

FOR REFERENCE ONLY

HIMACHAL PRADESH UNIVERSITY  
SHIMLA



NIEPA DC



D10837

HAND BOOK

Volume-II

[The First Ordinances of  
Himachal Pradesh University, 1973]

(As amended upto September, 1991)

1991

- 5002

375 5 006

**LIBRARY & DOCUMENTATION CENTRE**  
**National Institute of Educational**  
**Planning and Administration.**  
17-B, Sri Aurobindo Marg,  
New Delhi-110016

DOC, No ..... D-10837  
Date ..... 29-08-2000

*Printed and Published by :*

Registrar, H. P. University, Shimla at Goel's Press, Shimla  
Phone : 72910

## CONTENTS

<i>Ordinance</i>	<i>Subject</i>	<i>Page</i>
Chapter XXI		
21.1-5	Advisory System for Students	1
Chapter XXII		
Residence, Health, Physical Welfare, Conduct and Discipline of Students		
22.1-3	Committees	2
22.4-9	Residence of Students	3-4
22.10-11	Health of Students	4-5
22.12-14	Physical Welfare of Students	5-6
22.15-17	Conduct and Discipline	6-8
22.18-22	Rustication and Expulsion of Students	8-9
Chapter XXIII		
Other Members and Chairmen Departments of Studies		
23.1	Other members of Departments of Studies	10
23.3	Chairman of Departments of Studies	10-11
Chapter XXIV		
Faculties		
24.1	Chairman and Quorum	12
24.2	Secretaries	12
24.3	Powers, Duties & Functions	12-13
24.4-5	Difference of opinion and prohibition	13
24.6	Joint meeting	13
Chapter XXV		
Boards of Studies		
5.1	Boards of Studies	14
5.2-3	Composition	14-15

(ii)

<i>Ordinance</i>	<i>Subject</i>	<i>Page</i>
25.4	Term of office	15-18
25.5	Bar	18
25.6	Meetings	18
25.7-11	Duties and Functions	18-20

Chapter XXVI

Professors and Readers of the University

26.1	Duties and Functions	21
------	----------------------	----

Chapter XXVII

Officers of the University

27.1-2	Dean of Studies	22
27.3-4	Dean of Students' Welfare	22-23
27.5-6	Registrar	23-24
27.7	Controller of Examinations	24
27.8-9	Finance Officer	24-25
27.10-14	Librarian	25-26
27.15	Secretary to Vice-Chancellor	27
27.16	Dean of Colleges-cum-Director College Development Council	27-28

Chapter XXVIII & XXIX Deleted

Chapter XXX

Election to the Authorities of the University from out of the Teachers, the Registered Graduates, Students and Employees.

30.1-9	Registers of Voters	29-31
30.10-17	Registration of Graduates	32-34
30.18-40	Election Procedure	34-41
30.41-42	Election Petitions	41-42
30.43-56	Counting Procedure (transferable vote)	43-50
30.57-62	Counting Procedure (Other than S. T. Vote)	50-52
30.54	Schedule and Result Sheet	52-59

(iii)

<i>Ordinance</i>	<i>Subject</i>	<i>Page</i>
Chapter XXXI		
Award of Fellowships, Scholarships, Medals and Prizes		
31.1	Basis	60
31.2-13	Fellowships	60-64
31.14	Scholarships, Studentships and Exhibitions	64-69
31.15-20	Medals and Prizes	69-70
31.21-22	Stipends	70-71
31.23	Leave Rules	71-72
Chapter XXXII		
32.1-2	Religious Instructions	73
Chapter XXXIII		
33.1-2	Management of Colleges and Institutions maintained by the University	74-75
Chapter XXXIV		
Sports and Co-Curricular Activities Council		
34.1	Aims and Objects	76
34.2	Membership	76-77
34.3	Duties and Functions	77
34.4	Selection of President & Vice-President	77
34.5.A-8	Executive Board	78-80
34.9	Duties, Functions and Powers of Office- Bearers	80
34.10	Funds	81
34.11-13	Meetings	81-82
34.14-15	Accounts and Supervision	82-83
Chapter XXXV		
Conditions of Service and Conduct Rules for Employees of the University		
35.1	Classification of Employees	84
35.2-6	Execution of Agreement	85-86

(iv)

<i>Ordinance</i>	<i>Subject</i>	<i>Page</i>
35.7	Competent Authorities	86
35.8-10	Qualifications	86
35.11-12	Appointment Procedures	87-88
35.13-15	Probation and Confirmation	88
35.16-36-A	Conduct Rules	89-95
35.37	Service Record	95
35.38-41	Increments	95-97
35.42-44-A	Compulsory Retirement	97-98
35.45-50	Suspension	98-100
35.51	Penalties	100
35.52	Removal	100-101
35.52-A	Appeal	101
35.53-70	Special Provisions for Employees in Category 'A'	102-116
35.53	Pay-Scales	102
35.54	Qualifications	102-112
35.56	Appointments	112
35.58	Options	112-113
35.61	Age of Superannuation	113
35.63	Evaluation of Work Agreement Forms	114-121

#### Chapter XXXVI

#### Leave Rules for Employees of the University

36.1-7	Leave	122-124
36.8	Kinds of Leave	124
36.9	Casual leave	124
36.10	Earned leave/Privilege leave	125
36.11	Half pay leave	125
36.12-13	Leave not due	125-126
36.14	Commuted leave	126-127
36.15	Maternity leave	127
36.16	Extra-ordinary leave	127
36.16-A	Special Casual Leave	127
36.17-24	Additional Leave Rules for Teachers	127-132
36.18-19	Vacation	127-128

<i>Ordinance</i>	<i>Subject</i>	<i>Page</i>
36.20	Privilege leave	128-129
36.21	Extra-ordinary leave	129
36.22	Study leave	129-131
36.23	Sabbatical leave	131-132
36.24	Duty leave	132
36.25-31	Additional Leave Rules for other Employees	132-134
36.26	Earned leave	132
36.27	Extra-ordinary leave	133
36.28	Special Provision	133-134
36.29	Compensatory Leave	134
36.30	Leave preparatory	134

## Chapter XXXVII

## Contributory Provident Fund Rules

37.2	Definitions	135-136
37.3	Constitution and Management	136-137
37.4	Condition and Rates of Subscription	137-138
37.5	Realisation of Subscription	138
37.6	Contribution by the University	139
37.7	Interest	139
37.8	Nomination	139-140
37.9	Advance	141-143
37.11	Non-refundable advance	143
37.12-13	Payment of Accumulation/Deductions	143-146
37.14	Maintenance of Accounts	146-147
37.15-16	Closing of Accounts/Dead Accounts Forms of Nomination	147 147-152

## Chapter XXXVIII

Affiliation and Recognition of Colleges  
and Institutions

38.1-4	Affiliation	153
38.5-6	Conditions	153-164
38.7-11	Committee of Inspection	164-165
38.12	Cancellation of Affiliation	165

<i>Ordinance</i>	<i>Subject</i>	<i>Page</i>
38.13-16	Extension of Affiliation or Recognition	165-166
38.17-18	Withdrawal of Affiliation or Recognition	166
38.5-B-(d)	Rules relating to teachers of Non-Government affiliated Colleges	166 208
	<i>Rule</i>	
2	Appointment—Qualifications	167
3	Manner of appointment	167-168
4	Probation	169
5	Contract	169
6	Temporary	170
7	Pay scales	170
8	Payment of Salary	170
9	Increment	170
10	Vocation Salary	170-171
11	Service Record	171
12	Retirement	172
13-26	Conduct Rules	172
27-36	Termination/Suspension/Penalties	175-178
37	Arbitration Tribunal	178 179
38-54	Leave Rules	179-185
55-69	Provident Fund Rules Forms	185-208

## Chapter XXXIX

39.1-13	Privilege of Association to Institutions for Certificate in Modern Indian Languages and Certificats and Degrees in Classical Indian Languages (Sanskrit) Examination	209-212
---------	--	---------

## Chapter XL

40.1-4	Privilege to send Women Students as Private Candidates to the Pre-University and B.A. Examination	213-214
--------	---	---------

## Chapter XLI

41.1-8	Admission to Degrees	215-219
--------	----------------------	---------



(vii)

<i>Ordinance</i>	<i>Subject</i>	<i>Page</i>
<b>Chapter XLII</b>		
<b>Amalgamated Fund of Students and Powers of Principals of Colleges</b>		
42.1	Administration of Fund	220
42.2	Purposes	220-223
42.3	Powers of Principals	223
<b>Chapter XLIII</b>		
43.1.3	Fees, Fines and Other Charges	223
<b>Chapter XLIV</b>		
<b>College Development Council</b>		
44.1	Composition	225
44.2	Meetings	225
44.3-7	Functions	225-228



## **Chapter XXI**

### **ADVISORY SYSTEM FOR STUDENTS**

21.1. At the time of admission, the Chairman of the University Department of Studies or of a college affiliated to or maintained by the University, shall assign an Advisor to each student.

21.2. The Advisor shall help the student in planning the programme of his study and in the choice of courses. He shall also help the student in determining the load which he can safely carry and advise him in the matter of addition or withdrawal of courses, wherever necessary.

21.3. Every student shall be expected to keep constantly in touch with his Advisor, particularly so during the early days of session and after the announcement of the result of the mid-term/mid-trimester examinations.

21.4. If an Advisor finds that the student is not making satisfactory progress in any course, it shall be his duty to advise the student in consultation with the teacher teaching the course concerned, on the lines the student should work to make up the deficiency and if that be not possible, to advise the student to withdraw from that particular course.

21.5. The Advisor shall, from time to time, inform the parent/guardian about the conduct, the progress or otherwise of the student in his programme of studies and the interest taken by the student in other activities in which he may be participating.

## Chapter XXII

### RESIDENCE, HEALTH, PHYSICAL WELFARE, CONDUCT AND DISCIPLINE OF STUDENTS

22.1. There shall be a Committee for residence, health, physical welfare, conduct and discipline of students which shall consist of the following :—

1. Vice-Chancellor.
2. Dean of Studies.
3. Principal of the Medical College
4. Director of Physical Education and Youth Programmes.
5. University Medical Officer.
6. Two Principals of affiliated Government Colleges to be nominated by the Executive Council.
7. One Principal of affiliated non-Government Colleges to be nominated by the Executive Council.
8. One member of the Executive Council to be nominated by the Executive Council.
9. Dean of Students' Welfare – *Member Secretary*.
10. Secretary of the Students' Council.

22.2. The members of the Committee other than the ex-officio, shall hold office for a term of three years and shall be eligible for reappointment.

22.3. The Committee shall have the following function :—

- (a) To advise the University and the colleges admitted to its privileges on all matters relating to the residence, health physical welfare, conduct and discipline of students and to frame rules in this behalf.
- (b) To submit to the Executive Council an annual general report as regards all matters relating to the residence, health, physical welfare, conduct and discipline of students.
- (c) To discharge such other duties as may be assigned to it by the Executive Council or the Vice-Chancellor.

## RESIDENCE OF STUDENTS

22.4. Every under-graduate student, unless he is a student of Correspondence Courses, or of an evening college, or the evening classes attached to a college, not residing with his parents/guardian, shall reside during the teaching session :

- (a) in a hostel of the college ; or
- (b) in a University hostel ; or
- (c) in a hostel of any other college ; or
- (d) in a hostel recognised by the University.

For the purpose of residence, the term 'guardian' shall mean the legal guardian or a near relative of responsible age and position or a person declared in writing by the parent to be the student's guardian, or in the absence of any of these, a person approved as guardian by the Head of the Institution ;

Provided in any special case, the Head of the Institution may exempt a student from the operation of this rule.

22.5. A student studying in a post-graduate class may be permitted by the Chairman of the Department/Institution to select his own place of residence, subject to any condition which may be considered necessary in the circumstances of the case.

22.6. Every college shall provide residential accommodation for such percentage of its students, as the Executive Council may, from time to time, determine.

22.7. If no accommodation is available in a college or University hostel, a student may be permitted to live in a lodge approved by the Head of the Institution ;

Provided that the keeper of lodge undertakes :

- (i) to reserve the lodge for college students;
- (ii) to permit inspection at any time by the Head of the Institution or any other person authorised by the Vice-Chancellor ;
- (iii) to abide by the requirements as may be laid down by the Committee for Residence, Health, Welfare, Conduct

and Discipline of Students regarding the maintenance and supervision of lodges ;

- (iv) to ensure that no student is required to attend religious instruction or religious observances against his wishes or the wishes of his parent or guardian;
- (v) to maintain and to produce for inspection, when called for, a register of attendance;
- (vi) to ensure that no student expelled or rusticated from a college or University Department is admitted in the lodge; and
- (vii) to ensure that no student is admitted without the approval in writing of the Head of the Institution concerned.

22.8. Every Head of the Institution shall maintain an up-to-date register of the residences of his students.

22.9. (a) Every Head of Institution shall make suitable arrangements for the supervision of his students not staying with their parents or guardians and not living in the college or University Hostel.

(b) Within one month of the last date of admissions, every Institution shall send to the Registrar a general statement of the residence of its students, under different heads, for information of the Committee.

#### HEALTH OF STUDENTS

22.10. (a) Each Institution shall appoint a Medical Officer, who shall be a graduate in Medicine of an Indian or Foreign University, and registered as a medical practitioner, to look after the health of the students.

(b) It shall be the duty of the Medical Officer to visit the Institution for advice and medical assistance at least twice in a week and on such occasion as may be necessary.

(c) At least once in each academic year, the Medical Officer, assisted by the Director of Physical Education or the Lecturer in Physical Education of the Institution, shall conduct physico-medical examination of every student of the Institution.

(d) The physico-medical examination of women students shall be conducted by lady doctors only.

(e) After examination the Medical Officer shall :

- i) record the result of the physico-medical examination of each student;
- ii) give medical advice and assistance to each student as he may consider necessary;
- iii) invite the attention of the Head of the Institution to all cases of serious nature for necessary action at his own end and for the information of the parent/guardian of the student.

(f) A statement of the general result of the physico-medical examination, with the Medical Officer's recommendations, shall be forwarded by the Head of the Institution to the Registrar for the information of the Committee.

22.11. Every student on the rolls of a college shall pay an annual medical fee of such amount as may be fixed by the Committee, provided that the Principal may exempt a student from the payment of such fee; and provided that the fee shall be utilised for the purpose of physico-medical examination and medical assistance to students and for no other purpose.

## PHYSICAL WELFARE OF STUDENTS

22.12. The University shall appoint a whole-time Director of Physical Education and Youth Programmes. He shall be directly responsible to the Vice-Chancellor for organising games, sports, athletics, training camps and other physical activities for the students of the University Campus at Shimla.

22.13. The Director of Physical Education and Youth Programmes shall also :—

- (a) conduct the University tournaments;
- (b) act as the Secretary to the Sports and Co-curricular Activities Council;
- (c) assist the college in working out the schemes of physical training and sports;

- (d) organise the University athletics and the University games;
- (e) advise students regarding their physical development;
- (f) deliver lectures on physical education at the educational centres, according to the programme approved by the Committee.
- (g) be in charge of the gymnasias, play-grounds and physical education equipment of the University; and
- (h) perform such other duties as may be prescribed by the Executive Council, the Committee for Residence, Health, Physical Welfare, Conduct and Discipline of students or the Sports and Co-curricular Activities Council and those assigned to him by the Vice-Chancellor.

22.14. Every student shall pay a sum of Rs. 4/- per annum Sports Fees and Rs. 4/- per annum Youth Welfare fee along with his admission fee, which shall be credited to the Sports & Co-curricular Activities Council for University and Inter-University contests.

### CONDUCT AND DISCIPLINE

22.15. Except in the case of a student of a post-graduate class, the head of each institution shall send reports twice a year to the parent or guardian of the student regarding the following matters :—

- (a) results of the house examinations;
- (b) percentage of attendance at lectures and other classes for which attendance is compulsory;
- (c) health and results of medical inspection;
- (d) any disciplinary fines and punishments imposed; and
- (e) general conduct.

22.16. A student involved in the violation of any of the rules or regulations of the Institution or the University, or in any way involved in any act of indiscipline, may be placed on Conduct Probation by the Head of Institution. A student placed on Conduct Probation, shall not be allowed to represent the Institution or the University in any meet, tournament, youth festival or cultural competition, during the period of his Conduct Probation and shall also



remain suspended from any office that he may be holding in any student organisation. If a student who has been on Conduct Probation on previous occasions, commits an act of indiscipline, he shall be dropped from the rolls of the Institution/University.

22.17. The Dean of Studies in the case of the University Departments of Studies, and the Head of a college or institution affiliated to or maintained by the University, shall have the power to :—

- i)* withdraw any fee or other concessions from,
- ii)* inflict a fine not exceeding Rs. 100/-
- iii)* suspend from attending classes,
- iv)* rusticate, or
- v)* expel a student

according to the nature and gravity of the breach of discipline committed by him :

(a) Ragging means and includes any type of physical or mental torture, done by any individual or group either by words or by conduct which gives an apprehension in the mind of a person that he can not pursue his studies free from any mental disturbance/torture created thereby.

Any person who aids or abets such an action shall also be guilty of ragging.

(b) There shall be no ragging in and outside the teaching departments of the University, Colleges or Institutions affiliated to or maintained by the University or the hostels and also on roads/approaches leading to such Institutions/Hostels.

(c) The Chairman of the Teaching Departments/Heads of the Colleges or Institutions affiliated to or maintained by the University, at the commencement of each session when new admissions take place shall have a written undertaking from every student (old or new) to the following effect : —

I have gone through the rules and regulations regarding ragging and discipline of the University/College/Institution and I hereby

solemnly affirm that I will not indulge in any act of ragging/indiscipline and that if I am found guilty of such offences as are covered under these rules, I will have no claim against the order of the rustication/expulsion from the University/college/Institution.

(d) If a candidate is found indulging in ragging directly or indirectly, the competent authority, after enquiry, if satisfied, shall expel the guilty student (s) from the University/college/Institution.

Provided that an order of rustication or expulsion shall not be passed, unless the student has been given an opportunity to be heard in person and to explain his conduct in writing.

### RUSTICATION AND EXPULSION OF STUDENTS

22.18. Rustication shall mean the loss of one academic year *i.e.* the student concerned shall not be allowed to appear in any University examination during the academic year in which he is rusticated. The actual period of exclusion from the college or institution shall depend upon the time of the year when the rustication order is passed. A rusticated student may, with the permission of the Head of the College or Institution concerned, rejoin his class in the same college or institution at the time of admission in the following academic year.

22.19. A student, who is expelled from a college or institution, shall not be allowed to appear in any University examination during the academic year in which he is expelled and the next following year, and shall not thereafter be re-admitted to the same or any other college or institution without the prior sanction of the Vice-Chancellor.

20.20. Each case of rustication or expulsion shall be reported to the Registrar of the University immediately after the order is passed. A certificate signed by the Dean of Studies/Associate Dean/Head of the College or Institution to the effect that the student had been given adequate and reasonable opportunity to explain his position before the order was passed shall accompany the report.

22.21. (a) The Dean of Studies/Associate Dean/Head of the College or institution, may for reasons to be recorded in writing

revise or review his order within ten days of the original order. The order so passed along with reasons shall be immediately reported to the Registrar of the University.

(b) The Registrar shall bring the revised order to the notice of the Vice-Chancellor.

(c) No order of rustication or expulsion shall be revised after it has been notified under paragraph 22.22 below.

22.22. (a) The Registrar shall on expiry of a period of fifteen days from the date of the order of rustication or expulsion, enter the order in the Register of students and notify it to the Dean of Studies, and to all colleges or institutions affiliated to or maintained by the University and to the other Universities in India.

(b) As soon as rustication or expulsion of a student has been notified by the University his name shall be removed from the rolls of the University Departments of Studies, or the college or institution affiliated to or maintained by the University, as the case may be, and the student shall not pay any fees during the period of rustication or expulsion.

(c) Whenever the Vice-Chancellor is satisfied that the order rusticating or expelling a student requires revision in the light of the facts, which come to his knowledge; he may revise the order and pass such other order as may be considered necessary in the circumstances of the case. The decision of the Vice-Chancellor shall be final.

**Chapter XXIII****OTHER MEMBERS AND CHAIRMEN OF DEPARTMENTS OF STUDIES**

23.1. (a) Besides the members, mentioned in the Statutes, the following also shall be members of a Department of Study :—

- (i) Teachers appointed in an honorary capacity or on special terms. Such teachers shall be eligible to hold office in the University or be members of any authority or body thereof, as if they were whole-time salaried teachers.
- (ii) Part-time teachers in the Department.
- (iii) Persons appointed by the Executive Council as Professors Emeritus.

Provided that the teachers appointed on part time basis (whether honorary or otherwise) shall not be eligible to be members of any Authority or Body of the University. However, teachers appointed in an honorary capacity or on special terms and working on full time basis shall be eligible.

(b) A person appointed as Professor Emeritus shall be provided with facilities for residence, study and research in the libraries and laboratories of the University, as far as possible; he may guide research and deliver lectures on special subjects and shall be entitled to attend the Convocation and to be present in the meetings of the Faculty, Board of Studies and of the Department concerned, but he shall not have the right to vote and shall not be eligible to hold any office in the University or be a member of any authority or body thereof only by virtue of his being a Professor Emeritus.

23 2. Deleted

23.3. A Chairman of Department of Study shall, in addition to any other functions or duties, assigned to him under the Act, Statutes or these Ordinances, perform the following :—

- (i) Make admissions to all courses except LL.M., M. Phil and Registration to Ph.D.

- (ii) ensure proper distribution of research scholars, funds and other facilities amongst teacher/research scholars of the Department;
- (iii) supervise, guide co-ordinate teaching and research work in Department;

However, while ensuring proper distribution of research scholars especially at the Ph.D. level the choice of the scholars regarding guide be given utmost consideration.

- (iv) ensure the smooth working of the Department including the maintenance of discipline;
- (v) submit to the Vice-Chancellor, on dates fixed by him, a general report on the academic activities of the Department and an assessment of the teaching, research and other activities of each teacher and research worker of the Department;
- (vi) help the Dean of Faculty and the Dean of Studies in the Co-ordination of inter Departmental teaching and research;
- (vii) perform such other duties as may be assigned to him from time to time, by the authorities of the University or by the Vice-Chancellor;
  - (a) Provided that for performing the functions mentioned at (i) and (ii) above, and in such other matters as may involve a policy decision, the Chairman of the Department shall take the advice of the Departmental Council consisting of the members of the teaching staff in the Department;
  - (b) Provided further that in case the decision, taken by the Departmental Council is not in conformity with the general policy of the University and the provisions of the Act/Statutes/Ordinances, the matter shall be referred to the Dean of the Faculty/Vice-Chancellor by the Chairman of the Department concerned.
  - (c) Provided further that the Council may appoint sub-committee(s) for any specific purpose.

**Chapter XXIV****FACULTIES**

24.1. The Dean of the Faculty shall be the Chairman at all meetings of the Faculty. In the absence of the Dean, the members present at the meeting shall elect a Chairman for that meeting. One third of the total number of the members of the Faculty shall form the quorum and all matters shall be decided by a majority of votes of the members present and voting. In case of the votes being equally divided, the Chairman shall have a second or casting vote.

24.2. The Vice-Chancellor shall appoint a Deputy Registrar or an Assistant Registrar or a person of equivalent rank as the Secretary of each Faculty. It shall be the duty of the Secretary to call a meeting of the Faculty, whenever required by the Dean to do so and to send copies of proceedings of all meetings to the Registrar, who shall lay them before the Vice-Chancellor for such action as may be considered necessary.

24.3. Subject to the provisions of the Act, the Statutes and the Ordinances, each Faculty shall have the following powers, duties and functions :—

(a) to make recommendations to the Academic Council regarding ;

- (i) formulation, modification and revision of courses of study, syllabi and curricula and prescription of text books and teaching methods ;
- (ii) prescription of minimum qualifications required for admission to various examinations ;
- (iii) laying down the system of examination, evaluation, holding of examinations or tests ;

(b) to make recommendations to the Academic Council, who in turn shall make recommendations to the Executive Council regarding :

- (i) starting, organising and abolition of colleges, departments, specialised centres and institutes maintained by the University ;
  - (ii) creation or abolition of teaching and research posts ;
  - (iii) conditions for granting and conferring of degrees, academic distinctions, diplomas and certificates ;
  - (iv) drafting of Statutes and Ordinances relating to various examinations assigned to the Faculty ;
- (c) to act as a co-ordinating agency between the different Boards of Studies for subjects relating to the Faculty :
- (d) to approve programmes for teaching and research in the inter-disciplinary areas, as recommended by the Heads of Divisions :
- (e) to perform such other duties and functions as the Executive Council and the Academic Council may from time to time assign.

24.4. No Faculty shall take any decision on any of the matters referred to in paragraph 24.3 without considering the recommendations of the concerned Board(s) of Studies. In case the Faculty does not agree with the recommendations of the Board(s) of Studies, it shall refer the matter back to the concerned Board(s) of Studies with its views for re-consideration, and in case the difference of opinion cannot be resolved even then, the matter shall be referred to the Academic Council, whose decision shall be final.

24.5. No matter affecting any Faculty shall be disposed of by the Academic Council or the Executive Council without its having been first referred to the concerned Faculty or Faculties for opinion. In case of doubt the Vice-Chancellor shall decide what matter shall be referred under this paragraph to any Faculty.

24.6. In the interest of inter-disciplinary study and research, the Vice-Chancellor may whenever he considers it necessary, call a meeting of the Deans of Faculties or a joint meeting of two or more Faculties.

**Chapter XXV****BOARDS OF STUDIES**

25.1 There shall be two Boards of Studies, one each for a subject or group of subjects at the undergraduate and Post-graduate level :

Provided that the Boards of Studies in Commerce and Management Studies, Education, Law, Microbiology, Medical Science and Ayurveda shall cover all the subject in those Faculties :

Provided further, that there may be one Board of Studies for the following group of subject :

- (i) History and Ancient Indian History and Culture.
- (ii) Mathematics and Statistics.

Provided further that there shall be one Board of Studies in each discipline of Engineering and Technology.

25.2. The composition of the Board of Studies for the subjects or groups of subjects taught in the under-graduate classes shall be as under :—

- (i) Chairman of the Department of the subject concerned in the University or if there is no such Department in the University, the Principal, if any, as per clause (ii) below or in his absence, the senior-most Lecturer. Chairman
- (ii) One Principal, if any, teaching the subject, by rotation on the basis of seniority.
- (iii) Three Lecturers from Colleges affiliated to the University, by rotation on the basis of seniority.
- (iv) One Lecturer from H.P. University Evening College, Shimla by rotation on the basis of seniority.
- (v) One Lecturer from the Directorate of Correspondence Courses, by rotation on the basis of seniority



- (vi) Not more than two experts to be nominated by the Vice-Chancellor.

Provided that the senior most person from the colleges shall be designated as the Member-Secretary of the Board of Studies concerned in each subject.

25.3. The composition of Board of Studies for the subject or group of subjects taught in the Post-graduate classes, shall be as under —

- (i) Chairman of the Department of concerned subject Chairman and where the Chairman of Deptt. is a teacher of another subject, the senior-most Associate/ Assistant Professor of the subject as the case may be.
- (ii) All Professors in the subject concerned.
- (iii) Two Associate Professors in the subject concerned by rotation on the basis of seniority.
- (iv) Two Assistant Professors in the subject concerned by rotation on the basis of seniority.
- (v) Not more than two experts, to be nominated by the Vice-Chancellor.

Provided further that the Vice-Chancellor shall constitute Board of Studies in the subject(s) which are not taught at University level but are being taught in any of the college(s) affiliated to/maintained by the University. The composition of Board of Studies in such subject(s) shall be as under :—

- |  |          |
|--|----------|
| (i) Dean of the concerned faculty  | Chairman |
| (ii) Principals of the concerned colleges  | Member   |
| (iii) Two lecturers of the colleges in the subject concerned to be nominated by the Vice-Chancellor. | Member   |
| (iv) Not more than two experts to be nominated by the Vice-Chancellor.                               | Member   |

25.4. The Boards of Studies in Law, Medical Science, Ayurveda, Microbiology and Post-graduate classes in Bio-Sciences and Engineering and Technology shall be as under :—

LAW

- (i) Chairman of the Department Chairman
- (ii) All Professors of Law.
- (iii) Two Associate Professors of Law by rotation on the basis of seniority.
- (iv) Two Assistant Professors of Law by rotation on the basis of seniority.
- (v) Five persons to be nominated by the Vice-Chancellor for their expert knowledge.

MEDICAL SCIENCE

- (i) Principal of Medical College Chairman
- (ii) All Heads of the Departments in the Medical College not below the rank of Associate/Assistant Professor in subject in which there is University Examination.
- (iii) All Professors in the Medical College, if not members under (ii) above.
- (iv) Head of the Department in the Medical College not below the rank of Associate Professor/Assistant Professor in subjects in which there are Post-graduate Degrees/Diploma examinations, if not members under (ii) above.
- (v) Two Associate Professors and two Assistant Professors of the Medical College by rotation on the basis of seniority, if not, already covered under (ii) and (iv) above.
- (vi) Three persons to be nominated by the Vice-Chancellor for their expert knowledge of Medical Sciences.

AYURVEDA

- (i) Principal of the Ayurveda College. Chairman
- (ii) All Heads of the Departments in Ayurveda College not below the rank of Associate Professor/Reader in the Department for which there are University Examinations.
- (iii) Four Associate Professors of the Ayurveda College by rotation on the basis of seniority.

- (iv) Four Assistant Professors of the Ayurveda College by rotation on the basis of seniority.
- (v) Three experts to be nominated by the Vice-Chancellor.

#### MICROBIOLOGY

- (i) Director of Central Research Institute, Kasauli, Chairman
- (ii) One Deputy Director of Central Research Institute, Kasauli by rotation on the basis of seniority.
- (iii) One Assistant Director of Central Research Institute, Kasauli by rotation on the basis of seniority.
- (iv) Professor of Microbiology in the Medical College.
- (v) Chairman of the Bio-Sciences Deptt. of the University.
- (vi) Three persons to be nominated by the Vice-Chancellor for their expert knowledge of microbiology.

#### BIO-SCIENCES

- (i) Chairman of the Department. Chairman
- (ii) All Professors of Bio-Sciences.
- (iii) Two Associate Professors by rotation on the basis of seniority provided that one shall be a Botanist and the other a Zoologist.
- (iv) Two Assistant Professors by rotation on the basis of seniority provided that one shall be a Botanist and the other a Zoologist.
- (v) Not more than two experts from outside the University to be nominated by the Vice-Chancellor.

#### ENGINEERING & TECHNOLOGY

- (i) Principal of College concerned. Chairman
- (ii) Head of the concerned department.
- (iii) All Professors of the department concerned.
- (iv) Two Assistant Professors of the concerned department by rotation on the basis of seniority.
- (v) Two lecturers of the concerned department by rotation on the basis of seniority.

- (vi) Not more than two members to be nominated by the Vice-Chancellor.

25.5. In case a member is not available in a category where rotation is involved, a person, from the category next below may be appointed in order of seniority.

25.6. The Boards of Studies in Urdu; French; German; Russian; OT/MIL; Religion and Culture; Himachal Pradesh Past, Present and Future; Military Training; Yoga Studies; Fine Arts; Persian; Bhoti; Journalism; Computer Science and Library and Information Science and their Chairman shall be nominated by the Vice-Chancellor.

25.7. The term of office of members of the Board of Studies, other than that of the ex-officio members, shall be two years.

Provided, however, that when a teacher appointed on the Board of Studies goes on leave for a period of more than two months, the Vice-Chancellor may appoint the next eligible teacher concerned during the absence of leave period of the regular teacher member as the case may be.

25.8. A person shall not be eligible to be a member of any Board of Studies, if

- (a) he is in any way involved in publication of cheap notes, guides or help books;
- (b) by himself or by any person or body of persons, in trust for him or for his benefit or on his account, he has any share or interest in a firm engaged in printing, publishing or selling books to or for the use of the University or for students of any of its courses.

25.9. (a) The Convener shall call a meeting of the Board of Studies concerned whenever required to do so by the Vice-Chancellor or the Dean of Faculty.

(b) The Vice-Chancellor, whenever he considers necessary, may call a joint meeting of two or more Boards of Studies for inter-disciplinary co-ordination.

(c) At a meeting of the Board of Studies one third of the total number of members shall form the quorum, and all decisions of the Board shall be by a majority of votes. The Convener shall have a second or casting vote in case the votes are equally divided.

(d) It shall be the duty of the Convener to forward within a week to the Vice-Chancellor and the Faculty concerned all decisions and recommendations of the Boards.

25 10. The duties and functions of each Board of Studies shall be as under :—

- (a) to recommend courses of studies and reading and detailed syllabi for the various courses;
- (b) to recommend books for being prescribed as text-books or books for study;
- (c) to recommend books and learned journals for reading and to draw up list of essential books required for a college library;
- (d) to make recommendations for the publication of text-books by the University;
- (e) to prepare lists of minimum apparatus and equipment required for Science laboratories in the case of Science subjects;
- (f) to make recommendations about instructional methods and evaluation procedures for the subjects concerned;
- (g) to suggest measures for periodical assessment of the educational standards in the subject;
- (h) to suggest measures for the improvement of the standard of teaching and research;
- (i) to frame model question papers and organise question banks;

- (j) to act as a consultative body in regard to all questions referred to it by the Faculty and the Academic Council;
- (k) to carry out such other functions and duties as may be required by the Executive Council, the Academic Council or the Faculty;
- (l) to appoint a committee, consisting of five members including the Convener, which shall recommend to the Vice-Chancellor a panel of names for appointment as Paper Setters/External Examiners/Head Examiners/Co-ordinators/Internal Examiners/Examiners.

25.11. The Board of Studies shall make changes, if any, in the syllabus at least a year before the commencement of the academic year/semester to which the syllabus concerned pertains.

Provided that the syllabus once made applicable shall ordinarily continue for three years.

**Chapter XXVI****PROFESSORS AND READERS OF THE UNIVERSITY**

26.1. In addition to the duties and functions of teachers of the University, mentioned in Chapter XXXV every Professor and Reader of the University shall perform the following duties :—

- (i) conduct teaching and research and guide the research of students and research scholars working under or with him;
- (ii) participate in the preparation of syllabi and curricula for the various examinations of the University;
- (iii) assist in the conduct of home and University examinations, and to evaluate thesis or scripts and/or conduct practical or oral examinations, with or without payment of any remuneration, as may be decided upon from time to time;
- (iv) participate in extension work;
- (v) write lessons and evaluate the response sheets for the Correspondence Courses of the University, as and when required;
- (vi) participate in the Advisory system for the students;
- (vii) act as Warden or Superintendent of a University Hostel, if called upon to do so;
- (viii) participate in activities relating to students' welfare and students' services;
- (ix) attend meetings of the University authorities and committees set up by the University to which he may be appointed ex-officio or otherwise; and
- (x) perform all duties and functions as may be assigned to him by the Vice-Chancellor or any authority of the University.

**Chapter XXVII****OFFICERS OF THE UNIVERSITY****DEAN OF STUDIES**

27.1. The Dean of Studies shall be allowed such additional allowance, as may be determined by the Executive Council at the time of appointment.

27.2. Subject to the provisions of the Act and Statutes, the Dean of Studies will function under the overall control of the Vice-Chancellor and will look after the academic and administrative matters of the University.

**DEAN OF STUDENTS' WELFARE**

27.3. The Dean of Students' Welfare shall be allowed such additional allowance, or other facilities, like free residence, as the Executive Council may determine at the time of appointment.

27.4. In addition to the other duties and functions detailed in Chapter XXXV and Chapter XXXVI, as the case may be, the Dean of Students' Welfare shall also :—

- (i) make arrangements for the residence, messing, supervision and discipline of students residing in the University hostels;
- (ii) supervise and approve boarding and lodging arrangements of the students living outside the campus;
- (iii) supervise co-curricular and cultural activities of the students in the University campus at Shimla;
- (iv) work in collaboration with the Director of Physical Education and Youth Programmes, in respect of the Physical welfare and N.C.C., N.S.C., N.S.O., and other co-curricular activities of the students of the University campus at Shimla;
- (v) offer advice and guidance to Associate or Assistant Deans of Students' Welfare.



- (vi) direct a programme of student counselling and assist in the placement of graduates of the University;
- (vii) arrange, as far as possible, for the part-time employment of students in accordance with a plan approved by the Vice-Chancellor;
- (viii) obtain travel facilities for holidays and study tours of students;
- (ix) keep in touch with the guardians of the students concerning the welfare of the students;
- (x) perform such other duties and functions, as may be assigned to him by the Executive Council or the Vice-Chancellor.

#### REGISTRAR

27.5. To be eligible for the selection to the post of Registrar a person must have the following minimum qualifications :—

Master's degree in any faculty with five years' experience as a Principal in a College affiliated to or maintained by the University.

OR

Teaching Experience as a Reader in a University, with five years administrative experience.

OR

Master's degree in any Faculty with five years' experience as a Deputy Registrar or in an equivalent post in a University or Board of School Education.

OR

Master's degree in any Faculty with five years' administrative experience in the Central or State Government Administrative service (on deputation if necessary).

OR

Master's degree of a recognised University or its equivalent qualification with at least 10 years administrative experience in a University or an educational institution.

