

REVISED ORDINANCE-1*

EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE AND POWERS AND FUNCTIONS OF THE VICE CHANCELLOR

(Under Section 28(0) of the Act and
Statute 2(6)(iii) of Statutes of the Central Universities Act, 2009)

SALARY

- 1) Pay as notified by the University Grants Commission/Central Government from time to time.
- 2) Dearness and other Allowances as notified by the Central Government from time to time other than House Rent Allowance.
- 3) The Vice Chancellor shall be entitled to such terminal benefits and allowances as fixed by the Central Government from time to time.
- 4) The Vice Chancellor shall be entitled to the reimbursement of medical expenses incurred on the medical treatment of himself and his family members obtained for the Private OPD/Private Wards of any approved Hospital / Nursing Home as approved by the University.
- 5) The Vice Chancellor shall be entitled to receive TA, LTC etc. as per UGC Guidelines and approved by the Central Government from time to time.

Leave:

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

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

- 1(b) The leave at the credit of the Vice Chancellor at the close of the previous half year shall be carried forward to the new half year, subject to the condition that the leave, so carried forward plus the credit for that half year, does not exceed the maximum limit of 300 days.
- 1 (c) The Vice Chancellor, on relinquishing the charge of his/her office, shall be entitled for the number of days equivalent of the leave Salary admissible for the number of days of Leave on Full Pay due to him at the time of his relinquishing of charge, subject to a maximum of 300 days, including encashment benefit availed of elsewhere.
- 1 (d) The Vice Chancellor shall also be entitled to Half Pay Leave at the rate of 20 days for each completed year of service. The Half-Pay Leave may also be availed of as commuted Leave on production of Medical certificate, provided that when such commuted leave is availed of, twice the amount of Half-Pay Leave shall be debited against the Half-Pay Leave due.
- 1 (e) The Vice Chancellor shall also be entitled to avail himself of Extra-Ordinary Leave without pay for a maximum period of three months during the full term of five years on medical grounds or otherwise.

2. In case the Vice Chancellor is appointed for a further term, the leave period mentioned above, shall apply separately to each term.
3. During the period of such Leave, the Vice Chancellor shall be entitled to the same Salary, Honorarium and Allowances and such other facilities of services as may have been provided.
4. In the case of any absence of the Vice Chancellor occasioned by any call by the Central or State Government, Public Service, or on Deputation on behalf of the University for any public purpose, the period, so spent shall be treated on duty.
5. Where an employee of the University is appointed as the Vice Chancellor, he/she shall be allowed to avail himself of any Leave at his credit before his/her appointment as the Vice Chancellor. Similarly, on his/her relinquishing the post of the Vice Chancellor and in event of his/her re-joining his/her old post, he /she shall be entitled to carry back the Leave at his/her credit to the new post.
6. Further, he/she may be allowed to contribute to any provident fund of which he/she is a member and the University shall contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his / her appointment as Vice Chancellor.
7. If a person employed in another institution is appointed the Vice Chancellor on Deputation, he/she shall be entitled to Salary, Allowances, Leave and leave Salary as per deputation Rules of the institution to which he/she was entitled prior to his/her appointment as the Vice Chancellor and till he/she continues to hold his/her lien on this post. The University shall also pay Leave Salary, Provident Fund, Pension Contributions to the Institution, where he/she is permanently employed, as admissible under the Rules.

Amenities

- 1) The Vice Chancellor shall be entitled to have water, power and rent free furnished residential accommodation with such furniture, as may be approved by the University. The premises of his/her lodging will be maintained by the University.
- 2) The Vice Chancellor shall be entitled to the facility of a free official car. He shall also be entitled to mobile phone and free telephone (with STD and ISD) service at his/her residence.
- 3) The Vice Chancellor shall be entitled to two attendants and one cook at his/her residence.**

POWERS AND FUNCTIONS

The Vice-Chancellor is the Chief Executive and Academic Head of the University and as such his / her powers and duties include, among others, the following:-

1. To ensure that the provisions of the Act, Statutes, Ordinances and Regulations are fully observed;
2. To delegate his powers for day-to-day work to the Pro-Vice-Chancellor(s). Deans, Heads

of the Departments and other offices who should act on the basis of clear rules laid down in this regard;

