

ORDINANCE (No.15) RELATING TO THE TERMS AND CONDIOTIONS OF APPOINTMENT AND DUTIES OF PROVOSTS/SENIOR WARDENS/WARDENS APPOINTED FOR THE HOSTELS MAINTAINED BY THE UNIVERSITY. *

1.

- 1.1 The Provost of the University Hostels shall be appointed by the Executive Council on the recommendations of the Dean of Students Welfare and the Vice-Chancellor.
- 1.2 The tenure of the Office of the Provost shall ordinarily be for a period of two years. However, the Provost shall be ordinarily eligible for re-appointment, if recommended as per clause 1.1 above. The Executive Council may terminate the appointment of the Provost for reasons to be recorded in writing.
- 1.3 The Provost shall be responsible for the over-all management of a hall of residence consisting ordinarily of two-to-three Hostels.
- 1.4 The Provosts shall be entitled to a monthly honorarium, as decided by the Executive Council, during the tenure of his/her appointment.
- 1.5 The Wardens for Hostels shall be appointed, from amongst those who are considered to have aptitude and competence for this post, by the Vice-Chancellor on the recommendation of the Provost to the Dean of Students Welfare for a period of two years. The term would be renewable on the recommendation of the Provost to the Dean of Students Welfare. The Vice-Chancellor may, however, terminate the assignment of the Warden after considering the recommendations in this regard of the Provost and Dean of Student's Welfare.
- 1.6 Ordinarily, there shall be a Warden for about fifty students.
- 1.7 The Warden shall be entitled for a monthly honorarium, as decided by the Executive Council, during his/her tenure of office. He/she shall be required to stay in the Warden's quarters during the tenure of his/her office and shall be required to pay licence fee as per rules.
- 1.8 On the expiry of their term or on the termination of their appointment, the Wardens shall be required to vacate quarters within one month. The Warden shall also be required to vacate the quarter before proceeding on leave for a period exceeding 90 days during his/her tenure, unless he/she is granted special permission by the Vice-Chancellor on the recommendation of the Provost concerned for retaining the quarter.

2. Duties and Responsibilities of the Provost:

- 2.1 He/she will supervise the Hostels assigned to him/her in matters relating to the Hostels' overall functioning, the resident students' welfare, and discipline.

2.2 He/she will periodically visit the Hostels and be in contact with the Wardens, staff, and students.

2.3 He/she will encourage sports, cultural and other activities in the hostels so as to promote inter-Hostel cooperation.

2.4 He/she shall have powers : (a) to impose or waive fines upto the amount decided by the Executive Council. (b) to take other disciplinary action within the powers assigned to him by the EC and recommend disciplinary action beyond those limits to the Proctor and to the Vice-Chancellor as may be necessary. (c) to distribute work to the wardens of hostels under him/her as evenly as possible, in consultation with the Senior Warden concerned. (d) to sanction leave to the warden(s) of the hostels under him/her, in consultation with the Senior Warden concerned.

3. Duties and Responsibilities of Wardens:

The Wardens shall perform such duties as are assigned to them by the Provost from time to time and shall function under the over-all charge of the Provost. In addition to specific duties assigned by the Provost, the Wardens shall perform the following duties:

3.1 The Wardens shall be responsible for the health, hygiene and general welfare of the students residing in the Hostels which are specifically assigned to him/her and shall attend to all matters of health, sickness, diet, sanitation and cleanliness in accordance with the advice of the Medical Officer and Health Officer.

3.2 Each Warden shall be responsible for the resident students and shall ensure that the students concerned observe the rules framed for their guidance and maintenance of decorum.

3.3 He/she shall have the right to inspect Hostel Rooms.

3.4 The Wardens, functioning under the over-all charge will be individually and collectively responsible for the smooth functioning of the Hostels.

3.5 Each Warden will be responsible for the assigned resident students.

3.6 Each Warden shall promptly take appropriate action within his/her power on all cases of misbehavior, indiscipline, and sickness of the residents in his/her charge and report to Provost and other higher authorities for cases beyond his/her powers.

3.7 The Wardens can impose fines upto the limits prescribed by the Executive Council upon resident students .

3.8 The Wardens shall be available in the hostel office every day at specified hours.

3.9 The Wardens shall be responsible for the proper upkeep and maintenance of properties of the hostel under his/her charge.

