University research scholarship will continue to draw his scholarship till his thesis is finally approved by the University or for the period for which his scholarship is sanctioned by the University whichever is earlier.




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- 2 : Scholar registered for Ph.D. study shall be entitled for Research Scholarship only for the minimum period required to complete the research study. In no case, one cannot be given research scholarship for the period when he pursues his research study after renewal of its research candidature.
- BL.192.** A candidate for the research scholarship must be a first or second class with at least 55% postgraduate of any recognised University. He should have genuine aptitude for research.
- BL.193.** The award shall be made at the rate of one scholarship for each department where research is being done provided that in the case of such Department where the number of scholars doing research-work exceeds 5 (excluding teachers of IASE Deemed to be University, Sardarshahr) the number of scholarships may be increased to a maximum of two only. Provided that at any one time the number of Research scholars shall not exceed four in a department.
- BL.194.** The award of research scholarships will be transferable from one department to another if no suitable candidate is available in a department.
- BL.195.** Applications for research scholarships in the form prescribed must be submitted through the Head of the Department of the subject and the Dean of the Faculty concerned in which the applicant proposes to carry on research. All the applications for the award shall be considered by the Research Board consisting of the Vice-Chancellor, the Dean of the Faculty and the Head of the Department concerned.
- BL.196.** During the period of scholarship, a Research Scholar will not be permitted to engage himself in any work other than research, provided that with the permission of the Vice-Chancellor he may be engaged temporarily for not more than four months for teaching work during which the scholarship will remain suspended.
- BL. 197 (a)** Research Scholar will be required to reimburse 50% of his scholarship if he leaves the University before the expiry of the period of research work for which he joined the University, or if he fails to submit his thesis within the time limit.
- (b)** Every Research Scholar shall be required to furnish a quarterly report of his progress from his Supervisor. If the progress is unsatisfactory in the opinion of the Supervisor, the Vice-Chancellor may stop the scholarship.
- Note:** 1. The introduction of all the scholarships including the research scholarship by the university will be subject to the discretion of the university.
2. The university scholarship for research will be restricted only to the scholars pursuing their research in the university post-graduate departments.




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Chapter- 17

Conditions for Accepting Endowments or Scholarships, Medals and Prizes etc.

BL.198. Endowments relating to fellowships, scholarships and other rewards of a recurring character shall be accepted by the Academic Council only when secured by investments in securities described in Section 20 of Indian Trusts Act, 1882, or in immovable property in India. Money received in cash for endowment shall be invested by the Board of Management in any of the securities referred to above.

In case the donation is of Non-recurring nature, it may be accepted in the form of Scholarship, bursary or student-aid even without investment of security.

BL. 199. Subject to the provisions of the Bye-laws, the value of securities shall be as follows:

- (a) In the case of a fellowship, not less than twenty thousand rupees or as notified by the University.
- (b) In the case of scholarship or bursary, not less than ten thousand rupees or as notified by the University.
- (c) In the case of a gold medal not less than fifty thousand rupees or as notified by the University, provided that the Board of Management may accept lower amount in exceptional cases.
- (d) In the case of a prize or any other reward, not less than one thousand rupees or as notified by the University.

BL.200. The conditions, for award of scholarship, fellowships, bursaries, medals, prizes or other rewards shall be prescribed by the Academic Council after taking into account the desires of the donors.




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PART-V:
SERVICES TO NATION

Chapter- 18

N.C.C./N.S.S./ ROVER RANGE TRAINING

BL.201. There will be a provision for N.C.C./N.S.S./ROVER RANGE training in the University. It will not be obligatory for any student to undergo the N.C.C./N.S.S./ROVER RANGE training. However, the University through the appropriate office of the N.C.C./N.S.S./ROVER RANGE shall try to provide N.C.C./N.S.S./ ROVER RANGE training to every able bodied male and female students primarily for the students of the undergraduate programmes run under the different faculties.

PROVISO: Provided that the University may allow postgraduate students and research students of any faculty to undergo the N.C.C./N.S.S./Rover Range training subject to the requirement and norms decided by the department concerned.

BL.202.Enrolment—The enrolment form as prescribed in the Schedule of the N.C.C./N.S.S./ROVER RANGE Rules/norms will be issued alongwith the Faculty/College admission form and shall be duly filled in by the students.

BL.203. By the 1st of August each session the preliminaries for enrolment will be completed. The regular training period will be from the 1st August to the 31st January following.

BL.204. All students to whom the scheme of N.C.C./N.S.S./ ROVER RANGE training is applicable will be medically examined as required by N.C.C./N.S.S./ROVER RANGE Rules/norms for which arrangement will be made by the Director/Deans/Principals concerned in consultation with the N.C.C./N.S.S./ROVER RANGE authorities concerned and the procedure as given below will be followed:

- 1 At the time of admission all students will be medically examined by the University / College Doctors where available. In other cases Medical Officers will be arranged by the N.C.C./N.S.S./ ROVER RANGE authorities in consultation with the P.M.O. subject to the required norms.
- 2 Students recommended for exemption on medical grounds will be examined by a medical board constituted by P.M.O. who will be the final authority in the matter. A list of all such students giving details of the medical disability on which exemption is recommended will be forwarded to the Registrar by 31st August at the latest.
- 3 Cases of temporary exemptions on medical grounds will be reviewed in the first week of October every year.

BL.205.Attendance-(i) Attendance not less than 75% of the total parades will be a prerequisite condition for appearance at the examination conducted by the N.C.C./N.S.S./Rover Range for the purpose to give certificate, prize, award or distinction as the case may be.

However, the attendance will be counted from the date a student has been admitted.

(ii) Each Cadet may be provided an opportunity to attend:

- (i) One annual training camp of 10 days duration or the duration of any number of days during N.C.C./N.S.S./Rover Range ring two years of training in N.C.C./N.S.S./ROVER RANGE. +
- (ii) One annual training camp of 14 days duration during two years of Artillery, Signals, Engineers, Electrical and Mechanical Engineers, and the Naval and Air N.C.C. Units.




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- (iii) Two annual training camps of 14 days duration each during two years of training in Medical N.C.C Units.
 - (iv) Any other training provided or programme of social services as decided by the concerned agency.
- 2 Cadets will be detailed with required information on camps by N.C.C./N.S.S./ROVER RANGE Unit Commanders/ incharge in consultation with the heads of Institute/Deans and their names will be displayed on the college notice board showing the location and dates of camps, social activity or any other activity at least a month in advance.
 - 3 Within 72 hours of the commencement of a camp or an activity, the camp/activity commandant/ incharge will forward to the Principal/Dean/Head of the Institution a list of students who are found absent from the camp/activity.

BL.207. A.N.C.C./N.S.S./ ROVER RANGE training/ activity shall constitute a part of the University time table. A Cadet shall normally attend two to three periods of 40 minutes each on two or three days in a week. Timings for the parades/activity will be decided by the Director/Dean/ Principal in consultation with the N.C.C./N.S.S./ ROVER RANGE Group Commander or O.C. units or incharge concerned.

BL.208. A cadet participating in any activity or camp/training will be given the benefit of attendance in the minimum attendance required for the purpose of Attendance to appear in his examination subject to the provisions of the Bye Law of Attendance.



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PART- VI

RECRUITMENT AND CONDITIONS OF SERVICE

Chapter- 19

GENERAL RULES OF APPOINTMENT OF TEACHERS WITH REGARD TO THE REQUIREMENT OF MINIMUM MARKS, NET/SLET/SET, Ph.D, REEMPLOYMENT AFTER SUPERANNUATION AND DIFFERENT RELAXATIONS:

BL. 209 Subject to the provisions of the UGC Regulations promulgated and adopted time to time by the Board of Management of this university, the following shall be the teaching posts for teacher appointed in the university, its constituent college/ institutions or/and Centre of this university.

Name of post
Professor
Associate Professor
Assistant Professor

Proviso-1 : Provided that the university shall neither appoint nor absorb any person on any post unless he qualifies for the said post as per the norms and conditions of the qualifications laid down by the UGC or any other regulatory authorities, competent to do so and he has been selected by the duly constituted selection committee as per the UGC norms after the due public advertisement.

Proviso-2 : Provided further the university shall neither appoint nor absorb any person who has severed the university or is serving the university on any post created under any scheme or project sponsored by the UGC/Union Government/State Government/any other National and International Institution/University itself independently or jointly irrespective of the fact that there exists any agreement in this regard.(*such agreement doesn't carry any legality since first, such appointments are period specific in nature; second, candidates interested against the clear/substantive post might have not applied against the project post and result of it, now such candidates shall not be entitled to participate in the contest and in last, this will provide ground to develop practice of back door entry in the university system*)

BL.210 These Bye-laws have been enacted to ascertain the minimum qualifications for appointment and other service conditions of University and College teachers and cadres of Librarians, Directors of Physical Education and Sports for maintenance of standards in higher education and revision of pay-scales.

BL.211 : AUTHORITY OF THE REGULATORY AUTHORITIES TO REGULATE, ASCERTAIN AND DETERMINE THE NORMS AND STANDARDS TO COORDINATE THE HIGHER EDUCATION IN THEIR RESPECTIVE DISCIPLINE : For the purposes of direct recruitment to teaching posts in disciplines relating to university and collegiate education, inter alia in the fields of health, medicine, special education, agriculture, veterinary and allied fields, technical education, teacher education, norms or standards laid down by authorities established by the relevant Act of Parliament under article 246 of the Constitution for the purpose of co-ordination and determination of standards in institutions for higher education or research and scientific and technical institutions, shall prevail.

PROVISO - I (UGC Norms and standards shall prevail in absence of the norms and standards laid down by the appropriate regulatory authority): Provided that where no such norms and standards have been laid down by any Regulatory Authority, UGC Regulations herein shall be applicable till such time as any norms or standards are prescribed by the appropriate Regulatory Authority.

PROVISO – II (Additional requirement of NET/SLET/SET as condition precedent for the eligibility for the post of Assistant Professor): Provided further that for appointment to the post of Assistant Professor and equivalent positions pertaining to disciplines in which the National Eligibility Test (NET), conducted by the University Grants Commission or Council of Scientific and Industrial Research as the case may be, or State level Eligibility Test (SLET) or the State Eligibility Test (SET), conducted by bodies accredited by the UGC for the said purpose, qualifying in NET/SLET/SET shall be an additional requirement.



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BL-212 : PAY SCALES, PAY FIXATION, AND AGE OF SUPERANNUATION :

- A. **Pay scales** as notified by the Government of India from time to time will be adopted by the University Grants Commission and shall be payable to the teachers who have been appointed on permanent teaching post advertised and recruited as per the due qualifications and duly constituted selection committee as per the UGC Norms. However, a teacher appointed on contract basis shall be paid his/her pay as per the contract of service entered into by the teacher concerned and university administration.
- B. Subject to the availability of vacant positions and fitness, teachers such as Assistant Professor, Associate Professor, Professor and Senior Professor only, may be re-employed on 'contract appointment' beyond the age of superannuation, as applicable to this University or its constituent college/centre and/or Institution, up to the age of seventy years.

PROVISO: *Provided* further that all such re-employment shall be strictly in accordance with the guidelines prescribed by the UGC, from time to time.

BL-213 : Recruitment and Qualifications for teaching positions :

1. Advertisement, selection and basis to select teachers under the direct recruitment scheme : The direct recruitment to the posts of Assistant Professor, Associate Professor and Professor in the Universities and Colleges, and Senior Professor in the Universities, shall be on the basis of merit through an all-India advertisement, followed by selection by a duly-constituted Selection Committee as per the provisions made under UGC Regulations, 2018 and the University Rules and Bye-laws enacted to adopt and implement these regulations in the university.

2. Observance of UGC Regulations/ University rules and bye-laws for recruitment: The minimum qualifications required for the post of Assistant Professor, Associate Professor, Professor, Senior Professor, Principal, Assistant Librarian, Deputy Librarian, Librarian, Assistant Director of Physical Education and Sports, Deputy Director of Physical Education and Sports and Director of Physical Education and Sports, shall be as specified by the UGC Regulations/University Rules and Bye-laws.

3. NET/SLET/SET is mandatory requirement for the post of Assistant Professor or equivalent post : The National Eligibility Test (NET) or an accredited test (State Level Eligibility Test SLET/SET) shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions wherever provided in these Regulations.

Further, SLET/SET shall be valid as the minimum eligibility for direct recruitment to Universities/Colleges/Institutions in the respective state only:

PROVISO 1. (Exemption from NET/SET/SLET when Ph.D. is awarded as per UGC Regulations 2009/2016 or as amended from time to time): *Provided* that candidates, who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2009, or the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2016, and their subsequent amendments from time to time, as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or any equivalent position in any University, College or Institution.

PROVISO 2. (Exemption from NET/SET/SLET when candidate is registered for Ph.D. degree/ M.Phil programme prior July 11, 2009): *Provided* further that the award of degree to candidates registered for the M.Phil/Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree. All such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:

- The Ph.D. degree of the candidate has been awarded in regular mode only;
- The Ph.D. thesis has been awarded by at least two external examiners;
- An open Ph.D. viva voce of the candidate has been conducted;
- The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;



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- e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ICSSR/CSIR or any similar agency.

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

PROVISO 3 (No requirement of NET/SLET/SET in the disciplines in which NET/SLET/SET examinations have not been conducted by the UGC or an agency authorized by the UGC to conduct the said examinations): The clearing of NET/SLET/SET shall not be required for candidates in such disciplines for which NET/SLET/SET has not been conducted.

BL.214 REQUIREMENT OF MINIMUM MARKS AT PG LEVEL TO QUALIFY FOR DIRECT RECRUITMENT OF TEACHERS ON TEACHING POSITIONS OR OTHER EQUIVANT CADER AT ANY LEVEL : A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the Master's level shall be the essential qualification for direct recruitment of teachers and other equivalent cadres at any level.

1. **Relaxation in the eligibility of minimum marks/equivalent grade required at Master degree in the respective subject :** A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC)(Non-creamy Layer)/Differently-abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment.

Proviso: The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

2. A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to 19 September, 1991.

A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.

BL.215 : MANDATORY REQUIREMENT OF Ph.D. :

1. The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Professor.
2. The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Associate Professor.
3. The Ph.D. Degree shall be a mandatory qualification for promotion to the post of Assistant Professor (Selection Grade/Academic Level 12) in Universities.
4. The Ph.D. Degree shall be a mandatory qualification for direct recruitment to the post of Assistant Professor in Universities with effect from 01.07.2021.

The time taken by candidates to acquire M.Phil. and / or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment/ promotion. Regular faculty members upto twenty per cent of the total faculty strength (excluding faculty on medical / maternity leave) shall be allowed by their respective institutions to take study leave for pursuing Ph.D. degree.

BL.216 QUALIFICATIONS:




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No person shall be appointed to the post of University and College teacher, Librarian or Director of Physical Education and Sports, in any university or in any of institutions including constituent or affiliated colleges recognized under clause (f) of Section 2 of the University Grants commission Act, 1956 or in an institution deemed to be a University under Section 3 of the said Act if such person does not fulfil the requirements as to the qualifications for the appropriate post as provided in the Schedule 1 of the UGC Regulations,2018.

BL.217 COUNTING OF PAST SERVICES FOR DIRECT RECRUITMENT AND PROMOTION UNDER CAS

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional organisations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the direct recruitment and promotion under the CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature, provided that:

- (a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be.
- (b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- (c) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- (d) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/ Institutions concerned, for such appointments.
- (e) The previous appointment was not as guest lecturer for any duration.
- (f) The previous Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, provided that:
 - (i) the essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be
 - (ii) the incumbent was appointed on the recommendation of a duly constituted Selection Committee/Selection Committee constituted as per the rules of the respective university;
 - (iii) the incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and
- (g) No distinctions shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), while counting the past service under this clause.

BL.218 Period of Probation and Confirmation

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

A teacher on probation shall be confirmed at the end of one year, unless extended by another year through a specific order, before expiry of the first year.

Subject to Clause 11 of the UGC Regulation,2018, it is obligatory on the part of the University/the concerned institution to issue an order of confirmation to the incumbents within 45 days of completion of the probation period after following the due process of confirmation of satisfactory performance.

The probation and confirmation rules shall be applicable only at the initial stage of recruitment, issued from time to time, by the Central Government and adopted by the Board of Management of this University.

BL.219 Creation and Filling-up of Teaching Posts

Teaching posts in universities, as far as feasible, may be created in a pyramidal order, for



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instance, for one post of Professor, there shall be two posts of Associate Professors and four posts of Assistant Professor, per department.

BL.220.This will be the sole authority of the University to decide the “concerned, allied or relevant subject” for the purpose of eligibility of the Master degree for qualification of teachers.

BL.221. The recruitment to the advertised posts shall be carried out in accordance with the UGC Regulations concerned and the revised UGC Regulations, 2018 or as per UGC Regulation amended from time to time.

BL.222.The Ph.D. Degree shall be a mandatory qualification for the appointment of Professor and Associate Professors.

BL.223. The time taken by candidates to acquire M.Phil. and / or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment/ promotion. Regular faculty members upto twenty per cent of the total faculty strength (excluding faculty on medical / maternity leave) shall be allowed by their respective institutions to take study leave for pursuing Ph.D. degree

BL.224.Reservation for SCs/STs/OBCs and PWDs exists as per the guidelines of the GOR. Candidates applying for the reserved posts should clearly state to which category they belong to. They must also enclose attested Photostate copy of Caste Certificate/ Medical Certificate issued from the competent authorities. The form of caste certificate to be produced by other backward class candidates must be in the format as prescribed by the State Government.

BL.225.Person suffering from not less than 40% of the relevant disability shall alone be eligible for the benefit of reservation for Person with Disabilities.

BL.226. The University shall advertise the requirements of each teaching post in all India papers of wide circulation and upload it on the website of the university.

BL.227. The candidates shall be required to buy ‘application form’ by payment of the price prescribed for the purpose. The application form will be available in the university office and on the website of the university.

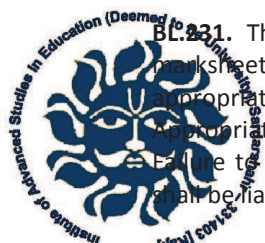
BL.228. The candidates shall be required to submit the application form alongwith application processing fee either in person or by online submission on or before the last date prescribed for the purpose.

BL.229.When a candidate has submitted his application form through online process, it will be mandatory for him to submit the hard copy of the said application alongwith the required fee in the university office on or before the last date prescribed for the purpose. Failure in this for the reasons whatsoever, the application/candidature will be liable to be rejected without notice.

BL.230. When a candidate applies for two or more than two posts, he will be required to submit separate applications and the separate sets of documents alongwith all the applications.

BL.231. This will be mandatory for all the candidates to submit all their documents including marksheets of all the examinations, degrees of all the academic programmes, experience certificates, appropriate certificate of reserved category i.e., SC/ST/OBC/SEBC/Person with Disability/Women etc. Appropriate certificate of non creamy layer in case of OBC/SEBC etc with the application form itself. Failure to submit any single document in this regard, his application/candidature for the said post shall be liable to be rejected without any notice.

BL.232. This will be mandatory for candidates to fill all the columns and furnish all the information sought in the application form without keeping any column unattended or blank. The candidates shall be required to mention ‘not applicable’ when he is not required to furnish the information. When a



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candidate fails to furnish any information at the time of the application for the reason whatsoever, the application is liable to be rejected without any notice.

BL.233. The university teachers will be required to sign and furnish 'Agreement for Service' as prescribed.

BL.234. Candidates already in service should submit their application through proper channel failing which the application is liable to be rejected.

Explanation: Experience shall be considered only when the candidate satisfies all the requirements of the UGC required to be fulfilled for "experience" under the UGC Circulars/Notification/ Regulation for the purpose of experience required under the Career Advancement Scheme.

BL.235. Canvassing in any form by the candidate or through any person on behalf of any candidate will disqualify such candidate from interview/selection.

BL.236. The University will evaluate the teaching and research performance qualitatively instead of quantitatively. The University for this Purpose will also evaluate the teaching and research aptitude of the candidate.

BL.237. Wherever qualifications have been prescribed to be under UGC seven points scale, the following mechanism shall be referred to ascertain equivalent marks in percentage:

GRADE	GRADE POINT	PERCENTAGE EQUIVALENT
'O' = Outstanding	5.50-6.00	75-100
'A' = Very Good	4.50-5.49	65-74
'B' = Good	3.50-4.49	55-64
'C' = Average	2.5-3.49	45-54
'D' = Below Average	1.50-2.49	35-44
'E' = Poor	0.50-1.49	25-34
'F' = Fail	0-0.49	0-24

BL.238. The age prescribed for direct recruitment shall not be applicable to those candidates from within the University.

BL.239. Reservation Policy:

The rules and procedures prescribed by the Govt. of Rajasthan in respect of the Reservation policy for reserved categories shall be followed.

BL.240. No TA/DA will be paid to any candidate for attending interview.

BL.241. Appointment

In case of selection of two or more candidates on the same post, the recommendations shall invariably be made in order of merit of the selected candidates for the purpose of determining seniority in service.

2. Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.



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- 3 The Selection Committee's recommendations, when approved by the Board of Management, shall subject to the provisions of Rules/Bye laws remain valid for a period of six months from the date of such approval.
- 4 In cases of any disputes any suites or legal proceedings against the University, the jurisdiction shall be restricted to the Courts in Sardarshahr or in case of the jurisdiction of the High Court it will be restricted only to the Rajasthan High Court.

BL.242. Period of Probation and Confirmation

- 1 The minimum period of probation shall be one year extendable by a maximum period of one more year in case of unsatisfactory performance. The confirmation at the end of one year shall be automatic, unless extended for another year by a specific order, before expiry of the first year.
- 2 Subject to this Clause it is obligatory on the part of the university to issue an order of confirmation to the incumbents within 45 days of completion of probationary period after due process of verification of satisfactory performance.
- 3 Probation and confirmation rules are applicable only at the initial stage of recruitment, as issued from time to time, by the University.
- 4 Teachers engaged on contract of service shall not be entitled for confirmation in any case after completion of his service on the same post or different posts with any length of service continuous or with breaks.

BL.243. Confirmation

- 1 It shall be the duty of the Registrar to place before the Board of Management the case of Confirmation of a teacher on probation, not later than forty days before the end of the period of probation with Annual Performance Report duly scrutinized with recommendation of the Head concerned.
- 2 The Board of Management may, then either confirm the teacher or decide not to confirm him, or extend the period of probation so as not to exceed twenty-four months in all.
- 3 In case the Board of Management decides not to confirm the teacher, whether before the end of twenty-four months,' period of his / her probation, or before the end of the extended period of probation, as the case may be, he shall be informed in writing to that effect, not later than thirty days before the expiration of that period.
- 4 Provided that the decision not to confirm a teacher shall require a two-third majority of the members of the Board of Management present and voting.
- 5 Teachers appointed on contract service shall not be entitled for confirmation of their service in any case by any authority of the University.

BL.244. Age of Superannuation

Subject to the provisions of the Act, Rules and Bye Law, every teacher confirmed in the service of the University, shall continue in such service until he/she attains the age of superannuation as prescribed by the IASE Deemed to be University, Sardarshahr from time to time.

Provided further that if the date of Superannuation of a teacher falls at any time during the Academic Session the Board of Management, may in special case by recording the reason on the recommendation of the Vice-Chancellor re-employ the teacher for any period up to the end of the academic semester/session, with a view not to disturb the teaching work of the Department/Centre.

BL.245. Voluntary Retirement

The rules of issued from time to time by IASE Deemed to be University, Sardarshahr.

BL.246. Variations in terms and conditions of service

Every teacher shall be bound to act in conformity with the Rules, Bye Laws, Regulations and rules of the University as well as a code of professional ethics as may be formulated by the University.

Provided that no change in the terms and conditions of service of a teacher shall be made after his / her appointment in regard to designation, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation and confirmation so as to adversely affect him.

BL.247. Resignation

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



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Provided that the Board of Management may waive the requirement of notice at its discretion.

BL.248. The other conditions of service or any matter which are not covered above shall be as prescribed by the University Grants Commission and IASE Deemed to be University, Sardarshahr from time to time.

B.L.249. Notwithstanding anything in this chapter the University may relax, change in any substantive, procedural and other norms and adopt norms of appointment on contract basis for the purpose of qualifications, reservations, salary etc as mentioned in this chapter.

BL.250. CONDITION OF SERVICE OF THE TEACHERS FOR RECRUITMENT UNDER THE CONTRACT SERVICES:

Notwithstanding anything in this chapter, the University may:

1. Engage the services of teachers on the contract basis with fix monthly remuneration in form of the consideration against the services rendered by the teachers;
2. The University shall relax in the norms mentioned in this chapter including the reservation policy shortlisting of applications, process of selection, criteria for weightage, increment, etc. However, the university shall decide the norms with regard to these policies through its Board of Management and notify the same in advance.
3. The teachers appointed on contract basis shall not have entitlement for confirmation irrespective of the length of their service.
4. The service contract shall be revocable on the completion of the term of contract or on the desire of either party with appropriate notice. The termination of service or revocation thereof shall not result into any liability /obligations economic and otherwise which are not the part of the service contract.
5. This service contract for contract service shall be different than to the service contract mentioned in this chapter for appointment as regular teacher. This will be notified by the University.




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PART-VII:

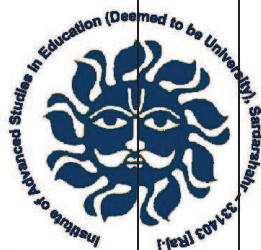
RECRUITMENT AND CONDITIONS OF SERVICE

Chapter- 20

TEACHING POSTS : QUALIFICATIONS

BL.251 Direct Recruitment: There shall be following qualifications for teachers and other academic staff mentioned hereunder in this chapter for different positions as mentioned in this table.

S.No.	Post and Stream/ Discipline	Eligibility Conditions
1.	Assistant Professor: For the Disciplines of Arts, Commerce, Humanities, Education, Law, Social Sciences, Sciences, Languages, Library Science, Physical Education, and Journalism & Mass Communication.	Eligibility (A or B) : A. i) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university. ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET : <i>Provided</i> , the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions :- a) The Ph.D. degree of the candidate has been awarded in a regular mode; b) The Ph.D. thesis has been evaluated by at least two external examiners; c) An open Ph.D. viva voce of the candidate has been conducted; d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal; e) The candidate has presented at least two papers based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC / ICSSR/ CSIR or any similar agency. <i>The fulfilment of these conditions is to be certified</i>



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		<p>by the Registrar or the Dean (Academic Affairs) of the University concerned.</p> <p>Note: NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.</p> <p style="text-align: center;">OR</p> <p>B. The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).</p> <p><i>Note: The Academic score as specified in Appendix II (Table 3A) for Universities, and Appendix II (Table 3B) for Colleges, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.</i></p>
2.	<p>Associate Professor: For the Disciplines of Arts, Commerce, Humanities, Education, Law, Social Sciences, Sciences, Languages, Library Science, Physical Education, and Journalism & Mass Communication.</p>	<p>Eligibility:</p> <p>i) A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines.</p> <p>ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).</p> <p>A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy five (75) as per the criteria given in Appendix II, Table 2.</p>
3.	<p>Professor: For the Disciplines of Arts, Commerce, Humanities, Education, Law, Social Sciences, Sciences, Languages, Library Science, Physical Education, and Journalism & Mass Communication.</p>	<p>Eligibility (A or B) :</p> <p>A.</p> <p>1. An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed journals and a total research score of 120 as per the criteria given in Appendix II, Table 2.</p> <p>2. A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.</p> <p style="text-align: center;">OR</p> <p>B. An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above) / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.</p>
4.	<p>Senior Registrar</p>	<p>Eligibility:</p> <p>i) An eminent scholar with good track record of high-quality</p>



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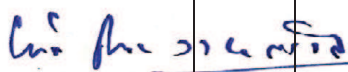
	<p>Professor in Universities Up to 10 percent of the existing sanctioned strength of Professors in the university may be appointed as Senior Professor in the universities, through direct recruitment.</p>	<p>research publications in Peer-reviewed or UGC- listed journals, significant research contribution to the discipline, and engaged in research supervision.</p> <p>ii) A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of national level.</p> <p>iii) The selection shall be based on academic achievements, favourable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years experience.</p> <p>The selection shall be based on ten best publications in the Peer-reviewed or UGC -listed journals and award of Ph.D degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per the UGC Regulations.</p>
5.	<p>College Principal and Professor (Professor's Grade)</p>	<p>A. Eligibility:</p> <p>(i) Ph.D. degree</p> <p>(ii) Professor/Associate Professor with a total service/ experience of at least fifteen years of teaching/research in Universities, Colleges and other institutions of higher education.</p> <p>(iii) A minimum of 10 research publications in peer-reviewed or UGC-listed journals.</p> <p>(iv) A minimum of 110 Research Score as per Appendix II, Table 2</p> <p>B. Tenure</p> <p>i) A College Principal shall be appointed for a period of five years, extendable for another term of five years on the basis of performance assessment by a Committee appointed by the University, constituted as per these regulations.</p> <p>After the completion of his/her term as Principal, the incumbent shall join back his/her parent organization with the designation as Professor and in the grade of the Professor.</p>
6.	<p>Vice Principal</p>	<p>An existing senior faculty member may be designated as Vice-Principal by the Board of Management of the University on the recommendation of the Principal, for a tenure of two years, who can be assigned specific activities, in addition to his/her existing responsibilities. During the absence of the Principal, for any reason, the Vice Principal shall exercise the powers of the Principal.</p>
7.	<p>Assistant Professor: Music, Performing Arts, Visual Arts and Other Traditional Indian Art Forms like Sculpture, etc.</p>	<p>Eligibility (A or B):</p> <p>A.</p> <p>i) Master's Degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in the relevant subject or an equivalent degree from an Indian/foreign University.</p> <p>ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.</p>



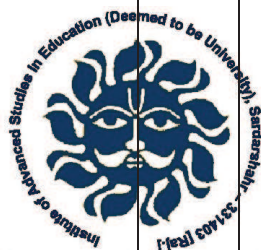
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		<p><i>Provided</i> further, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfilment of the following conditions:</p> <ol style="list-style-type: none"> Ph.D. degree has been awarded to the candidate in a regular mode The Ph.D. thesis has been evaluated by at least two external examiners; An open Ph.D. viva voce of the candidate had been conducted; candidate has published two research papers from his/her Ph.D. work, out of which, at least one is in a refereed journal; The candidate has presented at least two research papers based on his/her Ph.D. work in conferences/seminars supported/funded/sponsored by the UGC/AICTE/ICSSR or any other similar agency. <p><i>Note 1: The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affair) of the University concerned.</i></p> <p>Note 2: The clearance of NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC (like SLET/SET).</p> <p style="text-align: center;">OR</p> <p>B. A traditional or a professional artist with highly commendable professional achievement in the subject concerned having a Bachelor's degree, who has:</p> <ol style="list-style-type: none"> studied under a noted/reputed traditional Master(s)/Artist(s) Has been 'A' grade artist of AIR/Doordarshan; Has the ability to explain, with logical reasoning the subject concerned; and <p style="text-align: center;">Has adequate knowledge to teach theory with illustrations in the discipline concerned.</p>
8.	Associate Professor: Music, Performing Arts, Visual Arts and Other Traditional Indian Art Forms like Sculpture, etc.	<p>Eligibility (A or B): A.</p> <ol style="list-style-type: none"> Good academic record, with a doctoral degree. Performing ability of a high professional standard. Eight years' experience of teaching in a University or College and / or of research in a University/national level institution, equal to that of Assistant Professor in a University/College. Has made a significant contribution to knowledge in the subject concerned, as evidenced by quality publications. <p style="text-align: center;">OR</p> <p>B. A traditional or a professional artist with highly-commendable professional achievement having Master's degree in the subject concerned, who has:</p> <ol style="list-style-type: none"> been 'A'-grade artist of AIR/Doordarshan; eight years' experience of outstanding performing achievement in the field of specialisation; experience in designing of new courses and /or curricula; participated in National level Seminars/Conferences/Concerts in




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		reputed institutions' and v) ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.
9.	Professor : Music, Performing Arts, Visual Arts and Other Traditional Indian Art Forms like Sculpture, etc.	Eligibility (A or B): A. i) An eminent scholar having a doctoral degree ii) Have been actively engaged in research with at least ten years of experience in teaching in University/College and / or research at the University/National level institutions iii) Minimum of 6 research publications in the peer-reviewed or UGC-listed journals, iv) Has a total research score of 120, as per Appendix II, Table 2. OR B. A traditional or a professional artist, with highly commendable professional achievement, in the subject concerned, i) Having Masters degree, in the relevant subject ii) Has been 'A'-grade artist of AIR/Doordarshan iii) Has Ten years of outstanding performing achievements in the field of specialisation iv) Has made significant contributions in the field of specialisations and ability to guide research; v) Has participated in National/International Seminars/Conferences/ Workshops/Concerts and/ or recipient of National/International Awards/Fellowships; vi) Has the ability to explain with logical reasoning the subject concerned, and has adequate knowledge to teach theory with illustrations in the said discipline.
10.	Assistant Professor : Drama Discipline	Eligibility (A or B) A. i) Master's Degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in the relevant subject or an equivalent degree from an Indian/foreign University. ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009, or 2016, and their amendments from time to time as the case may be. <i>Provided</i> further, candidates registered for the Ph.D. programme, prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions, subject to the fulfillment of the following conditions:- a) The Ph.D. degree of the candidate has been awarded in the regular mode; b) The Ph.D. thesis has been evaluated by at least two external examiners;



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		<p>c) An open Ph.D. viva voce of the candidate has been conducted;</p> <p>d) The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;</p> <p>e) The candidate has presented at least two research papers based on his/her Ph.D. work in conferences/seminars supported/funded/ sponsored by the UGC/CSIR/ICSSR or any other similar agency.</p> <p>Note-</p> <ol style="list-style-type: none"> 1. <i>The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.</i> 2. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which the NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET. <p style="text-align: center;">OR</p> <p>B. A traditional or a professional artist with highly commendable professional achievement in the concerned subject, who has:</p> <ol style="list-style-type: none"> i) been a professional artist with three years' Bachelor degree/Post Graduate Diploma, with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed), from the National School of Drama, or any other such Institution in India or abroad; ii) five years of regular acclaimed performance at regional/ national/ international stage, supported by evidence; and the ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the discipline concerned.
11.	Associate Professor: Drama Discipline:	<p>Eligibility (A or B) :</p> <p>A</p> <ol style="list-style-type: none"> i) A good academic record, having a Ph.D degree with performing ability of high professional standard as certified by an Expert Committee constituted by the University concerned for the said purpose. ii) Eight years experience of teaching in a University/College and/ or research in a University/national-level institutions equal to that of Assistant Professor in a University/College. A significant contribution to knowledge in the subject concerned, as evidenced by the quality publications. <p style="text-align: center;">OR</p> <p>B. A traditional or a professional artist, having highly commendable professional achievement in the subject concerned, has a Master's degree, who has:</p> <ol style="list-style-type: none"> i) Been recognised artist of Stage/ Radio/TV; ii) Eight years of outstanding performance in the field of specialisation; iii) Experience of designing new courses and /or curricula; iv) Participated in Seminars/Conferences in reputed institutions; and v) The ability to explain with logical reasoning the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.