3. To ensure that the routine items regarding creation of temporary posts for short duration and sanction of leave etc. should not normally be referred to the Executive council;
4. To make appointments of Deans, Heads, Proctors, Dean of Students' Affairs and Wardens etc. The appointment of the Pro-Vice-Chancellor (or Rector) and equivalent officers, however, may be made as per the provisions of the Act and Statutes.
5. Power, not to act upon any decision of any authority, if he is of the opinion that it is ultra virus of the provisions of the Act or Statutes or Ordinances or that such a decision is not in the best interests of the University. In both the cases he could ask the authority concerned to review the decision and if differences persist, the matter be referred immediately to the Visitor whose decision shall be final and binding on the Vice Chancellor.
6. As the Chairman of the authorities, bodies and committees of the University, he shall be empowered to suspend a member from the meeting of the authority, body or committee for persisting to obstruct or stall the proceedings or for indulging in behavior unbecoming of a member.
7. All the disciplinary powers in regard to students and employees shall vest with the Vice-Chancellor. He shall have the powers to suspend an employee and initiate disciplinary action against him. However, the Vice-Chancellor could delegate these powers to other officers.
8. He shall be responsible for holding and conducting the university examinations properly at the scheduled time and for ensuring that results of such examinations are published expeditiously and that academic sessions of the university start and end on proper dates.
9. In an emergent situation to take any action on behalf of any authority in which the power is vested and to report the action taken in the next meeting of the authority.
10. He shall be empowered to allocate responsibilities and to audit the performance of officers, faculty members, staff and students against the expected standards.
11. Managing the people (including students and academic staff), in a manner whereby there is a positive impact on society at large and the actions are in accordance with the overall plans of development.
12. To exercise all administrative and financial powers as defined in Statutes/ Ordinance.
13. He/she shall pass such Orders and take such measures that are necessary to implement any of the above.

***Revised Ordinance passed by the Executive Council at its 12th Meeting held on 16-09-2013 as per advice of the UGC/MHRD.**

REVISED ORDINANCE-2*

EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE AND POWERS AND FUNCTIONS OF THE PRO VICE CHANCELLOR

(Under Section 28(0) and Statute 4(3) of Statutes of the Central Universities Act, 2009)

1. The Pro Vice Chancellor shall receive Pay & Allowances as notified by the Central Government from time to time.
2. Where an employee of this university or any other Institution / Government and its organizations is appointed as Pro Vice Chancellor, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/ Contributory Provident Fund/ Pension /Gratuity /Transfer TA) to which he was entitled prior to his appointment as Pro Vice Chancellor, and till he/she shall continue to hold his/her lien on that post.
3. The Pro Vice Chancellor shall be entitled to the reimbursement of medical expenses as approved by the University from time to time.
4. The Pro Vice Chancellor shall be entitled to receive TA, LTC, etc. as per UGC guidelines and approved by the Central Government from time to time.
5. The Pro Vice-Chancellor shall be entitled to free furnished residential accommodation, if appointed on full time basis. However, he will not be entitled to House Rent Allowance. He shall also be entitled to an attendant at his/ her residence.
6. The Pro-Vice Chancellor shall be entitled to the facility of a staff car for journey performed between office and his/her residence. He shall also be entitled to mobile phone and free telephone (with STD and ISD) service at his/her residence.

7. Leave:

- a) The Pro Vice Chancellor shall be entitled to leave on full pay at the rate of 30 days in the calendar year. The leave shall be credited to his/her account in advance in two half yearly installments of 15 days each on the first day of January and the first day of July every year.**

Provided that if the Pro Vice-Chancellor assumes or relinquishes the charge of the office of the Pro Vice Chancellor during the currency of half year, the leave shall be credited proportionately at the rate of 2^{1/2} days for each completed month of service.

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

- c) The Pro Vice Chancellor, on relinquishing the charge of his/her office, shall be entitled to receive a sum equivalent of the Leave Salary admissible for the number of days of Leave on Full Pay due to him at the time of his relinquishing of charge, subject to a maximum of 300 days, including encashment benefit availed of elsewhere.**

- d) The Pro Vice Chancellor shall also be entitled to Half Pay Leave at the rate of 20 days for each completed year of service. The Half-Pay Leave may also be availed of a commuted Leave on production of Medical certificate, provided that when such commuted leave is availed of is availed, twice the amount of Half-Pay Leave shall be debited against the Half-Pay Leave due.**

- e) In case the Pro Vice Chancellor is appointed for further term, the leave period mentioned above, shall apply separately to each term.**

