

# JAWAHARLAL NEHRU UNIVERSITY

ACADEMIC ORDINANCES,  
RULES AND REGULATIONS  
( 1st July 1973 )

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and Administrators,  
NEW DELHI.

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**Ordinances Relating to Conditions of  
Service of Appointed Teachers of the  
University**

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Teacher to be a whole-time employee

1. No whole-time salaried teacher of the University shall without the permission of the Executive Council, engage directly or indirectly in any trade or business ~~whatsoever~~ or any private tuition or other work to which any emolument or honorarium is attached :

Provided that nothing contained in this Ordinance shall apply to work undertaken in connection with the examination of Universities or learned bodies or Public Service Commissions or to any literary work or publication or radio talk or extension lectures or, with the permission of the Vice-Chancellor to any other academic work.

Explanation: For purposes of this chapter, "teacher" means a whole-time salaried teacher of the University and does not include honorary, visiting or part-time teachers.

Nature of duties

2. Every teacher shall undertake to take such part in the activities of the University and perform such duties in the University as may be required by and in accordance with the Act, Statutes and Ordinances framed thereunder, for the time being in force, whether the same relate to organization of instruction, or teaching, or research or the examination of students or their discipline or their welfare, and generally to act under the direction of the authorities of the University.

Probation

3. Teachers shall be appointed on probation ordinarily for a period of twelve months, but in no case shall the total period of probation exceed twenty-four months :

Provided that the Executive Council may for reasons to be recorded waive the condition of probation :

Provided further that the condition of probation shall not apply in the case of teachers appointed by the Executive Council under the provisions of Statute 28.

Explanation:- The Executive Council shall have the right to assess the suitability of a teacher for confirmation even before the expiry of the period of twelve months from the date of his/her appointment but not earlier than nine months from that date.

Confirmation

4. (a) It shall be the duty of the Registrar to place before the Executive Council the case of confirmation of a teacher on probation, not later than forty days before the end of the period of probation.

(b) The Executive Council may then either confirm the teacher or decide not to confirm him/her, or extend the period of probation so as not to exceed twenty-four months in all. In case the Executive Council decides not to confirm the teacher, whether before the end of the twelve months' period of his/her probation, as the case may be, he/she shall be informed in writing to that effect, not later than thirty days before the expiration of that period :

/or before the end of the extended period of probation,

Provided that the decision not to confirm a teacher shall require a two-thirds majority of the members of the Executive Council present and voting.

(c) A Teacher appointed by the Executive Council under Statute 28 shall be deemed to be confirmed with effect from the date he/she joins duty.

Increment

5. Every teacher shall draw increment in his/her scale of pay, unless it is withheld or postponed by a resolution of the Executive Council on a reference by the Vice-Chancellor and after the teacher has been given sufficient opportunity to make his/her written representation.

Age of Retirement

6. (i) Subject to the provision of Statute 30 every teacher confirmed in the service of the University, shall continue in such service until he/she attains the age of 60 years :

Provided that the Executive Council may on the recommendation of the Vice-Chancellor extend his/her service for a period not exceeding three years if it is satisfied that such action is in the interest of the University.

Provided further that he/she shall not be granted more than one extension;

(ii) In special cases, a teacher, on his/her attaining the age of sixty-three years, may be given a further extension of service for a period not exceeding two years by the Executive Council if he/she is found to be fit for work and his/her services are required in the interest of the University.

Provided further that where the date of retirement of a teacher (with or without extension) falls due during the course of an academic year, the Executive Council may, on the recommendation of the Vice-Chancellor, allow the teacher to continue till the end of the academic year.

#### Variations in Terms and Conditions of Service

7. Every teacher of the University, shall be bound by the Statutes, Ordinances and Regulations for the time being in force in the University :

Provided that no change in the terms and conditions of service of a teacher shall be made after his/her appointment in regard to designation, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation, confirmation, leave, leave salary and removal from service so as to adversely affect him.

#### Resignation

8. A teacher may, at any time, terminate his engagement by giving the Executive Council three months' notice in writing.

Provided that the Executive Council may waive the requirement of notice at its discretion.

#### Contract

9. The written contract between a teacher and the University required to be entered into under clause (1) of Statute 29, shall be in the form annexed to these Ordinances or as nearly or substantially to like effect.

#### Special Contracts

10. Notwithstanding anything contained in these Ordinances, the Executive Council may in special cases, appoint teachers on contract on such terms and conditions as it may deem fit:

Provided that no appointment shall be made under this clause for a period exceeding five years at a time.

Form of Contract under Statute 29(1)

Memorandum of Agreement made this the \_\_\_\_\_ day of \_\_\_\_\_ one thousand nine hundred and \_\_\_\_\_ between \_\_\_\_\_ (hereinafter called the 'Teacher') of the first part, and the Jawaharlal Nehru University being a body corporate constituted under the Jawaharlal Nehru University Act, 1966 (53 of 1966) hereinafter called the 'University' of the second part.

It is hereby agreed as follows : -

1. That the University hereby appoints \_\_\_\_\_ to be a member of the teaching staff of the University with effect from the date the said \_\_\_\_\_ takes charge of the duties of his/her post and the said \_\_\_\_\_ hereby accepts the engagement, and undertakes to take such part in the activities of the University and perform such duties in the University as may be required by and in accordance with the said Act, Statutes and Ordinances framed thereunder, for the time being in force, whether the same relate to organisation of instruction, or teaching, or research or the examination of students or their discipline or their welfare, and generally to act under the direction of the authorities of the University.

\*2. (1) The teacher shall be on probation for a period of 12 months which may be extended so as not to exceed 24 months in all.

(2) The University shall have the power to relax the provisions contained in sub-paragraph (1) and shall also have the right to assess the suitability of the teacher for confirmation even before the expiry of the period of 12 months from the date of his appointment but not earlier than 9 months from that date.

(3) If the University is satisfied with the suitability of the teacher for confirmation, he/she shall be confirmed in the post to which he/she was appointed at the end of the period of his/her probation.

(4) In case the University decides not to confirm the teacher whether at the end of the 12 months' period of his/her probation or at the end of the extended period of probation, as the case may be, the teacher shall be informed in writing, at least, 30 days before the expiration of that period that he/she would not be confirmed and would, consequently, cease to be in the service of the University at the end of the period of his/her probation.



3. That the said \_\_\_\_\_ shall be a whole-time teacher of the University and unless the contract is terminated by the Executive Council or by the teacher as hereinafter provided, shall continue in the service of the University until he/she completes the age of sixty years, provided that, on the recommendation of the Vice-Chancellor, the Executive Council may extend his/her term of appointment for a period not exceeding three years if it is satisfied that such extension is in the interest of the University, and provided further he/she shall not be granted more than one extension. As a special case if the teacher had been given extension for a period of three years i.e., upto the completion of 63 years, and is still considered to be fit for work and his/her services are required in the interest of the University, a further extension for a period not exceeding 2 years may be given. Provided further that where the date of retirement of the teacher (with or without extension) falls due during the course of an academic year Executive Council may, on the recommendation of the Vice-Chancellor, allow the teacher to continue till the end of a term or till the end of the academic year.

4. That the University shall pay \_\_\_\_\_ during the continuance of his/her engagement hereunder as a remuneration for his/her services a salary of Rs. \_\_\_\_\_ per mensem, rising by annual increments of Rs. \_\_\_\_\_ to a maximum salary of Rs. \_\_\_\_\_ per mensem.

Provided that whenever there is any change in the nature of the appointment or the emoluments of the teacher, particulars of the change shall be recorded in Schedule I annexed hereto, under the signature of both parties and the terms of this agreement shall apply mutatis mutandis to the new post and the terms and conditions attached to that post.

Provided further that no increment shall be withheld or postponed save by a resolution of the Executive Council on a reference by the Vice-Chancellor to it, and after the teacher has been given sufficient opportunity to make his written representation.

5. That the said teacher agrees to be bound by the Statutes, Ordinances and Regulations for the time being in force in the University provided that no change in the terms and conditions of service of the teacher shall be made after his appointment in regard to designation, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation, confirmation, leave, leave salary and removal from service so as to adversely affect him.

6. That the teacher shall devote his/her whole-time to the service of the University and shall not, without the written permission of the University, engage, directly or indirectly, in any trade or business whatsoever, or in any private tuition or other work to which any emolument or honorarium is attached, but this prohibition shall not apply to work undertaken in connection with the examination of Universities or learned bodies or

Public Service Commissions, or to any literary work or publication or radio talk or extension lectures, or, with the permission of the Vice-Chancellor to any other academic work.

7. It is further agreed that this engagement shall not be liable to be determined by the University except on the grounds specified and in accordance with the procedure laid down in clauses (1), (2), (3), (4), (5) and (6) of Statute 30 (reproduced below) :

"(1) Where there is an allegation of misconduct against a teacher, the Vice-Chancellor may, if he thinks fit, by order in writing, place the teacher under suspension and shall forthwith report to the Executive Council the circumstances in which the order was made :

Provided that the Executive Council may, if it is of the opinion, that the circumstances of the case do not warrant the suspension of the teacher, revoke that order.

(2) Notwithstanding anything contained in the terms of his contract of service or of his appointment, the Executive Council shall be entitled to remove a teacher on the ground of misconduct.

(3) Save as aforesaid, the Executive Council shall not be entitled to remove a teacher except for good cause and after giving three months' notice in writing or payment of three months' salary in lieu of notice.

(4) No teacher shall be removed under clause (2) or under clause (3) until he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

(5) The removal of a teacher shall require a two-thirds majority of the members of the Executive Council present and voting.

(6) The removal of a teacher shall take effect from the date on which the order of removal is made :

Provided that where a teacher is under suspension at the time of his removal, the removal shall take effect on the date on which he was placed under suspension."

8. Any dispute arising out of this contract shall be settled in accordance with the provisions of clause (2) of Statute 29 (reproduced below) :

"Any dispute arising out of a contract between the University and those mentioned in clause (1) shall, at the request of the teacher or officer or employee concerned, or at the instance of the University, be referred to a Tribunal of Arbitration consisting of one member appointed by the Executive Council, one member nominated by the officer or teacher concerned and an umpire appointed by the Visitor, and the decision of the Tribunal shall be final."

9. The teacher may, at any time, terminate his/her engagement by giving the Executive Council three months' notice in writing, provided that the Executive Council may waive the requirement of notice at its discretion.

10. On the termination of this engagement, from whatever cause, the teacher shall deliver up to the University all books, apparatus, records and such other articles belonging to the University as may be due from him/her.

In witness whereof the parties hereto affix their hands and seal.

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Designation

In the presence of : -

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Designation

Signed and sealed on behalf of the University under the authority of the Executive Council by : -

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Designation

In the presence of : -

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Designation

Form of Contract under Statute 29 (1)

Schedule

Name of Teacher in full \_\_\_\_\_

Address \_\_\_\_\_

Designation \_\_\_\_\_

Salary Rs. \_\_\_\_\_ in the grade of \_\_\_\_\_

Note: The changes in grade, salary or designation should be briefly described.

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Change of designation or grade

Date of approval of E.C.

Date from which change takes effect

Signature of teacher

Signature of Officer for University.

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Contract under Statute 29(1)

For short-term Appointment

Memorandum of Agreement made this the \_\_\_\_\_ day of \_\_\_\_\_ One thousand nine hundred and \_\_\_\_\_ between \_\_\_\_\_

(hereinafter called the 'Teacher') of the first part, and the Jawaharlal Nehru University being a body corporate constituted under the Jawaharlal Nehru University Act, 1966 (53 of 1966) hereinafter called the 'University' of the second part.

It is hereby agreed as follows:

1. That the University hereby appoints \_\_\_\_\_ to be a member of the teaching staff of the University with effect from the \_\_\_\_\_ and the said \_\_\_\_\_ hereby accepts the engagement, and undertakes to take such part in the activities of the University and perform such duties in the University as may be required by and in accordance with the said Act, Statutes and Ordinances framed thereunder, for the time being in force, whether the same relate to organisation of instruction, or teaching, or research \_\_\_\_\_ or the examination of students or their discipline or their welfare, and generally to act under the direction of the authorities of the University.

2. That the said \_\_\_\_\_ shall be a whole-time teacher of the University and unless the contract is terminated by the Executive Council or by the teacher before the expiry of two/three years from the date of his/her joining service or is terminated as hereinafter provided, shall continue in the service of the University for a period of 2/3 years.

3. That the University shall pay \_\_\_\_\_ during the continuance of his/her engagement hereunder as a remuneration for his/her services a salary of Rs. \_\_\_\_\_ plus usual allowances per mensem, rising by annual increments of Rs. \_\_\_\_\_ to a maximum salary of Rs. \_\_\_\_\_ per mensem;

Provided that no increment shall be withheld or postponed save by a resolution of the Executive Council on a reference by the Vice-Chancellor to it, and after the teacher has been given sufficient opportunity to make his/her written representation.

