

HAND-BOOK

of the

VARDHAMAN MAHAVEER OPEN UNIVERSITY, KOTA

(FORMERLY KOTA OPEN UNIVERSITY, KOTA)

(ACT, STATUTES AND ORDINANCES OF THE UNIVERSITY)

VOLUME - I



KOTA
2011

HAND-BOOK

of the

VARDHAMAN MAHAVEER OPEN UNIVERSITY, KOTA

(FORMERLY KOTA OPEN UNIVERSITY, KOTA)

(ACT, STATUTES AND ORDINANCES OF THE UNIVERSITY)

VOLUME - I



KOTA
2011

HAND BOOK

CONTENTS

SECTION - A

ACT

| | | |
|----|--|----|
| 1. | Vardhaman Mahaveer Open University Act, 1987 | 1 |
| 2. | The Rajasthan University Teachers and Officers (Selection for Appointment) Act No. 18 of 1974 | 15 |
| 3. | The Rajasthan (Regulation of Appointment to Public Services and Rationalisation of Staff) Act, 1999 | 26 |
| 3. | The Rajasthan Public Examination (Prevention of Unfair means) Act, 1992 | 35 |

SECTION - B

| | | | |
|----|---------------|--------------------------------|---|
| 1. | The Scheduled | The Statutes of the University | 1 |
|----|---------------|--------------------------------|---|

SECTION - C

Ordinances of the University

Chapter

| | | |
|-----------|---------------------------|----|
| Chapter I | Vice- Chancellor | 1 |
| „ II | Pro-Vice-Chancellor | 1 |
| „ III | Director | 1 |
| „ IV | Registrar | 1 |
| „ V | Finance Officer | 1 |
| „ VI | Controller of Examination | 1 |
| „ VII | Board of Management | 19 |
| „ VIII | Academic Council | 19 |
| „ IX | Planning Board | 62 |
| „ X | Finance Committee | 62 |
| „ XI | Selection Committee | 62 |
| „ XII | Ex-Cadre Promotions | 62 |

| | | | |
|---|-------|--|-----|
| „ | XIII | Special Mode of Appointment | 62 |
| „ | XIV | Recognition of Teacher | 62 |
| „ | XV | Committees | 62 |
| „ | XVI | Conditions of Service of Teacher and other Employees | 62 |
| „ | XVII | Removal of Teachers, Employees etc. | 97 |
| „ | XVIII | Resignation | 97 |
| „ | XIX | Maintenance of Discipline | 97 |
| „ | XX | School of Studies | 97 |
| „ | XXI | Convocation | 97 |
| „ | XXII | Honorary Degrees | 102 |
| „ | XXIII | University Common Seal | 102 |

STATUTES AND ORDINANCES

STATUTES

| Statutes Nos. | Page Nos. |
|----------------------|------------------|
| 1 | 1 |
| 2 | 4 |
| 3 | 5 |
| 4 | 6 |
| 5 | 7 |
| 6 | 9 |
| 7 | 10 |
| 8 | 12 |
| 9 | 13 |
| 10 | 14 |
| 11 | 15 |
| 12-15 | 16 |
| 16-18 | 17 |
| 19-20 | 18 |
| 21-22 | 21 |

ORDINANCES

| Ordinances Nos. | Page Nos. | Ordinances Nos. | Page Nos. |
|------------------|-----------|-----------------|-----------|
| 6.1(1)-6.1(2) | 2 | 16.1-16.3 | 63 |
| 6.1(3) | 3 | 16.4-16.8 | 66 |
| 6.1(4) | 4 | 16.9 | 67 |
| 6.1(5) | 7 | 16.9A-16.11 | 68 |
| 6.2(1)-6.2(1)(a) | 8 | 16.12-16.16 | 69 |
| 6.2(1)(b) | 10 | 16.17A-16.18A | 70 |
| 6.2(2)-6.2(3) | 11 | 16.19 | 71 |
| 6.2(4) | 16 | 16.20-16.22 | 72 |
| 8.1(1) | 20 | 16.23-16.26 | 73 |
| 8.1(2)-8.1(3) | 22 | 16.27-16.29 | 74 |
| 8.1(4)-8.1(5) | 23 | 16.30-16.32 | 75 |
| 8.1(6) | 25 | 16.33-16.36 | 76 |
| 8.2(1) | 26 | 16.37-16.38 | 77 |
| 8.2(2) | 28 | 16.39 | 78 |
| 8.2(3)-8.2(4) | 31 | 16.40A-40B | 79 |
| 8.2(5) | 33 | 16.40C | 80 |
| 8.2(6) | 34 | 16.41-16.42 | 81 |
| 8.2(7)-8.2(8) | 36 | 16.43-16.45 | 82 |
| 8.3(1)-8.3(4) | 37 | 16.45-16.46 | 83 |
| 8.3(5)-8.3(6) | 38 | 16.47 | 84 |
| 8.3(7) | 40 | 16.48-16.49 | 85 |
| 8.4(1)-8.4(2) | 41 | 16.50 | 88 |
| 8.4(3) | 42 | 16.51-16.52 | 89 |
| 8.4(4)-8.4(5) | 43 | 16.52A-16.55B | 90 |
| 8.4(6) | 46 | 16.56 | 91 |
| 8.5(1)-8.5(2) | 47 | 16.57 | 92 |
| 8.5(3)-8.5(5) | 48 | 16.58-16.59 | 95 |
| 8.5(6) | 51 | 16.60 | 96 |
| 8.6(1)-8.6(2) | 52 | 16.61-16.63 | 97 |
| 8.6(3)-8.6(4) | 53 | 16.64-16.65 | 98 |
| 8.6(5) | 54 | 21.1-21.6 | 99 |
| 8.6(6) | 55 | 21.7-21.9 | 100 |
| 8.7(1)-8.7(5) | 56 | 21.10 | 101 |
| 8.7(6) | 58 | 21.11-21.13 | 103 |
| 8.8(1)-8.8(3) | 59 | 23 | 104 |
| 8.8(4)-8.8(5) | 60 | | |
| 8.8(6) | 61 | | |