27.6. The Registrar shall be paid such salary as may be determined by the Executive Council at the time of appointment.

#### CONTROLLER OF EXAMINATIONS

27.7. (a) In addition to the Registrar, the Executive Council may appoint a person, qualified to be appointed as Registrar, to hold the office of the Controller of Examinations, either temporarily or permanently.

(b) The terms and conditions for the appointment and the salary to be paid to the Controller of Examinations shall be as determined by the Executive Council at the time of appointment.

(c) The Controller of Examinations shall perform the duties of the Registrar in regard to the arrangements for the conduct of examinations and Executive Council may also assign to him such other duties and functions as it may think proper.

(d) The Controller of Examinations shall exercise his powers and discharge his duties under the immediate direction of the Vice-Chancellor.

#### FINANCE OFFICER

27.8. To be eligible to be appointed as the Finance Officer, a person must have the following minimum qualifications :—

Chartered Accountant of five years' standing.

OR

Experience as an Accounts Officer in the office of the Comptroller and Auditor General of India for at least ten years.

OR

Member of the Indian Audit and Accounts Service with five years' experience.

OR

Ten years' experience of financial administration in the Central or a State Government or in an autonomous corporation or public undertaking.

27.9. The salary of the Finance Officer shall be such as may be determined by the Executive Council at the time of making the appointment.

### LIBRARIAN

27.10. To be eligible for selection as the Librarian of the University, a person must have the following minimum qualifications :—

A doctorate degree in Library Science, with three years' experience as a Deputy Librarian in a University or a similar library.

OR

Master's degree in any Faculty as also a Master's degree in Library Science, with seven years experience as Deputy Librarian in a University or a similar library.

OR

Master's degree in Library Science in the First Division, with seven years' experience as Deputy Librarian in a University or a similar library.

27.11. The Librarian shall be under the orders and control of the Vice-Chancellor and shall be responsible for the maintenance of all the libraries of the University.

27.12. (a) The Executive council shall frame rules for the use of the University libraries, and the Librarian shall be responsible for the strict observance of those rules and for the internal discipline and arrangements in all the libraries.

(b) The Executive Council may, from time to time, delegate to the Librarian administrative and financial powers, as it may consider necessary and the Librarian shall be responsible for the proper maintenance of the accounts and records and shall produce them for audit, whenever required to do so by the Auditors.

27.13. (a) The Librarian shall be responsible for the preparation of the library budget for all the University libraries and t

shall be his duty to communicate to each library in the beginning of the financial year the amount which is sanctioned by the Executive Council for the purchase of library material.

(b) The Librarian shall obtain the approval of the Executive Council to the conversion rate of foreign currency for the purchase of foreign publications and the discount rate for the Indian publications and shall communicate the same to all the libraries.

27.14. The Librarian shall also—

- (i) ensure that the purchase requisitions for all library material in all the libraries is initiated in proper time and the subscription to all the journals are renewed well in time;
- (ii) arrange for the teaching departments and for research students such collections of volumes and journals, as are in constant use of teachers and post-graduate students;
- (iii) arrange for programmes designed to stimulate and encourage the use of library by the staff and the students;
- (iv) prepare a library news-letter at fixed intervals, to be determined by the Vice-Chancellor, of all library material received since the preceding news-letter and of other library news for the information of the staff and students;
- (v) arrange such library hours, as may promote the maximum use of the libraries by the staff and students;
- (vi) offer, whenever required by the Vice Chancellor to do so, consultancy service to the libraries of the affiliated colleges;
- (vii) perform such other duties and functions, as may be assigned to him by the Executive Council or the Vice-Chancellor.

## SECRETARY TO THE VICE-CHANCELLOR

27.15. There shall be a Secretary to the Vice-Chancellor who shall be appointed by the Vice-Chancellor. The Vice-Chancellor shall have full powers in the appointment of his Secretary. The term of office of the Secretary to the Vice-Chancellor shall be co-terminus with the term of the Vice-Chancellor.

## DEAN OF COLLEGES-CUM-DIRECTOR, COLLEGE DEVELOPMENT COUNCIL

27.16. To be eligible for the selection to the post of Dean of Colleges-cum-Director, College Development Council, a person must have the following minimum qualifications :—

### 1. ESSENTIAL QUALIFICATIONS

- (i) Atleast second class Master's Degree.
- (ii) A minimum of 10 years' experience in an educational institution of which atleast 5 years should be administrative experience in a responsible position such as Principal of degree College/atleast a Reader or Deputy Registrar in a University/Deputy or Joint Director of Education (College Cadre).

### 2. DESIRABLE

- (i) Sufficient experience of utilising development and other University grants available to the college for undergraduate as well as post graduate studies.
- (ii) Rich experience of guiding, supervising and controlling extra-curricular activities such as N.S.S., N.C.C., Sports, Cultural and other Youth Welfare Activities etc.
- (iii) Intimate knowledge of managerial, financial and administrative problems of colleges and of relationship between affiliated colleges and an affiliated University.

**3. PREFERENCE**

**Ph.D. degree of an University.**

**27.17. The Dean of Colleges-cum-Director, College Development Council shall be appointed by the Executive Council for a period of three years in the scale of Rs. 4500 7300 plus other admissible allowances as per University rules. He may be re-appointed for another term of three years but not beyond the age of 60 years. Appointment may also be made by way of deputation.**

**27.18. The Dean of colleges-cum-Director, College Development Council shall be under the orders and control of the Vice-Chancellor and shall be directly responsible to him.**

**Chapter XXVIII & XXIX Deleted**

**Chapter XXX**

**ELECTION TO THE AUTHORITIES OF THE UNIVERSITY  
FROM OUT OF THE TEACHERS, THE REGISTERED  
GRADUATES, STUDENTS AND EMPLOYEES**

**Part 1**

30.1. The Registrar shall maintain the registers of voters of the various constituencies as follows :—

- (a) Register of registered graduates, showing the name, father's name and address of each graduate enrolled as a voter.
- (b) Register of teachers of colleges affiliated to or maintained by the University, with ten years of completed service, teaching the subjects assigned to the faculty of Languages, Performing & Visual Arts and Social Sciences.
- (c) Register of teachers of colleges affiliated to or maintained by the University, with less than ten years of completed service, teaching the subjects assigned to the faculty of Languages, Performing & Visual Arts and Social Sciences.
- (d) Register of teachers of colleges affiliated to or maintained by the University with ten years of completed service, teaching the subjects assigned to the Faculty of Science.
- (e) Register of teachers of colleges affiliated to or maintained by the University, with less than ten years of completed service, teaching the subjects assigned to the Faculty of Science
- (f) Register of students, Vice-Presidents and Secretaries of the Students' Central Associations of the University Campus at Shimla, and of the colleges affiliated to or maintained by the University.
- (g) Register of students, representing recognised subject societies, cultural societies and sports clubs in the Students' Central Association of the University Campus at

Shimla, and of the Colleges affiliated to or maintained by the University.

(h) Register of Research and M. Phil students of the University.

(i) Register of non-teaching employees of the University.

Note :- for the purpose of this chapter an employee shall mean a whole time salaried employee who has put in atleast one year continuous service in this University.

(j) Register of college lecturers of the affiliated colleges, colleges maintained by the University.

Note :- For the purpose of this chapter college lecturer mean a whole time salaried lecturer (college cadre) who has put at least one year continuous service in the colleges affiliated to/ maintained by the University.

30.2. (a) Whenever there is a vacancy to be filled by election from any of the above constituencies, the Registrar shall issue, to the electors concerned, a notice in writing setting forth directions if any, given by the Executive Council and intimating :—

- (i) the date of election;
- (ii) the number of vacancies to be filled; and
- (iii) asking for relevant information in regard to the electors.

(b) A copy of the notice shall also be affixed on the notice-board in the office of the Registrar.

30.3. All claims for entry in the register of voters and objections thereto shall be received and scrutinised by the Registrar, who shall be the revising authority and his decision, if not objected to in writing at the time of announcement, shall be final.

30.4. If any objection is taken to the decision of the Registrar, it shall be decided by a Committee consisting of three members of the Executive Council to be nominated by the Executive Council for the purpose. The Committee shall elect its own Chairman and the decision by a majority of votes shall be final, the



Chairman having no second or casting vote. The Committee shall decide objections, if any, on the day following the disposal of claims and objections by the Registrar or as soon as possible thereafter.

30.5. (a) No person shall be qualified to vote or to be elected unless his name is borne on the register of voters.

(b) A voter's name shall not be removed from the list of voters for the reason that the voter has, subsequent to the publication of the final register, ceased to hold the capacity in which he was registered as such ;

Provided that a candidate for an election must continue to hold the requisite qualification/capacity by virtue of which he is seeking election.

30.6. The Registrar shall be the Returning Officer, but in an emergency the Vice-Chancellor may depute any other person to carry out the duties of the Returning Officer, if the Registrar is unable to perform them.

30.7. The dates for different operations relating to the conduct of elections shall be according to the schedule prescribed by the Executive Council; but in an emergency the Vice-Chancellor may postpone at any stage the date fixed in the programme for the transaction of any business connected with the election for reasons to be recorded and the matter shall be reported to the Executive Council.

30.8. The Executive Council shall prescribe the forms for the following purposes :

- (i) Form of notice, intimating the date of the election and inviting particulars of electors;
- (ii) Nomination Papers;
- (iii) Ballot Papers.

30.9. The Executive Council shall direct the setting up of polling centre(s) at such place(s) as it may consider necessary. A list of polling centres and the voters entitled to vote at each polling centre shall be published at least 30 days before the election.

**Part II****REGISTRATION OF GRADUATES**

30.10. (a) A graduate eligible for enrolment shall apply for registration on the form prescribed for the purpose by the Executive Council and obtainable from the Registrar. The application form duly completed shall be forwarded to the Registrar, accompanied by the initial fee of Rs. 5 and either :—

- (i) the annual fee of Rs. 2, or
- (ii) the composite fee of Rs. 20 for life.

(b) A graduate, who has not paid the composite fee for life shall pay the annual fee of Rs. 2 with all arrears, if any, due from him, by the date prescribed by the Executive Council, and unless he has paid all the dues, he shall not be entitled to vote or to seek election.

(c) A registered graduate may at any time pay the composite fee of Rs. 20 for life, after which no further fee shall be due from him.

30.11. (a) A person, who graduated in any Faculty from the University of the Punjab at Lahore before 1948 and who is domiciled within the territorial jurisdiction of the University, shall on application made, be entitled to have his name entered in the register of graduates of the University on payment of the same fee as prescribed for the graduates of the University.

(b) A person who graduated in any Faculty from the Punjab University, Chandigarh or the Punjab Agriculture University, Ludhiana before the date on which the University started conferring its own degrees in that Faculty shall be eligible for enrolment as a registered graduate, if

- (i) he normally resides in the territorial jurisdiction of the University; and
- (ii) he graduated from any of the colleges or institutions now affiliated to or forming part of the University.

Such a person shall, on application made, be entitled to have his name entered in the register of graduates of the University on payment of same fee as prescribed for the graduates of the University.

30.12 In the application form the applicant shall enter his ordinary place of residence or business, and if there is any change afterwards it shall be communicated to the Registrar in the form and by the date prescribed for the purpose by the Executive Council. The Registrar shall verify whether the address or change in address is genuine, and if he is satisfied that it is not genuine, he shall have the authority to reject it. After the prescribed date no addition or alteration in the address shall be made in the register.

30.13 The Registrar shall issue a notice every year in such manner as may be prescribed by the Executive Council, inviting applications for enrolment as registered graduates. Such applications, accompanied by the prescribed fee, shall reach the Registrar not later than the date prescribed for the purpose. A copy of the notice shall also be pasted at a conspicuous place in the office of the Registrar. No application for enrolment shall be entertained by the Registrar after the date prescribed for the purpose.

30.14 The date on which a person has taken the degree referred to in Statute 25, shall mean the date on which the Academic Council has sanctioned his admission to such degree.

30.15 (a) After scrutiny of the information furnished in the prescribed application form and after verification of the receipt of the prescribed fee, the Registrar shall enter the names of the eligible applicants in the register of graduates.

(b) In the event of any record not being available in respect of graduates of the University of the Punjab at Lahore, the applicant may be required to file an affidavit in support of the facts stated by him in his application.

30.16 (a) A registered graduate, who defaults in the payment of his annual fee by the date prescribed for the purpose by the Executive Council, shall not be entitled to vote or stand for election.

(b) No one shall be entitled to vote or stand for election, unless he has been registered as a graduate by paying the regular

dues for at least a period of one year prior to the date of election and continues to be a member on the date of voting.

30.17 Whenever an election is due to be held, the Registrar shall publish by affixing at a conspicuous place in his office a copy of the following :—

- (i) the existing entries in the register of graduates;
- (ii) a list of defaulters showing the amount due from each; and
- (iii) the last date by which the defaulters may clear their dues.

After the last date mentioned in (iii) above, final list of the eligible registered graduates shall be published, and copies thereof may also be made available on payment of such fee as may be fixed by the Executive Council.

### **Part III**

#### **ELECTION PROCEDURE**

30.18 The Returning Officer shall issue a notice, in the form and in the manner prescribed by the Executive Council for the purpose, stating the number of vacancies and the date and time by which the candidate should be nominated.

30.19 Every candidate shall be required to be proposed by one voter and seconded by another voter on the form prescribed for the purpose by the Executive Council and obtainable from the office of the Registrar, or on an identical form, which shall be forwarded to the Returning Officer by name under a registered cover or delivered to him personally during office hours against a receipt in writing, so as to reach him by the date and time notified for the purpose.

30.20 In the case of an election by registered graduates every candidate shall deposit with the Registrar a sum of Rs. 100/- in cash by the date and time prescribed for receipt of nomination papers. This amount shall be forfeited in the case of a candidate who does not secure in the election, at the time of elimination, at least

35

Delhi-110016 D-10837  
DOC, No. 29-05-2000  
Date

one fourth of the quota required to secure his return; but it will be refunded if he has withdrawn his name by communicating the fact to the Returning Officer by the date prescribed for the purpose.

30.21 The candidate proposed shall sign his nomination paper as token of his consent to stand for election.

30.22 A voter shall be entitled to nominate as many persons for election as there are vacancies.

30.23 All nomination papers shall be scrutinised by the Returning Officer on the date prescribed for the purpose.

30.24 A nomination paper shall be declared invalid :—

- (i) if a proposer or a seconder has signed nomination papers of more candidates than the number of vacancies;
- (ii) if the nomination paper is not signed by the candidate or by the proposer or by the seconder;
- (iii) if the nomination paper is not addressed to the Returning Officer by name, and does not reach him under a registered cover, or is not delivered to him personally, by the date and time notified for the purpose;
- (iv) in the case of an election by registered graduates :
  - (a) if the candidate or his proposer or seconder is a defaulter on the date of publication of the final register of graduates;and/or
  - (b) if the sum of Rs. 100/- required to be deposited by the candidate is not received in the office by the prescribed date and time;
  - (c) if it does not bear the registered graduate's enrolment number or the serial number of the candidate, the proposer and the seconder, or if the registered graduates' enrolment number or the serial number of any one of them happens to be wrong;
- (v) if the candidate has ceased to hold the requisite qualifications or capacity by virtue of which he is seeking election.

30.25 A candidate or a representative of the candidate appointed by him in writing, may be present at the scrutiny of nomination papers. A list of candidates, whose nomination papers are declared valid, shall be published by affixing the same on the notice-board in the office of the Returning Officer on the same day, and a copy of the list shall be forwarded to each of the candidates nominated for election. Any objection to the decision of the Returning Officer in regard to the entertainment or otherwise or the invalidity of a nomination paper must be made, within two days of the decision of the Returning Officer, to the Vice-Chancellor, whose decision in the matter shall be final.

30.26 A candidate may withdraw his name from contesting an election by sending a letter of withdrawal by name (duly signed by him and attested either by a First Class Magistrate or a Principal of a college affiliated to or maintained by the University or a Professor of the University), by registered post, or by delivering it personally against a receipt to the Returning Officer, so as to reach him by the date and time fixed for the purpose. A withdrawal once made shall be final.

30.27 Immediately after the time for withdrawal of nominations is over, the Returning Officer shall notify the final list of contesting candidates by affixing the same on the notice-board of his office.

30.28 If the number of contesting candidates is equal to the number of vacancies, all such candidates shall be declared to be duly elected. If the number of such vacancies is less than the number of candidates, all such candidates shall be declared elected and the Registrar shall issue a fresh notice, to fill the remaining vacancies. If the number of such candidates exceeds the number of vacancies to be filled, the Returning Officer shall arrange election through polling centres. The place, date and time of voting shall be notified.

In the case of a voter from the constituency of registered graduates (i) who is residing in India, but outside the State of Himachal Pradesh, or (ii) who is employed in the defence services

the Returning Officer shall send a ballot paper by the prescribed date, under a registered cover, at the address given in the register. The ballot paper shall contain the names of duly nominated candidates in alphabetical order, with their academic degrees and addresses. It shall be stamped with the prescribed seal. The number of the voter on the register shall be noted on the counterfoil of the ballot paper. It shall be accompanied by a forwarding letter giving the date and hour by which both the ballot paper and the covering letter shall reach the Returning Officer in a registered cover.

30.29 (1) Votes shall be recorded on the ballot papers which shall be in the prescribed form.

(2) In the case of elections by means of single transferable vote, every voter shall have only one vote irrespective of the number of the seats to be filled and the voter in giving his vote :—

- (a) shall place on his ballot paper the figure '1' in the space opposite the name of the candidate for whom he wishes to vote in the first instance; and
- (b) may, in addition, place on his ballot paper the figure '2' or the figures 2 and 3, or the figures 2, 3 and 4 and so on in the space opposite the names of the other candidates in the order of his preference.

(3) In the case of elections other than by means of single transferable vote, every voter shall have as many votes as there are vacancies to be filled, and a voter in giving his vote shall place on his ballot paper 'X' mark in the space opposite the name of the candidate(s) for whom he wishes to vote.

30.30 (a) The recording of votes for all the constituencies shall be at polling centers except in the case of the constituency of registered graduates, in which it shall be by two methods, i. e. by post as laid down in paragraphs 30.28 and 30.30 and at polling centres.

(b) The Returning Officer shall appoint the Presiding Officers and other staff for the polling centres.

(c) The Returning Officer shall issue instructions to the Presiding Officers at the different polling centres for the conduct of

the election and to ensure the safety of the ballot papers, ballot boxes and their transit.

30.31. At the polling centres, a candidate or his authorised agent (who must be a voter), may be allowed to be present at the time of polling. The person present may affix his seal, if he so desires, on the ballot box in addition to the seal of the Presiding Officer, before the polling starts. An official detailed on election duty, if he is a voter, may cast his vote at the polling centre where he is posted on duty, even though he is registered for another centre. The procedure for the issue of ballot papers to voters who have to record their votes at the polling centres, and for their collection, shall be as follows :

- (a) Each voter shall receive the ballot paper and the covering letter prescribed by the Executive Council for the purpose at the polling centre on the day of polling.
- (b) The voter after receiving the ballot paper shall not leave the room of the Presiding Officer without depositing the ballot paper in the ballot box.
- (c) The ballot box shall be closed immediately after the time fixed for polling has expired and no voter shall be permitted to deposit his ballot paper after that time.
- (d) The ballot box shall be brought to the office of the University immediately after the polling is over.
- (e) An identity card, as per form prescribed for the purpose, shall be issued to each voter residing in a town where more than one polling booths are set up. The voter shall submit the identity card to the Presiding Officer at the polling booth, before he is allowed to record his vote.

30.32. A voter from the constituency of registered graduates residing in India, but outside the State of Himachal Pradesh, shall sign his covering letter in the presence either of the Principal of a Degree College affiliated to a University established by law in India or a Magistrate of the First or the Second Class, or a Subordinate Judge. A voter in the defence services may sign his covering letter in the presence of the Officer Commanding or Adjutant of his unit.



The voter shall place the covering letter along with the sealed envelope containing his ballot paper in another envelope, none of the two envelopes to bear any kind of marks outside, and forward the same in a registered cover addressed to the Returning Officer, so as to reach him not later than the date and hour notified for the closing of the poll. No account will be taken of the ballot paper in the sealed envelope, unless the covering letter which accompanies it bears on it the signature and the serial number of the voter and is countersigned and authenticated by the authority in whose presence the voter has signed his covering letter, with his signature and designation.

The Returning Officer shall, as soon as possible after the receipt of such envelopes, deposit them in the ballot box.

30.33. If any of the persons vested with the authority to countersign and authenticate the covering letters, is himself seeking election, he shall not countersign or authenticate the covering letters of the voters.

30.34. A voter who has inadvertently dealt with his covering letter and/or ballot paper in such a manner that it cannot properly be used, or who has lost his covering letter and/or ballot paper, may after delivering the spoilt covering letter and/or ballot paper to the Presiding Officer/Returning Officer, or after satisfying the latter of the loss of the covering letter and/or ballot paper, as the case may be, obtain another covering letter and/or ballot paper in place of the spoilt or lost paper; the spoilt covering letter and/or ballot paper together with their counterfoils shall be marked as cancelled. The covering letter/or ballot paper supplied instead, together with its counterfoil, shall be marked 'duplicate'.

30.35. An envelope containing the ballot paper etc. referred to in paragraph 30.32 shall not be entertained if it is received—

- (a) later than the closing of the poll :
- (b) otherwise than by registered post or unless delivered personally to the Returning Officer; and
- (c) not addressed to the Returning Officer by name.

30.36 A ballot paper cover shall be rejected if--

- (a) the envelope does not contain the covering letter outside the ballot paper cover; or
- (b) the covering letter does not bear on it the signature and the serial number of the voter, or is not countersigned and authenticated as provided in these rules; or
- (c) envelope containing the ballot paper bears any kind of mark outside; or
- (d) the ballot paper is placed outside the ballot paper cover.

30.37. The ballot boxes shall be opened on the day of the polling or on such other date as may be practicable (but not later than two days after the last day of polling), and the count shall be made under the supervision of the Returning Officer without break until it is completed. The result shall be declared immediately after the counting is complete.

The ballot papers, received by registered post for the constituency of registered graduates, shall be opened on the date of the count of the ballot papers received from the various polling centres, and shall be counted under the supervision of the Returning Officer.

30.38. (1) The Returning Officer shall decide whether a ballot paper is valid or is not valid.

(2) (A) The Returning Officer shall reject a ballot paper as invalid—

- (a) on which a voter signs his name or makes any mark, by which it becomes recognisable; or
- (b) which is void for uncertainty; or
- (c) in the case of elections by means of single transferable vote—
  - (i) on which the figure 1 is not marked; or
  - (ii) on which the figure 1 is set opposite the names of more than one candidate or is so placed as to render it doubtful to which candidate it is intended to apply; or
  - (iii) on which the figure 1 and some other figure are set opposite the name of the same candidate;

- (d) in the case of elections other than by means of single transferable vote –
  - (i) on which there is no 'X' mark; or
  - (ii) on which the 'X' mark is so placed as to render it doubtful to which candidate it is intended to apply; or
  - (iii) on which 'X' marks are placed opposite the names of more candidates than there are vacancies to be filled.

(B) Any defacement of the figure or the 'X' mark, as the case may be, on the ballot paper, which makes it doubtful whether the figure or the 'X' mark is, as it was originally made or there has been an attempt to alter, suppress or erase it, shall make the ballot paper invalid.

(C) On every paper so rejected, the Returning Officer shall endorse the word 'Rejected' and shall briefly mention the ground of rejection, Such papers shall be kept in a separate bundle.

30.39. (a) A candidate or an agent, who must be a voter authorised by the candidate, shall be allowed to be present at the time of counting of ballot papers.

(b) The counting of votes for elections in accordance with the system of proportional representation by means of single transferable vote shall be in accordance with the procedure laid down in Part IV and for other elections in accordance with Part V of this chapter.

30.40. Any objection to the decision of the Returning Officer on the validity or otherwise of a ballot paper shall be made forthwith in writing, i.e. when the ballot papers are counted, and any objection pertaining to the polling shall be made to the Presiding Officer in writing on the date and during the time of polling.

## ELECTION PETITIONS

30.41. A petition in respect of matters brought to the notice of the Returning Officer or the Presiding Officer as mentioned in

paragraph 30.40 and a petition on any of the following points in connection with the election, must reach the Registrar within 10 days of the declaration of the result, with a security deposit of Rs. 50/- which amount shall be forfeited if the election petition is dismissed—

- (a) alleged failure of the Presiding Officer/Returning Officer to discharge his duties ;
- (b) allegation regarding the secrecy of ballot having been infringed by the Presiding Officer/the Returning Officer;
- (c) allegations regarding any corrupt practice having been indulged in by any party to the election either itself or by its agents, with or without the knowledge of the party concerned.

Such petition shall be heard by a Committee consisting of three members, one of whom shall be the chairman, appointed by the Executive Council. The Committee may *suo moto* summon and examine any person whose evidence appear to it to be material. At the conclusion of its proceedings the Committee shall make an order—

- (a) dismissing the election; or
- (b) declaring the election of all or any of the returned candidates to be void.

If there is difference of opinion between the members of the Committee, the decision of the majority shall prevail. Two members shall form the quorum. If only two members are present and there is difference of opinion between them, the decision of the Chairman shall prevail, or in his absence the matter shall be referred to the Chairman and his decision shall prevail. The decision of the Committee or the Chairman as the case may be, shall be final and binding.

30.42. An election shall not be invalid by reason of non-receipt of any notice, or because a voter has failed to receive the ballot paper or has not received it in time to return it to the Returning Officer by the time prescribed for the purpose, or his name has not been included in the list of voters for any reason whatsoever.

**Part IV**  
**COUNTING PROCEDURE**

(PROPORTIONAL REPRESENTATION BY MEANS OF SINGLE  
TRANSFERABLE VOTE)

30.43. Definitions.—In this part :—

(1) 'continuing candidate' means any candidate not elected and not excluded from the poll at any given time;

(2) 'count' means :—

(a) all the operations involved in the counting of the first preferences recorded for candidates; or

(b) all the operations involved in the transfer of the surplus of an elected candidates; or

(c) all the operations involved in the transfer of the total value of votes of an excluded candidate;

(3) 'exhausted paper' means a ballot paper, on which no further preference is recorded for a continuing candidate, provided that a paper shall also be deemed to have become exhausted whenever :—

(a) the names of two or more candidates, whether continuing or not, are marked with the same figure and are next in order of preference; or

(b) the name of the candidate next in order of preference whether continuing or not, is marked by a figure not following consecutively after some other figure on the ballot paper or by two or more figures;

(4) 'first preference' means the figure 1 set opposite the name of a candidate; 'second preference' means the figure 2 set opposite the name of a candidate; 'third preference' means the figure 3 set opposite the name of a candidate, and so on;

(5) 'original vote' in relation to any candidate means a vote derived from a ballot paper on which a first preference is recorded for such candidate;

(6) 'surplus' means the number by which the value of the votes, original and transferred, of any candidate exceeds the quota;

(7) 'transferred vote', in relation to any candidate, means a vote the value or the part of the value of which is credited to such candidate and which is derived from a ballot paper on which a second or a subsequent preference is recorded for such candidate; and

(9) 'unexhausted paper' means a ballot paper on which a further preference is recorded for a continuing candidate.

#### SCRUTINY AND OPENING OF BALLOT BOXES AND PACKETS OF POSTEL BALLOT PAPERS

30.44. The Returning Officer shall: —

- (a) first open the ballot boxes, take out from each box and count the ballot papers contained therein and record their number in a statement;
- (b) then deal with the covers containing the postal ballot papers, if any, in the manner provided in paragraph 30.36;
- (c) scrutinise the ballot papers taken out of the ballot boxes as well as the postal ballot papers taken out from the covers; and
- (d) separate the ballot papers which he deems valid from those which he rejects.

#### ARRANGEMENT OF VALID BALLOT PAPERS IN PARCELS

30.45. After rejecting the ballot papers, which are invalid, the Returning Officer shall:—

- (a) arrange the remaining ballot papers in parcels according to the first preference recorded for each candidate;
- (b) count and record the number of papers in each parcel and the total number; and
- (c) credit to each candidate the value of the papers in his parcel.

#### COUNTING OF VOTES WHERE ONLY ONE SEAT IS TO BE FILLED

30.46. (1) At any election, where only one seat is to be filled, valid ballot paper shall be deemed to be of the value of 1 at

each count and the quota sufficient to secure the return of a candidate at the election shall be determined as follows :—

- (a) add the values credited to all the candidates under clause (c) of rule 30.45;
- (b) divide the total by 2 ; and
- (c) add 1 to the quotient ignoring the remainder, if any, and the resulting number is the quota.

(2) If, at the end of the first or any subsequent count, the total value of the ballot papers credited to any candidate is equal to, or greater than, the quota or there is only one continuing candidate, that candidate shall be declared elected.

(3) If, at the end of any count, no candidate can be declared elected, the Returning Officer shall :—

- (a) exclude from the poll the candidate who up to that stage has been credited with the lowest value ;
- (b) examine all the ballot papers in his parcel and sub-parcels, arrange the unexhausted papers in sub-parcels according to the next available preferences recorded thereon for the continuing candidates, count the number of papers in each such sub-paragraph and credit it to the candidate for whom such preference is recorded, transfer the sub-paragraph to that candidate, and make a separate sub-paragraph of all the exhausted papers; and
- (c) see whether any of the continuing candidates has, after such transfer and credit, secured the quota.

(4) If, when a candidate has to be excluded under clause (a) of sub-rule (3), two or more candidates have been credited with the same value and stand lowest on the poll the candidate for whom the lowest number of original votes are recorded shall be excluded, and if this number also is the same in the case of two or more candidates, the Returning Officer shall decide by lot which of them shall be excluded.

**COUNTING OF VOTES WHEN MORE THAN ONE SEAT IS  
TO BE FILLED**

*Ascertainment of Quota*

30.47. At any election where more than one seat is to be filled every valid ballot paper shall be deemed to be of the value of 100, and the quota sufficient to secure the return of a candidate at the election shall be determined as follows :—

- (a) add the values credited to all the candidates under clause (c) of rule 30.45;
- (b) divide the total by a number which exceeds by 1 the number of vacancies to be filled; and
- (c) add 1 to the quotient ignoring the remainder, if any, and the resulting number is the quota.

*General Instructions*

30.48. In carrying out the provisions of rules 30.49 to 30.53, the Returning Officer shall disregard all fractions and ignore all preferences recorded for candidates already elected or excluded from the poll.

*Candidates with Quota Elected*

30.49. If at the end of any count or at the end of the transfer of any parcel or sub-parcel of and excluded candidate the value of ballot papers credited to a candidate is equal to, or greater than the quota, that candidate shall be declared elected.

*Transfer of Surplus*

30.50. (1) If at the end of any count the value of the ballot papers credited to a candidate is greater than the quota, the surplus shall be transferred, in accordance with the provisions of this rule, to the continuing candidates indicated on the ballot papers of that candidate as being next in order of the Voter's preference.

(2) If more than one candidate have a surplus, the largest surplus shall be dealt with first and the others in order of magnitudes:



Provided that every surplus arising on the first count shall be dealt with before those arising on the second count and so on.

(3) Where there are more surpluses than one to distribute and two or more surpluses are equal, regard shall be had to the original votes of each candidate and the candidate for whom most original votes are recorded, shall have his surplus first distributed; and if the values of their original votes are equal, the Returning Officer shall decide by lot which candidate shall have his surplus first distributed.

(4) (a) If the surplus of any candidate to be transferred arises from original votes only, the Returning Officer shall examine all the papers in the parcel belonging to that candidate, divide the unexhausted papers into sub-parcels according to the next preferences recorded thereon, and make a separate sub parcel of the exhausted papers.

(b) He shall ascertain the value of the papers in each sub-parcel and of all the unexhausted papers.

(c) If the value of the unexhausted papers is equal to or less than the surplus, he shall transfer all the unexhausted papers at the value at which they were received by the candidate whose surplus is being transferred.

(d) If the value of the unexhausted papers is greater than the surplus he shall transfer the sub-parcels of unexhausted papers, and the value at which each paper shall be transferred shall be ascertained by dividing the surplus by the total number of unexhausted papers.

(5) If the surplus of any candidate to be transferred arises from transferred as well as original votes, the Returning Officer shall re-examine all the papers in the sub-parcel last transferred to the candidate, divide the unexhausted papers into sub-parcels according to the next preference recorded thereon, and then deal with the sub-parcels in the same manner as is provided in the case of sub-parcels referred to in sub-rule (4).

(6) The papers transferred to each candidate shall be added in the form of a sub-parcel to the papers already belonging to such candidate.

(7) All papers in the parcel or sub parcel of an elected candidate not transferred under this rule shall be set apart as finally dealt with.

*Exclusion of Candidates Lowest on the Poll*

30.51. (1) If after all surpluses have been transferred as hereinbefore provided, the number of candidates elected is less than the required number, the Returning Officer shall exclude from the poll the candidate lowest on the poll and shall distribute his unexhausted papers among the continuing candidates according to the next preferences recorded thereon; and any exhausted papers shall be set apart as finally dealt with.

(2) The papers containing the original votes of an excluded candidate shall first be transferred, the transfer value of each paper being one hundred.

(3) The papers containing transferred votes of an excluded candidate shall then be transferred in the order of the transfers which, and at the value at which, he obtained them.

(4) Each of such transfers shall be deemed to be a separate transfer but not a separate count.

(5) If, as a result of the transfer of papers, the value of votes obtained by a candidate, is equal to or greater than the quota, the count then proceeding shall be completed but no further papers shall be transferred to him.

(6) The process directed by this rule shall be repeated on the successive exclusion one after another of the candidates lowest on the poll, until such vacancy is filled either by election of a candidate with the quota or as hereinafter provided.

(7) If at any time it becomes necessary to exclude a candidate and two or more candidates have the same value of votes and are the lowest on the poll, regard shall be had to the original votes of each candidate and the candidate for whom the fewest original votes are

recorded shall be excluded; and if the values of their original votes are equal, the candidate with the smallest value at the earliest count at which these candidates had unequal values shall be excluded.

(8) If two or more candidates are lowest on the poll and each has the same value of votes at all counts, the Returning Officer shall decide by lot which candidate shall be excluded.

#### *Filling the Last Vacancies*

30.52. (1) When at the end of any count the number of continuing candidates is reduced to the number of vacancies remaining unfilled, the continuing candidates shall be declared elected.

(2) When at the end of any count only one vacancy remains unfilled and the value of the papers of someone candidate exceeds the total value of the papers of all the other continuing candidates together with any surplus not transferred, that candidate shall be declared elected

(3) When at the end of any count only one vacancy remains unfilled, and there are only two continuing candidates and each of them has the same value of votes and no surplus remains capable of transfer, the Returning Officer shall decide by lot which of them shall be excluded; and after excluding him in the manner aforesaid declare the other candidate to be elected.

#### *Provision for Recounts*

30.53 Any candidate, or his agent, may, at any time during the counting of the votes, either before the commencement or after the completion of any transfer of votes (whether surplus or otherwise), make a request in writing to Returning Officer to re-examine and recount the papers of all candidates or of any candidate (not being papers set aside at any previous transfer or finally dealt with), and the Returning Officer shall forthwith re-examine and recount the same accordingly. The Returning Officer may also, at his discretion, recount votes, either once or more often in any case in which he is not satisfied, as to the accuracy of any

previous count, provided that nothing herein shall make it obligatory on the Returning Officer to recount the same votes more than once.

*Illustration of the procedure as to the counting of votes under this Part*

30.54 An illustration of the procedure as to the counting of votes in accordance with the provisions of this Part is given in the Schedule to this Chapter.

*Declaration of Result*

30.55 (1) Upon the completion of counting, the Returning Officer shall declare the name or names of the candidates, who have been duly elected.

(2) The Returning Officer shall seal up in separate packets the valid and the rejected ballot papers and shall also seal up the declarations by voters and the attestations of their signatures, and record on each such packet the description of its contents and the date of election to which it refers.

30.56 The Returning Officer shall retain, until the expiry of six months from the date of election, all the papers connected with the election in a cover (to be sealed in the presence of the candidates or by their representatives, if present) and shall then, subject to any direction to the contrary given by the Vice-Chancellor, cause them to be destroyed.

**Part V**

**COUNTING PROCEDURE**

*(Other than by means of single transferable vote)*

30.57 The Returning Officer shall :

- (a) first open the ballot boxes, take out from each box and count the ballot papers contained therein and record their number in a statement;
- (b) scrutinise the ballot papers taken out of the ballot boxes;

(c) separate the ballot papers which he deems valid from those which he rejects.

30.58 After rejecting the ballot papers which are invalid, the Returning Officer shall :

- (a) from each ballot paper record in a statement the votes given in favour of each candidate; and
- (b) count the votes for each candidate and total them.

30.59 (1) At any election, where only one seat is to be filled, the candidate obtaining the highest number of votes shall be declared elected.

(2) If two or more candidates obtain the same number of highest votes, the Returning Officer shall determine by lot, which out of these candidates is to be declared elected.

30.60. (1) At any election, where more than one seat is to be filled and the number of candidates getting the highest number of votes is equal to the number of vacancies to be filled, all of them shall be declared elected.

(2) If there is a tie and the number of candidates getting the highest number of votes is more than the number of seats to be filled, the Returning Officer shall determine by lot the candidates to be declared elected.