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12.	Professor Drama Discipline:	<p>Eligibility (A or B) :</p> <p>A. An eminent scholar, having a doctoral degree, actively engaged in research with ten years of experience in teaching and /or research at a University/National-level institution, including experience of guiding research at the doctoral level, with outstanding performing achievement in the field of specialisation, with a minimum of 6 research publications in the peer-reviewed or UGC listed journals, and a total research score of 120, as per Appendix II, Table 2.</p> <p style="text-align: center;">OR.</p> <p>B. A traditional and a professional artist, having highly commendable professional achievement in the subject concerned, who has:</p> <p>i) Master's degree, in the relevant subject;;</p> <p>ii) Ten years of outstanding performing achievements in the field of specialisation;</p> <p>iii) Made significant contribution in the field of specialisation</p> <p>iv) Guided research;</p> <p>v) Participated in National/International Seminars/ Conferences/ Workshops and/or recipient of National/ International Awards/Fellowships;</p> <p>vi) Ability to explain with logical reasoning the subject concerned; Adequate knowledge to teach theory, with illustrations in the said discipline.</p>
13.	Assistant Professor : Yoga Discipline	<p>Eligibility (A or B) :</p> <p>A. Good academic record, with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) at the Master's degree in Yoga or any other relevant subject, or an equivalent degree from an Indian/foreign University.</p> <p>Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or a similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time.</p> <p style="text-align: center;">OR</p> <p>B. A Master's degree in any discipline with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) and a Ph.D. Degree in Yoga* in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.</p> <p>*<u>Note</u>: Considering the paucity of teachers in the newly-emerging field of Yoga, this alternative has been provided and shall be valid only for five years from the date of notification of these Regulations</p>
14.	Associate Professor Yoga Discipline	<p>Eligibility:</p> <p>i) A good academic record, with a Ph.D. degree in the</p>



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		<p>subject concerned or in a relevant discipline.</p> <p>ii) A Master's degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).</p> <p>iii) A minimum of eight years' experience of teaching and/ or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institutions/Industry with evidence of published work and a minimum of 7 publications as books and / or research/policy papers in peer- reviewed or UGC listed journals and a total research score of at least Seventy five (75), as per the criteria given in Appendix II, Table 2.</p>
15.	Professor Yoga Discipline	<p>Eligibility (A or B) :</p> <p>A.</p> <p>i) An eminent scholar with Ph. D. degree in the subject concerned or in an allied/relevant subject and published work of high quality, actively engaged in research with evidence of published work, with a minimum of 10 publications as books and/ or research/policy papers in the peer-reviewed or UGC listed journals and a total research score of at least 120 as per the criteria given in Appendix II, Table 2.</p> <p>ii) A minimum of ten years of teaching experience in a University/College and / or experience in research at the university/National level institution/Industries, with evidence of having successfully guided doctoral candidate.</p> <p style="text-align: center;">Or</p> <p>B. An outstanding professional, with established reputation in the relevant field, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.</p>
16.	Assistant Professor Occupational Therapy	<p>Eligibility: A Bachelor's Degree in Occupational Therapy (B.O.T./B. Th.O./B.O.Th.), Masters in Occupational Therapy (M.O.Th/M.Th.O./ M.Sc. O.T/M.OT.), with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed), from a recognised University</p>
17.	Associate Professor: Occupational Therapy	<p>Eligibility:</p> <p>i. Essential : A Master's Degree in Occupational Therapy (M.O.T./M.O.Th./M.Sc. O.T.), with eight years' experience as Assistant Professor.</p> <p>ii. Desirable: Higher Qualification, including a Ph. D. degree in any discipline of occupational therapy recognised by the UGC, and published work of high standard in peer-reviewed or UGC- listed journals.</p>
	Professor: Occupational Therapy	<p>Eligibility:</p> <p>i. Essential : Master's Degree in Occupational Therapy (M.O.T./ M.O.Th./M.Th.O./M.Sc. O.T.), with Ten years of total experience in Occupational Therapy.</p> <p>ii. Desirable: Higher Qualification, such as Ph.D. degree in any discipline of occupational therapy recognised by the UGC, and</p>



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		published work of high standard in peer- reviewed or UGC- listed journals.
19.	Principal / Director / Dean: Occupational Therapy	Eligibility: Essential: Master's Degree in Occupational Therapy (M.O.T./M.Th.O./M.Oth./M.Sc. O.T.), with fifteen years' experience, which shall include five years' experience as Professor (Occupational Therapy). Note: i. The senior-most Professor in the institution shall be designated as the Principal / Director / Dean. ii. Desirable: Higher qualification, like a Ph. D. degree in any discipline of occupational therapy recognized by the UGC and published work of high standard in peer reviewed or UGC listed journals.
20.	Assistant Professor: Physiotherapy Teachers	Eligibility: Bachelor's Degree in Physiotherapy (B.P./T./B. Th./P./B.P.Th.), Master's Degree in Physiotherapy (M.&P.Th/M.Th.P./M.Sc. P.T/M.P.T.) with at least 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) from a recognized University.
21.	Associate Professor: Physiotherapy Teachers	Eligibility: i) Essential: A Master's Degree in Physiotherapy (M.P.T./M.P.Th./M.Th.P/M.Sc. P.T.) with eight years' experience as Assistant Professor. ii. Desirable: Higher Qualification, such as Ph.D. degree in any discipline of Physiotherapy recognized by the U.G.C, and published work of high standard in peer-reviewed or UGC - listed journals.
22.	Professor: Physiotherapy Teachers	Eligibility: i. Essential: Master's Degree in Physiotherapy (M.P.T. / M.P.Th./M.Th.P./M.Sc. P.T.), with ten years experience. Desirable: ii. Higher Qualification like Ph. D. in any subject of Physiotherapy recognised by U.G.C, and Published work of high standard in peer -reviewed or UGC- listed journals.
23.	Principal / Director / Dean: Physiotherapy Teachers	Eligibility: Essential: Master's Degree in Physiotherapy (M.P.T./M.Th.P./M.Pth./M.Sc. P.T.) with fifteen years total experience, including five years experience as Professor (Physiotherapy). Note: (i) Senior-most Professor shall be designated as the Principal / Director / Dean. Desirable: Higher qualification like Ph.D. in any subject of Physiotherapy recognized by the UGC and published work of high standard in peer reviewed or UGC listed journals.
	University Assistant Librarian / College Librarian	i) A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point – scale, wherever the grading system is followed) ii) A consistently good academic record, with knowledge of computerization of a library.



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		<p>iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:</p> <p><i>Provided</i> that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions:-</p> <ol style="list-style-type: none"> The Ph.D. degree of the candidate has been awarded in the regular mode The Ph.D. thesis has been evaluated by at least two external examiners; Open Ph.D. viva voce of the candidate has been conducted; The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal; The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored /funded/supported by the UGC/ICSSR/CSIR or any similar agency. <p>Note:</p> <p>(i) <i>The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.</i></p> <p>NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.</p>
25.	University Deputy Librarian	<ol style="list-style-type: none"> A Master's Degree in library science/information science/documentation science, with at least 55% marks or an equivalent grade in a point –scale, wherever grading system is followed. Eight years experience as an Assistant University Librarian/College Librarian. Evidence of innovative library services including integration of ICT in library. A Ph.D. Degree in library science/ Information science / Documentation Science/Archives and manuscript keeping/computerization of library.
	University Librarian	<ol style="list-style-type: none"> A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point -scale wherever the grading system is followed. At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian. Evidence of innovative library services, including the integration of ICT in a library.



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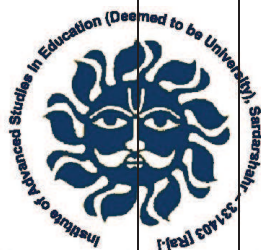
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		iv) A Ph.D. Degree in library science/information science/documentation /archives and manuscript-keeping.
27.	University Assistant Director of Physical Education and Sports / College Director of Physical Education and Sports	<p>Eligibility (A or B) :A.</p> <p>i) A Master’s Degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed)</p> <p>ii) Record of having represented the university / college at the inter-university /inter-collegiate competitions or the State and/ or national championships.</p> <p>iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET), conducted by the UGC or CSIR, or a similar test accredited by the UGC, like SLET/SET, or who are or have been awarded a Ph.D. Degree in Physical Education or Physical Education and Sports or Sports Science, in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time, as the case may be:</p> <p><i>Provided that, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ Bye-laws/Regulations of the Institutions awarding the degree and such Ph.D. degree holders shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions, subject to the fulfillment of the following conditions:-</i></p> <p>a) The Ph.D. degree of the candidate has been awarded in regular mode;</p> <p>b) The Ph.D. thesis has been evaluated by at least two external examiners;</p> <p>c) Open Ph.D. viva voce of the candidate has been conducted;</p> <p>d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;</p> <p>e) The candidate has presented at least two research papers in conference/seminar, based on his/her Ph.D work.</p> <p><i>Note: The fulfilment of these conditions (a) to (e) is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.</i></p> <p>iv. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.</p> <p>v. Passed the physical fitness test conducted in accordance with these Regulations.</p> <p style="text-align: center;">OR</p> <p>B. An Asian game or commonwealth games medal winner who has a degree at least at Post-Graduation level.</p>
	University Deputy Director of Physical Education and Sports	<p>Eligibility (A or B) :</p> <p>A.</p> <p>i) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science. Candidates from outside the university system, in addition, shall also possess at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master’s Degree level by the university concerned.</p>



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		<ul style="list-style-type: none"> ii) Eight years experience as University Assistant DPES/College DPES. iii) Evidence of organizing competitions and conducting coaching camps of at least two weeks duration. iv) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc. v) Passed the physical fitness test in accordance with these Regulations. <p style="text-align: center;">OR</p> <p>B. An Olympic games/ world cup/ world Championship medal winner who has a degree at least at the Post-Graduation Level.</p>																																
29.	University Director of Physical Education and Sports	<ul style="list-style-type: none"> i) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science. ii) Experience of at least ten years in Physical Education and Sports as University Assistant/Deputy DPES or ten years as College DPES or teaching for ten years in Physical Education and Sports or Sports Science as Assistant/Associate Professor. iii) Evidence of organising competitions and coaching camps of at least two weeks' duration. iv) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc. 																																
30.	Physical Fitness Test Norms	<p>(a) Subject to the provisions of these Regulations, all candidates who are required to undertake the physical fitness test are required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.</p> <p>(b) On the production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: center;">NORMS FOR MEN</th> </tr> <tr> <th colspan="4" style="text-align: center;">12 MINUTES RUN/WALK TEST</th> </tr> <tr> <th style="width: 25%;">Upto 30 Years</th> <th style="width: 25%;">Upto 40 Years</th> <th style="width: 25%;">Upto 45 Years</th> <th style="width: 25%;">Upto 50 Years</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1800 metres</td> <td style="text-align: center;">1500 metres</td> <td style="text-align: center;">1200 metres</td> <td style="text-align: center;">800 metres</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: center;">NORMS FOR WOMEN</th> </tr> <tr> <th colspan="4" style="text-align: center;">8 MINUTES RUN/WALK TEST</th> </tr> <tr> <th style="width: 25%;">Upto 30 Years</th> <th style="width: 25%;">Upto 40 Years</th> <th style="width: 25%;">Upto 45 Years</th> <th style="width: 25%;">Upto 50 Years</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1000 metres</td> <td style="text-align: center;">800 metres</td> <td style="text-align: center;">600 metres</td> <td style="text-align: center;">400 metres</td> </tr> </tbody> </table>	NORMS FOR MEN				12 MINUTES RUN/WALK TEST				Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years	1800 metres	1500 metres	1200 metres	800 metres	NORMS FOR WOMEN				8 MINUTES RUN/WALK TEST				Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years	1000 metres	800 metres	600 metres	400 metres
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BL.252 QUALIFICATIONS OF TEACHERS FOR RECRUITMENT UNDER THE CONTRACT SERVICES:

Notwithstanding anything in this chapter, the University may:

1. Engage the services of teachers on the contract basis with fix monthly remuneration in form of the consideration against the services rendered by the teachers;
2. The University shall observe the qualification of teachers engaged under the contract services. However, to provide immediate services to the students and to protect their academic interests, the university may relax the qualifications without disturbing the core qualification by a notification issued in advance.
3. The University may relax other norms and policies as specified in this chapter without disturbing the core qualifications.
4. The service contract shall be revocable on the completion of the term of contract or on the desire of either party with appropriate notice. The termination of service or revocation thereof shall not result into any liability /obligations economic and otherwise which are not the part of the service contract.




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PART –VI

RECRUITMENT AND CONDITIONS OF SERVICE

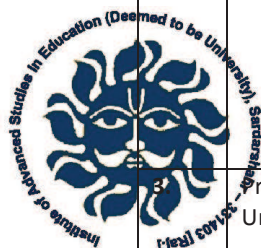
CHAPTER – 21

TEACHING POSITIONS: SELECTION COMMITTEES AND GUIDELINES ON SELECTIONS

BL.253 The University shall constitute selection committees for the selection of the teachers/ academicians for different posts as per the composition mentioned hereunder.

Selection Committee Composition

1.	Assistant Professor in the University:	<p>a. The Selection Committee for the post of Assistant Professor in the University shall consist of the following persons :</p> <ul style="list-style-type: none"> i) The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee. ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable. iii) Three experts in the subject concerned nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned. iv) Dean of the Faculty concerned, wherever applicable. v) Head/Chairperson of the Department/School concerned. vi) An academician representing SC/ ST/ OBC/ Minority/ Women/ Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates from any of these categories is an applicant and if any of the above members of the selection committee does not belong to that category. <p>b. Four members, including two outside subject experts, shall constitute the quorum.</p>
2.	Associate Professor in the University	<p>a. The Selection Committee for the post of Associate Professor in the University shall have the following composition:</p> <ul style="list-style-type: none"> i) The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee. ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable. iii) Three experts in the subject/field concerned nominated by the Vice-Chancellor, out of the panel of names approved by the relevant statutory body of the university. iv) Dean of the faculty, wherever applicable. v) Head/Chairperson of the Department/School. vi) An academician representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee does not belong to that category. <p>b. At least four members, including two outside subject experts, shall constitute the quorum</p>
	Professor in the University	<p>a. The Selection Committee for the post of Professor in the University shall consist of the following persons :</p> <ul style="list-style-type: none"> i) Vice-Chancellor who shall be the Chairperson of the Committee. ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable. iii) Three experts in the subject/field concerned to be nominated by



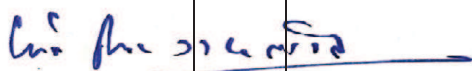
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		<p>the Vice- Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.</p> <p>iv) Dean of the faculty, wherever applicable.</p> <p>v) Head/Chairperson of the Department/School.</p> <p>vi) An academician belonging to the SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of the candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.</p> <p>b. At least four members, including two outside subject experts, shall constitute the quorum.</p>
4.	Senior Professor	<p>a. The Selection Committee for the post of Senior Professor in the University shall consist of the following persons:</p> <p>i) Vice Chancellor who shall be the Chairperson of the Committee.</p> <p>ii) An academician not below the rank of Senior Professor/Professor with minimum ten years experience who is the nominee of the Visitor/Chancellor, wherever applicable.</p> <p>iii) Three experts not below the rank of a Senior Professor/Professor with a minimum of ten years' experience in the subject/field concerned nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university.</p> <p>iv) Dean (not below the rank of Senior Professor/Professor with minimum ten years experience) of the faculty, wherever applicable.</p> <p>v) Head/Chairperson (not below the rank of Senior Professor/Professor with minimum ten years experience) or Senior-most Professor (not below the rank of Senior Professor/Professor, with a minimum of ten years' experience) of the Department/School.</p> <p>vi) An academician (not below the rank of a Senior Professor/Professor with minimum ten years experience) representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.</p> <p>b. Four members, including two outside subject experts, shall constitute the quorum.</p>
5.	Selection Committees for the posts of Directors, Deputy Directors, Assistant Directors of Physical Education and Sports, Librarians, Deputy Librarians and Assistant Librarians	<p>Selection Committees for the posts of Directors, Deputy Directors, Assistant Directors of Physical Education and Sports, Librarians, Deputy Librarians and Assistant Librarians shall be the same as that of Professor, Associate Professor and Assistant Professor, respectively, except that in Library and Physical Education and Sports or Sports Administration, respectively, practicing Librarian/Director Physical Education and Sports, as the case may be, shall be associated with the Selection Committee as one of the subject experts.</p>



BI.25 There shall be "Screening-cum-Evaluation Committee(s)" for CAS promotion of Assistant Professors/ equivalent cadres in Librarians/ Physical Education and Sports from one level to the other higher level shall consist of:

For University teachers:	<p>i) The Vice-Chancellor or his/her nominee shall be the Chairperson of the Committee;</p> <p>ii) The Dean of the Faculty concerned;</p> <p>iii) The Head of the Department /Chairperson of the School; and</p> <p>iv) One subject expert in the subject concerned nominated by the Vice-Chancellor from the University panel of experts.</p>
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B.	For University Assistant Librarian:	<ul style="list-style-type: none"> i) The Vice-Chancellor shall be the Chairperson of the Committee; ii) The Dean of the Faculty concerned; iii) The Librarian, University Library; and iv) One expert who is a working Librarian nominated by the Vice-Chancellor from the University panel of experts.
C.	For University Assistant Director, Physical Education and Sports:	<ul style="list-style-type: none"> i) The Vice-Chancellor shall be the Chairperson of the Committee; ii) The Dean of the Faculty concerned; iii) The University Director, Physical Education and Sports; and iv) One expert in Physical Education and Sports Administration from University system nominated by the Vice-Chancellor from the University panel of experts.

Note: The quorum for these committees in all categories shall be three which will include one subject expert/ university nominee.

BL. 255 The Screening-cum-Evaluation Committee on verification/evaluation of grades secured by the candidate through the Assessment Criteria and Methodology Proforma designed by the respective university based on these Regulations and as per the minimum requirement specified:

- (a) In Appendix II, Table 1 for each of the cadre of Assistant Professor;
 - (b) In Appendix II, Table 4 for each of the cadre of Librarian; and
 - (c) In Appendix II, Table 5 for each of the cadre of Physical Education and Sports
- shall recommend to the Syndicate/ Executive Council /Board of Management of the University/College about the suitability for the promotion of the candidate(s) under CAS for implementation.

BL.256 The selection process shall be completed on the day/last day of the selection committee meeting, wherein the minutes are recorded and recommendation made on the basis of the performance of the interview are duly signed by all members of the selection committee.

BL. 257 For all Selection Committees specified in these Regulations, Head of Department / Teacher-Incharge should be either in the same or higher rank/ position than the rank/position for which the interview is to be held.

BL. 258 SELECTIONS COMMITTEES FOR RECRUITMENT OF TEACHERS UNDER THE CONTRACT SERVICES: The Selection Committee for the recruitment of teachers under the contract service shall be notified by the university after the resolution of its constitution approved by the Board of Management of this University.



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PART –VI

RECRUITMENT AND CONDITIONS OF SERVICE

CHAPTER – 22

TEACHING POSITIONS: SELECTION PROCEDURE

BL.259 The University shall ensure the observance of selection procedure mentioned hereunder in this chapter for recruitment of teachers in different positions.

I. The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on the weightage given to the performance of the candidate in different relevant parameters and his/her performance on a grading system proforma, based on Appendix II, Tables 1, 2, 3A, 3B, 4, and 5.

In order to make the system more credible, university may assess the ability for teaching and / or research aptitude through a seminar or lecture in a classroom situation or discussion on the capacity to use the latest technology in teaching and research at the interview stage. These procedures can be followed for both the direct recruitment and the CAS promotions, wherever selection committees are prescribed in the UGC Regulations, 2018/ these Bye-laws.

II. The universities shall adopt the UGC Regulations, 2018 for Selection Committees and selection procedure through their respective statutory bodies incorporating Appendix II, Table 1, 2, 3A, 3B, 4, and 5 at the institutional level for University Departments and their Constituent colleges to be followed transparently in all the selection processes. The university may devise their own self-assessment-cum-performance appraisal forms for teachers in strict adherence to the Appendix II, Table 1, 2, 3A, 3B, 4, and 5 specified in the UGC Regulations, 2018/these Bye-laws.

III. In all the Selection Committees of direct recruitment of teachers and other academic staff in university and constituent colleges provided herein, an academician belonging to the Scheduled Caste/Scheduled Tribe/OBC/Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant and if any of the members of the selection committee does not belong to that category, shall be nominated by the Vice-Chancellor of the University. The academician, so nominated for this purpose, shall be one level above the cadre level of the applicant, and such nominee shall ensure that the norms of the Central Government or concerned State Government, in relation to the categories mentioned above, are strictly followed during the selection process.

IV. The process of selection of a Professor shall involve the inviting of the application developed by the university, based on the Assessment Criteria and Methodology guidelines set out in the UGC Regulations, 2018 in Appendix II, Table 1 and 2 and reprints of all significant publications of the candidates.

Provided that the publications submitted by the candidate shall have been published during the qualifying period.

Provided further that such publications shall be made available to the subject experts for assessment before holding the interview. The evaluation of the publications by the experts shall be taken into consideration while finalizing the outcome of selection.

In the case of selection of faculty members, who are from outside the academic field and are considered under Clause 4.1 (III.B), 4.2 (I.B, II.B, III.B), 4.3 (I.B, II.B, III.B) and 4.4 (III.B) of the UGC Regulations, 2018, the university's statutory bodies must lay down clear and transparent criteria and procedure so that only outstanding professionals, who can contribute substantially to the university knowledge system are selected.

VI. In the selection process for the posts involving different nature of responsibilities in certain disciplines/areas, such as Music and Fine Arts, Visual Arts and Performing Arts, Physical Education and Sports, and Library, greater emphasis may be laid on the nature of deliverables indicated against each of the posts in the UGC Regulations, 2018 which need to be taken up



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by the institution while developing the Proforma for both the direct recruitment and the CAS promotion.

VII. The Internal Quality Assurance Cell (IQAC) shall be established in all Universities/Colleges as per the UGC/ National Assessment Accreditation Council (NAAC) guidelines with the Vice-Chancellor, as Chairperson (in the case of Universities), and Principal, as Chairperson (in case of Colleges). The IQAC shall act as the documentation and record-keeping Cell for the institution, including assistance in the development of Assessment Criteria and Methodology Proforma based on these Regulations. The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of the students' assessment of individual teachers in the Assessment Criteria and Methodology Proforma.

A. The Assessment of the performance of College and University teachers for the CAS promotion is based on the following criteria:

- i. **Teaching-Learning and Evaluation:** The commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counselling and mentoring, additional teaching to support the college/university as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university/college examinations, participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answers in the class.
- ii. **Personal Development Related to Teaching and Research Activities:** Attending orientation/refresher/methodology courses, development of e-contents and MOOC's, organising seminar/ conference/ workshop / presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.
- iii. Administrative Support and Participation in Students' Co- curricular and Extra-curricular Activities.

B. Assessment Process

The following **three-step** process is recommended for carrying out assessment for promotion under the CAS at all levels:

Step 1: The college/university teachers shall submit to college/university an annual self-appraisal report in the prescribed Proforma to be designed based on Tables 1 to 5 of Appendix II. The report should be submitted at the end of every academic year, within the stipulated time. The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the HOD/Teacher-in-charge etc. The submission should be through the Head of the Department (HOD)/teacher-in-charge.

Step 2: After completion of the required years of experience for promotion under CAS and fulfilment of other requirements indicated below, the teacher shall submit an application for promotion under CAS.

Step 3: A CAS Promotion shall be granted as mentioned in Clause 6.4 of the UGC Regulations, 2018.

BL.259.1 Assessment Criteria and Methodology:

- (a) Tables 1 to 3 of Appendix II are applicable to the selection of Assistant Professors/ Associate Professors/ Professors/Senior Professor in Universities and Colleges;
- (b) Table 4 of Appendix II is applicable to Assistant Librarians/ College Librarians and Deputy Librarians for promotion under Career Advancement Scheme; and
- (c) Table 5 of Appendix II is applicable to Assistant Directors/ College Director of Physical Education sports and Deputy Directors/Directors of Physical Education and Sports for promotions under Career Advancement Scheme

BL.259.2 The constitution of the Selection Committees and Selection Procedure as well as the Assessment Criteria and Methodology for the above cadres, either through direct recruitment or through Career Advancement Scheme, shall be in accordance with these Regulations.

BL.259.3 The criteria for promotions under Career Advancement Scheme laid down under these Regulations shall be effective from the date of notification of these Regulations. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under the

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existing regulations, a choice may be given to them, for being considered for promotions under the existing Regulations. This option can be exercised only within three years from the date of notification of these Regulations.

- I. A teacher, who wishes to be considered for promotion under the CAS may submit in writing to the university/college, within three months in advance of the due date, that he/she fulfils all the requirements under the CAS and submit to the university/college the Assessment Criteria and Methodology Proforma as evolved by the university concerned supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these Regulations. In order to avoid any delay in holding the Selection Committee meetings for various positions under the CAS, the University/College may initiate the process of screening/selection, and complete the process within six months from the receipt of application. Further, in order to avoid any hardship, the candidates who fulfil all other criteria mentioned in the UGC Regulations, 2018, as on and till the date on which these regulations are notified, can be considered for promotion from the date, on or after the date, on which they fulfil these eligibility conditions.
- II. The Selection Committee specifications as contained in Clauses 5.1 to 5.4 shall be applicable to all direct recruitments of faculty positions and equivalent cadres and Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, Professor to Senior Professor (in University) and for equivalent cadres.
- III. The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a "Screening-cum-Evaluation Committee", following the criteria laid down in Table 1 of Appendix II.
- IV. The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.
- V. For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University/College on the date of consideration by the Selection Committee.
- VI. The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. He/she can do so three months before the due date. The university shall send a general circular twice a year, inviting applications for the CAS promotions from the eligible candidates.
 - i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.
 - ii) If, however, the candidate finds that he/she would fulfil the CAS promotion criteria, as defined in Tables 1, 2, 4, and 5 of Appendix II at a later date and applies on that date and is successful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.
 - iii) The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.
- VII. Regarding the cases pending for promotions from one Academic Level/Grade Pay to another Academic Level/Grade Pay under the Career Advancement Scheme provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its subsequent amendments, the teachers shall be given the option to be considered for the promotion from one Academic Level/Grade Pay to another Academic Level/Grade Pay as per the following:

(a) The teachers shall be considered for promotion from one Academic Level/Grade Pay to another as per the CAS under these Regulations.

OR

(b) The faculty members shall be considered for the promotion from one Academic Level/Grade Pay to another as per the CAS provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments with relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) upto the date of notification of these Regulations.

The relaxation in the requirements of Academic Performance Indicators (API) based




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Performance Based Appraisal System (PBAS) upto the date of notification of these Regulations for the promotion from one Academic Level/Grade Pay to another under CAS as provided in UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments, is defined as under :

- i. Exemption from scoring under Category I, as defined in Appendix III of said above mentioned UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments including University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations, 2016, for faculty and other equivalent cadre positions.
- ii. Scoring in Category II and Category III for faculty and other equivalent cadre positions shall be as provided for in the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 with the following combined minimum API score requirement for Category II and Category III taken together, as mentioned below.

Note: There shall be no minimum API score requirement for Category II and Category III individually.




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TABLE-A

(Minimum API requirement for the promotion of teachers under CAS in university departments)

S.No.		Assistant Professor (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Professor (Stage 3/ AGP Rs.8000/) to Associate Professor (Stage 4/AGP Rs.9000/-)	Associate Professor (Stage 4/ AGP Rs.9000/- to Professor (Stage 5/AGP Rs.10000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

Table-B

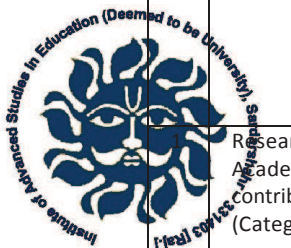
(Minimum API requirement for the promotion of teachers under CAS in colleges (UG & PG))

S.No.		Assistant Professor (Stage 1/AGP Rs.6000/- to Stage2/AGP Rs.7000/-)	Assistant Professor (Stage 2/AGP Rs.7000/- to Stage3/AGP Rs.8000/-)	Assistant Professor (Stage 3/AGP Rs.8000/-) to Associate Professor (Stage 4/AGP Rs.9000/-)	Associate Professor (Stage 4/ AGP Rs.9000/- to Professor (Stage5/AGP Rs.10000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period	60/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

Table-C

(Minimum API requirement for the promotion of Library staff under CAS in Universities)

S.N		Assistant Librarian (Stage1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Librarian (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Librarian (Selection Grade/Deputy Librarian) (Stage 3/AGPRs.8000/-) to Deputy Librarian (Stage4/AGP Rs.9000/-)	Deputy Librarian (Stage4/AGP Rs. 9000/-) to Deputy Librarian (Stage5 AGP Rs10,000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120 per assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection committee



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Table-D
(Minimum API requirement for the promotion of Library staff under CAS in Colleges)

S.No.		Assistant Librarian (Stage 1/AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Librarian (Stage 2/AGP Rs.7000/- to Stage 3/A GPRs.8000/-)	Assistant Librarian (Selection Grade/Deputy Librarian) (Stage 3/ AGP Rs.8000/-) to Deputy Librarian(Stage 4/AGP Rs.9000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee

Table-E
(Minimum API requirement for the promotion of University Director/Deputy Director/Assistant Director, Physical Education and Sports)

S.No.		Assistant Director (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Director (Stage 2/ AGP Rs.7000/-) to Assistant Director (Selection Grade)/Deputy Director (Stage 3/AGPRs.8000/-)	Assistant Director (Selection Grade)/Deputy Director (Stage 3/AGP Rs.8000/-) to Deputy Director (Stage 4/AGP Rs.9000/-)	Deputy Director (Stage 4/AGP Rs. 9000/-) to Deputy Director (Stage 5 AGP Rs.10,000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120 per assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection committee

Table-F
(Minimum API requirement for the promotion of College Director, Physical Education and Sports)

S.No.		Assistant Director (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Director (Stage 2/ AGP Rs.7000/-) to Assistant Director (Selection Grade)/Deputy Director (Stage 3/AGP Rs.8000/-)	Assistant Director (Selection Grade)/Deputy Director (Stage 3/ AGP Rs.8000/-) to Deputy Director (Stage 4/AGP Rs.9000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee



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VIII. The requirement for Orientation course and Refresher course for promotions due under the CAS shall not be mandatory upto 31st December, 2018.

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BL.259.4 STAGES OF PROMOTION UNDER THE CAREER ADVANCEMENT SCHEME OF INCUMBENT AND NEWLY-APPOINTED ASSISTANT PROFESSORS/ASSOCIATE PROFESSORS/PROFESSORS

- A. The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down in Clause 6.3. of the UGC Regulations, 2018.

B. Career Advancement Scheme (CAS) for Colleges teachers

I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

Eligibility: Assistant Professors who have completed four years of service and having a Ph.D. degree or five years of service and having a M.Phil. / PG Degree in Professional Courses, such as LL.M., M.Tech., M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./ PG Degree in Professional courses.

- i. Attended one Orientation course of 21 days' duration on teaching methodology; and
- ii. Any one of the following: Completed one Refresher / Research Methodology Course

OR

Any two of the following: Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning- Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration,

OR

Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 1, and;
- ii. The promotion is recommended by the screening-cum-evaluation committee.

II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

Eligibility:

- 1) Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale.
- 2) Any two of the following in the last five years of Academic Level-11/ Senior Scale: Completed courses/programmes from among the categories of Refresher Courses/Research Methodology course/Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-Learning- Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.

Promotion Criteria:

A teacher shall be promoted if;

- i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and
- ii) The promotion is recommended by the Screening-cum-evaluation committee.