4. That the said teacher agrees to be bound by the Statutes, Ordinances, Regulations and Rules for the time being in force in the University provided that no change in the terms and conditions of service of teacher shall be made after his/her appointment in regard to designation, scale of pay, increment and provident Fund so as to adversely affect him/her.

5. That the teacher shall devote his/her whole-time to the service of the University and shall not, without the written permission of the University, engage, directly or indirectly, in any trade or business whatsoever, or in any private tuition or other work to which any

emolument or honorarium is attached, but this prohibition shall not apply to work undertaken in connection with the examination of Universities or learned bodies or Public Service Commissions, or to any literary work or publication or radio talk or extension lectures, or, with the permission of the Vice-Chancellor to any other academic work.

6. It is further agreed that this engagement shall not be liable to be determined before the expiry of the aforesaid period of 2/3 years by the University except on the grounds specified and in accordance with the procedure laid down in clauses (1), (2), (3), (4), (5), and (6) of Statute 30 (reproduced below):

"(A) Where there is an allegation of misconduct against a teacher, the Vice-Chancellor may, if he thinks fit, by order in writing, place the teacher under suspension and shall forthwith report to the Executive Council the circumstances in which the order was made:

Provided that the Executive Council may, if it is of the opinion, that the circumstances of the case do not warrant the suspension of the teacher, revoke that order.

(2) Notwithstanding anything contained in the terms of his contract of service or of his appointment, the Executive Council shall be entitled to remove a teacher on the ground of misconduct.

(3) Save as aforesaid, the Executive Council shall not be entitled to remove a teacher except for good cause and after giving three months' notice in writing or payment of three months' salary in lieu of notice.

(4) No teacher shall be removed under clause (2) or under clause (3) until he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

(5) The removal of a teacher shall require a two-thirds majority of the members of the Executive Council present and voting.

(6) The removal of a teacher shall take effect from the date on which the order of removal is made:

Provided that where a teacher is under suspension at the time of his removal, the removal shall take effect on the date on which he was placed under suspension."

(7) Any dispute arising out of this contract shall be settled in accordance with the provisions of clause (2) of Statute 29 (reproduced below):

"Any dispute arising out of a contract between the University and those mentioned in clause(1) shall, at the request of the teacher officer or employee concerned, or at the instance of the University, be referred to a Tribunal of Arbitration consisting of one member appointed by the Executive Council, one member nominated by the officer or teacher concerned and an umpire appointed by the Visitor, and the decision of the Tribunal shall be final."

8. The teacher may, at any time, terminate his/her engagement by giving the Executive Council three months' notice in writing, provided that the Executive Council may waive the requirement of notice at its discretion.

9. On the termination of this engagement, from whatever, cause, the teacher shall deliver up to the University all books, apparatus, records and such other articles belonging to the University as may be due from him/her.

In witness whereof the parties hereto affix their hands and seal.

(Signature  
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(Designation

In the presence of:-

(Signature	{ Signature
(	(
1. (	2. (
(	(
(Designation	( Designation

Signed and sealed on behalf of the University under the authority of the Executive Council by:-

Signature

Designation

In the presence of :-

( Signature	( Signature
(	(
1. (	2. (
(	(
( Designation	( Designation

(Resolution No.28/E.C./30-12-1971)

Ordinance relating to Number, Emoluments,  
Classification and Qualifications of  
Teaching Staff

Members of the teaching staff

1. (1) The members of the teaching staff shall be designated as -

- (i) Professor
- (ii) Reader or Associate Professor
- (iii) Lecturer or Assistant Professor
- (iv) Senior Fellow
- (v) Fellow
- (vi) Associate Fellow

(2) The number of the teachers of the University shall be as follows :

- (i) Professors and Senior Fellows - 75
- (ii) Readers, Associate Professors - 125
- (iii) Lecturers, Assistant Professors and Associate Fellows - 150

Scales of Pay

2. The Scales of pay for the post specified in column (i) of the Table below shall be those specified against each in column (ii) :-

T A B L E

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Post (i)	Scale of pay (ii)
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Category A:

Professor	Rs.1100-50-1300-60-1600 (Selection Grade Rs.1600-100-1800)
Reader or Associate Professor	Rs.700-50-1250
Lecturer or Assistant Professor	Rs.400-40-800-50-950

Category B:

Senior Fellow	Rs.1100-50-1300-60-1600 (Selection Grade Rs.1600-100-1800)
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Post (i)	Scale of Pay (ii)
Fellow	Rs. 700-50-1250
Associate Fellow	Rs. 400-40-800-50-950

Qualifications

3. The Qualifications for the posts specified in column (i) of the Table below shall ordinarily be those specified in column (ii) :-

T A B L E

Post (i)	Qualifications (ii)
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Category A:

Professor

1. A first or high second class Master's degree of an Indian University or an equivalent qualification ;
2. A doctorate or published work of a high order; and
3. About ten years' experience of teaching and/or research;

Provided that any of the above-mentioned qualifications may be relaxed in favour of persons of high academic or professional distinction.

Reader or Associate Professor

1. A first or high second class Master's degree of an Indian University or an equivalent qualification;
2. A doctorate or published work of a high order; and
3. About five years' experience of teaching and/or research;

Provided that any of the above-mentioned qualifications may be relaxed in favour of persons of high academic or professional distinction.

Lecturer or Assistant Professor

1. A first or high second class Master's degree of an Indian University or an equivalent qualification; and

Post (i)	Qualifications (ii)
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2. Some teaching and/or research experience:

Provided that any of the above-mentioned qualifications may be relaxed in favour of persons of academic or professional distinction or who are otherwise found to be suitable for the post.

Category B:

Senior Fellow

1. A first or high second class Master's degree of an Indian University or an equivalent qualification;
2. A doctorate or published work of a high order; and
3. About ten years' experience of teaching and/or research :

Provided that any of the above-mentioned qualifications may be relaxed in favour of persons of high academic or professional distinction.

Fellow

1. A first or high second class Master's degree of an Indian University or an equivalent qualification;
2. A doctorate or published work of a high order; and
3. About five years' experience of teaching and/or research:

Provided that any of the above-mentioned qualifications may be relaxed in favour of persons of high academic or professional distinction.

Associate Fellow

1. A first or high second class Master's degree of an Indian University or an equivalent qualification; and
2. Some teaching and/or research experience:

Provided that any of the above-mentioned qualifications may be relaxed in favour of persons of academic or professional distinction or who are otherwise found to be suitable for the post.

Ordinance relating to the creation of  
Schools and Centres of Studies

- Short title \*1. These Ordinances may be called the Jawaharlal Nehru University Ordinances, 1970.
- School of International Studies to be a School of Studies 2. The Indian School of International Studies (hereinafter referred to as the School), a School maintained by a society having the same name, shall, on and from the date of its incorporation with the University, be a School of Studies of the University, and shall be renamed as the School of International Studies.
- Continuance of certain rules framed by the School 3. The rules framed by the School and in force immediately before its incorporation in the University relating to:
- a) the admission of students, the courses of study, the fees therefor, the qualifications pertaining to degrees, diplomas, certificates and other academic distinctions and the conditions for the grant of fellowships and awards, and
  - b) the conduct of examinations, including the terms of office, the appointment of examiners, the conditions of residence of students and their general discipline,
- shall, in so far as they are not inconsistent with the provisions of the Act and the Statutes of the University continue to apply to the School in respect of the matters dealt with in the said rules to the same extent, and in the same manner, as they applied to the School before such incorporation.
- Establishment of Schools of Studies 4. The following Schools of Studies shall be established, namely:
- (i) the School of Social Sciences
  - (ii) the School of Languages
  - (iii) the School of Life Sciences
  - (iv) the School of Computer and Systems Sciences
  - (v) the School of Theoretical and Environmental Sciences
  - (vi) the School of Creative Arts.

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\* The first three Ordinances were made by the Vice-Chancellor with the approval of the Central Government. The Executive Council made the rest of the Ordinances.

Creation of  
Centres of  
Studies and  
their assign-  
ment

5. (1) (a) The following Centres of Studies shall be created and assigned to the School of Social Sciences, namely :-

- (i) Centre for the Study of Social Systems
- (ii) Centre for the Study of Political Development
- (iii) Centre for the Study of Regional Development
- (iv) Centre of Social Medicine and Community Health
- (v) Centre for Historical Studies
- (vi) Zakir Husain Centre for Educational Studies
- (vii) Centre for Studies in Science Policy.
- (viii) Centre of Economic Studies and Planning

(b) In addition to a Centre each for the Study of Regional Development and of Social Medicine and Community Health on the University Campus in Delhi, the Vice-Chancellor may, with the approval of the Executive Council, decide on the location of other regional Centre or Centres at such places as may be specified by him.

(2) (a) The following Centres shall be created and assigned to the School of Languages, namely :-

- (i) Centre of French Studies
- (ii) Centre of German Studies
- (iii) Centre of Spanish Studies
- (iv) Centre of African and Asian Languages

(b) The Institute of Russian Studies shall be redesignated as the Centre of Russian Studies and as so redesignated shall be assigned to the School of Languages.

School of  
International  
Studies

6. The School of International Studies shall consist of the following Centres, namely:

- (1) Centre for International Politics and Organisation
- (2) Centre for Studies in Diplomacy, International Law and Economics
- (3) Centre for South, South-East and Central Asian Studies
- (4) Centre for East Asian Studies
- (5) Centre for West Asian and African Studies
- (6) Centre for American and West European Studies
- (7) Centre for Russian and East European Studies.

ORDINANCE RELATING TO THE BOARDS  
OF THE SCHOOLS OF STUDIES

Members nominated  
under Statute 13(3)(vi)

Statute 1. Five persons who have special knowledge in respect of the subjects assigned to the School, and who are not employees of the University or of any of its recognised institutions shall be nominated by the Academic Council as members of the Board of a School.

Powers and Functions

2. The powers and functions of the Board shall be :
- (a) to co-ordinate the teaching and research work in the Departments and Centres assigned to the School;
  - (b) to appoint Committees to organise the teaching and research work in subjects or areas which are of interest to more than one Department or Centre of the School, or which do not fall within the sphere of any Department or Centre, and to supervise the work of such Committees: the composition, powers and functions of such committees shall be prescribed by Regulations;
  - (c) to approve the Courses of Study;
  - (d) to recommend to the Academic Council names of examiners and moderators (except in respect of research degrees);
  - (e) to recommend to the Academic Council the names of examiners for the evaluation of theses after considering proposals received from the Committee for Advanced Studies and Research in that regard;
  - (f) to recommend to the Academic Council the creation and abolition of teaching posts after considering proposals received from Departments, Centres and Committees mentioned in clause (b) above;
  - (g) to frame general rules for the evaluation of sessional work;
  - (h) to approve, on the recommendation of the Committee for Advanced Studies and Research, the award of research degrees to candidates who have been adjudged to be fit to receive such degrees, in accordance with the Ordinances framed in that behalf;
  - (i) to consider schemes for the advancement of the standards of teaching and research, and to submit such proposals to the Academic Council;

- (j) to promote research within the School and to submit reports on research to the Academic Council;
- (k) to frame the general time-table of the School;
- (l) to consider any proposals regarding the welfare of the students of the School which the Council of Students' Affairs may submit;
- (m) to perform all other functions which may be prescribed by the Act, the Statutes or the Ordinances, and to consider all such matters as may be referred to it by the Executive Council, the Academic Council or the Vice-Chancellor;
- (n) to delegate to the Dean, or to any other member of the Board or to a Committee such general or specific powers as may be decided upon by the Board from time to time.

#### Meetings

- 3. (a) Meetings of the Board shall either be ordinary or special
- (b) Ordinary meetings shall be held in the months of August and November in the Monsoon Semester and in January and April in the Winter Semester.
- (c) Special meetings may be called by the Dean at his own initiative or shall be called at the suggestion of the Vice-Chancellor or on a written request from at least one-fifth of the members of the Board.

#### Quorum

- 4. The quorum for the meeting of the Board shall be one-third of its total members.

#### Notice of Meetings

- 5. Notice for a meeting of the Board, other than a special meeting, shall ordinarily be issued at least 10 days before the day fixed for the meeting. A special meeting shall ordinarily be fixed at least at 5 days' notice.

#### Rules of conduct of the meetings

- 6. Rules of conduct of the meetings of the Board shall be prescribed by the Regulations.

#### Chairman and Convener

- 7. The Dean of the School shall be the **Convener** and Chairman of the Board and his powers and duties shall be those specified in the Ordinances made under clause (2) of Statute 7.

Ordinance relating to the Committee  
for Advanced Studies and Research

Membership of the Committee

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

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

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

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

Power of the Committee  
as Admissions Committee

2. The Committee for Advanced Studies and Research which is the Committee for the admission of students to the Ph.D. degree under Clause (viii) of Statute 16, shall consider applications for admission to the Course of research leading to the Ph.D degree and select candidates for admission thereto.