(3) If the number of candidates getting the highest number of votes is less than the number of seats to be filled and there is a tie lower down, the candidate(s) getting the higher number of votes shall always have preference over the candidate(s) getting the lower number of votes, and the Returning Officer shall draw from amongst the candidates getting the next lower number of votes, amongst whom there is a tie, in order to declare elected the requisite number of candidates.

30.61 Any candidate, or his agent, may, at any time during the counting of the votes, make a request in writing to the Returning Officer to recount the votes of all candidates or of any candidate, and the Returning Officer shall forthwith recount the same accordingly. The Returning Officer may also, at his discretion recount votes, either once or more often in any case in which he is

not satisfied as to the accuracy of any previous count, provided that nothing herein shall make it obligatory on the Returning Officer to recount the votes more than once.

30.62 (1) Upon the completion of counting, the Returning Officer shall declare the name or names of the candidate(s), who have been duly elected.

(2) The Returning Officer shall seal up in separate packets the valid and the rejected ballot papers and record on each such packet the description of its contents and the date of election to which it refers.

(3) The Returning Officer shall retain, until the expiry of six months from the date of election, all the papers connected with the election in a cover, to be sealed in the presence of the candidates or by their representatives, if present, and shall then, subject to any direction to the contrary, given by the Vice-Chancellor, cause them to be destroyed.

### SCHEDULE

*(See rule 30.54)*

Illustration of the procedure as to the counting of votes at and the declaration of the result of, an election conducted on the system of the single transferable vote in accordance with the provisions of Chapter XXX Part IV.

Assume that there are seven members to be elected, sixteen candidates, and one hundred and forty voters.

The valid ballot papers are arranged in separate parcels according to the first preference recorded for each candidate, and the papers in each parcel counted.

Let it be assumed that the result is as follows :

A	12
B	8
C	6
D	9
E	10
F	7

G	4
H	19
I	13
J	5
K	14
L	8
M	10
N	6
O	4
P	5
	<hr/>
	140
	<hr/>

Each valid ballot is deemed to be of the value of hundred and the values of the votes obtained by the respective candidates are as shown in the first column of the result sheet.

The values of all the papers are added together and the total 14,000 is divided by eight (*i.e.*, the number which exceeds by one the number of vacancies to be filled) and 1,751 (*i.e.*, the quotient 1,750 increased by one) is the number sufficient to secure the return of a member and is called the quota.

The operation may be shown thus :

$$\text{Quota} = \frac{14,000}{8} + 1 = 1,750 + 1 = 1,751$$

The candidate H, the value of whose votes exceeds the quota, is declared elected.

As the value of the papers in H's parcel exceeds the quota, his surplus must be transferred. His surplus is 149 *i. e.* 1900 less 1,751.

The surplus arises from original votes, and therefore, the whole of H's papers are divided into sub-parcels according to the next preferences recorded thereon, a separate parcel of the exhausted papers being also made. Let it be assumed that the result is as follows :—

	<i>Papers</i>
B is marked as next available preference on	7
D is marked as next available preference on	4

E is marked as next available preference on	4
F is marked as next available preference on	3
	<hr/>
Total of unexhausted papers	18
No. of exhausted papers	1
	<hr/>
Total of papers	19
	<hr/>

The values of the papers in the sub-parcels are as follows :—

B	700
D	400
E	400
F	300
	<hr/>
Total value of unexhausted papers	1,800
Value of exhausted papers	100
	<hr/>
Total value	1,900
	<hr/>

The value of the unexhausted paper is 1,800 and is greater than the surplus. This surplus is, therefore, transferred as follows :—

All the unexhausted papers are transferred but at a reduced value, which is ascertained by dividing the surplus by the number of unexhausted papers.

The reduced value of all the papers when added together, with the addition of any value lost as the result of the neglect of fractions, equals the surplus. In this case the new value of each paper transferred is :—

$$\frac{149 \text{ (the surplus)}}{18 \text{ (the number of unexhausted papers)}}$$

the residue of the value of each paper ( $100 - 8 = 92$ ), being received by H for the purpose of constituting his quota, *i.e.*, one exhausted paper value 100 plus the value (1,656) of 18 unexhausted papers.

These values of the sub-parcels transferred are :

B=56 (*i.e.*, seven papers at the value of 8);

D=32 (*i.e.*, four papers at the value of 8);



E=32 (*i.e.*, four papers at the value of 8) ;

F=24 (*i.e.*, three papers at the value of 8).

These operations can be shown on a transfer sheet as follows :—

**Transfer Sheet**

Value of surplus (H's) to be transferred	=	149
Number of papers in H's parcel	=	19
Value of each paper in parcel	=	100
Number of unexhausted papers	=	10
Value of unexhausted papers	=	1,808
New value of each paper transferred		

Surplus	149	
-----	-----	= 8
Number of unexhausted papers	18	

Names of candidates marked as the next available preference	Number of papers to be transferred	Value of sub-parcel to be transferred
B	7	56
D	4	32
E	4	32
F	3	24
	-----	-----
	18	144
	-----	-----
Number of exhausted papers	1	—
Loss of value owing to neglect of fractions.	1	5
	-----	-----
Total	19	149
	-----	-----

The values of the sub-parcels are added to the values of the votes already credited to the candidates, B, D, E and F. This operation is shown on the result sheet.

There being no further surplus, the candidate lowest on the poll has now to be excluded. G and O both have 400.

The Returning Officer casts lots and G is chosen to be excluded.

Being original votes, G's papers are transferred at the value of 100 each, A who was marked as next preference on two papers receives 200, while D and E were each next preference on one paper and receiving 100 each. O now being lowest is next excluded and his 400 is similarly transferred to I, B and K, I receiving 200 and B and K 100 each.

This leaves J and P lowest with 500 each and J is chosen by lot for exclusion first. His papers are transferred at the value of 100 each to A, B, D, and I, the three first named receiving 100 each, and I who had the next preference on two papers receiving 200. P is then excluded and his papers are transferred to E, L & K, the two first named receiving 100 each, and K, who had the next preference on three papers, receiving 300.

K now exceeds the quota and is declared elected.

Prior to further exclusion, K's surplus of 49 has to be distributed.

The sub-parcel last transferred to K consisted of 3 votes transferred at the value of 100 each. This sub-parcel is examined; there are no exhausted papers and B, F and I are each next preference on one paper and one paper is transferred to each of them at a reduced value determined by dividing the surplus (49) by the number of unexhausted papers(3). B, F and I accordingly receive 16 each.

The process of exclusion is now proceeded with.

C and N have 600 each, and C is chosen by lot for exclusion first. He has 6 original votes; B, D and E are each next preference on two papers, and each receives 200. N is then excluded; A is next preference on 3 of his papers, and receives 300; F, I and L are each next preference on one paper and receive 100 each.

This brings A and I above the quota and they are declared elected. Their surpluses have now to be distributed and I's surplus which is the larger, 65, is dealt with first.

The last sub-parcel transferred to I consisted of one paper transferred at the value of 100, D is next preference on his paper, and receives the whole surplus of 65.

A's surplus of 49 is then dealt with. The last sub-parcel transferred to him consisted of 3 papers transferred at the value of 100 each. B was next preference on two of these papers and E on one, and the papers are transferred accordingly. The value to be transferred is 16 per paper i.e. the surplus (49), divided by the number of the unexhausted (3). B accordingly receives 32 and E 16.

No other candidate having reached the quota, the process of exclusions is proceeded with, and F, who is now lowest with 840, is excluded.

His seven original votes are transferred first. B, D and E are next preference on three, two and two papers, respectively, and receive respectively 300, 200 and 200.

The transferred votes are next transferred in the order of their transfers to F. The 3 votes received at the value of eight each at the distribution of H's surplus are transferred at the same value to L who was next preference on all 3 papers. The vote valued at sixteen received by F at the distribution of K's surplus, goes at the same value to M, who was next preference on that paper. The vote transferred at the value of 100 on the exclusion of N is then transferred at the same value to D, who thus receives a total of 300.

No continuing candidate having yet reached the surplus, N, who is now lowest with 1,016 is excluded.

His ten original votes are transferred first. B and D are first preference on three papers each, and E and L on two each. B and D accordingly receive 300 each, and E and L 200 each. This brings B, D and E above the quota, and they are declared elected. The requisite number of candidates having now been elected, the election is at an end, and it is unnecessary to proceed to the transfer of M's transferred votes.

Full details are shown in the result sheet.

RESULT SHEET (VIII)

Value of Votes

14,000

Quota =  $\frac{14,000}{8} + 1 = 1,751$

Names of candidates	Value of votes at first count	Distribution of H's surplus	Result	Distribution of votes of G & O	Result	Distribution of votes of J & P	Result	Distribution of K's surplus	Result
1	2	3	4	5	6	7	8	9	10
A	1,200	—	1,200	+200	1,400	+100	1,500	—	1,500
B	800	+56	856	+100	956	+100	1,056	+16	1,072
C	600	—	600	—	600	—	600	—	600
D	900	+32	932	+100	1,032	+100	1,132	—	1,132
E	1,000	+32	1,032	+100	1,132	+100	1,232	—	1,232
F	700	+24	724	—	724	—	724	+16	740
G	400	—	400	-100	—	—	—	—	—
H	1,900	-149	1,751	—	1,751	—	1,751	—	1,751
I	1,300	—	1,300	+200	1,500	+200	1,700	+16	1,715
J	500	—	500	—	500	-500	—	—	—
K	1,400	—	1,400	+100	1,500	+300	1,800	-49	1,751
L	800	—	800	—	800	+100	900	—	900
M	1,000	—	1,000	—	1,000	—	1,000	—	1,000
N	600	—	600	—	600	—	600	—	600
O	400	—	400	-400	—	—	—	—	40
P	500	—	500	—	-500	-500	—	—	01
Loss of value by neglect of fractions.	—	+5	5	—	5	—	5	+1	6
Total	14,000	—	14,000	—	14,000	—	14,000	—	14,000

RESULT SHEET (VIII) *ccntd.*

Names of candidates	Distribution of votes of C and N	Result	Distribution of surplus of I and A	Result	Distribution of F's votes	Result	Distribution of M's votes	Result	Result of election
1	11	12	13	14	15	16	17	18	19
A	+300	1,800	-49	1,751	—	1,751	—	1,751	Elected
B	+200	1,272	+32	1,304	+300	1,604	+300	1,904	Elected
C	-600	—	—	—	—	—	—	—	Not Elected
D	+200	1,332	+56	1,397	+300	1,697	+300	1,997	Elected
E	+200	1,432	+16	1,448	+200	1,648	+200	1,848	Elected
F	+100	840	—	840	-840	—	—	—	Not Elected
G	—	—	—	—	—	—	—	—	Not Elected
H	—	1,751	—	1,751	—	1,751	—	1,751	Elected
I	+100	1,816	-65	1,751	—	1,751	—	1,751	Elected
J	—	—	—	—	—	—	—	—	Not Elected
K	—	1,751	—	1,751	—	1,751	—	1,751	Elected
L	+100	1,000	—	1,000	+24	1,024	+200	1,224	Not Elected
M	—	1,000	—	1,000	+16	1,016	1,000	+16	Not Elected
N	-600	—	—	—	—	—	—	—	Not Elected
O	—	—	—	—	—	—	—	—	Not Elected
P	—	—	—	—	—	—	—	—	Not Elected
Loss of value by neglect of fractions	—	6	+1	7	—	7	—	7	
Total	—	14,000	—	14,000	—	14,000	—	14,000	

**CHAPTER XXXI**  
**AWARD OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS**  
**AND PRIZES**

31.1 All awards of Fellowships, Scholarships, medals and prizes including those specifically earmarked for a particular category shall be given on the basis of merit determined under the rules laid down in the Ordinances. Freeships and stipends shall, however, be awarded on the basis of poverty-cum-merit.

**“FELLOWSHIP”**

31.2 The Executive Council, shall from time to time determine the number of H.P.U. Research Fellowships/Scholarships to be awarded in each category and the value thereof.

31.3 The fellowships may be divided into the following categories :—

1. H.P.U. Senior Fellowship—For Post-Doctoral Research for 2 years (it may, however, be awarded for a period of less than two years if the candidate so proposes.)
2. H.P.U. Junior Research Fellowship—For Ph.D. including M. Phil/LL.M. for four years.
3. U.G.C. Junior Research Fellowship—For Ph. D. including M. Phil/LL. M. for four years.

31.4 The awards of fellowships will be decided by the authorities given below :—

1. H.P.U. Senior Research Fellowship—Dean of Studies on the recommendations of the Deans Committee.
2. H.P.U. Junior Research Fellowships—Chairman of the Department concerned on the recommendations of the Departmental Council of the concerned department.
3. U.G.C. Junior Research Fellowships—Dean of Studies on the recommendations of the Deans Committee.

**ELIGIBILITY :**

31 5 (i) H.P.U. Junior Research Fellowship.

- (a) To be eligible for the award of Junior Research Fellowship, a candidate must be holder of Master's degree in the subject concerned or the holder of the Degree of Bachelor of Laws in case of LL. M.
- (b) To be eligible for the award of HPU Junior Research Fellowship, a candidate must have further, obtained at least 50% marks of the aggregate in M. A./M. Sc./M Ed / M.B.A /M. Com./LL. B. and atleast 50% marks in any two lower examinations separately including Bachelor/ Honours degree. The selection shall be made strictly on merits which will be determined by taking the average marks in the three examinations mentioned in (a) and (b) above to the benefit of the candidates. The average will be determined as under :—

Total marks obtained in all the three examinations

----- × 100

Total maximum marks in the said three examinations.

Provided that :

- (a) If the percentage of marks of two or more candidates is equal, the candidate getting higher marks in the qualifying examination will be awarded the fellowship.
- (b) If two or more candidates are bracketed according to the merit stated above, both or all of them will be given the H.P.U. Junior Research Fellowships.
- (c) The H P.U. Junior Research Fellowship will be awarded to the holder of M.A /M. Sc./M. Ed./M.B.A./M. Com./ LL. B. degree, from the H.P. University, Shimla or to a student who took his degree from some other University because of the non-existence of facilities in that subject in Himachal Pradesh at that time.
- (d) If a qualified candidate from the H.P. University is not available for the award of H.P.U. Junior Research Fellowship, the fellowship shall be open to all and will be

awarded to the best eligible candidate in the respective class of the same department of the same session from any other University.

- (e) If a H.P.U. Junior Research Fellowship falls vacant the same may be awarded for the remaining of the term to the next student available in order of merit in the respective session of the class concerned.
- (f) The H.P.U. Junior Research Fellowships shall be awarded from the date of admission and shall further be subject to regularity in attendance, good conduct and satisfactory progress in studies to be certified by Supervisor/Chairman of the Department concerned.
- (g) The value of the H.P.U. Junior Research Fellowships and contingent expenditure will be as may be laid down by the Executive Council from time to time.
- (h) The tenure of a H.P.U. Junior Research Fellowship will be four years and no extension shall be allowed under any circumstances.
- (i) If a candidate does not submit the dissertation within prescribed period or fails in any theory paper or in dissertation shall forfeit the scholarship on the ground of unsatisfactory progress in studies.

31.5 (ii) H.P.U. Senior Fellowship :—

- (a) To be eligible for the award of H.P.U. Senior fellowship, a person must be a holder of Doctoral degree and must have published original research work in learned journals of standing.

In case there is more than one eligible candidates the performance in the following examinations taken together and research work shall be taken into consideration :—

- i) B. A /B. Sc /B. Com./B. Ed. (in case of Education).
- ii) Master's Degree/LL. B.



iii) M. Phil/LL. M., if any.

iv) Number of papers published in journals of repute.

31.6 Deleted.

### 31.7 U.G.C. JUNIOR RESEARCH FELLOWSHIP

The rules prescribed by the U.G.C. from time to time shall be followed for the award of U.G.C. Fellowships.

31.8 Every fellow shall be assigned to a Teaching Department according to the nature of the work carried out by him and will be under the administrative control of the Chairman of the Department concerned. The fellow shall submit half-yearly report of the progress of the work done by him through the Supervisor to the Chairman of the Department who, in turn, will place the report before the competent body concerned. If the progress made by a fellow during the period is considered to be unsatisfactory, the payment of his emoluments for the subsequent period may be suspended and in case of two consecutive unsatisfactory reports, the fellowship shall be terminated. The suspension of emoluments or the termination of fellowship shall be ordered by the Committee competent to award the respective fellowships.

31.9 Every fellow shall be governed by the conduct rules, which are applicable to the teachers of the University.

31.10 A fellow may resign his appointment by giving three months notice to the Registrar. If he fails to give such notice, he shall pay to the University three months' emoluments in lieu of three month's notice or forfeit emoluments for three months.

31.11 A fellow may submit his resignation, in writing stating reasons for resignation, to the respective Committee, through the Chairman of the Department concerned.

31.12 A fellow may be required to teach University classes, including work in the correspondence courses for not more than six hours a week. He shall also be expected to deliver a course of lectures

in the field concerned within the particular line of his respective research.

A fellow shall not accept or hold any appointment or otherwise receive any emoluments, salary, stipend etc. from any other source during the tenure of the award.

31.13 The result of a Himachal Pradesh University Senior Fellow or Fellow's work, if considered of sufficient merit, may be published by the University.

### SCHOLARSHIPS, STUDENTSHIPS AND EXHIBITIONS

31.14 The following scholarships are available at the University Centre for Post Graduate students :—

#### (A) University Scholarships :

	<i>Number</i>	<i>Value</i>
(i) Subject-wise Merit Scholarships.	One scholarship per subject in which post graduate facilities exist in the University.	Rs. 150/- p. m. (for two years & in case of LL B. three years).
(ii) Group-wise Merit Scholarships.	Nine scholarships on the basis of aggregate marks at graduate level examination preceeding the admission in various departments according to the scheme of distribution as given below :—	Rs. 150/- p. m. (for two years & in case of LL.B. three years).
	(a) Two for the students taking admission within the Faculty of Languages, and in the Faculty of performing and Visual Arts.	
	(b) Two for the students taking admission within	

the Faculty of Social Sciences.

(c) Two for the students taking admission within the Faculty of Science.

(d) Two for the students taking admission within the other Faculties viz. Commerce, and Management Studies, Education, Law etc.

(e) One for the girl student with highest merit taking admission in any of the Departments.

- |                                       |  |  |
|---------------------------------------|--|--|
| (iii) Subject-wise Merit Scholarships | (a) One scholarship for subject on the basis of the result of M. A./M. Sc./M.B.A./M. Com Part-I examination (semester I & II taking together). | Rs. 150/- p. m. for one year.  |
|                                       | (b) One scholarship on the basis of the result of LL.B. Part-I examination (semester I & II taken together)                                    | Rs. 150/- p. m. for two years.   |
|                                       | (c) One scholarship on the basis of the result of LL. B. Part-I & Part-II examination (semesters I, II, III & IV taken together.)              | Rs. 150/- p. m. for one year.  |
| (iv) Sports Scholarships              | Two scholarships for outstanding sportsmen at the post-graduate level.   | Rs. 200/- p.m. for one year.   |
| (v) Cultural Activists Scholarship    | Five   | Rs. 200/- p.m. for the full year academic session i.e. 1st July, to 30th June. |

## **Rule for the Award of Scholarship to the Cultural Activists of the P. G. Centre**

### **Eligibility**

1. Those who are enrolled as students at the post graduate centre Shimla during the year for the award of scholarship.
2. He/She should have I/II/III position in the Inter-College/Inter-Varsity/Inter-State Youth Festival/Competition in any item in the same Academic year of award of Scholarship.
3. In service candidates who are drawing salaries are not eligible for these scholarships.

### **Amount and Duration**

In all there will be five scholarships of an amount of Rs. 200/- per month for full year/academic session-“1st July to 30th June.” If a student joins the centre on a date latter than the prescribed date of admission, he/she will be paid only for the balance period till 30th June.

### **Selection**

The award will be made on the basis of merit drawn by the Committee constituted by the Vice-Chancellor. The decision of the selection Committee will be final and no correspondence in this regard will be entertained.

### **Evaluation**

#### **1. Inter College Youth Festival**

1st position	=8 points
2nd position	=6 points
3rd position	=4 points

#### **2. Inter-Varsity Competition**

a) Additional Points for position (Zonal level).

1st position	=10 points
2nd position	=8 points
3rd position	=6 points

## b) Additional points for position (All India Level)

1st position	=20 points
2nd position	=16 points
3rd position	=12 points

## 3. Inter State Competition held by recognised National Cultural Bodies.

	Zonal	National
I position	10 points	20 points
II position	8 points	16 points
III position	6 points	12 points

- (i) Those students who have represented the Country/Indian University in the Inter-National Cultural Competition/Youth Festival recognised by National cultural bodies shall be entitled for the scholarship straightway.
- (ii) A cultural activists shall be entitled to the award of Scholarship during particular session only on the basis of his/her performance during that very session.
- (iii) Individual items will have priority over the others.
- (iv) If there is still tie, the student studying in the higher class will be given priority over the others.
- (v) If the two students happen to be in the same class, the scholarship will be given to the student who is older in age.
- (vi) The Scholarship will be awarded to the outstanding cultural activists in the following items;
1. Debate
  2. Indian Folk Dance
  3. Indian Classical Music
  4. Indian Classical Music (Instruments)
  5. Light Vocal Music
  6. Vadyavadan
  7. Group song
  8. Indian Classical Dance
  9. One Act Play/Short Play/Skit
  10. Symposium
  11. Poetic Symposium
  12. Pantomime
  13. Indian Folk Music.
- (vii) Scholarship will be disbursed after the verification and checking of the original certificates of the students.
- (viii) A student can get more than one monetary benefit (not more than two of the highest amount). In that case the total number of Scholarships be increased by that number, so that the number of scholarships is not reduced due to the above concession.

- (ix) Any student who is found to be without adequate reason, avoiding his/her cultural activities will be liable for disciplinary action leading to the cancellation of his/her scholarship.
- (x) A student who has been punished on misconduct or unfair means case shall not be eligible or if already in receipt, shall not continue to receive the award of cultural scholarship.
- (xi) All the applicants applying for the award of cultural scholarship will be required to obtain a certificate of good conduct from the Dean Students' welfare and Chairman of the department concerned.

(B) For subject-wise merit scholarship mentioned under clause (A) (i) above, aggregate of marks in the subject concerned in T.D.C. II & III examinations shall form the basis of award. But for the subjects which are not taught at under-graduate level, the aggregate of marks obtained in the qualifying examination shall be taken into consideration.

(C) For group-wise merit scholarship, aggregate of marks in T.D.C. II & III examination or the marks of the respective Bachelor's degree forming the basis of admission will be taken into consideration.

(D) If two or more candidates are bracketed for the award of a scholarship, both or all of them shall be awarded the scholarship.

(E) No scholarship shall be awarded to a candidate obtaining less than 60% marks in the subject concerned with second class in Bachelor's degree or 55% marks in the aggregate or an equivalent grade point average in the respective Bachelor's degree examination preceding the determination of the award.

#### GENERAL RULES FOR MEDALS AND PRIZES, FREESHIPS, STIPENDS, SCHOLARSHIPS AND FELLOWSHIPS

##### FREESHIPS

- 31.15 (a) Freeships in tuition fee may be granted on the basis of poverty to the extent of 10 per cent full freeships and 15 per cent half freeships to the total strength of a class/course.

(b) The student younger in age will be given half freeship if his/her elder brother/sister is also studying in the University and paying full fee.

### **MEDALS AND PRIZES**

31.16 The Executive Council shall from time to time, determine the number of examinations and subjects for which medals and prizes shall be awarded.

31.17 (a) All awards shall be made on the basis of University normal annual/semester examinations only. No award shall be made on the basis of result of the supplementary examination or on the basis of the result of a re-appear case.

(b) The award shall be made to the candidate or candidates who pass every part of the qualifying examination in the first attempt at which they were due to appear. However, a candidate who clears all the papers prescribed for an examination in first attempt, but improves his score in a paper(s) within the normal prescribed period for that examination, will not be debarred from any award.

(c) Fellowships, scholarships, stipends and freeships shall be awarded for the period the students are required to pay tuition fee and shall further be subject to regularity in attendance, good conduct and satisfactory progress in studies.

(d) If a fellowship, scholarship, stipend or freeship falls vacant, the same may be awarded for the remainder of the term to the next student available in order of merit in the respective session of the class concerned.

(e) A fellowship, scholarship, stipend and freeship awarded by the University shall be awarded only in the departments of the University or Institutions affiliated to or maintained by the University.

31.18 For the award of medal or prize for an examination, a candidate must have passed the examination in the First Division or with an equivalent grade average. In the case of award of medal or

prize for a particular subject the candidate must have obtained First Division marks or an equivalent grade point average in the subject concerned.

31.19 If two or more candidates are bracketed in the same order of merit, entitling them for the award of a medal or a prize, both or all of them shall be awarded a medal or a prize.

31.20 In an examination where an award is to be made in a particular subject, in which two or more candidates are bracketed together, the candidate showing better result in the examination as a whole shall be entitled to the award.

### STIPENDS

31.21 The University may institute poverty-cum-merit stipends for different courses, and the Executive Council, for this purpose, shall determine, from time to time, the number, the value and the duration of each stipend. The award of these stipends shall be subject to the following terms and conditions :—

- (a) A stipend shall be awarded on the basis of the University terminal examination only. No award shall be made on the basis of result of the supplementary examination or part of an examination, leading to a degree.
- (b) A stipend shall be awarded on merit to a student, whose own income or the income of whose parents or guardian, is not more than six thousand rupees per annum. In case two or more candidates are bracketed in the same order of merit, eligible for the award of a stipend, and the number of stipends is less than the number of candidates, then the candidates falling in the lower income group shall be preferred.
- (c) A student, who earns a scholarship, shall not be eligible for award of a stipend
- (d) Along with the stipend, the University may also grant full or half fee concession to a deserving candidate.
- (e) All stipends shall be subject to regularity in attendance, good conduct and satisfactory progress in studies.



- (f) A stipend which has been forfeited, may be rewarded on the same conditions for the remainder of the term to the next eligible candidate in the class concerned.
- (g) A stipend, shall be tenable only in a college or institution maintained by the University.

31.22 All Scholarships, studentships, stipends and freeships will be awarded by the committees as given below :—

- |  |   |                 |           |                             |        |  |        |                                   |        |                          |        |                            |        |   |        |                       |        |                         |        |  |  |
|--|---|-----------------|-----------|-----------------------------|--------|--|--------|-----------------------------------|--------|--------------------------|--------|----------------------------|--------|---|--------|-----------------------|--------|-------------------------|--------|--|--|
| (a) Subject-wise Merit Scholarships                      | Chairman of the Department.   |                 |           |                             |        |  |        |                                   |        |                          |        |                            |        |   |        |                       |        |                         |        |  |  |
| (b) Freeships  | Chairman of the Department.   |                 |           |                             |        |  |        |                                   |        |                          |        |                            |        |   |        |                       |        |                         |        |  |  |
| (c) Brother Sister concession                            | Chairman of the Department.   |                 |           |                             |        |  |        |                                   |        |                          |        |                            |        |   |        |                       |        |                         |        |  |  |
| (d) Stipends   | Chairman of the Department.   |                 |           |                             |        |  |        |                                   |        |                          |        |                            |        |   |        |                       |        |                         |        |  |  |
| (e) Hostel rent concession                               | Dean Students' Welfare in consultation with the Wardens.  |                 |           |                             |        |  |        |                                   |        |                          |        |                            |        |   |        |                       |        |                         |        |  |  |
| (f) Sports Scholarships                                  | <table border="0"> <tbody> <tr> <td>Dean of Studies</td> <td>Chairman.</td> </tr> <tr> <td>Dean, Faculty of Languages.</td> <td>Member</td> </tr> <tr> <td>Dean, Faculty of Performing &amp; Visual Arts.</td> <td>Member</td> </tr> <tr> <td>Dean, Faculty of Social Sciences.</td> <td>Member</td> </tr> <tr> <td>Dean, Faculty of Science</td> <td>Member</td> </tr> <tr> <td>Dean, Faculty of Education</td> <td>Member</td> </tr> <tr> <td>Dean, Faculty of Commerce &amp; Management Studies.</td> <td>Member</td> </tr> <tr> <td>Dean, Faculty of Law.</td> <td>Member</td> </tr> <tr> <td>Dean; Students Welfare.</td> <td>Member</td> </tr> <tr> <td>Director Physical Education &amp; Youth Programmes Convener.</td> <td></td> </tr> </tbody> </table> | Dean of Studies | Chairman. | Dean, Faculty of Languages. | Member | Dean, Faculty of Performing & Visual Arts. | Member | Dean, Faculty of Social Sciences. | Member | Dean, Faculty of Science | Member | Dean, Faculty of Education | Member | Dean, Faculty of Commerce & Management Studies. | Member | Dean, Faculty of Law. | Member | Dean; Students Welfare. | Member | Director Physical Education & Youth Programmes Convener. |  |
| Dean of Studies  | Chairman.   |                 |           |                             |        |  |        |                                   |        |                          |        |                            |        |   |        |                       |        |                         |        |  |  |
| Dean, Faculty of Languages.                              | Member  |                 |           |                             |        |  |        |                                   |        |                          |        |                            |        |   |        |                       |        |                         |        |  |  |
| Dean, Faculty of Performing & Visual Arts.               | Member  |                 |           |                             |        |  |        |                                   |        |                          |        |                            |        |   |        |                       |        |                         |        |  |  |
| Dean, Faculty of Social Sciences.                        | Member  |                 |           |                             |        |  |        |                                   |        |                          |        |                            |        |   |        |                       |        |                         |        |  |  |
| Dean, Faculty of Science                                 | Member  |                 |           |                             |        |  |        |                                   |        |                          |        |                            |        |   |        |                       |        |                         |        |  |  |
| Dean, Faculty of Education                               | Member  |                 |           |                             |        |  |        |                                   |        |                          |        |                            |        |   |        |                       |        |                         |        |  |  |
| Dean, Faculty of Commerce & Management Studies.          | Member  |                 |           |                             |        |  |        |                                   |        |                          |        |                            |        |   |        |                       |        |                         |        |  |  |
| Dean, Faculty of Law.                                    | Member  |                 |           |                             |        |  |        |                                   |        |                          |        |                            |        |   |        |                       |        |                         |        |  |  |
| Dean; Students Welfare.                                  | Member  |                 |           |                             |        |  |        |                                   |        |                          |        |                            |        |   |        |                       |        |                         |        |  |  |
| Director Physical Education & Youth Programmes Convener. |   |                 |           |                             |        |  |        |                                   |        |                          |        |                            |        |   |        |                       |        |                         |        |  |  |
| (g) Groupwise Scholarships                               | Deans' Committee with Dean of Studies as Chairman.  |                 |           |                             |        |  |        |                                   |        |                          |        |                            |        |   |        |                       |        |                         |        |  |  |

#### LEAVE RULES

31.23 (a) Leave for a maximum period of thirty days in a year in addition to the general holidays, may be taken by a Fellow with

the approval of the Supervisor. The general holidays, however, do not include the vacation period e.g. Summer and Winter vacations. The women awardees would be eligible for maternity leave at full rates for a period, not exceeding three months, once during the tenure of their award.

(b) Fellow may, in special cases, be allowed by the Commission/University, leave without Fellowship for a period not exceeding one year during the tenure of the award, for purposes of accepting teaching assignment on a temporary basis provided the post accepted by him/her is in the same department or in the Institution located in the same city on the recommendation of the Supervisor and the Institution concerned. The period of leave without fellowship will count towards the tenure of fellowship.

**Chapter XXXII****RELIGIOUS INSTRUCTION**

32.1 Except for a course in 'Religion and Culture', no religious instruction shall be imparted in any University Department of Studies or in a college or institution maintained by the University.

32.2 In the colleges or institutions affiliated to or recognised by the University, wherever religious instruction is imparted, it shall be subject to the following conditions : -

- (a) attendance at such religious instruction shall be voluntary and no student shall be compelled to attend;
- (b) no teacher shall be compelled to impart religious instruction ;
- (c) no disparaging remarks shall be made against any religion, and nothing shall be said or done during such religious instruction which may hurt the feelings of a student professing a religion other than the one in which the religious instruction is imparted or spreads hatred or ill-will towards persons professing any other religion;
- (d) the time spent on religious instruction shall not count towards the instructional work of the teacher;
- (e) the whole or proportionate part of the salary of a teacher employed wholly or partly, as the case may be, for imparting religious instruction, shall not be taken into account while making a claim for grant-in-aid, and the University shall keep this in view while making recommendations to the Government for grant-in-aid to the institution;
- (f) a teacher appointed solely or mainly for imparting religious instruction shall not be entitled to be elected or appointed to any authority or body of the University.

**Chapter XXXIII****MANAGEMENT OF COLLEGES AND INSTITUTIONS  
MAINTAINED BY THE UNIVERSITY**

**33.1** Subject to the provisions of the Act, the Statutes and the Ordinances, the Executive Council shall exercise its control over the management of the colleges and institutions maintained by the University through the Vice-Chancellor and may also appoint a teacher as the head of the college or institution.

**33.2** In addition to the duties and functions of teachers mentioned in Chapter XXXV, every head of a college or institution maintained by the University shall perform the following duties and functions :—

- (i) allocate teaching, academic and curricular work amongst the teachers and research workers ;
- (ii) maintain discipline among the teachers, research workers, administrative workers and students ;
- (iii) submit to the Vice-Chancellor or such other officer as may be designated by him, on a date fixed by the Vice-Chancellor, a general report on the working of the college or institution and an annual report regarding the work and conduct of teachers, research workers and other employees of the college or institution ;
- (iv) ensure that no expenditure is incurred for which provision has not been made in the budget estimates or in excess of the budget provision, without previous sanction of the competent authority ;
- (v) exercise financial powers only to the extent delegated to him ;
- (vi) make available for inspection and audit the accounts and other necessary records ;
- (vii) maintain a proper record of the property of the College or institution and ensure its safety and proper maintenance ;
- (viii) exercise administrative and disciplinary powers to the extent they may be delegated to him ;

- (ix) make available to the University teaching or other staff, accommodation and all other facilities required for conducting a University examination, seminar, refresher course, meetings, sports-games and other co-curricular activities ;
- (x) maintain registers and records, as may be required by the Vice-Chancellor ;
- (xi) faithfully observe the rules and regulations relating to the residence, health, physical welfare, conduct and discipline of students ;
- (xii) carry out all duties and functions, which may be assigned from time to time by the Executive Council or the Vice-Chancellor.

**Chapter XXXIV****SPORTS AND CO-CURRICULAR ACTIVITIES COUNCIL**

34.1 There shall be a Sports and Co-curricular Activities Council. Its aims and objects shall be as follows :—

- (a) promote team spirit and inculcate sportsmanship among the students of the University ;
- (b) regulate and promote games and sports on an amateur basis ;
- (c) foster the spirit of belonging to the University by organising University clubs and by conducting annual tournaments for various games and sports for all men and women students of the University ;
- (d) promote inter-University fellowship by participation in inter-University meets ;
- (e) promote co-curricular activities among the students.

34.2 The membership of the Council shall be as follows :—

- (a) Principals of the colleges affiliated to or maintained by the University;
- (b) Dean of Studies of the University Campus/Dean of Students' Welfare;
- (c) Registrar of the University ;
- (d) Director of Physical Education and Youth Programmes of the University, who shall be ex-officio Secretary of the Council ;
- (e) Deputy Director of Physical Education and Sports, who shall be the ex officio Assistant Secretary of the Council ;
- (f) Lecturers in Physical Education/Director of Physical Education of the colleges affiliated to or maintained by the University;
- (g) Five student sportsmen and two student sportswomen representing various major and minor games, one student representing NCC and two students representing

co-curricular activities to be co-opted by the Council by rotation for a period of one year;

- (h) Assistant Registrar (Accounts) of the University.

**34.3** The Council shall perform the following duties and functions :—

- (a) make rules for the organisation, conduct and control of the Himachal Pradesh University Sports Tournaments ;
- (b) interpret and enforce rules and give decisions and rulings on any point not covered by those rules ;
- (c) frame bye-laws consistent with these rules and to appoint sub-committees/committees, if and when necessary, and fix their terms of reference and office;
- (d) consider and pass the annual budget, and the annual calendar of tournaments and the meets, proposed and recommended by the Executive Board;
- (e) consider and adopt the annual report and the annual audited statement of accounts of the Sports and Co-curricular Activities Council and the various University clubs, and take such other action as may be deemed necessary and proper for the furtherance of the achievement of aims and objects specified in paragraph 34.1 above;
- (f) make nominations of students to the Students' Council as required under the Statutes from time to time.

**34.4** The Council shall have President, Vice-President who shall be selected in the following manner :

- (i) There should be election for the President/Vice-President.
- (ii) The President be elected from among the Principals by the General House
- (iii) Vice-President be elected from among the lecturers in Physical Education/DPEs/Sports Officers/ADPE by the General House.
- (iv) The term of both President and Vice-President will be one year. In case there is a change of President due to change in the office, the Vice-President shall act as President for the remaining term.