SECTION 'A'

LAW AND LEGISLATIVE DRAFTING DEPARTMENT
NOTIFICATION

Jaipur, November 7, 1987

No. F. 2 (40) Vidhai/87-in pursuance of clause (3) of Article 348 of the Constitution of India, the Governor is pleased to authorise the publication in the Rajasthan Gazette of the following translation in the English language of the Vardhaman Mahaveer Open University, Kota Adhinyam, 1987 (Adhinyam Sankhya 35 San 1987):

(English Translation)

The Vardhaman Mahaveer Open University, Kota Act, 1987

(Act No. 35 of 1987)

(Received the Assent of the Governor on the 7th day of November. 1987).

An Act

to establish and incorporate an Open University for the promotion of distance education system in the educational pattern in the State of Rajasthan.

Be it enacted by the Rajasthan State Legislature in the Thirty eighth Year of the Republic of India as follows :-

CHAPTER-1

Preliminary

1. Short title and commencement

- (1) This Act may be called the Vardhaman Mahaveer Open University, Kota Act, 1987*.
- (2) It shall and shall be deemed to have come into force on such date as the State Government may, by notification in the Official Gazette, appoint.

* The University name changed vide VIDHAN SABHA Act.13 of 2002 which was published in The Rajasthan Gazette dt. 21.9.2002

2. Definitions

In this Act, unless the context otherwise requires :-

- (a) “Academic Council” means the Academic Council of the University constituted under Section 12 ;
- (b) “Board of Management” means the Board of Management of the University constituted under Section 11;
- (c) “Distance Education System” means the system of imparting education through correspondence courses, seminars, contact programmes, broadcasting telecasting or any other means of communication;
- (d) “Employee” means any person appointed in or by the University, other than teacher and other members of the academic staff of the University;
- (e) “Ordinance” or an “ordinance of the University” shall mean an ordinance made under Section 17;
- (f) “Planning Board” means the planning board constituted under Section 14;
- (g) “Regional Centre” means a centre established or maintained by the University for coordinating or supervising the work of study centres in any region and for performing other functions assigned by the Board of Management;
- (h) “Regulations” mean the regulations made by any Authority of the University under this Act.
- (i) “State” means the State of Rajasthan and “State Government” means the Government of Rajasthan;
- (j) “Statutes” mean the Statutes of the University contained in the Schedule as amended from time to time;
- (k) “Student” includes a person enrolled for pursuing a course of study in the University ;
- (l) “Study Centre” means a centre established, or recognized by the University for advising or rendering any assistance to students;

- (m) “Teacher” means a Professor, Associate Professor, Reader, Lecturer or Assistant Professor and includes any other person required to impart education or to give guidance or to render any assistance to students for pursuing a course of study of the University;
- (n) “University” means the Vardhaman Mahaveer Open University, Kota by and under this Act; and
- (o) “Vice-Chancellor” and “Pro-Vice-Chancellor” mean respectively, the Vice-Chancellor and Pro-Vice-Chancellor of the University.

CHAPTER-II

Establishment of the University and its objects and functions

3. Establishment of the University

- (1) There shall be established a University under this Act by the name of Vardhaman Mahaveer Open University, Kota.
- (2) The University shall be a body corporate having a perpetual succession and a common seal and may sue and be sued by its corporate name.
- (3) The headquarters of the University shall be at Kota in the State of Rajasthan and it may establish or maintain a Regional Centre or Study Centre at any place.

4. Objects and Functions of the University

The University shall, in order to achieve the object of advancing and disseminating education and knowledge in the State through diverse means including distance education system perform the following functions, namely:-

- (i) to provide for instructions and research in such branches of knowledge, technology, vocations and professions as the University may deem necessary or proper;
- (ii) to prescribe courses of study for degrees, diplomas, certificate or any other purpose;
- (iii) to hold examinations and confer degrees, diplomas, certificates and other academic distinctions;

- (iv) to determine the manner of distance education system so as to organise academic programmes;
- (v) to create posts and positions for imparting instructions, conducting academic activities and running the administration of the University and to appoint persons to such posts or positions;
- (vi) to associate with other Universities and institutions of learning, specially with the Indira Gandhi National Open University, New Delhi, in order to have therewith interlocking system in the field of distant education;
- (vii) to institute and award fellowships, scholarships and prizes;
- (viii) to establish or maintain Regional Centres and Study Centres;
- (ix) to organise or conduct workshops, seminars and other programmes;
- (x) to give recognition to examinations, studies and activities conducted by other Universities, institutions, academic bodies and organisations;
- (xi) to make suitable arrangements for research and development in the field of education;
- (xii) to receive donations, grants, aid and gifts (movable or immovable) for the purpose of University;
- (xiii) to borrow money with the previous approval of the State Government;
- (xiv) to determine standards and lay down conditions for admission of students to various courses of study;
- (xv) to confer autonomous status to a regional or study centre or to admit a centre to its privileges; and
- (xvi) to do all other acts and perform all such functions which are necessary for or incidental to achieving the aims and objects of the University.