Duties of the Committee

3. The duties of the Committee for Advanced Studies and Research shall be --

- (a) to appoint Supervisors or Advisors for students enrolled for the Ph.D Course on the recommendation of the Department/Centre concerned;
- (b) to recommend examiners for the research work submitted by candidates for research degrees;
- (c) to consider reports of the examiners appointed for the research work submitted by candidates for research degrees and make suitable recommendations;

- (d) to consider applications from the teachers of the School for study leave;
- (e) to advise the Board of the School regarding any schemes or projects of research or of Advanced Studies which the Board may refer to it for its consideration;
- (f) to perform such duties as may be assigned to it by the Academic Council or the Board of the School.

Approval of proceedings  
of the Committee

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

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

Term of Office

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

Quorum

6. Five members of the Committee shall form the quorum.

Rules of Conduct of  
the Meetings

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



Ordinance relating to the powers and duties  
of the Dean of the School of Studies

Every Dean of a School of Studies shall --

- (a) coordinate and generally supervise the teaching and research work in the School through Heads of the Departments and Centres;
- (b) maintain discipline in the class rooms and laboratories through the Heads of the Departments and Centres;
- (c) keep a record of the evaluation of sessional work and of the attendance of the students at lectures, tutorials, seminars or practicals, when these are prescribed;
- (d) arrange for the examinations of the University in respect of the students of the School in accordance with such directions as may be given by the Academic Council; and
- (e) perform such other academic duties as may be assigned to him by the Academic Council, the Executive Council or the Vice-Chancellor.

(No. 16.1/E.C./17-11-1970)

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Ordinance Relating to Centre/Department of  
Studies and Head of the Centre/Department

Members nominated under  
Statute 18(2)(b)(iv)

1. (1) Two teachers of the University who are experts in allied or cognate subjects dealt with in the Department or Centre to be nominated by the Academic Council for a period of two years, provided that no such teacher shall be nominated as a member of more than two Departments.
- (2) Not more than two persons, not engaged in teaching in the University and having expert knowledge of the subject or subjects dealt with in the Department or Centre, may be nominated as members by the Board of the School concerned for a period of two years.

Duties of the Department  
or Centre

2. The duties of a Department or a Centre shall be :
  - (a) to recommend to the Board of the School concerned names of examiners and moderators in respect of the subject or subjects dealt with by the Department or Centre as the case may be;
  - (b) to recommend to the Admissions Committee (Committee for Advanced Studies and Research) applications of candidates for admission to the research Degree along with details of the subjects to be assigned to the candidates and the names of teachers in the Department or Centre to be appointed as Supervisors;
  - (c) to approve the subjects for dissertations at the Master's level;
  - (d) to approve the pattern and schedule of sessional evaluation for each course offered by the Department or Centre;
  - (e) to allocate teaching work to the teachers and frame the time-table in accordance with the general time-table of the School or Schools concerned and the University;
  - (f) to make proposals regarding the creation and abolition of teaching posts;

- (g) to make proposals to the Committee for Advanced Studies and Research regarding research projects to be taken up by the members of the Department or Centre as the case may be, either individually or in groups;
- (h) to recommend to the Board concerned courses of Studies;
- (i) to approve syllabuses and prescribe text-books for the courses of study;
- (j) to appoint from amongst its teachers advisers to students; and
- (k) to perform such other functions as may be assigned to it by the School concerned.

3. The quorum for a meeting of a Department or Centre shall be one-third of the total members of the Department or Centre, as the case may be.

Powers and Duties of the  
Head of the Department or  
Centre

4. The Head of the Department or Centre shall convene and preside over meetings of the Department or Centre, as the case may be, and shall, under the general supervision of the Dean --
- (a) organise the teaching and research work in the Department or Centre;
  - (b) maintain discipline in the class-rooms and laboratories through teachers;
  - (c) assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department or Centre;
  - (d) perform such other duties as may be assigned to him by the Dean, the Board of the School concerned, the Academic Council, the Executive Council and the Vice-Chancellor.

(No.16.2/E.C./17-11-1970)

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Ordinance Relating to the Powers and  
Functions of the Dean of Students

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1. The Dean of Students in the University shall look after the general welfare of the students as also provide appropriate encouragement for sound and fruitful relationship between the intellectual and social life of the students and for those aspects of the University life outside the class-room which contribute to their growth and development as mature and responsible human beings.
2. The Dean of Students, inter alia, will arrange for the guidance of and advice to the students of the University in matters relating to :
  - i) Organization and development of students' bodies;
  - ii) Counselling and students' guidance facilities;
  - iii) Liaison with Students' Affairs Committee;
  - iv) Extra-curricular and sports activities of students;
  - v) Promotion of students' participation in co-curricular and social activities;
  - vi) Students' financial aid;
  - vii) Student Faculty and Student Administration relationship;
  - viii) Career advice services;
  - ix) Health and Medical Services for the students;
  - x) Residential life of the students;
  - xi) Arranging facilities for educational tours and excursions for students;
  - xii) Securing facilities for students for further studies in the country and/or abroad.
  - xiii) Alumni activities;
3. The Dean of Students will exercise such powers and perform such duties in the pursuit of the above objectives as may be assigned to him from time to time by the Vice-Chancellor.

Ordinance relating to Selection Committee  
(Procedure)

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1. The meeting of a Selection Committee shall be convened by the Vice-Chancellor.
  2. The Vice-Chancellor shall preside at the meetings of a Selection Committee.
  3. The Registrar, and while the office of the Registrar is vacant the Deputy Registrar nominated by the Vice-Chancellor for the purpose, shall be the ex-officio Secretary.
  4. Ordinarily a week's notice of a meeting shall be given.
  5. Three members inclusive of the Chairman and with **at least** one member nominated by the Executive Council under Statute 27, shall form a quorum.
  6. The Chairman shall be entitled to vote at the meeting and shall have and exercise a casting vote in the case of an equality of votes.
  7. The meetings of every Selection Committee shall be held at New Delhi or at such other place as the Vice-Chancellor may decide.
  8. The Selection Committee shall consider and submit to the Executive Council recommendations as to the appointment referred to it.
  9. The Chairman shall have the power to lay down the procedure in respect of any matter not mentioned in these Ordinances.
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ORDINANCE RELATING TO CENTRE FOR  
POST-GRADUATE STUDIES, Imphal.

- Establishment of Special Centre
1. There shall be established at Imphal a Special Centre for Post-graduate studies and it may be called the Post-graduate Centre.
- Object
2. The Post-graduate Centre (hereinafter referred to as the Centre) shall endeavour to promote Post-graduate studies in:-
- Mathematics, English, Economics, History, Political Science, Manipuri Language and Literature, Business Administration and such other disciplines as may be decided by the Academic Council from time to time.
- Vice-Chancellor to specify courses
3. The Vice-Chancellor shall have the power to decide after consultations with the Boards of Schools of Studies concerned or the Special Committees concerned as the case may be, the subjects mentioned in clause 3 in respect of which post-graduate courses may be instituted at the Centre in an academic year.
- Constitution of Consultative Committee
4. (1) There shall be constituted a Consultative Committee of the University at Imphal which shall advise generally on the planning and development of the Centre.
- (2) The Committee shall consist of
- (a) four principals of colleges in the State of Manipur to be nominated by the Governor of that State;
- (b) a teacher of the University representing the Schools of Studies and a person with special knowledge of the cultural and social life of people of Manipur State, both to be nominated by the Vice Chancellor;
- (c) the Director of the Centre who shall also be the convener of meetings of the consultative Committees.
- Constitution of Divisions
5. (1) There shall be constituted a Division assigned to a Centre in a School of Studies in relation to each of the subjects specified in Clause 3, and the members of the Faculty appointed to teach that subject shall be the Members of that Division.

(2) Every Division shall have a Head appointed by the Vice-Chancellor from among the Professors, Senior Fellows and Associate Professors in the Division by rotation.

(3) The Head of the Division shall hold office for a period of two years; Provided that the Vice-Chancellor may for reasons to be recorded in writing extend the term of the Head by another two years.

(4) The duties and functions of the Head of a Division shall be laid down by the Academic Council from time to time.

Special  
Provision

6. (1) There shall be constituted a special committee each for Mathematics, Manipuri Language and Literature, and Business Administration.

(2) Each Committee shall consist of not more than 9 persons to be nominated by the Vice-Chancellor in accordance with the provisions of sub-clause (3).

(3) The members to be nominated by the Vice-Chancellor under sub-clause (2) shall consist of persons having special knowledge of, and high professional attainment in, the subject;

Provided the Vice-Chancellor shall nominate at least two such persons who are not connected with the University.

(4) Each such Committee shall in relation to the relevant subject exercise all the powers and discharge all the functions of the Board of School of Studies, Centre of a School of Study and the Committee for Advanced Studies and Research.

(5) When a subject pertaining to a Special Committee mentioned in clause (1) is assigned to any Centre in a School of Studies that Committee shall stand dissolved.

\*Ordinance relating to the award of  
the Degree of Doctor of Philosophy

1. A candidate shall be eligible for admission to a course of research leading to the Degree of Doctor of Philosophy (Ph.D.) if he had taken the Master's degree of the University or a degree recognised by the University for this purpose as its equivalent.
2. The procedure for receiving applications for admission to the course shall be laid down from time to time by the Committee for Advanced Studies and Research of the School concerned.
3. The application shall, in the first instance, be considered by the Department/Centre concerned which shall then forward the application along with its opinion to the Committee for Advanced Studies and Research and recommend the name of an Adviser or Supervisor(s) at the appropriate time.
4. (a) The Committee for Advanced Studies and Research shall satisfy itself ---
  - i) that research in the proposed subject can be profitably pursued,
  - ii) that the research work can be suitably undertaken at the University, and
  - iii) that the candidate possesses the competence for the proposed research.(b) If the Committee is so satisfied, it may, subject to confirmation by the Board of the School, admit the candidate provisionally to the course leading to the Ph.D. degree, and at the appropriate time appoint, on the recommendation of the Department/Centre concerned, a teacher of the University as an Adviser or Supervisor to guide and supervise the work of the candidate;  
  
provided that the Committee for Advanced Studies and Research may, on the recommendation of the Department/Centre concerned, appoint joint supervisors in any particular case.
5. The admission of the candidate shall be confirmed on the basis of either of the following requirements, to be prescribed in each case by the Committee for Advanced Studies and Research namely :
  - i) the completion of and the satisfactory performance in the courses leading to the Degree of Master of Philosophy (M.Phil); or  
of
  - ii) the completion/and the satisfactory performance in the course or courses prescribed by the Department/Centre;

.....2/-



Provided that in special cases admission to the Course leading to the Ph.D. degree may be confirmed on the recommendation of the Department/Centre by the Committee for Advanced Studies and Research concerned, on the basis of written test(s) and/or practical examination(s), comparable in standard to the examinations in the courses specified in 5 (ii) above; the test(s) and/or practical examination(s) being in each case prescribed and conducted by the Department/Centre concerned.

- \*(iii) In the case of candidates admitted to the Ph.D. Course by virtue of the relaxation provided in Clause 9 below, admission shall be confirmed on the completion of and the satisfactory performance in the courses prescribed by the Department/Centre extending over a period of at least the first two consecutive semesters.

6. Consequent on the confirmation of admission of the candidate, the Committee for Advanced Studies and Research shall, on the recommendation of the Department/Centre concerned, approve the topic of the proposed thesis leading to the award of the Ph.D. degree,

7. No candidate shall be permitted to submit his thesis for the Ph.D. degree, unless he has pursued a course of research at the University for not less than two years after his admission has been confirmed;

Provided that as a special case if a candidate has already pursued for not less than one year a course of research leading to the degree of Doctor of Philosophy in another University, he may be permitted, subject to the provisions of clause 5 above, by the Committee for Advanced Studies and Research, on the recommendation of the Department/Centre concerned, to submit his thesis for the degree of Ph.D. after pursuing a course of research at the University for two years.

Explanation:

Pursuing a course of research at the University may also include research work done at the instance of Department/Centre concerned at an institution of higher learning outside the University, provided that the institution has been so approved by the Academic Council.

8. (a) The name of a candidate shall be removed from the rolls of the University, if he fails to submit his thesis within five years of the date of his admission to the course of research leading to the award of the Ph.D. degree.

(b) The Committee for Advanced Studies and Research on the recommendation of the concerned Department/Centre, may, however, subsequently accept the request of a candidate whose name has been removed from the rolls of the University under sub-clause (a) above, to get re-enrolled and become eligible for submission of his thesis, provided that he submit his thesis not later than the expiry of one year from the date of his re-enrolment.

9. Before completing the minimum period prescribed in clause 7, no candidate admitted to a course of research for the Ph.D. degree:

\* (a) shall undertake any employment provided that the following may be exempted from the limitation of this sub-clause:

(i) those engaged in teaching and research in recognised institutions; and

(ii) those whose occupation or special knowledge or professional attainments are judged to be specially helpful towards the proposed course of research, provided that in no Centre should this category of students exceed 12% of the number enrolled for the Ph.D.