III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A) Eligibility:

- i) Assistant Professor who has completed three years of service in Academic Level 12/Selection-



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Grade.

- 2) A Ph.D. degree in subject relevant /allied/relevant discipline.
- 3) Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/Syllabus Up-gradation Workshop/ Teaching- Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e- certification); or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

CAS Promotion Criteria:

A teacher may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in Appendix II, **Table 1**, and
- ii) The promotion to the post of Associate Professor is recommended by the selection committee in accordance with these Regulations.

IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Eligibility:

1. Associate Professors who have completed three years of service in Academic Level 13A.
2. A Ph.D. degree in subject relevant/allied/relevant discipline.
3. A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.
4. A minimum of 110 Research Score as per Appendix II, Table 2

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1 and at least 110 research score as per Appendix II, Table 2.
- ii) The promotion to the post of Professor is recommended by selection committee constituted in accordance with these Regulations.

C. Career Advancement Scheme (CAS) for University teachers

I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

Eligibility:

- i) An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc. and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course and satisfies the following conditions:
- ii) Attended one Orientation course of 21 days duration on teaching methodology;
- iii) Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e- certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and
- iv) Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria :

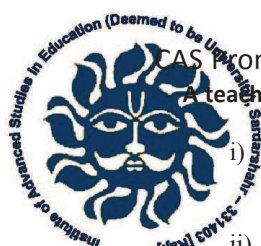
A teacher shall be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Appendix II, Table 1), and;
- ii) The promotion is recommended by the screening-cum evaluation committee.

II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor

(Selection Grade/Academic Level 12)

Eligibility:




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- i) Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale.
- ii) A Ph.D. Degree in the subject relevant/allied/relevant discipline.
- iii) Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- iv) Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and;
- ii) The promotion is recommended by the Screening-cum-evaluation committee.

III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

- 1) Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.
- 2) A Ph.D Degree in the subject concerned/allied/relevant discipline.
- 3) Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- 4) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- 5) Evidence of having guided at least one Ph.D. candidate.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Appendix II, Table 1, and has a research score of at least 70 as per Appendix II, Table 2.
- ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Eligibility:

- 1) An Associate Professor who has completed three years of service in Academic Level 13 A.
- 2) A Ph.D degree in the subject concerned/allied/relevant discipline.
- 3) A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which threeresearch papers should have been published during the assessment period.
- 4) Evidence of having successfully guided doctoral candidate.
- 5) A minimum of 110 Research Score as per Appendix II, Table 2.

CAS Promotion Criteria:

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A teacher shall be promoted if;

- i) He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1, and at least 110 research score, as per Appendix II, Table 2.
- ii) The promotion is recommended by a selection committee constituted in accordance with the UGC Regulations, 2018.

V. Professor (Academic Level 14) to Senior Professor (Academic Level 15)

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favourable review from three eminent subject -experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted in accordance with the UGC Regulations, 2018.

Eligibility:

- i) Ten years' experience as a Professor.
- ii) A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.

D. Career Advancement Scheme (CAS) for Librarians Note:

- i) The following provisions apply only to those persons who are not involved in the teaching of Library Science. Teachers in institutions where Library Science is a teaching department shall be covered by the provisions given under sections 6.4 (B) and 6.4 (C), of these Regulations for Colleges/Institutions and for Universities, respectively.
- ii) The Deputy Librarian in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Librarians shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.

I. From University Assistant Librarian (Academic level 10)/College Librarian (Academic level 10) to University Assistant Librarian (Senior Scale/Academic level 11)/ College Librarian (Senior Scale/Academic level 11):

Eligibility:

An Assistant Librarian/ College Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years' of experience, having at least a M.Phil. degree, or six years of service for those without a M.Phil or a Ph.D. degree.

- (i) He/she has attended at least one Orientation course of 21 days' duration; and
- (ii) Training, Seminar or Workshop on automation and digitalisation, maintenance and related activities, of at least 5 days, as per Appendix II, Table 4.

CAS Promotion Criteria:

An Assistant Librarian/College Librarian may be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Appendix II, Table 4, and
- ii) The promotion is recommended by a screening-cum-evaluation committee.

II. From University Assistant Librarian (Senior Scale/Academic level 11)/College Librarian (Senior Scale/Academic level 11) to University Assistant Librarian (Selection Grade/ Academic level 12/ College Librarian (Selection Grade/Academic level 12)

Eligibility:

- 1) He/she has completed five years of service in that grade.
- 2) He/she has done any two of the following in the last five years:
(i) Training/Seminar/Workshop/Course on automation and digitalisation, (ii) Maintenance and other activities as per Appendix II, Table 4 of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken/developed one MOOCs course in the relevant subject (with e-certification), or (iv) Library up-gradation course.

CAS Promotion Criteria:

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An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in Appendix II, Table 4, and;
- ii) The promotion is recommended by a screening-cum-evaluation committee.

III. From University Assistant Librarian (Selection Grade/Academic level 12)/ College Librarian (Selection Grade/Academic level 12) to University Deputy Librarian (Academic Level 13A)/College Librarian (Academic Level 13A)

- 1) He/she has completed three years of service in that grade.
- 2) He/she has done any one of the following in the last three years:
(i) Training/Seminar/Workshop/Course on automation and digitalization, (ii) Maintenance and related activities as per Appendix II, Table 4 of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration, (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.

CAS Promotion Criteria:

An individual shall be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and
- ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

IV. The criteria for CAS Promotions from University Deputy Librarian/College Librarians (Academic Level 13A) to University Deputy Librarian/College Librarians (Academic Level 14) shall be the following:

- 1) He/she has completed three years of service in that grade.
- 2) He/she has done any one of the following in the last three years:
(i) Training/Seminar/Workshop/Course on automation and digitalization, (ii) Maintenance and related activities as per Appendix II, Table 4 of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration, (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.
- 3) Evidence of innovative library services, including the integration of ICT in a library.
- 4) A Ph.D. Degree in Library Science/Information Science/Documentation /archives and Manuscript- Keeping

CAS Promotion Criteria:

An individual shall be promoted if:

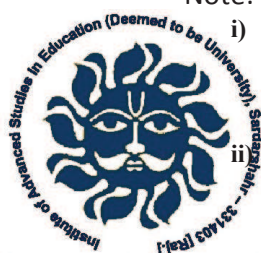
- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II, Table 4; and
- ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

E. Career Advancement Scheme (CAS) for Directors of Physical Education and Sports

Note:

- i) The following provisions apply only to those personnel who are not involved in teaching physical education and sports. Teachers in institutions where Physical Education and Sports is a teaching department shall be covered by the provisions given under sections 6.4 (B) and 6.4 (C), of these Regulations for Colleges/Institutions and for Universities, respectively.
- ii) The Deputy Director Physical Education and Sports in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Director Physical Education and Sports shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.

I. From Assistant Director of Physical Education and Sports (Academic Level 10)/College Director of Physical Education and Sports (Academic Level 10) to Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11) / College Director of Physical Education and Sports



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(Senior Scale/Academic Level 11)

Eligibility:

- i) He/she has completed four years of service with a Ph.D. degree in Physical Education or Physical Education & Sports or Sports Science or five years of service with an M.Phil. degree or six years of service for those without an M.Phil or Ph.D. degree.
- ii) He/she has attended one Orientation course of 21 days' duration; and
- iii) He/she has done any one of the following: (a)Completed Refresher / Research Methodology Course/ workshop, (b)Training Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least 5 days duration and (c) Taken/developed one MOOCs course (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if:

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 5; and
- ii) The promotion is recommended by a screening-cum-evaluation committee.

II. From Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11)/ College Director of Physical Education And Sports (Senior Scale/Academic Level 11) to University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12) / College Director of Physical Education and Sports (Selection Grade/Academic Level 12)

- 1) He/she has completed five years of service in that grade.
- 2) He/she has done any two of the following in the last five years: (i)Completed one course / programme from among the categories of refresher courses, research methodology workshops, (ii)Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration, (iii)Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration, and (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years' of the assessment period as specified in Appendix II, Table 5, and;
- ii) The promotion is recommended by a screening-cum-evaluation committee .

III. From University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12)/ College Director of Physical Education and Sports (Selection Grade/Academic Level 12) to University Deputy Director of Physical Education and Sports (Academic Level 13 A)/ College Director of Physical Education and Sports (Academic Level 13A)

- 1) He/she has completed three years of service.
- 2) He/she has done any one of the following during last three years: (i)Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii)Teaching-Learning- Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).

Promotion Criteria:

An individual may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II, Table 5, and;
- ii) The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.

IV. The criteria for CAS Promotions from University Deputy Director Physical Education and Sports/College Director Physical Education and Sports (Academic

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Level 13A) to University Deputy Director Physical Education and Sports/College Director Physical Education and Sports (Academic Level 14) shall be the following:

- 1) He/she has completed three years of service.
- 2) He/she has done any one of the following during last three years: (i) Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii) Teaching- Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).
- 3) Evidence of organising competitions and coaching camps of at least two weeks' duration.
- 4) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter- university/combined university, etc.
- 5) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.

CAS Promotion Criteria:

An individual may be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II, Table 5, and;
- ii) The promotion is recommended by a selection committee constituted as per the UGC Regulations, 2018 on the basis of the interview performance.

BL.259.5. Discretionary award of advance increments for those who enter the profession as Associate Professor or Professor with higher merit, high number of research publications of high quality and experience at the appropriate level, shall be within the competence of the appropriate authority of the University concerned or recruiting institution based on the recommendations of a selection committee while considering the case of individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other merit- specific factors. Discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports and to those who are entitled for grant of advance increments for having acquired a Ph. D., M. Phil. or M.Tech. and LL.M degree. However, those entering the service as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports, having a post-doctoral teaching/research experience, after obtaining a Ph.D. degree and proven credentials, may be eligible for discretionary award of advanced increments to be given to the person, as decided and recorded by the Selection Committee in the minutes of its meeting.




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PART -VI

RECRUITMENT AND CONDITIONS OF SERVICE

CHAPTER – 23

TEACHING DAYS, WORKLOAD, PROFESSIONAL ETHICS AND GENERAL CONDITIONS OF SERVICE

BL. 260 Teaching Days

The Universities/Colleges must have at least 180 teaching, i.e., there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, college day, etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays. If the University adopts a 5 day week pattern, then the number of weeks should be increased correspondingly to ensure the equivalent of 30 weeks of actual teaching, with a 6-day week.

The above provision is summarised as follows:

Categorisation	Number of weeks : 6-days a week pattern		Number of weeks : 5-days a week pattern	
	University	College	University	College
Teaching and Learning Process	30 (180 days) weeks	30 (180 days) weeks	36 (180 days) weeks	36 (180 days) weeks
Admissions, Examinations, and preparation for Examination	12	10	8	8
Vacations	8	10	6	6
Public Holidays (to increase and adjust teaching days accordingly)	2	2	2	2
Total	52	52	52	52

In-lieu of the curtailment of vacation by 2 weeks, the university teachers may be credited with 1/3rd of the period of their earned leave. However, colleges may have an option of a total vacation of 10 weeks in a year and no earned leave except when required to work during the vacations for which, as in the case of University teachers, 1/3rd of the period shall be credited as Earned Leave.

BL. 261 Workload

1. The workload of the teachers in full employment should not be less than Forty hours a week for Thirty working weeks (One Hundred and Eighty teaching days) in an academic year. It should be necessary for the teacher to be available for at least Five hours daily in the University/College. Teachers shall devote at least Two hours per day for mentoring of students (minimum Fifteen students per coordinator) for Community Development/Extra- Curricular Activities/library consultation/research in case of Under-Graduate Courses and/or at least Two hours per day for research in case of Post-Graduate courses, for which the necessary space and infrastructure shall be provided by the University/College. The direct teaching-learning work load should be as follows:

Assistant Professor	-	16 hours per week
Associate Professor/Professor	-	14 hours per week

2. Professors/ Associate Professors/ Assistant Professors involved in administration/ extension work can devote two hours per week from the teaching and learning hours.

BL. 262 Service Agreement and Fixing of Seniority

1. At the time of recruitment in Universities and Colleges, a service agreement should be executed between the University/College and the teacher concerned and a copy thereof shall be deposited with the Registrar/Principal. Such service agreement shall be duly stamped as per the government



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rates applicable.

2. The self-appraisal methodology, as per Clause 6.0 and its sub-clauses and Clauses 6.1 to 6.4 and all the sub-clauses contained therein and as per Tables 1 to 5 of Appendix II, as per eligibility, shall form part of the service agreement/record.

3 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 the CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the respective Central/State Government shall apply, for all other matters of seniority.

BL. 263 Code of Professional Ethics for Academic Staff of the University

I. Teachers and their Responsibilities :

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

Teacher should:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students Teachers should:

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;



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- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues Teachers should:

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

IV. Teachers and Authorities :

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- (vi) Adhere to the terms of contract;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-Teaching Staff :

Teachers should :

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. Teachers and Guardians Teachers should:

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

VII. Teachers and Society Teachers should:

- (i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community



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- activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

The Vice-Chancellor/Pro-Vice-Chancellor/Rector

The Vice-Chancellor/Pro-Vice-Chancellor/Rector should :

- (a) Provide inspirational and motivational value-based academic and executive leadership to the university through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the university;
- (c) Act as steward of the university's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the university, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

College Principal should;

- (a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- (c) Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (g) Manage their private affairs in a manner consistent with the dignity of the profession;
- (h) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (i) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (j) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

Director Physical Education and Sports (University/College)/Librarian

(University/College) should;

- a Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- b Manage their private affairs in a manner consistent with the dignity of the profession;
- c Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- d Participate in extension, co-curricular and extra-curricular activities, including the community service.
- e Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

L. 264 Maintenance of Standards in Higher-Education Institutions:

In order to maintain the academic standards in higher education, the following recommendations shall be adopted by the University/Constituent Colleges/Institutions:

- i. The process of evaluation for Ph.D shall be uniform in the university in accordance with the respective UGC Regulations and their amendments from time to time, in this regard.



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- The University shall adopt these Regulations within six months of their notification.
- ii. There shall be special provision of supernumerary Ph.D seats not exceeding 10% of the total seats available in the department, if there is no vacant seat available with the eligible Supervisors in that department, to the in-service teachers for encouraging the faculty members of colleges and universities for getting a Ph.D. degree.
 - iii. In order to encourage research and increase country's research output, University shall accord permission and provide need-based facility for college teachers to supervise Ph.D./M.Phil. scholars. University shall amend its Rules and Bye-laws accordingly.
 - iv. All newly-recruited faculty members shall be provided one-time seed money/start up grant/research grant for establishing a basic research/computational facility as per the provisions laid down in these regulations and adopted by the university.
 - v. The Ph.D. degree shall be made a mandatory requirement for recruitment and promotions in accordance with the provisions laid down in the UGC Regulations,2018.
 - vi. Research clusters shall be created amongst the universities/colleges/research institutions within the state for sharing research facilities, human resources, skills and infrastructure to ensure optimal utilisation of resources and to create synergies among higher education institutions.
 - vii. An induction programme of one month shall be introduced for all newly-recruited Assistant Professors in the university /colleges/institutions ideally before the starting of their teaching work, but definitely within one year of the recruitment of the new faculty member. In addition to the Human Resource Development Centres of the UGC, Universities/Institutions with the Pandit Madan Mohan Malviya National Mission on Teachers and Teaching(PMMMNTT) scheme shall also organize such induction programmes as per their mandate.
 - viii. These induction programmes shall be treated at par with the Orientation Programmes already being run by the Human Resource Development Centres of the UGC for the purpose of the CAS requirements. University shall send the faculty members to such programmes in a phased manner so that the teaching work does not suffer.
 - ix. All short-term and long-duration capacity-building programmes for teachers/faculty ranging from one week to one month as well as seminars, workshops in different pedagogic and discipline-specific areas being conducted by centres such as Schools of Education (SoEs), Teaching Learning Centres (TLCs), Faculty Development Centres (FDCs), Centres for Excellence in Science and Mathematics (CESMEs), Centres for Academic Leadership and Education Management (CALEMs) under the PMMMNTT scheme shall be taken into consideration for fulfilment of the requirements as laid down in Career Advancement Scheme of these Regulations.

BL.265 Other Terms and Conditions

Incentives for Ph.D./M.Phil. and other Higher Qualification

The University shall make provision for incentives for Ph.D./M.Phil. programme, subject to the UGC Regulations and adoption by the University's Board of Management for full time teachers recruited on permanent basis. This may include :

- i. Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degrees of Ph.D. awarded in a relevant discipline by the University following the process of admission, registration, course work and external evaluation as prescribed by the UGC.
- ii. M.Phil degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to two non-compounded advance increments.
- iii. Those possessing Post-graduate degree in the professional course such as LL.M./M.Tech/M.Arch./ M.E./M.V.Sc./M.D., etc. recognized by the relevant statutory body/ council, shall also be entitled to two non-compounded advance increments at the entry level.

Teachers who complete their Ph.D. degree while in service shall be entitled to three non-compounded increments fixed at increment applicable at entry level only if such Ph.D. is in a relevant discipline of the discipline of employment and has been awarded by a University complying with the process prescribed by the UGC for enrolment, course work, evaluation, etc.

- b) However, teachers in service who have already been awarded Ph.D. by the time of coming into force of these Regulations or having been enrolled for Ph.D. have

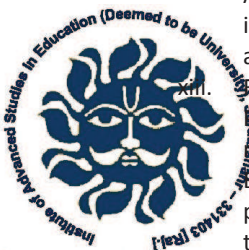


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already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awarded, shall also be entitled to the award of three non-compounded increments fixed at increment applicable at entry level only, even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.

- v. In respect of every other case, a teacher who is already enrolled for Ph.D. shall avail the benefit of three non-compounded increments fixed at increment applicable at entry level only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.
- vi. Teachers in service who have not yet enrolled for Ph.D. shall therefore, derive the benefit of three non-compounded increments fixed at increment applicable at entry level only on award of Ph.D., while in service only if such enrolment is with a university which complies with the entire process including that of enrolment as prescribed by the UGC.
- vii. Teachers who acquire M.Phil. Degree or a post-graduate degree in a professional course recognised by the relevant Statutory Body / Council, while in service, shall be entitled to one advance increment fixed at increment applicable at entry level only.
- viii. Five non-compounded advance increments shall be admissible to Assistant Librarian / College Librarian who are recruited at entry level with Ph.D. degree in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Library Science.
- ix. (a) Assistant Librarian/College Librarian acquiring the degree of Ph.D. at any time while in service, in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to three non-compounded advance increments fixed at increment applicable at entry level only.
(b) However, persons in posts of Assistant Librarian/College Librarian on higher positions who have already been awarded Ph.D. in library science at the time of coming into force of these Regulations or having already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments fixed at increment applicable at entry level only.
- x. In respect of every other case of persons in the post of Assistant Librarian / College Librarian or higher positions who are already enrolled for Ph.D. shall avail the benefit three non-compounded increments fixed at increment applicable at entry level only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both as the case may be.
- xi. Assistant Librarian/College Librarian and others in higher library positions in service who have not yet enrolled for Ph.D. shall therefore, derive the benefit of three non-compounded increments fixed at increment applicable at entry level only on award of Ph.D. while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.
- xii. Two non-compounded advance increments shall be admissible for Assistant Librarian/College Librarian with M.Phil. degree in Library Science at the entry level. Assistant Librarian/College Librarian and those in higher positions acquiring M.Phil degree in library science at any time during the course of their service shall be entitled to one advance increment fixed at increment applicable at entry level only.
- xiii. Five non-compounded advance increments shall be admissible to Assistant Director of Physical Education and Sports / College Director of Physical Education and Sports who are recruited at entry level with Ph.D. degree in the discipline of Physical Education/Physical Education and Sports / Sports Science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Physical Education/Physical Education and Sports / Sports Science.
- xiv. Notwithstanding anything in the forgoing clauses, those who have already availed the benefit of advance increments for possessing Ph.D./M.Phil at the entry level or in service once either under this regulation or under the earlier schemes/regulations shall not be



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- entitled to the benefit of advance increments under the UGC Regulations, 2018.
- xv. Teachers, library and Physical Education and Sports cadres who have already availed the benefits of increments as per the then existing policy for acquiring Ph.D./M.Phil. while in service shall not be entitled to advance increments under these Regulations.
 - xvi. For posts at the entry level where no such advance increments were admissible for possessing Ph.D./M.Phil. under the earlier schemes/regulations, the benefit of advance of increments for possessing Ph.D./M.Phil. shall be available to only those appointments which have been made on or after the coming into force of the UGC Regulations, 2018.

BL.266 Promotion

When an individual gets a promotion, his new pay on promotion would be fixed in the Pay Matrix as follows:

On promotion, the teacher or equivalent position would be given a notional increment in his/her existing Academic Level of Pay, by moving him/her to the next higher Cell at that Level; and the pay shown in this Cell would now be located in the new Academic Level corresponding to the post to which he/she has been promoted. If a Cell identical with that pay is available in the new Level, that Cell shall be the new pay, otherwise the next higher Cell in that Level shall be the new pay of the teacher or equivalent position. If the pay arrived at in this manner is less than the first Cell in the new Level, then the pay shall be fixed at the first Cell of the new Level.

APPENDICES

Appendix II	<p><u>Assessment Criteria and Methodology</u></p> <p>Table 1 to 3 - For University and College Teachers</p> <p>Table 4 - For Assistant Librarian, Deputy Librarian, Librarian etc.</p> <p>Table 5 - For Assistant Director/Deputy Director/Director Physical Education and Sports etc.</p>
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Appendix II

Table 1

Assessment Criteria and Methodology for University/College Teachers

S.No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above- Satisfactory Less than 70% - Not satisfactory
2.	Involvement in the University/College students related activities/research activities: (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. (c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. (d) Organising seminars/ conferences/ workshops, other college/university activities. (e) Evidence of actively involved in guiding Ph.D students. (f) Conducting minor or major research projects sponsored by national or international agencies. (g) At least one single or joint publication in peer-reviewed or UGC list of Journals.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities Note: Number of activities can be within or across the broad categories of activities



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Overall Grading:

Good: Good in teaching and satisfactory or good in activity at Sl.No.2. Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.

Not Satisfactory: If neither good nor satisfactory in overall grading

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

Table 2

Methodology for University and College Teachers for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,)

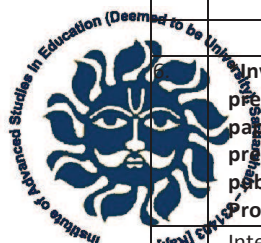
S.N.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture / Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education / Physical Education / Commerce / Management & other related disciplines
1.	Research Papers in Peer-Reviewed or UGC listed Journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by ;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		



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	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content complete course/e-book in 4 quadrants for a	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module incomplete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4	(a) Research guidance		
	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5	(a) Patents		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
	Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02



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The Research score for research papers would be augmented as follows :

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

- | | | | |
|------|--|---|-----------|
| i) | Paper in refereed journals without impact factor | - | 5 Points |
| ii) | Paper with impact factor less than 1 | - | 10 Points |
| iii) | Paper with impact factor between 1 and 2 | - | 15 Points |
| iv) | Paper with impact factor between 2 and 5 | - | 20 Points |
| v) | Paper with impact factor between 5 and 10 | - | 25 Points |
| vi) | Paper with impact factor >10 | - | 30 Points |
- (a) Two authors: 70% of total value of publication for each author.
(b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.




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Table: 3 A

Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in Universities

S.N.	Academic Record	Score			
1.	Graduation	80% & Above = 15	60% to less than 80% = 13	55% to less than 60% = 10	45% to less than 55% = 05
2.	Post-Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	M.Phil.	60% & above = 07	55% to less than 60% = 05		
4.	Ph.D.	30			
5.	NET with JRF	07			
	NET	05			
	SLET/SET	03			
6.	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	10			
7.	Teaching / Post Doctoral Experience(2 marks for one year each)#	10			
8.	Awards				
	International / National Level (Awards given by International Organisations/ Government of India / Government of India recognised National Level Bodies)	03			
	State-Level (Awards given by State Government)	02			

#However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note:

- (A) (i) M.Phil + Ph.D Maximum - 30 Marks
(ii) JRF/NET/SET Maximum - 07 Marks
(iii) In awards category Maximum - 03 Marks
- (B) Number of candidates to be called for interview shall be decided by the concerned universities.

(C)

Academic Score	-	80
Research Publications	-	10
Teaching Experience	-	10
Total	-	100

(B) Score shall be valid for appointment in respective State SLET/SET Universities/ Colleges/ Institutions only




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Table: 3 B

Criteria for Short-listing of candidates for Interview for the Post of Assistant Professors in Colleges

S.N.	Academic Record	Score			
		80% & Above = 21	60% to less than 80% = 19	55% to less than 60% = 16	45% to less than 55% = 10
1.	Graduation				
2.	Post-Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	M.Phil.	60% & above = 07	55% to less than 60% = 05		
4.	Ph.D.	25			
5.	NET with JRF	10			
	NET	08			
	SLET/SET	05			
6.	Research Publications (2 marks foreach research publications publishedin Peer-Reviewed or UGC-listed Journals)	06			
7.	Teaching / Post Doctoral Experience(2 marks for one year each)#	10			
8.	Awards				
	International / National Level (Awards given by International Organisations/ Government of India / Government of India recognised National Level Bodies)	03			
	State-Level (Awards given by State Government)	02			

However, if the period of teaching/post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note : (A)

(i) M.Phil. + Ph.D. Maximum - 25 Marks

(ii) JRF/NET/SET Maximum - 10 Marks

(iii) In awards category Maximum - 03 Marks

(B) Number of candidates to be called for interview shall be decided by the college.

(C) Academic Score - 84

Research Publications - 06

Teaching

Experience - 10 TOTAL - 100

SLET/SET score shall be valid for appointment in respective State Universities/Colleges/institutions only.




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Table 4

Assessment Criteria and Methodology for Librarians

S.No.	Activity	Grading Criteria
1	Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend)	90% and above - Good Below 90% but 80% and above - Satisfactory Less than 80% - Not satisfactory
	While attending in the library, the individual is expected to undertake, inter alia, following items of work:	
	<ul style="list-style-type: none">Library Resource and Organization and maintenance of books, journals and reports.	
	<ul style="list-style-type: none">Provision of Library reader services such as literature retrieval services to researchers and analysis of report.	
	<ul style="list-style-type: none">Assistance towards	
2.	Conduct of seminars/workshops related to library activity or on specific books or genre of books.	Good – 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar Satisfactory - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop Unsatisfactory – Not falling in above two categories
3.	If library has a computerized database thenOR If library does not have a computerized database	Good – 100% of physical books and journals in computerized database. Satisfactory – At least 99% of physical books and journals in computerized database. Unsatisfactory – Not falling under good or satisfactory. OR Good – 100% Catalogue database made up to date Satisfactory- 90% catalogue database made up to date Unsatisfactory - Catalogue database not upto mark. (To be verified in random by the CAS Promotion Committee)
	Checking inventory and extent of missing books	Good : Checked inventory and missing book less than 0.5% Satisfactory - Checked inventory and missing book less than 1% Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.



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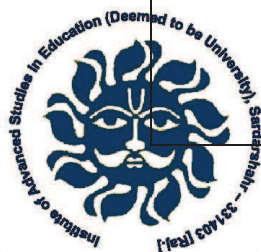
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5.	(i) Digitisation of books database in institution having no computerized database. (ii) Promotion of library network. (iii) Systems in place for dissemination of information relating to books and other resources. (iv) Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities. (v) Design and offer short-term courses for users. (vi) Publications of at least one research paper in UGC approved journals.	Good : Involved in any two activities Satisfactory : At least one activity Not Satisfactory : Not involved/ undertaken any of the activities.
Overall Grading	Good : Good in Item 1 and satisfactory/good in any two other items including Item 4. Satisfactory : Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4. Not satisfactory : If neither good nor satisfactory in overall grading.	
Note :		
<ol style="list-style-type: none"> (1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment. (2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion. (3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee. 		

Table 5

Assessment Criteria and Methodology for Directors of Physical Education and Sports

S. No.	Activity	Grading Criteria
1	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above - Good Above 80 but below 90- Satisfactory. Less than 80 - Not satisfactory.
2.	Organizing intra college competition	Good - Intra college competition in more than 5 disciplines. Satisfactory - Intra college competition in 3-5 disciplines. Unsatisfactory - Neither good nor satisfactory.



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3.	Institution participating in external competitions	Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines. Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines. Or District level competition in at least 5 disciplines. Unsatisfactory - Neither good nor satisfactory.
4.	Up-gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical Education facilities.	Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee.
5.	(i) At least one student of the institution participating in national/ state/ university (for college levels only) teams. Organizing state/national/inter university/inter college level competition. (ii) Being invited for coaching at state/national level. (iii) Organizing at least three workshops in a year. (iv) Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.	Good: Involved in any two activities. Satisfactory: 1 activity Not Satisfactory : Not involved/ undertaken any of the activities.
Overall Grading	Good: Good in Item 1 and satisfactory/good in any two other items. Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items. Not Satisfactory: If neither good nor satisfactory in overall grading.	
<p>Note:</p> <p>i) It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.</p> <p>ii) The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee.</p> <p>iii) The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.</p>		



[Handwritten Signature]
Registrar

**Institute of Advanced Studies in Education
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Sardarshahr (Churu) Raj**

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

(To be typed on Rupees.50/- non-judicial stamp paper & one original and two copies thereof to be submitted.)

WRITTEN CONTRACT OF APPOINTMENTS-SERVICE CONTRACT

ARTICLES OF AGREEMENT EXECUTED on the (day) (month) of the(year) 20..... between Mr./Mrs./Miss.....S/O/D/O/W/O aged years, residing at of the first party (hereinafter called the first party) and the IASE Deemed to be University, Sardarshahr of the second party.

WHEREAS IASE Deemed to be University, Sardarshahr (hereinafter referred in as —the University) has engaged the party of the first party as (Designation) and the first party has agreed to serve the University on the terms and conditions hereinafter contained;

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

1. The first party shall submit to the orders of the University and of the authorities under whom he may from time to time, be placed by the University and shall remain in the service commencing from the date of joining duty_____ (Date) subject to the terms and conditions herein contained.
2. The first party shall devote his / her whole time and attention efficiently and diligently to his / her duties and at all time obey the rules including the University Servants Conduct Rules prescribed for the time being for the regulations of the branch of the University to which he may be attached and shall whenever required to perform such duties as may be assigned to him / her from time to time.
3. The party of the first part shall be of the Teacher's / Officer's rank and his / her status shall be that of(Designation) in(Department / Centre/Office)
4. The party of the first part shall be from the date of coming into force of these presents, be granted Rs._____ (Basic Pay including the grade pay of Rs._____) in the pay scale of Rs._____. He/she shall also be eligible for the usual allowance admissible under the rules of the University / Govt. of India in force.
5. The party of the first shall, during the period of his / her agreement earns leave according to the rules applicable to him/her.
6. If the party of the first part is required to travel in the interest of the University Service; he/she shall be entitled to travelling allowance as per rules of the University.
7. This agreement may be terminated at any time within the said period of the age of superannuation / by either party, by giving three months' notice in writing to the other. Provided always that either party may in lieu of the notice, gives to the other party a sum equal to the salary of the period which may fall short of three months.
8. The party of the first part shall be eligible to the benefit of the University Provident Fund / Pension / New Pension Scheme according to the rules applicable.
9. The Party of the first part shall submit himself / herself for Self-Appraisal PABS methodology as prescribed by the UGC/ University as notified and amended from time to time.
10. In regard to any matter in respect of which no provision has been made in this agreement, the provision of the rules made or deemed to have been made under Article 309 B & 313 of the Constitution of India, the provisions of any Bye Laws or Rule made by the University in regard to the employees borne in the category of the Teacher / Officer in the University service shall apply



Handwritten signature of Registrar

Registrar

**Institute of Advanced Studies in Education
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to the extent to which they are applicable to the service of the party of the first part under his / her agreement and the decision of the University as their applicability shall be final.

IN WITNESS WHERE OF _____(name)_____ the party of the first part and the Registrar acting for and on behalf of and by the order and direction of the Board of Management, have hereunto set their hands in the _____ year of the Government of Rajasthan.

SIGNED BY THE PARTY OF THE FIRST PART:

IN THE PRESENCE OF:

Witness:

1) 2)

Signed and sealed on behalf of the University under the authority of the Board of Management by:

Signature:

Designation:

In the presence of:

1. Signature

2. Signature

1 Short term appointee for teaching shall enter into contract as per Proforma given in Annexure-I(a).




Registrar

**Institute of Advanced Studies in Education
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Sardarshahr, (Churu) Raj**

AGREEMENT FOR PERIODIC CONTRACT SERVICES FOR TEACHERS AND ACADEMIC STAFF OF THE IASE DEEMED TO BE UNIVERSITY, SARDARSHAHR

(To be typed on Rupees.500/- non-judicial stamp paper & one original and two copies thereof to be submitted.)

WRITTEN CONTRACT OF APPOINTMENTS-SERVICE CONTRACT

ARTICLES OF THIS AGREEMENT IS EXECUTED on the (day) (month) of the(year) 20..... between Mr./Mrs./Miss.....S/O/D/O/W/O aged years, residing at of the first party (hereinafter called the first party) and the IASE Deemed to be University, Sardarshahr of the second party (hereinafter called the second party).