**34 5A** The affairs of the Council shall be managed by the Executive Council

- (a) The President of the Council shall be ex-officio President of the Board.
- (b) The Vice-President of the Council shall be ex-officio Vice President of the Board.
- (c) Registrar of the University.
- (d) Secretary of the Council shall be ex-officio Secretary of the Board.
- (e) The Assistant Secretary of the Council shall be ex-officio Treasurer;
- (f) Three Principals/Dean of Studies are to be elected by the General House.
- (g) Three lecturers in Phy. Edu /DPE/ADPE/Sports Officers are to be elected by the General House.
- (h) Two student sportsmen and student sportswomen out of members of the Council to be nominated by the President in consultation with the Vice-President and Secretary.

### **FORMATION OF THE SPORTS CLUB**

**34.5B** The formation of the various sports clubs of the committee shall be in the following manner :—

- (i) Chairman, who shall be Principal/Dean of Studies.
- (ii) Secretary who shall be lecturer in Phy. Edu./DPE/ADPE & Sports Officer.
- (iii) Three members (one of whom shall be lecturer in Phy. Edu & DPE/ADPE/Sports Officer) who shall be from the other staff members of other affiliated colleges.



34.6. (a) The Secretary shall convene the meetings of the Executive Board as and when directed by the President. He shall give seven day's notice to each member of the Board, but in emergent cases, the President may direct a meeting to be called at a shorter notice.

(b) At all meetings of the Executive Board, five members shall form a quorum.

34.7 The following shall be the duties and functions of the Executive Board :—

- (a) organise, conduct and control the Himachal Pradesh University sports tournaments, the various University sports clubs and all other sports and co-curricular activities in which the Sports and Co-curricular Activities Council participates, in accordance with the rules framed in that behalf by the Council;
- (b) raise funds for the Sports and Co-curricular Council and spend them in accordance with the budget estimates sanctioned by the Council, sanction re-appropriation of funds from one budget head to another, write off irrecoverable dues, items of stocks and condone delay in the submission of entries;
- (c) fill up any vacancy occurring in its members or among the members of its clubs/societies in the course of the year for the un-expired term pertaining thereto;
- (d) to frame new bye-laws to meet any emergency that may arise in the *bona fide* discharge of its duties, provided that such action is duly reported to the next general meeting of the Council for obtaining its approval thereto;
- (e) consider and recommend for adoption by the Annual General Meeting with its appropriate comments, the Annual Report of the Secretary on the years' activities, the audited statement of accounts of the various sports clubs and other co-curricular activities & societies/clubs, the annual budget estimates and the annual calendar of tournaments, meets any youth festivals for the ensuing year.

34.8 All decisions of the Council or the Board shall be by a majority of votes of the members present and voting. In case the votes are equally divided, the President or the Chairman shall have second or casting vote.

34.9 The following shall be the duties, functions and powers of the office bearers :—

- (a) *President* :—He shall preside over all meetings of the Council and its Executive Board and shall discharge such functions as may be assigned to him in that capacity by the Council. He shall have emergency powers to sanction an expenditure of Rs. 1000/- only at one time.
- (b) *Vice President* :—He shall preside over the meeting of the Council or the Board, in the absence of the President, and exercise such other powers in the absence of the President as may be conferred on him by the Board.
- (c) *Secretary* :—He shall be the Chief Executive Officer of the Council and the Board and shall give effect to the resolutions and decisions of the Council or the Board and shall carry out such other duties and functions as may be assigned to him by the Council or the Board. He shall have imprest of Rs. 1000/- only to be recouped from time to time. He shall ordinarily be empowered to incur sanction and approve an expenditure upto Rs. 500/- only on one item at a time. Besides the expenditure from imprest, the Secretary in his capacity as the Chief Executive Officer of the Council, shall be empowered to incur all expenses on the items approved in the budget and shall be deemed to have full drawing and disbursing powers in respect of the Himachal Pradesh University Sports and Co-curricular Activities Council Funds.
- (d) *Assistant Secretary* :— He shall discharge such duties as may be assigned to him by the Secretary, and in the absence of the Secretary he shall function as Secretary of the Council or the Board.
- (e) *Treasurer* :—He shall maintain proper accounts and produce them for audit annually by the Resident Auditor of the University.

34.10 All funds of the sports and Co-curricular Activities Council shall be kept separate from all other accounts of the University. The University shall provide and transfer the budget funds to the Council in the beginning of the year. These amount shall be deposited in a scheduled bank and the account in the bank shall be jointly operated by the Secretary and the Treasurer. The Secretary shall submit the account of all expenditure incurred during the year according to the Ordinance 34.14.

34.11 (a) Ordinarily, in the month of May or soon thereafter the Sports and Co-curricular Activities Council may call the annual general meeting which shall be convened by the Secretary on a date and a place and time determined by the President. The Secretary shall give 15 days' clear notice by post under postal certificate to all the members.

(b) At the Annual General Meeting the following business shall be transacted : —

- (i) formation of the Executive Board and appointment of office-bearers of the various sports clubs ;
- (ii) adoption of annual report ;
- (iii) adoption of audited statements of accounts of the Council and the sports clubs ;
- (iv) passing of the budget estimates and the approval of the annual calendar of University tournaments and meets for the ensuing year ;
- (v) any other item put forward by the Executive Board ;
- (vi) any other item of which notice has been received by the Secretary by the 15th of April from any member of the Council ;
- (vii) any other item with the permission of the Chairman.

34.12 (a) The President at his discretion may call one more general meeting of the Council to transact the unfinished business of the Council or the Board or such other business as may be considered necessary in the course of the year. At least 15 days' notice of its meeting shall be given to all members.

(b) An extraordinary general meeting shall be convened on a written requisition signed at least by one-third members of the Council mentioning specifically the business to be transacted at that meeting. It shall be incumbent on the Executive Board to call a meeting within twenty-one days of the receipt of such a requisition. No business shall be transacted at that meeting beyond what is specified in that requisition.

- Note .—*
- (i) Twenty members shall form a quorum at all general meetings.
  - (ii) Voting by proxy shall not be permitted.
  - (iii) No individual member shall exercise more than one vote, except the President who shall have a casting vote as mentioned in paragraph 34.8 above.

34.13 Travelling and halting allowance to members of the Council shall be borne by the college concerned. The Travelling and halting allowance in case of the employees of the University shall be borne by the University. Travelling and halting allowance to the members of various committees, sub-committees appointed by the Council or Executive Board shall be borne by the H.P.U.S. and C.A.C. and the Secretary in his capacity as the Chief Executive Officer of the Council shall sanction, approve and countersign all such expenses. Expenditure on all other such items shall be in accordance with the Bye-Laws of H.P.U.S. & C.A.C.

(ii) All expenses on refreshment, lunch etc. to the members attending meetings of the Council, Executive Board, Committee, sub-Committee appointed by the Council/Executive Board shall be incurred at the same rate as permissible to the members of the other statutory Bodies of the University.

34.14 The accounts of the Sports and Co-curricular Activities Council shall be audited annually by the Resident Auditor of the University and the report of the Secretary together with the report of the Resident Auditor shall be submitted to the Executive Council through the Finance Committee, after they have been considered and duly adopted by the Sports and Co-curricular Activities Council.

34.15 The Executive Council shall exercise general supervision and control over the Sports and Co-curricular Activities Council and shall be competent to give directions to the Council, which the Council shall be bound to carry out.

## Chapter XXXV

**CONDITIONS OF SERVICE AND CONDUCT RULES  
FOR EMPLOYEES OF THE UNIVERSITY**

## Part A

35.1 Save as otherwise provided in the Act and the Statutes these rules shall apply to the employees of the University belonging to any of the categories mentioned below, who are under the administrative control of the Himachal Pradesh University :

**Category A**—(i) Teachers of the University as referred to in the Act, Statutes and the Ordinances.

(ii) Any other person recognised as teacher by the Academic Council.

**Category B**—(i) Administrative Officers like Registrar Finance Officer, Controller of Examinations, Planning & Development Officer, Secretary to the Vice-Chancellor, Director of Physical Education & Youth Programmes, Deputy Registrars, Deputy Director of Physical Education, Public Relation Officer, Assistant Directors of Physical Education, Assistant Registrars, Section Officers and Security Officer.

(ii) Librarian, Deputy Librarians, Assistant Librarians and First Professional Assistants.

(iii) Technical Officers like Executive Engineers, Assistant Engineers, Architects, Asstt. Architects, Architectural Asstts. Medical Officers etc. etc.

(iv) Any other employee placed by the Executive Council in this category.

**Category C**—(i) Ministerial and other staff in a pay scale with the minimum pay of Rs. 950 or above per month and not included in Categories 'A' and 'B' above.

(ii) Any other employee placed by the Executive Council in this category.

**Category D**—(i) All other employees not included in Categories 'A', 'B' or 'C'.

35.2 (a) Every employee of the University whether salaried or honorary shall be required to execute an agreement in form 'A' appended to this Chapter and these rules shall be deemed to be a part of that agreement.

(b) When in the opinion of the Executive Council special provisions inconsistent with these rules are required with reference to any particular post or any office of service, the Executive Council may, notwithstanding anything otherwise contained in these rules, provide an agreement with the person appointed to such post for any matters in respect of which in the opinion of the Executive Council special provisions are required to be made ;

Provided that in every agreement so made it shall be provided that in respect of any matter for which no provision has been made in this agreement, provisions of these rules shall apply.

35.3 These rules shall not apply to :

- (i) any employee of the University between whom and the University a special contract or agreement subsists in respect of any matter dealt with herein to the extent upto which specific provision is made in the contract or agreement (See rule 35.2 above) ;
- (ii) any person for whose appointment and conditions of service special provision is made by or under any law for the time being in force; and
- (iii) any employee or class of University employees to whom the Executive Council may by general or special order, direct that these rules shall not apply in whole or part. One of such classes of University employees is that employed only occasionally or which is subject to discharge at one month's notice or less.

35.4 If any doubt arises as to whether these rules apply to any person or not, the decision shall lie with the Executive Council.

35.5 Nothing in these rules shall operate to deprive any person of any right or privilege to which he is entitled by or under any law or by the terms of his agreement.

35.6 The power of interpreting, changing, adding to and relaxing these rules is vested in the Executive Council.

35.7 Save as may be otherwise provided in the Act, Statutes and the Ordinances, the appointment, suspension, removal from office, fixing of salary, control, or any other kind of matter, the competent authority shall be in the case of :

- (a) Employees of categories  
'A' and 'B' ... Executive Council.
- (b) Employees of category 'C' ... Vice-Chancellor
- (c) Employees of category 'D' ..... Registrar

(However in case of recruitment of the Technical Staff in the teaching department i.e. Laboratory/Field/Technical staff etc. the Chairman of the Department and one teacher nominated by the Vice-Chancellor shall be associated with the selection committee.)

35.8 Save as otherwise specifically provided in the Act, Statutes or Ordinances, the Executive Council shall fix the minimum qualifications required for each post or class of post and also lay down whether the post or class of posts are to be filled by direct recruitment or promotion or by both and if so in what proportion.

35.9 No person shall be appointed to a post in an office of the University who has not passed at least the High School or a comparable examination of a recognised University or Board except in the case of appointments of category 'D'.

Provided that in the case of technical staff like Driver, Mechanic, Technician, Photographer, Artist etc. the above qualification may be relaxed at the discretion of the Vice-Chancellor.

35.10 No person shall be appointed in the University service whose age is less than 18 years.



35 11 (a) Save as otherwise provided in the Statutes, the appointment of all categories of employees shall be made by the competent authority referred to in 35.7 on the recommendation of Selection Committees, appointed by the competent authority.

(b) Whenever there is a vacancy to be filled by direct recruitment, the post in Category 'A' or 'B' or Asstt. Registrar/Asstt. Engineer/Asstt. Architect or above shall be advertised not less than three weeks in advance, in at least one leading daily newspaper, while others in category 'B' and 'C' shall be advertised through Employment Exchanges and affiliated colleges in Himachal Pradesh and applications invited therefor. The advertisement shall clearly mention the eligibility qualifications and pay-scale of the post.

(c) In the case of recruitment to posts in categories 'A' and 'B' the applications shall be screened by the Vice-Chancellor, or by a person or persons nominated by him in order to prepare a list of suitable candidates for consideration by the Selection Committees constituted under the Statutes or these Ordinances. The applications for the posts in category 'C' shall be similarly screened by the Registrar. The applications for the posts in category 'D' shall be screened by the Chairman of the Department/Institution.

(d) In the case of appointments to category 'A' the Vice-Chancellor may also place before the Selection Committee, names of persons, who may not have applied for the post but who in his opinion deserve to be considered.

(e) In the case of appointments to category 'A' the Selection Committee shall consider the academic record of the candidate, his research work, his contribution to the advancement of the knowledge of the subject, his publication and then assess his suitability for the post in all respects

(f) In the case of appointments to categories 'B', 'C' and 'D' the Selection Committee shall consider the merit and suitability of the candidate in all respects.

(g) All decisions of the Selection Committee shall be by majority of votes.

(h) In case the Selection Committee is of the opinion that none of the candidates is suitable, the post may be re-advertised and in the case of appointments to posts in category 'A', the Vice-Chancellor may also be requested to suggest some other names.

(i) The Selection Committee shall draw up a panel of the names of the selected candidates in order of merit. Such a panel shall remain in force for a period not exceeding one year and appointments shall be made out of the panel strictly in order of merit.

(j) It shall be open to the Selection Committee to recommend a higher starting salary in suitable cases.

35.12 No person shall be appointed on regular basis in the University service in category 'B', 'C' and 'D' unless he is medically fit and produces a certificate to this effect from the University Medical Officer or any other Medical Officer authorised by the University in this behalf and provided further that the character and antecedents of all these categories of employees are verified and found satisfactory by the appointing authority.

35.13 Every person, appointed to a regular post under the University, whether by promotion or direct recruitment, shall be on probation in such post for a period of one year which may be extended by the competent authority for another year but the total period of probation shall in no case exceed two years :

Provided that the period of probation may be raised or reduced as may be decided by the Executive Council in each case.

35.14 Every person appointed to a regular post under the University by promotion or by direct recruitment shall, on satisfactorily completing his period of probation, be eligible for confirmation in the post.

35.15 Every employee of the University shall be deemed to be confirmed automatically unless before six months after the expiry of the period of probation he is conveyed orders of extension of probation period.

## CONDUCT RULES

35.16 Every employee shall at all times maintain absolute integrity and devotion to duty.

35.17 Every employee shall abide by and comply with the rules of the University and all orders and directions of his superior authorities issued from time to time.

35.18 Every employee shall extend the utmost courtesy and attention to all persons with whom he has to deal in the course of his duties.

35.19 Every employee shall endeavour to promote the interests of the University and shall not act in any manner harmful to the University.

35.20 No employee shall take part in any political activity. However the University teachers shall be entitled to contest the State Assembly/Parliament elections and shall be allowed leave of the kind due for the purpose.

35.21 No employee shall participate in any demonstration or resort to any form of strike in connection with his official duties and conduct.

35.22 No employee shall join or continue to be a member of any Service Association which has not obtained the recognition of the University, or recognition in respect of which has been refused or withdrawn.

35.23 No employee shall, except in accordance with any general or special order of the University or in the performance in good faith of the duties assigned to him, communicate directly or indirectly any official document or information to any University employee or any other person to whom he is not authorised to disclose such documents or information. Any such action on the part of the University employee shall render him liable to disciplinary action for misconduct.

35.24 An employee of the University may be called upon to perform any work as may be assigned to him at any time and may be transferred to any place in the interest of the University.

35.25 No employee shall, except with the previous sanction of the Executive Council, own wholly or in part or conduct or participate in editing or managing of any newspaper or other periodical publication or non-periodical publication.

35.26 No employee shall, in any Radio or Television Broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in other public utterance, make any statement of fact or opinion :—

- (i) which has the effect of any adverse criticism of any decision of his superior officers or of any current or recent policy or action of the University ;
- (ii) which is likely to embarrass relations between the services of the various departments of the University (Provided that nothing in this rule shall apply to statements made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him) ;
- (iii) which involves personal attacks and/or insinuations against his superior officers or colleagues

35.27 No employee shall, except in accordance with the general or special orders of the University or in the performance in good faith of the duties assigned to him, take directly or indirectly any official document for information to any person to whom he is not authorised to take such document or information.

35.28 An employee shall devote his whole time to the service of the University and shall not without previous sanction engage directly or indirectly in any trade or business or undertake any employment or work other than his official duties :

Provided that an employee may without such sanction undertake honorary work of a social or cultural nature or occasional work of a

literary or artistic nature subject to the condition that his official duties do not suffer :

Provided further that the teacher shall be obliged to do any examination work including invigilation, setting of papers, evaluation/ re-evaluation of scripts, etc., that may be assigned to him by the University.

35.29 Where any employee has the powers to decide officially any proposal or express opinion or take any other action, when that proposal or opinion or any other action is in respect of either himself or an individual in whom he is interested, he shall not express any opinion or take other action or decision but shall submit the case to his superior officer after explaining the reasons and nature of personal interest.

35.30 (1) No University employee shall, except with the previous sanction of the Vice-Chancellor, ask for or accept contributions to, or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.

(2) No University employee shall :

- (i) give or take or abet the giving or taking of dowry, or
- (ii) demand, directly or indirectly, from the parent or guardian of a bride or bridegroom, as the case may be, any dowry.

35.31 (1) No University employee shall speculate in any stock, share or other investment.

*Explanation :*

Frequent purchase or sale or both of shares, securities or other investments shall be deemed to be speculation within the meaning of this sub-rule.

(2) No University employee shall make, or permit any member of his family or any person acting on his behalf to make investment which is likely to embarrass or influence him in the discharge of his official duties.

(3) If any question arises whether any transaction is of the nature referred to in sub-rule (1) or sub-rule (2) the decision of the competent authority thereon shall be final.

(4) (i) No University employee shall save in the ordinary course of business with a bank or a firm of standing duly authorised to conduct banking business, either himself or through any member of his family or any other person acting on his behalf—

- (a) lend or borrow money as principal or agent, to or from any person with whom he is likely to have official dealings, or otherwise place himself under any pecuniary obligation to such person, or
- (b) lend money to any person on interest or in a manner whereby return in money or in kind is charged or paid :

Provided that a University employee may, give to, or accept from a relative or a personal friend purely temporary loan of a small amount free of interest or operate a credit account with a bonafide tradesman or make an advance to pay his private employee.

(ii) When a University employee is appointed or transferred to a post of such nature as would involve him in the breach of any of the provisions of sub-rule (2) or sub-rule (4), he shall forthwith report the circumstances to the competent authority and shall thereafter act in accordance with such order as may be made by such authority.

**Note** :- In these rules 'Members of Family' in relation to a University employee shall include—

- (i) the wife or the husband, as the case may be, of the University employee, whether residing with the University employee or not, but does not include a wife or husband, as the case may be, separated from the University employee, by a decree or order of a competent court ;
- (ii) son or daughter or step-son or step-daughter of the University employee and wholly dependent on him, but does not include a child or step child who is no longer

in any way dependent on the University employee or of whose custody the University employee has been deprived by or under any law ;

- (iii) any other person related, whether by blood or marriage, to the University employee or to the University employee's wife or husband and wholly dependent on the University employee.

35 32 A University employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. A University employee against whom any legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceeding to the competent authority.

*Note :* The burden of proving that the insolvency or indebtedness was the result of circumstances, which with the exercise of ordinary diligence, the University employee could not have foreseen, or over which he had no control and had not proceeded from extravagant or dissipated habits, shall be upon the University employee.

(1) No University employee shall, except with the previous knowledge of Vice-Chancellor, acquire or dispose of any movable property in the shape of shares, securities or debentures or any immovable property by lease, mortgage, sale, gift or otherwise in his own name or in the name of any member of his family.

*Note :—*The above rule applies only to cases in which the value of the movable or immovable property exceeds the amount equivalent to one year's salary of the University employee concerned.

(2) The Executive Council may at any time by general or special order require the employees to submit to the Vice-Chancellor within the period specified in the order, a full and complete statement of such movable and immovable property held or acquired by them or by any member of their family at the time of entering into University service and acquired by them and any member of their family after entering into such University service, as may be specified

in the order. Such statements shall include details of the means by which or the source from which such property was subsequently acquired.

**35.33 (1)** No University employee shall, except with the previous sanction of the competent authority, have recourse to any court or the press for vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.

(2) Nothing in this rule shall be deemed to prohibit a University employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the University employee shall submit a report to the competent authority regarding such action.

**35.34 (1)** No University employee who has a wife or husband living shall contract another marriage without first obtaining the permission of the competent authority, notwithstanding that such subsequent marriage is permissible under the custom or personal law for the time being applicable to him.

(2) No University employee shall infringe any provision of any law concerning family planning.

**35.35** A University employee shall :

- (a) strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being ;
- (b) take due care that the performance of his duties is not affected in any way by the influence of any intoxicating drinks and drugs ;
- (c) not appear in a public place in a state of intoxication ; and
- (d) not habitually use any intoxicating drink or drug to excess.

**35.36** No employee shall bring or attempt to bring directly or indirectly any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the University.



35.36 A. The following lapses shall constitute improper conduct on the part of a teacher making him liable for disciplinary action :—

- (i) Failure to perform his academic duties such as preparation of lectures, demonstrations, assessment, guidance, invigilation, etc ;
- (ii) Gross partiality in assessment of students, deliberately over-marking, under-marking or attempts at victimisation on any grounds ;
- (iii) Inciting students against other students, colleges or administration, provided that this will not interfere with the right of a teacher to express his difference on principles in seminars or other places where students are present ;
- (iv) Raising questions of caste, creed, religion, race or sex in his relationship with his colleagues and trying to use the said consideration for improvement of his prospects ;
- (v) Refusal to carry out decisions by appropriate administrative and academic bodies and/or functionaries of the University. It however, will not inhibit his right to express his difference with the policies and decisions of the administrative and academic bodies and/or functionaries of the University ;

Provided that if a teacher is found guilty of violating (iv) above, he will render himself liable to disciplinary action to the extent of his removal from the University service.

#### SERVICE RECORDS

35.37 Service records of each employee of the University shall be maintained by the University.

#### INCREMENTS

35.38 Except in the case of employees of category 'A' an increment shall ordinarily be drawn, unless it is withheld. In ordering

the withholding of an increment, the withholding authority shall state the period for which it is withheld and whether this postponement shall have the effect of postponing the further increment.

35.39 Where an efficiency bar is prescribed in a time scale the increment next above the bar shall not be given to an employee without the specific sanction of the authority empowered to withhold increment under rule 35.38 in the relevant disciplinary rules applicable to the employee or of any other authority whom the Executive Council may by general or special order authorise in this behalf.

*Note* :— (i) When an employee is allowed to cross an efficiency bar, which had previously been enforced against him, he should come on to the time scale at such stage as the authority competent to remove the bar may fix for him, subject of course to the pay admissible according to his length of service.

(ii) The cases of all employees held up at the efficiency bar should be reviewed annually with a view to determining whether the quality of their work has improved and generally whether the defects for which they were stopped at the bar, have been removed to an extent sufficient to warrant removal of the bar.

35.40 The Executive Council may grant a higher starting salary in the time scale at the time of appointment.

35.41 (i) The services of a temporary employee may be terminated by the competent authority without assigning any reason and giving any notice

(ii) The services of any employee on probation are liable to be terminated at any time by notice of one month in writing either by the employee to the University or by University to the employee, provided that the services of any such employee may be terminated by payment to or by the University, as the case may be, of an amount equal to his salary for one month, or for the period by which such a notice falls short of one month.

(iii) The services of a permanent employee may be terminated by a notice of three months or on payment of salary for such period as the notice falls short of three months or without notice on payment of three months' salary, if the post in which he was confirmed is abolished.

### COMPULSORY RETIREMENT

35 42. The age of compulsory retirement in the case of employees other than Category 'A' shall be 60 years as per entry of the date of birth in the High School/Higher Secondary or equivalent examination certificate and in the case of employees referred to in the proviso to rule 35.9 who have, not passed any of these examinations as per entry of the date of birth accepted at the time of recruitment. The date of retirement will be determined as under :

<i>Date of Birth</i>	<i>Date of retirement on attaining the age of 60 years</i>
1. First of month	Afternoon of the last day of the preceding month.
2. Any other day of the month.	Afternoon of the last day of that month :

Provided that the Executive Council except where otherwise provided in the Act or the Statutes, may in the interest of the University work grant any of them extension not exceeding two years.

Provided further that any employee with satisfactory service record may, after giving at least three months previous notice in writing to the appropriate authority, retire from service on completion of 20 years of service or 47 years of age. Such employee if he has opted for pension will be allowed an additional credit of five years service for pension, etc. and if he has opted for the C. P. F. scheme will be given five years' benefit for calculation of gratuity.

The above proviso is subject to the condition that no employee under suspension shall retire from service except with the specific approval of the appropriate authority.

35.43. An employee, before leaving the University service shall hand over the charge of the post to a duly authorised employee and shall return to the University all books, apparatus, furniture etc issued to him and shall pay up in full all the charges due from him for occupation of residential quarters, municipal taxes, water and electricity charges etc. If he fails to do so, the Finance Officer shall recover the amount due from him on account of the above items, from his last salary or from the University contribution to his Provident Fund.

35.44. No employee of the University shall apply for any post outside the University except through the competent authority mentioned in rule 35.7. The competent authority shall not forward an application unless the employee has completed two years' service and it is satisfied that alternate arrangements to carry on the University work can be made till the post is filled in the regular manner. An employee shall normally be allowed to submit only two applications during the calendar year, but no employee shall be relieved during the period of his bond and no teacher shall ordinarily be relieved before the end of the academic session :

Provided that the competent authority shall not withhold the application of a person employed on a purely temporary basis for a fixed period or to fill a leave vacancy; but such employee shall ordinarily be relieved only when he completes the full period for which he has been employed by the University.

35.44 -A A University non-teaching employee may be permitted to go on deputation on the request of the State Government/Government of India/Autonomous Institutions/Organisations on the terms and conditions as provided in the Fundamental Rules and also as are applicable to the employees of the State Government in Himachal Pradesh Secretariat from time to time.

## SUSPENSION

35.45. The competent authority may place an employee under suspension pending an enquiry, if it is satisfied that there is a *prima facie* case against him of insubordination, intemperance or other misconduct, of any breach or non-performance of his duties, or non-compliance with any of the provisions of the conduct rules applicable to him :

Provided that the competent authority shall place an employee under suspension in case the employee is arrested for a criminal offence involving moral turpitude.

A charge sheet shall ordinarily be served on the employee within 15 days of his suspension and the enquiry shall ordinarily be completed within six months of the date of the suspension, unless the period is extended by the Executive Council.

In case of suspension involving arrest and prosecution of an employee in connection with a criminal offence involving moral turpitude, the suspension shall remain in force till the final decision of the case against him.

35.46 During the period of his suspension, the employee concerned shall receive one-half of the emoluments that he was drawing immediately before his suspension.

35.47 The period of absence from duty shall not be treated as a period on duty, unless the competent authority specifically directs that it shall be so treated for any specific purpose :

provided that if the employee so desires such authority may direct that the period of absence from duty shall be converted into leave of any kind due and admissible to the employee.

35.48 Leave may not be granted to an employee under suspension.

35.49 If an employee under suspension is completely exonerated of the charges brought against him or where the competent authority is satisfied that the suspension was wholly unjustified, he shall—

- (a) be reinstated in his original post and be entitled to all benefits that he might have earned, if he had not been suspended; and
- (b) draw all emoluments minus the emoluments already drawn for the entire period of his suspension;

- (c) the period of absence from duty during such suspension shall be treated as a period spent on duty for all purposes.

35.50 In other cases the employee shall be given such proportion of his emoluments as the competent authority may decide :

Provided that such proportion shall not be less than the subsistence allowance granted under rule 35.46

### PENALTIES

35.51 The following penalties may, for good and sufficient reasons, as hereinafter provided, be imposed on an employee by the competent authority :

- (1) Censure.
- (2) Withholding of increment or promotion, including stoppage at an efficiency bar, if any.
- (3) Reduction to a lower post or time-scale, or to a lower stage in a time scale :

Provided that this shall not apply to the members of teaching staff.

- (4) Recovery from pay of the whole or part of the pecuniary loss to the University by negligence or breach of orders.
- (5) Removal from service.

### REMOVAL

35.52 In addition to the grounds mentioned in Statutes 21 and 22, an employee shall also be liable to removal from service on the following grounds :

- (1) disobedience of the order of an appropriate authority ;
- (2) continuous inefficiency or neglect of duty ;
- (3) moral turpitude ;
- (4) intemperance or failure to observe proper moral standard in his personal life ;

- (5) physical or mental unfitness ; and
- (6) conviction by a court of law for an offence involving moral turpitude.

**35.52—A APPEAL**

Notwithstanding anything else contained in the Rules/Regulations/Statutes/Ordinances, an official, on whom a major penalty has been imposed by the Executive Council, may appeal to the Chancellor against such order within three months of the communication of the order to him.

**EXPLANATION :** For the purpose of this Rule/Regulation/Statute/ Ordinance, any of the following penalties will be treated as a major penalty.

- (i) Withholding of increment(s) with cumulative effect ;
- (ii) Reduction to a lower post or time-scale or to a lower stage in the time scale;
- (iii) Compulsory retirement;
- (iv) Removal from service;
- (v) Dismissal;

**SPECIAL PROVISIONS FOR EMPLOYEES IN CATEGORY 'A'  
(Teachers of the University)**

**Part B**

35.53 The following shall be the pay-scales of the teachers :

(a) Professor/Director of Correspondance Courses	Rs. 4500-150-5700-200-7300
(b) Director of Physical Education and Youth Programmes.	Rs. 4500-150-5700-200-7300
(c) Reader/Associate Professor/Deputy Director Physical Education and Sports.	Rs. 3700-125-4950-150-5700
(d) Principal of Under-Graduate College.	Rs. 3700-125-4950-150-5700
(e) Lecturer (Selection Grade)	Rs. 3700-125-4950-150-5700
(f) Lecturer (Senior Scale)	Rs. 3000-100-3500-125-5000
(g) Lecturer	Rs. 2200-75-2800-100-4000

35.54 The following shall be the minimum qualifications for appointment as teachers of the University :—

- (a) (i) **Professor** : An eminent scholar with published work of high quality actively engaged in research. Ten years experience of teaching and/or research. Experience of guiding research at doctoral level.

OR

An outstanding scholar with established reputation who has made significant contribution to knowledge

- (ii) **Reader/Associate Professor** : Good Academic record with a doctoral degree or equivalent published work. Evidence of being actively engaged in (i) research or (ii) innovation in teaching methods of (iii) production of teaching materials

About five years experience of teaching and/or research provided that at least three of these years were as Lecturer or in an equivalent position.



This condition may be relaxed in the case of candidates with outstanding research work.

Provided that the Executive Council may, if necessary, relax any qualifications at (1) above on the recommendations of the Vice-Chancellor or the Selection Committee, as the case may be, if the research work of a candidate as evident either from his thesis or from his published work is considered to be of a very high standard.

- (b) Director of Correspondence Courses
- (i) Ph. D. or an equivalent degree ;
  - (ii) five years' post graduate teaching or five years teaching of Honours Classes or five years' post-doctoral research in a University or a Research Institute; and
  - (iii) distinguished research work.
- (c) Deputy Director of Correspondence Courses.
- (i) Ph. D. or an equivalent degree.
  - (ii) two years' post-graduate teaching or two years teaching of Honours Classes or post-doctoral research in a University or a Research Institute; and
  - (iii) distinguished research work.
- (d) Principal of a University Under Graduate College
- (i) Same as for a Junior Lecturer; and
  - (ii) at least ten years' experience of teaching degree classes in an affiliated or a University college.
- (e) (i) Lecturer/Assistant Professor.  
(For Post-Graduate classes)
- (a) A Doctorate's degree or research work of an equally high standard; and
  - (b) Good Academic record with at least second class (C in the seven point scale) Master's degree in the relevant subject from an Indian University or an equivalent degree from a foreign University.
- Having regard to the need for developing in-terdisciplinary programme, the degrees in (a) and (b) above may be in relevant subject :

Provided that if the selection committee is of the view that the research work of a candidate as evident either from his thesis or from his published work is of very high standard it may relax any of qualifications prescribed in (b) above.

Provided further that if a candidate possessing a Doctor's degree or equivalent research work is not available or is not considered suitable, a person possessing a good academic record (weightage being given to M. Phil or equivalent degree or research work of quality) may be appointed provided he has done research work for at least two years or has practical experience in a research laboratories/organisation on the condition that he will have to obtain a Doctor's degree or give evidence of research of high standard within eight years of his appointment, failing which he will not be able to earn future increment until he fulfills these requirements.

- (ii) Lecturer/Assistant Professor of Education (for Post-graduate classes)
- (a) A Doctor's degree in Education or Research work of an equally standard; and
  - (b) Good academic record with at least second class (C in the seven point scale.) Master's degree in a relevant subject from an Indian University or an equivalent degree from a foreign University.

OR

- (a) A Doctor's degree in any university discipline or research work of an equally high standard; and
- (b) Good academic record with an M. Phil degree in education (which may be acquired while in service) from an Indian University or an equivalent degree from a foreign University.

Having regard to the need for developing interdisciplinary programmes one of the degrees in (a) and (b) above may be in relevant subjects, the other being in education.

Provided that if the selection committee is of the view that the research work of a candidate as evident either from his thesis or from his published work is of very high standard it may relax any of qualifications prescribed in (b) above;

Provided further that if a candidate possessing a Doctor's degree or equivalent research work is not available or is not considered suitable, a person possessing a good academic record (weightage being given to M. Phil or equivalent degree or research work of quality) may be appointed provided he has done research work for at least two years or has practical experience in a research Laboratory/Organisation on the condition that he will have to obtain a Doctor's degree or give evidence of research work of equivalent high standard within eight years of his appointment, failing which he will not be able to earn future increments until he fulfills these requirements.

- (iii) Lecturer/Assistant Professor of Music and Fine Arts (For Post-Graduate classes)
- (a) Good academic record with at least second class (C in the seven point case) Master's degree in a relevant subject or an equivalent degree or diploma recognised by the University; and
- (b) Two years research or professional experience or evidence of creative work and achievement in his field of specialisation or a combined research and professional experience or three years in the field as an artist or outstanding talent

OR

A traditional or professional artist with highly commendable professional achievement in the subject concerned.

- (iv) Lecturer/Assistant Professor of Foreign Languages (For Post-Graduate classes)
- (a) A Doctor's degree or research work of an equally high standard; and
- (b) Good academic record with at least second class (C in the seven point scale) Master's degree from an Indian University or an equivalent degree from a foreign university.

Having regard to the need for developing inter-disciplinary programmes, the degrees in (a) and (b) above may be in relevant subject's.

Provided that if the selection committee is of the view that the research work of a candidate as evident either from his thesis or from his published work is of very high standard, it may relax any of qualifications prescribed in (b) above.

Provided further that if a candidate possessing a Doctor's degree or equivalent research work is not available or is not considered suitable, a person possessing a good academic record may be appointed provided he has done one year post M.A. diploma course in the teaching of foreign language concerned from a university on the condition that he will have to obtain equivalent high standard within eight years of his appointment, failing which he will not be able to earn future increments until he fulfils these requirements.

(v) **Lecturer in Phy- University Lecturers :**

- sical Education & (a) An M. Phil. degree or a recognised  
Sports (for P. G. degree beyond Master's level or published  
classes). work indicating the capacity of the candi-  
date for independent/research work; and
- (b) Good academic record with at least second class (C in the seven point scale) Master's degree in Physical Education from an Indian University or an equivalent degree from a foreign University.

**Desirable :**

- (i) A Doctor's degree in a relevant subject or research work of an equally high standard.
- (ii) One year Degree/Diploma in Yoga/Game/Sport from a recognised institution.
- (iii) University/State level participation in Yoga/Game/Sport.

**Note :—**Persons competent to teach vocation oriented course should be entrusted with this responsibility.

Provided that if the Selection Committee is of the view that the research work of a candidate as evident either from his thesis or from his published work is of very high standard, it may relax any qualifications prescribed in (b) above.

Provided further that if a lecturer in a discipline other than Physical Education is required to be appointed in the Faculty of Physical Education, the qualifications prescribed for recruitment to the post of lecturer in the parent discipline may be insisted upon.

Provided that for a lecturer teaching Yoga a degree or diploma from a recognised institution will be essential.

Provided further that if a candidate possessing an M. Phil. degree or equivalent research work is not available or is not considered suitable, a person possessing a good academic record may be appointed provided he has done research work for atleast one year or has practical experience in a research laboratory/organisation on the condition that he will have to obtain M. Phil. degree or recognised degree beyond Master's degree or give evidence of research work of equivalent/high standard within eight years of his appointment failing which he will not be able to earn future increments until he fulfils these requirements.

Explanation to clause (i), (ii), (iii), (iv) & (v).

For determining 'Good Academic Record' the following criteria may be adopted :—

- (i) A candidate holding a Ph. D. degree should possess at least a second class Master's degree; or
- (ii) A candidate without a Ph. D. degree should possess a high second class Master's degree; and second class in the Bachelor's degree; or
- (iii) A candidate not possessing Ph. D. degree but possessing second class Master's degree should have obtained first class in the Bachelor's degree.

High second class may be determined as the mid point of the starting of the second class and starting of the first class of the University from where he has obtained the degree.