(b) shall join any course of study; or

(c) shall appear in any examination other than those prescribed by the Department/Centre without prior permission of the Committee for Advanced Studies and Research.

10. The Committee for Advanced Studies and Research may cancel the admission of a candidate for a breach of the provisions of clauses 8 and 9 or on account of his unsatisfactory progress, in the manner prescribed by Regulations.

11. A candidate shall submit his thesis for the Ph.D. degree in the manner prescribed by Regulations. Any original paper(s) pertaining to the area of specialisation published by the candidate during the course of work leading to the Ph.D. degree, and/or the dissertation submitted by him for the Master of Philosophy degree, may be submitted as subsidiary or supporting material in favour of his candidature for the award of the Ph.D. degree.

12. The thesis submitted by the candidate for the award of the Ph.D. Degree shall be examined by two examiners, appointed by the Academic Council on the recommendation of the Committee for Advanced Studies and Research and the Board of the School, from amongst those who are not on the staff of the University.

13. Each examiner, after examining the thesis submitted by the candidate for the award of the Ph.D. degree, shall submit a report to the Dean of the School concerned, containing a clear recommendation whether, in his opinion :

.....4/-

- (a) the viva voce examination of the candidate should be held; or
- (b) the thesis should be referred back to the candidate for revision; or
- (c) it should be rejected.

The examiner shall not recommend that the viva voce examination be held unless he certifies that the thesis constitutes a contribution to knowledge characterised either by the discovery of new facts or by re-interpretation of known facts or development of new techniques and that the methodology pursued by the candidate is sound and its literary presentation satisfactory.

14. (a) If the Dean of the School is satisfied that the examiners have unanimously recommended that the viva voce examination of the candidate be held, he shall accordingly arrange to hold it.

(b) In case the Dean of the School notes that the examiners of the thesis have not recommended unanimously that the viva voce examination of the candidate be held; or if he is satisfied that in the course of either report an adverse opinion of a substantive nature has been expressed materially affecting the validity of the same examiners' otherwise positive recommendation, then the Dean shall place the reports of the examiners before the Committee for Advanced Studies and Research for consideration and further action.

(c) The Committee for Advanced Studies and Research may at its discretion, and shall, if the recommendation of one examiner is positive and of the other negative, recommend to the Academic Council the appointment of a third examiner, not in the service of the University, to examine the thesis; and act according to the recommendation of the third examiner.

15. The viva voce examination of the candidate shall be conducted by a Board comprising the examiners of his thesis and the Supervisor(s). In case any of the examiners of the thesis is unable to conduct the viva voce examination, another examiner shall be appointed in his place.

16. (a) At the viva voce examination, the viva voce Board shall satisfy itself:

- i) that the thesis submitted by the candidate is his own work, and
- ii) that the grasp of the candidate of the broad field of his study is satisfactory.

(b) The viva voce Board may, on the basis of the unanimous opinion of its external members, recommend either :

- i) that the candidate be awarded the Ph.D. degree; or
- ii) that the thesis be referred back to the candidate for revision; or
- iii) that the thesis be rejected and the candidate be not awarded the Ph.D. degree.

17. The manner in which the viva voce examination is to be conducted shall be prescribed by the Regulations.

18. (a) In case the Committee for Advanced Studies and Research is satisfied that the viva voce Board recommended that the candidate be awarded the Ph.D. degree, it shall recommend to the Academic Council through the Board of the School that the Ph.D. degree may be awarded to the candidate.

(b) In case the viva voce Board recommends that the thesis of the candidate be rejected, the Committee for Advanced Studies and Research shall direct accordingly.

(c) In case the recommendation of one external member of the viva voce Board is positive and of the other negative, the Board shall refer the case to the Committee for Advanced Studies and Research for its consideration and decision.

19. A candidate, whose thesis has been referred back for revision, shall be permitted to re-submit it for the award of the degree not later than one year of the intimation of the decision of the University to him.

20. A thesis which has been re-submitted shall normally be examined by the original examiners unless any one of them is, or both of them are, unable or unwilling to act as such, in which case another examiner(s) may be appointed.

21. No candidate shall be permitted to re-submit his thesis for the award of the Ph.D. degree more than once.

22. A member of the teaching staff of the University may submit his thesis for the award of the Ph.D. degree of the University in the following manner :-

- i) He shall intimate to the Department/Centre the topic of his research work leading to the award of the Ph.D. Degree;
- ii) If the Department/Centre concerned is satisfied that:
  - a) research on the proposed topic can be profitably pursued, and
  - b) research work can be suitably undertaken at the University,
  - c) recommend to the Committee for Advanced Studies and Research that he may be permitted to submit his thesis for the award of the Ph.D. degree of the University;
  - d) prescribe for him Course or Courses, if necessary, as a partial requirement for the award of the Ph.D. degree;
  - e) appoint an Adviser/Supervisor(s) to generally guide him in the completion of his thesis.

it shall;

- iii) The Committee for Advanced Studies and Research if so satisfied shall, subject to confirmation by the Board of the School concerned, permit him to submit his theses in not less than two years from the date of his obtaining the permission to undertake research work leading to the award of the Ph.D.degree.
- iv) The viva voce Board, as provided in clause 15, shall, in the case of those submitting their theses for the award of the Ph.D. degree under this clause, include his Adviser in lieu of the Supervisor who has been appointed for him by the Board.

Explanation:

For purposes of this Clause, Research Assistants shall be deemed to be members of the teaching staff.

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\*Ordinance relating to the award of Master of  
Philosophy Degree

Eligibility for admission to the Course.

1. A candidate shall be eligible for admission to the course leading to the degree of Master of Philosophy (M.Phil.) (hereinafter called the Course) if he had taken the Master's degree of the University or a degree recognised by the University for this purpose as its equivalent.

Procedure for applying

2. The procedure for receiving the applications to the Course shall be that laid down from time to time by the Committee for Advanced Studies and Research of the School concerned (hereinafter called the Committee).

Procedure of Admission

- 3.1 The Department/Centre concerned shall consider the applications and forward them, with its recommendations on the matters specified in 3.2, to the Committee.
- 3.2 The matters referred to in 3.1 are -
  - (i) whether the candidate should be admitted only to the Course, or
  - (ii) whether the candidate should be admitted to the Course and also provisionally enrolled for Ph.D. degree as provided for in Ph.D. Ordinance,
  - (iii) the nomination of an Adviser for the candidate.

Duties of the Committee

4. The Committee may, after considering the recommendations of the Department/Centre concerned -
  - (i) admit any candidate only to the Course,
  - (ii) admit a candidate to the Course and also provisionally enroll him for the Ph.D. degree and thereupon the provisions of the Ordinance relating to the Ph.D. degree shall apply to him,
  - (iii) appoint the Adviser.

Courses of Study.

5. The Department/Centre shall prescribe the particular courses, and specify the methodology and instructional devices to be adopted. Every such course shall carry such credits as may be determined by the Department/Centre.

Duration of Course

6. The Course will be spread over a minimum of two Semesters.

Removal of name of student

7. The Committee may strike off from the rolls of the University the name of any student admitted to the Course if his progress is unsatisfactory and if the Department/Centre recommends such action.

Credit Requirement

8. No student, admitted to the Course, shall be eligible for the award of the M.Phil. degree unless he secures 24 credits in all, out of which the minimum of 3 credits shall be from the Course/Courses in Research Techniques and Methodology, and a minimum of 6 credits for dissertation or monograph or research paper.

Topic of Dissertation

- \*9. The topic of dissertation or monograph or research paper shall be approved by the Department/Centre on a proposal submitted by the candidate through the Adviser concerned.

Evaluation

- 10.1 Subject to confirmation by the Committee, the method of evaluation in the courses leading to the M.Phil. degree shall be prescribed and assessment conducted by the Department/Centre concerned.
- \*10.2 The dissertation or monograph or research paper shall be examined by two examiners (one at least of whom shall be a person not connected with the University) and they shall be appointed by the Executive Council on the recommendations of the Academic Council and the Committee for Advanced Studies and Research and the Board of the School concerned.

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\*ORDINANCE RELATING TO THE AWARD OF M. A.  
B. A. (HONOURS) AND B. A. (PASS)  
DEGREES

Definitions

- 1.1 "Course" means a Semester Course.
- 1.2 "Credit" (c) is the weightage assigned to a course in terms of contact hours.
- 1.3 "Grade" means a letter grade assigned to a student on the basis of evaluation of a course on the ten-point scale.
- 1.4 "Grade Point" (g) means the numerical equivalent of a letter grade assigned to a student in the ten-point scale.
- 1.5 "Cumulative Grade Point" (Cg) means a cumulative index grade point average of a student calculated in the following manner :

$$C_g = \frac{(g_1 \times c_1) + (g_2 \times c_2)}{C_g}$$

Total number of credits offered by the student upto and including the semester for which cumulative index is required

- 1.6 "Final Grade Point" (Fg) is the final index of a student at the time of the award of a degree.
- 1.7 "Final Grade" is the letter equivalent assigned to a student on the basis of his final Grade Point at the time of the award of the degree.

Eligibility  
for  
admission

- 2.1 A candidate shall be eligible for admission if he has passed any of the following examinations:
- (a) Higher Secondary examination of a recognised Board of Higher Secondary Education;
  - (b) Pre-University or Pre-Degree examination of a recognised University or Board; and

- (c) an examination recognised by the University as equivalent to Higher Secondary/Pre-University examination.

2.2 In exceptional cases, a candidate may be eligible for admission to the 3rd-Semester of the 10-Semester Integrated Course leading to the Degree of Master of Arts of the University, provided that he/she has successfully completed an Intermediate or equivalent examination conducted by a recognised Board or University or any other examination recognised by the University as its equivalent.

2.3 A limited number of candidates may also be offered admission to the 7th-Semester of the 10-Semester Integrated Course leading to the Degree of the Master of Arts of the University, provided that they have obtained a Bachelor's degree recognised by the University as its equivalent or have qualified for the B.A. (Honours) degree from another School of the University under clauses 5.3 and 7.10.

Disciplines/  
Languages for  
Master's Degree

3. Candidates may seek admission to Programmes of Studies leading to the award of M.A. Degree in any of the following Disciplines/Languages:

(1) Anthropology	(10) English	(Lang. & I
(2) Economics	(11) French	Language and Literature or Specialized Translation and Inter- pretation
(3) Education	(12) German	
(4) Geography	(13) Manipuri	
(5) History	(14) Russian	
(6) Mathematics	(15) Spanish	
(7) Political Science	(16) Arabic	
(8) Psychology	(17) Chinese	
(9) Sociology	(18) Persian	

and in such other Disciplines/Languages as may be decided by the Vice-Chancellor on the recommendations of the Board of the School concerned.

Admission  
Procedure

4. Procedure for admission to the course leading to the M.A. Degree shall be laid down from time to time by the Admission Committee or Committees appointed by the Academic Council under Statute 16 (viii).

Faculty  
Adviser

- 5.1 The Centre through which a student seeks admission shall appoint an Adviser from amongst its faculty members for each student. The Adviser shall advise the student about the Courses to be taken and record them and his progress on the Course Card, which shall carry such entries as may be specified by regulations.

5.2 Registration of Courses is the sole responsibility of a student. No student will be allowed to attend a course without registration and he will not be entitled to any credit in the course unless he has been formally registered for the course on the scheduled date.

5.3 Late registration will be allowed upto a maximum of two weeks after the beginning of a Semester on payment of late registration fee.

Duration of the Course

6.1 The curricular work leading to the award of Master's degree shall be spread over a minimum of 10 Semesters- five Monsoon Semesters and five Winter Semesters.

Provided that curricular work leading to the award of the Master's degree in the case of students admitted under Clause 2.2 shall be spread over a minimum of 8 Semesters - 4 Monsoon Semesters and 4 Winter Semesters, and for those admitted under Clause 2.3 shall be spread over a minimum of 4 Semesters - 2 Monsoon Semesters and 2 Winter Semesters.

6.2 The Monsoon and the Winter Semesters shall commence from and end on a date to be fixed by the Academic Council;

Provided that each Semester shall ordinarily have 90 working days excluding the examination days.

6.3 A student who has taken the required curricular programme for a minimum of six Semesters will become eligible subject to regulations made in this regard for the award of B. A. (Honours)/B. A. (Pass) degree of the University, provided he fulfils the credit requirements as referred to in Clause 7.10 and grade requirements as referred to in Clauses 9.3 and 9.4.

Credit Requirements

7.1 There shall be three levels of courses :

- (i) 'C' level courses which will be given ordinarily in the first two Semesters.
- (ii) 'B' level courses which will ordinarily be given in the third, fourth, fifth and sixth Semesters.
- (iii) 'A' level courses which will ordinarily be given in the seventh, eighth, ninth and tenth Semesters.

7.2 Ordinarily a course shall be given in three/four contact hours a week and the credits for these courses shall be as follows :

'C' level courses	-	2 credits
'B' level courses	-	3 credits
'A' level courses	-	4 credits

Provided that the Board may, on the recommendation of the Centre, allot less or more credits to a particular course.