- f) *During the period of such Leave, the Pro Vice Chancellor shall be entitled to the same Salary, Honorarium and allowances and such other facilities of services as may have been provided.*
- g) *In the case of any absence of the Pro Vice Chancellor occasioned by any call by the Central or State Government, Public Service, or on Deputation on behalf of the University for any public purpose, the period so spent shall be treated as on duty.*
- h) *Where an employee of the University is appointed as the Pro Vice Chancellor, he/she shall be allowed to avail himself of any Leave at his credit before his/her appointment as the Pro Vice Chancellor. Similarly, on his/her relinquishing the post of the Pro Vice Chancellor and in event of his/her re-joining his/her old post, he/she shall be entitled to carry back the Leave at his/her credit to the new post.*
- Further he/she may be allowed to contribute to any provident fund of which he/she is a member and the University shall contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his/her appointment as Pro Vice-Chancellor.*
- i) *It a person, employed in another institution, is appointed the Pro Vice Chancellor on Deputation, he/she shall be entitled to salary, Allowances, leave and leave salary as per deputation rules of the institution to which he/she was entitled prior the his/her appointment as the Pro Vice Chancellor and till he/she continues to hold his/her lien on this post. The University shall also pay leave salary, provident fund, and Pension contributions to the institution, where he/she permanently employed, as admissible under the Rules.*
8. The Pro Vice Chancellor shall be governed by the CCS (Conduct) Rules of the Government of India as applicable from time to time.

POWERS AND FUNCTIONS:

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

***Revised Ordinance passed by the Executive Council at its 12th Meeting held on 16-09-2013 as per advice of the UGC/MHRD.**

REVISED ORDINANCE-3*

EMOLUMENTS AND TERMS & CONDITIONS OF SERVICE OF THE REGISTRAR

(Under Section 28 (o) of the Act and 6(3) of Statutes of the Central Universities Act, 2009)

1. The Registrar shall be a whole-time salaried officer appointed on the basis of direct recruitment on the recommendation of a Selection Committee constituted for the purpose for a tenure of five years which can be renewed for a similar term by the Executive Council and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.

Provided that the Registrar shall retire on attaining the age of sixty-two years.

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

2. The terms and conditions of service of the Registrar shall be such as prescribed for other non-teaching officers of the University.
3. If the services of the Registrar are borrowed from Government or any other organization/Institution, the terms and conditions of his/her service shall be governed by the deputation rules of the Government of India.
4. The Registrar shall be entitled to unfurnish residential accommodation for which he shall not entitle to House Rent Allowance for which he shall pay a prescribed license fee. He is also entitled to mobile and free telephone (with STD & ISD) service at his/her residence.
5. A Registrar on deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.
6. The Registrar shall be entitled to such Leave, Allowances, Provident Fund and other, terminal benefits as prescribed by the University from time to time for its non-teaching staff.
7. The Registrar shall be entitled to the facility of staff car between the office and his/her residence.
8. The Registrar shall be entitled to receive TA, LTC, etc. as per UGC Guidelines and approved by the Central Government from time to time.
9. The Registrar shall be governed by the CCS (Conduct) Rules of the Govt. of India as applicable from time to time.
10. The Registrar may at any time terminate his engagement by giving three months notice (or pay in lieu of notice period) to the Executive Council of the University.
11. The Register can be removed from office:
 - a) if she/he has been found to be maintaining indifferent health for long period of time so as to adversely affect the working of the office of the Registrar.

- b) If she/he has been found to work against the interest of the University.

The Vice Chancellor shall constitute a Committee comprising of members not below the rank of Professor on the matter and shall place the recommendation of the Committee to the Executive Council, which resolution shall be final. In the case of removal, at least three fourth of the total members of the Executive Council must be present, of which at least three fourth should be in favour of the resolution for removal. The Chairman may exercise a casting vote.

***Revised Ordinance passed by the Executive Council at its 12th Meeting held on 16-09-2013 as per advice of the UGC/MHRD.**

REVISED ORDINANCE-4*

EMOLUMENTS AND TERMS & CONDITIONS OF SERVICE OF THE FINANCE OFFICER

(Section 28 (o) of the Act and Statute 7(3) of Statutes of the Central Universities Act, 2009)

1. The Finance Officer shall be a whole-time salaried officer appointed on the basis of direct recruitment on the recommendations of a Selection committee constituted for the purpose for a tenure of five years which can be renewed for a similar term by the Executive Council and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.

Provided that if the Finance Officer is appointed on deputation basis from an organization / Accounts/ Audit service cadre, his/her salary shall be such as admissible to him/her according to the rules of deputation of service to which he/she belongs.

Provided that the Finance Officer shall retire on attaining the age of sixty-two years.