CHAPTER-III**Powers and Functions of the Chancellor****5. Chancellor**

- (1) The Governor of the State shall be the ex-officio Chancellor of the University.
- (2) The Chancellor shall have the following powers namely :-
 - (a) to constitute the Academic Council and Board of Management of the University in accordance with the provisions of this Act and the Statutes;
 - (b) to give direction, take action or do anything as required under the provisions of this Act and the Statutes;
 - (c) to cause an inspection by such person, as he may direct, of any work, activity or examination of the University, College, Regional Centre and Study Centres;
 - (d) to cause an enquiry into any matter related to administration or the finances of the University; and
 - (e) to give his views or advice to the Vice-Chancellor in matter wherein an inspection or enquiry has been made under clause (c) or clause (d)

6. Inspection or enquiry and direction by the Chancellor

- (1) Where an inspection or enquiry has been ordered by the Chancellor of the University under Section 5, the University may depute one of its officers to represent it in such inspection or enquiry.
- (2) The result of the inspection or enquiry and the advice, if any, of the Chancellor shall be communicated by the Chancellor to the Vice-Chancellor;
- (3) the result and the advice referred to in sub-section (2) shall be communicated by the Vice-Chancellor with his comments to the Board of Management for such action as the Board may propose to take and the action so taken shall be communicated to the Chancellor through the Vice-Chancellor.
- (4) Where the Board of Management fails, within reasonable time, to

take any action as required in the result of the inspection or enquiry or in the advice given by the Chancellor or does not take action to the satisfaction of the Chancellor, a direction may be issued by the Chancellor and the Board of Management shall comply with such direction.

CHAPTER-IV

Officers of the University

7. Officers of the University

The following shall be the officers of the University, namely :-

- (a) Vice-Chancellor;
- (b) Pro-Vice-Chancellor;
- (c) Directors;
- (d) Registrar;
- (e) Controller of Examinations;
- (f) Finance Officer; and
- (g) any other person declared by the Statutes to be the officer of the University.

8. Vice-Chancellor

- (1) There shall be a Vice-Chancellor of the University who shall be appointed by the Chancellor in such manner, for such period and on such terms and conditions as may be prescribed by the Statutes.
- (2) Notwithstanding anything contained in sub-section (1), the first Vice-Chancellor of the University shall be appointed by the Chancellor after consultation with the State Government for a period not exceeding three years on such terms and conditions as the Chancellor may determine.
- (3) The Vice-Chancellor shall be the principal academic and executive officer of the University and shall exercise supervision and control over all the affairs of the University.
- (4) The Vice-Chancellor shall, where immediate action is called for, have power to make an order so as to exercise any power or perform

any function which is exercised or performed by any Authority of the University under this Act or Statutes.

Provided that any person, who is aggrieved by an order made by the Vice-Chancellor under this sub-section, may prefer an appeal before the Board of Management within ninety days of the date on which the order is made and the said Board may confirm, reverse or modify the said order.

- (5) The Vice-Chancellor may, on being satisfied that any action taken or order made by any Authority of the University is not in the interests of the University or beyond the powers of such Authority, require the Authority to review its action or order.
- (6) Where the Authority, on being required under sub section (5), refuses or fails to review its action or order within sixty days of such order, the matter may be referred to the Chancellor whose decision shall be final.

9. Appointment of the Officers other than the Vice-Chancellor

The officers, other than the Vice-Chancellor of the University referred to in Section 7 shall be appointed in such manner, for such period, on such terms and conditions and shall exercise such powers and perform such functions as may be prescribed by the Statutes.

CHAPTER-V

Authorities of the University

10. Authorities of the University

The following shall be the Authorities of the University, namely;-

- (a) Board of Management;
- (b) Academic council;
- (c) Finance Committee;
- (d) Planning Board; and
- (e) any other body constituted as, or declared to be the Authority of the University under the Statutes

11. Board of Management

- (1) There shall be a Board of Management of the University which shall be the principal executive body of the University. The Chancellor shall, as soon as the first Vice-Chancellor is appointed, take action to constitute such a Board in accordance with the provisions of the Statutes.
- (2) The Board of Management shall consist of such members, exercise such powers and perform such functions as may be prescribed by the Statutes.

12. Academic Council

- (1) There shall be an Academic Council of the University which shall be the principal academic body of the University and shall exercise supervision and control over and be responsible for the maintenance of the standards of education, teaching, examination and other academic matters. The Chancellor shall, as soon as the first Vice-Chancellor is appointed, take action to constitute such a council in accordance with the provisions of the Statutes.
- (2) The Academic Council shall consist of such members, exercise such powers and perform such functions as may be prescribed by the Statutes.

13. Finance Committee

- (1) There shall be a Finance Committee of the University which shall consist of such members, exercise such powers and perform such functions as may be prescribed by the Statutes.
- (2) The annual accounts, the annual financial estimates of the University and the proposals for the revision of pay scales and grades shall be considered and examined by the Finance Committee before being submitted to the Board of Management.
- (3) The Finance Committee shall do such other acts in such manner as may be prescribed by the Statutes.

14. Planning Board

- (1) There shall be a Planning Board of the University which shall be the principal planning body and shall also be responsible for the monitoring of developments on the lines indicated in the objects of the University.
- (2) The Planning Board shall consist of such members, exercise such powers and perform such functions as may be prescribed by the Statutes.

15. Other Authority

A body constituted or declared under the Statutes to be the Authority of the University under clause (d) of Section 10 shall consist of such members, shall exercise such powers, perform such functions subject to such conditions as may be prescribed by the Statutes.

CHAPTER-VI**Statutes, Ordinances and Regulations****16. Statutes**

- (1) The Statutes of the University shall contain such instructions, directions, procedures and details as are necessary to be laid down under and in accordance with the provisions of this Act.
- (2) The Statutes as contained in the Schedule to this Act and as amended from time to time shall be binding on all Authorities, officers, teachers, students and employees of the University and persons connected with the affairs of the University.
- (3) The Board of Management shall have the power to make any amendment in the Statutes contained in the Schedule to this Act; provided that the said Board shall not amend any Statutes affecting the constitution, statutes or power of any Authority of the University without affording to such Authority a reasonable opportunity of making a representation on the proposed changes.
- (4) Any amendment to the Statutes, whether by adding, deleting or in any other manner, shall not take effect unless the Chancellor has, after consultation with the State Government, assented to it. The

Chancellor may, after the said consultation and on being satisfied that assent be not given, withhold assent or return the proposal for amendment to the Board of Management for re-consideration in light of the observations, if any, made by him.