7.3 The actual credit requirements in the case of a student or a group of students for the M.A. Degree shall be prescribed by the Centre concerned. Provided that it shall not be less than 144 credits in the case of Social Sciences and not less than 176 credits in the case of languages:

Provided that the total credits earned shall include the minimum of 20 from 'C' level, 70 from 'B' level and 64 from 'A' level courses in social sciences and a minimum of 28 from 'C' level, 84 from 'B' level and 64 from 'A' level courses in languages:

Provided also that the students admitted under clauses 2.2 and 2.3 shall be exempted from 'C' level and 'B' level courses respectively and their total credit requirement as also grade requirements shall be adjusted accordingly:

Provided further that a minimum of 50% of credits but not exceeding 75% required for the Degree shall be earned in the discipline in which a student is formally registered for his or her Master's Degree.

7.4 A normal load of a student in the first two Semesters would be of 10 credits, in the 3rd to 6th Semesters 15 credits and in the 7th to 10th Semesters, 16 credits in the case of Social Sciences; and 14 credits in the first two Semesters, 21 credits in the 3rd to 6th Semesters and 16 credits in the 7th to 10th Semesters in the case of Languages.

Provided that a student may register for less or more than the normal load with the permission of the Centre concerned.

7.5 The courses on the basis of which the student earns his 'C' level credits shall be at least from four disciplines.

7.6 A student shall be required to earn at least a minimum of 10 credits from courses in tools, techniques and methodology which will be prescribed by the Centre concerned.

7.7 Students shall be required to earn a minimum of six credits from courses in the field of Natural Sciences and the Impact of Science on Society, provided that till such courses are approved by the Board of the School, this Clause shall not apply.

7.8 A student shall not be permitted to offer a course, if he has not previously cleared a course, which is prescribed as a pre-requisite for the former.

7.9 Students who are admitted to the seventh Semester of the 10-Semester Integrated Course under Clause 2.3 shall be required to earn a minimum of 64 credits and also to clear two extra non-credit courses;

Provided that the requirement of clearing two extra non-credit courses may be relaxed by the Board of the School in the case of a student or a group of students.

7.10 A student supplicating for the B.A. (Honours)/ B.A. (Pass) degree of the University under Clause 6.3 shall be required to secure a minimum of 20 'C' level credits and a minimum of 66 'B' level credits in the case of Social Sciences and 28 'C' level and 84 'B' level credits in the case of Languages.

#### Evaluation

8.1 The system of evaluation for each course shall be laid down by the Board of the School on the recommendation of the Centre concerned.

8.2 For courses having a Semester examination, Sessional work shall carry the same weight as the Semester examination.

8.3 The pattern and schedule of Sessional work for each course of a Semester shall be prescribed by the Board of the School, on the recommendation of the Centre concerned, and shall be made known to the students at the commencement of each Semester.

8.4 The students would be graded in each course on a 10-point scale, that is,

<u>Grade</u>	<u>Grade Point</u>
A+	9
A	8
A-	7
B+	6
B	5
B-	4
C+	3
C	2
C-	1
F	Fail

8.5 A student who fails in a Course will be required either to repeat that course or to clear another course in lieu thereof.

8.6 A Student who secures a grade higher than 'F' in a course may be permitted by the Centre to improve his grade by repeating that Course once.

8.7 The final grade of a student will be worked out on the basis of the formula indicated below :

$$F_g = \frac{\sum_{i=1}^n c_i \times g_i}{\sum_{i=1}^n c_i}$$

- $c_i$  = Credit of the  $i$ th course
- $g_i$  = Grade point secured by the student in the  $i$ th course
- $n$  = Total number of courses prescribed for the student
- $F_t$  = Final grade of the student concerned.

8.8 Examinations shall be conducted under the direction of the Dean of the School;

provided that in case of institutions of the University situated outside the Delhi campus, the Board may delegate this power to another authority.

8.9 A student can take part in the curricular programmes for the M.A. Degree of the University to a maximum of 14 Semester;

provided that a student admitted to 7th Semester under Clause 2.3 can take part in the curricular programmes for the M.A. Degree of the University to a maximum of 6 semesters and those admitted to the 3rd Semester under Clause 2.2 to a maximum of 10 semesters.

8.10 Examiners or Board of Examiners shall be appointed for each course by the Board of the School, on the recommendation of the Centre concerned.

8.11 In application for admission to the Semester examination shall be made in the prescribed form and forwarded to the Dean of the School through the Head of the Centre concerned and shall be accompanied by the following certificates :

- i) indicating his clearance in Sessional Evaluation.
- ii) indicating the clearance of his dues including the prescribed examination fees.

Grade Point      9.1      A student will be required to maintain a minimum  
Requirements/      cumulative grade point average of 2.0 during the first two  
Minimum Standard semesters of the Ten Semester Integrated Course.

9.2 At the end of the sixth Semester, a student is required to have a cumulative index Grade Point Average of 4.0 to enable him to continue further in the programme of Study leading to the M. A. Course.

9.3 A Student who wants to discontinue the programme and has a minimum index of 4.0 or more will be considered for the award of B. A. (Honours) Degree, provided he fulfils the credit requirements as prescribed in Clause 7.10.

9.4 If a Student has a cumulative index equal to or greater than 3.0 but less than 4.0, he will be considered for the award of a B. A. Pass Degree and shall be asked to discontinue from the Programme.

9.5 A Student with a cumulative index of less than 4.0 at the end of sixth semester, will be given a maximum of two more semesters to bring up his cumulative index to the prescribed requirements of either the B. A. Pass or B. A. (Honours) degree or for continuing in the Ten-Semester Programme of study leading to M. A. Degree.

9.6 A student in order to be eligible for the award of Master of Arts Degree of the University must have a minimum cumulative index Grade Point Average of 4.0 i.e., (final grade point of B-).

9.7 (a) The end-semester results would be placed before the Dean of the School for approval after they have been screened by the Committee consisting of the Head of the Centre and not more than three Faculty members appointed by the Dean on the recommendation of the Head of the Centre concerned. In case of institutions outside Delhi Campus the end-semester results would be screened and approved by the Evaluation Committee consisting of the Director or the Head of the institution as Chairman and the Heads of the concerned Divisions as members.

(b) The Final results at the end of the sixth and tenth semesters, i.e., for the award of M. A., B. A. (Hons), and B. A. (Pass) degrees would be considered by a committee of the School consisting of the Dean of the School as Chairman and Head of the concerned centres as members and would be approved by the Vice-Chancellor before being announced. In case of institutions outside Delhi Campus the Director of the institutions would be the Chairman and Heads of the concerned Divisions would be the members of the Committee.



Courses of Study  
and framing of  
the syllabi

10.1 The courses of study shall be approved by the Board of the School, on the recommendation of the Centre concerned.

10.2 The syllabi for the courses shall be approved by the Centre concerned which shall also prescribe text-books for each course.

Removal of the  
students from  
the Courses

11. The Board of the School, on the recommendation of the Centre, may remove the name of a student from the course on the basis of unsatisfactory performance.

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\*Ordinance relating to the award of Certificate of Proficiency, Diploma of Advanced Proficiency and Pre-Degree Diploma in Languages.

Commencement of Ordinances

1. The Ordinances shall come into force on the 1st July 1971.

Eligibility for Admission

2. No candidate shall be eligible for admission to the Courses leading to the award of Certificate/Diploma (hereinafter to be referred to as Courses) specified in Column (1) of the Table below, unless he has passed the examinations and has the requisite age wherever required as specified in the corresponding entry in Column (2) of the said Table.

<u>Name of the Course</u>	<u>Qualifications</u>
(1)	(2)

Certificate of Proficiency

Higher Secondary Examination of the Board of Secondary Education, Delhi, or an Examination recognised by the University as its equivalent.

Diploma of Advanced Proficiency

- (i) Higher Secondary Examination of the Board of Secondary Education, Delhi, or an Examination recognised by the University as its equivalent; and
- (ii) Certificate of Proficiency Examination held by the Jawaharlal Nehru University or an examination recognised by the University as its equivalent.

Pre-Degree Diploma

- (i) Higher Secondary Examination of the Board of Secondary Education, Delhi or an Examination recognised by the University as its equivalent; and

- (ii) 16 years of age but not exceeding 20 years on December 1 of the year in which admission is sought.

(Note: The upper age limit may be relaxed by the Vice-Chancellor on the recommendation of the Admission Committee in the case of candidates with higher qualifications or those belonging to Scheduled Castes or Scheduled Tribes).

Subject for the Courses

3. Candidates may seek admission to Programmes of Studies leading to the award of (i) Certificate of Proficiency (ii) Diploma of Advanced Proficiency and (iii) Pre-Degree Diploma in any of the following languages :

- |             |                      |
|-------------|----------------------|
| 1. Russian  | 9. Korean            |
| 2. French   | 10. Nepali           |
| 3. Spanish  | 11. Pushtu           |
| 4. German   | 12. Swahili          |
| 5. Arabic   | 13. Uzbek            |
| 6. Persian  | 14. English          |
| 7. Chinese  | 15. Portuguese       |
| 8. Japanese | 16. Bahasa Indonesia |

and in such other languages as may be decided by the Vice-Chancellor on the recommendation of the Board of the School of Languages.

Provided, however, that no student shall be enrolled for Pre-Degree Diploma in a language for which a programme leading to the award of M.A. in Language and Literature or Specialized Translation and Interpretation has been instituted.

Admission Procedure

4. The procedure for admission to the Courses shall be laid down, from time to time, by the Admission Committee appointed by the Academic Council under clause (viii) of Statute 16.

Duration of the Courses

5.1 The curricular work leading to the award of (i) Certificate of Proficiency (ii) Diploma

of Advanced Proficiency and (iii) Pre-Degree Diploma, shall be spread over two Semesters - Monsoon Semester and Winter Semester.

5.2 The Monsoon and the Winter Semesters shall ordinarily commence from and end on dates to be fixed by the Academic Council.

#### Scheme of Examination

6. The subjects for the examination (both written papers and oral tests), the marks assigned to each and the time allowed shall be prescribed by the Board of the School on the recommendation of the Centre concerned and shall be announced at the commencement of the Courses.

#### Removal of name from the University rolls

7. On the basis of the continued unsatisfactory performance of a student, the Board of the School may, on the recommendation of the Centre concerned, decide that his name be struck off the rolls of the University.

#### Attendance Requirements

8. In order to become eligible to appear in the examination, a student shall have put in not less than 80% attendance of total contact hours. In exceptional circumstances, the Vice-Chancellor may condone shortage of attendance upto 5% of the total contact hours.

#### Admission to Examination

9. An application for admission to the examination shall be made in the prescribed form and forwarded to the Registrar through the Head of the Centre concerned and the Dean of the School not later than 10 days before the date fixed for the commencement of the examination. Each application form shall be accompanied with a certificate that :

- (i) the conduct and character of the student have been satisfactory;
- (ii) the student has put in the prescribed attendance; and

- (iii) the student has paid all the dues, including the prescribed examination fees.

### Courses of Study Syllabuses, etc.

10. The Courses of Study shall be approved by the Board of the School of Studies on the recommendation of the Centre. The Centre concerned shall approve Syllabuses and prescribe text books for the Courses.

### Examiners

11.1 Examiners or Board or Boards of Examiners shall be appointed by the Executive Council on the recommendation of the Centre, the Board of the School and the Academic Council.

11.2 Each Board shall consist of not more than four persons of whom at least one shall be an external examiner. The Head of the Centre concerned shall be the Convener of the Board/Boards.

11.3 It shall be the duty of the examiners or Board/Boards of Examiners, as the case may be, to set question papers for the examinations and to evaluate scripts and to conduct viva voce.

11.4 Question papers set by external examiners individually shall be moderated by a Committee consisting of the Head of the Centre concerned, the Paper Setter and a teacher of the Centre concerned appointed by the Vice-Chancellor.

### Tabulation of Marks

12. The Vice-Chancellor shall appoint two Tabulators to tabulate the results of the examination. The Tabulators shall compare the Tabulation Sheets in the presence of a person appointed for the purpose by the Vice-Chancellor.

### Examination Committee

13.1 The results, after comparison, shall be placed before the Examination Committee consisting of the Dean of the School, the Head of the Centre concerned and two persons to be nominated by the Vice-Chancellor of whom one shall be an external member. The Head of the Centre concerned shall be the Convener of the Committee.

13.2 The Examination Committee may consider and recommend to the Vice-Chancellor such modifications in the results as it deems necessary.

13.3 The results shall be announced after they have been approved by the Vice-Chancellor.

#### Grace Marks

14. Grace marks upto 3, may be awarded by the Examination Committee to a candidate in order to enable him to pass the Examination or to improve his class.

#### Final Results

15.1 A candidate shall be declared successful if he obtains not less than 50% marks in each of the written papers, and oral tests separately.