WHEREAS IASE Deemed to be University, Sardarshahr (hereinafter referred in as —the University) has engaged the party of the first party as (Designation) on periodic contract services and the first party has agreed to serve the University on the terms and conditions hereinafter contained;

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

1. The first party shall submit to the orders of the University and of the authorities under whom he/she may from time to time, be placed by the University and shall remain in the periodic service purely on contract basis commencing from the date of joining duty _____ (Date) subject to the terms and conditions herein contained.
2. The first party shall devote his / her whole time and attention efficiently and diligently to his / her duties and at all time obey the rules, carried out the duty of teaching assigned to him/her, conduct research and perform all teaching and administrative obligations/functions assigned to him/her by the University and the department/institution or centre time to time during the period of his/her appointment.
3. The first party is appointed on the post of (Designation) in(Department / Centre/Office)
4. The first party shall be entitled for monthly salary of Rupees(.....) on fix pay as a consideration against the services rendered by him/her in the university. Further, the first party shall not be entitled for any other monetary/financial advantages except the fixed monthly salary in the form of a consideration.
5. This agreement of periodic services will be terminated automatically on the completion of the contract of service. The services of the first party may also be terminated at any time during the period of service by giving one month notice in writing to either party. Provided always that either party may in lieu of the notice, gives to the other party a sum equal to the salary of the period which may fall short of one month.
8. The first party under an obligation to submit his/her SELF APPRAISAL report to the second party.

SIGNED BY THE PARTIES

(Name of first party:.....)

(Name of second party : Registrar)

IN THE PRESENCE OF:

.....

..... signed and sealed on behalf of the University under the authority of the Board of Management by:

.....

Designation:

In the presence of:

1. Signature

2. Signature


Registrar

**Institute of Advanced Studies in Education
(Deemed to be University)
Sardarshahr (Churu) Raj**

PART-VI:

RECRUITMENT AND CONDITIONS OF SERVICE

Chapter -24

PERFORMANCE ASSESSMENT APPRAISALS

BL. 267. This will be obligatory for every teacher appointed on any teaching position under the direct recruitment scheme, Career Advancement Scheme, any other scheme time being in force or engaged on contract basis shall be required to furnish his 'Self Appraisal Report' every year in the time notified on the prescribed performa for the purpose.

The standard performa for such feedbacks shall be as under:

1. Performa of feedback entitled, 'Teacher Self Appraisal Report Form':

आई.ए.एस.ई. मानित विश्वविद्यालय
गांधी विद्या मंदिर, सरदारशहर (चूरु) राजस्थान

स्वयम् मूल्यांकन प्रपत्र सत्र

(प्रोफेसर/व्याख्याता/अध्यापक के लिए)

1. संस्था का नाम-..... वर्तमान पद पर सेवाकाल-.....
2. व्यक्ति का नाम..... पद-.....
3. पूर्ण सेवा काल..... मूल्यांकन दिनांक-.....

भाग - अ

1. अपने अध्यापन विषय एवं सौंपे गये दायित्वों के प्रति अपने स्वयं के शब्दों में अपने ज्ञान एवं योग्यता के स्तर का मूल्यांकन (Appraisal) कीजिये ?

आपकी स्वयं की राय में प्रवृत्ति में आपकी सम्पूर्ण सेवावधि में आपका सर्वाधिक महत्वपूर्ण योगदान क्या रहा है ?



3. क्या आपने शिक्षण विधियों एवं उपागमों या विद्यार्थियों के अनुशासित रखने के क्षेत्र में किसी प्रकार के नवाचार का प्रयोग किया है ?


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4. इस प्रवृत्ति की कार्यप्रणाली एवं व्यवस्थाओं के प्रति आपकी पसंद एवं नापसंद क्या है ?
5. आपकी दृष्टि में आपके कार्यक्षेत्र के सर्वाधिक कठिन क्षेत्र कौनसे है ?
6. आपको अपने कार्य क्षेत्र में सर्वाधिक रूचिपूर्ण एवं अल्प रूचिकर बातें क्या लगती हैं ?
7. आपको शिक्षण हेतु दिये गये विषयों एवं अन्य प्रभारों से क्या आप सन्तुष्ट है ?
8. क्या आप अपने को सौंपी गई जिम्मेदारी के अतिरिक्त दूसरों की जिम्मेदारी में भी हिस्सा बंटाने को तैयार रहते हैं ?
9. आपकी राय में प्रवृत्ति के हित में एवं आपके स्वयं के हित में किस प्रकार के अग्रगामी अध्ययन/प्रशिक्षण/अनुभव की आवश्यकता आप अनुभव करते हैं ? उल्लेख कीजिये।
10. अपने शिक्षण विषय के परीक्षा परिणामों का उल्लेख कीजिये ?
11. क्या आप विद्यार्थियों के हित चिन्तन एवं उनकी गरिमा को बनाये रखने में सदैव निष्पक्ष एवं वैध बने रहे हैं ? उल्लेख कीजिये।
12. क्या आप मानते हैं कि विद्यार्थियों की व्यक्तिगत भिन्नता के कारण सीखने में या व्यवहार में कठिनाई को समझा जाना चाहिए एवं इस आधार पर उनकी सहायता की जानी चाहिए ? शिक्षण के साथ-साथ अधिगम आवश्यक है, इस पर भी विचार व्यक्त करें।
13. क्या आप अपनी प्रवृत्ति के प्रबन्धन के प्रति कोई सुझाव देना चाहेंगे ?



14. आपका कार्य निष्पादन (Performance) अधिक संतुष्टि दायक बने इस दृष्टि से कोई सुझाव देना चाहेंगे ? अपनी कार्य संतुष्टि का संक्षेप में वर्णन करें।

15. आपका वेतन एवं अन्य परिलाभ आपको संतुष्टि प्रदान कर रहे हैं ? यदि नहीं तो अपेक्षा को कारण सहित स्पष्ट करें।


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16. आपकी प्रवृत्ति में समस्या समाधान पद्धति (Grievance redresal procedure) पर अपनी टिप्पणी दें ?
17. प्रवृत्ति के समग्र हित में, छवि सुधार में, गुणवत्ता युक्त शिक्षा प्रदान करने में, शैक्षिक स्तर को सुधारने में आपके सुझावों का उल्लेख यहाँ कीजिये ?

हस्ताक्षर एवं दिनांक

भाग – ब

(मूल्यांकनकर्ता के लिए)

1. प्रथम भाग में चाही गई जानकारी को पूर्णता प्रदान करते हुए, आप उस पर क्या कार्यवाही करना चाहते हैं, इस दृष्टि से अपनी समीक्षा प्रस्तुत करें-

2. सम्बंधित के व्यवसायिक उन्नयन (Career Direction) के लिए विकल्प एवं सम्भावनाओं तथा अन्य प्रभार/विभाग में स्थानान्तरण या पदोन्नति के प्रति तत्परता (Readiness) पर अभिमत एवं सहमति-

3. अन्य टिप्पणी:-

हस्ताक्षर एवं दिनांक मूल्यांकनकर्ता

BL. 268. This will be obligatoy for University to provide prescribed performa to every student of all the Academic Programmes in form of 'Feedback of Students' for every teacher teaching to him as per the subject/course. The standard performa for such feedbacks shall be as under:

1. Performa of feedback entitled, 'Student Satisfaction Survey Form':

Student Satisfaction Survey Form

Session.....

Name of Student _____

Class _____

Semester/Year: _____

Gender(M/F) _____

Department _____

मैं, विद्यार्थी,

गुणवत्ता मूल्यांकन के लिए निर्धारित मापदण्डों के आधार पर अधोलिखित प्रपत्र तैयार किया गया है जिस पर आपकी स्पष्ट व निष्पक्ष राय आवश्यक है। अतः उचित विकल्प चुनकर गुणवत्ता संवर्द्धन हेतु अपने अमूल्य सुझाव प्रदान करें। आपके उत्तर पूर्णतः गुप्त रखे जायेंगे।


Registrar

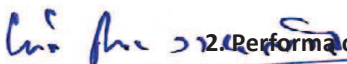
**Institute of Advanced Studies in Education
(Deemed to be University)
Sardarshahr (Churu) Raj**

Section A [Please Tick either (a) or (b) or (c) for each criteria] [प्रत्येक मानदंड के लिए (a) या (b) या (c) पर निशान लगाएँ।]

S.No.	Criteria (मानदण्ड)	(a) Agree (सहमत)	(b) Neutral (तटस्थ)	(c) Disagree (असहमत)
1	I made a right decision to take admission in the IASE (Deemed To Be University) आईएएसई (मानित विश्वविद्यालय) में प्रवेश लेनेका मेरा निर्णय सही है।			
2	The Admission process in the university is fair and transparent. विश्वविद्यालय में प्रवेश प्रक्रिया निष्पक्ष और पारदर्शी है।			
3	The University ambience is conducive for learning. विश्वविद्यालय का वातावरण सीखने के लिए अनुकूल है।			
4	I feel safe and secure at the University. विश्वविद्यालय में मैं सुरक्षित एवं संरक्षित महसूस करता हूँ।			
5	The Classes, trainings, examination etc are regular and fair. कक्षाएं, प्रशिक्षण, परीक्षा परिणाम आदि नियमित और निष्पक्ष हैं।			
6	The Examination results are declared timely. परीक्षा परिणाम समय पर घोषित किये जाते हैं।			
7	The facilities including library, hostel, transport, health service meet my expectations. यहाँ पर पुस्तकालय, छात्रावास, परिवहन, स्वास्थ्य सेवाओं सहित अन्य सुविधाएं मेरी अपेक्षाओं के अनुरूप हैं।			
8	The Discipline in the University is good. विश्वविद्यालय में अनुशासन अच्छा है।			
9	The website of the university is informative and regularly updated. विश्वविद्यालय की वेबसाइट जानकारी पूर्ण है व नियमित रूप से अपडेट की जाती है।			
10	The university employees are cooperative. विश्वविद्यालय के कर्मचारी सहयोगी हैं।			
11	Through interaction with professors of the University I am improving my knowledge. विश्वविद्यालय के शिक्षकों के सानिध्य में मैं अपने ज्ञान के स्तर में सुधार कर रहा हूँ।			
12	There is a positive change in my behavior after joining the University. विश्वविद्यालय में प्रवेश के बाद मुझमें सकारात्मक बदलाव आया है।			
13	The curriculum of the course is well designed and promotes learning. पाठ्यक्रम अच्छी तरह से डिजाइन किया गया है तथा यह अधिगम को बढ़ावा देता है।			
14	The curriculum incorporates recent changes in the area. पाठ्यक्रम में आधुनिक परिवर्तनों को शामिल किया गया है।			
15	Employability is given focus in the curriculum design. पाठ्यक्रम संरचना में रोजगारोन्मुखता को ध्यान में रखा गया है।			
16	IASE (Deemed to be University) is progressive. आईएएसई (मानित विश्वविद्यालय) प्रगतिशील संस्था है।			
17	I feel satisfied with overall facilities at University. मैं विश्वविद्यालय में उपलब्ध संसाधनों से सन्तुष्ट हूँ।			
18	It is easy for physically disabled people to enter the area & building. शारीरिक अक्षमता वाले लोगों के लिए महाविद्यालय/विश्वविद्यालय की इमारत सुविधाजनक है।			
	Provide the knowledge for students regarding scholarship. प्रशिक्षणार्थियों को विभिन्न प्रकार की छात्रवृत्ति संबंधी योजनाओं का लाभ दिलवाने की जानकारी प्रदान की जाती है।			

Section B (Any other suggestion /comments for improvement.) [सुधार के लिए कोई अन्य सुझाव/टिप्पणियाँ]

Signature



Registrar

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Institute of Advanced Studies in Education
(Deemed to be University)
Sardarshahr, (Churu) Rajasthan

Parent Feedback Form

Session:

Name:			
Relation:	Age:	Gender (M/F):	
Name of Student: Class with Semester:			
	Department:		

प्रिय अभिभावक /संरक्षक,
आपसे अनुरोध है कि आप गुणवत्ता मूल्यांकन के लिए उल्लिखित मानदण्ड पर उचित विकल्प चुनकर अपनी स्पष्ट एवं निष्पक्ष राय दें।

Section A Please Tick either (a) or (b) or (c) for each criteria

S No.	Criteria मानदण्ड	(a) Agree सहमत	(b) Neutral तटस्थ	(c) Disagree असहमत
1	I made a right decision to be associated with IASE (Deemed to be University). आईएएसई (मानित विश्वविद्यालय) से जुड़ने का मेरा निर्णय सही है।			
2	The admission process in the University is fair and transparent. विश्वविद्यालय में प्रवेश प्रक्रिया निष्पक्ष एवं पारदर्शी है।			
3	The University ambience is conducive for learning. विश्वविद्यालय का वातावरण सीखने के अनुकूल है।			
4	I feel my ward is safe and secured at the University. मुझे लगता है कि मेरा पुत्र/पुत्री विश्वविद्यालय में सुरक्षित एवं संरक्षित है।			
5	The classes, trainings, examination etc. are regular and fair. कक्षाएं, प्रशिक्षण, परीक्षा परिणाम आदि नियमित और निष्पक्ष है।			
6	The examination results are declared timely. परीक्षा परिणाम समय पर घोषित किये जाते हैं।			
7	The facilities including library, hostel, transport, health services meet my expectations. यहाँ पर पुस्तालय, छात्रावास, परिवहन, स्वास्थ्य सेवाओं सहित अन्य सुविधाएं मेरी अपेक्षाओं के अनुरूप हैं।			
8	The discipline in the University is good. विश्वविद्यालय में अनुशासन अच्छा है।			
9	The website of the University is informative and regularly updated. विश्वविद्यालय की वेबसाइट जानकारी पूर्ण है व नियमित रूप से अपडेट की जाती है।			
10	The University Employees are cooperative. विश्वविद्यालय के कर्मचारी सहयोगी हैं।			
11	I get update on academic and co-curricular progress of my ward through the tutor / mentor मुझे ट्यूटर/मेन्टर के माध्यम से अपने पुत्र/पुत्री की अकादमिक और सहपाठ्यचर्या की प्रगति की सूचना नियमित रूप से मिलती रहती है।			
12	My ward is improving his knowledge base through interaction with professors of the University. मेरा पुत्र विश्वविद्यालय के शिक्षकों के सानिध्य में अपने ज्ञान के स्तर में सुधार कर रहा है।			
13	There is a positive change in the behaviour of my ward after joining the university. मेरे पुत्र के व्यवहार में एक सकारात्मक परिवर्तन है।			
14	The curriculum of the course is well designed and promotes learning experience of the students. पाठ्यक्रम अच्छी तरह से डिजाइन किया गया है तथा यह छात्रों के अधिगम को बढ़ावा देता है।			



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15	The curriculum incorporates recent changes in the area. पाठ्यक्रम में आधुनिक परिवर्तनों को शामिल किया गया है।			
16	Employability is given focus in the curriculum design. पाठ्यक्रम संरचना में रोजगारोन्मुखता को ध्यान में रखा गया है।			
17	IASE (Deemed to be University) is progressive.			
18	I feel satisfied with overall progress of my ward.			

Section B [Any other Opinion / suggestion for improvement.]

सुधार के लिए आपकी राय/सुझाव

BL.269. The University may make PROVISION for submission of 'Self Appraisal Report' and 'Feedback of Studnets' also through the online mode.



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**Institute of Advanced Studies in Education
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PART-VI:

RECRUITMENT AND CONDITIONS OF SERVICE

Chapter- 25

RECRUITMENT AND CONDITIONS OF SERVICE OF THE NON-TEACHING STAFF

BL.270.

1. Wherever the mode of appointment has been specified as deputation, the terms and conditions of university concerning transfer/deputation shall, ipso facto, apply.
2. Wherever qualifications have been prescribed to be under UGC seven point scale, the following shall be the UGC seven point scale:

GRADE	GRADE POINT	PERCENTAGE EQUIVALENT
'O' = Outstanding	5.50-6.00	75-100
'A' = Very Good	4.50-5.49	65-74
'B' = Good	3.50-4.49	55-64
'C' = Average	2.5-3.49	45-54
'D' = Below Average	1.50-2.49	35-44
'E' = Poor	0.50-1.49	25-34
'F' = Fail	0-0.49	0-24

3. The age prescribed for direct recruitment shall not be applicable to those candidates from and within the University.
4. Reservation for SC/ST/OBC/DA etc., shall be followed as per Government of Rajasthan Rules.
5. Till such time Rules and Service Regulations are framed, the Rules and Service Regulations as applicable under the Government of Rajasthan shall apply.
6. Wherever screening/written tests/skill tests are proposed, the Vice-Chancellor shall be the sole authority to approve syllabus for the tests, modalities for carrying out the screening/written tests/skill tests, evaluation, etc.
7. All allowances shall be drawn as per the Government of Rajasthan Rules.
8. This Bye Law shall also be applicable to the posts that may be sanctioned/created from time-to-time in future, unless otherwise specified.
9. The non-teaching posts have been categorized into three Groups, viz., Group A, Group B and Group C. The Selection committees and the Guidelines given in the clause concerned shall be applicable for the purpose of constitution of Selection Committee/recruitment/appointment.
10. The prescribed qualification and experience will be minimum, and the mere fact that a candidate possessing the same will not entitle him /her for being called for interview.
11. Whenever the screening/written test is required for the recruitment, the Candidates will be picked-up for interview on the basis of marks obtained in the screening/written test (s), in the order of merit, in the ratio of 1:10 (1 vacancy:10 candidates) of the vacancies to be filled-up.

Explanation-1: Notwithstanding anything in the Bye Laws, this will be the sole authority of the university to ascertain the criteria of short-listing the candidates for the interview.

Explanation-2: No weightage will be given to the marks obtained by the candidate in the screening/written test conducted for the purpose to short list the candidates.

12. The chairman will be entitled to vote at the Selection Committee meeting and shall have a casting vote in case of a tie.
13. Subject to the provisions of this Bye Law, the recommendations of the Selection Committee will be submitted to the Board of Management and orders of appointments will be issued only after the approval of the Board of Management.
14. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.
15. When the two or more candidates are selected, the recommendations shall be made in order of merit of the selected candidates.
16. No recommendation should be made with a condition attached to it.



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17. The University shall have the right to relax any of the qualifications, experience, age, etc., in exceptionally deserving cases for all posts on the recommendations of the Screening Committee.
18. If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age etc., it shall be so stated and recorded.
19. Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.
20. The prescribed qualifications and experience will be minimum and the mere fact that a candidate possessing the same will not entitle him to be called for interview. The University will have the right to restrict the candidates to be called for interview to a reasonable number (1:10) on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.
21. The in-service candidates should apply through proper channel.
22. The Chairman of the Selection Committee with consultation of the members of the committee shall have the power to lay-down the procedure in respect of any matter not mentioned in the Act/Rules/Bye Law/Rules/Regulations.
23. Canvassing in any form on behalf of any candidate will summarily disqualify such candidate.
24. The Selection Committee's recommendations, when approved shall remain valid for a period of six months from the date of such approval.
25. The application forms will be sold and the processing fee will be collected as prescribed by the University from time-to-time.
26. In cases of any disputes, any suits or legal proceedings against the University, the territorial jurisdiction shall be restricted to the Sardarshahr and/or Rajasthan High Court in whose jurisdiction the University is located.
27. **Deputation with provision for Absorption:**
In case the appointment is made on deputation basis, the incumbent may be allowed to continue for a maximum period as prescribed for that particular cadre, by the Department of Higher Education, Government of Rajasthan and as amended from time to time. The appointment on deputation may be made initially for a period not exceeding two years which may be extended on yearly basis up to a maximum period decided by the Government of Rajasthan subject to satisfactory performance, good behaviour and high integrity to the satisfaction of the University administration. The University, however, shall have the right to repatriate the incumbent any time even before the prescribed period in case his/her performance, integrity or conduct is found to be unsatisfactory at any stage according to the opinion of the competent authority or the repatriation of the officer against whose vacancy the deputationist was working. Ordinarily no person on deputation shall be absorbed in any cadre of the University after expiry of his/her deputation period.
28. The names of the posts created and/or proposed to be created in future to which this Bye Law shall be applicable along with the qualifications, experience etc., are mentioned below. However, no post mentioned here under will be created unless sanctioned by the Government of Rajasthan and adopted by the Board of Management.

29. Non-Teaching posts: Classification in Groups

S. No.	Group
1.	Group- A (T&P)/ (O&M)
2.	Group- B
3.	Group- C

Explanation: The change in pay scale/pay band adopted by Government of Rajasthan shall come into the force with the University notification approved by the Board of Management.

30. The University with the approval of the Board of Management may conduct screening/scrutiny of the candidates by the screening committee.
31. However, when the nature of the post requires professional/technical skill, the University may conduct test for the purpose.
32. The University will constitute a committee for the purpose to judge the skill of candidates. This committee must consist of at least one expert having knowledge/skill in the respective domain. The expert will be appointed by the Vice-Chancellor.
33. The University non-teaching services are broadly classified into five cadres as mentioned here under:

S.No.	Cadre	Name of Cadre
1	A	General Cadre

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2.	B	Engineering Cadre
3.	C	Physical Education and Sports Cadre
4.	D	Library Cadre
5.	E	Technical Cadre

34. A. GENERAL CADRE

Post No. 01		
1	Name of the Post	REGISTRAR
2	Classification	Group –A (O &M)
3	Whether Selection post or Non-Selection post	Selection by Direct Recruitment.
4	Age limit for Direct Recruitment	Not more than 57 years.
5	Educational and other qualifications	<p>Essential:</p> <p>(1) Master's Degree in any subject or the Post Graduate Diploma in Management with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale from a recognized University or Institution. (5% Relaxation in marks for SC/ST/Differently Abled Category/Regular employees of the IASE (Deemed to be University).</p> <p>(2) Consequent on change in designations of teachers vide Ministry of Education (the than name the Ministry of HRD) letter No. 1-32/2006-U-II/U.I(i) dated 31.12.2008 the experience required for the post of Registrar and equivalent shall be:</p> <p>i. At least 15 years of experience as Assistant Professor in AGP of Rs. 7000/- and above or 8 years of service in AGP of Rs. 8000/- and above including as Associate Professor alongwith experience in educational administration, or</p> <p>ii. Comparibale experience in research establishment and or other institutions of higher education, or</p> <p>iii. 15 years of Administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
Post No. 02		
1	Name of the Post	ADDITIONAL REGISTRAR
2	Classification	Group –A (O &M)
3	Whether Selection post or Non-Selection post	Selection by Direct Recruitment.
4	Age limit for Direct Recruitment	Not more than 57 years.
5	Educational and other qualifications	<p>Essential:</p> <p>(1) Master's Degree in any subject or the Post Graduate Diploma in Management with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale from a recognized University or Institution. (5% Relaxation in marks for SC/ST/Differently Abled Category/Regular employees of the IASE (Deemed to be University)).</p> <p>(2) At least 10 years of administrative experience in Supervisory or equivalent cadre in Group-B post in a Government Department/ University/ Educational or</p>



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		<p>Research Institution/ Teaching and/or Research Experience on a substantive post along with the proven administrative capabilities out of which 5 year experience shall be in examination related work.</p> <p style="text-align: center;">OR</p> <p>6 years experience as Deputy Registrar in Central/State University.</p> <p style="text-align: center;">OR</p> <p>10 years experience on the post of Assistant Registrar in the Central or State University.</p> <p>Note:</p> <p>(1) The incumbent should possess good communication skill, logical reasoning, analytical skills, soft skills and aptitude for drafting/noting in English and Hindi. He should be able to coordinate/liaise with other divisions/departments and participate in discussions with senior functionaries and academicians.</p> <p>(2) The incumbent is expected to handle independently one or more functions related to educational administration/examinations/general administration/purchase/establishment/ accounts and finance/project and planning/research/college administration/management/HR/legal.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1.) Good knowledge of examination software and results automation. 2.) Familiarity with establishment matters, particularly those relating to faculty, staff and student affairs. 3.) Qualifications and experience in modern management methods. 4.) Ph.D. and/or adequate experience in the pre-conduct and post-conduct of University examinations or other comparable examinations and also in semester system, and ability to take organizational charge of meetings of the University. 5.) MBA or CA/ICWA or MCA or LL.B. or B.Tech. 6.) IT and soft skill
6	Period of probation (if, any)	1 year and further extendable for a period not exceeding one additional year.
7	Method of Recruitment (Direct recruitment/transfer/deputation)	<ol style="list-style-type: none"> 1. Direct Recruitment. 2. The Selection will be made only on the basis of the performance of the candidate in interview. 3. Post may be filled by the deputation till the regular appointment is made.
	<p>Scheme of Written screening Test when proposed to be conducted: Screening Phase-I.</p> <p>Note: Not Mandatory to conduct the screening test. The University may conduct it subject to the necessity.</p>	<p>PAPER: I-Duration 2 Hours.</p> <p>(i) Verbal and Communication Skills in English:</p> <p>Questions-50/Marks 150 and.</p> <p>(ii) Verbal and Communication Skills in Hindi:</p> <p>Questions-50/Marks 150</p> <p>PAPER: I I: Duration 3 Hours.</p>




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		<p>(i) Mathematical Ability Questions-50/Marks 150.</p> <p>(ii) General Awareness: Questions-50/Marks 150.</p> <p>(iii) Logical reasoning and Data Interpretation: Questions-50/Marks 150</p>
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Post No. 03		
1	Name of the Post	CONTROLLER OF FINANCE
2	Classification	Group –A (O &M)
3	Whether Selection post or Non-Selection post	Selection by Direct Recruitment.
4	Age limit for Direct Recruitment	Not more than 57 years.
5	Educational and other qualifications	<p>Essential:</p> <p>(1) Master’s Degree in any subject or the Post Graduate Diploma in Management or Chartered Accountancy or Company Secretary with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale from a recognized University or Institution. (5% Relaxation in marks for SC/ST/Differently Abled Category/ Regular employees of the IASE (Deemed to be University)).</p> <p>(2) Consequent on change in designations of teachers vide Ministry of Education (the than name the Ministry of HRD) letter No. 1-32/2006-U-II/U.I(i) dated 31.12.2008 the experience required for the post of Comptroller of Finance and equivalent shall be:</p> <p>i. At least 15 years of experience as Assistant Professor in AGP of Rs. 7000/- and above or 8 years of service in AGP of Rs. 8000/- and above including as Associate Professor alongwith experience in educational administration, or</p> <p>ii. Comparibale experience in research establishment and or other institutions of higher education, or</p> <p>iii. 15 years of Administrative experience, of which 8 years shall be as Deputy Registrar or a post not below the rank of Finance Officer or an equivalent post.</p> <p>Note:</p> <p>(1) The incumbent should posses good communication skill, logical reasoning, analytical skills, soft skills and aptitude for drafting/noting in English and hindi. He should be able to coordinate/laiise with other divisions/departments and participate in discussions with senior functionaries and academicians.</p> <p>(2) The incumbent is expected to handle independently one or more functions related to educational administration/examinations/ general administration/purchase/ establishment/ accounts and finance/project and planning/research/ college administration/management/HR/legal.</p> <p>Desirable:</p> <p>(1) Good knowledge of examination software and results</p>



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		<p>automation.</p> <p>(2) Familiarity with establishment matters, particularly those relating to faculty, staff and student affairs.</p> <p>(3) Qualifications and experience in modern management methods.</p> <p>(4) Ph.D. and/or adequate experience in the pre-conduct and post-conduct of University examinations or other comparable examinations and also in semester system, and ability to take organizational charge of meetings of the University.</p> <p>(5) MBA or CA/ICWA or MCA or LL.B. or B.Tech.</p> <p>(6) IT and soft skill.</p> <p>(7) Candidate having experience to work as Finance Controller/Finance Advisor/Managerial post in Finance in Government, Corporations, Autonomus bodies and /or undertakings shall be given priority.</p>
6	Period of probation (if, any)	1 year and further extendable for a period not exceeding one additional year.
7	Method of Recruitment (Direct recruitment/transfer/deputation)	<p>1. Direct Recruitment.</p> <p>2. The Selection will be made on the performance of the candidate in interview.</p> <p>3. Post may be filled by the deputation till the regular appointment is made.</p>
8	<p>Scheme of Written Test when proposed to be conducted: Screening Phase-I.</p> <p>Note: Not Mandatory to conduct the screening test. The University may conduct it subject to the necessity.</p>	<p>PAPER: I-Duration 2 Hours.</p> <p>(i) Verbal and Communication Skills in English: Questions-50/Marks 150 and</p> <p>(ii) Verbal and Communication Skills in Hindi: Questions-50/Marks 150</p> <p>PAPER: II: Duration 3 Hours.</p> <p>(i) Mathematical Ability (Quantitative Aptitude) Questions-50/Marks 150.</p> <p>(ii) General Awareness: Questions-50/Marks 150.</p> <p>(iii) Logical reasoning and Data Interpretation: Questions-50/Marks 150</p>



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Post No. 04		
1	Name of the Post	FINANCE OFFICER
2	Classification	Group –A (O &M)
3	Whether Selection post or Non-Selection post	Selection by Direct Recruitment.
4	Age limit for Direct Recruitment	Not more than 57 years.
5	Educational and other qualifications	<p>Essential:</p> <p>(1) Master’s Degree in any subject or the Post Graduate Diploma in Management or Chartered Accountancy or Company Secretary with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale from a recognized University or Institution. (5% Relaxation in marks for SC/ST/Differently Abled Category/ Regular employees of the IASE (Deemed to be University)).</p> <p>(2) Consequent on change in designations of teachers vide Ministry of Education (the than name the Ministry of HRD) letter No. 1-32/2006-U-II/U.I(i) dated 31.12.2008 the experience required for the post of Finance Officer and equivalent shall be:</p> <p>i. At least 15 years of experience as Assistant Professor in AGP of Rs. 7000/- and above or 8 years of service in AGP of Rs. 8000/- and above including as Associate Professor alongwith experience in educational administration, or</p> <p>ii. Comparibale experience in research establishment and or other institutions of higher education, or</p> <p>iii. 15 years of Administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post not below the rank of Accounts Officer.</p> <p>Note:</p> <p>(3) The incumbent should posses good communication skill, logical reasoning, analytical skills, soft skills and aptitude for drafting/noting in English and hindi. He should be able to coordinate/laiise with other divisions/departments and participate in discussions with senior functionaries and academicians.</p> <p>(4) The incumbent is expected to handle independently one or more functions related to educational administration/examinations/ general administration/purchase/ establishment/ accounts and finance/project and planning/research/ college administration/management/HR/legal.</p> <p>Desirable:</p> <p>(1) Good knowledge of examination software and results automation.</p> <p>(2) Familiarity with establishment matters, particularly those relating to faculty, staff and student affairs.</p> <p>(3)Qualifications and experience in modern management methods.</p> <p>(4) Ph.D. and/or adequate experience in the pre-conduct and post-conduct of University examinations or other comparable examinations and</p>



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		<p>also in semester system, and ability to take organizational charge of meetings of the University.</p> <p>(5) MBA or CA/ICWA or MCA or LL.B. or B.Tech.</p> <p>(6) IT and soft skill</p> <p>(7) Candidate having experience to work as Chief Accounts Officer or Any Managerial post in Finance in Government, Corporations, Autonomus bodies and /or undertakings shall be given priority.</p>
6	Period of probation (if, any)	1 year and further extendable for a period not exceeding one additional year.
7	Method of Recruitment (Direct recruitment/transfer/deputation)	<p>4. Direct Recruitment.</p> <p>5. The Selection will be made on the performance of the candidate in interview.</p> <p>6. Post may be filled by the deputation till the regular appointment is made.</p>
8	<p>Scheme of Written Test when proposed to be conducted: Screening Phase-I.</p> <p>Note: Not Mandatory to conduct the screening test. The University may conduct it subject to the necessity.</p>	<p>PAPER: I-Duration 2 Hours.</p> <p>(i) Verbal and Communication Skills in English: Questions-50/Marks 150 and</p> <p>(ii) Verbal and Communication Skills in Hindi: Questions-50/Marks 150</p> <p>PAPER: II: Duration 3 Hours.</p> <p>(i) Mathematical Ability (Quantitative Aptitude) Questions-50/Marks 150.</p> <p>(ii) General Awareness: Questions-50/Marks 150.</p> <p>(iii) Logical reasoning and Data Interpretation: Questions-50/Marks 150</p>

Post No. 05		
1	Name of the Post	CONTROLLER OF EXAMINATIONS
2	Classification	Group –A (O &M)
3	Whether Selection post or Non-Selection post	Selection by Direct Recruitment.
4	Age limit for Direct Recruitment	Not more than 57 years.
5	Educational and other qualifications	<p>Essential:</p> <p>(1) Master's Degree in any subject or the Post Graduate Diploma in Management with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale from a recognized University or Institution. (5% Relaxation in marks for SC/ST/Differently Abled Category/Regular employees of the IASE (Deemed to be University)).</p> <p>(2) Consequent on change in designations of teachers vide Ministry of Education (the than name the Ministry of HRD) letter No. 1-32/2006-U-II/U.I(i) dated 31.12.2008 the experience required for the post of Controller of Examinations and equivalent shall be:</p>