- (5) Notwithstanding anything contained in sub-section (3) of sub-section (4), the Chancellor shall have the power to amend, after consultation with the State Government, whether by adding, deleting or in any other manner, the Statutes contained in the Schedule within a period of one year from the commencement of this Act.
- (6) An amendment to the Statutes shall come into force on the date of its publication in the official Gazette.

17. Ordinances of the University

- (1) Subject to the provisions of this Act and the Statutes contained in the Schedule, as amended from time to time, the ordinances of the University may be made for all or any of the following matters, namely :-
 - (a) the courses of study, admission of students, fees, qualification requisite for any degree, diploma or certificate and the grant of fellowship;
 - (b) the conduct of examination including the appointment of examiners and their terms and conditions;
 - (c) management of colleges, institutions, Regional Centres, research bodies and other agencies admitted to the privileges of the University; and
 - (d) any other matter required by the Statutes to be dealt by or under the ordinances.
- (2) The first Ordinances of the University shall, as soon as may be after the commencement of this Act, be made by the Vice-Chancellor with the previous approval of the State Government and may be amended (by adding, deleting or in any other manner) at any time by the Board of Management in such manner as may be prescribed by the Statutes.

18. Regulations

An Authority of the University shall have the power to make regulations, in the manner as may be prescribed by the Statutes, for the conduct of its affairs and the affairs of the committee constituted by such Authority. Such regulations shall not be inconsistent with the provisions of this Act, the Statutes and the Ordinances of the University.

CHAPTER- VII**Annual report, Annual Accounts, etc.****19. Annual Report**

- (1) The annual report of the University shall be prepared by the Registrar of the University under the direction of the Board of Management.
- (2) The annual report shall, among other things, set out the steps taken by the University for the fulfilment of its objects.
- (3) The annual report shall be submitted to the Chancellor on or before the date as may be prescribed by the Statutes.

20. Annual Accounts

- (1) The annual accounts of the University including the balance sheet shall be prepared under the direction of the Board of Management and shall at least once in the accounting year of the University and at intervals of not more than fifteen months, be audited by the Accountant-General of the State or the Officer authorised by the Accountant General.
- (2) A copy of the annual accounts including the balance sheet and the copy of the audit report together with the observations, if any, of the Board of Management shall be submitted to the Chancellor.
- (3) The observations, if any, made by the Chancellor on the annual accounts shall be brought to the notice of the Board of Management and the comments of the Board on such observations shall be submitted to the Chancellor.

21. Conditions of service for employees

- (1) a person may be appointed by the Vice-Chancellor or an officer specially authorised by him in this behalf as a teacher or an employee of the University by a contract in writing which shall not contain any condition contrary to any provision of this Act, the Statutes and the Ordinances of the University.
- (2) The Original contract shall be kept on the record of the University and a copy thereof shall be given to the person employed.

22. Provident Fund and Pension Fund

- (1) The University shall, for the benefit of its teachers and employees, create a provident fund or a pension fund or formulate an insurance scheme in such manner and subject to such conditions as may be prescribed by the Statutes.
- (2) Where a provident fund or a pension fund has been created, the provisions of the Provident Funds Act, 1925 (Central Act 19 of 1925) shall apply to such a fund.

23. Dispute relating to appointment as member of an Authority

If any dispute arises as to whether any person was duly nominated, elected or appointed to any Authority or body of the University, the matter shall be referred to the Chancellor whose decision shall be final.

24. Temporary vacancy in any Authority or body of the University

Any temporary vacancy, other than that of a ex-officio member, in any Authority or body of the University shall, as soon as may be, be filled in the manner as is prescribed for nomination, election or appointment in the case of a permanent vacancy and a person filling a temporary vacancy shall become a member of such Authority or body for the residue of the term for which the person whose place he fills would have been a member.

25. Vacancy not to invalidate a proceeding

No act done or proceedings taken by any Authority or body of the University shall be called in question or held to be invalid merely by reason of any vacancy in such Authority or body.

26. Power to remove difficulties

Where any difficulty arises in giving effect to any provision of this Act, the State Government may, by notification in the Official Gazette, make such order as appears to be necessary or expedient and as is not inconsistent with any provision of this Act.

Provided that no such order shall be made after the expiry of three years from the commencement of the Act.

27. Power to transfer a regional, study centre, institution, etc.

The State Government shall have power to transfer any Regional Centre, Study Centre or institution from or to the University, by notification in the Official Gazette, on such terms and conditions as may be specified in such notification.

28. Power to appoint government servants

Notwithstanding anything contained in any provision of this Act, the State Government may, on the commencement of this Act, or at any time thereafter, appoint, on deputation or otherwise, a Government Servant in the vacancy of an officer of the University for such period as it may deem necessary.

29. Statutes, Ordinances and regulation to be published in official Gazette and laid in the Legislative Assembly

- (1) Every Statute, Ordinance of the University or Regulation made (by amendment or otherwise) from time to time shall be published in the Official Gazette.
- (2) Every Statute, Ordinance of the University or Regulation made by amendment or otherwise after the commencement of this Act shall be laid as soon as may be after it is made, before the House of the State Legislative while it is in session for a total period of thirty days which may be comprised in one session or in two or more successive sessions and if, before the expiry of the session immediately following the session or successive sessions aforesaid, the House agrees in making any modification in such Statute, Ordinance or Regulation or the House agrees that the Statute, Ordinance or Regulation should not be made, the Statute, Ordinance

or Regulation shall thereafter have effect only in such modified form or be of no effect, as the case may be, so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under the Statutes, Ordinance or Regulation.