15.2 The successful candidates in the examination shall be classified in the following classes :

- (i) Distinction - 80% marks or above, in the aggregate;
- (ii) First Class - 65% marks or above but below 80% in the aggregate;
- ~~(iii)~~ Second Class - 50% marks or above but below 65% in the aggregate.

#### Transitory Provisions

16. Notwithstanding anything contained in these Ordinances, the Academic Council shall take decision without the recommendations of the Centre and the Board of the School until these are formally constituted.

#### Repeal of Certain Ordinances

17. The Ordinances for the award of Certificate of Proficiency, Diploma of Advanced Proficiency and Pre-Degree Diploma in Russian shall cease to be in force from the 1st July 1971.

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Ordinances Relating to Fees payable  
by Students

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1. Commencement - These Ordinances shall --

1.1 In respect of M.Phil. and Ph.D. Courses, Master's Degree Courses in Foreign Languages, and Certificate of Proficiency, Diploma of Advanced Proficiency and Pre-Degree Diploma Courses in Languages be deemed to have come into force on the first day of July 1971;

1.2 in respect of Bachelor of Arts Honours Degree in Russian come into force on 24.6.1972;

1.3 in respect of Master's Degree Courses instituted in the University other than the Master's Degree in Foreign Languages come into force on a date to be specified by the Vice-Chancellor.

2. Fees payable by Students

2.1 Students admitted to Courses of Studies in M.Phil./Ph.D., Master of Arts, Bachelor of Arts Honours and Diploma/Certificate, shall pay the fees specified in columns (1), (2), (3) and (4) respectively of the table below :

	<u>M.Phil./</u> <u>Ph.D.</u> (1)	<u>M.A.</u> (2)	<u>B.A.</u> <u>(Hons.)</u> (3)	<u>Diploma</u> <u>Certifi</u> <u>cate</u> (4)
Tuition Fee (Monthly)	20	18	15	10
Extracurricular Activities Fee (Annual)	30	30	30	30
Library Fee (Annual)	6	6	6	6
Medical Fee (Annual)	6	6	6	6
Students' Aid Fund	3	3	3	3
*Admission Fee	5	5	5	5
*Enrolment Fee	5	5	5	5
*Security Deposit (Refundable)	40	40	40	40

\*To be paid at the time of enrolment in the University.

	<u>Ph.D.</u>	<u>M.Phil.</u>	<u>Diploma/ Certificate</u>
Examination Fee	Rs.100/- (Also Rs.100 on account of postage if the copies of theses are to be mailed by air)	Rs.50/-	Rs.25/- (Annual)

2.2 The students of the following categories shall be exempted from payment/fees, noted below :

- ✓ of
- |     |   |   |
|-----|---|---|
| (a) | <u>Students enrolled for part-time programmes</u>   | Extra-curricular Activities Fee   |
| (b) | <u>Students who are Employees of the University</u> | 1. Tuition Fee (if registered for Ph.D. Degree)<br>2. Extra-curricular Activities Fee<br>3. Medical Fee<br>4. Library Fee<br>5. Students' Aid Fund Fee<br>6. Security Deposit |
| (c) | <u>Students who are Employees' Wards</u>            | 1. Medical Fee<br>2. Security Deposit (if a suitable surety/undertaking is furnished)   |

2.3 The M.Phil./Ph.D. students of the University may be enrolled for part-time courses in the School of Languages without payment of fees except prescribed examination fee provided the Chairman of the Centre certifies that learning of the language is necessary for the curricular programme of the students.



3. Due Date and Mode of Payment

3.1 Students shall deposit tuition fee --

- i) for June, July and August at the time of admission;
- ii) for September, October and November on or before the 10th September;
- iii) for December, January & February on or before the 10th December; and
- iv) for March, April and May on or before the 10th March.

3.2 Annual fees shall be paid at the commencement of each academic year.

3.3 Fees shall be payable in cash or through Money Order or by a crossed bank draft drawn in favour of the Finance Officer of the University.

3.4 In case a student is enrolled for one full time or one part-time course, he will pay tuition fee for the additional part-time courses.

4. Delay or default in payment

4.1 If a student does not pay fee on time, a fine shall be levied as follows :

- 1) 50 Paise for the first 10 days.
- 2) One rupee for the next 10 days.
- 3) Two rupees thereafter upto the last day of the month in which the fee is due.

4.2 The Vice-Chancellor, or on his behalf any other officer to whom this power has been delegated, may, on the recommendation of the Dean of the School concerned, relax any of the conditions for payment of fees in special cases provided the student concerned submits a written application setting forth the reasons for late payment of fees. Such applications should be submitted well ahead of the due dates, so that a decision may be taken and communicated to the student concerned on time.

4.3 Names of the defaulters which shall be put up on the Notice Board shall be removed from the rolls of the University with effect from the first day of the following month.

4.4 A student whose name has been struck off the rolls of the University, may be re-admitted on the recommendation of the Dean of the School concerned and on payment of arrears of fees in full and other dues. He shall in addition pay a fresh Admission Fee.

4.5 Whenever a student proposes to withdraw from the University, he shall submit an application to the Dean of the School concerned through the Head of the Centre intimating the date of his withdrawal. If he fails to do so, his name shall continue to be kept on the rolls of the University for a maximum period of one month following the month up to which he has paid fees. He shall also be required to pay all fees/charges that may fall due during this period.

#### 5. Fees payable by the University Employees

5.1 Employees of the University who join either a full-time or a part-time Course in the University, except for the Ph.D. degree, shall pay tuition fee, admission fee, and enrolment fee (if not already enrolled).

5.2 University employees joining a course of research for the Ph.D. Degree shall not be required to pay any fees except admission fee and enrolment fee (if not already enrolled).

NOTE : The provisions of this clause shall not apply to those employed by the University on an ad hoc basis or on daily wages.

#### 6. Blind Students exempted

6.1 Blind students shall be exempted from payment of all fees except the Security Deposit.

#### 7. Concession in Fee

7.1 The Dean of the School, on the recommendation of a Committee consisting of the following, shall grant freeship upto the percentage which may be prescribed by the University Grants Commission in this regard :

- i) Dean - Chairman
- ii) Three Chairmen of Centres (by rotation according to Seniority for two years.)
- iii) Three students elected from amongst an electoral College consisting of one representative from each Centre of the School concerned elected by the students in that Centre.

7.2 If the number of applicants for freeships is more than the number of freeships available, the committee referred to in clause 7.1 may recommend half freeships to some of the applicants so that the total of freeships does not exceed the prescribed percentage.

7.3 Applications for concession in fees shall be submitted on the prescribed form to the Dean of the School of Studies concerned through the Head of the Centre by the 31st August or by such other date as may be specified by the Dean. Applications received after that date shall not ordinarily be entertained.

7.4 The following factors shall be taken into account while making recommendations on the applications of students for grant of freeships :

- i) Academic record of the student;
- ii) His progress in studies in the case of renewal of freeships;
- iii) His financial position; and
- iv) Any other factor which shall also be recorded.

The list of students to whom concessions have been awarded ordinarily shall be notified by the 30th September.

7.5 Freeships granted during the academic year shall not be renewed automatically in the following year. The student in need of such concession shall submit fresh applications every year which shall be considered along with the new applications in that year.

7.6 A freeship granted to a student may be cancelled if his conduct or progress in studies is found to be unsatisfactory or if his financial condition improves and he is no longer in need of fee concession.

## 8. Refund of fees, security deposit, etc.

8.1 Security deposits are refundable, on an application from the student on his leaving the University, after deducting all dues, fines and other claims against him.

8.2 If any student does not claim the refund of any amount lying to his credit within one calendar year of his leaving the University, it shall be considered to have been donated by him to the Students' Aid Fund.

Explanation : The period of one year shall be reckoned from the date of announcement of the result of the examination taken by the student or the date from which his name is struck off the rolls of the University.

8.3 If, after having paid fees, a candidate desires his admission to be cancelled, he shall be refunded all fees and deposits, except Tuition Fee for one month, Admission Fee and Enrolment Fee, provided his application for withdrawal is received by the Registrar at least five clear days before the commencement of the Academic session concerned.

8.4 If, after having paid his fees, a candidate does not join the University, only the Extracurricular Activities Fee and Security Deposit shall be refunded to him provided his application for withdrawal is received by the Registrar not later than 15 clear days after the commencement of the academic session concerned.

8.5 Applications for withdrawal received after the expiry of 15 days from the commencement of the Academic Session would entitle a student for the refund of Security Deposit only.

8.6 If a student owes any money to the University on account of any damage he may have caused to the University property it shall be, along with outstanding Tuition Fee and fines, if any, deducted from the Security Deposit due to him.

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Ordinance relating to Fees Payable to  
the Examiners and Conditions Governing  
the Payment of Fees.

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1. Commencement

This Ordinance shall --

1.1. In respect of M.Phil. and Ph.D. Courses, Master's Degree Courses in Foreign Languages, and Certificate of Proficiency, Diploma of Advanced Proficiency and Pre-Degree Diploma Courses in Foreign Language be deemed to have come into force on the first day of July, 1971;

1.2. In respect of Bachelor of Arts Honours Degree course in Russian came into force on 24-6-1972.

1.3. In respect of Master's Degree Courses instituted in the University other than the Master's Degree in Foreign Languages come into force on a date to be specified by the Vice-Chancellor.

2. The External Examiners shall be paid the fees at the rates specified below:

Name of the Examination	For setting a paper	For Marking an Answer book	For Examining a thesis	For Viva Voce	
				Per candidate	Minimum
1	2	3	4	5	6
Certificate of Proficiency	Rs. 60.00	Rs. 1.50	Rs. -	Rs. 1.50	Rs. 50.00
Diploma of Advanced Proficiency	60.00	1.50	-	1.50	50.00
Pre-Degree Diploma	60.00	1.50	-	1.50	50.00
B.A. (Hons.)	75.00	2.00	-	2.00	50.00
M.A.	100.00	2.50	25.00	2.50	50.00
M.Phil.	125.00	2.50	50.00	5.00	50.00
Ph.D.	-	-	200.00	75.00	(other than dissertation)

- 3.1. If a Board of Examiners sets a question paper and evaluates the answer books, each External Examiner shall be paid full remuneration specified in clause 2.
- 3.2. When an answer book is examined by two External Examiners jointly, each Examiner shall be paid the full remuneration as specified in clause 2.
- 3.3. In respect of a subject in which a question paper is set in two parts separately by two External Examiners and the answer books thereof are also evaluated by them independently of each other, the remuneration payable to each Examiner for setting the question paper and for evaluation of answer books shall be three-fifths of the rates specified in clause 2 for the paper and evaluation of answer books.
- 3.4. If an External Examiner examines answer books in respect of the question paper not set by him, he shall be paid for examining answer book as specified in clause 2 at the rates subject to a minimum fee equivalent to half the fee specified therein for setting a question paper for the examination concerned.
- 3.5. If more than half of a question paper is changed by the Committee of Moderators, the Vice-Chancellor may on the recommendation of the Convener of the Committee, direct that no remuneration be paid for setting the question paper.
- 3.6. If two or more External Examiners conduct the Viva Voce, the remuneration shall be divided equally among them.
- 3.7. The remuneration shall not be paid to External Examiners until the Registrar has received the Award Sheets, the Answer Books, the Report of the Examiners, and such other statements as they may be required to prepare.
- 3.8. If the External Examiners do not send in their complete document referred to in sub-clause (7) by the appointed date, the remuneration payable to them may be reduced by an amount calculated at Rs. 5.00 per day for the first seven days of delay and Rs. 10.00 per day thereafter, unless the Vice-Chancellor is satisfied that the delay was due to cause beyond the control of the Examiners.

Omission of  
clause 18  
in the  
Ordinance  
relating to  
B.A. (Hons.)  
Degree in Russian

Clause 18 in the Ordinance relating to B.A. (Hons.) Degree in Russian shall be omitted with effect from 24-6-1972.

Ordinance Relating to Fees to be Charged  
for Re-Checking Examination Results,  
Issuing Marks-Sheets and Other Matters

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1. For re-checking examination results

A fee of Rs.5 shall be payable by a candidate who wants to get his results re-checked in any subject/paper of an examination, subject to a maximum of Rs.20 for all such subjects/papers of one examination ;

Provided that the fee shall be refunded to the candidate if, on re-checking the results, any error or omission is discovered in the results notified by the University.

2. For the supply of Statement of Marks

2.1 Every candidate shall pay along with the examination fee, a fee of Rs.2 for the supply of a statement of marks for each examination.

2.2 This statement of marks shall be sent to the candidate through the Dean of the School or Head of the Centre concerned.