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		<p>i. At least 15 years of experience as Assistant Professor in AGP of Rs. 7000/- and above or 8 years of service in AGP of Rs. 8000/- and above including as Associate Professor alongwith experience in educational administration, or</p> <p>ii. Comparibale experience in research establishment and or other institutions of higher education, or</p> <p>iii. 15 years of Administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post. Note:</p> <p>(5) The incumbent should posses good communication skill, logical reasoning, analytical skills, soft skills and aptitude for drafting/noting in English and hindi. He should be able to coordinate/laiise with other divisions/departments and participate in discussions with senior functionaries and academicians.</p> <p>(6) The incumbent is expected to handle independently one or more functions related to educational administration/examinations/ general administration/purchase/ establishment/ accounts and finance/project and planning/research/ college administration/management/HR/legal.</p> <p>Desirable:</p> <p>(1) Good knowledge of examination software and results automation.</p> <p>(2) Familiarity with establishment matters, particularly those relating to faculty, staff and student affairs.</p> <p>(3)Qualifications and experience in modern management methods.</p> <p>(4) Ph.D. and/or adequate experience in the pre-conduct and post-conduct of University examinations or other comparable examinations and also in semester system, and ability to take organizational charge of meetings of the University.</p> <p>(5) MBA or CA/ICWA or MCA or LL.B. or B.Tech.</p> <p>(6) IT and soft skill</p>
6	Period of probation (if, any)	1 year and further extendable for a period not exceeding one additional year.
7	Method of Recruitment (Direct recruitment/transfer/deputation)	<p>1. Direct Recruitment.</p> <p>2. The Selection will be made on the performance of the candidate in interview.</p> <p>3. Post may be filled by the deputation till the regular appointment is made.</p>
	<p>Scheme of Written Test when proposed to be conducted: Screening Phase-I. Note: Not Mandatory to conduct the screening test. The University may conduct it subject to the necessity.</p>	<p>PAPER: I-Duration 2 Hours.</p> <p>(i) Verbal and Communication Skills in English: Questions-50/Marks 150 and</p> <p>(ii) Verbal and Communication Skills in Hindi: Questions-50/Marks 150</p> <p>PAPER: II: Duration 3 Hours.</p> <p>(i) Mathematical Ability (Quantitative Aptitude) Questions-50/Marks 150.</p>



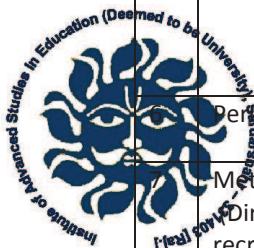
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		(ii) General Awareness: Questions-50/Marks 150. (iii) Logical reasoning and Data Interpretation: Questions-50/Marks 150
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Post No. 06		
1	Name of the Post	DEPUTY REGISTRAR
2	Classification	Group –A (O &M)
3	Whether Selection post or Non-Selection post	Selection by Direct Recruitment.
4	Age limit for Direct Recruitment	Not more than 40 years for direct recruits.
5	Educational and other qualifications	<p>Essential:</p> <p>(1) Master’s Degree in any subject or the Post Graduate Diploma in Management with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale from a recognized University or Institution. (5% Relaxation in marks for SC/ST/Differently Abled Category/Regular employees of IASE (Deemed to be University)).</p> <p>(2) At least six years of administrative experience in Supervisory or equivalent cadre in Group-B in a Government Department/ University/ Educational or Research Institution/ Teaching and/or Research Experience on a substantive post along with the proven administrative capabilities.</p> <p style="text-align: center;">OR</p> <p>Five years experience on the post of Assistant Registrar in the Central or State University.</p> <p>Note:</p> <p>(1) The incumbent should possess good communication skill, logical reasoning, analytical skills, soft skills and aptitude for drafting/noting in English and Hindi. He should be able to coordinate/liaise with other divisions/departments and participate in discussions with senior functionaries and academicians.</p> <p>(2) The incumbent is expected to handle independently one or more functions related to educational administration/examinations/general administration/purchase/establishment/ accounts and finance/project and planning/research/college administration/management/HR/legal.</p> <p>Desirable:</p> <p>1) Good knowledge of computer applications. 2) MBA or CA/ICWA or MCA or LL.B. or B.Tech. 3) IT and soft skill.</p>
	Period of probation (if, any)	1 year and further extendable for a period not exceeding one additional year.
	Method of Recruitment Direct recruitment/transfer/deputation)	<p>1. Direct Recruitment.</p> <p>2. The selection will be based on interview only.</p> <p>3. Subject to the eligibility the post may be reserved for internal candidates subject to the maximum limit of 50 per cent to the vacant posts available.</p> <p>4. Post may be filled by the deputation till the regular</p>



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		appointment is made.
8	Scheme of Written Test when proposed to be conducted: Screening Phase-I. Note: Not Mandatory to conduct the screening. The University may conduct it subject to the necessity	PAPER: I-Duration 2 Hours. (i) Verbal and Communication Skills in English: Questions-50/Marks 150 and (ii) Verbal and Communication Skills in Hindi: Questions-50/Marks 150 PAPER: II: Duration 3 Hours. (i) Mathematical Ability (Quantitative Aptitude) Questions-50/Marks 150. (ii) General Awareness: Questions-50/Marks 150. (iii) Logical reasoning and Data Interpretation: Questions-50/Marks 150

Post No. 07		
1	Name of the Post	ASSISTANT REGISTRAR
2	Classification	Group –A (O &M)
3	Whether Selection post or Non-Selection post	Selection by Direct Recruitment.
4	Age limit for Direct Recruitment	Not more than 40 years(45 years in case of SC/ST/Differently abled category/women candidates).Age will be calculated as on July st of the year of the advertisement.No age limit for the regular employees of IASE (Deemed to be University).
5	Educational and other qualifications	Essential: (1) Master’s Degree in any subject or the Post Graduate Diploma in Management with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale from a recognized University or Institution. (5% Relaxation in marks for SC/ST/Differently Abled Category/ Regular employees of the IASE (Deemed to be University)). (2) The incumbent should possess good communication skill, logical reasoning, analytical skills, soft skills and aptitude for drafting/noting in English and hindi. He should be able to coordinate/liase with other divisions/departments and participate in discussions with senior functionaries and academicians. (3) The incumbent is expected to handle independently one or more functions related to educational administration/examinations/general administration/purchase/establishment/ accounts and finance/project and planning/research/college administration/management/HR/legal. Desirable: 1) Three years experience in Administration/Accounts as Section Officer or in an equivalent post in a Government department /university/ educational or research institution. 2) Three years experience as Section Officer in Central



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		<p>/State University.</p> <p>3) Good knowledge of computer applications.</p> <p>4) MBA or CA/ICWA or MCA or LL.B. or B.Tech.</p> <p>5) IT and soft skills.</p>
6	Period of probation (if, any)	1 year and further extendable for a period not exceeding one additional year.
7	Method of Recruitment (Direct recruitment/transfer/deputation)	<p>1. Direct Recruitment.</p> <p>2. The selection will be based on interview only.</p> <p>3. Subject to the eligibility the post may be reserved for internal candidates subject to the maximum limit of 50 per cent to the vacant posts available.</p> <p>4. Post may be filled by the deputation till the regular appointment is made.</p>
8	<p>Scheme of Written Test when proposed to be conducted: Screening Phase-I.</p> <p>Note: Not Mandatory to conduct the screening. The University may conduct it subject to the necessity</p>	<p>PAPER: I-Duration 2 Hours.</p> <p>(i) Verbal and Communication Skills in English: Questions-50/Marks 150 and</p> <p>(ii) Verbal and Communication Skills in Hindi: Questions-50/Marks 150</p> <p>PAPER: II: Duration 3 Hours.</p> <p>(i) Mathematical Ability (Quantitative Aptitude) Questions-50/Marks 150.</p> <p>(ii) General Awareness: Questions-50/Marks 150.</p> <p>(iii) Logical reasoning and Data Interpretation: Questions-50/Marks 150</p>

Post No. 08		
1	Name of the Post	LEGAL ASSISTANT/JUNIOR LAW (LEGAL) OFFICER
2	Classification	Group – B
3	Whether Selection post or Non-Selection post	Selection by Direct Recruitment.
4	Age limit for Direct Recruitment	Not more than 35 years (40 years in case of SC/ST/Differently abled category/women candidates). Age will be calculated as on July 1st of the year of the advertisement.No age limit for the regular employees of IASE (Deemed to be University).
5	Educational and other qualifications	<p>Essential: LL.B. three year Course/LL.B. five year Course with at least two years experience in the relevant field.</p> <p>Desirable: Master's Degree in Constitutional Law/Administrative Law/ Labour Laws. Experience of Practice as advocate in service matters. Good knowledge of computer applications. IT and soft skill</p>
6	Period of probation (if, any)	1 year and further extendable for a period not exceeding one additional year.
7	Method of Recruitment (Direct recruitment/transfer/deputation)	<p>1. Direct Recruitment.</p> <p>2. The selection will be based on interview only.</p> <p>3. Post may be filled by the deputation till the regular</p>



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		appointment is made.
8	Scheme of Written Test when proposed to be conducted: Screening Phase-I. Note: Not Mandatory to conduct the screening test. The University may conduct it subject to the necessity	PAPER: I-Duration 2 Hours. (i) Verbal and Communication Skills in English: Questions-50/Marks 150 and. (ii) Verbal and Communication Skills in Hindi: Questions-50/Marks 150 and Duration 2 Hours. PAPER: II: Duration 3 Hours. (i) Legal Aptitude. Questions-100/Marks 300. (ii) Logical reasoning and Data Interpretation: Questions-50/Marks 150

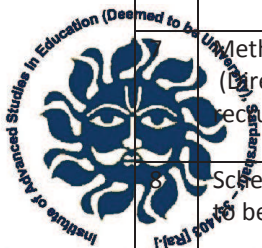
Post No. 09		
1	Name of the Post	MANAGER Grade-II (UNIVERSITY GUEST HOUSE)
2	Classification	Group – B
3	Whether Selection post or Non-Selection post	Selection by Direct Recruitment.
4	Age limit for Direct Recruitment	Not more than 35 years and 40 years in case of SC/ST/Differently Abled Category/Women Candidates.No age limit for the regular employee of IASE Deemed to be University.
5	Educational and other qualifications	Essential: (1) Graduation in Hotel Management/Hospitality Administration from a recognized university with at least 3 years experience in a Supervisory capacity in catering accommodation operation and/or food and beverage management in a reputed institution/hotel/university guest house or Any Graduate from recognized university with diploma in Hotel Management and/or catering from an institution recognized by university/Government of India with at least 3 years experience in a Supervisory capacity in catering accommodation operation and/or food and beverage management in a reputed institution/hotel/university guest house Desirable: Good knowledge of computer applications. IT and soft skill
6	Period of probation (if, any)	1 year and further extendable for a period not exceeding one additional year.
7	Method of Recruitment (Direct recruitment/transfer/deputation)	1. Direct Recruitment. 2. The Selection will be based on interview only. 3. Post may be filled by the deputation till the regular appointment is made.
8	Scheme of Written Test when proposed to be conducted: Screening Phase-I. Note: Not Mandatory to conduct the screening. The University may conduct it subject to the necessity	PAPER: I-Duration 2 Hours. (i) Verbal and Communication Skills in English: Questions-50/Marks 150 and. (ii) Verbal and Communication Skills in Hindi: Questions-50/Marks 150 PAPER: I I: Duration 3 Hours. (i) Hotel Management. Questions-50/Marks 150.



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		<p>(ii) General Awareness: Questions-50/Marks 150.</p> <p>(iii) Logical reasoning and Data Interpretation: Questions-50/Marks 150</p>
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Post No. 10		
1	Name of the Post	CLERK Grade –II (LDC)
2	Classification	Group –C
3	Whether Selection post or Non-Selection post	Selection by Direct Recruitment.
4	Age limit for Direct Recruitment	Not more than 35years.(40 years in case of SC/ST/Differently abled category/women candidates).Age will be calculated as on July 1st , of the year of the advertisement.No age limit for the regular employees of the IASE (Deemed to be University)
5	Educational and other qualifications	<p>Essential:</p> <p>(1) Senior Secondary (10+2) or equivalent with Hindi and English typing speed of 30 wpm; and</p> <p>(2) a. "O" or higher Level certificate course conducted by DOEACC under the control of the Department of Electronics, Government of India.</p> <p style="text-align: center;">OR</p> <p>b. Computer Operator and Programming Assistant (COPA)/Data Preparation and Computer Software (DPCS) certificate organized under the National/State Council of Vocational Training Scheme.</p> <p style="text-align: center;">OR</p> <p>c. Diploma in Computer Science/Computer Application from a University established by Law in India or from an institution recognized by the Government.</p> <p style="text-align: center;">OR</p> <p>d. Diploma in Computer Science and Engineering from a Polytechnic Institution recognized by the Government.</p> <p style="text-align: center;">OR</p> <p>e. The Rajasthan State Certificate Course in Information Technology (RS-CIT) conducted by Vardhman Mahaveer Open University, Kota under the control of the Rajasthan Knowledge Corporation Limited.</p> <p>Desirable: Good knowledge of computer applications.</p>
6	Period of probation (if, any)	1 year and further extendable for a period not exceeding one additional year.
	Method of Recruitment (Direct recruitment/transfer/deputation)	<p>1. Direct Recruitment.</p> <p>2. The Selection will be based on written test only.</p> <p>3. Post may be filled by the deputation till the regular appointment is made.</p>
	Scheme of Written Test required to be conducted:	<p>PHASE: I</p> <p>PAPER: I-Duration 3 Hours.</p> <p>General Knowledge, Everyday Science and Mathematics: Objective Type Questions/Marks 300.</p>



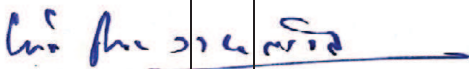
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		<p>PAPER: II: Duration 3 Hours.</p> <p>General Hindi and General English.</p> <p>Marks 300.</p> <p>Note:</p> <p>(i)The incumbent must pass Computer typing test before confirmation and annukla grade increment.</p> <p>(ii)The standards of the papers for written test will be of the level of the Senior Secondary examination of the Board of the Secondary Examination of Rajasthan.</p> <p>PHASE: II Type Writing on Computer (For other than Disables)</p> <p>Paper-I(Type Writing on Computer): Hindi 10 Minutes 25 Marks.</p> <p>Paper-II(Type Writing on Computer): English 10 Minutes 25 Marks.</p> <p>Note-1: Disables shall not be required to appear in Phase II. The marks of their Phase-II will be determined on the basis of the average of marks obtained by them in the Phase –I.</p> <p>Note-2: ‘Disability’ for this purpose shall be decided on the basis of the rules of the State government.</p>
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Post No. 11		
1	Name of the Post	STENOGRAPHER
2	Classification	Group- B
3	Whether Selection post or Non-Selection post	Selection by Direct Recruitment.
4	Age limit for Direct Recruitment	Not more than 40 years.
5	Educational and other qualifications	<p>Essential:</p> <p>(1) Senior Secondary from a recognised Board or its equivalent examination.</p> <p>(2) "O" or higher level Certificate course conducted by DOEACC under control of the Department of Electronics, Government of India</p> <p style="text-align: center;">OR</p> <p>Computer operator & Programming Assistant (COPA)/Data Preparation and Computer Software (DPCS) certificate organised under National/ State Council of Vocational Training Scheme</p> <p style="text-align: center;">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 style="text-align: center;">OR</p> <p>Diploma in Computer Science & Engineering from a polytechnic institution recognised by the Government</p> <p>(3) A University Degree with proficiency in English.</p> <p>(4) English/Hindi Stenography speed - 100 wpm;</p> <p>English/Hindi Typing speed - 50 wpm.</p>




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		(5) Atleast five years experience as Jr. Stenographer in a University / Govt./ Public / Sector Undertakings of repute. Desirable: (1) Good knowledge of Computer Application.
6	Period of probation (if, any)	1 year and further extendable for a period not exceeding one additional year.
7	Method of Recruitment (Direct recruitment/transfer/deputation)	1. Direct Recruitment. 2. The selection shall be made on the performance in the Interview. 3. Post may be filled by the deputation till the regular appointment is made.

33. B. ENGINEERING CADRE

Post No. 12		
1	Name of the Post	ASSISTANT ENGINEER (Civil/Electrical)
2	Classification	Group –A (O&M)
3	Whether Selection post or Non-Selection post	Selection by Direct Recruitment or by Promotion.
4	Age limit for Direct Recruitment	Not more than 35 years.
5	Educational and other qualifications	Essential: (1) A Degree in Civil/Electrical Engineering with five years experience of supervising of civil works with Government / University / Government approved contractor. Desirable: (1) Good knowledge of Computer Application.
6	Period of probation (if, any)	1 year and further extendable for a period not exceeding one additional year.
7	Method of Recruitment (Direct recruitment/transfer/deputation)	1. Direct Recruitment or by promotion. 2. The selection shall be based on interview only. 3. Subject to the eligibility the post may be reserved for internal candidates subject to the maximum limit of 50 per cent to the vacant posts available. 4. Post may be filled by the deputation till the regular appointment is made.
	Scheme of Written Test when proposed to be conducted: Screening Phase-I. Note: Not Mandatory to conduct the screening test. The University may conduct it subject to the necessity.	PAPER: I-Duration 2 Hours. (i) Verbal and Communication Skills in English: Questions-50/Marks 150 and. (ii) Verbal and Communication Skills in Hindi: Questions-50/Marks 150 PAPER: II: Duration 3 Hours. (i) Mathematical Ability Questions-50/Marks 150. (ii) General Awareness: Questions-50/Marks 150. (iii) Logical reasoning and Data Interpretation: Questions-50/Marks 150 (iv) Civil Engineering or Electrical Engineering: Questions-50 Marks 150.

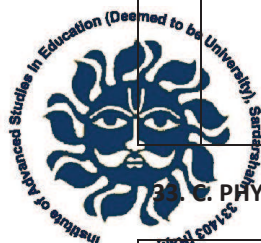


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Post No. 13		
1	Name of the Post	JUNIOR ENGINEER (CIVIL/ELECTRICAL)
2	Classification	Group B
3	Whether Selection post or Non-Selection post	Selection
4	Age limit for Direct Recruitment	Not more than 35 years.
5	Educational and other qualifications	<p>Essential:</p> <p>(1) A Bachelor Degree in Engineering in the subject concerned.</p> <p style="text-align: center;">OR</p> <p>A Diploma in Engineering in the subject concerned with two years experience. The experience should be in the supervision of erection / maintenance of Civil/Electrical Works with the Government / University establishment.</p> <p style="text-align: center;">OR</p> <p>Passed in Sections A and B of AMIE Examination of the Institution of Engineers (India) in the subject concerned.</p> <p>Desirable:</p> <p>(1) Good knowledge of Computer Application.</p>
6	Period of probation (if, any)	1 year and further extendable for a period not exceeding one additional year.
7	Method of Recruitment (Direct recruitment/transfer/deputation)	<ol style="list-style-type: none"> 1. Direct Recruitment. 2. The Selection shall be based on interview only. 3. Post may be filled by the deputation till the regular appointment is made.
8	<p>Scheme of Written Test when proposed to be conducted: Screening Phase-I.</p> <p>Note: Not Mandatory to conduct the screening. The University may conduct it subject to the necessity.</p>	<p>PAPER: I-Duration 2 Hours.</p> <p>(i) Verbal and Communication Skills in English: Questions-50/Marks 150 and.</p> <p>(ii) Verbal and Communication Skills in Hindi: Questions-50/Marks 150</p> <p>PAPER: II: Duration 3 Hours.</p> <p>(i) Mathematical Ability Questions-50/Marks 150.</p> <p>(ii) General Awareness: Questions-50/Marks 150.</p> <p>(iii) Logical reasoning and Data Interpretation: Questions-50/Marks 150</p> <p>(iv) Civil Engineering or Electrical Engineering: Questions-50 Marks 150.</p>



P. C. PHYSICAL EDUCATION AND SPORTS CADRE:

Post No. 14		
1	Name of the Post	UNIVERSITY DIRECTOR, PHYSICAL EDUCATION AND SPORTS

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2	Classification	Group –A (T&P)
3	Whether Selection post or Non-Selection post	Selection /by promotion- Career Advancement Scheme
4	Age limit for Direct Recruitment	Not more than 57 years.
5	Educational and other qualifications	Essential: (1) A Ph.D. in Physical Education. (2) Experience of at least 10 years as University Deputy Director or 15 years as University Assistant DPEs/College (Selection Grade) (3) Participation in at least two national/international seminars/conferences (4) Consistently Good appraisal reports (5) Evidence of organizing competitions and conducting coaching camps at least two weeks duration. (6) Evidence of having produced good performance teams/ athletes for competitions like State/National/Inter University, etc. (7) A minimum score for Academic Performance Indicator (API) as stipulated in V(13) of Appendix HI of the UGC (4th Amendment) Regulation 2016. The minimum score for API to be calculated as per Category II & III given in table IV Appendix III of the UGC (4th Amendment), Regulation 2016
8	Period of probation (if, any)	1 year and further extendable for a period not exceeding one additional year.
7	Method of Recruitment (Direct recruitment/transfer/deputation)	1. Direct Recruitment. 2. The selection will be based on interview only. 3. Post may be filled by the deputation till the regular appointment is made.

Post No. 15		
1	Name of the Post	UNIVERSITY DEPUTY DIRECTOR, PHYSICAL EDUCATION AND SPORTS
2	Classification	Group- A (T&P)
3	Whether Selection post or Non-Selection post	Selection /by promotion- Career Advancement Scheme (CAS)
4	Age limit for Direct Recruitment	Not more than 40 years.
5	Educational and other qualifications	Essential: (1) A Ph.D. in Physical Education. Candidates from outside the university system, in addition, shall also possess 55% marks or (an equivalent grade in a point scale wherever the Grading system is followed) at the Master's Degree level by the concerned university. (2) Eight years Experience as University Assistant DPEs/College DPEs with a benefit of 2 years and 1 year for Ph.D. and M.Phil. Degree holders respectively. (3) Evidence of organizing competitions and conducting coaching camps at least two weeks duration. (4) Evidence of having produced good performance teams/ athletes for competitions like State/National/Inter University/combined University etc.



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		<p>(5) Consistently Good appraisal reports.</p> <p>(6) Pass the physical fitness test in accordance with the following UGC Regulations:</p> <table border="1"> <thead> <tr> <th colspan="4">Norms for Men (12 Minutes Run/Walk Test)</th> </tr> </thead> <tbody> <tr> <td>Upto 30 years</td> <td>Upto 40 years</td> <td>Upto 45 years</td> <td>Upto 50 years</td> </tr> <tr> <td>1800 m.</td> <td>1500 m.</td> <td>1200 m.</td> <td>800 m.</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="4">Norms for Women (8 Minutes Run/Walk Test)</th> </tr> </thead> <tbody> <tr> <td>Upto 30 years</td> <td>Upto 40 years</td> <td>Upto 45 years</td> <td>Upto 50 years</td> </tr> <tr> <td>1000 m.</td> <td>800 m.</td> <td>600 m.</td> <td>400 m.</td> </tr> </tbody> </table> <p>(7) A minimum score for Academic Performance Indicator (API) as stipulated in V(13) of Appendix HI of the UGC (4th Amendment) Regulation 2016. The minimum score for API to be calculated as per Category II & III given in table IV Appendix III of the UGC (4th Amendment), Regulation 2016.</p>	Norms for Men (12 Minutes Run/Walk Test)				Upto 30 years	Upto 40 years	Upto 45 years	Upto 50 years	1800 m.	1500 m.	1200 m.	800 m.	Norms for Women (8 Minutes Run/Walk Test)				Upto 30 years	Upto 40 years	Upto 45 years	Upto 50 years	1000 m.	800 m.	600 m.	400 m.
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6	Period of probation (if, any)	1 year and further extendable for a period not exceeding one additional year.																								
7	Method of Recruitment (Direct recruitment/transfer/deputation)	<ol style="list-style-type: none"> 1. Direct Recruitment. 2. The selection will be based on interview only. 3. Post may be filled by the deputation till the regular appointment is made. 																								

Post No. 16		
1	Name of the Post	UNIVERSITY ASSISTANT DIRECTOR, PHYSICAL EDUCATION AND SPORTS
2	Classification	Group –A (T&P)
3	Whether Selection post or Non-Selection post	Selection by Direct recruitment.
4	Age limit for Direct Recruitment	Not more than 40 years.
5	Educational and other qualifications	<p>Essential:</p> <p>(i) Master's Degree in Physical Education or Master Degree in Sports Science with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with consistently Good Academic Record.</p> <p>(ii) Record of having represented the university/college at the inter university/inter collegiate competitions or the State and/or national championships.</p> <p>(iii) Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>(iv) However, candidates who are or have been awarded Ph.D. degree in accordance with the UGC (Minimum Standards and Procedure for award of the Ph.D. Degree), Regulations 2009 shall be exempted from the requirement of minimal eligibility condition of NET/SLET/SET for requirement and appointment of University Assistant</p>



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		<p>Director of Physical Education/ College Director of Physical Education in Sports.</p> <p>(v) Passed physical fitness test in accordance with the following UGC Regulations:</p> <table border="1"> <thead> <tr> <th colspan="4">Norms for Men (12 Minutes Run/Walk Test)</th> </tr> </thead> <tbody> <tr> <td>Upto 30 years</td> <td>Upto 40 years</td> <td>Upto 45 years</td> <td>Upto 50 years</td> </tr> <tr> <td>1800 m.</td> <td>1500 m.</td> <td>1200 m.</td> <td>800 m.</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="4">Norms for Women (8 Minutes Run/Walk Test)</th> </tr> </thead> <tbody> <tr> <td>Upto 30 years</td> <td>Upto 40 years</td> <td>Upto 45 years</td> <td>Upto 50 years</td> </tr> <tr> <td>1000 m.</td> <td>800 m.</td> <td>600 m.</td> <td>400 m.</td> </tr> </tbody> </table> <p>i. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.</p> <p>PROVISO: Provided further, the award of degrees to candidates registered for the M.Phil/Ph.D programme prior to July 11, 2009, shall be governed by the provisions of the then existing Bye Law /By laws/Regulations of the Institution exempted from the requirement of the minimum eligibility condition of "NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/ Institutions subject to the fulfillment of the following conditions:-</p> <ol style="list-style-type: none"> Ph.D. degree of the candidates awarded in regular mode only; Evaluation of the Ph.D. Thesis by at least two external examiners; Open Ph.D. viva voce of the candidate had been conducted; Candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal; Candidate has made at least two presentations in conference/ seminars, based on his/her Ph.D. work.(a) to (e) as above are to be certified by the Vice-Chancellor /Pro-Vice-Chancellor/Dean (Academic Affairs)/ Dean (University instructions)" 	Norms for Men (12 Minutes Run/Walk Test)				Upto 30 years	Upto 40 years	Upto 45 years	Upto 50 years	1800 m.	1500 m.	1200 m.	800 m.	Norms for Women (8 Minutes Run/Walk Test)				Upto 30 years	Upto 40 years	Upto 45 years	Upto 50 years	1000 m.	800 m.	600 m.	400 m.
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1000 m.	800 m.	600 m.	400 m.																							
6	Period of probation (if, any)	1 year and further extendable for a period not exceeding one additional year.																								
7	Method of Recruitment (Direct recruitment/transfer/deputation)	<ol style="list-style-type: none"> Direct Recruitment. The selection will be based on interview only. Post may be filled by the deputation till the regular appointment is made. 																								

LIBRARY CADRE:

1	Name of the Post	LIBRARIAN
2	Classification	Group- A (T&P)
3	Whether Selection post or Non-Selection post	Selection/Promotion under CAS
4	Age limit for Direct Recruitment	Not more than 57 years.



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5	Educational and other qualifications	<p>Essential:</p> <p>(1) Master's degree in Library Science / Information Science Documentation with at least 55% of marks or its equivalent grade of 'B' in the UGC seven point scale and consistently good academic record. (2) At least 13 Years experience as Deputy Librarian in University library or any other library statutory organization or 18 years' experience as a College Librarian (3) Consolidated API score points as decided by the University. (4) Evidence of innovative Library service and organization of published work.</p> <p>(2) A minimum score for Academic Performance Indicator (API) as stipulated in table VIII B of Appendix III of the UGC (4t1 Amendment), Regulations, 2016.</p> <p>The API to be calculated as per category II & III given in Table VII of Appendix III of the UGC (4'1' Amendment), Regulations, 2016.</p> <p>Desirable:</p> <p>(M. Phil. / Ph. D Degree in Library Science / Information Science / Documentation / Archives and Manuscript Keeping.</p>
6	Period of probation (if, any)	1 year and further extendable for a period not exceeding one additional year.
7	Method of Recruitment (Direct recruitment/transfer/deputation)	<ol style="list-style-type: none"> 1. Direct Recruitment. 2. The selection shall be based on the interview only. 3. Subject to the eligibility the post may be reserved for internal candidates subject to the maximum limit of 50 per cent to the vacant posts available. 4. Post may be filled by the deputation till the regular appointment is made.
8	Job Description	The Librarian shall exercise such power and such duties as may be assigned to him by the Board of Management, or the Vice-Chancellor on behalf of the Board of Management

Post No. 18		
1	Name of the Post	DEPUTY LIBRARIAN
2	Classification	Group- A (T&P)
3	Whether Selection post or Non-Selection post	Selection/Promotion under CAS
4	Age limit for Direct Recruitment	Not more than 40 years.
5	Educational and other qualifications	<p>Essential:</p> <p>(1) Master's Degree in Library Science/Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade of B in UGC in a point scale wherever grading system is followed) and a consistently Good Academic Record with knowledge of computerization of Library.</p> <p>(2) 5 year experience as Assistant University Librarian or College Librarian.</p> <p>(3) Evidence of innovative library service and organization of published work and professional commitment, computerization of library.</p> <p>(4) A minimum score for Academic Performance Indicator (API) as stipulated in table VIII B of Appendix III of the UGC (4t1 Amendment), Regulations, 2016.</p> <p>The API to be calculated as per category II & III given in Table VII of Appendix III of the UGC (4'1' Amendment),</p>



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		Regulations, 2016. Desirable: (1) An M.Phil./Ph.D. degree in Library Science/ Information Science/ Documentation/ Archives and Manuscript-Keeping/ Computerization of Library.
6	Period of probation (if, any)	1 year and further extendable for a period not exceeding one additional year.
7	Method of Recruitment (Direct recruitment/transfer/deputation)	1. Direct Recruitment. 2. Subject to the eligibility, the post may be reserved for internal candidates, subject to the maximum limit of 50 per cent to the vacant posts available. 3. Post may be filled by the deputation till the regular appointment is made.

Post No. 19		
1	Name of the Post	ASSISTANT LIBRARIAN
2	Classification	Group- A (T&P)
3	Whether Selection post or Non-Selection post	Selection by Direct Recruitment.
4	Age limit for Direct Recruitment	Not more than 40 years.
5	Educational and other qualifications	<p>Essential:</p> <p>(1) Master's Degree in Library Science/Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently Good Academic Record with knowledge of computerization of Library.</p> <p>(2) Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>(3) However candidates, who are, or have been awarded Ph.D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree). Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Director of Physical Education / College Director of Physical Education & Sports.</p> <p>(4) NET/SLET/SET shall also not be required for such Master's Programmes in disciplines for which NET/SLET/SET is not conducted.</p> <p>PROVISO: Provided further, the award of degrees to candidates registered for the M.Phil/Ph.D programme prior to July 11, 2009, shall be governed by the provisions of the then existing Bye Law /By laws/Regulations of the Institution exempted from the requirement of the minimum eligibility condition of "NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/ Colleges/ Institutions, subject to the fulfillment of the following conditions:-</p> <p>a) Ph.D. degree of the candidates awarded in regular mode only;</p> <p>b) Evaluation of the Ph.D. Thesis by at least two external examiners;</p> <p>c) Open Ph.D. viva voce of the candidate had been conducted;</p> <p>d) Candidate has published two research papers</p>



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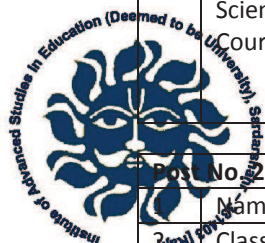
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		<p>from his/her Ph.D. work out of which at least one must be in a refereed journal;</p> <p>e) Candidate has made at least two presentations in conference/ seminars, based on his/her Ph.D. work.(a) to (e) as above are to be certified by the Vice-Chancellor /Pro-Vice-Chancellor/Dean (Academic Affairs)/ Dean (Universityinstructions)”</p> <p>Desirable: PG Diploma in Library Automation/ Computerization or Networking. (2) At least 5 years working experience in library computerization, digital library and/or networking</p>
6	Period of probation (if, any)	1 year and further extendable for a period not exceeding one additional year.
7	Method of Recruitment (Direct recruitment/transfer/deputation)	1. Direct Recruitment. 2. Post may be filled by the deputation till the regular appointment is made.

Post No. 20		
1	Name of the Post	JUNIOR LIBRARY ASSISTANT
2	Classification	Group C
3	Whether Selection post or Non-Selection post	Selection by Direct Recruitment.
4	Age limit for Direct Recruitment	Not more than 35years.(40 years in case of SC/ST/Differently abled category/women candidates).Age will be calculated as on July st of the year of the advertisement.No age limit for the regular employees of IASE (Deemed to be University)
5	Educational and other qualifications	Essential: Graduation in Library Science/Library & Information Science with at least 50% Marks from recognized University. Desirable: At least 5 years experience in a Library of repute, and good knowledge of Library software applications.
6	Period of probation (if, any)	1 year and further extendable for a period not exceeding one additional year.
7	Method of Recruitment (Direct recruitment/transfer/deputation)	1. Direct Recruitment. 2. Post may be filled by the deputation till the regular appointment is made.
8	Written Test (Standard of Class Senior Secondary and Library Science Certificate/ Diploma Course.	PAPER: I- Duration 2 Hours. (i)Hindi (50 Questions) 150 Marks. (ii)English (50 Questions) 150 Marks. PAPER: II- Duration 2 Hours. Library Science (Certificate and Diploma Level) (100 Questions) 300 Marks.