30. Repeal and Savings

- (1) The Vardhaman Mahaveer Open University Ordinance, 1987 (Ordinance No.11 of 1987) is hereby repealed.
- (2) Notwithstanding such repeal, all things done, actions taken or orders made under the said Ordinance shall be deemed to have been done or taken or made under this Act.

**THE RAJASTHAN UNIVERSITIES' TEACHERS AND
OFFICERS (SELECTION FOR APPOINTMENT) ACT NO.18
OF 1974.**

(As amended to date)

An Act

To provide for special conditions of service of teachers and officers of the universities in Rajasthan and for matters connected therewith.

Be it enacted by the Rajasthan State Legislative Assembly in the twenty-fifth year of the Republic of India as follows :-

+1. Short title and extent

- (1) This Act may be cited as the Rajasthan Universities' Teachers and officers (Selection for appointment) Act, 1974
- (2) It extends to the whole of the State of Rajasthan.

2. Definitions

- (1) In this Act, unless the subject or context otherwise requires:-
 - ** (i) Omitted
 - (ii) "Faculty concerned" means the faculty of the University concerned in which :-
 - (a) a vacancy in the post of a teacher is to be filled up by selection, or
 - ** (b) Omitted
 - (iii) "Head of Department concerned" means the Head of Department of a subject taught in the faculty concerned and includes any person who, for the time being, performs the functions of the Head of Department in the University concerned in accordance with the relevant law;
 - (iv) "Officer" means the Registrar, the Deputy Registrar, the Asstt. Registrar or the Librarian of a University and includes any other officer by whatever name designated and declared by the statutes to be an officer of that University;
 - *(v) "Rules" mean rules made by the Syndicate under this Act;
 - (vi) "Relevant law" means an enactment of the Rajasthan State Legislature establishing a University in Rajasthan, and it includes the statutes, ordinances, bye-laws, rules, notifications or orders made thereunder and as amended from time to time.

+As amended by the Rajasthan Universities' Teachers and Officers (Special Conditions of Service)(Amendment) Act No. 18 of 1984.

*As amended by the Rajasthan Universities' Teachers and Officers (Special Conditions of Service)(Amendment) Act No. 24 of 1976.

**As deleted by the Rajasthan Universities' Teachers and Officers (Special Conditions of Service)(Amendment) Ordinance, 1997.

- +(vii) “Schedule” means a schedule to this Act;
 - +(viii) “Syndicate” in relation to a University means the syndicate and where there is no syndicate, the Board of Management or such other body, by whatever name called, of that University constituted by the relevant law;
 - *(ix) “Teachers” means a Professor, Reader or a Lecturer of any faculty of a University and such other person, by whatever name designated by or under the relevant law, imparting instruction, or conducting and guiding research or extension programmes in a University;
 - (x) “University” means a University established in Rajasthan by an Act of the State Legislature;
 - ****(xi) “University concerned” means the University in which a vacancy in the post of a teacher or an officer is to be filled up, or an ex-cadre post of a Professor or a Reader is to be filled up by personal promotion, of a Reader is to be filled up, by of a Lecturer, in accordance with and under this Act, and
 - +(xii) “Vice-Chancellor” means the Vice-Chancellor of the University concerned, and includes any person who, for the time being, is carrying on the functions of the office of the Vice-Chancellor of the University concerned according to the relevant law.
- (2) All other expressions used but not defined in this Act shall have the meaning respectively assigned to them under the relevant law.

3. Restrictions on appointments of teachers and officers

- (1) Notwithstanding anything contained in the relevant law, as from the commencement of this Act, no teacher and no officer in any University in Rajasthan shall be appointed except on the recommendations of the Selection committee constituted under Section 4.
- ** (2) Every appointment of a teacher or of officer in any University made in contravention of sub-section (1) shall be null and void. Provided that the University may, with prior permission of the State Government extend the term of appointment of such and hoc or urgent tempoary teachers who were apponintment as stop gap arangement prior to and working as such immendiately before the commencement of the Rajasthan Universities Teachers and Officers (Selection for

+As amended by the Rajasthan Universities’ Teachers and Officers(Special Conditions of Service) (Amendment) Act No. 18 of 1984.

*As amended by the Rajasthan Universities’ Teachers and Officers (Special Conditions of Service)(Amendment)Act No. 24 of 1976.

**As amended by the Rajasthan Universities’ Teachers and Officers (Selection for Appointment) (Amendment)Act 2003.

****As amended by the Rajasthan Universities’ Teachers and Officers (Selection for Appointment) (Amendment)Ordinance 1987.

appointment Amendment Act, 2003 (Act No. 7 of 2003) for a period of six months at a time until regular appointment are made in accordance with sub-section (1).

+

*** (3) Omitted

*** Explanation**

The expression “appointed” in sub-section (1) shall mean appointed initially and not appointed by way of promotion.

4. Appointment of officers on deputation

1. Notwithstanding anything to the contrary contained in this Act or the relevant law, if the Vice-Chancellor of the University concerned is of the opinion that-

(a) efficient and proper management of the administrative affairs of the University so requires; or

** (b) for any good reason, the University is not able easily to fill up a vacancy in the post of Registrar in that University in accordance with the provisions contained and the procedure provide else where in this act and the relevant law;

** (c) Omitted

he may make a request in writing to the State Government to place the services of an officer of the State Government having administrative experience in the affairs of the State of at least five years, at the disposal of that University for appointing him to the post of the Registrar of the University for a period not exceeding three years in the first instance and the State Government may, after considering such a request, place the service of such an officer of the State Government at the disposal of the University for such appointment and thereupon an authority in the University concerned competent to make appointment to the post of Registrar, shall appoint such officer of the State Government as Registrar of that University for a period not exceeding the period as aforesaid.