2.3 Duplicate copies of the statement of marks shall be supplied on payment of a fee of Rs.2.

3. For issuing Transfer, Provisional and other Certificates

3.1 The following shall be the fees for issuing Transfer, Provisional and other Certificates and for duplicate copies thereof ;

(a) Transfer Certificate :

(1) Transfer Certificate	Rs. 5.00
(2) Duplicate copy of any of the above	Rs. 2.00

(b) Provisional Certificate

provisional certificate of  
having passed an examination  
of the University ;

(1) For degree examinations	Rs. 10.00
(2) Duplicate copy of above	Rs. 5.00
(3) For other examinations	Rs. 5.00
(4) Duplicate copy of above	Rs. 2.00

(c)	<u>Duplicate copies of Degree, Diploma/Certificate :</u>	
	(1) Degree	Rs. 10.00
	(2) Certificates/Diplomas	Rs. 5.00
(d)	<u>Certificate of age as recorded in the University Register</u>	Rs. 10.00
	Duplicate copy of above	Rs. 2.00
(e)	Any other certificate	Rs. 5.00
	Duplicate copy of above	Rs. 2.00

3.2 A fee of Rs. 10 shall be payable by a student or candidate, who wishes to add or to alter his name as originally recorded in the University Registers and such addition or alteration shall be made to his original name as alias in the University Enrolment Register after he has fulfilled the necessary formalities.

3.3 A fee of Rs. 10 shall be payable by a student who app for alteration of the record of his date of birth as entered the University Registers.

3.4 All candidates for the Honours, Master's and M.Phil Degrees shall pay a fee of Rs. 5 for the Course Transcript to issued at the end of final examination.

(No.6/E.C./24.6.1972)

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Ordinance Relating to the Award of  
Junior and Senior Research  
Fellowships

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1. ELIGIBILITY

1.1 Junior Research Fellowships shall ordinarily be open to candidates who have a first or second class Master's degree of a recognised University and who are admitted to the M.Phil. or the Ph.D. Course of the University.

1.2 Senior Research Fellowships are intended for research workers and teachers preferably below the age of 45, who have obtained a doctorate degree or have equivalent published research work to their credit and have already proved their aptitude for original research.

2. TENURE

2.1 Junior Research Fellowships awarded to candidates admitted to the M.Phil. Course shall be effective from the date they join the University and upto the end of the academic year (inclusive of summer vacation).

2.2 The tenure of Fellowships awarded to candidates admitted to the Ph.D. Course, after completing the M.Phil. Course shall subject to Clause 2.4 be upto two years.

2.3 The tenure of Fellowships awarded to candidates admitted to the Ph.D. Course direct shall subject to Clause 2.4 be upto 3 years.

2.4 The Vice-Chancellor may, in special circumstances on the recommendation of the Committee for Advanced Studies and Research, extend the tenure of a Fellowship referred to in Clause 2.2 or in Clause 2.3 by a further period of one year.

2.5 The tenure of Senior Research Fellowships shall be upto three years.

3. VALUE

3.1 The value of Junior and Senior Research Fellowships shall be Rs. 300 p.m. and Rs. 500 p.m. respectively plus an annual Regular Contingency grant of Rs. 1000 for meeting expenditure on items specified in the Rules relating to the Utilization of Contingency Grants and subject to the conditions stipulated therein.

3.2 A candidate admitted to the Ph.D. Course or a Senior Research Fellow may be granted an additional Contingency grant upto Rs. 2,000 during the tenure of his Fellowship for meeting

expenditure on items specified in and subject to the conditions in the Rules referred to in Clause 3.1.

4. CONDITIONS OF AWARD

4.1 The award shall be effective from the date on which the fellow reports for research work at the University.

4.2 The fellow shall do whole-time course or research work approved by the Committee for Advanced Studies and Research of the School concerned under the guidance of his Supervisor.

4.3 During the tenure of the award the fellow shall not accept or hold any appointment, paid or otherwise, or receive any salary, or stipend, from any other source. He may, however, with the approval of the Head of the Centre concerned, undertake in the University a teaching assignment of not exceeding four hours a week without any remuneration.

4.4 The fellow shall not also without the previous permission of the Committee for Advanced Studies and Research, join any other course of study or appear at any examination other than that for which he has been enrolled.

4.5 In respect of those admitted to the M.Phil. Course the grant of Fellowships may be withheld if the progress including course work appears to be unsatisfactory in either of the two Semesters.

4.6 In respect of Fellows admitted to the Ph.D. Course and the Senior Research Fellow, reports in the prescribed form on the progress of work shall be submitted to the Committee for Advanced Studies and Research through the Supervisor/Head of the Centre concerned at the end of every three months. The continuance of the fellowship would depend on the satisfactory progress of work being maintained by the fellow.

4.7 If it should at any time appear to the Committee for Advanced Studies and Research on a report from the Supervisor or Head of the Centre concerned or otherwise that in spite of a warning in writing by either of them, a fellow has failed to make satisfactory progress or has been irregular in attendance or has been guilty of gross misconduct, it may suspend or withdraw his Fellowship as it may think fit.

4.8 The Fellow shall present a comprehensive report and supply to the University free of cost, three copies of the printed or typewritten dissertation or a copy of the published work or of the research results completed during the tenure of Fellowship.

4.9 If a candidate fails to notify the University in writing of his acceptance of the offer of Fellowship within the period stipulated in the letter of offer, the offer would lapse.

4.10 If a fellow discontinues his studies or research project, he shall, unless the Committee for Advanced Studies and Research is satisfied about the validity of the reason for such discontinuance, be liable to refund to the University the entire amount of Fellowship and contingency grants received by him.

5. PAYMENT

5.1 The amount of Fellowship shall be payable each month in arrears.

5.2 Each fellow shall put in his claim in the prescribed form through his Supervisor/Head of the Centre concerned who shall certify as to the satisfaction of the eligibility conditions and forward the bill to Finance and Accounts Branch for payment.

5.3 Payment of the Fellowship shall be made after deducting such dues as may be outstanding in the name of the fellow in the books of the University, including hostel dues.

6. LEAVE

6.1 In addition to general holidays, leave for a maximum period of thirty days in an academic year with Fellowship, may be taken by a Fellow by making a written application and with the approval of the Supervisor/Head of the Centre concerned. The general holidays, however, do not include the vacation period that is to say summer and winter vacations.

6.2 In special cases the Fellow admitted to the ph.D. Course or a Senior Research Fellow may also be allowed by the Dean of the School concerned, leave for a period not exceeding three months in addition to the thirty days leave referred to in Clause 6.1 during the tenure of the award on the recommendation of the Supervisor/Head of the Centre concerned. No Fellowship shall, however, be payable during such period of leave.

6.3 A record of the leave taken by a fellow shall be maintained in the Dean's Office in the prescribed form.

7. AWARD OF FELLOWSHIPS

The Fellowships shall be awarded by the Vice-Chancellor on the recommendation of the Committee for Advanced Studies and Research of the School concerned.

## RULES OF THE SCHEME OF EXCHANGE OF TEACHERS/EXPERTS

### 1. Purpose of the Scheme :

The broad objectives of the Scheme are :

- (i) to enable University to invite distinguished teachers/experts in various fields of academic work from other Universities or Institutions of higher learning;
- (ii) to utilise as widely as possible the services of talented personnel in our Universities and other centres of learning;
- (iii) to provide opportunities for the staff <sup>and students</sup> engaged in advanced studies to come into close and <sup>fruitful</sup> contacts with distinguished persons in various fields of knowledge, and to make expert advice and guidance available to research workers.

The teachers/experts invited under the Scheme may deliver a course of lectures, conduct seminars, and participate in discussions.

### 2. Selection of Personnel :

The personnel to be invited under the Scheme will be selected by the University.

### 3. Expenditure to be met from Unassigned Grant :

The expenditure on the exchange of teachers/experts has to be met out of the Unassigned Grant placed at the disposal of the University. An appropriate amount may be spent for this purpose, keeping in view the limited funds and the other Schemes covered by the Unassigned grants.

### 4. Duration of visit :

The duration of the visit of a teacher/expert will depend on the nature of the assignment and the time for which the visiting teacher/expert can be spared by the parent institution. He will carry his own substantive designation with him to the visiting institution. The duration of the assignment may not exceed three months.

### 5. Facilities and remuneration to be offered to visiting teachers :

- (i) Accommodation: Free accommodation will be provided by the host University to the University teacher/expert and the expenditure in this regard is to be met exclusively by the host University, from its own funds.

- (ii) Travelling Allowance: First class railway fare both ways (by the shortest route) from the place of the parent University to the host University. In case travel by air is necessary, the specified approval of the Vice-Chancellor shall be obtained. Daily allowance may be paid for the period spent in travel to cover incidental charges.
- (iii) Daily Allowance: Daily Allowance may be paid at the rate payable to the University staff of the same status.
- (iv) Honorarium: The visting teacher/expert may be paid up to Rs. 50/- per lecture or Rs. 200/- for conducting a seminar lasting 3 days or more. The maximum honorarium for an assignment of not less than 4 weeks' duration payable to any teacher/expert under this Scheme may be limited to Rs. 500/-.
6. i) The visting teachers/experts will draw their salaries from their parent institutions.
- ii) The visiting teachers/experts would pay for their boarding.
7. i) Audit Certificate:  
The University will send at the end of the financial year the usual audit certificate to the effect that the grant paid by the University Grants Commission has been spent for the purpose for which it was given and in accordance with the conditions laid down by the Commission.
- ii) Submission of Accounts:  
A statement of accounts of the Commission's unassigned grants showing the expenditure incurred on the Scheme of Exchange of Teachers as implemented by the University may be sent to the Commission in the prescribed proforma at the end of each academic year (i.e. from 1st August to 31st July).

(Resolution No. S.1/EC/26.7.1971)

Regulation for grant of contribution towards  
travelling allowance expenses of University  
teachers attending international conferences,  
symposia, seminars, etc.

Contribution may be granted to the following categories of  
University teachers, who attend International Conferences/Seminars, etc.  
of international status with the approval of the Executive Council :

- (a) A person who is nominated or elected as President or  
Chairman of a Conference/Meeting/Section, etc.
- (b) A person whose paper has been accepted for being  
presented at the Conference/Seminar, etc.

The travelling allowance shall not exceed the actual travelling  
expenses (not exceeding economy class air fare both ways). The amount of  
incidental expenses and daily allowance that may be paid in special cases  
to the participant shall be decided by the Vice-Chancellor.

(No.25.1/E.C./26-7-1970)

Rules Relating to the Appointment of Supervisory and Other  
Members of Staff for the Conduct of Examinations  
and the Remuneration Payable to them.

1. Appointment of Supervisory and other members of Staff.

1.1 The Vice-Chancellor shall appoint a Superintendent of Examinations (hereinafter called Superintendent) who shall be responsible for the conduct of the Examinations.

1.2 The Superintendent of Examinations shall appoint Deputy Superintendent of Examinations (hereinafter called Deputy Superintendent) if the number of candidates exceeds 150.

1.3 The Superintendent shall also appoint one Invigilator for every 25 students sitting for an examination.

2. Remuneration

2.1 The Superintendent and the Deputy Superintendent of Examinations and the Invigilators, not being members of the Academic Staff, shall be entitled to the following remuneration for each session of Examinations, not exceeding three hours:

(i) Superintendent of Examinations	Rs. 12.00
(ii) Deputy Superintendent of Examinations	Rs. 10.00
(iii) Invigilator	Rs. 8.00

2.2 The other members of the Staff shall be paid the following remuneration for each session of an examination:

(i) First Assistant (who will ordinary be a Senior Assistant)	Rs. 5.00
(ii) Each Additional Assistant	Rs. 4.00

2.3 The First Assistant shall also be paid remuneration for one extra session before and one extra session after the examinations for arranging the Centre and for winding it up, if the duration of an examination at a Centre does not exceed ten working days.

If such duration extends beyond 10 working days, he shall be paid in addition half the remuneration for one session i.e. Rs. 2.50 for every additional 5 working days or part thereof.

2.4 The Subordinate Staff engaged for the examination work shall be paid the following remuneration for each session of the Examination:

	<u>In case of those employed in the university</u>	<u>In case of those engaged from outside</u>
(i) Daftri	2-50	1-75
(ii) Peon	2-00	1-75
(iii) Sweeper/Chowkidar	1-50	1-75
(iv) Waterman	1-50	1-75

2.5 Daftries shall also be paid remuneration for one extra session before and for one extra session after the examinations irrespective of number of days for which the examination is held.

3. Number of clerical staff etc.  
to be engaged for the Examination.

3.1 The following basis shall be followed for engaging the services of members of staff including waterman.

	<u>Category of Staff</u>	<u>No. of Candidates.</u>	<u>No. of persons to be engaged.</u>
i.	Assistant	Up to 100	One
	Additional Assistant	For every 100 ) additional ) candidates or ) part thereof. )	One
ii.	Daftri	--	One
iii	Peon	--	One
iv.	Waterman	For every 75 ) Candidates )	One

4. Arrangement of furniture

4.1 For arranging seats at the Centre, the Superintendent of Examination may engage One labourer for every 100 seats for one day before and for one day after the examination.

4.2 The labourer shall be paid according to the official wage rate for unskilled labourers obtaining on the day on which he works.