- (f) (i) Lecturer/Assistant Professor (for degree classes).
- (a) Good academic record with at least second class (C in the seven point scale). Master's degree in a relevant subject from an Indian University or equivalent degree from a foreign University; and
- (b) An M. Phil. degree or a recognised degree beyond the Master's level or Published work indicating the capacity of a candidate for independent research work.

Provided that if the selection committee is of the view that the research work of a candidate as evident either from his thesis or from his published work is of a very high standard, it may relax any of the qualifications prescribed in (a) above.

Provided further that if a candidate possessing the qualifications as at (b) above is not available or not considered suitable the college on the recommendation of the selection committee may appoint a person possessing a good academic record on the condition that he will have to obtain an M. Phil degree or a recognised degree beyond the Master's level within eight years of his appointment failing which he will not be able to earn future increments till he obtains that degree or give evidence of equivalent published work of high standard.

- (ii) Lecturer/Assistant Professor of Education (for degree classes).
- (a) Good academic record with atleast second class (C in the seven point scale) Master's degree in Education and also Master's degree in a relevant subject (10+2 level) from an Indian University or equivalent degrees from a foreign University; and
- (b) An M. Phil. degree or a recognised degree beyond the Master's level or Published work indicating the capacity of a candidate for independent research work.

Provided that if the selection committee is of the view that the research work of a candidate as evident either from his thesis or from

his published work is of a very high standard, it may relax any of the prescribed qualifications prescribed in (a) above.

Provided further that if a candidate possessing the qualifications as at (b) above is not available or not considered suitable the college on the recommendations of the Selection Committee may appoint a person possessing a good academic record on the condition that he will have to obtain an M. Phil. degree or recognised degree beyond the Master's level within eight years of his appointment, failing which he will not be able to earn future increments till he obtains that degree or gives evidence of equivalent published work of high standard.

(iii) Lecturer/Assistant Professor of Music and Fine Arts (for degree classes).

(a) Good academic record with at least second class (C in the seven point scale) Master's degree in a relevant subject or an equivalent degree or diploma recognised by the University; and

(b) Two years research or professional experience or evidence of creative work and achievement in his field of specialisation or a combined research and professional experience of three years in the field as an artist or outstanding talent.

OR

A traditional or a professional artist with highly commendable professional achievement in the subject concerned.

(iv) Lecturer in Physical Education & Sports (for degree classes).

**College Lecturers :**

(a) An M. Phil or a recognised degree beyond Master's level or published work indicating the capacity of the candidate for independent research work; and

(b) Good academic record with at least second class (C in the seven point scale) Master's degree in Physical Education from an Indian University or an equivalent degree from a foreign University.

**Desirable :**

- (i) One year Degree/Diploma in Yoga/Game/Sport from a recognised institution.
- (ii) University/State level participation in Yoga/Game/Sport.

**Note :** - Persons competent to teach vocation-oriented course should be entrusted with this responsibility

Provided that if the selection committee is of the view that the research work of a candidate as evident either from his thesis or from his published work is of very high standard, it may relax any of qualifications prescribed in (b) above.

Provided further that if a lecturer in discipline other than physical education is required to be appointed in the faculty of Physical Education, the qualifications prescribed for recruitment to the post of lecturer in the parent discipline may be insisted upon. Provided that for a lecturer teaching yoga a degree or diploma from recognised university will be essential.

Provided also that if a candidate possessing qualifications as at (a) above, is not available or is not considered suitable, the college on the recommendation of the selection committee may appoint a person possessing a good academic record on the condition that he will have to obtain an M. Phil degree or recognised degree beyond the Master's degree within eight years of his appointment, failing which he will not be able to earn future increments till he obtains that degree or gives evidence of equivalent published work of high standard.

- (v) Lecturer/Assistant Professor of English (for degree classes).
  - (a) Good academic record with at least second class C in the seven point scale) Master's degree from an Indian University or an equivalent degree from a foreign University; and
  - (b) An M. Phil degree or a recognised degree or diploma in the teaching of English/English Studies beyond the Master's level or published work indicating the capacity of a candidate for independent research work.



Provided that if the Selection Committee is of the view that the research work of a candidate as evident either from his thesis or from his published work is of a very high standard, it may relax any of the qualifications prescribed in (a) above.

Provided further that if a candidate possessing the qualifications as at (b) above is not available or not considered suitable, the college, on the recommendation of the Selection committee, may appoint a person possessing a good academic record on the condition that he will have to obtain an M. Phil degree or a recognised degree beyond the Master's level within eight years of his appointment, failing which he will not be able to earn future increments till he obtains that degree or gives evidence of equivalent published work of high standard.

- (vi) Lecturer/Assistant Professor of Foreign Languages (for degree classes).
- (a) Good academic record with atleast second class (C in the seven point scale) Master's degree from an Indian University or an equivalent degree from a foreign University; and
- (b) An M. Phil degree or a recognised degree/diploma of one year duration in the teaching of the language concerned beyond the Master's level of published work indicating the capacity of a candidate for independent research work.

Provided that if the Selection Committee is of the view that the research work of a candidate as evident either from his thesis or from his published work is of a very high standard, it may relax any of the qualifications prescribed in (a) above.

Provided further that if a candidate possessing the qualifications as at (b) above is not available or not considered suitable the college on the recommendation of the selection committee may appoint a person possessing a good academic record on the condition that he will have to obtain an M. Phil degree or a recognised degree/Diploma of one year duration beyond the Master's level within eight years of his appointment, failing which he will not able to earn future increments till he obtains that degree or gives evidence of equivalent published work of high standard.

**Explanation to clause (i) (ii) (iii) (iv) (v) and (vi) :—**

For determining "Good Academic record" the following criteria may be adopted :—

- (i) A candidate holding an M. Phil degree should possess at least a second class Master's degree; or
- (ii) A candidate not holding an M. Phil degree should possess a high second class Master's degree and a second class in first degree (B.A./B. Sc /B. Com,) examination; or
- (iii) A candidate not holding an M. Phil. but possessing a second class Master's degree should have obtain a first class in the first degree (B.A./B. Sc./B. Com ) examination.

High second class may be determined as the mid point of the starting of the second class and starting of the first class of the University from where he has obtained the degree.

- (g) Lecturer/Assistant LL. M. Degree with good academic record.  
Professor of Law.

35.55 Deleted.

35.56 All appointments to the posts of teachers in the University shall be made on the recommendation of Selection Committees in accordance with the Statutes and Ordinances.

35.57 Except as provided in the next following clause all teachers shall be governed by the Act, the Statutes, the Ordinances, Rules and Regulations of the University as in force from time to time, and shall be deemed to have entered into an agreement with the University to this effect and they shall be subject to the Service Rules for the Employees and Teachers of the University, as in force from time to time.

35.58 (i) A teacher, inherited from the Punjab University, Chandigarh, Punjab Agricultural University, Ludhiana, or transferred from the Himachal Pradesh Government Service, as the case may be, shall be governed by the service conditions as laid down in his old service conditions, unless he opts for the rules in these Ordinances, within six months of the enforcement of these Ordinances.

(ii) Similar option shall be given to the non-teaching staff.

Provided however, that the persons who have opted or opt for the rules in these ordinances shall not be deprived of the benefits already earned by them under the old rules.

35.59 The entire time of a teacher shall be at the disposal of the University and he shall perform such duties as may be assigned to him from time to time. No teacher shall engage directly or indirectly in any trade or business, private tuition, writing of notes, guides, help books etc. and shall not accept any other remunerative work without the prior permission of the Vice-Chancellor.

35.60 If as a result of the research of the teacher an invention made by him is to be patented or commercially exploited, the patent shall vest in the University, and the royalty or payment received in lieu thereof shall be shared between teacher and the University in the ratio of two to one.

35.61 The date of compulsory retirement of every teacher shall be the 30th of June, following his attainment of the age of 60 years, whereafter he shall not be granted any extension in service :

Provided further that any teacher with satisfactory service record may after giving at least three months' previous notice in writing to the appropriate authority, retire from service on completion of 20 years of service or 47 years of age. Such teacher, if he has opted for pension will be allowed an additional credit of five years service for pension etc., if he has opted for the C.P.F. scheme be given five years benefit for calculation of gratuity.

The above proviso is subject to the condition that no teacher under suspension shall retire from service except with the specific approval of the appropriate authority.

35.62 Deleted.

**EVALUATION OF THE WORK OF THE TEACHERS AND THE DEPARTMENTS AND THE INSTITUTIONS MAINTAINED BY THE UNIVERSITY**

35.63 Every year each teacher and research officer shall submit three copies of a report, as prescribed by the Executive Council from time to time, of the scholarly and other activities in which he has engaged himself in the preceding year and also submit copies of the p. pers, monographs and books published by him during the year.

35.64 The report shall be submitted to the Vice-Chancellor through the Chairman of the Department, Dean of Studies, as the case may be who will record his own assessment/remarks on the work done by the teacher/research officer.

35.65 The Vice-Chancellor shall record his own assessment or remarks in each case :

Provided that the teacher shall be supplied a copy of the assessment or remarks of the Chairman of the Department and of the Vice-Chancellor; and the teacher's explanation or comments thereon will also form part of the record, which shall be placed before the Evaluation Committee, referred to in rule 35.67 below.

35.66 The work of every Department of Studies and Institution maintained by the University and of every teacher of the University working therein shall be evaluated once in any three years on a date/ dates to be fixed by the Vice-Chancellor.

35.67 The triennial evaluation of each teacher, Department or Institution, shall be made by a Committee of three persons, consisting of a nominee of the Chancellor, who shall act as the Chairman thereof, a nominee of the Executive Council and a nominee of the Vice-Chancellor :

Provided that the members of the Committee shall be scholars of international repute in the case of evaluation of the work of Professors in the senior scale and of the rank of University Professors or holders

of equivalent rank in research institutions maintained by the Central or a State Government for the evaluation of the work of others.

**35.68** The Committee shall submit a report on—

- (a) the quality of teaching and research and the mode of examination in the Department/Institution with recommendations, if any, for the improvement thereof :
- (b) the work of each teacher and research officer in the Department or Institution in respect of :
  - (i) Teaching
  - (ii) Leadership
  - (iii) Initiative and Drive
  - (iv) Research
  - (v) Extension
  - (vi) General contribution to the working of the University/Institution.

The Committee while evaluating research shall take into consideration the following :—

- (1) Number and quality of papers published.
- (2) Quality of journals in which they have been published.
- (3) Number of students guided for research
- (4) Reports of examiners on the thesis guided.
- (5) Papers published by the students.
- (6) Papers referred to in journals.
- (7) Advance books or monographs published.
- (8) Recognition by learned societies.

**35.69** The Evaluation Committee shall categorise each teacher as under :—

- (i) Outstanding
- (ii) Very Good
- (iii) Good
- (iv) Fair
- (v) Poor (Below Fair).

35.70 (a) A teacher categorised as 'Outstanding' may be awarded an advance increment in his grade, and if he has already reached the maximum of his grade, an increment beyond the maximum of his grade at the rate of increment last drawn.

(b) A teacher categorised as 'Pocr' will not be entitled to the usual increment, and in case of the same categorisation in two successive evaluations, his service may be terminated.

(c) A teacher who has been categorised, 'Outstanding' in three successive evaluations may be placed in the next higher scale unless he is already in a Professor's scale :

Provided that the scale in which the teacher is placed will be personal only to him.

**Form A**  
**(For Non-teaching Staff)**  
**Rule 35.2 of the First Ordinances**

**Agreement between an employee and the Himachal Pradesh University, Simla**

An agreement made this.....day of.....19.....between.....son/daughter/wife of Shri..... resident of..... hereinafter known as the **FIRST PARTY** and the Himachal Pradesh University, Simla through its Registrar, hereinafter known as the **SECOND PARTY**.

**WHEREAS THE SECOND PARTY** has engaged the **FIRST PARTY** to serve as.....subject to the terms and conditions laid down in the Act, Statutes and Ordinances of the Himachal Pradesh University.

**THIS AGREEMENT WITNESSETH**

1. That this agreement shall take effect and commence from the .....day of.....19.....

2. That the FIRST PARTY is employed in the first instance on probation for a period of one year and shall be paid a monthly salary of Rs..... in the scale of Rs..... . The period of probation may be extended further for one year, but the total period of probation in no case shall exceed three years.

3. The date of birth of the FIRST PARTY is ..... in proof of which, he has produced the High School/Higher Secondary School Certificate/Certificate of an examination recognised as equivalent to High School examination and has annexed to this agreement a certified copy thereof.

4. The FIRST PARTY agrees to be governed and bound by the terms and conditions relating to the University employees laid down in the Act, Statutes, ordinance, Rules and Regulations of the University now in force or which may be enforced from time to time hereafter and such terms and conditions shall be deemed to be incorporated herein and shall be as much a part of this agreement as if they were reproduced herein.

5. The FIRST PARTY opts for the following Retirement Benefit :—

General Provident Fund-cum-Pension-cum-Gratuity

OR

Contributory Provident Fund-cum-Gratuity.

Signed this.....day of... ..

19.....by.....FIRST PARTY

Signed by the said in the presence of :

1.....

(Signature of witness)

(Signature)

Name.....

(in block letters)

Address .....

And on behalf of the Himachal Pradesh University by

.....

Registrar, SECOND PARTY

2 .....

(Signature of witness)

Name.....

(in block letters)

(Signature)

Address.....

.....

-----

FORM A  
(FOR TEACHING STAFF)

Articles of Agreement made on..... day of one thousand nine hundred and..... between..... of the one part, and the Himachal Pradesh University of the other part.

WHEREAS THE UNIVERSITY is intending to engage the party of the first part and the party of the first part has agreed to serve the University on the terms and conditions hereinafter contained.

Now these present witness and the parties hereto respectively agree as follows :

- 1. The party of the first part shall submit himself to the order of the University and of the Officers and authorities under whom he may from time to time be placed by the University and shall serve the University for a period of at least two years subject to the provisions herein contained and/or the rules framed by the University. In the event of the first party leaving the service of the University before completing two years service, he shall pay in a lump sum to the



University one-third of the salary for his service short of two years calculated at the rate of his salary on the date on which he leaves the service of the University.

2. The party of the first part shall devote his whole time to his duties and at all times obey the rules of the University prescribed from time to time for the regulation of terms and conditions of his service to which he may belong

3 The service of the party of the first part may be terminated as follows .

- (a) In case of permanent employees on three calendar months' notice in writing given to him by the University or its Officers having proper authority and one month's notice in case of temporary employees without assigning any reason or cause :

Provided that the services may be terminated without any notice if it is necessary in the interest of the H. P. University in that case the employee shall be entitled to receive the full emoluments for the period of notice to which notice is concerned as referred to above.

- (b) By the University or its Officers having proper authority without any previous notice, if the party of the first part shall be guilty of any insubordination, intemperance or other misconduct or of any breach or non-performance of any of the provisions or of these presents of any rules pertaining to the breach of the service to which he may belong.
- (c) During the period of probation by the University or its officers having proper authority without any notice if in the opinion of such authority the party of the first part proves unsuitable for efficient performance of the duties.

4. If the party of the first part be suspended from duty during investigation into any charge of misconduct mentioned in sub-clause (c) of clause 3 hereof, he shall not be entitled to any pay during

such period of suspension but shall be entitled to receive a subsistence grant at such rate as the University may decide to allow him.

5. The pay from time to time payable to him under these presents shall be paid for such time as he shall serve under this Agreement and actually perform his duties commencing from the aforesaid date and ceasing on the date of his quitting service or on the day of his discharge therefrom or on the day of his death, if he shall die whilst in service.

6. The party of the first part shall be eligible subject to the exigencies of the University service, for leave and leave salary according to the provisions of the Statutes or such rules as may be applicable to him as amended from time to time.

7. If the party of the first part is required to travel in the interests of the University service, he shall be entitled to travelling allowance in accordance with the rules of the University or such rules as may be applicable to him.

8. The party of the first part shall be eligible for such concessions in relation to medical attendance and treatment as may be prescribed by the University for the class of officer serving in the same station to which the University may declare the party of the first part to correspond in status or conditions of service.

9. During his service under these presents, the party of the first part may be permitted to subscribe to the University Contributory Provident Fund and shall be subject to the rules of the Fund from time to time in force.

10. Notwithstanding anything hereinbefore contained, the party of the first part shall, unless otherwise decided by the University, be entitled to receive, in whole or in part as may be authorised by the University, the benefits of any improvement that may be sanctioned by the University subsequent to the date of these presents in the terms and conditions of service of members of the branch of the University service to which he may for the time being belong and the decisions of the University in respect of such improvement in the terms and conditions of service of the party of the first part shall operate so as to modify to that extent the provisions of these presents.

11. The party of the first part agrees that the other terms and conditions will be the same which are prescribed in the Statutes/ Ordinances for H.P. University employees of the same cadre

12. Stamp duty, if any, on the instrument shall be borne by the University.

In witness whereof the party of this first part and.....  
.....of the H.P. University on behalf of the HPU have hereunto set their hands the day and year first above written.

Signed by ..... the party of first part in the presence of.....

(Witness)

(Signature)

Signed by ..... of the H.P. University on behalf of the H.P. University in the presence of.....

(Witness)

(Signature)

**Chapter XXXVI**

**LEAVE RULES FOR EMPLOYEES OF THE UNIVERSITY**

**PART A**

36.1 (a) These rules shall apply to all employees of the University.

(b) The power of interpreting, changing, adding to and relaxing these rules is vested in the Executive Council.

36.2 Leave is earned by duty only.

36.3 (a) An employee who retires, resigns or is otherwise discharged from the employment of the University and is re-employed, shall not get the benefit of his former service towards leave without specific orders from the authority sanctioning the re-employment.

(b) An employee who is dismissed or removed from the service of the University but is reinstated on appeal or review is entitled to count his former service towards leave.

36.4 (a) Leave cannot be claimed as of right. When the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the authority, empowered to grant it.

(b) Leave shall not be granted to an employee whom a competent authority has decided to dismiss, remove or compulsorily retire from service.

(c) Leave at the credit of an employee in his leave account shall lapse on the date of compulsory retirement; provided that if in sufficient time before that day he has —

(1) formally applied for leave due as preparatory to retirement and been refused it; or

- (2) ascertained in writing from the sanctioning authority that such leave if applied for would not be granted, in either case the ground of refusal being the requirements of the University service, then the employee may be granted, after the date of retirement, the amount of leave so refused subject to a maximum of 120 days.
- (d) The Executive Council may, at its discretion, grant an employee, who has completed at least five years service in the University, extra-ordinary leave (without pay,) for taking up employment elsewhere with the permission of the competent authority, by retaining his lien on his substantive post, for a period of two years in the first instance, which may be extended by one year for every succeeding three years of service.

Provided that the Executive Council may consider the individual cases on merit but the total period of extra-ordinary leave (without pay) shall in no case exceed five years.

36.5 An employee on leave preparatory to retirement shall be precluded from withdrawing his request for permission to retire and from returning to duty save with the consent of the authority, empowered to appoint him.

36.6 All orders recalling an employee to duty before the expiry of his leave shall state clearly whether the return to duty is optional or compulsory. If it is optional, the employee is entitled to no concession. If it is compulsory, the employee shall be entitled to travelling allowance to the place of his posting from the place indicated by him as his address during the period of leave, provided that the concession shall be admissible, if he is required to join duty before the expiry of two-thirds of the leave granted to him. He will, however, get his leave salary upto the date he resumes his duty :

Provided, however, that recall to duty in the case of non-teaching staff shall be treated as compulsory.

36.7 An employee who remains absent from duty after the expiry of his leave shall not be entitled to leave salary during the

period of such absence, unless his leave is extended by the competent authority.

Wilful absence from duty after the expiry of leave may be treated as misbehaviour involving forfeiture of appointment or termination of service at the discretion of the appointing authority.

**36.8** Leave shall be of the following kinds :—

- (i) Casual leave
- (ii) Earned leave or Privilege leave in the case of teachers
- (iii) Half pay leave
- (iv) Leave not due
- (v) Commuted leave
- (vi) Maternity leave
- (vii) Extra-ordinary leave
- (viii) Special casual leave

**36.9 Casual Leave**—(a) Casual leave may be granted to an employee for a short period; but shall not exceed 15 days in a calendar year. This leave cannot be combined with any other kind of leave, but can be combined with holidays, provided that the total period of absence including holidays at any time does not exceed 10 days.

(b) Casual leave will ordinarily be applied for and sanction obtained before it is availed of. In case of urgency, however, this requirement may be waived.

**Note** :—Holidays falling within the period of casual leave shall not be counted as casual leave.

(c) Casual leave shall not be treated as absence from duty and the pay and allowances of an employee shall not be intermitted.

(d) Casual leave shall be granted by the Vice-Chancellor or by the Officer authorised in this behalf.

(e) No employee shall leave the station during holidays or during casual leave without prior permission.

(f) If an employee overstays his casual leave for any reason whatsoever, for example, a breakdown on the road due to flood or landslips, the entire period of absence will be debited to his ordinary leave account and not only the period by which he has overstayed his casual leave.

**36.10 Earned Leave or Privilege Leave in the case of Teachers—** An employee on earned leave or a teacher on privilege leave shall be entitled to leave salary equal to the average monthly pay earned during the ten complete months immediately preceding the month in which the leave commences or the substantive pay to which he is entitled immediately before the commencement of leave, whichever is greater.

**36.11. Half Pay Leave—**(a) The half pay leave, admissible to an employee in permanent employment of the University in respect of each completed year of continuous service, which includes periods spent on duty as well as on leave including extra-ordinary leave, is 20 days.

Provided that in the case of an employee not in permanent employ or quasi-permanent employ, no half-pay leave may be granted unless the competent authority to grant leave has reason to believe that the employee will return to duty on its expiry except in the case of an employee who has been declared completely and permanently incapacitated for further service by a medical authority.

(b) The half pay leave may be granted on medical certificate or for private affairs.

**36.12 Leave Not Due—**Leave not due may be granted by the Executive Council to a person in permanent employment for a period not exceeding 360 days during his entire service, out of which not more than 90 days at a time and 180 days in all, may be otherwise than on medical certificate. Such a leave will be debited against the half pay leave an employee may earn subsequently.

Provided, however, that such a leave may also be granted to temporary non-teaching employees suffering from T.B./Leprosy/Cancer/

**Mental illness, for a period not exceeding 360 days during entire service; subject to the following conditions :—**

- (i) that he/she has put in a minimum of one year's service :
- (ii) that the post from which he proceeds on leave is likely to last till his return to duty ; and
- (iii) that the request for grant of leave is supported by a medical certificate.

**Note :—**(i) 'Leave not due' shall only be granted if the Executive Council is satisfied that there is reasonable prospect of the employee returning to duty on the expiry of the leave and shall be limited to the half pay leave he is likely to earn thereafter.

- (ii) If an employee who has been granted leave not due under this clause applies for permission to retire voluntarily, the leave not due shall, if the permission is granted be cancelled and his retirement shall have effect from the date on which such leave commences, and an undertaking to this effect shall, therefore, be taken from the employee who avails himself of leave not due'. But the question whether an employee should be called upon to refund the amount of leave salary shall be decided on the merits of each case, e.g. if the retirement is voluntary refund shall be forced; if it is unavoidable by reasons of ill-health incapacitating for further service, no refund may be insisted upon.

**36.13.** An employee on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in rule 36.10.

**36.14. Commuted Leave:—**(a) Medical or commuted leave not exceeding half the amount of half pay leave may be granted to an employee on medical certificate on full pay and allowances, subject to the following conditions :—

- (i) commuted leave during the entire service shall be limited to a maximum of 240 days;



- (ii) when commuted leave is granted, twice the amount of such leave shall be debited against the amount of half pay leave due;
- (iii) commuted leave may be availed in conjunction with earned leave

(b) An employee on commuted leave is entitled to leave salary equal to the amount admissible under rule 36.10.

**36.15 Maternity Leave**—The competent authority may grant to a woman employee maternity leave on full pay for a period of 90 days from the date of its commencement. Maternity leave is not debited against the leave account.

*Note*—The maternity leave under this rule may also be granted in case of miscarriage, including abortion subject to the conditions that (i) the leave does not exceed six weeks; (i) the application for leave is supported by a certificate from the Medical Officer of the University, or a Civil Surgeon, Chief Medical Officer or a District Medical Officer.

**36.16. Extra-ordinary Leave:**—An employee on extra-ordinary leave is not entitled to any leave salary.

**36.16. (A) Special Casual Leave:**—Special casual leave may be granted by the competent authority for a purpose as may be decided by the Executive Council.

## ADDITIONAL LEAVE RULES APPLICABLE TO THE TEACHERS OF THE UNIVERSITY

### Part B

**36.17.** In addition to the leave rules for the employees of the University in part A of this Chapter, the following rules shall also be applicable to the Teachers of the University.

**36.18. (a)** Vacation shall not be treated as absence from duty; and the pay and allowances of a teacher shall not be intermitted.

(b) No teacher shall leave the station during the vacation or preparatory holidays or during the University examinations even though he may not have been assigned any duty in connection therewith, without the prior permission of the Vice-Chancellor or by an officer authorised by him in this behalf.

(c) Not more than one teacher from the Department with a total strength (in position) upto seven shall be on study/sabbatical leave at any particular time. If, however, a Department has a strength (in position) of more than seven teachers, two teachers may be granted study/sabbatical leave at a time.

36.19 A teacher shall be considered to have availed himself of a vacation or a portion of a vacation, unless he has been required by general or special order of the Vice-Chancellor or a person authorised by him to forego such vacation or a portion of a vacation :

Provided that if he has been prevented by such an order from enjoying more than 15 days of the vacation he shall be considered to have availed himself of no portion of the vacation.

*Note:—*(i) A teacher who has routine duties to discharge during a vacation, which do not require his presence at his place of duty and which can be performed either by himself at some other place or by some other teacher shall be considered to have availed himself of a vacation or a part of it.

(ii) A teacher who absents himself from his place of duty during any part of vacation is expected to arrange for and is responsible for the performance, without any cost to the University, of such duties.

(iii) If a teacher who is absent from the place of duty during any portion of a vacation is recalled, he will not be entitled to travelling allowance, unless the vacation is combined with leave.

36.20. (a) Privilege leave is not admissible to a teacher in respect of duty performed in any year in which he avails himself of the full vacation.

(b) The privilege leave admissible to a teacher in respect of any year in which he is prevented from availing himself of the full vacation is such portion of 30 days as the number of days of vacation not taken bears to the full vacation. If in any year the teacher does not avail himself of the vacation, privilege leave will be admissible to him at the rate of 30 days in a year. Accumulation of privilege leave shall be permitted to an extent of 180 days only, but the maximum privilege leave which may be granted at a time shall not exceed 120 days.

(c) Vacation may be taken in combination with or in continuation of any kind of leave except casual leave :

Provided that the total duration of vacation and privilege leave, taken in conjunction shall not exceed 120 days, except when it is combined with medical leave.

(d) A teacher working in non-vocational institution will, however, be entitled to privilege leave at the rate and to the extent indicated in ordinance 36 26 under this chapter.

36.21 The Executive Council may, on the recommendation of the V. C..., grant to a permanent teacher study leave for a period not exceeding three years for joining some University/Research Institute for higher studies of research leading to Ph. D. degree or post-doctoral research in either case, without pay, on the condition that he shall serve the University on return from study leave, for at least half the period for which the leave is granted failing which he shall be required to pay to the University a sum equal to the salary for one fourth of the total period of such leave subject to a minimum of three months salary :

Provided that a teacher may be allowed study leave for any course/degree if such course/degree is considered essential qualification for the post the teacher concerned holds.

36.22 The Executive Council may grant to a teacher below the rank of a Professor, study leave on full pay for study and research leading to M.Sc./Ph.D. degree for a period upto two years, which may, however, be extended as hereinafter provided :

- (a) An application for grant of study leave shall be made at least six months before a teacher intends to avail himself of such leave and shall furnish the following details :—
  - (i) The course or courses of study or research contemplated, with a detailed programme.
  - (ii) Full particulars of financial assistance, including scholarships, teaching assistanceships, travel grants etc., if any, that is likely to be received
- (b) An application for grant of leave shall be submitted to the Vice-Chancellor through the Chairman of Department. Before making his recommendation to the Executive Council, the Vice-Chancellor may refer the application to a Committee for its opinion, if he considers it necessary.
- (c) No teacher shall be entitled to this leave as a matter of right; and this leave shall not be granted if the applicant has not completed at least four years of continuous service in the University.

Provided that a teacher who intends to proceed on study leave for doing Ph.D. will be allowed such leave after three years of continuous service in the Univeresity.

- (d) This leave may be granted on full salary, but payment shall be subject to a biannual satisfactory report from the supervisor or tutor of the teacher under whom he is working failing which leave for the rest of the period may be cancelled.
- (e) A teacher granted study leave shall execute a bond to serve the University on return from study leave for the same period for which the leave is granted, failing which he shall be required to pay to the University a sum equal to the amount paid to him as study leave salary or such lower amount as the Executive Council may determine, depending upon the circumstances of the case
- (f) If through no fault of the teacher, his course of study is not completed within two years, then on the recommendation

of the supervisor or tutor, under whom the teacher is working, the period of study leave may be extended by the Executive Council on the recommendation of the Vice-Chancellor.

- (g) The annual increments will continue to accrue during the period of study leave granted under ordinance 36.21. or 36.22.

36.23. (a) A permanent whole time teacher desiring to prosecute higher studies, or research may, if he has served in that capacity for not less than four years be granted sabbatical leave for one year on full pay provided that :

- (i) he shall serve the University for at least two years after return from leave
- (ii) the period of such leave is spent on study and research or any other pursuit solely for the object of increasing the teachers professional efficiency and usefulness to the University.
- (iii) he shall execute a bond that after the expiry of such leave he shall return to the service of the University and serve thereafter for at least two years failing which he shall refund to the University the leave salary received by him, proportionately for the unexpired bond- period at the time of leaving University service/or retirement.
- (iv) the programme to be followed during sabbatical leave shall be submitted to the University for approval along with the application for grant of leave six months before the leave is intended to be availed of.

(b) A person on sabbatical leave abroad may be allowed to accept a Fellowship or a research Scholarship or part-time employment in an institution of advanced studies.

(c) On return from leave he shall report to the University the nature of studies, research or other work undertaken during the period of leave.

(d) Only one teacher from a Department with a total strength upto seven shall be granted sabbatical leave at a time.

(e) The normal budget provision of a Department shall not be allowed to be exceeded on account of grant of sabbatical leave.

(f) Sabbatical leave shall not be granted to a teacher again until after the expiry of six years from the date of his last return from previous leave including study leave or any other kind of training programme.

**36.24. Duty Leave :** The Vice-Chancellor may on the recommendations of the Chairman of the Department Concerned/Dean of Studies grant duty leave on full pay ordinarily for a period of one month per year subject to a maximum of three months within three years, to a University teacher for attending seminars, conferences, symposia, winter/summer schools, workshop, refresher courses, orientations by whatever name they are called or for attending meetings of Selection Committees or Academic Advisory Bodies of the other Universities, Government or Governmental organisations.

#### ADDITIONAL LEAVE RULES FOR EMPLOYEES IN CATEGORIES 'B', 'C' & 'D'.

#### PART C

36.25. In addition to the leave rules for the employees of the University in Part A of this Chapter, the following rules shall also be applicable to employees in categories 'B', 'C' & 'D'.

36.26. (a) The credit of leave to be afforded at the commencement of each calendar year shall be at the uniform rate of 15 days and it shall be 15 days instead of 16 days for the second calendar half year of an even year also, and it shall be reduced by 1/10 of the period of extra-ordinary leave only availed of during the previous half year, subject to a maximum of 15 days.

(b) The maximum earned leave that may be granted at a time shall be 120 days.

(c) An employee on superannuation shall be entitled to encashment of unutilized earned leave subject to the maximum limit of 240 days.

(d) In case of death in service of an employee, the cash equivalent of leave salary in respect of earned leave at credit shall be paid to his family subject to a maximum of 240 days.

**36.27. Extra-ordinary Leave :—**The extra-ordinary leave may be granted in special circumstances and in case of prolonged illness;

- (i) when no other leave is by rule admissible; or
- (ii) when other leave being admissible, the employee concerned applies in writing for the grant of extra-ordinary leave.

The competent authority may grant extra-ordinary leave in combination with or in continuation of any leave that is admissible, and may commute retrospectively the period of absence without leave into extra-ordinary leave.

The duration of extra-ordinary leave shall not exceed the following limits :—

- (a) upto three months without medical certificate;
- (b) upto six months with medical certificate for common ailments; and
- (c) upto eighteen months on medical certificate for cancer, mental illness, pulmonary tuberculosis or pleurisy of tubercular origin, tuberculosis of any part of the body and leprosy:

Provided that for grant of extra-ordinary leave as at (b) or (c) above, the employee should have put in a minimum of one year's continuous service and for grant of leave under (c) above, he should produce a medical certificate.

**36.28.** No employee shall be granted leave on any ground for a period exceeding three years. Where an employee does not resume duty after remaining on leave for a continuous period of three years, or where an employee after the expiry of his leave remains absent from duty otherwise than on foreign service or on account of suspension, for any period, which together with the period of leave

granted to him, exceeds three years, he shall unless the Executive Council, in view of the exceptional circumstances of the case otherwise determines, be deemed to have resigned and shall accordingly cease to be in the University service.

**36.29. Compensatory Leave :—** The Executive Council may make regulations for the grant of compensatory leave to the employees of categories 'C' and 'D' who are detained on duty to work on Sundays and other holidays.

**36.30 Leave preparatory to Retirement/Refused Leave :—** Earned leave taken as Leave Preparatory to Retirement may be availed of by an employee subject to a maximum of 180 days. However, if such leave is refused the leave may be allowed after retirement as Refused Leave.

**36.31.** The University non-teaching employees shall be granted leave/study leave in accordance with the provisions/rules framed from time to time, by the State Government for its own employees.



**Chapter XXXVII****CONTRIBUTORY PROVIDENT FUND RULES**

37.1. These rules called the HIMACHAL PRADESH UNIVERSITY EMPLOYEES CONTRIBUTORY PROVIDENT FUND RULES shall apply to the University officers, teachers and other employees of the University who opt for the benefits of the Contributory Provident Fund-cum-Gratuity in terms of Statute 18 of the First Statutes of the University.

37.2. In these rules, unless there is anything repugnant in the subject or context :

(i) Family means :—

(a) in the case of a male subscriber, the wife or wives and children of a subscriber, and the widow or widows and children of a deceased son of the subscriber :

Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance she shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate, unless the subscriber subsequently indicates by express notification in writing to the Finance Officer that she shall continue to be so regarded;

(b) in the case of a female subscriber, the husband and children of the subscriber, and the widow or widows and children of a deceased son of the subscriber :

Provided that if a subscriber by notification in writing to the Finance Officer expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate, unless the subscriber subsequently cancels formally in writing her notification excluding him

**Notes.**—1. Children means legitimate children.

2. An adopted child shall be considered to be child when the Vice-Chancellor is satisfied that under the personal law of the subscriber, adoption is legally recognised as conferring the status of a natural child, but in this case only.

3. When a person has given his child in adoption to another person and if, under the personal law of the adopter, adoption is legally recognised as conferring the status of a natural child, such a child should, for the purpose of the rules considered as excluded from the family of the natural father.

(ii) Finance Officer means :—

the Finance Officer of the University referred to in statutes of the University.

(iii) Fund means :—

the Himachal Pradesh University Employees' Contributory Provident Fund.

(iv) Salary means :—

Pay, Special Pay plus all allowances viz. Dearness Pay, Dearness Allowance, Additional Dearness Allowance, Interim Relief, Compensatory Allowance or any other allowance that might be sanctioned by the Himachal Pradesh University to its staff both teaching and non-teaching from time to time but excluding House Rent Allowance.

(v) Year means :—

the Financial Year of the University.

Any other expression used in these rules which is defined in Himachal Pradesh University Act (XVII of 1970), is used in the sense therein defined.

**37.3 Constitution and Management of the Fund :—**(1) The Fund shall be established by the University for the benefit of the employees who opt for the benefit of the Contributory Fund-cum-Gratuity under Statute 18 of the First Statutes of the University and

shall be administered by the Finance Officer, Himachal Pradesh University or such Officer of the University as the Vice-Chancellor may appoint in this behalf.

(2) Every regular employee holding a non-pensionable post in the University shall be a subscriber to the fund; and any other temporary employee (Teaching and non-teaching), barring persons appointed for a term/part-time employee/daily wages staff, holding a non-pensionable post in the University, after completion of one year continuous service in the University may contribute to the Fund.

**37.4 Conditions and Rates of Subscription :—**(1) Every subscriber shall subscribe monthly to the Fund when on duty or on deputation.

(2) A subscriber shall not be allowed to subscribe to the Fund while on leave other than privilege leave or earned leave or sabbatical leave, as the case may be.

(3) The amount of subscription shall be fixed by the subscriber himself subject to the following conditions :—

- (a) It shall be expressed in whole rupees.
- (b) It may be any sum so expressed not less than 10% of his salary, and not more than his salary as defined in Ord. 37.2 (b) Note 3 (iv) above.