2. An appointment of an officer of the State Government as Registrar of any University shall for all purposes be valid and shall not be liable to be questioned on the ground that the appointment has been made in contravention of any other provision of this Act or of the relevant law, whether such contravention relates to the qualifications or experience laid down about eligibility for appointment to the post of Registrar in that University or to the

*As amended by the Rajasthan University Teachers and Officers (Special Conditions of Service) (Amendment) Act No. 18 of 1984.

**Deleted by the Rajasthan Universities’ Teachers and Officers (Selection for Appointment)(Amendment)Act, 2003.

***Deleted by the Rajasthan Universities’ Teachers and Officers (Selection for Appointment)(Amendment) Act, 2003.

+As amended by the Rajasthan Universities’ Teachers and Officers Special Conditions of Service) Act No. 10 of 1984.

procedure provided for selecting or appointing a person to such post in this Act or in such law, or both.

3. If a further request in writing of the nature referred to in sub-section (1) is made by the Vice-Chancellor of the University concerned the term of deputation of the officer of the State Government appointed as Registrar of that University under the said sub-section may be agreed to by the State Government to be extended for a further period not exceeding one year.

4. Notwithstanding anything to the contrary contained in the relevant law or elsewhere in this Act,

(a) The finance officer (by whatever name designated in a University) to be appointed as such in the University concerned shall, and

(b) An Engineer, a Security Officer, an Officer on Special Duty, an Estate officer or such other officer or officer (by wherever name or designation a University) as may be specified in the rules, may be an officer of the State Government sent on deputation for that purpose to such University.

*5. Constitution of Selection Committees

(1) For every selection of a teacher or of an officer in a University, there shall be constituted a committee consisting of the following:-

(i) Vice-Chancellor of the University concerned, who shall be the Chairman of the committee;

(ii) An eminent educationist to be nominated by the Chancellor for a period of one year;

(iii) An eminent educationist to be nominated by the State Government for a period of one year;

(iv) One member of the syndicate to be nominated by the State Government for a period of one year; and

(v) Such other persons as members specified in column 2 of the schedule for the selection of the teachers and officers mentioned in column 1 thereof;

Provided that where the appointment of a teacher is to be made in the Faculty of Agriculture in any University or in any University College imparting instruction or guiding research in agriculture, there shall be one more expert nominated by the syndicate out of a panel of names recommended by the Indian Council of Agriculture Research.

Provide further that the selection committee for teaching posts in the Faculty of Engineering and Technology shall also include an expert to be nominated by the syndicate out of a panel of names recommended by the All India Council of Technical Education.

* As amended by the Rajasthan Universities' Teachers and Officers (Special Conditions of Service) (Amendment) Act No. 24 of 1976.

- ***(2)** The eminent educationists nominated under clause (ii) and clause (iii) of sub-section (1) and the member of the Syndicate nominated under clause (iv) of the said sub-section shall be members of every selection committee constituted during the course of one year from the date of his nomination.

Provided that the member of a selection committee nominated under clauses (ii),(iii) or (iv) of sub-section (1) shall continue to be the member of every selection committee even after the expiry of his term until a fresh nomination is made by the Chancellor or, as the case may be, the State Government subject, however, that fresh nomination of such member for a selection committee shall be made within a period not exceeding three months from the date of expiry of his term.

- +**(3)** No person shall be eligible to be nominated as an expert on any selection committee in any one year if he has been a member of any two selection committees during the course of the same year.

(6) Procedure of Selection Committee

- ++**(1)** The quorum required for the meeting of a selection committee constituted under Selection 5 Shall not be less than five, out of which at least two shall be the experts, if the Selection to be made is for the post of Professor or Reader and atleast one shall be expert, if the selection to be made is for the post of a Lecturer or any other post of a teacher equivalent thereto. The quorum required for the meeting of a Selection Committee for the selection of non-teaching posts shall be not less than one-half of the number of members of the Selection Committee, out of which at least one shall be an expert.
- (2)** The Selection Committee shall make its recommendations to the Syndicate. If the Syndicate disapproves the recommendations of the Selection Committee, the Vice-Chancellor of the University concerned shall submit such recommendations alongwith reasons for disapproval given by the Syndicate to the Chancellor for his consideration and the decision of the Chancellor thereon shall be final.
- (3)** Every Selection Committee shall be bound by the qualifications laid down in the relevant law of the University concerned for the post of a teacher or, as the case may be, of an officer.

*As amended by the Rajasthan Universities' Teachers and officers (Special conditions of Service) (Amendment) Act No. 9 of 1977.

+As amended by the Rajasthan Universities' Teachers and officers (Special conditions of Service) (Amendment) Act No. 24 of 1976.

++As amended by the Rajasthan Universities' Teachers and officers (Special conditions of Service) (Amendment) Act No. 18 of 1984.