3.10 Warden's leave

- a) Wardens can go on leave only with the prior approval of the Provost concerned.
- b) The Wardens shall coordinate their leave in such a way that at least three-fourth of them are in residence during semester time and half of them during holidays, unless a particular hostel is closed during holidays.
- c) A Warden may be granted leave upto three months at a time. In exceptional circumstances, leave may be given for an additional month but will not exceed one semester at a time under any condition.
- d) When a Warden is on leave, his/her portfolio and Wing will be distributed between other Wardens for the duration of his/her leave.

3.11 Senior Warden (SW)

- a) The Provost in consultation with the Dean of Students' Welfare shall designate one of the Wardens in a Hostel as Senior warden (SW) for one year on the basis of the person all round experience in running a hostel and the person's capacity to cope with diverse contingencies subject to the provision that the Senior Warden will not ordinarily hold the office for successive terms.
- b) SW will supervise all matters concerning the functioning of the Hostel, and will also hold charge of one of the portfolios given below:
 - (i) SW will chair the meetings of the Wardens in the Hostel which will be held regularly.
 - (ii) SW can impose fine or waive fines as decided by the Executive Council.
 - (iii) SW can transfer a resident from one wing of the Hostel to another.
 - (iv) SW can permit the stay of a resident's guest for more than 7 days and upto 14 days according to Hostel Rules.
 - (v) SW will be responsible for the maintenance of imprest accounts and for the custody of imprest money.
 - (vi) SW can sanction payment of security deposit to suppliers for goods to be supplied or service rendered.
 - (vii) SW can sanction refund of all kinds of security money.

- (viii) SW will secure the timely completion of and will examine the bank reconciliation statement of all accounts pertaining to the Hostel.
- (ix) SW can sanction repairs to furniture in emergent cases.
- (x) SW will be responsible for proper pursuance of complaints relating to civil/electrical works repairs/replacement of furniture, fittings, etc.
- (xi) SW can sanction overtime **allowance** in accordance with the rules.
- (xii) SW will take action for the eviction of resident students in consultation with the Provost.

3.12 Warden (Administration)

- (a) He/she will allot Hostel Rooms and guest rooms and supervise them.
- (b) He/she will check the resident student's register and the guest room register.
- (c) Can permit stay of a resident student's guest upto a period of 7 days.
- (d) Will take disciplinary action for keeping any unauthorized guest.
- (e) Will order double-locking of rooms of resident student and their re-opening, when required.
- (f) Will be responsible for the overall security of the hostel and will coordinate his/her responsibility with the Security Officer of the University.
- (g) Will periodically verify the furniture and fittings of the Hostel with the assistance of the Caretaker, and take action for their repairs/replacement or for obtaining additional furniture.

3.13 Warden (Recreation)

- (a) He/she will be responsible for general matters relating to health with the advice of the Chief Medical Officer (CMO) of the University. He/she will look after the common room and the sports and cultural programmes of the hostel and will regulate disbursements out of the hostel's recreation grant.
- (b) He/she will advise in the selection of newspapers and magazines.
- (c) Will check the bills prepared by the Caretaker for purchase of newspapers and magazines.
- (d) Will arrange disposal of old newspapers and magazines.
- (e) Will ensure maintenance of discipline and decorum in the common room.
- (f) can permit the common room to stay open beyond the prescribed hour on a special occasion.

- (g) Will pursue, at the appropriate level, all complaints relating to common room items like television, items for indoor sports, etc.

3.14 Warden (Sanitation and Maintenance)

- (a) He/she will be responsible for all matter relating to hygiene, sanitation and cleanliness of the Hostel in consultation with the advice of the Chief Medical Officer (CMO) of the University.
- (b) Will keep a watch over the cleanliness of the dining hall and the kitchen and of the food prepared.
- (c) Will conduct regular inspection of the kitchen room and the dining hall.
- (d) Will enforce discipline and decorum in the dining hall.
- (e) Will supervise the system of purchases of mess stores provision etc.
- (f) Will ensure the correctness of receipts and issues of mess stores, Crockery, etc. and of the stock balance and will attest all entries in the relevant stock register. Will check the valuation of the closing stock.
- (g) Will ensure that stores are kept in good condition.
- (h) Will check and certify the bills received from suppliers with reference to the stock register.
- (i) Will be responsible for drawal of temporary advance when necessary and for keeping watch over its adjustment.
- (k) Will examine the monthly income and expenditure statement of the mess.
- (l) Can sanction mess rebate and lunch rebate in accordance with mess rules.
- (m) Will stop mess facilities in respect of residents defaulting payment of mess bills or those who have vacated the Hostel or have been evicted.
- (n) Will supervise the deployment of cooks and helpers on daily wage and over-time basis when necessary.
- (o) Will make recommendations about refund of mess security.
- (p) Can grant casual leave to Mess Managers, cooks and helpers and recommend regular leave in the case of cooks and helpers.
- (s) Can approve extra duty allowance to Mess Managers.