5. General

5.1 The same person shall not be engaged to render clerical assistance for more than one examination Centre at a time.

5.2 The clerical staff shall be appointed in consultation with the Head of the Centre or the Dean of the School wherein the member of the staff concerned is working.

5.3 The attendance of the staff engaged for the examination work shall be recorded in the prescribed form and forwarded to the University Office along with their remuneration bill.

5.4 Each member of the Supervisory and clerical staff shall, before accepting the assignment, confirm in writing to the Superintendent of Examination that no relation of his is sitting for the examination for which his services have been requisitioned and that he shall observe the utmost secrecy in handling the work assigned to him.

5.5 The Superintendents, the Deputy Superintendents and the Invigilators shall exercise the utmost economy in the use of the stationery, contingency grant, if any, and in appointing other staff for the examination work.



Rules Relating to the Utilization of Regular and  
Additional Contingency Grants.

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1. Regular Contingency Grant

1.1 The Regular Annual Contingency Grant of Rs.1,000/- may be utilized on the following items with the approval of the Supervisor/Head of the Centre concerned:

- (1) Apparatus, equipment, books and journals (which have a direct bearing on the subject to be studied by the Fellow), photo-stat copies and micro-films needed for the approved research project.
- (2) Typing charges (including the charges to be paid for the typing of the thesis), cost of stationery, postage, and the charges to be paid for clerical or other assistance needed in research.
- (3) Approved Field Work/Travel.

1.2 The grant is not intended for meeting expenditure on furniture which will be provided by the University or for payment of the Examination Fee or other Fees.

1.3 The apparatus and other non-consumable articles/equipment purchased out of the grant shall be the property of the University and shall be handed over by the fellow to the University on termination/relinquishment of the fellowship. A fellow may, if he so desires, retain the books bought out of the grant.

2. Additional Contingency Grant

2.1 A Doctoral Fellow and a Senior Research Fellow may be granted an Additional Contingency Grant upto Rs.2,000/- during the tenure of his fellowship for meeting expenditure on (i) approved field work in cases where a Regular Contingency Grant is inadequate for the purpose and (ii) for publication of the research results/work to be completed during the tenure of the Fellowship provided, however, for field work abroad University may provide special grants as may be considered necessary.

2.2 The grant for publication shall be released after the Committee for Advanced Studies and Research has approved the publication of the project report/thesis.

2.3 Every Fellow, who received such grant, shall mention this fact in an appropriate place in the publication.

3. Reimbursement of expenses

3.1 The expenditure out of the grant shall be reimbursed on submission of a bill in the prescribed form supported with original cash vouchers/receipts through the Head of the Centre/Supervisor. Every voucher should clearly indicate the item purchased and its cost. All cash vouchers for sums exceeding Rs.20/- each are to be stamped. A certificate from the Supervisor to the effect that the expenditure incurred was in furtherance of the approved research project and was reasonable will also be necessary before the amount is reimbursed.

3.2 An advance up to a maximum of Rs.250/- during each quarter may also be sanctioned out of the Contingency Grant on the recommendation of the Supervisor/Head of the Centre concerned. In the application for the grant of advance, the fellow shall give details of the items on which he proposes to

incur expenditure. An account of the expenditure out of the advance supported by necessary vouchers/receipts shall be submitted within a maximum of 30 days.

3.3 No further advance will be given unless the previous advance has been fully accounted for.

4. Lapse of grant.

The total amount left unspent out of the Contingency Grant on the date of expiry or termination or relinquishment of the Fellowship or at the end of the academic year, as the case may be, shall lapse to the University.

(No.6/E.C./24-6-1972)

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## Rules Governing the Students' Aid Fund

### 1. Name of the Fund

There shall be a fund called "The Jawaharlal Nehru University Students' Aid Fund" instituted out of the contributions from the students and staff of the University and collections from other sources as well as the contribution received from the University Grants Commission.

### 2. Objects of the Fund

The objects of the Fund shall be :

- (1) to render financial assistance to poor and deserving students for payment of tuition fees, examination fees, purchase of text-books, stationery, etc.;
- (2) to grant limited assistance to students to meet their hostel charge expenses on clothes and emergency medical expenses, if their needs are considered genuine;
- (3) to grant interest-free loans to deserving students subject to a maximum of 50% of the total amount standing to the credit of the Fund;
- (4) to meet any other needs of students considered to be genuine by the Committee referred to in rule 3:

Provided that the funds shall not be utilized for award of Scholarships/Fellowships or stipends or for payment of prizes, rewards etc. to students.

### 3. Contributions to the Fund

- 3.1 Each student of the University shall contribute Rs.3 per annum to the Fund. The sum shall be realized from the students alongwith the first instalment of fees in the academic year.
- 3.2 Voluntary contributions received from the staff as well as from others and additional voluntary contributions from students shall also be welcome as well as the unclaimed refund of any amount lying to the credit of a student within one calendar year of his leaving the University.
- 3.3 The Finance Officer shall maintain an account of the Fund and submit it annually to the Executive Council and the UGC after it is audited in the manner laid down in Section 20 of the Jawaharlal Nehru University Act, 1960.

### 4. Recommendations for Assistance

- 4.1. Each School shall have a Committee consisting of :
  - i. The Dean of Students (Chairman)
  - ii. The Registrar

iii. One Representative of students from each Centre nominated by the Jawaharlal Nehru University Students' Union.

4.2. The Committee shall consider the applications from the students and forward its recommendation to the Registrar.

#### 5. Management of the Fund

The recommendations of the various School Committees shall be considered by the Central Committee consisting of the

- (1) Vice-Chancellor - Chairman  
(or in his absence, the Rector)
- (2) Dean of Students
- (3) Two Deans of Schools of Studies by rotation in order of seniority for one year.
- (4) Registrar

In the absence of the Vice-Chancellor and the Rector, one of the Deans will preside over the meetings.

#### NOTE:

Vide Resolution No.9/31-3-1972, the Academic Council resolved that the setting up of the Central Committee be kept in abeyance for the present.

#### 6. Meetings of the School Committee

- 6.1 The Chairman, or in his absence, the Registrar shall convene the meetings of the Committee.
- 6.2 Three members inclusive of the Chairman shall form the quorum.

#### 7. Applications for financial assistance or loan

- 7.1 A student requiring financial assistance or loan from the Fund shall apply in the prescribed form to the Dean of the School concerned through the Chairman of his Centre.
- 7.2 No application for loan for a second time shall be considered before the expiry of three months after the clearance of the earlier loan.
- 7.3 Applications for financial assistance/loans shall reach the Committee within the notified dates.

#### 8. Consideration of applications by the School Committee

- 8.1 The Committee shall consider the applications of students for assistance/loans with regard to their merit and means and may, if it so desires, also interview them.

- 8.2 The Committee shall make recommendations in conformity with these rules after due consideration of :
- i. the purpose for which assistance/loan is asked for ;
  - ii. number of applicants seeking assistance/loans;
  - iii. progress maintained by the applicant in his studies;
  - iv. fact that during a Semester the quantum of financial assistance shall not exceed Rs.150 for each student (including assistance given in the form of loans.):

Provided that in very exceptional cases the Committee may recommend, for reasons to be recorded, financial assistance exceeding Rs.150.

- 8.3 The recommendations of the Committees of the Schools shall be forwarded to the Registrar for being placed before the Central Committee/Vice-Chancellor.

- 8.4 The Committee shall consider the recommendations and take a final decision in the light of :

- a. the total number of recommendations; and
- b. the amount available in the Fund.

- 8.5 A list of names of the students and the amount of assistance sanctioned to each shall then be forwarded by the Registrar to the Finance Officer for making disbursements out of the Fund. In the case of loans, the sanction should also indicate the number of instalments in which the amount is recoverable.

- 8.6 The School Committee shall ensure that the assistance/loan given to a student out of the Fund has been utilized for the purpose for which it was given and that the Fund does not support a student who does not maintain satisfactory progress in his studies. For this purpose, the School Committee shall evolve a procedure of its own and may require the students to give an account of the expenditure with supporting details.

## 9. Recovery of assistance/loans

- 9.1 Students granted financial assistance (excluding loans) may repay the amount if convenient to them.
- 9.2 The loan shall be advanced on a guarantee to be accepted by the Committee in each case. The guarantee shall be given by any of the following on a prescribed form :
- (i) Any permanent member of the teaching or non-teaching staff (other than a lower subordinate staff);

- (ii) any Scholarship/Fellowship holder provided his Scholarship/Fellowship is tenable upto the date by which the loan will be fully repaid.
- 9.3 The loans shall be repaid in such number of instalments as may be fixed in each case by the Committee.
- 9.4 The number of instalments shall however be so fixed that the last instalment of the loan is repaid before the end of the ensuing April.
- 9.5 The recovery of the loan shall commence from the month following that in which the loan is paid.
- 9.6 The amount of loans granted to Scholarship/Fellowship holders shall be realized from their Scholarships/Fellowships and it shall be a condition of the grant of loans.

10. Auditing of the Fund

The accounts of the Fund shall be audited in the manner laid down in Section 20 of the Jawaharlal Nehru University Act, 1966. The audit fee or any other related expenditure shall not, however, be charged to the Fund.

11. Annual Report

The Registrar shall prepare in consultation with the Deans of Schools, a Report at the end of each financial year on the administration of the Fund and send one copy of the Report to the University Grants Commission and place one copy before the Academic Council.

(No.18/EG/24-6-1972)

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Rules Governing the Payment of Salary and Allowances  
During Duty Leave Period to the Teachers who are  
Permitted by the University to accept Fellowships, etc.

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Teachers on Approved Foreign Visits and the Issue of JNU  
Salary Concepts :

(a) The assumption is that the teacher has followed the prescribe  
procedures and that his foreign visit is approved by University authorities.

(b) The question is: what salary, if any, should he receive from  
JNU ?

(c) The need is for a formula that will be equitable and  
applicable to all.

(d) The key criterion is the amount receivable by the teacher  
from the Foreign institution extending the invitation. The name given  
to the payment -- grant, fellowships, per diem, or salary -- is an  
inappropriate and inapplicable criterion.

(e) The principle suggested is parity with the per diem that will  
be admissible for a Government of India Grade I officer while on travel in  
the country concerned.

The Formula

1. Cases where the period of fellowship  
is treated as duty leave.

When a teacher is offered a grant or fellowship or other support  
for a foreign visit during the academic year, and if such visit is  
approved by JNU authorities, the JNU salary issue should be decided  
according to the following formula :

1. Where the amount payable to the teacher by the Foreign  
inviting agency each month is equal to or less than the cumulative per  
diem allowable to a Grade I officer of an Indian Mission or Indian  
Governmental agency for travel in that country, the full JNU salary may  
be paid to the teacher.

Example: Teacher A is authorized to go to Canada and is to  
receive \$ 450 per month from the Canadian institution. The permissible  
per diem cumulated on a monthly basis for a Grade I Government of India  
Officer in Canada is, say, \$ 500. In this case, since what he receives  
will be less than the per diem he should be paid his full JNU salary  
and allowances.

2. Where the grant, fellowships, salary or other support, is in  
an amount greater than the amount allowable as per diem for a Grade I  
officer, the teacher may be paid JNU salary minus the difference between his  
actual grant and the permissible per diem worked out on a monthly basis.

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to Example : Teacher B receives a grant of \$ 600 per month. In this case he gets \$ 100 or Rs. 750 per month more than the permissible per diem. If his JNU salary, dearness and city compensatory allowances amount Rs. 1,550, he should be paid by JNU Rs. 800 only.

3. Where a teacher gets a grant, fellowship or salary that is greater than the permissible per diem plus the JNU salary dearness allowance and city compensatory allowance, he shall not be paid any amount by the University.

Example : Teacher C receives a Fellowship of \$ 1,000 per month. This is \$ 500 or Rs. 3,750 more than the permissible per diem. If his JNU salary plus dearness and city compensatory allowances is Rs. 1,950, he will be ineligible to receive any amount from JNU.

4. In the above cases, the teacher may be paid the normal house rent allowance he was in receipt of before accepting the fellowship, if he continues to incur the expenditure. If a teacher is in occupation of a house leased by the University, he can, if he so chooses, retain the accommodation during the period of fellowship subject to the usual recovery towards house rent.

5. A teacher who receives a fellowship or grant or other support tenable exclusively during the summer vacation period and whose travel is approved by the JNU authorities, may be sanctioned his salary and allowances in full.

The justification for this is that the teacher is entitled to draw full salary during the summer vacation and if his foreign visit is approved as in the interests of the University, there should be no reduction in his salary.

The teacher concerned should generally be expected to return by 1st July so that he can take part in the selection of students and organization of courses for the new academic year.

2. Cases where the period of fellowship is not treated as duty leave.

When the period of fellowship is not treated as duty leave and the teacher proceeds on leave, the amount of leave salary and allowances to be paid may also be decided by the Vice-Chancellor following the above criteria.

(Note: The grant of dearness and other allowances during the period of study leave will be governed by the study leave rules.)

(Vid Resolution No. 9/EC/12.6.1971)

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