Post No. 21		
1	Name of the Post	BOOK ATTENDANT
2	Classification	Group-C
3	Whether Selection post or Non-Selection post	Selection by Direct Recruitment.
4	Age limit for Direct Recruitment	Not more than 35years.(40 years in case of



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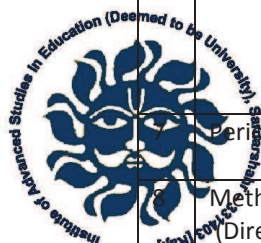
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		SC/ST/Differently abled category/women candidates).Age will be calculated as on July 1 st of the year of the advertisement.No age limit for the regular employees of the IASE (Deemed to be University)
5	Educational and other qualifications	Essential: (i) Senior Secondary (10+2) Examination. (ii)Science/Library & Information Science with at least 50% Marks from recognized University. Desirable: (1) Two years experience working preferably in a University Library (2) Basic knowledge of computer applications. (2) Certificate course in Library Science from a recognized Institute.
6	Period of probation (if, any)	1 year and further extendable for a period not exceeding one additional year.
7	Method of Recruitment (Direct recruitment/transfer/deputation)	1. Direct Recruitment. 2. The Selection will be made on written test only. 3. Post may be filled by the deputation till the regular appointment is made.
8	Written Test (Standard of Class Senior Secondary and Library Science Certificate/ Diploma Course.	PAPER: I- Duration 2 Hours. (i)Hindi (50 Questions) 150 Marks. (ii)English (50 Questions) 150 Marks. PAPER: II- Duration 2 Hours. Library Science (Certificate and Diploma Level) (100 Questions) 300 Marks.

33. E. TECHNICAL CADRE:

Post No. 22		
1	Name of the Post	TECHNICAL ASSISTANT
2	Classification	Group C
3	Whether Selection post or Non-Selection post	Selection by Direct Recruitment.
5	Age limit for Direct Recruitment	Not more than 35 years.
6	Educational and other qualifications	Essential: For CIF Post: (1) B.Sc. in Chemistry/Life Sciences with Honours; (2) at least five years' experience working in a research laboratory preferably attached with a recognized University. Desirable: Knowledge of Computer Applications. For ICT Post: (1) BCA/B. Tech with at least two years experience in e-governance/network maintenance preferably in a University system.
	Period of probation (if, any)	1 year and further extendable for a period not exceeding one additional year.
	Method of Recruitment (Direct recruitment/transfer/deputation)	1. Direct Recruitment. 2. Post may be filled by the deputation till the regular appointment is made.
9	Written Test (Standard of Class Senior Secondary and Library	PAPER: I- Duration 2 Hours. (i)Hindi (50 Questions) 150 Marks.



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Science Certificate/ Diploma Course.	(ii)English (50 Questions) 150 Marks. PAPER: II- Duration 2 Hours. For CIS Post: (Bachelor in Chemistary/ Bio-sciemces Level) (100 Questions) 300 Marks. For ICT Post: (BCA/B.Tech. Level) (100 Questions) 300 Marks
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Post No. 23		
1	Name of the Post	INFORMATICS ASSISTANT
2	Classification	Group C
3	Whether Selection post or Non-Selection post	Selection by Direct Recruitment.
6	Age limit for Direct Recruitment	Not more than 35 years.
5	Educational and other qualifications	<p>Essential:</p> <p>(1) Graduate or Higher degree in Computer Science/Computer Engineering/Computer Applications/ Computer Science & Engineering or Electronics or Electronics & Communication or Information Technology or equivalent of a University established by law in India.</p> <p style="text-align: center;">OR</p> <p>Post Polytechnic Diploma in Computer Applications or 3 years Diploma in Computer Science & Engineering / Computer Applications/ Information Technology or equivalent from a Polytechnic Institution recognized by the Government.</p> <p style="text-align: center;">OR</p> <p>Graduate of a University established by law in India with Diploma in Computer Science/ Computer Applications/ Information Technology or equivalent of a University established by law in India or of an Institution recognized by the Government.</p> <p style="text-align: center;">OR</p> <p>Graduate of a University established by law in India with "O" or higher certificate course conducted by National Institute of Electronics and Information Technology (NIEIT)/ DOEACC under the control of Department of Electronics, Government of India.</p> <p style="text-align: center;">OR</p> <p>Graduate of a University established by law in India with Computer Operator and Programming Assistant (COPA)/Data Preparation and Computer Sotwware (DPCS) certificate organized under the National/State Council of Vocational Training Scheme.</p> <p>(2) Speed of 20 words per minute typing in English and Hindi both.</p> <p>Desirable:</p> <p>(1) Knowledge of Computer Applications. (2) BCA/B. Tech with at least two years' experience in e-</p>



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		governance/network maintenance preferably in a University system.
6	Period of probation (if, any)	1 year and further extendable for a period not exceeding one additional year.
7	Method of Recruitment (Direct recruitment/transfer/deputation)	1. Direct Recruitment. 2. Post may be filled by the deputation till the regular appointment is made.
8	Written Test (Standard of Class Senior Secondary and Library Science Certificate/ Diploma Course.	PAPER: I- Duration 2 Hours. (i)Hindi (50 Questions) 150 Marks. (ii)English (50 Questions) 150 Marks. PAPER: II- Duration 2 Hours. For CIS Post: (Diploma/ Certificate Level) (100 Questions) 300 Marks.

Post No. 24		
1	Name of the Post	LABORATORY ASSISTANT
2	Classification	Group C
3	Whether Selection post or Non-Selection post	Selection by Direct Recruitment.
6	Age limit for Direct Recruitment	Not more than 35years.(40 years in case of SC/ST/Differently abled category/women candidates).Age will be calculated as on July 1st of the year of the advertisement.No age limit for the regular employees of IASE (Deemed to be University)
7	Educational and other qualifications	Essential: (1) B.Sc. with Chemistry/Physics/Life Sciences in the respective subject/ Laboratory (2) At least two years experience of handling sophisticated instruments as Laboratory Attendant. OR The Employees of IASE Deemed to be University, who have passed senior secondary examination with Science and have put 10 years experience as Lab. Bearer against a substantive post. Desirable: Knowledge of Computer Applications.
8	Period of probation (if, any)	1 year and further extendable for a period not exceeding one additional year.
7	Method of Recruitment (Direct recruitment/transfer/deputation)	1. Direct Recruitment. 2. The Selection will be based on written test only. 3. Subject to the eligibility the post may be reserved for internal candidates subject to the maximum limit of 50 per cent to the vacant posts available. 4. Post may be filled by the deputation till the regular appointment is made.
	Written Test	PAPER: I- Duration 2 Hours. (i)Hindi (50 Questions) 150 Marks, and (ii) English (50 marks) 150 marks.



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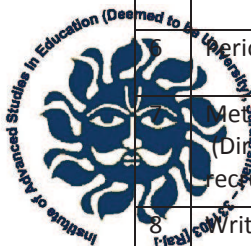
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		<p>PAPER: II- Duration 3 Hours.</p> <p>(i)Physics (50 Questions) 150 marks. (ii)Chemistry (50 Questions) 150 marks. (iii)Mathematics or Biology(50 Questions) 150 marks.</p>
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Post No. 25		
1	Name of the Post	DRIVER
2	Classification	Group C
3	Whether Selection post or Non-Selection post	Selection by Direct Recruitment.
4	Age limit for Direct Recruitment	Not more than 35 years.
5	Educational and other qualifications	<p>Essential:</p> <p>(1) 8th Standard Passed (2) Valid Driving License for Light / Medium / Heavy Vehicles having no adverse endorsement (3) Should have at least five years experience</p> <p>Desirable:</p> <p>Knowledge of Computer Applications.</p>
6	Period of probation (if, any)	1 year and further extendable for a period not exceeding one additional year.
7	Method of Recruitment (Direct recruitment/transfer/deputation)	<p>1. Direct Recruitment.</p> <p>2. Post may be filled by the deputation till the regular appointment is made.</p>
8	<p>Scheme of Written Test when proposed to be conducted: Screening Phase-I.</p> <p>Note: Not Mandatory to conduct the screening test. The University may conduct it subject to the necessity.</p>	<p>PAPER: I- Duration 2 Hours.</p> <p>(i)Hindi (50 Questions) 150 Marks, and</p> <p>PAPER: II- Duration 3 Hours.</p> <p>(i)Road Transportation Rules (50 Questions) 150 marks. (ii)Driving Skill 150 marks.</p>

Post No. 26		
1	Name of the Post	LABORATORY ATTENDANT
2	Classification	Group C
3	Whether Selection post or Non-Selection post	Selection by Direct Recruitment.
4	Age limit for Direct Recruitment	Not more than 35 years.
5	Educational and other qualifications	<p>Essential:</p> <p>Matriculation with Science as one of the subjects. Desirable:</p> <p>Two years experience of working in a research laboratory preferably attached with a recognized University</p>
6	Period of probation (if, any)	1 year and further extendable for a period not exceeding one additional year.
7	Method of Recruitment (Direct recruitment/transfer/deputation)	<p>1. Direct Recruitment.</p> <p>2. Post may be filled by the deputation till the regular appointment is made.</p>
8	Written Test	<p>PAPER: I- Duration 2 Hours.</p> <p>(i)Hindi (50 Questions) 150 Marks. (ii)English (50 Questions) 150 Marks.</p>



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		<p>PAPER: II- Duration 2 Hours.</p> <p>(Library Science Diploma/ Certificate Level)</p> <p>(100 Questions) 300 Marks.</p>
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Post No. 27		
1	Name of the Post	PEON / OFFICE ATTENDANT/SWEEPER/ CHOUWKIDAR/CLEANER/ RAKSHAK/ GARDENER/ BHISTI (Class IV)
2	Classification	Group C
3	Whether Selection post or Non-Selection post	Selection by Direct Recruitment.
4	Age limit for Direct Recruitment	Not more than 35years.(40 years in case of SC/ST/Differently abled category/women candidates).Age will be calculated as on July st of the year of the advertisement. No age limit for the regular employees of the IASE (Deemed to be University)
5	Educational and other qualifications	Essential: Matriculation/Secondary. Desirable: Two years experience of working as peon/office attendant preferably in a University.
6	Period of probation (if, any)	1 year and further extendable for a period not exceeding one additional year.
7	Method of Recruitment (Direct recruitment/transfer/deputation)	1. Direct Recruitment. 2. The Selection will be made only on the basis of the written test only. 3. Post may be filled by the deputation till the regular appointment is made.
8	Written Test of the Secondary Examination	PAPERS: Hindi (50 Questions) 150 marks. General Knowledge (50 Questions) 150 marks. Mathematics (50 Questions) 150 marks.

Post No. 28		
1	Name of the Post	COOK
2	Classification	Group C
3	Whether Selection post or Non-Selection post	Selection by Direct Recruitment.
4	Age limit for Direct Recruitment	Not more than 35 years.
5	Educational and other qualifications	Essential: Matriculation. Desirable: Five years experience of working in the kitchenof hostelmess/canteen/guesthouse preferably in a University.
6	Period of probation (if, any)	1 year and further extendable for a period not exceeding one additional year.
7	Method of Recruitment (Direct recruitment/transfer/deputatio	1. Direct Recruitment. 2. Post may be filled by the deputation till the regular appointment is made.



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	n)	
8	Scheme of Written Test:	<p>PAPERS:</p> <ol style="list-style-type: none"> 1. Hindi (50 Questions) 150 marks. 2. General Knowledge (50 Questions) 150 marks. 3. Cooking Certificate Level (50 Questions) 150 marks.

PROVISO-1: Provided that the university may create any post and decide minimum qualifications for its eligibility falling in the category of administrative/ministerial/ professional in the scale approved by the Board of Management.

PROVISO-2: Residuary Clause: When any post in any category is not covered in the present structure of the posts, the Board of Management shall have an authority to decide the qualifications and the manner of recruitment for the purpose of such posts. The Board of Management may further delegate this power of appointment to such officer/functionary as it may direct by a resolution.

Explanation: Notwithstanding anything in these Bye Laws, the power to appoint Ministerial Staff and Class IV servants will be delegated to the Registrar for which the qualifications and manners of recruitment will be laid down.

BL.271. Notwithstanding any thing in this chapter the Contact appointment and the appointments not made in accordance with the substantive and procedural norms mentioned in this chapter, the Contract appointment shall ensure obligations of the parties to the contract strictly as per the terms and conditions of the contract. Further, such contact appointment shall not result into any post service benefits.

BL.272. Qualifications OF THE NON-TEACHING STAFF INCLUDING ADMINISTRATIVE, MINISTERIAL AND SUPPORTING STAFF:

Notwithstanding anything in this chapter, the University may:

1. Engage the services of Non-teaching staff including administrative, Ministerial and Supporting staff on the contract basis with fix monthly remuneration in form of the consideration against the services rendered by such employees;
2. The University shall observe the qualification of Non-teaching staff including administrative, Ministerial and Supporting staff engage under the contract services. However, to provide immediate services to the students and to protect their service interests the university may relax the qualifications without disturbing the core qualification by a notification issued in advance.
3. The University may relax other norms and policies as specified in this chapter without disturbing the core qualifications.
4. The service contract shall be revocable on the completion of the term of contract or on the desire of either party with appropriate notice. The termination of service or the revocation thereof shall not result into any liability /obligations economic and otherwise which are not the part of the service contract.
5. The selection committee for contract services of Non-teaching staff including administrative, Ministerial and Supporting staff shall be notified by the university through a resolution by the Board of Management of the university.



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**Institute of Advanced Studies in Education
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Sardarshahr, (Churu) Raj**



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**Institute of Advanced Studies in Education
(Deemed to be University)
Sardarshahr, (Churu) Raj**

PART-VI:

RECRUITMENT AND CONDITIONS OF SERVICE

Chapter- 26

RECRUITMENT: SELECTION COMMITTEES FOR TEACHERS, OFFICERS AND OTHER FOR DIRECT RECRUITMENT

BL.273.

1. Non-Teaching posts: Classification in Groups

S. No.	Group
1.	Group- A (T & P)
2.	Group- A (O & M)
3.	Group- B
4.	Group- C

2. **Mode of Selection: Selection Committees for different posts:** There shall be the Selection Committee(s) for different posts as provided under this Bye Law. However, the Selection Committees constituted for the posts of teachers and officers shall be strictly in accordance with the UGC Guidelines.

S. No.	Group	Mode of Selection
1.	Group- A (T&P)	<p>The Selection Committee for the post of Professor, Associate Professor and Assistant Professor (under Direct Recruitment and Career advancement) in the University shall have the following composition:</p> <ol style="list-style-type: none">1. The Vice-Chancellor shall be the Chairperson of the Selection Committee.2. An eminent educationist nominated by the Chancellor for a period of one year.3. An eminent educationist nominated by the Central/State Government for a period of one year when the university receives fifty per cent plus of its total grant from the respective government.4. Three experts not connected with the University in the concerned subject from and amongst the panel of names proposed by the Academic Council and short-listed and nominated by the Vice Chancellor as member of the selected committee.5. One member nominated by the Board of Management.6. Dean of the concerned Faculty concerned if he/she is not below the rank of Professor.7. Head of the Department concerned not below the rank of Professor otherwise the Senior most Associate Professor in the Department. However, a Head of the Department who is not holding the post of Professor shall not be eligible to participate as a member of selection committee constituted for the selection for the post professor.8. An academician representing SC/ST/OBC/ Minority/Women/PWD categories to be nominated by the Vice-Chancellor, if any of the candidates representing these categories is an applicant and if any of the above members of the selection committee does not belong to that category. <p>Quorum: At least four members, including Chairperson and two outside</p>



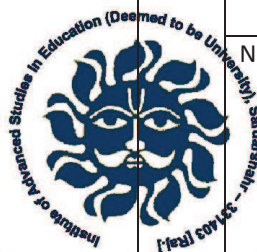
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		<p>subject experts. However, the University may suo-moto or on the recommendations made by the University Grants Commission or any other National Regulatory Authority can add additional category of members or increase the number of members in any category of the any Selection Committee. This will be applicable to the selections for both, the direct recruitment and career advancement scheme (promotion).</p>
2.	Group-A(O&M)	<p>The Selection Committee for the post of Additional Registrar, Deputy Registrar, Assistant Registrar or other officer having Pay Scale equivalent to the Additional Registrar or Deputy Registrar but not lower than that of the Assistant Registrar (under Direct Recruitment both for outside and internal candidates) in the University shall have the following composition.</p> <ol style="list-style-type: none"> 1. The Vice-Chancellor shall be the Chairperson of the Selection Committee. 2. An eminent educationist nominated by the Chancellor for a period of one year. 3. An eminent educationist nominated by the Cenral/State Government for a period of one year subject to the condition that the university receives fifty per cent plus grant from the respective government. 4. One expert not connected with the university to be nominated by the Vice chancellor of the University. <p>PROVISO: Provided that in case of the appointment for the post of Deputy Librarian, Assistant Librarian or Junior Technician in the Library or any other officers in the Library having his pay scale not lower than that of Assistant Professor, the experts nominated by the Vice chancellor shall be two in numbers.</p> <ol style="list-style-type: none"> 5. One member of the Board of Management, nominated by the board of management. 6. One educationist representing SC/ST/OBC/ Minority /Women/ PWD categories to be nominated by the Vice-Chancellor, if any of the candidates representing these categories is an applicant and if any of the above members of the selection committee do not belong to that category. <p>Quorum: At least one half the members, including Chairperson and the one outside subject expert shall constitute the quorum.</p>
	Method of Selection	Performance of the candidate in the interview.
3.	Group- B	<p>The Selection Committee for the posts falling in Group-B below the pay scale of the Assistant Registrar and not falling in Group –C under Direct Recruitment shall have the following composition:</p> <ol style="list-style-type: none"> 1. Pro-Vice Chancellor- Chairman. 2. An eminent educationist nominated by the Vice-Chancellor. 3. An eminent educationist nominated by the Central/State Government for a period of one year subject to the condition that the university receives fifty per cent plus grant from the respective government. 4. One expert not connected with the university concerned to be nominated by the Vice chancellor of the University. 5. One member of the Board of Management nominated by the Board of the



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		<p>University.</p> <p>6. An academican representing SC/ST/OBC/Minority /Women/ PWD categories to be nominated by the Vice-Chancellor, if any of the candidates representing these categories is an applicant and if any of the above members of the selection committee does not belong to that category.</p> <p>Note: When an eminent educationist nominated by the Vice-Chancellor is holding the post not below the rank of Professor, he will chair the Selection Committee.</p> <p>Quorum: At least four members, including Chairperson and the outside subject experts shall constitute the quorum.</p>
	Method of Selection	Performance of the candidate in the interview.
4.	Group- C	<p>1. Selections shall be made strictly on the basis of the merit list prepared on the basis of the tests/ examinations conducted by the University Committee.</p> <p>2. No interview will be conducted for the candidates falling in the Group-C.</p> <p>3. The scheme of Examinations will be such as mentioned with the relevant Bye Law of the postconcerned.</p> <p>4. When there is no scheme of examinations/ test mentioned in the relevant post the University with the approval of the Board of Management will determine the scheme of Examinations/ test.</p> <p>5. When the post requires special/professional or expertise knowledge, the said test/ examination must include in it, a component/ part or paper of the said domain of knowledge and it will be mandatory to pass the said component/part/paper of examination / test.</p>
	Method of Selection	<p>1. Written test mandatory.</p> <p>2. Selection shall be strictly as per the merit list prepared on the basis of the marks obtained by the candidates in the written test.</p> <p>3. Interviews shall not be required.</p> <p>4. In case of equal marks in the written test, the marks obtained by the candidate at senior secondary (10+2) examination and in case of marks equal at senior secondary, marks obtained at secondary examination will be considered to ascertain the merit.</p> <p>5. In case of marks equal both at secondary and senior secondary, then the candidate born earlier to the next will be considered higher in the merit.</p> <p>6. However, when the nature of the obligations attached to the said post requires special/ skill based professional knowledge, the skill based test in the form of practical or otherwise as determined by the university may be conducted.</p>
	Notes	<p>Note-1: The Examinations/Tests shall be conducted by the officer or group of officers appointed by the Vice Chancellor as Coordinating officer or Coordination Committee.</p> <p>Note-2: The University may appoint an agency to conduct the said examinations/test. The subordinating officer/officers shall coordinate all the functions related to recruitment except the appointment.</p>



Notwithstanding the University may, suo-moto or on the recommendations made by the University Grants Commission or any other National Regulatory Authority, can add additional category of members or increase the number of members in any category of the any Selection

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Committee. This will be applicable to the selections for both, the direct recruitment and career advancement scheme (promotion).

Explanation-1: The University with the approval of the Board of Management may conduct screening/scrutiny of the candidates by the screening committee when the nature of the post requires professional/technical skill.

Explanation-2: The Screening Committee will be appointed by the University with the approval of the Board of Management and it must consist of at least one expert having knowledge/skill in the respective domain. The expert will be appointed by the Vice-Chancellor.

Explanation-3: Expert members on the Selection Committee should not be connected with the university, means experts, who should neither in the employment of the University concerned nor are members of the Board of Management nor the Academic Council of this University at the time when the Selection Committee is constituted.

Explanation-4: The quorum required for the meeting of the Selection Committee of non-teaching post shall not be less than one half of the members of the Selection Committee out of which at least one shall be an expert.

Explanation-5: A person shall be disqualified from sitting as a member of any Selection Committee and from taking part in any Selection Committee, if he/she is personally interested in a candidate seeking selection to the post of teacher or an officer of the University.

Explanation-6: Subject to the Provisions as to the requirement of quorum, no act, proceedings or selections made by Selection Committee shall be questioned on the ground of the existence of the vacancy or defect in nomination of a member of such Committee.

BL. 274.

1. The University may conduct screening test for any post falling in 'Group- A (T&P), A (O&M) and B' when the number of applicants are more than the ratio of 1:10 (10 candidates against 1 seat).
2. Screening test shall be conducted for the purpose of screening of candidates. The final selection will be based only on the performance in the interview in respect of 'Group- A (T&P), A (O&M) and B'.
3. There will be sole discretion of the university to conduct or not to conduct the Screening test.
4. The university may undertake the process of recruitment and appointment on the availability of any number of eligible candidates even when the number of candidate is below to the ratio of 1:10. The University shall not postpone, cancel the interview or take decision to re-advertise the post even when a single suitable candidate is available.
5. Merit of the screening/written test as the case will be prepared in accordance with the scheme approved by the Board of Management.

BL. 275. SELECTION COMMITTEE FOR CONTRACT SERVICES:

Notwithstanding anything in this chapter, the university may constitute an 'Screening Committee' for selections on 'Contract Basis Services' as notified by the university and ratified by the Board of Management.

Proviso: Provided that the employment of an employee on any post under the contract basis services shall be strictly subject to the conditions of the respective contract. The nature of work, duration of appointment, consideration payable against the services and other conditions shall be decided in the contract itself.




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PART-VI:

RECRUITMENT AND CONDITIONS OF SERVICE

Chapter -27

PROMOTION FOR NON-TEACHING STAFF

BL.276. Promotion Policy:

1. Appointment to a post in any grade by promotion shall be made, whether in permanent or officiating capacity, from amongst the employees serving in posts in the next lower grade in a service, subject to such conditions of eligibility as may be prescribed by the Board of Management.
2. Every appointment by promotion shall be on the basis of qualifications, suitability, past performance and conduct, as evident in the Annual Performance Appraisal Report and departmental examinations wherever applicable, besides due regard to seniority, on the recommendation of the Departmental Promotion Committee, constituted for the purpose from time to time.
3. The scales of pay for the posts in various cadres of employees shall be as prescribed by the University from time to time, and emoluments shall be drawn at the minimum of the scale or at such higher stage as may be fixed in accordance with the rules prescribed.

PROVISO: Provided that the pay scales may be revised from time to time by University and upon such revision, every employee shall have an option, to be exercised in writing within a prescribed time limit, as to the pay scale in which he/she shall draw his/her emoluments.

1) Constitution of Departmental Promotion Committee (DPC)

The Departmental Promotion Committee for all the non-teaching posts will consist of the following members:

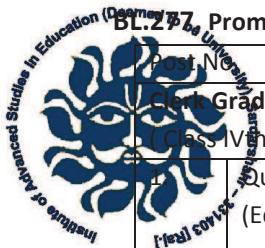
- 1.) The Pro Vice Chancellor (Convener) and in absence of Pro Vice Chancellor, the Registrar
- 2.) The Deputy Registrar
- 3.) One member of the Board of Management nominated by the Vice-Chancellor.
- 4.) Comptroller of Finance /Finance Officer or Controller of Examinations
- 5.) One person, who is not in the service of the University to be nominated by the Vice-Chancellor from SC/ST/OBC category or a woman or a minority community in case, when a candidate belonging any of the said categories is appearing in the interview and a person sitting as a member of the committee does not belong to any of the said categories.

PROVISO-I: Provided that in case of Departmental Promotion Committee constituted for promotion of any post having professional nature such as Library Services, Laboratory Services and Technical Services, the Head of the University Department concerned or the concerned section shall be the additional member.

PROVISO-II: Provided that when the Committee includes the Head of the Department, then the Committee shall be headed by the Head as the Convener of the Committee.

BL.277. Promotion for the posts of General Categories:

Part No. _____		
Clerk Grade-II/L.D.C.		
Class IVth Employees to Clerk Grade-II/L.D.C)		
1. Qualifications (Educational & Others)	1. Senior Secondary. 2. Computer Knowledge. 3. Subject to availability of Vacancy on promotion of L.D.C. to U.D.C.	
2. Pay Scale/ Grade	As notified by the Board of Management.	
3. Recruitment/ Quota	15% by promotion from Class IV.	



		85% by direct recruitment.
4.	Recruitment Committee	Departmental Council (DPC)

Post No.		
Clerk Grade-I/U.D.C (Clerk Grade-II/L.D.C. to Clerk Grade-I/U.D.C)		
1.	Qualifications (Educational & Others)	Experience of 5 years as Clerk Grade-II/L.D.C.
2.	Pay Scale/ Grade	As notified by the Board of Management.
3.	Recruitment/ Quota	100% by promotion.
4.	Recruitment Committee	Departmental Council (DPC)

Post No.		
ASSISTANT SECTION OFFICER (Clerk Grade-I/U.D.C. to Assistant Section Officer)		
1.	Qualifications (Educational & Others)	Experience of 7 years as Clerk Grade-I/U.D.C.
2.	Pay Scale/ Grade	As notified by the Board of Management.
3.	Recruitment/ Quota	100% by promotion.
4.	Recruitment Committee	Departmental Council (DPC)

Post No.		
SECTION OFFICER (Ministerial) (Assistant Section Officer to Section Officer)		
1.	Qualifications (Educational & Others)	Experience of 7 years as Assistant Section Officer.
2.	Pay Scale/ Grade	As notified by the Board of Management.
3.	Recruitment/ Quota	100% by promotion.
4.	Recruitment Committee	Departmental Council (DPC)

BL. 278. PROMOTION RULES FOR STENOGRAPHERS:

Post No.		
PERSONAL ASSISTANT (Stenographer to Personal Assistant)		
	Qualifications (Educational & Others)	Experience of 5 years as Stenographer III.
	Pay Scale/ Grade	As notified by the Board of Management.
	Recruitment/ Quota	100% by promotion.
4.	Recruitment Committee	Departmental Council (DPC)



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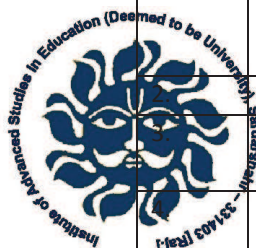
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Post No.		
SENIOR PERSONAL ASSISTANT (Personal Assistant to Senior Personal Assistant)		
1.	Qualifications (Educational & Others)	Experience of 7 years as Stenographer II.
2.	Pay Scale/ Grade	As notified by the Board of Management.
3.	Recruitment/ Quota	100% by promotion.
4.	Recruitment Committee	Departmental Council (DPC)

Post No.		
PERSONAL SECRETARY (Senior Personal Assistant to Personal Secretary)		
1.	Qualifications (Educational & Others)	Experience of 7 years as Stenographer II.
2.	Pay Scale/ Grade	As notified by the Board of Management.
3.	Recruitment/ Quota	100% by promotion.
4.	Recruitment Committee	Departmental Council (DPC)

BL.279. PROMOTION RULES FOR TECHNICAL STAFF (LABORATORY SERVICES):

Post No.		
LABORATORY ASSISTANT (Qualified Laboratory Attendant/Bearer to Laboratory Assistant)		
1.	Qualifications (Educational & Others)	In case of Direct Recruitment: Essential: (1) B.Sc. with Chemistry/Physics/Life Sciences in the respective subject/ Laboratory (2) At least two years experience of handling sophisticated instruments as Laboratory Attendant. OR The Employees of IASE Deemed to be University, who have passed senior secondary examination with Science and have put 10 years experience as Lab. Bearer against a substantive post. Desirable: Knowledge of Computer Applications. In case of promotion: 5 years' experience as Laboratory Attendant/Bearer in addition to the minimum required essential qualifications for this post under the direct recruitment.
	Pay Scale/ Grade	As notified by the Board of Management.
	Recruitment/ Quota	1.15% by promotion. 2. 85% by Direct Recruitment.
	Recruitment Committee	1.Promotion:Departmental Council (DPC) 2. Direct Recruitment: Selection Committee.




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Post No.		
SENIOR LABORATORY ASSISTANT (Laboratory Assistant to Laboratory Assistant)		
1.	Qualifications (Educational & Others)	Experience of 7 years as Laboratory Assistant.
2.	Pay Scale/ Grade	As notified by the Board of Management.
3.	Recruitment/ Quota	100% by promotion.
4.	Recruitment Committee	1.Promotion:Departmental Council (DPC)

- Note:-
1. The DPC, wherever provided, shall make its recommendation on the basis of seniority cum merit. Merit, shall if necessary, be determined on the basis of proficiency attained in tests conducted for the purpose.
 2. All Selection and promotion, committees shall be bound by the minimum qualifications laid down in the relevant law, provided that the Board of Management, may on the recommendation of the Selection/ D.P.C., waive the minimum qualification for reasons to be stated in writing.
 3. Whenever qualified/suitable persons are not available, the posts that are to be filled by promotion shall be filled by direct recruitment.
 4. When there is no candidate available for promotion in the University, the University may fill it by the direct recruitment.

BL.280. PROMOTION OF NON TEACHING SATFF SERVED ON CONTRACT BASIS THROUGH DPC:

Notwithstanding anything in this chapter, no person belonging to non-teaching staff shall be entitled for his promotion through the DPC with the regular pay-scale prescribed for the respective post, if he has served and aquired experience of any post required for promotion on contract basis service on fix monthly consideration. However, the university may promote such non-teaching staff to the next succeeding post to encourage such non-teaching staff subject to the fulfilment of all other norms and conditions laid down under the respective scheme of promotion.

PROVISO: Provided that since such non-teaching staff has not aquired experience for promotion on the basis of regular services (not in regular pay scale), therefore, such candidate shall be promoted to higher post on contract basis with fix monthly consideration only. The university and the non-teaching staff concerned should be required to enter into the contract of such effects before joining the post of the promotion.



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PART-VI:

RECRUITMENT AND CONDITIONS OF SERVICE

CHAPTER-28

**SENIORITY AND OTHER SERVICE BENEFITS FOR PERMANENT EMPLOYEES OF THE UNIVERSITY
EMPLOYED IN REGULAR SERVICES AND REGULAR PAY-SCALES**

General Rules for Determining the Seniority of Ministerial Staff

- BL.281.** Seniority intense of persons appointed by promotion to a particular grade on the same date or by the same order shall be the same as in the grade below unless the promoting authority has expressly ordered to the contrary.
- BL.282.** When two or more persons are appointed to a cadre on the same date or by the same order, a person appointed by promotion shall be senior to one appointed by direct recruitment.
- BL.283.** When two or more persons are appointed to a cadre by direct recruitment, their list shall be arranged in order of merit which shall determine seniority provided each one joins within the time allowed by the appointing authority.
- BL.284.** The regular employee shall be entitled for other service benefits as determined by the Board of Management.

EMPLOYMENT AFTER RETIREMENT –POLICY AND PROCEDURE –REEMPLOYMENT AFTER SUPERANNUATION

BL.285. EMPLOYMENT AFTER RETIREMENT

1. Re-employment beyond superannuation should be exception not the rule. It may be recommended only in cases where importance and experience can be gainfully utilized particularly in the fields where suitably qualified and experience persons are not available.
2. For achievement of the objective mentioned above, the present Board of Management of the University has framed a policy for re-employment of the government servant/servant of this university and cases for re-employment would, in future be considered in accordance with the following criteria:
 - (i) Non-availability suitably qualified experienced officers, to replace the retiring officer
 - (ii) The officer is highly competent person with distinction in profession/field;
 - (iii) The re-employment does not cause promotion block;
 - (iv) Retention of the retiring officer, for a specified period is in the interest of the institution
3. Proposals for re-employment are required to be a compulsory with following documents/information:
 - (a) The proposal duly signed by Registrar of the University to be received in the establishment section six month before the officer concerned who is due to attain the age of superannuation and the said proposal has been received with the approval of the Board of Management and signed by the Vice Chancellor
 - (b) The steps taken to train the substitute, if any;
 - (c) ACRs with photographs with ICP chart and bio-data on the prescribed performa; and
 - (d) Certificate that officer is medically fit.