(4) For the purposes of clause (1), the pay of a subscriber shall be—

- (a) in the case of a subscriber who was in the University service on the 31st March of the preceding year, the pay to which he was entitled on that date :

Provided as follows :

- (i. if the subscriber was on leave other than privilege or earned leave on the said date or was under suspension on the said date his pay shall be the pay to which he was entitled on the first day after his return to duty;

- (ii) if the subscriber was on deputation on the said date and continues to be on deputation, his pay shall be the pay to which he would have been entitled had he been on duty in the University;
  - (iii) if the subscriber joins the Fund for the first time his pay shall be the pay to which he was entitled on the date of joining the Fund.
- (5) The subscriber shall intimate the fixation of the amount of his monthly subscription in each year in the following manner :—
- (a) if he was on duty in the month of March of the preceding year by the 15th of March;
  - (b) if he was on leave other than on privilege or earned leave during the month of March of the preceding year or was not under suspension in that month on the day he returned to duty;
  - (c) if he has joined the University service for the first time during the year or joins the Fund for the first time when he joins duty or joins the Fund;
  - (d) if he has been on deputation in the month of March of the preceding year by the 1st of April in the current year.
- (6) The amount of subscription so fixed shall remain unchanged throughout the year; provided that the amount of subscription may be enhanced once at any time during the course of a year.
- (7) When a subscriber goes on deputation, he shall remain subject to the rules of the Fund, in the same manner as if he was not so sent on deputation.

**375 Realisation of Subscription** :—The Finance Officer shall deduct every month from the salary payable to the employee the amount of his subscription to the Contributory Provident Fund and all principal and interest on advances, if any, made to him from the Fund.

37.6 The University shall, at the end of each month, make a contribution to the account of each subscriber of an amount equal to 10% of his salary expressed in whole rupees on completion of probation period, but from the date of his regular appointment.

Provided that if a subscriber quits the service or dies during the month, contribution shall be credited to his account for the period between the close of preceding month and the date of casualty.

37.7 **Interest** :—The University shall pay interest on all sums deposited in the Fund at the rate to be decided by the Executive Council every year and the amount of such interest shall be placed to the credit of each subscriber at the close of each half year. The amount of interest shall be rounded to the nearest rupee, fifty paise or above being treated as a whole rupee while ignoring less than fifty paise

37.8 **Nomination** :—(1) A subscriber shall at the time of joining the Fund send to the Finance Officer a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund, in the event of his death before that amount has become payable or having become payable has not been paid; provided that, if at the time of making the nomination, the subscriber has a family, the nomination shall not be in favour of any person or persons other than the members of the family.

(2) If the subscriber nominates more than one person under clause (1) he shall specify in the nomination the amount of share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.

(3) Every nomination shall be in the form C.P.F. 1, 1 (a), 1 (b) or 1 (c) as is appropriate in the circumstances.

(4) A subscriber may at any time cancel a nomination by sending a notice in writing to the Finance Officer :

Provided that the subscriber shall along with such notice send a fresh nomination made in accordance with the provisions of clauses (1) to (3).

(5) A subscriber may provide in a nomination :—

- (a) in respect of any specified nominee that in the event of his predeceasing the subscriber the right conferred upon that nominee shall pass to such other person or persons as may be specified in the nomination: provided that such other person or persons shall, if the subscriber has other member or members of his family be such other member or members;
- (b) that the nomination shall become invalid in the event of the happening of the contingency specified therein; provided that if at the time of making the nomination the subscriber has no family he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family; provided further that if at the time of making the nomination the subscriber has only one member of the family, he shall provide in the nomination that the right conferred upon the alternate nominee under clause (a) shall become invalid in the event of his subsequently acquiring other member or members in his family.

(6) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) to sub-rule (5) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (b) to sub-rule (5) or the proviso thereto, the subscriber shall send to the Finance Officer a notice in writing cancelling the nomination together with a fresh nomination made in accordance with the provisions of this rule.

(7) Every nomination made by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Finance Officer.

(8) Except as provided in sub-clause (1) to (7) of this rule, no assignment, charge or other encumbrance, affecting the disposal of the amount contributed in the Fund whether by way of subscription, contribution or interest shall be recognised or given effect to by the Finance Officer of the University.

**37.9 Advance from the Fund :—**The first advance not exceeding six months pay of the subscriber shall be sanctioned by :

- (i) The Registrar in the case of Ministerial staff and officers up to the rank of Deputy Registrar and by :
- (ii) The Vice-Chancellor in case of all teachers and Chairman of Departments, Executive Engineer, Architect, Controller of Examinations, Director or Correspondence Courses, Librarian, Director of Physical Education and Internal Audit Officer etc , etc., on the following conditions :
- (a) No advance shall be granted unless the sanctioning authority is satisfied that the applicant's pecuniary circumstances justify it, and that it will be expended on the following object or objects and not otherwise :—
  - (i) to pay expenses incurred in connection with the prolonged illness of the applicant or any person actually dependent on him;
  - (ii) to pay obligatory expenses on a scale appropriate to the applicant's status which by customary usage the applicant has to incur in connection with his own marriage, or funeral or other ceremonies of persons actually dependent on him;

Provided that the condition of actual dependence shall not apply in case of son or daughter of the subscriber;

- (iii) to meet the cost of higher education of himself or of any person actually dependent on him;
- (iv) to meet the cost of construction of a new house or to purchase a plot for the construction of a house or for the purchase of a house or for special repairs to an existing house of the applicant;
- (v) to purchase a conveyance;

- (vi) to meet the cost of the travel abroad of the subscriber when permitted by the Executive Council to attend Learned Conferences, Symposia, or Scientific/Technical Work.
- (b) All advances or special advance exceeding six months pay of the subscriber shall be sanctioned by the Vice-Chancellor. An advance shall in no case exceed the amount of the employee's subscription and interest thereon standing to the credit of the subscriber in the fund.
- (c) Second and subsequent advances be granted for special reasons before 12 months after final payment of all previous advances shall be sanctioned by the Vice-Chancellor in respect of all categories of staff, viz. Teachers, Officers, ministerial and class IV staff.

(1) An advance shall be recovered from the subscriber in such number of equal monthly instalments as the sanctioning authority may direct, but such number shall not be less than twelve unless the subscriber so elects and more than twenty four. In special cases where the amount of the advance exceeds three months pay of the subscriber, the sanctioning authority may fix such number of instalments to be more than twenty four, but in no case more than thirty six. A subscriber may, at his option, repay in a smaller number of instalments that agreed upon at the time of grant of advance or in a lumpsum.

Each instalment shall be a number of whole rupees, the amount of the advance being raised or reduced if necessary, to admit of the fixation of such instalments.

(2) Recovery shall be made in the manner prescribed for the realisation of subscription as provided in rule 5, and shall commence with the disbursement of the pay for the month following the one in which the advance was drawn. Recovery shall not be made except with the subscriber's consent while he is on leave other than on privilege or earned leave or if he is in receipt of subsistence allowance.



(3) Where there is an advance payment, it should be consolidated when second advance is sanctioned under clause(c) supra and subsequent instalments for recovery of advances should be fixed with reference to the consolidated amount.

(4) No interest will be charged on temporary advances.

37.10 Deleted.

37.11 (1) The Vice-Chancellor may grant a non-refundable advance ordinarily to the extent of one-half of the balance standing to his credit in the fund or not exceeding six months' pay of the subscriber, which ever is less, to a subscriber after 10 years of completed service or within ten years before the date of his retirement on superannuation, whichever is earlier, for the following purposes, and such an advance may also be sanctioned in excess of these limit upto three-fourths of the balance at his credit in the fund, having due regard to the subject for which the withdrawal is being made and the status and balance in the fund of the subscriber : —

- (a) Construction of a house and purchase of a site therefore.
- (b) Purchase of motor car;
- (c) Prolonged illness of self or dependent; and
- (d) Marriage of a son or daughter.

(2) Any sum withdrawn by a subscriber at any one time for or more of the purposes specified above may be converted into a non-refundable advance subject to the same condition at his discretion by written request to the sanctioning authority.

**Explanation :** For the purpose computation of the period of completed service of an individual the period of service rendered by him in the Government or other University will also be added to the period of service rendered by him in the Himachal Pradesh University, if there has been no break in service.

**37 12 Circumstances in which the accumulations are payable :—**(1) When a subscriber quits the service or proceeds on leave preparatory to retirement or his services are dispensed with on

account of the abolition of a post or when declared by competent medical authority to be unfit for further service, the amounts standing to his credit in the Fund shall subject to any deductions under rule 37.13 become payable to him :

Provided that a subscriber who has been removed from the service, and is subsequently reinstated in the service, or when a subscriber is allowed to return to duty after having been declared medically fit for further service shall repay any amount paid to him from the Fund in pursuance of this rule the interest thereon at the rate provided in rule 37.9(4) in the manner decided by the Vice-Chancellor or any officer as may be appointed by the Vice-Chancellor in this behalf. The amount so repaid shall be credited to his account in the Fund, the part which represents his subscription and interest thereon and the part which represents the University's contribution with interest thereon being accounted for separately in the manner provided in rule 37.14.

(2) On the death of a subscriber before the amount standing to his credit has become payable, or when the amount has become payable before the payment has been made —

(i) when the subscriber leaves a family :—

- (a) if a nomination made by the subscriber in accordance with the provisions of rule 37.8 in favour of a member or members of the family subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination;
- (b) if no such nomination in favour of a member or members of the family of the subscriber subsists, or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or part thereof to which this nomination does not relate, as the case may be, shall, notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family, become payable to the members of his family in equal shares :

Provided that no share shall be payable to :—

- (1) sons who have attained legal majority;
- (2) sons of a deceased son who have attained legal majority;
- (3) married daughters whose husbands are alive;
- (4) married daughters of a deceased son whose husbands are alive;

if there is any member of the family other than those specified to in clause (1), (2), (3) and (4) :

Provided also that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share that the son would have received, if he had survived the subscriber and had been exempted from the provisions of clause (1) of the first proviso;

- (ii) when the subscriber leaves no family, if a nomination made by him in accordance with the provisions of rule 37.8 in favour of any person or persons subsists, the amount standing to his credit in the Fund, or that part thereof to which the nomination relates, shall become payable to his nominee.

**37.13 Deductions :—**(a) An employee who is removed from service or leaves the service in contravention of his written agreement with the University shall be entitled only to payment of the amount of his own subscription and the interest accrued thereon standing to his credit in the Fund :

Provided that the Vice-Chancellor in exceptional circumstances may also pay to the subscriber the whole or any part of the contribution of the University and the interest accrued there on.

(b) An employee who resigns shall be entitled to the payment of his own subscription to the Fund, and the benefit of University contribution to the Fund shall be :—

- (i) nil, if the period of service put in by an employee is one year or less;

- (ii) half the amount of the University contribution will be paid if the period of service put in is more than one year but less than five years; and
- (iii) full amount of the University contribution will be paid if the period of service put in is five years or more at the time of superannuation irrespective of the period of service.

**Note .—**The term 'Service' used in this rule means qualifying service i e. the service rendered on probation or on a full time basis in a temporary or officiating capacity followed without interruption by confirmation in the same or another post except the periods of service paid from contingencies.

(c) All deductions made under rule 37.13 (a). (b) (i), (ii) and (iii) shall be withdrawn by the Finance Officer from the Fund with the consent of the Vice-Chancellor and shall be deposited in a separate account to be known as 'Employees Welfare Fund Account'.

(d) The Employees Welfare Fund Account shall be administered by a Committee consisting of the Vice-Chancellor and one subscriber representing each of the four categories of the employees, to be appointed in such manner as the Executive Council may decide in this behalf:

(e) The Employees Welfare Fund Account shall be utilised with the approval of the Vice-Chancellor for the welfare of the dependents of a deceased employæ or to relieve the distress of a serving employee.

**37.14 Maintenance of Accounts—**(a) An account shall be maintained in the name of each subscriber, in which shall be credited:

- (i) the subscriber's subscription;
- (ii) contribution made by the University under rule 37.6;
- (iii) interest on subscription;
- (iv) interest on contribution.

(b) The Finance Officer shall maintain the account relating to the Fund, showing the amount for the time being at the credit of each

subscriber, and the general state of the Fund, as the Executive Council may, from time to time, prescribe. Each subscriber shall be supplied with a pass Book, which shall show the amounts for the time being at the credit of the subscriber and which shall be in such form as the Executive Council may, from time to time prescribe.

**37.15 Closing of Accounts**—On a subscriber leaving the University service, his account shall be closed and unless the amount to which he is entitled under these rules is withdrawn within three years, it shall be written off as a dead account and repaid only under the orders of the Vice-Chancellor.

**37.16 Dead Account**—When an account becomes 'Dead', the balance at the credit thereof must be credited to the Employees' Welfare Fund Account of the University as miscellaneous receipt.

**Form C.P.F. 1**

*(Referred to in rule 37.8)*

**FORM OF NOMINATION**

When the subscriber has a family and wishes to nominate one member thereof

I hereby nominate the person mentioned below, who is a member of my family as defined in rule 37.2 of the Contributory Provident Fund Rules to receive the amount that may stand to my credit in the Himachal Pradesh University Employee Contributory Fund, in the event of my death before that amount has become payable, or having become payable, has not been paid :

Name and address of nominee	Relationship with subscriber	Age	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person or persons, if any, to whom the right of nominee shall pass in the event of his/her predeceasing the subscriber or on the happening of
-----------------------------	------------------------------	-----	---	---

the contingency or contingencies specified in the previous column.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_

Signature of subscriber \_\_\_\_\_

Two witnesses to signature—

(1) \_\_\_\_\_

(2) \_\_\_\_\_

FORM C.P.F. 1 (a)  
*(Referred to in rule 37.8)*  
 FORM OF NOMINATION

When the subscriber has a family and wishes to nominate more than one member thereof

I hereby nominate the persons mentioned below, who are members of my family as defined in rule 37.2 of the Contributory Provident Fund Rules to receive the amount that may stand to my credit in the Himachal Pradesh University Employees Provident Fund in the event of my death before that amount had become payable, or having become payable has not been paid and direct that the said amount shall be distributed among the said persons in the manner shown below against their names :—

Name and address of nominee	Relationship with subscriber	Age	★Amount of share of accumulations to be paid to each	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the persons or persons, if any to whom the right of nominee shall pass in the event on his/her predeceasing the subscriber or on the happening of the contingency or contingencies specified in the previous column
-----------------------------	------------------------------	-----	--	---	---

---

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_

at \_\_\_\_\_

\_\_\_\_\_

Signature of subscriber

Two witnesses to signature—

(1) \_\_\_\_\_

(2) \_\_\_\_\_

★*Note*—This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

Form C.P.F. 1 (b)  
*(Referred to in rule 37.8)*  
**FORM OF NOMINATION**

When the subscriber has no family and wishes to nominate one person

I, having no family as defined in rule 37.2 of the Contributory Provident Fund Rules, hereby nominate the person mentioned below to receive the amount that may stand to my credit in the Himachal Pradesh University Employees' Contributory Provident Fund, in the event of my death; before that amount has become payable, or having become payable, has not been paid:

Name and address of nominee	Relationship with subscriber	Age	★Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person or persons, if any, to whom the right of nominee shall pass in the event of his/her pre-d ceasing the subscriber or on the happening of the contingency or contingencies specified in the previous column
-----------------------------	------------------------------	-----	--	--

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_  
 at \_\_\_\_\_

\_\_\_\_\_  
 Signature of subscriber

Two witnesses to signature—

(1) \_\_\_\_\_

(2) \_\_\_\_\_

★*Note*—Where a subscriber who has no family makes a nomination, he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.



## Form C.P.F. 1 (c)

*(Referred to in rule 37.8)*

## FORM OF NOMINATION

When the subscriber has no family and wishes to nominate more than one person

I, having no family as defined in rule 37.2 of the Contributory Provident Fund Rules, hereby nominate the persons mentioned [below to receive the amount that may stand to my credit in the Himachal Pradesh University Employees Contributory Provident Fund, in the event of my death before that amount has become payable, or having become payable has not been paid, and direct that the said amount shall be distributed among the said persons in the manner shown below against their names :—

Name and address of nominee	Relation-ship with subscriber	Age	★Amount of share of accumulation to be paid to each	★★Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person or persons, if any, to whom the right of nominee shall pass in the event of his/her predeceasing the subscriber or on the happening of the contingencies specified in the previous column
<hr/>					
<hr/>					

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_  
 at \_\_\_\_\_.

\_\_\_\_\_  
 Signature of subscriber,

Two witnesses to signature—

(1) \_\_\_\_\_

(2) \_\_\_\_\_

**★Note** :—This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

**★★Note** :—Where a subscriber who has no family makes a nomination, he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

**Chapter XXXVIII**  
**AFFILIATION AND RECOGNITION OF COLLEGES AND**  
**INSTITUTIONS**

38.1 Affiliation or recognition shall not be granted with retrospective effect.

38.2 Every application for affiliation or recognition of a new college or for starting courses of instruction in a new Faculty must reach the Registrar not later than the 30th June of the year preceding that in which the college or institution is proposed to be affiliated or recognised :

Provided that the Vice-Chancellor may allow an application to be entertained upto the 31st December of the year preceding the year in which the affiliation or recognition is sought, if he is satisfied that the necessary buildings, playgrounds, hostel facilities, equipment, library and furnitures exist or can be made available before the start of the academic session.

38.3 In the case of a Government college/institution, the application for affiliation or recognition shall be made by the Director of Education/Head of the concerned Government Department and in the case of a non-Government college or institution by the President/Secretary of the Management i.e. the Managing Committee or Managing Board by whatever name it may be called.

38.4 An application for affiliation or recognition of a non-Government college or institution shall be accompanied by a fee of Rs. 1,000/-. This fee shall not be refundable in any case except when the application for affiliation or recognition is withdrawn or rejected before a Committee of Inspection is appointed and intimation thereof duly communicated to the applicant.

38.5 In addition to the conditions laid down in Statute 16 of the First Statutes of the University, every college or institution for which affiliation is sought, shall also satisfy the following conditions :—

- A. (a) that there is a genuine need for such a college or institution or for such facilities in the locality and that the affiliation of the college or institution having regard to the educational facilities provided by other colleges in the same neighbourhood will not be injurious to the interests of education;
- (b) that the college or institution possesses buildings, equipment and library as prescribed by Regulations, from time to time, by the Executive Council;
- (c) that the college or institution possesses adequate furniture and has suitable playgrounds and hostel facilities for the students and residential accommodation for its teachers;
- (d) that the teachers of the college or institution possess the minimum educational qualifications laid down by Regulations framed by the Executive Council on the recommendation of the Academic Council, from time to time for the purpose;  
The initial staff shall be approved by the Vice-Chancellor and subsequent changes, if any, shall be reported to the Registrar within 15 days of such change for the approval of the Vice-Chancellor;
- (e) that every affiliated college or institution shall observe the rules laid down by the University regarding admission to colleges or institutions, strength of students in a class or section and the residence and discipline of students;
- (f) that every affiliated college or institution shall make available to the University such of its buildings, libraries, and laboratories with their equipment and appliances and also the services of such of its teaching and other staff, as may be necessary for the purpose of the conduct of University examinations or holding of seminars, extension lectures, training courses, conferences etc. etc. by the University;

- (g) that every affiliated college or institution shall maintain such registers and furnish such returns to the Registrar as may be prescribed from time to time by the Executive Council in this behalf ;
- (h) that the Principal/Head of every affiliated college/institution shall submit to the Registrar annually in the month of July or in such other month as the Executive Council may, from time to time, determine a report showing the changes, if any, in the teaching staff and qualifications of new members, number and distribution of students in a class or section, income and expenditure of the students fund for the previous financial year, results of University examinations, changes in the scale of fees, scholarships, condition of the library, number of students in the hostel and adequacy or otherwise of the college buildings, laboratories, equipment, furniture, playgrounds, hostels etc. This report shall also be accompanied by a certificate showing how far the conditions of affiliation have been fulfilled :

Provided that in the case of a non-Government college or institution, the Principal/Head shall also show in this report the change in the Management, if any, and shall also include a statement of the income and expenditure for the previous financial year ;

- (i) (i) that the Vice-Chancellor shall have the right to cause an inspection to be made by such person or persons, as he decides, of an affiliated or recognised college or institution, including the Buildings laboratories, records and equipment thereof and also of the records of admissions, examinations, teaching and other work conducted or done by it, or to cause any enquiry to be made in a like manner in respect of any matter connected with its administration and finance ;
- (ii) that the Vice-Chancellor shall in every case give notice of his intention to cause an inspection or enquiry to be made to the Director of Education/Head of the Government Department in the case of Government

college/institution, and the Management in the case of a non-Government college or institution, and the Director of Education/Head of the Government Department or the Management, as the case may be, shall be entitled to appoint a representative who shall have the right to be present and be heard at such inspection or enquiry ;

- (iii) that the Vice-Chancellor shall place before the Executive Council the result of such inspection or enquiry together with his views thereon and recommendation regarding the action called for, and the decision of the Executive Council shall be communicated to the college or institution concerned ;
- (iv) that where the college or institution does not take action to the satisfaction of the Executive Council, the Executive Council, may after considering any explanation furnished or representation made by the college or institution, issue such directions as it may deem fit and the college or institution shall comply with such directions, failing which the Executive Council may order disaffiliation.

**B. In the case of a non-Government college or institution :**

- (a) that the rules fixing the fees (if any) have been so framed as not to be injurious to the interest of education ;
- (b) that there shall be an endowment fund in cash, so long as the college or institution exists :
  - (i) The amount of the endowment fund shall be as prescribed below in respect of each faculty in which affiliation is sought :—

(a) Faculty of Arts :

Classical & Modern Indian Languages	Rs. 25,000
B.A.	Rs. 1,50,000

- (b) Faculty of Science :  
 B.Sc. ...Rs. 2,00,000
- (c) Faculty of Commerce and Business  
 Administration :  
 B. Com. Rs. 1,50,000
- (d) Faculty of Education :  
 B.Ed. Rs. 1,50,000

(i) Provided that the endowment fund deposited for the affiliation of one Faculty shall be treated as endowment fund for another Faculty/Faculties if the amount is deposited for a fixed term and the interest on it is not withdrawn till the total amount Principal+(Interest) becomes equal to the amount required for the affiliation of other Faculty/Faculties.

(ii) The amount of endowment shall be kept as a fixed deposit in a scheduled bank or in Government securities.

(iii) The fixed deposit receipts or Government securities shall be in the joint name of the Registrar, Himachal Pradesh University and the President/Secretary of the Management and shall be deposited with the University along with the application for the grant of affiliation.

(iv) The endowment fund shall remain intact and shall not be used by the Management for current expenses or as a security for obtaining a loan or for any other purpose. A declaration to this effect by the President/Secretary of the Management shall accompany the endowment fund fixed deposit receipts or Government securities.

(c) that the college or institution possesses adequate funds in the form of endowment and/or guaranteed

income including a promise of grant-in-aid from the State Government for its efficient functioning;

- (d) that the Principal/teachers of the college or institution shall be appointed in the manner and on the terms and conditions of service as laid down in the rules in Appendix 'A' to this Chapter ;
- (e) that in case the office of the Principal falls vacant, the senior-most teacher shall act as Principal till a regularly selected Principal is appointed ;
- (f) that the Management i. e. the Managing Committee or Managing Board, by whatever name it may be called, must be a society registered under the Societies Registration Act or a Trust and its constitution must provide *inter alia* that -
- (i) The Management Committee shall consist of twenty members and its constitution shall be as under:-
1. President
  2. Vice-President.
  3. Secretary to be elected by the Society/Trust in accordance with constitution approved by the University.
  4. Principal of the College.
  5. Two representatives of the teaching staff of the college concerned.
  6. One representative of the non-teaching employees of the college.
  7. One representative of the Director of Education not below the rank of a Principal.
  8. Two nominees of the University to be appointed by the Executive Council.
  9. One Government Officer of the region concerned not below the rank of S. D. M.
  10. One representative of the person who have donated a sum of Rs. 2500/- or above.



- (ii) if any question arises whether any person has been duly appointed, nominated or selected or is entitled to be a member or office-bearer of the Management or whether the management is legally constituted, the decision of the Vice-Chancellor, subject to the decision, if any, of a Court of Law, shall be final ;
  
- (iii) every change in the membership of office-bearers of the Management shall be notified to the Registrar within fifteen days of such change and shall be effective only after it has been approved by the Executive Council ;
  
- (iv) in case the Executive Council is satisfied in accordance with the Statutes and these Ordinances that the affiliation of the college/institution or its recognition for any new degree or in an additional subject deserves to be suspended or withdrawn, and is further of the opinion that such suspension or withdrawal will cause undue hardship to the students of the college or an avoidable diminution in the availability of facilities for higher education in the locality, or will prevent proper utilisation of the grants received by it from the State Government, Government of India, the University Grants Commission or any other national or international organisation or foundation; or in case the Management decides to close down the college or any section thereof, and the Executive Council, is of the opinion that such closure will cause any of the consequences mentioned above, the Executive Council with the prior approval of the Chancellor, may for a period not exceeding three years, supersede the Management and appoint an Administrator or an ad hoc committee, who or which shall perform, exercise and discharge all functions, powers and duties of the Management in relation to the college and the funds properties and assets standing to its credit or vested in it or endowed for its benefit ;

Such Administrator or *ad hoc* committee shall have no power to sell, mortgage or otherwise transfer any of lease property vested in or endowed for the benefit of the college except by way of lease not operating beyond the period of operation of the order of the Executive Council; but save as aforesaid, the college including its buildings, premises and equipment as well as any property vested in or held by it or endowed for its benefit shall, for purposes of Management of the college and for utilisation of the income from such property for the said purpose, vest in the Administrator or an *ad hoc* committee, who or which shall be a corporation sole, or as the case may be, a body corporate having perpetual succession and may sue, and be sued in his or its name ;

Notwithstanding anything else contained in this chapter, the Executive Council if it is satisfied that it is necessary for it to act on account of mismanagement, or closure or threatened or likely closure of a college/institution or for any other reason, may for reasons to be reduced in writing, supersede the management of a college/institution appoint an *ad hoc* committee or Administrator to manage the college/institution;

Provided that such a resolution shall be effective only after it has received the approval of the Chancellor.

- (g) that in the case of a college or institution founded by individual/donors, the trust deed shall further provide: —
- (i) that the Founder of the Trust permanently and unequivocally divests himself, his heirs and executors of all interests in the property endowed ;
  - (ii) that the endowed property is made to vest permanently and absolutely in the Trustees collectively for the purpose of this Trust ;

- (iii) that the Board of Trustees consists of at least seven members of whom at least five are independent persons, who are not in any way related to or dependent upon the Founder of the Trust;
  
- (iv) that in case of future vacancies the nominations are made by the Board of Trustees and not by the Founder and such nominations are forthwith reported to the Registrar for the information of the Executive Council;
  
- (v) that copies of the proceedings of the Board of Trustees and a statement of the annual income and expenditure of the Trust shall be supplied to the Registrar for the information of the Executive Council;
  
- (h) that every affiliated non-Government college or institution shall have its accounts audited by a Chartered Accountant, duly approved by the Executive Council, within three months of the close of the financial year and a copy of the audited account shall be furnished to the Registrar in the month of July every year.

38.6. Every application for affiliation or recognition shall also be accompanied by :—

- (a) a statement containing information regarding the constitution of the Management and the names of its members with an attested copy of the deed of the registration as a Society under the Societies Act or of the Trust Deed as the case may be;
  
- (b) a statement showing the subjects and Faculty in which the affiliation or recognition is sought, and the number of teachers subjectwise proposed to be employed for the purpose ;

- (c) a complete plan to scale of the buildings and grounds and the following statements :—
- (i) of the number of students, proposed to be admitted classwise ;
  - (ii) of the number of such students, not likely to reside with their parents or guardians and the arrangements made or proposed to be made for their residence in the college hostels or lodgings approved by the college;
  - (iii) of the arrangements made or proposed to be made for the supervision and physical welfare of students, including arrangements for games, physical training, playgrounds and medical assistance ;
  - (iv) of the arrangements made or proposed to be made for girl students, if the college is to provide co-education;
- (d) a statement, showing the number and character of books, comprising the library, and the initial and annual expenditure incurred or proposed to be incurred for the library ;
- (e) a statement showing the equipment/appliances provided or proposed to be provided for the teaching of subjects in which affiliation is sought, and the amounts proposed to be expended annually on such equipment/appliances;
- (f) a statement showing the accomodation provided for the residence of the Principal and any of member of the teaching staff on or near the college campus ;
- (g) a statement showing the rates of fees proposed to be levied and the number of students proposed to be exempted wholly or in part from such fees ;
- (h) e statement showing the financial resources of the college, including income from different sources, under the heads— fees, interest on endowment fund, rent from property, if any, donations, if any, grants expected to be received from various quarters together with the basis on which such grants have been estimated, and any other source of income as also a statement of the estimated annual income and expenditure ;

- (i) The concurrence of Government stating clearly that the case of institution be persued by the university for grant of affiliation/extension of affiliation.

**Note :—** It should be clearly indicated how the colleges propose to meet the deficit, if any.

- (i) an undertaking from the Management that in case the Executive Council is satisfied in accordance with the Statutes and these Ordinances that the affiliation of the college or its recognition for any new degree or in an additional subject deserves to be suspended or withdrawn and is further of the opinion that such suspension or withdrawal will cause undue hardship to the students of the college or an avoidable diminution in the availability of facilities for higher education in the locality or will prevent proper utilisation of the grants received by it from the State Government, Government of India, the University Grants Commission or any other national or international organisation or foundation ;

or

in case the Management decides to close down the college or any section thereof, and the Executive Council is of the opinion that such closure will cause any of the consequences mentioned above;

the Executive Council, with the prior approval of the Chancellor, may for a period not exceeding three years, supersede the Management and appoint an administrator or ad-hoc committee, who or which shall perform, exercise and discharge all functions, powers and duties of the Management in relation to the college and the funds, properties and assets standing to its credit or vested in it or endowed for its benefit;

such Administrator or ad-hoc committee shall have no power to sell, mortgage or otherwise transfer any property vested in or endowed for the benefit of the college, except by way of lease not operating beyond the period of operat-

ion of the order of the Executive Council; but save as aforesaid, the college including its buildings, premises and equipment as well as any property vested in or held by it or endowed for its benefit shall, for purposes of management of the college and for utilisation of the income from such property for the said purposes, vest in the Administrator or ad hoc committee, who or which shall be a corporation sole, or as the case may be, a body corporate having perpetual succession and may sue, and be sued in his or its name ;

- (ii) that in the event of disaffiliation or the closure of the college or institution, the students' funds shall vest in the Executive Council which shall have full powers regarding their disposal :

Provided, however, that the provisions of sub-paragraphs (a), (b) and (j) shall not apply to Government College/ institutions.

38.7. If the Vice-Chancellor is satisfied that the application is in order in all respect, he shall direct a committee of inspection to inspect the college. The committee for inspection shall consist of Academics (to be nominated by the Vice-Chancellor), the Director College Development Council and a representative of the state Government. The members of the Committee shall not ordinarily exceed six. The report of the Committee be submitted for the consideration of the Executive Council within 3 months from date of its constitution.

38.8. The purpose of inspection shall be to ascertain whether the college fulfil all the conditions for affiliation laid down in the Statutes, Ordinances and the Regulations.

38.9. The inspection report shall be considered by the Executive Council.

38.10. The Executive Council may grant affiliation on such conditions as it may consider necessary or may refuse affiliation.

38.11. No college or institution shall admit students, till the conditions laid down by the Executive Council for the grant of

affiliation have been duly fulfilled, and the Vice Chancellor issues a certificate that these conditions having been fulfilled, the college or institution has been duly granted affiliation or recognition.

38.12 (a) If a college or institution fails to start classes during the academic year for which affiliation has been granted, the affiliation shall stand cancelled.

(b) if any affiliated college or institution does not provide instruction, in a subject or subjects in which affiliation had been granted for three years continuously, the affiliation in such subjects shall stand cancelled.

#### EXTENSION OF AFFILIATION

38.13. Every application from an affiliated college or Institution for starting courses of instruction for an additional degree for subjects, shall be made so as to reach the Registrar before the 30th November of the year preceding the one in which it proposed to start the classes.

The request should also be accompanied with the concurrence of Government as referred to in ordinance 38.6 (i)

38.14. No application for extension of affiliation in a new subject shall be considered unless the Registrar gives a certificate in writing that the conditions of previous affiliation or recognition have been fulfilled in toto.

38.15. If the Vice-Chancellor is satisfied that the application is in order in all respect, he shall direct a committee of inspection to inspect the college. The committee for inspection shall consist of Academics (to be nominated by the Vice-Chancellor), the Director College Development Council and a representative of the State Government. The members of the committee shall not ordinarily exceed six. The report of the committee be submitted for the consideration of the Executive Council within 3 months from the date of its constitution.

38.16. The Executive Council, after considering the report of inspection, may grant extension of affiliation on such conditions as it may deem necessary or refuse it.

#### WITHDRAWAL OF AFFILIATION OR RECOGNITION

38.17. Continuance of affiliation or recognition shall depend upon the continued fulfilment of the conditions of affiliation.

38.18. The Executive Council may suspend or withdraw affiliation or recognition, in any of the following cases :—

- (a) continued mismanagement or failure to observe the conditions of affiliation or recognition ;
- (b) failure to comply with the direction issued by the University under statute 16, or under paragraph 38.5 A (j) (iv) of this Chapter;

Provided that instead of ordering suspension or withdrawal of affiliation or recognition, the Executive Council may, with the prior approval of the Chancellor, and in accordance with the undertaking given by the Management under paragraph 38.6 (j) above order supersession of the Management and the appointment of an administrator or an *ad hoc* committee to perform, exercise and discharge all functions, powers and duties of the Management.

38.19. The members of the committee of inspection shall be paid travelling allowance of the class to which they are entitled under the normal rules, and in addition an Inspection Fee of Rs. 75/- per institution.

#### APPENDIX 'A'

#### [Chapter XXXVIII Paragraph 38.5 B (d)]

#### PART I

#### RULES RELATING TO THE TEACHERS OF NON-GOVERNMENT AFFILIATED COLLEGES

1. In these rules the word 'teacher' shall include the Principal also, unless otherwise stated.



**MANNER OF APPOINTMENT AND TERMS AND CONDITIONS  
OF SERVICE**

**2. Educational Qualifications :—**Every teacher of a non-Government affiliated college or institution shall possess the minimum qualifications laid down in the Regulations framed by the Executive Council for the purpose from time to time, keeping in view the following minimum standards :—

**Lecturer**

- (a) A consistently good academic record with atleast 1st or high second class (B in the seven point scale) at the Master's degree in the relevant subject or an equivalent degree of a foreign University; and
- (b) An M.Phil. degree or a recognised degree beyond the Master's level or published work indicating the capacity of a candidate for independent research work.

Provided that if the Selection Committee is of the view that the research work of a candidate as evident from his thesis or from his published work is of a very high standard, it may relax any of the prescribed qualifications prescribed in (a) above.

Provided further that if a candidate possessing the qualifications as at (b) above is not available or not considered suitable the college on the recommendation of the Selection Committee may appoint a person possessing a consistently good academic record on the condition that he will have to obtain an M.Phil. degree or a recognised degree beyond the Master's level within five years of his appointment, failing which he will not be able to earn future increments till he obtains that degree or gives evidence of equivalent published work of high standard.

**3. Appointments—**(a) The appointment of Principal/teacher against a regular post shall only be made on the recommendations of a Selection Committee constituted as follows :

**(1) For the Post of Principal :**

- (i) President of the Management—Chairman;
- (ii) One member of the Management other than the President;

- (iii) Two nominees of the Vice-Chancellor;
- (iv) One person to be nominated by the President out of panel of ten persons prepared by the Director of Education;
- (v) Director of Education or his representative.

**(2) For the post of Lecturer :**

- (i) President of the Management or his nominee-Chairman;
- (ii) A nominee of the Vice-Chancellor;
- (iii) Two experts to be nominated by the President out of a panel of experts approved by the University;
- (iv) The Principal of the College;
- (v) Head of the Department concerned of the College, if any; and
- (vi) A representative of the Director of Education.

(b) The posts shall be duly advertised in at least two leading daily newspapers.

(c) Intending candidates shall be given at least three weeks to apply for the post.

(d) The Registrar shall be intimated by Registered Post, the date, time and place of Selection Committee meeting at least 21 days in advance

(e) At least fifteen days' clear notice, by Registered Post, acknowledgement due, reckoned from the date of despatch, shall be given to the candidates of the date, time and place of the meeting of the Selection Committee.

(f) The TA/DA expenses of the nominees of the University/ Vice-Chancellor on the Selection Committees, for teaching posts in privately managed colleges will be met by the managing committee of the concerned college.

(g) Three members in case of (1) above and four members in the case of (2) above shall form quorum for the meetings of the Selection Committees and the presence of one expert in the case of the latter shall be essential.

(h) The recommendations of the Selection Committee shall be subject to the approval of the Vice-Chancellor.

**4. Probation**—Every teacher appointed against a regular post shall be on probation for two years provided that the Management may, for reasons to be recorded in writing, waive or reduce the period of probation. The Management may assess the suitability of a teacher for confirmation even before the expiry of the period of two years but not earlier than 9 months from the date of appointment. Normally, every teacher shall be confirmed after the completion of probation unless during the probation period his services are terminated by giving him one month's notice or one month's salary in lieu thereof. During the probation the teacher may also leave service by giving to the Management one month's notice in writing or one month's salary in lieu thereof. It shall be obligatory on the part of the Management to take up cases of confirmation at least three months before the date of expiry of the period of probation and place them before appropriate authority/authorities well in time and convey the decision to the teacher in time otherwise the teacher shall be deemed to have been confirmed from the date of completion of probation period.