4. Breach of Discipline on the part of Students:

4.1 Without prejudice to the powers of the Proctor as delegated to him/her by the Vice-Chancellor, in the event of breach of discipline and/or misconduct/mis-behaviour on the part of a resident student or a group of students, the Provost, Senior Warden and Wardens shall have powers as decided and vested in them by the Executive Council to

- a) Impose fines, including fines for keeping unauthorized guests in the hostel room;
- b) declare hostel out of bounds;
- c) transfer a student from one room to another or from one hostel to another;
- d) take other steps as empowered by the Executive Council to maintain discipline in the hostels.

4.2 If there is a serious breach of discipline or any other serious infringement of the rules of conduct or propriety and the Provost feels that the action called for against such a student would be in excess of the powers vested in him/her, he/she shall recommend such action as he/she deems necessary to the Proctor.

* Approved and adopted by the Executive Council vide item no.13 at its meeting held on 03.09.2011.

ORDINANCE (No. 16) RELATING TO THE COMMITTEE FOR ADVANCED STUDIES AND RESEARCH (CASR) *

Membership of the Committee:

1.1 Each School of Studies shall have a Committee for Advanced Studies and Research (CASR) consisting of the following members:

- a) Dean of the School (Convener and Chairman)
- b) Heads of Departments/Centres in the School;
- c) One Professor, one Associate Professor and one Assistant Professor from amongst the members of the School Board by rotation in order of seniority.

1.2 The Professor concerned with any particular item on the agenda, who is not a member of the Committee, may be invited to attend the meeting, and if there are two or more such Professors in a Department/Centre concerned with any particular item of agenda who are not members, they may all be invited to attend the meeting;

Provided that no person so invited shall have the right to vote.

2. Powers and Duties of the Committee for Advanced Studies & Research :

The powers and duties of the CASR shall be :

- (a) to confirm admission of students to M.Phil programme;
- (b) to confirm admission of students to the Ph.D. programme;
- (c) to appoint Supervisors or Advisors for students enrolled for the M.Phil and Ph.D. programmes on the recommendation of the Department/ Centre concerned;
- (d) to recommend examiners for the research work submitted by candidates for research degrees;
- (e) to consider reports of the examiners appointed for the research work submitted by candidates for research degrees and make suitable recommendations;
- (f) to remove the name of M.Phil students from the rolls of the University;
- (g) to perform other duties as per the M. Phil/Ph.D. Ordinances;
- (h) to consider applications from the teachers of the School for study leave;
- (i) to advise the School Board regarding any schemes or projects of research or of advanced studies which the Board may refer to it for its consideration;

- (j) to perform such duties as may be assigned to it by the Academic Council or the School Board.

4. Approval of the Proceedings of the Committee:

4.1 The proceedings of the Committee for Advanced Studies and Research shall be placed before the School Board concerned for consideration and approval.

4.2 The Board may cause such items of the proceedings of the Committee to be placed before the Academic Council as the Board may deem expedient and necessary with its remarks.

5. Term of Office :

The term of the members under Clause 1.1(c) shall be two years.

6. Quorum:

Five members of the Committee shall form the quorum.

7. Rules of conduct of the Meetings:

The rules of conduct of the meetings of the Committee shall be prescribed by Regulations.

* Approved and adopted by the Executive Council vide item no.13 at its meeting held on 03.09.2011.

ORDINANCE (No. 17) RELATING TO FEES PAYABLE TO THE EXTERNAL EXAMINERS AND CONDITIONS GOVERNING THE PAYMENT OF FEES. *

1. The external examiners shall be paid the fees at the rates specified as at clause 1.2.

1.1 The University shall have the provision for the appointment of external examiners only in respect evaluation of M. Phil dissertations and Ph.D. theses.