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

2. The terms and conditions of service of the Finance Officer shall be such as prescribed for other non-teaching officers of the University.
3. If the services of the Finance Officer are borrowed from Government or any other organization/Institution, the terms and conditions of his/her service shall be governed by the deputation rules of the Government of India.
4. A Finance Officer on deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.
5. The Finance Officer shall be entitled to unfurnish residential accommodation for which he shall not be entitled to House Rent Allowance for which he shall pay a prescribed license fee. He is also entitled to a mobile phone and free telephone (with STD & ISD) service at his/her residence.
6. The Finance Officer shall be entitled to the facility of staff car between the office and his/her residence.
7. The Finance Officer shall be entitled to such Leave, Allowances, Provident Fund and other terminal benefits as prescribed by the University from time to time for its non-teaching staff.
8. The Finance Officer shall be entitled to receive TA, LTC, etc. as per UGC guidelines and approved by the Central Government from time to time.
9. The Finance Officer shall be governed by the CCS (Conduct) Rules of the Government of India as applicable from time to time.
10. The Finance Officer may at any time terminate his engagement by giving three months notice (or pay in lieu of notice period) to the Executive Council of the University.

11. The Finance Officer can be removed from office:

- a) if she/he has been found to be maintaining indifferent health for long period of time so as to adversely affect the working of the office of the Finance Officer.
- b) If she/he has been found to work against the interest of the University.

The Vice Chancellor shall constitute a Committee comprising of members not below the rank of Professor on the matter and shall place the recommendation of the Committee to the Executive Council, which resolution shall be final. In the case of removal, at least three fourth of the total members of the Executive Council must be present, of which at least three fourth should be in favour of the resolution for removal. The Chairman may exercise a casting vote.

***Revised Ordinance passed by the Executive Council at its 12th Meeting held on 16-09-2013 as per advice of the UGC/MHRD.**

REVISED ORDINANCE-5*

EMOLUMENTS AND TERMS & CONDITIONS OF SERVICE OF THE CONTROLLER OF EXAMINATIONS (Under Section 28 (o) of Act and Statute 8(3) of Statutes of the Central Universities Act, 2009)

1. The Controller of Examinations shall be a whole-time salaried officer appointed on the basis of direct recruitment on the recommendation of a Selection committee constituted for the purpose for a tenure of five years which can be renewed for a similar term by the Executive Council and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.

Provided that if the Controller of Examinations is appointed on deputation basis from any organization his/her salary shall be such as admissible to him/her according to the rules of deputation of service to which he/she/she belongs.

Provided that the Controller of Examinations shall retire on attaining the age of sixty two years.

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

2. The terms and conditions of service of the Controller of Examinations shall be such as prescribed for other non teaching officers of the University.
3. If the services of the Controller of Examinations are borrowed from Government or any other organization / Institution, the terms and conditions of his/her service shall be governed by the deputation rules of the Government of India.
4. A Controller of Examinations on deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.
5. The Controller of Examinations shall be entitled to unfurnish residential accommodation for which he will not be entitled to House Rent Allowance **for which he shall pay a prescribed license fee**. He is also entitled to mobile phone and free telephone (with STD & ISD) service at his/her residence.
6. The Controller of Examinations shall be entitled to such Leave, Allowances, Provident Fund and other, terminal benefits as prescribed by the University from time to time for its non teaching staff.
7. The Controller of Examinations shall be entitled to the facility of staff car between the office and his/her residence.
8. The Controller of Examinations shall be entitled to receive TA, LTC, etc. as per UGC guidelines and approved by the Central Government from time to time.
9. The Controller of Examinations shall be governed by the CCS (Conduct) Rules of the Government of India as applicable from time to time.
10. The Controller of Examinations may at any time terminate his engagement by giving three months notice (or pay in lieu of notice period) to the Executive Council of the University.
11. The Controller of Examinations can be removed from office:

- a) if she/he has been found to be maintaining indifferent health for long period of time so as to adversely affect the working of the office of the Controller of Examinations.
- b) If she/he has been found to work against the interest of the University.

The Vice Chancellor shall constitute a Committee comprising of members not below the rank of Professor on the matter and shall place the recommendation of the Committee to the Executive Council, which resolution shall be final. In the case of removal, at least three fourth of the total members of the Executive Council must be present, of which at least three fourth should be in favour of the resolution for removal. The Chairman may exercise a casting vote.

***Revised Ordinance passed by the Executive Council at its 12th Meeting held on 16-09-2013 as per advice of the UGC/MHRD.**