**5. Contract**—(a) The appointment of every teacher shall be a written contract as per Form 'A'.

(b) A copy of this agreement shall be deposited by the Management with the Registrar within 30 days of appointment of the teacher.

(c) In the case of appointment made before the enforcement of these Ordinances, the Management and the teacher shall be deemed to have entered into a contract incorporating the provisions of these rules, and it shall be the duty of the parties to execute a supplementary agreement in conformity with these provisions. The Management shall deposit a copy of the supplementary agreement with the Registrar within 90 days of the enforcement of these Ordinances.

(d) Any dispute arising out of the contract between the Management and any of its teachers shall, at the request of the teacher concerned or at the instance of the Management be referred to a Tribunal of Arbitration consisting of one member appointed by the Management, one member nominated by the teacher concerned and an umpire appointed by the Vice-Chancellor, and the decision of the Tribunal shall be final.

**6. Temporary Appointments**—(a) The Management may make a temporary appointment to fill a vacancy caused during the session by the illness, death dismissal or resignation of a regular teacher or on account of other unforeseen circumstances of a like nature; but such appointment shall only be till the end of the academic session.

(b) A temporary appointment may, however, be made to fill a leave vacancy for a period not exceeding two years and to fill a post created for a specified purpose for a period not exceeding six months.

(c) A teacher appointed on a temporary basis shall not be absorbed in service on a regular basis, unless he is selected in accordance with the provisions of rule 3 of this Appendix. It shall be open to the Management on the advice of the Selection Committee to allow or refuse benefit of the temporary service, rendered by such a teacher for purposes of fixation of his pay, increments, permission to contribute to the Provident Fund with retrospective effect etc. etc.

(d) A temporary appointment made by the management shall be subject to the approval of the Vice-Chancellor.

**7. Pay Scales**—An affiliated non-Government college or institution shall adopt the same pay scales for its teachers as in force from time to time for the teachers in Government colleges of the State. No teacher shall be paid less than the minimum of the pay scale for the post to which he is appointed.

**8. Payment of Salary**—Every teacher shall be paid his salary regularly, but in no case later than the 10th of the month following that for which the salary is due.

**9. Increment**—Annual increment shall be granted to every teacher on the recommendation of the Principal, and shall not be withheld without assigning specific reason in writing; and the teacher shall have the right of appeal to the Vice-Chancellor, whose decision shall be final.

**10. Vacation Salary**—A teacher, whether permanent or on probation or appointed temporarily, shall be entitled to vacation salary as under :—

- (a) If the semester is in vogue :—
- |   |  |
|---|--|
| (i) One who does not complete two months' of service during the whole semester.             | No salary for the following inter-semester vacation.                   |
| (ii) One who completes two months' but less than three months' service during the semester. | One half salary for the following inter-semester vacation.             |
| (iii) One who completes three months' service but has not served during the whole semester. | Three-fourths of the salary for the following inter-semester vacation. |
| (iv) One who was in service during the whole semester.                                      | Full salary for the following inter semester vacation.                 |
- (b) If the annual system is in vogue :
- |  |   |
|--|---|
| (i) One who does not complete three months' of service during the whole year.                  | No salary for the following annual vacation . |
| (ii) One who completes three months' but less than six months' service during the year.        | One third salary for the following vacation.  |
| (iii) One who completes six months' but does not complete nine months service during the year. | One-half salary for the following year.       |
| (iv) One who completes nine months' service during the year.                                   | Full salary for the following vacation.       |

Provided that a teacher who leaves service of his own accord during the semester/year shall not be entitled to any vacation salary.

**11. Service Record**—The service record of every teacher and the annual confidential report on his work and conduct shall be maintained regularly. The teacher concerned shall be informed in writing within thirty days, in case there is an adverse report and he shall be given an opportunity to make a representation.

**12.** Every teacher shall retire at the age of 60 years. However a teacher shall be allowed to continue in service till the end of the semester or the academic session even though he may have attained the age of 60 years.

**12A. Gratuity**—In addition to the benefits of Provident Fund, the Governing Body of the College shall grant to every teacher, at the time of retirement or death, whichever is earlier, for efficient and faithful service rendered, a gratuity of a sum calculated at a rate of half month's pay last drawn for each complete year of service, provided that :

- (i) no one shall be allowed gratuity unless he/she has completed at least fifteen years of continuous service in the institution or institutions run by the same Management;
- (ii) no gratuity shall accrue for any service exceeding thirty years;
- (iii) in case of a teacher who dies before completing fifteen years of service or who joins service at an age when he cannot, upto the age of retirement, complete fifteen years of service, the Governing Body may grant such gratuity as it deems fit under the circumstances.

### CONDUCT RULES

**13** The whole time of a teacher shall be at the disposal of the college, and he shall not write for publication either in his own name or pseudonymously or anonymously notes on text-books, guides or help books etc. etc., and shall not without the prior permission of the Management undertake private tuitions, engage in trade, business or any other occupation which may interfere with the efficient discharge of his duties.

**14.** A teacher shall at all times maintain absolute integrity and devotion to duty and shall desist from any conduct which may not be in accord with decency and morality, or be otherwise derogatory to his position as a teacher. In particular, a teacher shall avoid every activity which may encourage groupism or factionalism in the college or divisive tendencies in national life. He shall not propagate the ideology and programme of any political party in the college or

amongst students. He shall at all times avoid vilification of any kind of any member of the college or the Management or of any officer, teacher or authority of the University.

**15.** A teacher who intends to publish a book for use in some class in an affiliated college for a subject, prescribed by the University, shall submit to the Dean of Studies the manuscript of the book along with a fee of Rs. 100/-. The Dean of Studies shall obtain the opinion of experts in the subjects and decide if the book is suitable for and worth publication. The Dean of Studies shall have the final authority to grant or refuse permission for the publication of the manuscript.

If a teacher fails to comply with the above requirement, the approval of his appointment as a teacher in an affiliated college shall be withdrawn and it shall be obligatory on his employer to terminate his services.

**16.** A teacher shall not, except with the previous permission of the Management, own wholly or in part, or conduct or participate in the editing or managing of any newspaper or any periodical.

**17.** Every teacher shall obey the lawful orders of his superior authority.

**18.** The teacher and the Management shall communicate only through the Principal and the channel of communication between the University and the teachers shall also ordinarily be the Principal.

**19.** A teacher shall not stand for election to Parliament, State Legislature or Local Bodies without the prior permission of the Management. He shall not indulge in activities prejudicial to the interest of the College/University or the Government and shall maintain cordial atmosphere and discipline in the college. In the event of being elected he shall be treated on leave without pay for the entire period of his absence from duty on this account.

**20.** Except in accordance with any general or special order of the Management, or in the performance, in good faith, of the duties

assigned to him, a teacher shall not communicate, directly or indirectly, any official document or information to any employee or any other person to whom he is not authorised to communicate such document or information.

**21.** A teacher shall so manage his private affairs as to avoid habitual indebtedness or insolvency. A teacher who becomes the subject of legal proceedings for insolvency shall forthwith report the full facts to the Principal/Management.

**22.** A teacher shall not bring or attempt to bring any outside influence to bear upon the authorities of his college to further his interest in respect of matters pertaining to his service in the college.

**23.** A teacher shall not be a member, representative or office bearer of any Association representing or purporting to represent teachers or any class of teaching profession unless such Association satisfies the following conditions.

- (a) Its membership is confined to teachers or a distinct class of teachers and it is open to all such teachers or class of teachers, as the case may be.
- (b) It is not in any way connected with any political party or organisation and does not engage in any political activity.

**24.** A teacher shall not apply for any other job, post or scholarship without the previous sanction of the Principal of his college and in the case of the Principal without the previous sanction of the Management.

**25.** A teacher shall not absent himself from his duties without having first obtained the permission of the Principal and in the case of the Principal of the Management. Leave in all cases must be applied for and sanctioned before it is taken.

**25-A.** The following lapses shall constitute improper conduct on the part of a teacher making him liable for disciplinary action :

- (i) Failure to perform his academic duty such as preparation of lectures, demonstrations, assessment, guidance, invigilation, etc.



- (ii) Gross partiality in assessment of students, deliberately over-marking, under-marking or attempts at victimisation on any grounds;
- (iii) Inciting students against other students, colleges or administration; provided that this will not interfere with the right of a teacher to express his difference on principles in seminars or other places where students are present;
- (iv) Raising questions of caste, creed, religion, race or sex in his relationship with his colleagues and trying to use the said consideration for improvement of his prospect ;
- (v) Refusal to carry out the decisions by appropriate administrative and academic bodies and/or functionaries of the University. It, however, will not inhibit his right to express his difference with the policies and decisions of the administrative and academic bodies and/or functionaries of the University.

Provided that if a teacher is found guilty of violating (iv) above, he will render himself liable to disciplinary action to the extent of his removal from the Service.

Provided further that the teacher shall be obliged to do any examination work including invigilation, setting of papers, evaluation/re-evaluation of scripts, etc., that may be assigned to him by the University.

**26.** A teacher when he quits service for whatever cause, shall deliver to the Principal and in the case of the Principal to the Management, all books, apparatus, records and such other articles belonging to the college or to the Management or to the University as may be in his possession or charge.

#### TERMINATION OF SERVICE

**27.** (i) The services of a temporary teacher may be terminated by the Management without assigning any reason and without giving any notice,

(ii) The services of a teacher on probation are liable to be terminated at any time by notice of one month in writing, either by the teacher to the Management or by the Management to the teacher; provided that the services of any such teacher may be terminated by payment to or by the Management, as the case may be, of an amount equal to the salary for one month, or for the period by which such a notice falls short of one month.

(iii) The services of a permanent teacher may be terminated by a notice of three months or on payment of salary for such period as the notice falls short of three months or without notice, on payment of three months' salary, if the post in which he was confirmed is abolished. In all such cases, however, the prior permission of the Vice-Chancellor shall be necessary.

#### SUSPENSION

28. (a) The Management may place a teacher under suspension pending an enquiry, if it is satisfied that there is a *prima facie* case against him of insubordination intemperance or other misconduct or any breach or non-performance of his duties or non-compliance with any of the provisions of the Conduct Rules applicable to him :

Provided that the Management shall place a teacher under suspension in case the teacher is arrested for a criminal offence involving moral turpitude.

(b) A charge sheet shall ordinarily be served on the teacher within 15 days of his suspension and the enquiry shall ordinarily be completed within six months of the date of suspension, unless the period is extended by the Vice-Chancellor.

(c) In case of suspension following arrest and prosecution of a teacher in connection with a criminal offence, involving moral turpitude the suspension shall remain in force till the final decision of the case.

29. During the period of suspension the teacher concerned shall receive one-half of the emoluments that he was drawing immediately before his suspension.

**30.** The period of suspension shall not be treated as a period spent on duty, unless the Management specially directs that it shall be so treated for any specific purpose :

Provided that if the teacher so desires the Management may direct that the period of absence from duty shall be converted into leave of any kind due and admissible to the teacher.

**31.** Leave may not be granted to a teacher under suspension.

**32.** If a teacher under suspension is completely exonerated of the charges brought against him, or where the Management is satisfied that the suspension was wholly unjustified, he shall—

- (a) be reinstated in his original post and be entitled to all benefits that he might have earned, if he had not been suspended; and
- (b) draw all emoluments minus the emoluments already drawn for the entire period of his suspension ;
- (c) The period of absence from duty during such suspension shall be treated as a period spent on duty for all purposes.

**33.** In other cases the teacher shall be given such proportion of his emoluments as the Management may decide :

Provided that such proportion shall not be less than the subsistence allowance granted under rule 29.

#### PENALTIES

**34.** The following penalties may for good and sufficient reasons, as hereinafter provided, be imposed on a teacher by the Management—

- (1) Censure.
- (2) Withholding of increment or promotion, including stoppage at an efficiency bar, if any.
- (3) Reduction to a lower post, or time-scale or to a lower stage in a time-scale.
- (4) Recovery from pay of the whole or part of any pecuniary loss caused to the college by negligence or breach of orders.
- (5) Removal from service.

## EXPLANATION

The termination of the employment—

- (a) of a teacher appointed on probation during or at the end of the probation in accordance with the terms of appointment and the rules governing the probationary service; or
- (b) of a temporary teacher on the expiration of the period of the appointment or the abolition of the post or before the due time in accordance with the terms of the appointment ;  
or
- (c) of a teacher engaged for a specific period in accordance with the terms of his appointment;

does not amount to removal within the meaning of this rule :

Provided that no such penalties shall be imposed, unless the teacher concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

## GROUNDS FOR REMOVAL

35. A teacher shall be liable to removal from service on the following grounds :—

- (1) Misconduct ;
- (2) Disobedience of the orders of an appropriate authority ;
- (3) Moral turpitude ;
- (4) Intemperance or failure to observe proper moral standards in his personal life ;
- (5) Physical or mental unfitness ;
- (6) Conviction by a court of law for an offence involving moral turpitude.

## PROCEDURE FOR REMOVAL

36. The removal of a teacher shall require two-thirds majority of the members of the Management of the college, present and voting.

## ARBITRATION TRIBUNAL

37. (a) Any dispute arising in connection with the removal of a teacher from service shall be referred to the tribunal of arbitration

referred to in rule 5(b) and each party to the dispute shall submit the name of its nominee within a fortnight of the issue of letters, asking them to do so.

(b) The tribunal of arbitration shall have the power to enquire into all the aspects of the case and its decision shall be final and binding on both the parties.

(c) If the Vice-Chancellor is satisfied that the constitution of the tribunal is being delayed due to the non-co-operative attitude of any of the parties, or if the nominee of the Vice-Chancellor on the tribunal of arbitration is satisfied that a decision of the tribunal within a reasonable time is being delayed due to the non-co operative attitude of any of the parties or their nominees, the nominee of the Vice-Chancellor shall be competent to give an award in the case, which shall be final and binding on both the parties.

(d) The refusal on the part of the Management to implement the decision of the tribunal of arbitration within thirty days of its communication to the parties, shall be a sufficient ground for dis-affiliation.

(e) A teacher, whose removal from service is upheld by the tribunal of arbitration, shall not be employed in a college affiliated to or maintained by the University without the prior approval of the Vice-Chancellor.

#### LEAVE RULES FOR TEACHERS OF NON-GOVERNMENT AFFILIATED COLLEGES

**38.** These rules shall apply to all teachers of non-Government affiliated colleges.

**39.** Leave is earned by duty only.

**40.** (i) A teacher who retires, resigns or is otherwise discharged from the employment of the college and is re-employed shall not get the benefit of his former service towards leave without specific orders of the Management.

(ii) A teacher who is dismissed or removed from the service but is re-instated on appeal or review, is entitled to count his former service towards leave,

**41.** Leave cannot be claimed as of right. When exigencies of the service so require, discretion to refuse or revoke leave of any description is reserved to the authority, empowered to grant it.

**42.** (i) A teacher on leave may not return to duty before the expiry of the period of leave granted to him, unless he is permitted to do so by the authority, which granted him leave.

(ii) Notwithstanding anything contained in sub-rule (i) a teacher on leave preparatory to retirement shall be precluded from withdrawing his request for permission to retire and from returning to duty, save with the consent of the Management

**43** All orders recalling a teacher to duty before the expiry of his leave shall state clearly whether the return to duty is optional or compulsory. If it is optional the teacher is entitled to no concession. If it is compulsory, the teacher shall be entitled to travelling allowance to the place of his posting from the place indicated by him as his address during the period of leave, provided that this concession shall be admissible, if he is required to join duty before the expiry of two-thirds of the leave granted to him. He will, however, get his leave salary upto the date he resumes his duty.

**44.** A teacher who remains absent from duty after the expiry of his leave shall not be entitled to leave salary during the period of such absence, unless his leave is extended by the competent authority.

Wilful absence from duty after expiry of leave may be treated as misbehaviour involving forfeiture of appointment or termination of service at the discretion of the Management.

**45.** Leave shall be of the following kinds :—

- (i) Privilege leave,
- (ii) Half pay leave and commuted leave.
- (iii) Maternity leave to women teachers.

- (iv) Study leave.
- (v) Leave not due.
- (vi) Leave without pay (extra-ordinary leave).

46. Vacation and casual leave shall not be treated as absence from duty and the pay and allowances of a teacher shall not be intermitted.

47. A teacher shall be considered to have availed himself of a vacation or a portion of vacation, unless he has been required by the general or special order of the Management or a person authorised by it to forego such vacation or a portion of a vacation.

Provided that if he has been prevented by such an order from enjoying more than 15 days of vacation, he shall be considered to have availed himself of no portion of the vacation.

- Note :
- (i) A teacher who has routine duties to discharge during a vacation, which do not require his presence at his place of duty and which can be performed either by himself at some other place or by some other teacher, shall be considered to have availed himself of a vacation or a part of it.
  - (ii) A teacher who absents himself from his place of duty during any part of vacation is expected to arrange for and is responsible for the performance, without any cost to the college, of such duties.
  - (iii) A teacher who is absent from the place of duty during any portion of the vacation, or being recalled, will not be entitled to travelling allowance, unless the vacation is combined with leave.

48. (a) Privilege leave is not admissible to a teacher in respect of duty performed in any year in which he avails himself of the full vacation.

(b) The privilege leave admissible to a teacher in respect of any year in which he is prevented from availing himself of the full vacation is such proportion of 30 days as the number of days of

vacation not taken bears to the vacation. If in any year the teacher does not avail himself of the vacations, privilege leave will be admissible to him at the rate of 30 days in a year. Accumulation of privilege leave shall be permitted to an extent of 120 days only.

(c) Vacation may be taken in combination with or in continuation of any kind of leave ;

Provided that the total duration of vacation and privilege leave, taken in conjunction shall not exceed 120 days, except when it is combined with medical leave.

49. (a) The half pay leave admissible to a teacher in permanent employment in respect of each completed year of continuous service, which includes periods spent on duty as well as on leave including extra ordinary leave, is 20 days.

(b) The half pay leave may be granted on medical certificate or on private affairs.

(c) Medical or commuted leave not exceeding half the amount of half pay leave may be granted to a teacher on medical certificate on full pay and allowance subject to the following conditions:—

(i) Commuted leave during the entire service shall be limited to a maximum of 240 days.

(ii) When commuted leave is granted twice the amount of such leave shall be debited against the amount of half pay leave due.

50. The Management may grant to a woman teacher maternity leave on full pay for a period not exceeding three months, and the leave shall be regulated that (i) the date of confinement falls within the period of this leave, and (ii) the leave does not extend more than six weeks from the date of confinement. Maternity leave is not debited against the leave account.

Note :—The maternity leave under this rule may also be granted in the cases of miscarriage, including abortion, subject



to the conditions that (i) the leave does not exceed six weeks; (ii) the application for leave is supported by a certificate from the Medical Officer of the college concerned or a Civil Surgeon, or Chief Medical Officer or a District Medical Officer.

51. The Management may on the recommendation of the Principal grant to a teacher study leave on full pay for study and research work for a period of not more than two years, which may however, be extended as hereinafter provided :

- (a) Application for grant of study leave should be made at least six months before a teacher intends to avail himself of such leave and should furnish the following details :—
  - (i) The course or courses of study or research contemplated, with a detailed programme.
  - (ii) Full particulars of financial assistance, including scholarships, teaching assistanceships, travel grants etc , if any that is likely to be received.
- (b) The Principal before making his recommendations to the Management, may refer any application to a Committee for its opinion, if he considers it necessary.
- (c) No teacher shall be entitled to this leave as a matter of right and this leave shall not be granted if the applicant has not completed at least four years of continuous service in the college.
- (d) This leave may be granted on full salary, but payment shall be subject to bi-annual satisfactory report from the supervisor or tutor teacher under whom he is working, failing which leave for the rest of the period may be cancelled.
- (e) A teacher granted study leave shall execute a bond to serve the college on return from study leave for twice the period for which the leave is granted, failing which he shall be required to pay to the Management a sum equal to twice the amount paid to him as study leave salary or such lower amount as the Management may determine depending upon the circumstances of the case.

- (f) If through no fault of the teacher the course of study is not completed within two years, then on the recommendation of the supervisor or tutor under whom the teacher is working, the period of study leave may be extended by the Management on the recommendation of the Principal.

52. 'Leave not due' may be granted by the Management to a teacher in permanent employment for a period not exceeding 360 days during his entire service, out of which not more than 90 days at a time and 180 days in all, may be otherwise than on medical certificate. Such leave will be debited against the half pay leave a teacher may earn subsequently.

Notes : (i) 'Leave not due' shall only be granted if the Management is satisfied that there is reasonable prospect of the teacher returning to duty on the expiry of leave and shall be limited to the half pay leave he is likely to earn thereafter.

- (ii) If a teacher who has been granted 'Leave not due' under this clause applies for permission to retire voluntarily, the 'Leave not due' shall, if the permission is granted, be cancelled and his retirement shall have effect from the date on which such leave commences, and an undertaking to this effect shall, therefore, be taken from the teacher who avails himself of 'Leave not due'. But the question whether a teacher should be called upon to refund the amount of leave salary shall be decided on the merits of each case, e.g. if the retirement is voluntarily sought, refund shall be forced; if it is unavoidable by reasons of ill-health or as a result of his being incapacitated for further service, no refund may be insisted upon.

53. The Management may on the recommendation of the Principal for any special reasons grant a teacher extra-ordinary leave, but such leave shall be without pay and shall not exceed six months:

Provided that this leave may be granted (a) upto a maximum of 16 months to a teacher who has taken up employment elsewhere

with the permission of the Management; and (b) upto two years to a teacher who is permitted to go elsewhere for higher studies, teaching or research; this leave may be extended upto three years in exceptional cases.

54. (a) Casual leave may be granted to a teacher for short periods but shall not exceed 15 days in a calendar year. This leave cannot be combined with any other kind of leave, but can be combined with holidays; provided that the total period of absence including holidays at any time, does not exceed 10 days.

(b) Casual leave shall ordinarily be applied for and sanction obtained before it is availed of. In case of urgency, however, this requirement may be waived.

Note : - Holidays falling within the period of casual leave shall not be counted as casual leave.

(c) Casual leave to the teacher will be granted by the Principal and to the Principal by the President or Secretary of the Management.

## PART II PROVIDENT FUND RULES

55. These rules called the "Non-Government Affiliated College Teachers' Contributory Provident Fund Rules" shall apply to all teachers holding non-pensionable posts in non Government affiliated colleges.

56. In these rules, unless there is anything repugnant to the subject or context—

(i) Family means —

(a) In the case of a male subscriber, the wife or wives and children of subscriber, and the widow or widows and children of a deceased son of the subscriber :

Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased, under the customary law of the community to which he belongs, to be entitled to maintenance,

she shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate, unless the subscriber, subsequently indicates by express notification in writing to the management that she shall continue to be so regarded.

(b) In the case of a woman subscriber, the husband and children of the subscriber, and the widow or widows and children of a deceased son of the subscriber :

Provided that if a subscriber by notification in writing to the Management expresses her desire to exclude her husband from her family the husband shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate, unless the subscriber subsequently cancels formally in writing her notification excluding him.

Notes :—1. Children means legitimate children.

2. An adopted child shall be considered to be a child when the Management, or if any doubt arises in the mind of the Management, the Registrar is satisfied that under the personal law of the subscriber adoption is legally recognised as conferring the status of a natural child, but in this case only.

3. When a person has given his child in adoption to another person and if, under the personal law of the adopter, adoption is legally recognised as conferring the status of a natural child, such a child should, for the purpose of these rules be considered as excluded from the family of the natural father.

(ii) Fund means—  
the Non-Government Affiliated College Teachers' Contributory Provident Fund.

(iii) Management means—  
the Management Committee or the Managing Board by whatever name it may be called.

(iv) Pay means—  
monthly pay including pay drawn on privilege leave, but does not include travelling or other allowances

- (v) Year means -  
a financial year

Any other expression used in these rules which is defined in Himachal Pradesh University Act (XVII of 1970) is used in the sense therein defined

**57. Constitution and Management of the Fund—(1)** The Fund shall be administered by the Registrar, Himachal Pradesh University or such officer of the university as the Vice-Chancellor may appoint in this behalf.

(2) Every teacher holding a regular non-pensionable post in a non Government affiliated college shall be a subscriber to the Fund.

**58 Conditions and Rates of Subscription—(1)** Every subscriber shall subscribe monthly to the Fund when on duty or on deputation.

(2) A subscriber shall not be allowed to subscribe to the Fund while on leave other than privilege leave

(3) The amount of subscription shall be fixed by the subscriber himself subject to the following conditions :

- (a) It shall be expressed in whole rupees;
- (b) It may be any sum so expressed, not less than 10% of his pay and not more than his pay.

(4) For the purpose of clause (1) the pay of a subscriber shall be—

- (a) in the case of a subscriber who was in the college service on the 31st March, of the preceding year the pay to which he was entitled on the date; provided as follows :
  - (i) if the subscriber was on leave other than on privilege leave on the said date or was under suspension on the said date his pay shall be the pay to which he was entitled on the first day after his return to duty;

- (ii) if the subscriber was on deputation on the said date and continues to be on deputation his pay shall be the pay to which he would have been entitled had he been on duty in the college;
- (iii) if the subscriber joins the Fund for the first time his pay shall be the pay to which he was entitled on the date of joining the Fund.

(b) in the case of a subscriber who was not in the college service on the 31st March of the preceding year the pay to which he was entitled on the first day of his service, or if he rejoins the Fund on a date subsequent to the first day of his service the pay to which he was entitled on such subsequent date

(5) The subscriber shall intimate the fixation of the amount of his monthly subscription in each year in the following manner :

- (a) if he was on duty in the month of March of the preceding year by the 15th of March :
- (b) if he was on leave other than on privilege leave during the month of March of the preceding year or was not under suspension in that month on the day he returns to duty;
- (c) if he has joined the college service for the first time during the year or joins the Fund for the first time when he joins duty or joins the Fund;
- (d) if he has been on deputation in the month of March of the preceding year by the first of April in the current year.

(6) The amount of subscription so fixed shall remain unchanged throughout the year; provided that the amount of his subscription may be enhanced once at any time during the course of a year.

(7) When a subscriber goes on deputation he shall remain subject to the rules of the Fund, in the same manner as if he was not so sent on deputation.

**59. Realisation of Subscription :-** The Management shall deduct every month from the salary payable to the teacher the amount of his subscription to the Fund and all principal and interest on advances, if any made to him from the Fund.

**60. Contribution by Management :—**The Management shall make contribution every month to the account of each subscriber of an amount equal to 10% of his pay expressed in whole rupees :

Provided that—

- (a) if through oversight or otherwise the amount subscribed is less than the minimum subscription payable by the subscriber under rule 58, and if the short subscription together with the interest accrued thereon is not paid by the subscriber within such time as may be specified by the Management, the contribution payable by the Management shall be equal to the amount actually paid by the subscriber or the amount normally payable by the Management, whichever is less;
- (b) if a subscriber quits service or dies during a month, contribution shall be credited to his account for the period between the close of the preceding month and the date of casualty;
- (c) in the case of a teacher appointed on probation, the contribution of the Management shall be placed to his credit on confirmation, but from the date of his appointment.

**61.** The sums credited to the Fund under rules 59 and 60 shall be deposited every month in the Post Office Savings Bank account or in a Saving Bank Account with the scheduled bank between the first and 4th of each month as far as possible so that interest for the month may be earned. For each subscriber the savings Bank Account shall be kept separately by the Management in the name of its President/Secretary on behalf of the subscriber and separate pass book shall be obtained in respect of each account. No withdrawal from the Savings Bank Account shall be made except as provided hereinafter :

Provided that at the request of a subscriber and with the consent of the Registrar or such officer as may be appointed by the Vice-Chancellor in this behalf, the Management may withdraw not more than 75% of the amount standing to the credit of the subscriber and invest it on behalf of the subscriber in Postal Certificates, National Savings Certificates or Government Securities.

**62. Nomination :—**(1) A subscriber shall at the time of joining the Fund hand over to the Management a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund, in the event of his death before that amount has become payable or having become payable has not been paid; provided that, if at the time of making the nomination, the subscriber has a family, the nomination shall not be in favour of any person or persons other than the members of the family

(2) If the subscriber nominates more than one person under clause (1), he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.

(3) Every nomination shall be in Form P.F I (a), 1 (b), or I (c) as is appropriate in the circumstances

(4) A subscriber may at any time cancel a nomination by sending a notice in writing to the Management :

Provided that the subscriber shall along with such notice send a fresh nomination made in accordance with the provisions of clauses (1) to (3).

(5) A subscriber may provide in a nomination :—

(a) in respect of any specified nominee that in the event of his predeceasing the subscriber the right conferred upon that nominee shall pass to such other persons as may be specified in the nomination, provided that such other person or persons shall if the subscriber have other members of his family be such other member or members;

(b) that the nomination shall become invalid in the event of the happening of a contingency specified therein :

Provided that if at the time of making nomination the subscriber has no family he shall provide in the nomination that it shall become in valid in the event of his subsequently acquiring a family :

Provided further that if at the time of making the nomination the subscriber has only one member of the family, he shall provide in the



nomination that the right conferred upon the alternate nominee under clause (a) shall become invalid in the event of his subsequently acquiring other member or members in his family.

(6) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) to sub-rule (5) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (b) to sub-rule (5) or the provisos thereto, the subscriber shall send to the Management a notice in writing cancelling the nomination together with a fresh nomination made in accordance with the provisions of this rule.

(7) Every nomination made by the subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Management.

(8) Except as provided in sub-clauses (1) to (7) of this rule, no assignment, change or other encumbrance affecting the disposal of the amounts credited in the Fund whether by way of subscription, contribution or interest shall be recognised or given effect to by the Management.

**63. advances from the Fund**—The Management shall have the power with the approval of the Registrar or such officer as may be appointed by the Vice-Chancellor in this behalf under rule 57 (1) to grant a temporary advance to a subscriber on the following conditions :

- (a) No advance shall be granted unless the sanctioning authority is satisfied that the applicant's pecuniary circumstances justify it, and that it will be expended on the following object or objects and not otherwise :
  - (i) to pay expenses incurred in connection with the prolonged illness of the applicant or any person actually dependent on him;
  - (ii) to pay obligatory expenses on a scale appropriate to the applicant's status which by customary usage the applicant has to incur in connection with his own marriage or the marriage, funeral or other ceremonies of persons actually dependent on him :

Provided that the condition of actual dependence shall not apply in case of son or daughter of the subscriber;

- (iii) to meet the cost of higher education of himself or of any person actually dependent on him;
  - (iv) to meet the cost of construction of a new house or to purchase a plot for the construction of a house or for the purchase of a house or for special repairs to an existing house of the applicant;
  - (v) to purchase a conveyance.
- (b) An advance shall not exceed except for special reasons to be recorded in writing by the sanctioning authority, six months' pay and shall in no case exceed the amount of subscription and interest thereon standing to the credit of subscriber in the Fund.
- (c) An advance shall not, except for special reasons to be recorded in writing by the sanctioning authority, be granted until at least 12 months after the final payment of all previous advances together with the interest thereon, unless the amount already advanced does not exceed two-third of the amount admissible under sub-clause (b).

(1) An advance shall be recovered from the subscriber in such number of equal monthly instalments as the sanctioning authority may direct; but such number shall not be less than twelve, unless the subscriber so elects, or in any case more than twenty-four. A subscriber may at his option make repayment in a smaller number of instalments than those prescribed. Each instalment shall be a number of whole rupees, the amount of the advance being raised or reduced, if necessary to admit of the fixation of such instalments.

(2) Recovery shall be made in the manner prescribed for the realisation of subscription as provided in rule 59, and shall commence with the disbursement of the pay for month following the one in which the advance was drawn. Recovery shall not be made except with the subscriber's consent, while he is on leave other than on privilege, or if he is in receipt of subsistence allowance.

(3) If more than one advance has been sanctioned to a subscriber, each advance shall be treated separately for the purpose of recovery.

(4) (a) After the principal of the advance has been fully repaid interest shall be paid thereon at the rate of one-third per cent of the principal for each month or broken portion of a month during the period between the drawal and complete repayment of the principal.

(b) Interest shall ordinarily be recovered in one instalment in the month after complete repayment of the principal, but if the period referred to in clause (a) exceeds 20 months, interest may, if the subscriber so desires, be recovered in two equal monthly instalments. The mode of recovery shall be that provided in clause (2). The payment shall be rounded to the nearest rupee.

**64. Non-refundable withdrawal** – The Management, with the approval of the Registrar or such officer as may be appointed by the Vice-Chancellor in this behalf, may grant a non refundable advance upto the extent of 75% of the balance standing to his credit in the Fund to a subscriber after 25 years of completed service or who has attained the age of 58 years, for the following purposes, namely :—

- (a) construction of a house and purchase of a site thereof;
- (b) purchase of a motor car;
- (c) prolonged illness of self or a dependent; and
- (d) marriage of a son or a daughter.

**65. Circumstances in which the accumulations are payable**—(1) When a subscriber quits service or proceeds on leave preparatory to retirement or his services being dispensed with on account of abolition of post, or when declared by competent medical authority to be unfit for further service, the amount standing to his credit in the Fund shall subject to any deductions under rule 66 become payable to him :

Provided that a subscriber who has been removed from the service and is subsequently reinstated in the service or when a subscriber is allowed to return to duty after having been declared medically fit for further service shall repay any amount paid to him

from the Fund in pursuance of this rule with interest thereon at the rate provided in rule 63 (4) (a) in the manner decided by the Management with the approval of the Registrar or any such officer as may be appointed by the Vice-Chancellor in this behalf. The amount so repaid shall be credited to his account in the Fund, the part which represents his subscription and interest thereon and the part which represent the managements' contribution with interest thereon being accounted for separately in the manner provided in rule 67.

(2) On the death of a subscriber before the amount standing to his credit has become payable, or when the amount has become payable before the payment has been made—

- (i) when the subscriber leaves a family—
  - (a) if a nomination made by the subscriber in accordance with the provisions of rule 62 in favour of a member or members of the family subsists, the amount standing to his credit in the fund or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination;
  - (b) if no such nomination in favour of a member or members of the family of the subscriber subsists, or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or part thereof to which this nomination does not relate, as the case may be, shall notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family, become payable to the members of his family in equal share :

Provided that no share shall be payable to—

- (1) sons who have attained legal majority;
- (2) sons of a deceased son who have attained legal majority;
- (3) married daughters whose husbands are alive;
- (4) married daughters of a deceased son whose husbands are alive;

if there is any member of the family other than those specified in clauses (1), (2), (3), (4) :

Provided also that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share that the son would have received, if he had survived the subscriber and had been exempted from the provisions of clause (1) of the first proviso;

- (ii) when the subscriber leaves no family—  
if a nomination made by him in accordance with the provisions of rule 62 in favour of any person or persons subsists, the amount standing to his credit in the Fund, or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination.

**66. Deductions—**(a) A teacher who is removed from service or leaves the service in contravention of his written agreement with the Management, shall be entitled only to payment of the amount of his own subscription and the interest accrued thereon standing to his credit in the Fund :

Provided that the Management in exceptional circumstances, with the consent of the Registrar or any such officer as may be appointed by the Vice-Chancellor in this behalf, may also pay to the subscriber the whole or any part of the contribution of the Management and the interest accrued thereon.

(b) A teacher who resigns shall be entitled to the payment of his own subscription to the Fund, and

- (i) 5% of the balance standing to his credit in the Fund, if he has put in less than three years' completed service;
- (ii) 30% of the balance standing to his credit in the Fund, if he has put in three years or more but less than four years completed service;
- (iii) 40% of the balance standing to his credit in the Fund, if he has put in four years' or more but less than five years completed service;
- (iv) 50% of the balance standing to his credit in the Fund, if he has put in five years' completed service, and thereafter an annual increase of 10% for each additional year of completed service upto 100% of the balance in the Fund standing to his credit in the account :

Provided that if a teacher resigns from the service of one college and joins the service of another college, or is transferred from one college to another college under the same Management, his Fund or any part thereof shall not be paid to him, but on his request shall be transferred to his account in the new college without any deductions whatsoever.

- Notes :
1. 'Completed service' in this rule means service rendered by a teacher after joining the Fund whether in one college or more than one college.
  2. The term 'Balance' in the rule means the contribution made by the Management whether from its own resources or from grants received from Government for this purpose and the interest earned on such contribution and on the subscription of the subscriber.

(c) All deductions made under rule 66 (a), (b) (i), (ii), (iii) and (iv) shall be withdrawn by the Management from the Fund with the consent of the Registrar or any such officer as may be appointed by the Vice-Chancellor in this behalf and shall be deposited in a separate account to be known as "Teachers' Welfare Fund Account."

(d) The Teachers' Welfare Fund Account shall be administered by a committee consisting of the Principal of the college and four teachers elected by the subscribers to the Fund from among themselves.

(e) The Teachers' Welfare Fund Account shall be utilised with the approval of the Registrar or any such officer as may be appointed by the Vice-Chancellor in this behalf for the welfare of the dependents of the deceased teacher, or to relieve the distress of a serving teacher.