- * (4) The Selection Committee, while making its recommendations to the Syndicate under sub-section (2), shall prepare a list of candidates selected by it in order of merit and shall further prepare a reserve list in the same order and to the extent of 50% of the vacancies in the posts of teachers or officers for which the Selection Committee was constituted under sub-section (1) of Section 5 and shall forward the main list and the reserve list alongwith its recommendations to the Syndicate.
- *7. **Disqualification for sitting as member in selection committees** A person shall be disqualified from sitting as a member of any selection committee and from taking part in any selection under this Act if he is personally interested in a candidate seeking selection to the post of a teacher or an officer in any University.
- *8 **Vacancy or defect not to invalidate selections**
Subject to the provisions as to the requirement of quorum, no act, proceeding or selection made by a Selection Committee shall be questioned on the ground of the existence of any vacancy or defect in the nomination of a member of such committee.
- *9 **Transfer of officers**
(1) The Chancellor may, for administrative reasons, transfer an officer of a University to any other University.
(2) Such officer upon his transfer shall carry with him to the University to which he is transfered such other conditions of service as may be specified in the order of transfer.
- +10 **Reservation of posts**
Notwithstanding anything contained in the relevant law, as from the date of commencement of the Rajasthan Universities' Teachers and officers (Special Conditions of Service) (Amendment) Act, 1984, there shall be reserved by the University concerned, 16% posts for scheduled Castes and 12% posts for Scheduled Tribes candidates for appointment to the posts of teachers and officers to be appointed in the University in pursuance of every selection made under this Act;
Provided that if, in any selection, persons belonging to such castes or such tribes are not appointed in such percentage as is provided for in this selection whether by reason of their not having applied for selection or by reason of their not having been selected, the number of posts by which such percentage falls short shall be carried forward up to a maximum period of three years.

*As amended by the Rajasthan Universities' Teachers and officers (Special conditions of Service) (Amendment) Act No. 24 of 1976.

+As amended by the Rajasthan Universities' Teachers and officers (Special conditions of Service) (Amendment) Act No. 18 of 1984.

+11. Transitional provisions relating to ex-cadre promotion Scheme.
 “Personal promotion granted against ex-cadre posts under the erstwhile Scheme of personal promotion, shall be entirely personal to the Teacher concerned and the ex-cadre post to which such personal promotion was granted shall cease to exist as soon as the teacher promoted to such a post ceases to hold that post permanently for any reason whatsoever, and on his ceasing to hold such ex-cadre post the original post from which such personal promotion was made of a teacher shall revive.

12. Act to have over-riding effect

- (1) The provisions of this Act shall have effect notwithstanding anything contained in the relevant law.
- (2) So much of the relevant law as provides for the matters covered by this Act shall, as from the commencement of this Act, cease to have effect as respects those matters.

***13. Power to make rules**

The Syndicate of the University concerned may make rules for carrying out the provisions of this Act.

14. Repeal and Saving

- (1) The Rajasthan Universities’ Teachers and Officers (Special Conditions of Service) Ordinance, 1974 (Ordinance No. 17 of 1974) promulgated on the 21st day of July, 1974 is hereby repealed.
- (2) Notwithstanding such repeal, anything done or any action take under the said Ordinance shall be deemed to have been done or taken under the corresponding provisions of this Act as it this Act has commenced on the 21st day of July 1974.

Sec. 16 of the Rajasthan Universities Teachers’ and officers special Conditions of Service Amendment) Act. 1984.

Saving and Validation

Notwithstanding the expiry of the Rajasthan Universities’ Teachers and officers (Special Conditions of Service) (Amendment) Ordinance, 1983 (7 of 1983), all actions taken or things doen:-

- (a) during the period the said Ordinance was in force; or
- (b) during the period commencing with the expiry of the said Ordinance and extending upto the date of commencement of this

Act,

If taken or done in accordance with the provisions of the Principal Act as amended by the said Ordinance shall be and shall be deemed always to have been lawfully or validly taken or done and shall not be liable be questioned before any Court, Tribunal or Authority by any person or authority on the ground that the said Ordinance was not in force.

* As amended by the Rajasthan Universities Teachers and Officers (Special Conditions of Service) (Amendment) Ordinances, 1997.

+ As amended by the Rajasthan Universities Teachers and officers (Special conditions of Service)(Amendment) Act No.18 of 1984.

****First Schedule**

- | | |
|--|--|
| <p>1. Dean of Associate Dean of College or Dean of Student Welfare and Director of the School of Basic Sciences & Humanities, Director of Research Station, Director of Agricultural Experiment Station, Director of Extension Education and Associate Director or any other teacher having his pay in the scale not lower than that of the Professor.</p> | <p>Three experts not connected with the University concerned to be nominated by the Vice-Chancellor of the University concerned out of a panel of names recommended by the Academic Council of such University.</p> |
| <p>2. Professor</p> | <p>* (i) Dean as, as the case may be, Chairman of the faculty if he is a Professor; with reference to the Agriculture wing of the Mohan Lal Sukhadia University, however, the Chairman of the faculty concerned, the Dean or, as the case may be, the Director of the College concerned, the Director, Research, concerned and the Director, Extension Education.</p> <p>+ (ii) Head of the Department concerned if he is a Professor; otherwise the seniormost Professor in the Department.</p> <p>(iii) Three experts not connected with the University concerned having special knowledge in the subject in which a Professor is to be appointed to be nominated by the Vice-</p> |

** As amended by the Rajasthan Universities' Teacher and Officers (Special conditions of Service) (Amendment) Act No. 24 of 1976.

*As amended by the Rajasthan Universities' Teachers and Officers (Special conditions of Service) (Amendment) Act No. 18 of 1984.

+As amended by the Rajasthan Universities' Teachers and Officers (Special conditions of Service) (Amendment) Act No. 18 of 1984.