Re-employment beyond the superannuation in all cases requires the approval of the Chancellor of the

Explanation(s):

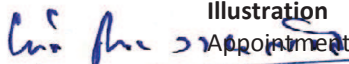
Employment on fixed salary is not re-employment after superannuation.

Employment under the regulations of this university through a separate statutory/regulatory post by a fresh procedure of appointment is not re-employment after the superannuation.

Illustration

Appointment of office of the Vice Chancellor is not re-employment after the superannuation.

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PART-VII:
RECRUITMENT AND CONDITIONS OF SERVICE
Chapter- 29

LEAVE

(VACATIONAL AND NON-VACATIONAL STAFF)

BL.286. GENERAL RULES:

The employees of the University shall be entitled to leave as prescribed in the following leave Rules or such as may be modified from time to time

1. Leave is earned only by duty.
2. Leave cannot be claimed as a matter of right.
3. The power of granting leave to officers and teachers will rest with the Vice-Chancellor. The Vice-Chancellor may delegate his powers to the Registrar with regard to clerical and Class IV staff.
4. For every servant/employee a leave account shall be maintained by the University in the form given in the Appendix, and the Registrar shall have to keep it up-to-date.
5. An employee, who remains absent after the expiry of his leave, is not entitled to leave salary during the period of such absence. Willful absence from duty involves forfeiture of appointment. The Vice-Chancellor may condone such period of willful absence treating it as an extra-ordinary leave (without pay).
6. When the exigencies of the University service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.
7. All orders recalling a servant to duty before the expiry of his leave should state whether the return to duty is optional or compulsory. If it is compulsory, the servant/employee shall be entitled to travelling allowance to the Head Quarters and will get leave salary up to the date he joins his post. The servant shall not be paid any TA or DA to return on service when his/her leave has been cancelled and has been called back on duty.
8. No employee shall be allowed to proceed on leave unless the leave has been sanctioned by the competent authority authorized to do so. Failure in this will amount to disobedience, misconduct and insubordination.
9. When any officer or an employee has been asked to proceed on leave in case of any fault or suspected fault or any serious charge or allegation and there after his services are being ceased due to the resignation of the said employee, the employee shall not be entitled for salary of the forced leave he has availed.
10. This Bye Law shall apply to all University employees other than the following :
 - (a) Persons on deputation from any State Government, the Government of India or Statutory Board or Corporation, who will be governed by the terms and conditions of deputation;
 - (b) Employees appointed on contract or on part-time basis;
 - (c) Employees appointed on work-charge basis;
 - (d) Casual workers; and
 - (e) Any class of employees or any individual employed in connection with the affairs of the University who may, be specifically exempted from the application of this Bye Law.




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SECTION-A

BL.287. Definitions Clause:

1. In this Bye Law unless there is anything repugnant to the subject or context:
 - (i) **Competent authority:** In relation to the exercise of any power under this Bye Law, means the Board of Management constituted under the Regulations or any Authority to which power is delegated by the Board of Management under this Bye Law.
 - (ii) "DUTY" means and includes service in the University :
 - (a) temporary/adhoc employees
 - (b) Employees on probation.
 - (c) Permanent employees.
 - (iii) "Employee" means a person appointed in a regular manner by the competent authority.
 - (iv) "Leave" includes casual leave, Academic Leave, Deputation Leave, Maternity Leave, Paternity Leave, Hospital leave, Special Disability leave, Study leave, or any other kind of leave as approved to be included in this Bye Law by the Board of Management.
 - (v) "Leave Salary" means the monthly amount paid by the University to its employees on leave.

2. The Board of Management may relax the provisions of this Bye Law for reason to be recorded.

3. Power to Amend or Delete:

The Board of Management may amend or delete any or all provisions of this Bye Law or frame any new Bye Law as it may deem fit from time to time.

4. Interpretation:

The power to interpretation of these Bye-laws lies with the Vice-Chancellor and his interpretation shall be deemed as final.

5. Power to Delegate:

The Board of Management may delegate any power under this Bye Law to an authority or officer of the University subject to such conditions as it may deem fit.

- Notes:**
1. The words used in this Bye Law denoting masculine gender shall also include the feminine gender except for the purpose of maternity leave.
 2. The words used in this Bye Law denoting singular number shall imply the plural numbers wherever relevant or vice versa.




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SECTION-B

BL.288. GENERAL CONDITIONS OF LEAVE

1. Commencement & Expiry of Leave:

- (i) Leave begins from the date from which it is sanctioned and ends on the day on which sanctioned period of leave expires.
- (ii) Sundays, other holidays and vacation, excluding summer vacation, may be prefixed or suffixed to leave subject to the limit of absence on leave prescribed under each kind of leave.

2. Address, contact number and e-mail address while on Leave: Every University employee, proceeding on leave shall record on his application for leave, the address, email address and mobile number having whatsapp facility at which he/she will find the letters during leave. Subsequent changes in address during leave, if any, should likewise be intimated to the competent authority with his/her contact number and e-mail address.

3. Grant of Leave beyond the date of Retirement: No leave shall be granted beyond the date on which an employee must compulsorily retire.

4. Joining Duty on Return from Leave on Medical Grounds: An employee who has been granted leave on medical grounds shall be required to produce a medical certificate of fitness from the authorised medical attendant as defined in the IASE Deemed to be University Medical Attendance Rules before resuming duty. The competent authority may also require an employee to produce a medical certificate when the ground of leave applied for is illness.

5. Re Joining of Duty before the Expiry of the Leave: Except with the permission of the competent authority, employee on leave shall ordinarily join duty before the expiry of period of leave sanctioned to him.

6. Increment during Leave: If the increment falls due during leave on full pay or half pay of any kind, increment will be given on the normal date of increment.

7. Absence after the Expiry of Leave: An employee who remains absent after the expiry of his sanctioned leave shall not be entitled to any leave salary unless otherwise such absence has been regularised by the competent authority. Willful absence from duty after the expiry of sanctioned leave shall be liable to punishment.

8. Admissibility of Leave to Temporary Employees made Permanent: If a temporary employee (appointed in regular pay-scale due for the said post against substantive post) is without interruption of duty, appointed substantively to a permanent post, his/her leave account will be credited with the amount of leave which he would have earned by his previous duty if he had performed it as if holding a permanent post substantively. The amount of leave actually taken during his temporary service shall be debited to his/her leave account.

9. The amount of casual leave granted to an individual in a year (1st July to 30th June) shall be 15 days only, provided that in the case of employees joining service during the course of a year it will be granted as under:

- (i) Upto 5 days for service of 3 months.
- (ii) Upto 10 days for service of more than 3 months, but less than six months, and
- (iii) Upto 15 days for service of more than 6 months.

Casual leave may be taken in one or more installments as the applicant desires, but shall not ordinarily exceed 10 days at a time. Casual leave shall not be combined with any other kind of leave, except academic leave and duty leave but it may be taken in combination with University holidays. Normally casual leave will be sanctioned by the competent authority as and when applied for.



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Note: 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.

10. Special Casual Leave: (i) Special Casual leave may be granted to a University employee to the extent noted below for undergoing Sterilization operation :

- (1) Male employee:
 - (a) 6 days for his own operation.
 - (b) 7 days for his wife's operation.

(2) Female employee: 10 days

In the case of a university 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.

(ii) Special Casual Leave may be granted by the Registrar to a University employee to the extent noted below for the following purpose:

“Maximum of 30 days in a year but not more than 10 days at a time for participating as player in various Local/State/National/ International sports or Games Competitions.”

SECTION-C

UNIVERSITY TEACHERS

1. Academic leave:

1. Academic leave of absence from duty upto a limit of 15 days in an academic year may be sanctioned by the competent authority for the following purposes;
 - (i) To conduct an examination of a University and other recognized institutions or of a Statutory Board.
 - (ii) To deliver academic lectures.
 - (iii) To attend meeting of the Committee, Board, Faculties and other academic bodies of a University or of a statutory Board.
 - (iv) To inspect academic institutions attached to a University or to a statutory board.
 - (v) To attend meeting of the Selection Committees of the Public Service Commission.
 - (vi) Any other purpose which is deemed by the competent authority to be of academic nature.
2. Applications for academic leave shall ordinarily be submitted and sanction of competent authority must be obtained before the leave is actually availed of.

Notes: (1) 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 -10 days but not exceeding 6 months and
- (iii) For service exceeding 6 months -15 days

(2) Sundays or University Holidays falling in between period of academic leave will not be debitable to the academic leave account.

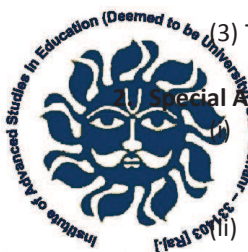
(3) The sanctioning authority may at its discretion permit combination of academic leave with holidays and casual leave.

Special Academic Leave:

(i) When a University teacher is invited by another University/ Institute under the U.G.C.'s Scheme as a Visiting Professor for a period extending from 3 months to 12 months, he may be granted special academic leave without pay and allowance.

(ii) When a University teacher is invited by another University/ Institute under the U.G.C.'s Scheme as a visiting fellow for a period from 2 weeks to 8 weeks, he may be granted special academic leave with pay & allowances for the duration of visiting fellowship.

(iii) When a University teacher is designated as a national lecturer by the U.G.C. and when he is invited to deliver a lecture(s) under the programme, he may be granted special academic



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leave for the purpose.

- (iv) When a teacher is invited to deliver memorial lectures in a University, he may be granted special academic leave with pay and allowances for the purpose.
- (v) When a teacher is invited to participate in a refresher/orientation course conducted on behalf of the UGC/CSIR or any other agency authorized by the UGC or the Ministry of Higher Education Government of India.

3. Permission for absence from Headquarters: Permission for absence from head quarters on University work of non-remunerative nature (including the work of various project) will be sanctioned by the competent authority upto a limit of 30 days in an academic year provided that the work is undertaken with the prior permission of the competent authority of the University.

4. Privilege leave: (i) A teacher whether permanent or temporary shall earn privilege leave on full pay at the ratio of 15 days for each completed year of service.

(a) Privilege leave shall also be admissible to a teacher if he is required to work during vacation time. Such leave shall be in proportion of 1: 2, i.e. one day's privilege leave for two days of duty. Such leave shall not exceed 20 days in one academic year. No teacher shall normally be asked to work for more than 40 days during the vacations. Such Heads of Departments whose presence is necessary in their departments during the vacations shall be entitled to such leave provided that they obtain prior permission of the Vice-Chancellor.

(b) Privilege leave shall not be allowed to accumulate beyond 300 (three hundred) days.

N.B. : The Summer, the Dushera and the Winter breaks are treated as vacation for the purpose of this sub-rule.

(ii) A teacher whether permanent or temporary shall be entitled to 15 days privilege leave in an Academic year (commencing from 1st July and ending on 30th June). The leave account of every teacher shall be credited with 15 days privilege leave immediately after the expiry of every academic year. The grant of such privilege leave shall be subject to the following conditions:

a. Privilege leave in an academic year shall qualify for encashment for accumulation upto a maximum of 240 days to be encashed at the time of superannuation.

b. (i) A University teacher appointed during an academic year shall be allowed privilege leave @ $1\frac{1}{4}$ days for each completed month of his service immediately after the expiry of the end of the academic year.

(ii) In case of resignation, death while in service or retirement from service on superannuation, invalid compensations or retirement during the academic year the P.L. @ $1\frac{1}{4}$ days for each completed calendar month shall be credited to the leave account of the teacher concerned.

(iii) :

(a) In the cases of University teachers who are on the verge of retirement, the period of leave surrendered should not exceed the period of duty between the date of expiry of the leave on full pay actually availed of and the date of retirement.

(b) The leave salary and allowances admissible for the leave surrendered will be computed on the basis of the monthly rate of pay which a University teacher is drawing immediately before the date of the commencement of leave. A month for the purpose of calculation of leave salary and allowances shall mean 30 days.

(c) This leave salary is not liable to deduct on account of Insurance premium, Provident Fund, Premium of New Pension Scheme, 2004, House Rent and repayment of dues to Co-operative Societies, etc. Income-tax should be deducted on this additional income.

(d) This rule shall apply to such teachers who are on foreign services or on deputation to Government of India or State Government or non-Government body or institution or have been sent on training within the country or abroad.

(e) The benefit of surrender of privilege leave will not be allowed in the cases of leave preparatory to retirement, or refused leave granted under the leave rules for University employees. This rule will also not be available to reemployed teachers or those under extension of service.

(f) In order to guard against omission to post a debit in the leave account in respect of the leave surrendered. The details of the leave surrendered should be noted in the body of the service book and in leave account in red ink when the leave salary is



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drawn. A certificate to the effect that the necessary entries have been made in the leave Register should be furnished by the Drawing Officer in the bill in which the leave salary for surrendered leave is drawn.

(g) Payment on account of surrender of leave shall be drawn on a separate bill. A statement of leave surrendered and en-cashed shall be attached to the bill.

5. Leave on half pay:

(a) A teacher in temporary/permanent employment of the University will earn leave on half pay @ 10 days for each completed period of 6 months service.

N.B.: Period of vacation & breaks will count as period of duty for the purpose of this rule.

(b) Commuted leave on full pay, not exceeding half the number of days of leave on half pay due to a teacher may be granted upto a maximum of 30 days during the entire period of service, provided that a temporary teacher shall be entitled to avail such leave only after he has put in three years continuous service in the University.

(c) When commuted leave is granted twice the amount of such commuted leave availed shall be debited against the half pay leave due.

(d) The total duration of privilege leave and commuted leave taken in conjunction shall not exceed 300 days.

6. Combination of Leave with Vacation: No leave other than study leave/maternity leave shall ordinarily be taken in combination with or in continuation of summer vacation except with special permission of the leave sanctioning authority for reasons to be recorded in writing.

7. Maternity Leave:

(i) Maternity leave upto 90 days may be granted to a female employee on full pay and additional 90 days without pay on submission of a medical certificate from an authorised medical attendant. Maternity leave may also be granted in cases of miscarriage, including complete abortion, subject to the condition that the leave applied for does not exceed 15 days and the application for leave is supported by a certificate from an authorised medical attendant as defined in IASE Deemed to be University Medical Attendant Rules.

(ii) Maternity leave is not debitible to the leave account. It may be combined with leave of any other kind except casual leave but leave applied for a continuation of maternity leave may be granted only if the application is supported by a Medical certificate from an authorised medical attendant.

(iii) Maternity leave will not be admissible to an employee for more than two occasions during the entire period of her service in the University. However, the said occasions may be increased subject to the condition that the claimant does not have two kids serve at the time of additional occasion.

Note: (i) An employee who has availed herself of the maternity leave for more than three occasions before this Bye Law came into force, shall not be entitled to any maternity leave under this Bye Law. However, if there is no surviving child even after availing such leave thrice, maternity leave may be granted on one more occasion.

(ii) An employee who has not availed of the maternity leave and already has three surviving children may not be sanctioned maternity leave when applied for.

Maternity leave will also be admissible to a temporary teacher provided she has been in continuous service of the University for not less than one year before the commencement of the leave applied for.

Paternity Leave: A male University servant with less than two surviving children may be granted paternity leave (maximum two times) for a period of 15 days during the confinement of his wife i.e. 15 days before to three months after child birth, and if such leave is not availed of within this period shall be treated as lapsed.

During the period of such leave, the University servant shall be paid 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. Such leave shall not be allowed in case of miscarriage including abortion of

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the University employee's wife.

9. Leave without Pay to take up Employment elsewhere:

- (i) A permanent teacher of 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 Board of Management/Vice-Chancellor in such a case he may be granted leave without pay for one year on the basis of every 5 years of completed service, in the University; provided that leave without pay under this category may be granted for a maximum period of two years at one stretch after which the teacher concerned shall have to join the University. A teacher who has availed the leave for a period of two years means shall be eligible for leave under this category unless he has served the University for atleast one year after rejoining the University; provided further that the total period of leave permissible to a teacher under this category during his entire service in the University shall not exceed 5 years.

A teacher 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 or any other such high position with a tenure appointment 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 Board of Management. During the period of such leave the lien of the teacher shall be retained on the post held by him substantively before proceeding on leave.

- (ii) A teacher seeking leave under the above provision must return and join the University service on the expiry of the leave, failing which he will be deemed to have wilfully absented himself from duty.

N.B.: The temporary service rendered by a teacher if followed by permanent service without any break shall be counted as permanent service for the purpose of this clause.

- (iii) In Case the employment outside the University of Rajasthan is against the substantive post through statutory provisions, though temporary, the lien of the teacher on the post held by him in the University before proceeding on leave will be retained only for the period of the leave sanctioned. A teacher seeking leave under the provisions of Rule 31 (i) above must return and join the University services positively on expiry of the period of leave, failing which his lien on the post shall stand automatically cancelled and will be deemed to have wilfully absented himself from duty as defined in Rule 18 of these Rules.

10. Extra Ordinary Leave: Extra-Ordinary leave shall be without pay and allowances.

- a. The period of extra-ordinary leave shall not count towards increment. The date of increment will be shifted by the days of extra-ordinary leave availed during a year.
- b. In case of a permanent teacher, the duration of extra-ordinary leave in the entire service period shall not exceed the following limits:
- i. Three months on anyone occasion for reasons, other than medical ground, to be recorded in writing.
- ii. Extra-ordinary leave on medical grounds of illness of the employee may be granted up to a period of one year for every period of 5 years' service subject to a maximum of 5 years during his entire period of service. However, in cases involving hospitalization and post-operative treatment such leave up to 90 days in anyone year will be granted irrespective of the length of service of the employee.

Where a teacher 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 up to 18 months irrespective of his/her length of service.

In case of temporary teachers extra-ordinary leave without pay & allowances may be granted for a period not exceeding one month, when no other leave is admissible to him.

11. Leave not due:

- (i) Save in the case of leave preparatory to retirement 'Leave not due' may at the satisfaction of the sanctioning authority be granted on Half pay to a teacher in permanent employment on the following grounds :
- (a) That in no case the leave not due shall be granted exceeding 360 days during the entire



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service out of which not more than 90 days leave at a time and maximum 180 days for self illness on production of medical certificate from the authorized medical attendant, balance on other grounds.

- (b) The number of days of leave not due to be sanctioned shall not be more than the number of days the employee concerned could earn during the remaining period of his service after availing the leave so granted. As such the leave will necessarily be debited against the Half pay leave which an employee may earn subsequently.
- (ii) If a teacher to whom 'leave not due' is granted resigns from the University or his services are terminated before 'leave not due' granted to him is fully adjusted an amount equivalent to leave salary for the period of 'leave not due' remaining unadjusted shall be recoverable from his Provident Fund/Gratuity or any other payment due to him from the University.

12. Hospital Leave:

- (i) A competent authority may grant hospital leave to the University employees, 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 if such illness or injury 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 employee under these rules.
- (ii) Hospital leave may be granted on full pay or half pay as the competent authority may consider necessary.
- (iii) The amount of Hospital leave which may be granted is limited to 3 months on full pay in any period of three years. Hospital leave on half pay counts for the purpose of this limit as half the amount of leave on full pay.
- (iv) 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.

13. 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 household of an employee. Quarantine leave may be granted on the certificate of the Medical Officer, University Health Centre 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. Quarantine leave may also be granted, if necessary, in continuation of other leave subject to the above maximum limits mentioned ahead. An employee on quarantine leave is not treated as absent from duty and his pay is not affected.

14. Study Leave:

- (i) Study leave may be granted to a teacher so as to enable him to undertake research/higher studies or specialized training in the subject having a direct and close connection with his sphere of duties and thus likely to increase his usefulness to the University. Normally, it will be granted before the commencement of the academic session or at the convenient time during the session so that teaching work in the University does not suffer.
- (ii) A teacher (excluding a temporary teacher) may be granted study leave provided he has rendered five years continuous service in any department/ Faculty/Institution/College/Unit of University of Rajasthan on the date of application.

Explanation:

Five years of continuous service of a teacher in the University shall include the period of probation.

An application for study leave shall be submitted in the prescribed form (Appendix-C). The application shall be submitted through the Head of the department and the Principal of the College/Director concerned, duly forwarded & recommended.

Study leave shall not ordinarily be admissible to a teacher who has attained the age of 55 years. However, it may be allowed to such teachers, who have attained the age of 55 years or more, subject to the condition that study leave availed previously; if any, and the study leave being considered for sanction does not exceed one year during the entire period of service.

An application for study leave submitted in accordance with the clause (i) above shall be considered by an Advisory Committee constituted under clause (vi). The Committee shall



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examine the applications and make its recommendations to the Vice-Chancellor.

(vi) The Advisory Committee for the purpose of clause (v) above shall consist of three members nominated by the Vice-Chancellor, every two years at the beginning of the session.

(vii) The Advisory Committee shall consider the applications for study leave in the order in which they are received, and shall take into consideration the following:

(a) (i) The recommendations of the appropriate officer referred in clause (ii) above of the Department/ College/ Institution.

(ii) The possibility of increased usefulness of the applicant after the expiry of the study leave to the University.

(iii) Prior study leave, if any, granted to an applicant.

(iv) The pendency of any enquiry or disciplinary proceedings against the applicant.

(v) Whether a person has already got Ph.D.

(b) (i) An applicant who has been awarded financial assistance for the period of study leave by any institution of higher learning/Research may be given preference over other applicants.

(ii) Normally an applicant who applies for the first time will have priority over other applicants.

(iii) Normally not more than 10% of the sanctioned strength of teachers will be granted study leave at anyone time in any of the University Teaching Departments except when in special circumstances the Board of Management/Vice-Chancellor may otherwise decide.

(viii) (a) (i) A teacher taking up an approved Research Programme leading to M.Phil./Ph.D. degree may be granted study leave for a period not exceeding two years in the first instance. The period of leave may be extended for an additional period of one year provided the Supervisor and the Head of the Department concerned recommends it on the basis of the six monthly progress report.

(ii) Notwithstanding anything said in para (VIII) (a) (i) above, in case a teacher is sanctioned study leave for a Research Programme leading to Ph.D. degree of a foreign University, leave may be extended up to 4 years in all (i.e. two years in the first instance and further extension of leave of one year each at a time). However, the study leave sanctioned for the fourth year will be without pay & allowances.

(b) The study leave for post doctoral research work, D.Litt. D.Sc. or any other research programmes (equivalent to post doctoral research work) may be granted for a period not exceeding one year. It may further be extended upto a maximum period of study leave permissible under the category, subject to the condition that after every six months the teacher produces satisfactory report and recommendations of the Head of Deptt./Institution where he is working for research.

Provided further that the total study leave under this category will not exceed two years in the entire service of the University.

(ix) During the leave period, the teacher will send report of the progress of the research project/programme/work atleast once in six months through his Supervisor/Guide to the University through the Head of Department concerned.

(x) A teacher who is granted study leave will be entitled to leave salary as per norms prescribed below :-

(a) For study leave upto a period of 2 years-Full pay.

(b) For study leave for next one year-Half pay.

(c) For study leave for further next year-without pay; for the purpose of this calculation the entire study leave period taken at different times in service period will be reckoned.

A teacher availing himself of study leave shall execute a bond on a non-judicial stamp paper of Rs.5/- () in favour of the University of Rajasthan thereby under-taking to serve the University for a period equivalent to the leave period, after expiry of the study leave and resumption of duty. The bond will state that in the case where the period of study leave is extended, validity of the bond will be extended proportionately.

(ii) A teacher who has availed himself of the study leave and has not completed the required period of service as per condition of the bond executed shall not be allowed to take any employment elsewhere, but if he desires to be relieved from service for this purpose, he shall



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be required to refund the whole amount paid to him during the period of study leave.

- (iii) A teacher failing to serve the University for the period as stated in (i) above, after the expiry of the leave period and resumption of duty shall be liable to refund the leave salary actually paid to him by the University. Provided that a teacher who joins duty and serves the University for a period not less than six months shall refund to the University a sum actually paid to him as leave salary in proportion to the unexpired period of the required service.
- (xii) (i) The study leave can be combined with earned leave, half pay leave, extra-ordinary leave provided that such leave is admissible to him.
(ii) The study leave period may also be combined with the summer vacation and Breaks either before the commencement or after the expiry of the leave period.
- (xiii) 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 the sanction.
- (xiv) Teachers who have availed themselves of study leave for a Research Programme leading to Ph.D. degree may apply for post doctoral research programme after an interval of atleast 5 years between the date of resumption of duty on return from first study leave and date of application for the second study leave.
- (xv) The total period of study leave shall not exceed five years during the entire period of teacher's service in the University.
- N.B.:** In case any change in purpose as well as the Institution is made for which the study leave is granted, without prior permission, the study leave may be cancelled.




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Section-'D'

BL.289. LEAVE ADMISSIBLE TO UNIVERSITY TEACHERS SERVING ON CONTRACT BASIS :

Notwithstanding anything in this chapter the teachers serving on the contract basis shall not be entitled for any leave which are subject to any leave mentioned in the leave rules except:

1. Casual leave and leave medical grounds.
2. Academic Leave admissible to university teachers, maternity leave, paternity leave and study leave.

PROVISO: Provided that when teacher proceed on the study leave during the period of his employment on contract basis, the Study Leave will be admissible only without pay.

BL.290. UNIVERSITY EMPLOYEES OTHER THAN TEACHERS

1. Privilege leave:

- (i) A permanent employee of the University other than a teacher shall be entitled to the grant of privilege leave on full pay as under:
 - a. Each employee's privilege leave account shall be credited with 33 days privilege leave on 1st January every year. The leave taken during the course of calendar year from time to time, shall be accounted for from the balance of privilege leave.
 - b. If an employee remains on leave without pay of any kind during a calendar year, deduction shall be made at the rate of one-tenth of the period of extraordinary leave subject to a maximum of 33 days.

PROVISO : Provided that the leave earned as PL shall be encashed at the time of superannuation subject to the maximum limit of 300 days including the leave earned with full pay or half pay under any leave heads.

- (ii) Leave on Half Pay : 20 days leave on Half pay shall be credited to the leave account of an employee on completion of one year service. The Leave on Half pay may be granted on medical as well as on other grounds.
- (iii) Commuted Leave: Leave on full pay by commuting half pay leave for a day may be granted by debiting the number of the half pay leave commuted.
- (iv) A temporary employee shall earn privilege leave at the rate of one-twenty second of the period spent on duty in the first year, and one-eleventh thereafter. An employee shall cease to earn such leave when the leave so earned by him/her amounts to 300 (three hundred days).

2. Compensatory Leave:

(i) A permanent or a temporary non-teaching employee (including Administrative Officers) of the University may be sanctioned compensatory leave for duties performed by him/her under the orders of competent authority on Sundays and holidays as well as during the Breaks. 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 of during the same academic year.

(ii) The provisions of the following rules under Section (c) shall also apply mutatis mutandis to the University employees' other than teachers:

- (i) Casual leave
- (ii) Special casual leave
- (iii) Permission for absence from Headquarters.
- (iv) Deputation leave
- (v) Maternity leave
- (vi) Leave without pay to take up employment elsewhere
- (vii) Extra ordinary leave



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- (viii) Leave not due
- (ix) Hospital leave
- (x) Quarantine leave
- (xi) Study leave without pay

(iii) Persons employed on fixed wages shall be deemed as temporary employees for the purpose of grant of casual leave, leave on full pay and leave on half pay.

Notwithstanding anything mentioned above, the Board of Management shall have the power to relax these rules in special cases and grant such leave as it may deem fit for reasons to be recorded in writing.

BL.291. LEAVE ADMISSIBLE TO UNIVERSITY NON TEACHING STAFF SERVING ON CONTRACT

BASIS :

Notwithstanding anything in this chapter the non-teaching staff serving on the contract basis shall not be entitled for any leave which are subject to any leave mentioned in the leave rules except:

1. Casual leave and leave medical grounds.
2. Maternity leave, paternity leave and study leave. However, the study leave will be admissible only without pay.




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INSTITUTE OF ADVANCED STUDIES IN EDUCATION
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-----Section /College/Department

1. Name of applicant -----
2. Date of joining service -----Temporary /Probationer/Confirmed/Contract Basis
3. Designation and place of posting
4. Pay and Grade /Fix Salary
5. Nature and period of leave applied for
6. Date from which it is required
7. Leave Address/Addresses in case the applicant leaves the Head Quarter
8. Grounds on which leave is applied for
9. (a) Date of return from last leave
(b) Nature and period of that leave

Date20

Signature of applicant

10. Leave at credit - On full pay:

- On half pay:

11. Certified that leave onFull pay for-----day(s) from-----to-----

(1) full pay for -----day(s) from-----to-----

(2) leave for -----day(s) from-----to-----

(3) Commuted by debiting Day(s) leave on half pay to his leave account.

(4) leave without pay for -----day(s) from-----to----- admissible under leave rules.



Section Officer

Establishment Clerk

12. Recommendations of the Asstt./

Dy. Registrar/Head of Office

13. Order of the Competent Authority.....

(Handwritten Signature)
 Registrar

INSTITUTE OF ADVANCED STUDIES IN EDUCATION
(DEEMED TO BE UNIVERSITY)

No.

Date:

OFFICE ORDER

Shri/Shrimati -----

working as -----in -----is here by sanctioned the following leave in terms of O.299 of the University:

1. Leave on full pay for -----days w.e.f -----hence balance of leave on full pay now remains tohis/her leave account as ----- days.
2. Commuted leave on full pay for -----days w.e.f ----- to----- by debiting -----days leave on half pay to the leave at credit to his/her account. Hence the balance of leave on half pay now remains to his/her leave account as ----- days.
3. Leave on half pay for -----daysw.e.f ----- to----- hence the balance of leave account as ----- days.
4. Leave not due for -----days on half pay w.e.f -----to-----on ----- grounds for the -----timeduring his/her service with the condition that this leave will be debited against the half pay leave he/she earns subsequently.Hence-----days half pay leave is to be debited.




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**INSTITUTE OF ADVANCED STUDIES IN EDUCATION
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LEAVE ACCOUNT OF

DATE OF COMMENCEMENT OF SERVICE.....

EMPLOYEE'S CODE NO

Period for which leave Credited		Kind to leave credited			
From	To	Leave on full pay	Leave on half pay	Any other kind of leave	
		Days	Days	Kind of leave	Days
1	2	3	4	5	6

Leave Sanctioned					
From	To	Leave on fully pay	Communitied leave on half pay	Leave on half pay	
			Days	Debited half pay leave	Day
7	8	9	10	11	12

Leave not due		EOL without pay	Any other kind of leave	
Day	To be adjusted	Day	Kind of leave	Days
13	14	15	16	17

Adjustment of leave to be debited			BALANCE OF LEAVE AT CREDIT			
Date of as on	Days debited	Undebited days	Date of as on	Leave on full pay	Leave on half pay	Remarks
				Days	Days	
18	19	20	21	22	23	24



(Handwritten Signature)
Registrar

**INSTITUTE OF ADVANCED STUDIES IN EDUCATION
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APPLICATION FORM FOR THE GRANT OF STUDY LEAVE

- 1. Name -----
- 2. Designation -----
- 3. Pay and Allowances -----
- 4. Permanent/Probation/Temporary -----
- 5. Date of joining the University service -----
- 6. Period of Study Leave required -----
- 7. Date from which Study Leave required -----
- 8. Details of Study Leave to be undertaken -----
(whether in India or abroad to be specified).
- 9. Is he registered for Ph.D./D.Litt. -----

(Copy enclosed).

- 10. Name of the Supervisor designation -----
and address.
- 11. Whether any fellowship/Scholarship/ -----

financial assistance awarded (Copy of award enclosed).
- 12. Details of Study Leave granted by the -----

Rajasthan University Previously, if any. -----
- 13. Is he agreeable to execute the bond -----
prescribed by the University?
- 14. Name of the surety/his designation -----
and address.

(Signature of the applicant)

Recommendation of the Supervisor:

Signature of the Supervisor

alongwith the Designation

Recommendation of the Head of the Department:

Signature of the Head of the Department with Seal

Recommendation of the Principal of the College:

Signature of the Principal of the College with Seal



[Handwritten Signature]
Registrar

**Institute of Advanced Studies in Education
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INSTITUTE OF ADVANCED STUDIES IN EDUCATION

(DEEMED TO BE UNIVERSITY)

Agreement to be Executed by the Teachers Proceeding on Study Leave

This agreement made this -----day of-----between IASE Deemed to be University, Sardarshahr herein after called University of the First part and I -----S/o Shri --
-----by caste -----resident of -----
----at present employed as -----in the Department of-----
-----of IASE Deemed to be, Sardarshahr hereinafter called the "Teacher" of the Second Part.

Whereas the above named teacher of the Second Part has applied to the University for grant of study leave as per rules of the Board of Management made on----- and whereas the aforesaid teacher has been permitted to avail study leave by the University for a period of -----
-----years commencing from----- on full/half salary amounting to Rs-----

That in furtherance of the said leave sanctioned by the University vide its order No -----
-----dated -----the teacher undertakes to abide by the rules and regulations framed by the University and which shall be in force at the time of grant of study leave. The teacher further undertakes to serve the University on the expiry of the study leave at least for a period -----
-----years.

The teacher to whom study leave has been granted shall strictly abide by the terms of this agreement and will report himself on duty on the expiry of the period granted to him. He will not be entitled to prolong his stay without the permission of the Vice-Chancellor under any circumstances. The Vice-Chancellor may in his discretion judging the circumstances of each case grant a reasonable time to the teacher to join his duties on the expiry of the study leave.