1.2 The external examiners shall be paid the fees as below:

Name of the Examination	For evaluating dissertation/thesis	For conducting viva-voce
	Rupees	Rupees
M.Phil	1000.00	1000.00
Ph.D	2000.00	2000.00

2. Conditions :

2.1 The examiners shall maintain utmost secrecy about their assignment and process of evaluation and shall communicate in this respect only with the person authorized by the University in this behalf.

2.2 The fees shall not be paid to external examiners until the designated officer has received the report of the evaluation and such other statements as they may be required to submit.

2.3 The external examiners shall be eligible for TA/DA as applicable to Group-A officers of Government of India/University rules.

* Approved and adopted by the Executive Council vide item no.13 at its meeting held on 03.09.2011.

ORDINANCE (No. 18) RELATING TO THE USE OF UNFAIR MEANS BY STUDENTS IN EVALUATION *

1. Definitions :

Evaluation : Evaluation means and includes all processes used for evaluation such as quizzes, term papers, assigned reading, laboratory tests, seminars, field work, group discussion, etc., mid-semester examination and end-semester examination.

Unfair Means: Unfair means mean or imply any dishonest method adopted during the process of evaluation by the student including disorderly conduct, plagiarism, etc.

Standing Committee on Unfair Means : it means the Standing Committee appointed **by** the Academic Council to deal with the cases of use of unfair means by the students.

2. Constitution of the Standing Committee:

(a) On the recommendations of the Vice-Chancellor, the Academic Council shall constitute a Standing Committee consisting of the following:

(i) Two Deans; and

(ii) The Dean of the School from where the case of use of unfair means by student(s) reported;

Provided that the Academic Council shall delegate to the Vice-Chancellor the power to nominate another Dean to be the member of the Committee if the reported case of the student(s) happens to be from the School whose Dean is already represented in the Committee.

(b) An Officer of the University nominated by the Vice-Chancellor will function as non-member Secretary of the Committee.

3. Any student of the University who is reported to have indulged in use of unfair means in any aspect of process of evaluation shall be liable for disciplinary action as may be determined by the Standing Committee.

4. (a) A faculty member who finds a student indulging in use of unfair means shall report in writing to the head of the department with copies to the Dean concerned and the designated officer for placing the matter before the Standing Committee for its appropriate consideration and direction.

(b)) The Department/School concerned shall forward their views to the Standing Committee within 15 days of the receipt of the communication from the faculty member. In case, no

views are received from the Department/Centre/School concerned, the Standing Committee shall proceed with the case without waiting any further.

5. The Committee shall provide fair and reasonable opportunity to the student involved to prove his/her innocence before pronouncing him/her guilty.
 6. Without prejudice to the powers of the Proctor, the Committee shall be entitled to exercise such powers in respect of disciplinary action against such students as may be delegated to it by the Vice-Chancellor.
 7. A student aggrieved against the disciplinary action taken by the Committee shall be entitled to make an appeal to the Vice-Chancellor within 30 days of communicating such action to the student concerned. The decision of the Vice-Chancellor in the matter shall be final and binding.
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* Approved and adopted by the Executive Council vide item no.13 at its meeting held on 03.09.2011.

INSTITUTING A 3-MONTH TRAINING PROGRAMME IN ANALYTICAL PROGRAMME FOR VISUALLY CHALLENGED *

1. Objectives :

- (a) To train the visually challenged person in the use of analytical techniques by adopting the special technology developed for the purpose (e.g. Mansingh Visionmeter);
- (b) To provide employment opportunities to visually challenged persons in a field which was hitherto considered beyond their capabilities;
- (c) To empower the visually challenged persons and enable them to join the mainstream of the society.

2. Admission :

- 2.1 All visually challenged persons who have passed 10+2 are eligible to be admitted to the programme.
- 2.2 Preference shall be given to those who had science subject at the 10th standard level.
- 2.3 Industries/establishments/organizations employing visually challenged persons may sponsor such persons to undergo this programme.

3. Curriculum :

Curriculum shall consist of approximately 1/3rd of the time in classroom teaching and 2/3 in practical/laboratory training.

4. Evaluation :

- 4.1 The trainees shall be assessed both for their theoretical knowledge as well as for their practical hands on skills on a continuous basis.
- 4.2 The final assessment shall consist of an oral examination and a practical examination.
- 4.3 The trainees shall be graded with grades A, B or C depending upon the results.

5. Certificate :

At the end of the training programme, the successful trainees shall be awarded a certificate indicating the grade obtained.

* Approved and adopted by the Executive Council vide item no.13 at its meeting held on 03.09.2011.