**67. Maintenance of Accounts—**(a) An account shall be opened in the name of each subscriber's in which shall be credited:—

- (i) the subscriber's subscription;
- (ii) contribution made by the Management under rule 60;
- (iii) interest on subscription;
- (iv) interest on contribution.

(b) The Fund Account of all the teachers in a college shall be maintained in a Fund Ledger in Form 'B' and the account of each individual subscriber shall be maintained in the personal ledger account in Form 'C'.

(c) A copy of his personal ledger account duly reconciled with the Savings Bank Account shall be supplied to each subscriber every year in the month of May.

(d) A ledger showing the deductions made from the Fund Account and credited to the Teachers' Welfare Fund shall be maintained in Form 'D'

(e) Separate accounts of the investments made out of the Fund and the interest accrued thereon shall be maintained in Forms 'E' and 'F'.

68. On a subscriber leaving a college, his account shall be closed and unless the amount to which he is entitled under these rules is withdrawn, within three years, it shall be written off as a dead account and repaid only under the orders of the Vice-Chancellor or an officer appointed by him in this behalf.

69. When an account becomes 'Dead' the balance at the credit thereof must be credited to the Teachers' Welfare Fund Account of the college as miscellaneous receipt

FORM 'A'

(Rule 5)

AGREEMENT FORM FOR COLLEGE TEACHER IN A  
NON GOVERNMENT COLLEGE

An agreement made this.....day of.....19 .....  
between ..... son/daughter/wife of Shri .....  
resident of.....hereinafter known as the First Party and the  
Governing Body or/and Managing Committee of the.....  
College through its Chairman/Secretary, hereinafter known as the  
Second Party .....

Whereas the Second Party has engaged the First Party to serve as..... subject to the terms and conditions laid down in the Act, Statutes, Ordinances and Regulations of the Himachal Pradesh University

This Agreement witnesseth :

1. That this agreement shall take effect and commence from the----- day of-----19-----

2 That the First Party is employed in the first instance on probation for a period of one year and shall be paid a monthly salary of Rs.-----in the scale of Rs.-----and the period of probation may be extended further by one year, but the total period of probation in no case shall exceed two years.

3. The date of birth of the First Party is----- (in words) ----- (in figures), in proof of which he has produced the High School/Higher Secondary School Certificate/Certificate of an examination recognised as equivalent to High School examination and has annexed to this agreement a certified copy thereof.

4. The First Party agrees to be governed and bound by the terms and conditions as given in rules relating to Teachers of Non-Government Affiliated Colleges and given in Appendix to Chapter XXXVIII, paragraphs 38.5 B (d) of the Ordinances of Himachal Pradesh University.

5. That the First Party shall subscribe to, and be entitled to the benefit of the Non-Government Affiliated College Teachers Contributory Provident Fund Rules as prescribed in the aforesaid Rules or as may be amended by the Himachal Pradesh University from time to time.

Signed this----- day of----- 19-----  
by-----First Party.

Signed by the said in the presence of : (Signature)

1 -----  
(Signature of Witness)



Name-----  
(in block letters)

Address-----  
-----  
-----

And on behalf of the Second  
Party :

-----  
President/Secretary  
Second Party

-----  
(Signature of witness)

Name-----  
(in block letters)

-----  
(Signature)

Address-----  
-----  
-----

FORM P.F.I.

*[Referred to in Rule 62 (3)]*

FORM OF NOMINATION

(When the subscriber has a family and wishes to nominate one  
member thereof)

I hereby nominate the person mentioned below, who is a member  
of my family as defined in the Non-Government Affiliated College  
Teachers' Contributory Provident Fund Rules to receive the amount  
that may stand to my credit in the Non-Government Affiliated College  
Teachers' Contributory Provident Fund in the event of my death  
before that amount becomes payable or having become payable, has  
not been paid :

Name and address of nominee	Relationship with subscriber	Age	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person or persons, if any, to whom the right of nominee shall pass in the event of his/her predeceasing the subscriber or on the happening of the contingency or contingencies specified in the previous column.
-----------------------------	------------------------------	-----	---	--

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_

\_\_\_\_\_  
Signature of subscriber

Name \_\_\_\_\_  
(in block letters)

Two witnesses to signature :

(1) \_\_\_\_\_  
(Signature)

Address \_\_\_\_\_  
\_\_\_\_\_

(2) \_\_\_\_\_  
(Signature)

Address \_\_\_\_\_  
\_\_\_\_\_

FORM P.F.11 (a)  
 [Referred to in rule 62 (3)]  
 FORM OF NOMINATION

(When the subscriber has a family and wishes to nominate more than one member thereof)

I hereby nominate the persons mentioned below who are members of my family as defined in the Non-Government Affiliated College Teachers' Contributory Provident Fund Rules, to receive the amount that may stand to my credit in the Non Government Affiliated College Teachers' Contributory Provident Fund in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount shall be distributed among the said persons in the mannner shown below against their names :—

Name and address of nominee	Relationship with subscriber	Age	★ Amount of share of accumulations to be paid to each	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person or persons, if any to whom the right of nominee shall pass in the event of his/her predeceasing the subscriber or on the happening of the contingency or contingencies Specified in the previous column
-----------------------------	------------------------------	-----	---	---	--

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_  
 at \_\_\_\_\_

\_\_\_\_\_  
 (Signature of subscriber)

Two witnesses to signature :

(1) Signature \_\_\_\_\_  
 Address \_\_\_\_\_

(2) Signature \_\_\_\_\_  
 Address \_\_\_\_\_

★ Note:—This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

Name and address of nominee	Relationship with subscriber	Age	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person or persons, if any, to whom the right of nominee shall pass in the event of his/her predeceasing the subscriber or on the happening of the contingency or contingencies specified in the previous column.
-----------------------------	------------------------------	-----	---	--

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_

\_\_\_\_\_  
Signature of subscriber

Name \_\_\_\_\_  
(in block letters)

Two witnesses to signature :

(1) \_\_\_\_\_  
(Signature)

Address \_\_\_\_\_  
\_\_\_\_\_

(2) \_\_\_\_\_  
(Signature)

Address \_\_\_\_\_  
\_\_\_\_\_

FORM P.F.I 1 (a)  
 [Referred to in rule 62 (3)]  
 FORM OF NOMINATION

(When the subscriber has a family and wishes to nominate more than one member thereof)

I hereby nominate the persons mentioned below who are members of my family as defined in the Non-Government Affiliated College Teachers' Contributory Provident Fund Rules, to receive the amount that may stand to my credit in the Non Government Affiliated College Teachers' Contributory Provident Fund in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount shall be distributed among the said persons in the mannner shown below against their names :-

Name and address of nominee	Relationship with subscriber	Age	★ Amount of share of accumulations to be paid to each	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person or persons, if any to whom the right of nominee shall pass in the event of his/her predeceasing the subscriber or on the happening of the contingency or contingencies Specified in the previous column

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_  
 at \_\_\_\_\_

\_\_\_\_\_  
 (Signature of subscriber)

Two witnesses to signature :

- (1) Signature \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_
- (2) Signature \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_

★ Note:—This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

FORM P F.I. (b)  
 [Referred to in rule 62 (3)]

(When the subscriber has no family and wishes to nominate one person)

I, having no family as defined in the Non-Government Affiliated College Teachers' Contributory Provident Fund Rules, hereby nominate the person mentioned below to receive the amount that may stand to my credit in the Non-Government Affiliated College Teachers' Contributory Provident Fund, in the event of my death, before that amount has become payable, or having become payable, has not been paid :

Name and address of nominee	Relationship with subscriber	Age	★Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person or persons, if any, to whom the right of nominee shall pass in the event of his/her predeceasing subscriber or on the happening of the contingency or contingencies specified in the previous column

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_  
 at \_\_\_\_\_

\_\_\_\_\_  
 (Signature of subscriber)  
 Name \_\_\_\_\_

Two witnesses to signature :

(in block letters)

(1) Signature \_\_\_\_\_

Address \_\_\_\_\_

(2) Signature \_\_\_\_\_

Address \_\_\_\_\_

★Note:—Where a subscriber who has no family makes a nomination he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

FORM P. F. I. (c)  
*[Referred to in rule 62 (3)]*

(When the subscriber has no family and wishes to nominate more than one person)

I, having no family as defined in the Non-Government Affiliated College Teachers' Contributory Provident Fund Rules, hereby nominate the persons mentioned below to receive the amount that may stand to my credit in the Non-Government Affiliated College Teachers Contributory Provident Fund, in the event of my death before that amount has become payable, or having become payable has not been paid, and direct that the said amount shall be distributed among the said persons in the manner shown below against their names :—

Name and address of nominee	Relation-ship with subscriber	Age	★Amount of share accumulation to be paid to each	★★Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person or persons, if any, to whom the right of nominee shall pass in the event of his/her predeceasing the subscriber or on the happening of the contingency or contingencies specified in the previous column.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 19  
 at \_\_\_\_\_

Two witnesses to signature : \_\_\_\_\_ (Signature of subscriber)

(1) (Signature) \_\_\_\_\_

Address \_\_\_\_\_

(2) (Signature) \_\_\_\_\_

Address \_\_\_\_\_

★Note:—This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

★★Note:—Where a subscriber who has no family makes a nomination he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

FORM 'B'  
PROVIDENT FUND LEDGER

CREDITS

Date of receipt	Number of subscriber	Name	Designation	Opening Balance Rs.	Subscription Rs.
1	2	3	4	5	6

Contribution of Management	Interest		Total	Remarks
	On sub- scription (a)	On contri- bution (b)		(When withdrawals are made, the date of Actual payment and the amount will be entered in the column of Remarks)
Rs.	Rs.	Rs.	Rs.	
7	8	9	10	



## FORM 'C'

## PROVIDENT FUND PERSONAL LEDGER ACCOUNT

- (1) Name of Account  
 (2) Name of Subscriber  
 (3) Folio number of establishment check register

Sub- cription	Contri- butions	Total	With- dra- wals	Monthly balance on which inter- est is calculated	Monthly balance of withdrawals on which loss of interest is calculated	Remarks
1	2	3	4	5	6	7
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	

Opening balance :

April

May

June

July

August

September

October

November

December

January

February

March

Total

Interest

for 19-19

Balance on

31st March,

19

FORM 'D'  
TEACHERS' WELFARE FUND

CREDIT

Date of receipt	Number of subscriber	Name	Desig- nation	Opening- balance Rs.	Deduc- tion Rs.	Inter- rest Rs.	Total Rs	Re- marks
1	2	3	4	5	6	7	8	9
.....								

DEBIT

Date of payment	Name of person who has been paid	Whether teacher or his dependent	Opening balance Rs.	Amount paid Rs.	Balance Rs.	Interet Rs.	Total Rs.
1	2	3	4	5	6	7	8
.....							

FORM 'E'  
CONTRIBUTORY PROVIDENT FUND INVESTMENT  
ACCOUNT

	Serial No.
	No and name of subscriber
	Date of purchase
	Description of investment
	No. and date of sanction of the University office
	Amount
	Place where securities or certificates are lodged
	Date when cashed
	Amount received
	Date of deposit in savings Bank Account

## FORM 'F'

CONTRIBUTORY PROVIDENT FUND INVESTMENT INTEREST  
ACCOUNT

---

Name of subscriber	Serial No. in Provident Fund Investment Account	Date of receipt of interest	Date of credit of interest in the Savings Bank Account	Remarks
-----------------------	--	--------------------------------	---	---------

---

  

---

CHAPTER XXXIX  
 PRIVILEGE OF 'ASSOCIATION' TO INSTITUTIONS FOR  
 CERTIFICATE IN MODERN INDIAN LANGUAGES AND  
 CERTIFICATES AND DEGREES IN CLASSICAL  
 INDIAN LANGUAGES  
 (SANSKRIT) EXAMINATION

39.1 Association shall not be granted with retrospective effect.

39.2. Every application for association of a new institution or for starting courses of instruction for new classes must reach the Registrar not later than 31st October of the year preceding the year in which the institution is proposed to be associated.

39.3. In the case of Government institutions, the application for association shall be made by the Director of Education/Head of the concerned Government Department and in the case of non-Government institution by the President Secretary of the Management i.e. the Managing Committee or Managing Boards or by whatever name it may be called.

39.4 An application for association of a non-Government institution shall be accompanied by a fee of Rs. 500/-. The fee shall not be refundable in any case except when the application for association is withdrawn at least 10 days before the date of inspection or rejected by the University, and intimation thereof duly communicated to the applicant.

39.5 In addition to the conditions laid down in Statute 16 of the First Statutes of the University, every institution for which association is sought, shall also satisfy the following conditions :—

- (a) that the non-Government institution is managed by a Managing Committee consisting of not less than five persons and its composition shall be as under :—
- (i) Principal of the College;
  - (ii) one nominee of the Vice-Chancellor;
  - (iii) one teacher of the institution by rotation on the basis of seniority for a period of two years;

(iv) not more than 3 members to be nominated by the Society/Trust one of whom will act as chairman within the framework of the constitution of the institution concerned;

(b) that the teachers of the institution possess the minimum educational qualifications laid down as under :

*Qualifications*

**(a) Sanskrit Examinations :**

- |               |   |                             |
|---------------|---|-----------------------------|
| (i) Prajna    | } | Acharya                     |
| (ii) Visharad | } | or                          |
|               |   | Shastri with Prabhakar      |
|               |   | or B.A. with Shastri        |
| (iii) Shastri |   | Acharya or M. A. (Sanskrit) |
|               |   | with Shastri                |

**(b) Hindi Examinations :**

- |                        |  |                             |
|------------------------|--|-----------------------------|
| (i) Rattan and Bhushan |  | Shastri with Prabhakar      |
|                        |  | or                          |
|                        |  | B.A. with Prabhakar         |
| (ii) Prabhakar         |  | Shastri with Prabhakar      |
|                        |  | or                          |
|                        |  | M.A. (Skt.) with Prabhakar  |
|                        |  | or                          |
|                        |  | M.A. (Hindi) with Prabhakar |

**(c) Urdu Examinations :**

- |                        |  |                               |
|------------------------|--|-------------------------------|
| (i) Adib and Adib Alim |  | B.A. with Adib Fazil.         |
| (ii) Adib Fazil        |  | M. A. (Urdu) with Adib Fazil  |
|                        |  | or                            |
|                        |  | M.A. (Persian) with Adib Fazi |

The initial staff as recommended by the inspection Committee shall be approved by the Vice-Chancellor and subsequent changes, if any, shall be reported to the Registrar within 15 days of such change for approval of the Vice-Chancellor;

- (c) that the institution shall adopt and observe the service rules as appended to Chapter 38 of the First ordinance;
- (d) that the institution shall maintain the following registers:—
- (i) Admission and Withdrawal Register;
  - (ii) Attendance Register;
  - (iii) Salary Register;

- (e) that no student for examination in Classical Languages and Modern Indian Languages shall be sent up, unless he has been on the rolls of the institution at least for one academic year;
- (f) that the institution initially possess standard books of the value of Rs. 5,000/- and subsequently shall spend Rs. 1,000/- per year on the purchase of text and general books related to subjects taught by it. It shall subscribe to some suitable journals and periodicals for its reading room, for a value of Rs. 500/- per annum;
- (g) that the institution shall observe a regular time-table, each period of 45 minutes;
- (h) that the non-Government institutions shall charge fees and students fund as approved by the University.
- (i) The concurrence of Government clearly stating that the case of institution be persued by the University for grant of association/ extension of association.

39 6. Every application for association of a non-Government institution shall also be accompanied by :—

- (a) a statement containing full information regarding the composition of the management and the names of its members with an attested copy of the deed of registration as a Society under the Societies Act or of the Trust Deed as the case may be ;
- (b) rules relating to the composition of the Managing Committee and the matters relating to its administration ;
- (c) a statement showing the number and character of books, comprising the library, and the initial and annual expenditure incurred or proposed to be incurred for the library;
- (d) a statement showing the rates of fees proposed to be levied and the number of the students proposed to be exempted wholly or in part from such fees;

- (e) a statement showing the financial resources of the college clearly stating (how) the deficit, if any, is to be met

39.7. If the Vice-Chancellor is satisfied that the application is in order in all respect, he shall direct a committee of inspection to inspect the college. The committee for inspection shall consist of academics (to be nominated by the Vice-Chancellor), the Director College Development Council and a representative of the State Government. The members of the Committee shall not ordinarily exceed six. The report of the committee be submitted for the consideration of the Executive Council within 3 months from the date of its constitution.

39.8. The inspection report shall be considered by the Executive Council. The Executive Council may refuse association, or may grant association on such conditions as may be considered necessary.

39.9. The heads of the 'associated' institutions shall be competent to attest the admission forms and photographs of their own candidates for the examinations for which the institutions are 'associated'

39.10. The candidates of the 'associated' institutions shall not be required to submit copies of their photographs along with their admission forms.

39.11. The results of candidates of 'associated' institutions shall be published under the name of the institution concerned and certificates of successful candidates shall be sent to the heads of the institutions concerned.

39.12. The candidates from the 'associated' institutions shall be required to pay the same admission fees as are prescribed for regular candidates.

39.13. The members of the Committee of Inspection shall be paid travelling and halting allowance of the class to which they are entitled under the normal rules and in addition an inspection fee of Rs. 25/ per institution.



## CHAPTER XL

### PRIVILEGE TO SEND WOMEN STUDENTS AS PRIVATE CANDIDATES TO THE PRE-UNIVERSITY AND B A. EXAMINATION

40.1. The Executive Council on the recommendation of a Committee of Inspection may grant permission to institutions not affiliated to the University, exclusively preparing women students, to send them up as private candidates for the Pre-University and B.A. examinations on the following conditions :

- (i) The institution should have a registered Managing Body or a Trust formally constituted for the purpose.
- (ii) There shall be an Endowment Fund in the joint name of the Registrar, Himachal Pradesh University and the President Secretary of Managing Body of Rs. 10,000 in the case of institutions preparing students only for the Pre-University examination, and Rs 20,000 for institutions preparing students both for the Pre-University and for the B.A. examinations. The amount shall be deposited, as a fixed deposit in a scheduled bank or in Government securities. It shall not be utilised as security for obtaining a loan by the College managing authority or for any other purpose. A declaration to this effect by the Principal and Secretary of the Managing Body, shall accompany the Endowment Fund fixed deposit receipts, whenever called for by the Registrar for scrutiny.
- (iii) The institution should be located in a suitable building and possess adequate equipment and furniture.
- (iv) The institution shall spend the following amounts on the purchase of books for the college library :—
  - (a) in the case of an institution teaching up to the Pre-University standard, Rs. 3,000 in the first year and Rs. 1,000 in each succeeding year;
  - (b) in the case of an institution teaching up to the B.A. standard, Rs. 10,000 in the first year and Rs. 2,000 in each succeeding year.

- (v) The initial staff shall be approved by the Vice-Chancellor and all subsequent changes shall be reported to the Registrar for the approval of the Vice-Chancellor.
- (vi) The institution shall be inspected at least once in two years.

40 2. Every application for the grant of privilege to send women students as private candidates to the Pre-University and B.A. examinations, shall be accompanied by a non-refundable fee of Rs. 100.

40 3. If the Vice-Chancellor is satisfied that the application is in order in all respect he shall direct a committee of inspection to inspect the college. The committee for inspection shall consist of academics (to be nominated by the Vice-Chancellor), the Director College Development Council and a representative of the State Government. The members of the committee shall not ordinarily exceed six. The report of the committee shall be submitted for the consideration of the Executive Council within 3 months from the date of its constitution.

40 4. The members of the Committee of inspection shall be paid travelling and halting allowance of the class to which they are entitled under the normal rules, and in addition an inspection Fee of Rs. 25.00 per institution.

CHAPTER XLI  
ADMISSION TO DEGREES

41.1. All proposals for the conferment of honorary degrees shall be considered by a Committee of the Deans of all the Faculties. This Committee shall examine in which Faculty the degree, if any, should be awarded. If the majority of the Deans present and voting approve the conferment of the honorary degree, the Vice-Chancellor shall report the proposal to the Academic Council for further action under statute 20 of the First Statutes of the University. The proposal shall not, however, be subject to debate either in the Academic Council or in the Court, but if necessary, it may be put to vote and a decision taken by secret ballot in the Academic Council or in the Court

41.2. The Registrar shall, after the approval of the Vice-Chancellor, from time to time, report to the Academic Council the names of all persons who have passed the various examinations qualifying them for admissions to the degrees of the University. When the Academic Council has sanctioned the admission of any such person to such degree, he shall be entitled to be formally admitted to that degree. The date of formal admission to a degree shall be the date on which the Academic Council has sanctioned the admission of any such person to such degree.

41.3 (a) A convocation for the purpose of conferring honorary degrees (if any), M. Phil, L L M. and higher degrees and such other degrees and distinctions as the Executive Council may, from time to time, decide, shall be held by the University at Shimla ordinarily in the month of October, but a special convocation may also be held at such other place and time as may be found necessary or convenient;

Provided, however, that an annual convocation will not be held after 30th November in a year;

Provided further that in special circumstances the Vice-Chancellor may allow the College Convocation to precede the University Convocation.

(b) The Executive Council shall decide, from time to time, the various categories of graduates who shall be admitted to their degrees in a College Convocation or whose diplomas may be sent to them by post free of charge.

41.4. (a) Colleges and the University Department of Law shall have their own Convocations for conferring Bachelors Degrees and Diplomas.

(b) Two or more colleges may, with the permission of the Vice-Chancellor hold a joint Convocation.

41.5. (a) The University Convocation shall consist of the Body Corporate of the University.

(b) Ordinarily, not less than three weeks notice shall be given by the Registrar of all meetings of the University Convocations.

(c) The Registrar shall, with the notice, issue to each member of the Convocation, a programme and the procedure to be observed there at

(d) The procedure to be observed at the University and College Convocation shall be prescribed by the Executive Council.

41.6. (a) The Academic Dress of the Convocation shall be as follows : —

	Chancellor
(a) Gown	Black heavy silk with golden facing.
(b) Sash	Black with golden border.
(c) Cap	With golden border.
	Vice-Chancellor
(a) Gown	Black heavy silk with golden facing.
(b) Sash	Black with golden border.
(c) Cap	With golden border.
	Guest of honour
(a) Gown	Violet heavy silk or velvet.
(b) Cap	With golden border.
	Registrar
(a) Gown	Black with silver facing.
(b) Cap	With silver border.

Note :—The Gown shall be patterned on the Himachali Loeea and the Cap shall be a Himachali cap silver-grey in colour with black velvet band in front.

The Deans of the Faculties, Members of the Executive Council, Court and Academic Council shall wear the Academic Costume, ordained as insignia for the highest degree which they hold, and in the case of non-graduates black Gown without hood.

(b) The recipients of degrees at the Convocation shall wear the approved Academic Costume and Head Dress, which shall be as follows :—

	<i>Colour of Gown*</i>	<i>Colour of Hood</i>	<i>Cap**</i>
1. D.Lit./LLD/ D.Sc	Scarlet	Red with lining of the colour of the Faculty.	Cap
2. Ph.D.	Black with golden silk facing.	Yellow with lining of the colour of the Faculty.	—do—
3. M.A.	Black	White with lining of the colour of the Faculty.	—do—
4. M.Sc.	} Black	White with lining of the colour of the Faculty.	—do—
5. M.Sc. (Microbiology)			
6. M.B.A.	Black	White with lining of the colour of the Faculty.	—do—
7. M.Ed.	Black	White with lining of the colour of the Faculty.	—do—
8. M.Phil.	Black with royal blue facing.	White with lining of the colour of the Faculty.	—do—
9. Acharya	Black	White with saffron Lining.	—do—
10. LL.B.	Black	Black with lining of the colour of the Faculty.	—do—

		<i>Colour of Gown*</i>	<i>Colour of Hood</i>	<i>Cap*</i>
11.	M.B.B.S.	Black	Black with lining of the colour of the Faculty.	Cap
12.	B.Ed.	Black	Black with lining of the colour of the Faculty.	-do-
13.	B.A.	Black	Black with lining of the colour of the Faculty.	-do-
14.	B.Sc.	} Black	Black with lining of the colour of the Faculty.	-do-
15.	B.Sc. (Micro biology).			
16.	B.Com.	Black	Black with lining of the colour of the Faculty.	-do-
17.	Shastri, etc.	Saffron		

\* The Gown shall be patterned on the Himachali Loeea.

\* The Cap shall be a Himachali cap, silver-grey in colour with black velvet band in front.

(c) The colours assigned to the various Faculties, shall be as follows : -

Languages	Golden
Social Sciences	Golden
Science	Red
Law	Dark blue
Medical Sciences	Light mauve
Commerce & Management Studies	Claret
Education	Maroon.

41.7. A Candidate who is unable to present himself in person at the Convocation or who is desirous of being admitted to his degree before the Convocation, shall be admitted to the degree in *absentia* on payment of Rs. 10.

41.7. (a) If the annual Convocation is not held on or before 30 November of the year, the University or the University department

of Law or the College concerned, shall immediately thereafter admit all the eligible candidates to their degrees in absentia without payment of any fees and shall send the testimonials in token of their degrees by post to them.

41.8. (a) If an eligible candidate does not intend to appear at the first Convocation after the sanction of his degree, he shall give at least one week's notice to the Registrar of his intended absence and may then be admitted to his degree at any subsequent Convocation, provided that he gives at least 15 day's notice to the Registrar of his intention to appear.

(b) If any candidate fails to give such notice of intended absence or appearance, he shall be required to pay Rs. 10 to the University before he is admitted to his degree.

## CHAPTER XLII

AMALGAMATED FUND OF STUDENTS  
AND  
POWERS OF PRINCIPALS OF COLLEGES

42.1. (a) Student's Funds, by whatever name they may be called, shall be kept separate from the other funds of the college, and a separate account shall be maintained of these funds under the title 'Amalgamated Fund'.

(b) The Amalgamated Fund shall be administered solely by the Dean of Studies in the case of the University Campus at Shimla, and the Principal in the case of a college affiliated to or maintained by the University, in consultation with the representatives of the staff and the students; and the Dean of Studies, or the Principal, as the case may be, shall have full powers in regard to its utilisation for the welfare of the students.

42.2. The Amalgamated Fund may be utilised for any or all of the following purposes : —

- (i) Purchase of sports material pertaining to various games.
- (ii) Watering, levelling, cleaning, turfing and maintenance of playgrounds.
- (iii) Expenditure on and grants to societies, clubs, associations, committees, sabhas, etc. organised by the college.
- (iv) Expenditure in connection with the home examinations, including the purchase and working of duplicating machines and printing of question papers.
- (v) Expenditure in connection with literary, social and cultural activities, approved by the principal.
- (vi) Expenses in connection with trips to places of educational and cultural interest, or for mountaineering, hiking, etc.
- (vii) Expenditure for sending students to compete in debates, declamation contests, music and dramatic contests and for taking part in any other educational activities.



- (viii) Hire and carriage of furniture, shamianas loudspeakers, etc., expenditure on photographs, decoration, lighting, refreshment for players, prize-winners and guests invited to sports, and other college functions.
- (ix) T.A. and D.A. to teachers from other colleges, prominent citizens, poets artists, writers etc, as determined by the Principal, provided that the maximum in no case shall exceed the admissible limit under the University rules, if any.
- (x) Travelling allowance to persons invited to lecture at the college or to preside over convocations or prize distribution functions, and the entertainment provided to such visitors.
- (xi) Expenditure on establishment pertaining to sports, N.C.C /N S.C./N.S.O. etc.
- (xii) Travelling allowance of teams and members of the staff, peons and servants accompanying the teams.
- (xiii) Out of pocket expenses or daily allowance incurred by members of the staff and students when they go out to represent the college in sports and other contests, as approved by the Principal.
- (xiv) Refreshments and meals at the time of friendly and University matches or to distinguished visitors at college functions including honorarium to the distinguished visitors for delivering extension lectures, etc , as approved by the Principal.
- (xv) Rent of playgrounds, if any.
- (xvi) Expenditure in connection with the award of college colours to outstanding players.
- (xvii) Purchase of stock registers, cash books, etc., required for maintaining accounts pertaining to the Fund.
- (xviii) Postage, telegrams, telephone calls and purchase of stationery pertaining to student's activities.

- (Xix) Expenditure in connection with the award of prizes at the annual sports prize distributions or college convocations.
- (xx) Purchase of articles of furniture, equipment for social and cultural activities.
- (xxi) Expenses on medical assistance rendered to members of sports teams.
- (xxii) Equipment and maintenance of common-rooms, purchase of radio sets, loud-speakers, television sets, projectors, tape-recorders, etc.
- (xxiii) Uniforms or other equipment for members of various teams, at the discretion of the Principal.
- (xxiv) Books and periodicals for the library and reading-rooms.
- (xxv) Organisation of hobbies.
- (xxvi) Expenses in connection with refereeing of University matches.
- (xxvii) Payment of protest fee, late fee, fine or subscription to the various tournaments.
- (xxviii) Expenses in connection with tuck shops, cafeteria (excluding building)
- (xxix) Expenditure in connection with Rovers crews, scouting and girl-guiding
- (xxx) Purchase of furniture and equipment for the library, library decorations, furnishing, floor coverings and other fittings (for library only).
- (xxxi) Youth welfare activities
- (xxxii) Educational melas, exhibitions, festivals.
- (xxxiii) Supply of nutritious food such as milk, eggs, fruit, etc., to poor and deserving students, and athletes.

- (xxxiv) Purchase of crockery for serving refreshments to students, guests, etc.
- (xxxv) Purchase of sports uniforms for poor students only.
- (xxxvi) Amenities for N.C.C/N.S.C./N S.O. and expenditure incurred in connection with civil defence measures.
- (xxxvii) Photographs of teams, at the discretion of the Principal.
- (xxxviii) Excursions and camps to the hills.
- (xxxix) Any other object connected with student's activities of and educational character.
- (xl) Salary of gardener, library peon and sports peon,

42.3. The Principal of a college affiliated to or maintained by the University shall have full powers in all matters, pertaining to the internal administration of the college, which shall comprise the following functions :

- (i) Distribution of work amongst the staff in accordance with University rules
- (ii) Admission, promotion and detention of students.
- (iii) Grant of fee concessions and award of stipends to deserving students
- (iv) Imposition of fine and remission thereof.
- (v) Disciplinary action and imposition of penalties etc, on students.
- (vi) Expenditure out of Amalgamated Fund.
- (vii) Organisation of all co-curricular activities
- (viii) To appoint temporary staff (teaching and non-teaching) for a period upto three months against sanctioned posts.

**CHAPTER XLIII**  
**FEES, FINES AND OTHER CHARGES**

43.1 Admission fee, tuition fee, examination fee, other charges and deposits for the Correspondence Courses, University Departments of Teaching and for the classes in the colleges maintained by the University shall be as prescribed by the Executive Council from time to time.

43.2. Notwithstanding anything contained in any other provisions of these Ordinances, the Executive Council shall have the power to revise, from time to time, the rates of various fees, fines and other charges, prescribed by these Ordinances and to also prescribe additional fees, fines and other charges, as may be determined from time to time.

43.3. Until provision is made by the Executive Council in this behalf, the University shall charge the following fees, fines and other charges for the various purposes detailed below ;—

(i) Duplicate Certificate/Degree	... }	Rs. 15 00
(ii) Provisional Certificate	... }	
(iii) Merit Certificate	... }	
(iv) Subject Certificate	... }	
(v) Paper-wise detailed marks per subject	... Rs	4 00
(vi) Paper-wise detailed marks for all subject in an examination.	... Rs.	11.00
(vii) Paper-wise detailed marks for English only, Elective or Additional subject(s)	... Rs.	4 00
(viii) Date of birth or age Certificate	... Rs.	5.00
(ix) Duplicate Result Card	... Rs.	10.00
(x) Copy of Admission Form	... Rs.	10.00
(xi) Correction in Admission Form	... Rs.	4 00
(xii) Paper-wise consolidated statement of marks (to be supplied to the Heads of recognised Institutions)	... Rs.	3.00*
(xiii) Certified copies of documents required by candidates, who are disqualified	... Rs.	20.00

---

\*per subject and Rs. 9.00 for all subjects per candidate (The number of candidates must not be less than 10 and they must have appeared in the same examination, in the same year and session)

**CHAPTER XLIV**  
**CONSTITUTION, POWERS AND FUNCTIONS**  
**OF**  
**COLLEGE DEVELOPMENT COUNCIL**

**44.1.** There shall be a College Development Council. Its constitution/Composition shall be as under :—

- |   |          |
|---|----------|
| 1. Vice-Chancellor  | Chairman |
| 2. Secretary (Education).   | Member   |
| 3. Secretary (Finance).   | -do-     |
| 4. All the Deans of faculties,  | -do-     |
| 5. Director of Education, H. P. Government.   | -do-     |
| 6. Registrar.   | -do-     |
| 7. Planning & Development Officer.  | -do-     |
| 8. Six Principals of Colleges affiliated to/maintained by the University, out of which two shall be from a non-Government affiliated colleges to be nominated by the Executive Council for a period of two years. |          |
| 9. Eight College Lecturers to be nominated by the Director of Education, out of which three shall be from non-Government affiliated colleges for a period of two years.   |          |
| 10. Dean of colleges-cum-Director, College Development Council.—Member—Secretary.   |          |

Provided that the Principals and the college lecturers will belong to different colleges and they shall be eligible for only 2 consecutive terms.

**44.2.** The college Development Council may meet at regular intervals at least twice in an academic year, to review the implementation of various programmes and activities.

**44.3.** The College Development Council would serve as an academic guide to the College system on the one hand and on the other hand to ensure interaction between the academic facilities in the University departments to the teachers in the colleges.

44.4. The Director College Development Council shall visit each College at least twice in a year to apprise them of the problems of the proposed development of colleges.

44.5. The Director, College Development Council shall hold meetings of the College Principals with a view to apprising them of the ways in which the CDC can function effectively for the development of colleges. To fulfil this objective the College Development Council may take, in consultation with the University or other bodies concerned, all such steps as it may think fit for the promotion, co-ordination and raising the standard of education in colleges, and for the purpose of performing its function it may;

(a) Functions as a policy making body in regard to proper planning and integrated development of colleges;

(b) Conduct surveys of all the affiliated colleges, district wise with a view to preparing and main-taining an up-to-date profile on each college under the University, revising the existing facilities and identifying the needs and gaps that need to be filled for the development of colleges and make such information available to the UGC and other concerned bodies;

(c) Advise the University on all matters relating to development of affiliated colleges such as provision of adequate facilities academic and physical for raising there of learning, teaching and research and its periodic evaluation for enabling the University to maintain reasonable continuity of policy in regard to development of colleges;

(d) Prepare a perspective plan for the development and opening of new colleges, to enable the University and state education authorities to take long term decisions on the planning and development of colleges and may advise the University on matters relating to different disciplines taught in colleges at different levels of University education;

(e) Advise the University in regard to rationalisation and implementation of University's policy on affiliation of colleges;

(f) Keep close contact with the colleges with a view to helping them in there proper development, selection of teachers, student

amenities, proper utilization of grants and efficient implementation of UGC approved projects and reforms viz examination reform courses, COSIP, COHSIP, restructuring not only to students, but also to the region as a whole by assessing social transformation and regional development;

(g) Review the facilities for post-graduate departments of colleges in terms of the norms prescribed by the UGC and assist those having the potential of coming up to the norms within a few years;

(h) Help in the implementation of the regulation framed by the UGC regarding minimum standards of instruction for the award of first degree and also regarding restructuring of courses at the undergraduate level;

(i) Help in the selective development of some colleges to remove regional imbalances and also assist the colleges to realise their potential and in identification of colleges for autonomous status;

(j) Evaluate and assess the impact of UGC grants utilized by the colleges for the implementation of various development projects;

(k) Ensure that the UGC grants released to University for disbursement to colleges are not held/looked up or utilised by the University for its own purpose, and also ensure that these grants are properly and expeditiously disbursed to colleges for specified purpose according to the guidelines laid down by the Commission;

(l) Obtain from the colleges and furnish to the Commission utilization certificates and completion documents in respect of UGC grant released/dispensed to colleges through the university, and help in monitoring the UGC programmes implemented by the affiliated colleges;

(m) Ensure close and continued contact and interaction between the academic bodies at the university teaching departments and at the colleges, monitor the development programmes and maintain regular statistics of the development of colleges.

(n) Review the inspection reports of the colleges and suggest remedies for the defects and irregularities reported.

(o) To prepare Annual Report of the functioning of the College Development Council during the year and submit the same to the Executive Council and the University Grants Commission;

(p) Perform such other functions as may be prescribed or as may be deemed necessary by the University for advancing the cause of collegiate education as may be incidental or conducive to the discharge of the above functions;

44.6. The College Development Council shall be responsible to the Vice-Chancellor and send periodic reports to the UGC about the impact of UGC programmes.

44.7. The Council shall frame its own rules of business and restrict its scope of activities within the frame work of the budget provided to it by the University Grants Commission/State Government under the over all control of the University.

- C -

**LIBRARY & DOCUMENTATION CENTRE**

**National Institute of Educational**

**Planning and Administration.**

**17-B, Sri Aurobindo Marg,**

**New Delhi-110016**

DOC, No

Date

D-10837

29-08-2000

NIEPA DC



D10837