If the teacher does not report himself on duty on the expiry of the study leave, unless otherwise permitted by the University to join later or fails to comply with the conditions of the agreement and the rules made by the University from time to time, the University at its discretion can terminate the services of the teacher. The teacher shall be further liable to refund the entire amount advanced by the University to him as per the terms of this agreement along with interest @ 6% and can be further asked to pay a sum of Rs -----as compensation to the University for the loss suffered.

The teacher further undertakes that he shall not on the expiry of the study leave be entitled to join the services of any other University, Government, educational institutions, private firm or work with any individual without the prior sanction of the Vice-Chancellor.

No teacher shall be permitted to leave the services of the University without prior sanction of the University authorities.

The party of the second part by this agreement binds himself, his heirs, executors assignees to faithfully comply with the terms of this agreement.

If a teacher while studying abroad stays there without the permission of the University, his heirs, executors shall be liable for the refund of the amount advanced to him as salary or allowance by the



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University along with interest and shall be further liable to pay damages. He shall have to furnish security for the refund of his amount.

In witness where of the teacher of the second part has put into his signature in token of the acceptance of the terms of the aforesaid agreement.

Signature of the party
of the First Part.

Signature of the party.
of the Second Part

1. Witness -----

2. Witness -----

With reference to the agreement executed by the said Mr./Mrs./Miss -----
-----in favour of the University. I stand myself a surity for the whole amount referred to the agreement and shall discharge his/her liability on his/her failure, and in token of it I have signed below.

Signature of the Surity

1. Witness -----

Dated -----

2. Witness-----




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Chapter- 30

TRAVELLING AND HALTING/DAILY ALLOWANCES

- BL.292.** The University employees and the persons assigned any work by the University shall be entitled to the Travelling and Halting (Daily) Allowance.
- BL.293.** A person entitled to the Travelling and Halting (Daily) Allowance shall be entitled for such allowances subject to the provisions of the IASE Deemed to be University notification and the amendment made thereunder from time-to-time.
- BL.294.** These rules shall be applied to the:
- employees of the University;
 - members of the different Authorities of the University;
 - outside experts/resource persons;
 - examiners;
 - members of the Committees and Board constituted by the University;
 - any other person assigned work of the University by the University with the approval of the Vice-Chancellor;
- BL. 295.** These rules shall not be applied to the:
- work-charged employees;
 - employees paid from contingency;
 - employees paid on contract where the terms of the contract specifically provide otherwise;
- BL. 296. Entitlement:**
- The entitlement to the Travelling and Halting (Daily) Allowance shall be determined on the basis of the Pay Scale plus Pay Band of the employee concerned irrespective of the fact that he is employee of this University or any other university, institution or an agency.
 - The Travelling and Halting (Daily) Allowance of a person superannuated shall be determined on the basis of the pay scale plus pay band drawn by him on the date of the superannuation and the pay scale plus pay band notified in equal by the appropriate Authority.
 - Persons, who have not served the University, Government or any other agency or holding the membership of any of the authority of the University shall be entitled to the train fare not exceeding 2nd A.C., Economic Class in Air-Travel or by Road.
- BL.297.** A conveyance allowance of Rs. 75/- or as approved and decided by the Board of Management for each day on which a meeting or meetings are attended by the local employee and officers who is not on duty on the said day shall be granted to officers and local members of authorities, Board and Committees who are not in receipt of monthly Conveyance allowance or has been provided vehicle by the University for conveyance.
- BL.298.** No T.A. or D.A. shall be paid to the members of the Board of Management and Academic Council for attending Convocation.
- BL.299.** The allowance for railway and road journey shall be admissible by the shortest route. If the journey is performed at a fare greater than by the shortest route, the Vice-Chancellor may permit payment of the fare calculated according to the route actually taken, provided that he is satisfied that there was a considerable saving in time by taking the longer route or when the person invited was at the place having longer distance than the place of his residence and therefore, he has undertaken the longer route.
- BL.300.** When a member has to attend two meetings of the University with an interval of less than four days between the meetings attended, excluding the days of meetings he shall be entitled to charge only daily allowance for the intervening days.
- BL.301.** The Vice-Chancellor will be granted travelling and halting allowance on the rates admissible to him in accordance with his pay.
- The Vice-Chancellor is entitled to use a Car allotted to him as a privilege. When the Vice-Chancellor is using a privileged car he will not be entitled for the Travelling Allowance for the Kilometers he has travelled by the University Car.



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- (ii.) Actual Taxi fare where one has to be hired in continuation or otherwise of the rail journey.
- (iii.) The Halting Allowance and Daily Allowance shall be paid to the Vice-Chancellor as per the notification of the university and as per the amendments notified by the university from time-to-time in the respective Pay Scale.

PROVISO-1: Provided that when Vice-Chancellor has travel in a taxi and has paid rent exceeding to the rate decided by the University, he will be paid the actual rent.

PROVISO-1: Provided further that when Vice-Chancellor uses University car as a privilege to use for official visit and visit in person to the place outside the territorial jurisdiction of the University.

BL.302. The travelling allowance to Inspectors for inspecting colleges/University Department/Institution and to examiner shall be on the following scales:

- (i) For journeys performed by rail, not exceeding 2nd A.C. by the shortest route.
Note : When it is possible to travel between two places by alternate routes, and the journey is performed at a fare greater than that by the shortest route, the Vice-Chancellor may permit payment of the fare calculated according to the route actually taken provided that he is satisfied, after making such enquiry as he considers necessary, that there was a considerable saving in time by taking the longer route.
- (ii) For road journeys as per the rate decided time-to-time by the University.
- (iii) Daily allowance as per the rate decided time-to-time by the University.

BL.303. The University shall be giving Flight travelling and Daily allowances in accordance with the scale shown in the schedule attached to these rules and after the approval of Vice Chancellor.

BL.304. When the cases are not covered by these rules with regard to Travelling and Daily Allowance or there exists any ambiguity in the interpretation of these Rules or in otherwise situation the Board of Management shall have authority to decide the allowance payable.

BL.305. "day" in these lines means a calendar day beginning and ending at midnight.

BL.306. No allowance shall be admissible for a day of journey unless the absence from head-quarters of the person concerned on account of the journey on that day is for more than 8 hours.

BL.307. Actual air fare will be paid in exceptional cases to persons who actually travel by air even though there are other means of communications, at the discretion of the Vice-Chancellor. However, in case of air travel the claimant shall be required to produce boarding card along with air ticket for the journey performed.

BL.308. The expensive cities for the purpose of Daily allowance will be decided by the University time-to-time.

BL.309. When the interviews have been postponed for any reason whatsoever and the candidates who have been turned up for Interview from the out station may be paid the Travelling Allowance not exceeding 2nd class sleeper or bus fare of a bus run by the State Corporation when he returns for second time for the Interview.

BL.310. No employee shall be allowed take D.A. and actual expenses on lodging and boarding together. When an employee claims D.A. he has to certify on the D.A. bill that he has not claimed the actual expenses on lodging and boarding vis a vis the same certification is required in case when the lodging and boarding expenses are being claimed.



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PART: VII:

Chapter - 31

BL.311. VICE CHANCELLOR: ENTITLEMENTS

The Vice Chancellor shall be entitled for the following facilities;

1. Vice chancellor shall be provided office facility at his official residence with all facilities required to establish, maintain and run the office without any charges.
2. Vice chancellor of the university shall be entitled for Rent and Charges of services electric, water supply, cooking gas, furnished and equipped house accommodation with the provision of its maintenance.

Explanation: 1. "Furnished house" means

- a. A house consists of facility of furniture, kitchen equipments, Bathroom equipments etc.;
 - b. Instruments, chemicals and tools required for sweeping, cleaning, washing all the facilities and objectives of the house of accommodation;
 - c. Materials and objects required for sleeping facilities including Bed sheets, Pillows, Gaddas, cushions, blankets and other materials to cover body while sleeping.
 - d. Materials required to keep bath room and wash-basin area equipped to use the said facilities.
3. The Vice chancellor shall be entitled for transport facilities in form of a car with its consumptions and maintenance along with its driver both for official and personal use as a privilege.
 4. The Vice chancellor shall be provided the human resources as cook, attendant etc at his year marked house provided to him on rent and charges free basis at the University Head Quarter.
 5. When demands the situation, the vice chancellor shall be provided the adequate security.

PROVISO: Provided that the vice chancellor may be provided other facility as notified time to time.




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PART-VIII:

UNIVERSITY BOARDS

Chapter- 32

UNIVERSITY BOARDS: EMPOWERING CLAUSE

BL.312. Establishment of different Boards

The University may establish a Health, Discipline and Residence Board, a Publication Board, Students' Welfare Board, Library Board, Board of Extra Mural Studies, Board of Hostels, University Planning and Monitoring Board, Admission Board and a Board of Sports.

The University may establish any other board as it deems necessary.




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Chapter- 33

BL.313. HEALTH, DISCIPLINE AND RESIDENCE BOARD

- (1) The Board of Residence, Health and Discipline shall be constituted as follows:
 1. The Proctor, who shall also be the Convener,
 2. The Principal Ayurveda College, GVM. (Member)
 3. Medical officer in the GVM Hospital. (Member)
 4. University Engineer/Estate Officer having minimum qualification of Diploma or Bachelor Degree in Engineering. (Member)
 5. Three persons, including a woman, nominated by the Board of Management, (not necessarily from among themselves) to serve as member,
 6. Dean of a concern faculty or a person nominated by him shall be a member of the Board when the Faculty concerned is being inspected by the Board.
- (2) The members of the Board, other than ex-officio members shall hold office for a period of 3 years.
- (3) Subject to the Bye Laws, the Board shall inspect once in every academic year each Faculty together with such buildings as may be occupied therewith for the use of students, and shall submit its report to the Board of Management with such recommendations as it may think fit.
- (4) The Board may at any time direct one or more of its members to make a special inspection and to report on any Faculty regarding compliance with the conditions of residence.
- (5) Any matter of residence, health or discipline which a Dean desires to refer to the Board concerning the Faculty and any matter involving inter-Faculty or overall discipline on which the Deans concerned are unable to come to an agreement, shall be dealt with by the Board, but there shall be the right of appeal in such cases to the Vice-Chancellor, whose decision shall be final.
- (6) Subject to any powers conferred by the Rules or the Bye-laws with the Vice-Chancellor, all matters of discipline in the University which are either not directly cognizable by Deans or are not investigated and decided by a Dean even after due warning by the Proctor shall be dealt with by the Board.
- (7) Plans of any new building of the University shall be submitted to the Board for any observations it may desire to make before construction is taken in hand.
- (8) Every student of the University shall live either :
 - (a) in the hostel recognised by the University;
 - (b) with a parent or some person accepted by the Dean/his parent to be his/her guardian.
- (9) Every student shall respect to directives drawn up by the Dean of the Faculty or by the University.
- (10) The Board shall submit to the Board of Management, after consultation with the Deans, draft Bye Laws prescribing the conditions of residence to be observed in the Faculties.
- (11) As soon as possible after the re-opening of a Faculty after a long vacation, the Dean shall submit to the Board the following information:
 - (a) The number of hostels and the name of Warden/Superintendents;
 - (b) The number of resident students in each hostel;
 - (c) The number of non-resident students living with their parents;
 - (d) The number of non-resident students living with their guardians.
- (12) All the Faculties shall provide adequate facilities for the physical exercise of their students, and shall forward a statement of the same to the Board. This facility may be provided in their institution/hostel or the University may develop central facility of sports for the common use.




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- (13) The inspection of the Faculties by the Board shall be carried out and complied by the 15th of November each year, and the inspection report shall be forwarded by the Proctor to the Registrar within two weeks after completion of the inspection.
- (14) The report shall be placed before the Board of Management before the Winter Vacations and the resolutions and recommendations, if any, of the Board of Management on the report shall be forwarded to the Deans concerned, who shall inform the University of the action, if any, that has been taken or is proposed to be taken on the resolutions and recommendations.
- (15) The observations of the Deans shall be forwarded to the Proctor by the end of January, and the Proctor shall make a final report to the Board of Management. At the time of next inspection, the Board shall have before it the report of the previous year and the resolutions and recommendations of the Board of Management and the replies from the Deans and shall make a report as to what action, if any, has been taken in the matter.
- (16) All powers relating to discipline and disciplinary action are vested in the Vice-Chancellor. He may delegate all or such of his powers as he deems proper to the Proctor and to such other persons as he may specify in this behalf.
- (17) The Deans of the Faculties, Heads of Teaching Departments and the Principals of the Colleges in the University shall have the authority to exercise all such disciplinary powers over the students in their respective Faculties, Departments, Colleges in the University as may be necessary for the proper conduct. They may exercise their authority through, or delegate authority to, such of the teachers as they may specify for these purposes.
- (18) Without prejudice to the powers of the Vice-Chancellor and the Proctor as aforesaid detailed rules of discipline and proper conduct shall be framed. These rules may be supplemented where necessary. Each student shall be expected to provide himself with a copy of these rules.
- (19) At the time of admission, every student shall be required to sign a declaration that on admission he/she submits himself to the disciplinary jurisdictions of the Vice-Chancellor and the several authorities of the University who may be vested with the authority to exercise discipline under the Act, the Rules, the Bye Laws and the rules that have been framed thereunder by the University.
- (20) The GVM will earmark the buildings for the use of office, residence, hostel etc. for the use of the University when owned by the GVM. The Board shall decide the use of buildings and allocation of building and part thereof, residence, hostels etc. shall be done by the University both in case of buildings constructed and earmarked by the University or handed over to the University by the GVM. To maintain discipline and administrative efficacy no allocation shall be done by the GVM to use buildings and part thereof.
- (21) Facilities earmarked for teachers, women, physically challenged persons, University Officers shall be allocated to the persons falling in the respective category only.



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Chapter- 34

BOARD OF EXTRA MURAL STUDY

BL.314. Board of extra Mural study

- (1) There shall be a Board of extra Mural Studies in the University, it shall consist of:
 - (i.) The Vice-Chancellor (Chairman);
 - (ii.) The Registrar;
 - (iii.) Deans of the all faculties.
 - (iv.) Five members nominated by the Board of Management and amongst them at least two must be the members of the Academic Council;
 - (v.) Two Heads of the Department nominated by the Board of Management subject to the condition that they should not hold the office of the Dean;
 - (vi.) Four teachers nominated by the Board of Management subject to the condition that they should not hold the office of the Dean;Nominated members shall hold the office as the member of the Board for a period of three years.
- (2) The Vice-Chancellor shall preside the meeting of the Board and in his absence the Senior most Dean present in the meeting will preside its meeting.
- (3) The Board shall ordinarily meet once in a year and at such other times as may be convened by the Vice-Chancellor.
- (4) Six members will form quorum of the meeting and all the matters will be decided by the majority of the members present and voted. In case of equality of votes, the Chairman shall have a casting vote.
- (5) The membership of a person of this Board shall be vacated by death, resignation, absence from core consecutive ordinary meetings or on his cessation of particular office, by virtue office he was appointed or nominated.
- (6) **Powers and Functions of the Board:** The Board of extra Mural Studies shall have following powers and functions to perform:
 - (i.) To plan and organize extension services;
 - (ii.) Undertake schemes of social education;
 - (iii.) To arrange popular lectures at the University or selected places in the University area;
 - (iv.) To recommend conditions for admission of students and the payment of fees, if any;
 - (v.) To grant certificates to the persons who have satisfactorily completed course of lectures on any subject or subjects approved by this Board;
 - (vi.) To arrange the writings and the publication of popular books on the topics of general interest;
 - (vii.) to design and implement the policies of social concerns developed and formulated by the Union Government or the State Government;
- (7) **The Board shall constitute a committee called Social Education Committee. This committee shall consist of the following members:**
 - (i.) Two members of this Board appointed by the Board itself;
 - (ii.) Two students to be appointed by the Vice-Chancellor by rotation from the undergraduate classes;
 - (iii.) Three students to be appointed by the Vice-Chancellor by rotation from the post-graduate classes;
- (8) The Committee shall plan schemes of social education, cleanliness, promotion of literacy, Promotion and Protection of Environmental Concerns, Promotion and Protection of Human Rights, Addressing the concerns of women, SC, ST, OBC and Physically challenged persons, abolition of social evils and unhealthy social practices, policies formulated by the Union Government and State Government and ensure their execution.




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Chapter- 35

BOARD FOR HOSTELS

BL.315. Board for Hostels

(1) There shall be Board for Hostels. It shall consist of:

- (i.) The Vice-Chancellor (Chairman);
- (ii.) Three Heads of the department, appointed by the Board of Management;
- (iii.) Three Wardens of Hostels of affiliated colleges, other than the colleges whose Principals are appointed under (ii) above, appointed by Board of Management;
- (iv.) Three Hostel Students to be appointed by the Vice-Chancellor;
- (v.) Four other members appointed by the Board of Management, one of whom shall be an Engineer and another a Doctor.
- (vi.) The Dean of the Students Welfare, if any, or Director of Hostels, if any. He will act as the Secretary to the Board.

The term of the persons appointed by the Board of Management will be three years.

The term of the persons appointed by Vice-Chancellor will be one year.

- (2) The Board shall ordinarily meet at least once a year and at such other times as may be convened by the Vice-Chancellor or the Secretary of the Board.
- (3) Five members shall form a quorum for the meeting of the Board and all questions shall be decided by a majority of the members present and voting. In case of equality of votes, the Chairman shall have a casting vote.
- (4) The membership of a person on the Board shall be vacated by death, resignation, absence from four consecutive ordinary meetings or on his ceasing to hold a particular office or to answer a particular designation by virtue of which he was elected,
- (5) The following shall be the functions of the Board of Hostels:
 - (i.) To recommend aims and objects for the hostel life (in the University Hostels).
 - (ii.) To recommend rules for hostel management (in the University Hostels).
 - (iii.) To recommend programmes for self management and self reliance in Hostels.
 - (iv.) To prepare blue prints for hostel buildings and their specification etc.
 - (v.) To evaluate annually the working of Hostels and to report the same to Board of Management.
 - (vi.) To frame programme of visits to the Hostels by Educationists, public workers, etc.
 - (vii.) To recommend necessary publication of Magazines etc., regarding hostel life.
 - (viii.) To plan and recommend schemes of guidance and counseling to the Hostel Students.
 - (ix.) To recommend measures to ensure proper health and hygiene of the Hostel students.
 - (x.) To recommend measures to ensure proper living and other conditions in approved lodgings and private boardings.




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Chapter- 36

SPORTS BOARD

BL.316. Sports Board

- (1) There shall be a "Board of Sports" of IASE Deemed to be University, Sardarshahr.
- (2) The following shall be the objects of the Board:
 - (i) To promote games, sports and other physical activities among the members of the University, the students and Society.
 - (ii) To inculcate the habit of discipline among the students.
 - (iii) To organise Inter-faculty tournaments and competitions and to send/ provide entry to University teams in Inter-University, State, National or any other competitions as is deemed fit by the Board and to do all such acts as are allied and ancillary to securing these objects.
- (3) The Sports and Tournaments of the University shall be opened to all the constituent colleges, university departments and institutions established and managed by the University.
- (4) (i) The Vice Chancellor shall be the Patron of the Board of Sports, whose decision in any matter shall be final and he shall in consultation with the President, may dissolve the Board and constitute another.
 - (ii) The affairs of the Board shall be administered by:
 - (a) The General Council,
 - (b) Executive Committee, and
 - (c) A Sub-Committee for each game/sports.
 - (iii) The composition, duties, powers and term of office of these bodies shall be as under
- (5) The General Council shall consist of:
 - (i) The President of the Board of Sports.
 - (ii) Secretary of the Board of Sports.
(He shall be one of the Superintendents/Directors of Physical Education/Incharge University Sports Academy as nominated by the Vice-Chancellor.)
 - (iii) The Finance Officer of the university (Ex-Officio)
 - (iv) All the Chairmen of Sub-Committees of Games/Sports. (A Chairman of the Sub-Committee shall be appointed from amongst the teachers of the University by the President of the Board.)
 - (v) Chairman of Girl's Games (She shall be appointed by the President on the recommendation of the Vice Chancellor.
 - (vi) Three Physical Instructors/Directors to be nominated by the Vice-Chancellor.
 - (vii) Two persons to be nominated by the Vice-Chancellor who are not connected with the University and who have special aptitude for games and sports possessing expert knowledge of games or sports.
 - (viii) Captains of games/sports Ex-officio.
- (6) The Board once constituted shall have a term of one year.
 - (i) The General Council shall meet normally atleast twice a year, in the beginning and at the end of the session.
 - (ii) A meeting of the General Council may be called at any other time by the President of Sports Council if and when he may deem it necessary.
 - (iii) Seven days' notice shall normally be given for a meeting to be convened. In case of emergency, however 24 hours notice may only be given. A copy of the agenda shall accompany the notice.
 - (iv) A special meeting of the General Council may be convened on requisition by 1/3 of the total number of members of the Board.
 - (iv) One third of the total number of members shall constitute the quorum. No quorum shall be necessary for an adjourned meeting.
 - (v) All decisions at the meeting shall be taken by simple majority vote. The President in case of equal votes shall have the power to exercise casting vote.
- (7) The Executive Committee shall consist of:
 - (i) President of the Board of Sports.




Registrar

- (ii) Two Chairmen of the sub-committees to be elected from amongst themselves.
- (iii) Secretary of the Board.
- (iv) One Superintendent/Director of Physical Education by rotation each year.

(8) Meeting of the Executive Committee:

- (a) The Executive Committee shall meet ordinarily once a month.
 - (b) Normally two days' notice shall be given for a meeting but in case of emergency, the President may call the meeting of the Executive Committee at a short notice
 - (c) Three members shall constitute quorum. No quorum shall be necessary for an adjourned meeting.
 - (d) Decisions at a meeting shall be taken by a simple majority vote. The President shall enjoy the right of a casting vote.
 - (e) When discussing the problem of a particular game, the Chairman of the game concerned may, if the President so desires, be invited to attend a meeting of the Executive Committee. He shall however, not have any right to vote.
- (9) There shall be sub-committees for such games/sports as are approved by the Executive Committee.
- (10) A Sub-Committee for games/sports shall consist of:
- (i) Chairman.
 - (ii) One Superintendent, Physical Education to be nominated from the University by the President.
 - (iii) One expert in the game to be nominated by the Vice Chancellor.
- (11) The Sub-Committee shall meet ordinarily once a month. Provided that, a meeting may be convened by the Chairman at any time.
- (12) The duties and functions of the various bodies and office bearers of the Board shall be as follows :

(1) DUTIES, FUNCTIONS AND POWERS OF THE VARIOUS BODIES AND OFFICE BEARERS

a. The General Council:

- (i) To approve the annual budget.
- (ii) To lay down general policies for the conduct of various sports and games.
- (iii) To do any other act in furtherance of the objects of the Board.

b. The Executive Committee shall be the main executive body of the Board and it shall have the following powers and functions:

- (i) To prepare and submit to the Council the annual budget. The budget for the coming session shall be prepared and submitted for approval of the General Council so that it could be discussed and passed at its meeting held before the close of the session i.e. before 30th April each year.
- (ii) To conduct day-to-day affairs relating to all matters of the Sports Board and to execute the policies laid down by the General Council.
- (iii) To appoint Coaches for various games on the recommendation of the respective chairman if deemed necessary.
- (iv) To appoint all such committees as may be deemed necessary to execute any of its programmes.
- (v) To determine awards and prizes in various games/sports on the recommendation of the respective Sub-Committees.
- (vi) To take decision regarding any other urgent matter in connection with sports and games during the session.
- (vii) To exercise supervision over day-to-day conduct of games and sports.
- (viii) To frame rules and regulations whenever necessary.
- (ix) To determine and decide participation of various tournaments teams on the recommendations of the respective Chairman. However, in local tournaments the respective Chairmen of Sub-Committees shall be empowered to take a decision.



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- c. (i) Each Sub-Committee of a particular game/sport shall be responsible for the proper conduct of that particular game/sports in the University.
- (ii) It shall prepare plan for the coaching of teams for that particular game/sports.
- (iii) It shall select University Team and Teams for competitions in which University proposes to participate in that game/sports and shall appoint a captain for that game/sports and shall recommend award, University colours, Blues and other prizes to various players of the University.

(d) President of the Board: The President of the Board shall be a senior teacher of the University to be nominated by the Vice-Chancellor and he shall hold office for a period of three years.

- (i) He shall assign work to the various Superintendents/Directors of Physical Education and shall supervise their work.
- (ii) The President shall preside over all the Meetings of the General Council and the Executive Committee and shall act as the Chief Administrative Head of Board of Sports.
- (iii) In meetings in which there may be an equality of votes he shall have a casting vote as the Presiding Officer.
- (iv) In an emergency he shall have power to take decisions to meet the situation. But such decisions shall be reported to the Body which ordinarily would have dealt with the matter as early as possible but nothing in this provision shall be deemed to empower the President to incur any expenditure not duly authorised.

Financial :

The President shall be empowered to allocate and sanction expenditure of an amount not exceeding Rs. 5000/- at a time

- (1) He will be responsible for the entire stock of games materials purchased.
- (2) The Secretary shall be empowered to draw from the University imprest money not exceeding Rs. 2000/- at a time to meet the incidental and petty expenses to be incurred from time to time. He will submit the accounts to the University through the President of the Sports Council in order to get it reimbursed.

The expenditures incurred shall, in every case, be in conformity with the budget allocations passed by the Board.

e. Chairman of a Sub-Committee

Functions:

- (i) The Chairman of a Sub-Committee shall exercise general supervision over the game.
- (ii) The Chairman shall organise the game in such a way that facilities are provided for proper and smooth conduct of the game and shall take such steps as may be necessary to raise the standards in that game.
- (iii) The Chairman shall be empowered to have Rs. 5000/- or as notified by the University from time-to-time as imprest for contingent expenditure.

13. The amendment of Constitution shall be proposed by a majority of the total number of members of the Executive and shall be required to be approved by 2/3 majority votes of the total membership of the General Council.



[Handwritten Signature]
Registrar

**Institute of Advanced Studies in Education
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Sardarshahr, (Churu) Raj**

Chapter- 37

UNIVERSITY PLANNING AND MONITORING BOARD

BL.317. University Planning and Monitoring Board

- (1) There shall be a University Planning and Monitoring Board.
 - (1) University Planning and Monitoring Board consists of:
 - (i.) Vice-Chancellor (Chairman)
 - (ii.) Seven internal members nominated by the Vice-Chancellor:
 - (iii.) Three experts of eminent from outside the institution nominated by the Vice-Chancellor:
 - (iv.) Three nominees of the Vice-Chancellor from the University's own staff for their special interest in educational progress and development.
 - (v.) Registrar –Secretary
 - (2) **The term of members:** other than ex-officio member- 3 years.
 - (3) **Meeting of the Board:** atleast twice a year.
 - (4) **Recommendations of the Board:** placed before Board of Management through Academic Council.
 - (5) **Powers and Functions:** The following shall be the powers and functions:
 - (i.) To examine the question and suggest measures for raising the standard for education and research, to strengthen interdisciplinary programs and inter-departmental co-operation, to create links and develop specific schemes of inter-University and University/industry/agriculture/community inter-action.
 - (ii.) To develop ideas and schemes on improving co-operate life and cultural activities on the Campus.
 - (iii.) To prepare University development plans both short term and long-term keeping in view the objectives of the University as laid down in the Act, and with due regard to national policy.
 - (iv.) To monitor regularly implementation of schemes approved by the U.G.C. and other agencies and suggest methods for proper implementation.

To advise on any issue referred to it by the Academic Council/BoM.




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Chapter- 38

PUBLICATION BOARD

BL.318. Publication Board

(1) The Publication Board shall consist of:

- (1) The Vice-Chancellor,
- (2) Deans of the Faculties,
- (3) The Heads of the Departments,
- (4) Three members of the Board of Management to be appointed by the Board of Management.

(2) Members of the Board shall hold office for 3 years. Any casual vacancy caused by death, resignation, retirement etc. shall be filled up by the Board of Management by nomination for the residue of the term.

(3) The Board shall meet once in a year or whenever convened by the Vice-Chancellor 15 members shall form the quorum for a meeting of the Board.

(4) The functions of the Publication Board shall be—

- (i) to consider applications from persons working in the University and also to make recommendations for publication grants, to the Board of Management.
- (ii) to undertake, with the sanction of the Board of Management, the publication of :
 - (a) a University Journal;
 - (b) such of the results of post-graduate studies and research as the Board may decide for publication;
 - (c) any other work, literary or scientific considered suitable for publication by the Board;
 - (d) text books.
- (iii) to arrange for the publication of University Extension Lectures and extra-mural lectures.




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Chapter- 39

LIBRARY BOARD

BL.319. Library Board

- (1) The University shall constitute a Library Board to manage and control the affairs of the University Library which shall be constituted as follows:
 - (i) Deans of all the faculties
 - (ii) The Head of the Departments;
 - (iii) Two persons nominated by the Board of Management;
 - (iv) Two persons nominated by the Vice-Chancellor;
 - (v) The Librarian (Ex-Officio) Member Secretary;
- (2) The Chairman and the Board shall be appointed by the Vice-Chancellor from amongst Professors, the Head of the Departments.
- (3) The Chairman and the members other than ex-officio member shall hold office for a period of three years.
- (4) (i) The Library Board shall frame rules from time to time in respect of :
 - (a) The use of the Library or Libraries by the members of the University Authorities, the teachers and students of the University and colleges;
 - (b) The payment of fees for the use of the Library;
 - (c) The conditions of borrowing and returning books;
 - (d) The suspension of privileges and the realisation of penalties for the loss, mutilation or disfigurement of books or for any breach of the Library rules;
 - (e) The periodical inspection of the Library; and
 - (f) Purchase of books and manuscripts.(ii) The Board shall also give general direction to the Librarian for the arrangement, upkeep and cataloguing of the books.

The Librarian shall be responsible for proper maintenance of the Library.
- (5) It shall be the duty of the Librarian to carry on the direction of the Board.
- (6) The Board shall prepare the Annual Budget Estimates for the Library and forward it to the Finance Committee.
- (7) The Librarian will be the ex - officio Secretary of the Library Board and will be a whole time employee of the University.




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Chapter- 40

ADMISSION BOARD

BL.320. Admission Board

(1) There shall be an Admission Board consisting of the following to advice on all or any matters relating to the admission to the University.

- (i) The Vice-Chancellor,
 - (ii) Deans of Faculties,
 - (iii) The Director of Institute established and run by the University,
 - (iv) Heads of the Post-graduate Departments,
 - (v) Principals of the Constituent colleges of IASE Deemed to be University, Sardarshahr
- (2) The Board shall ordinarily meet twice a year; once at the close of the academic session and then in August each year.
- (3) In the annual meeting which shall ordinarily be held at the close of the session, the Admission Board shall determine matters of policy in respect of admissions for the next academic session and in particular laying down:
- (i) the minimum and the maximum number of students to be admitted to a Section keeping teacher student ratio into the consideration,
 - (ii) the number of Sections for each Class,
 - (iii) the combination(s) which could be allowed in a particular course in faculty or intra-faculty,
 - (iv) last date of admission, and
 - (v) any other matter which could be referred to it for consideration and advice.
- (4) In its annual meeting at the end of session the Admission Board shall also appoint a **'Time-table Committee'** consisting of atleast one teacher of each Faculty to prepare a time-table for teaching in such Faculties and the Institute of Evening Studies which share common accommodation keeping in view the limited accommodation available and its maximum.
- (5) In the August meeting the Board shall review the general position about the admissions of the current academic year and also decide cases of admission referred to it in respect of the current academic year.
- (6) The admissions to all undergraduate and diploma classes shall be done by the Deans/Directors/Principals/Heads of the respective Faculties/Institution/ Constituent college and the admission to the post-graduate classes shall be done by the respective Heads of the Departments.




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Chapter- 41

TRANSLATION BOARD

BL.321. Translation Board

1. There shall be a Translation Board in the University to undertake all types of translation work, allotted to this University, either by the Central/State Government(s), or by any other agency or by the University itself.

2. MEMBERSHIP:

The Translation Board shall consist of the following

- (i) Vice-Chancellor as Ex-officio Chairman,
- (ii) Five members one from each Faculty, to be nominated by the Vice-Chancellor on the recommendations of the Faculty,
- (iii) One member to be nominated by the Vice-Chancellor,
- (iv) Two members from amongst the teachers of the language concerned or experts in translation in the language concerned
- (vi) The Registrar, who will also act as Secretary,
- (vii) The Head of the Department of the language concerned shall be Co-opted as a member of the Translation Board, if he does not happen to be a member already, so far as the works in the subjects are concerned.

3. TERM : The term of the Board shall be three years.

4. FUNCTIONS : The Functions of the Translation Board shall be as follows :

- (i) to procure the titles of Books for translation from the Central Hindi Directorate, New Delhi, State Government or any other agency;
- (ii) to recommend to the Board of Management the titles to be translated by the University itself,
- (iii) to Co-ordinate all types of translation works being done in the University.
- (iv) to appoint and fix remuneration/honorarium for various types of works as given below :
 - (a) Translators,
 - (b) Vettors,
 - (c) Compilers of glossary of terms, English/Hindi/Sanskrit etc.,
 - (d) Designers for diagrams, art work etc.
 - (e) Editor cum Supervisor (before the book is sent for publication).
- (v) to evolve a procedure to conduct, supervise and finalise various stages of the translation work and for payment of remuneration etc.,
- (vi) to get the translated work printed and published,
- (viii) to prepare and translate the course-modules, teaching-modules and text-books in bilingual language to prescribe terms and conditions of contract to be entered into between the University and the person entrusted with any particular type of work connected with the translation.




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