- Chancellor of the University concerned out of a panel of names recommended by the Academic Council of such University.
3. Reader, Lecturer and any other teacher having his pay in the scale of a Reader or a Lecturer but lower than that of the Professor.
- *(i) Dean or, as the case may be, Chairman of the Faculty if he is a Professor; with reference to the Agriculture wing of the Mohan Lal Sukhadia University, however, the Chairman of the Faculty concerned. The Dean or, as the case may be, the Director, Research, concerned and the Director, Extension Education.
- *(ii) Head of the Department concerned if he is a Professor, otherwise the seniormost Professor in the Department.
- +(iii) Two experts not connected with the University concerned having special knowledge in the subject in which a Reader, Lecturer or any other such teacher is to be appointed to be nominated by the Vice-Chancellor of the University concerned out of a panel of names recommended by the Academic Council of such University.
4. Registrar, Deputy Registrar, Assistant Registrar or any other officer having the pay scale equivalent to or lower than that of the Registrar and Deputy Registrar but not lower than that of the Asstt. Registrar.
- One expert not connected with the University concerned to be nominated by the Vice-Chancellor of such University

* As amended by the Rajasthan Universities' Teachers and Officers (Special conditions of Service) (Amendment) Act No. 9 of 1977.

+ As amended by the Rajasthan Universities' Teachers and Officers (Special conditions of Service) (Amendment) Act No. 18 of 1984.

- | | | |
|----|---|--|
| 5. | Librarian | Three experts not connected with the University concerned having special knowledge of Library Science and Library Administration to be nominated by the Vice-Chancellor of the University concerned out of a panel of names recommended by the Syndicate of such University. |
| 6. | Deputy Librarian, Assistant Librarian or Junior Technician in the Library any other officer in the Library having his pay in a scale not lower than that of the Lecturer. | Two experts not connected with the University concerned having special knowledge of Library Science and Library Administration to be nominated by the Vice-Chancellor of such University. |

+ Explanations:

- I The expression “expert or experts not connected with the University concerned”, wherever used in the Schedule, shall mean such experts who are neither in the employment of the University concerned nor are members of the Senate, Board of Management, Syndicate or the Academic Council of such University at the time when the Selection Committee is constituted.
- +II There or, as the case may be two experts to be nominated by the Vice-Chancellor of the university concerned for the selection of the teacher specified at serial numbers 1, 2 and 3 in column 1 of the Schedule shall be chosen by him on the advice of a committee consisting of a member of the Rajasthan Public Service Commission who will be the Chairman of the Committee consisting of a member of the Rajasthan Public Service Commission to be nominated by the Chairman of the Committee the eminent educationist nominated under clause (iii) of sub-section (i) of Section 5 and the member of the said Syndicate nominated under clause (iv) of the sub-section of the said section and said committee shall from out of the Academic Council recommend to the Vice-Chancellor of the University concerned names of at least twelve experts for each Selection Committee which shall be in order of priority.

+As amended by the Rajasthan Universities’ Teachers and Officers (Special conditions of Service) (Amendment) Act No. 18 of 1984.

+* SECOND SCHEDULE

Omitted

- * As amended by the Rajasthan Universities' Teachers and Officers (Special conditions of Service) (Amendment) Act No. 18 of 1984.
- + As deleted by the Rajasthan Universities' Teachers and Officers (Selection for appointment (Appointment) Ordinance, 1997.

राजस्थान राज-पत्र, मई 7, 1999

Law (Legislative Drafting) Department

NOTIFICATION

Jaipur, May 7, 1999

F2 (3) Vidhi/2/99.-In pursuance of clause (3) of Article 348 of the Constitution of India, the Governor is pleased to authorise the publication in the Rajasthan Gazette of the following translation in the English language of the Rajasthan (Lok Sewaon Mein Niyuktion Ka Viniyaman Aur Staff ka Suvyavashtikaran) Act, 1999 (1999 Ka Adhinyam Sankhya 6):-

(Authorised English Translation)

**THE RAJASTHAN (REGULATION OF APPOINTMENTS TO PUBLIC SERVICES
AND RATIONALISATION OF STAFF) ACT, 1999**

(Act No. 6 of 1999)

(Received the assent of the Governor on the 05th day of May, 1999) .

An Act

to regulate appointments and prohibit irregular appointments in offices and establishments under the control of the State Government, local authorities, public corporations and Universities etc., and matters connected therewith and incidental thereto.

Be it enacted by the Rajasthan State Legislature in the Fiftieth Year of the Republic of India as follows:-

1. Short title, extent and commencement: This Act may be called the Rajasthan (Regulation of Appointments to Public Services and Rationalisation of Staff) Act, 1999.
 - (2) It extends to the whole of the State of Rajasthan.
 - (3) It shall come into force at once.
2. Definitions. - In this Act, unless there is anything repugnant in the subject or context,
 - (i) "Competent Authority" means the officer or authority specified by the State Government by notification to exercise the powers and perform the functions of a competent authority under this Act and different authorities may be specified for different purposes with

respect to different districts,^{राजस्थान राज-पत्र, मई 7, 1999.} different departments or different institutions;

(ii) “daily wage employee” means any person who is employed in any public service on the basis of payment of daily wages and includes a person employed, on the basis of nominal muster roll or consolidated pay either on full time or part time or piece rate basis, or as a workcharged employee, and also includes any other similar category of employees, by whatever designation called, other than, those who are selected and appointed on a sanctioned post in accordance with the relevant rules on a regular basis;

(iii) “Government Company” means any company incorporated under the Companies Act, 1956 (Central Act No. 1 of 1956) in which not less than fifty one percent of the paid up share capital is held by the State Government and includes a company which is subsidiary of such a Government Company;

(iv) “local authority” means,

- (a) a Panchayati Raj institution established under the Rajasthan Panchayati Raj Act, 1994 (Act No.13 of 1994);
- (b) a municipality, constituted under the Rajasthan Municipalities Act, 1959 (Act No. 38 of 1959); and
- (c) any other local bodies, corporations and Universities, etc. established or declared as local bodies under any Rajasthan law for the time being in force;

(v) “public service” means services in any office or establishment

of,

- (a) the State Government;
- (b) a local authority;
- (c) a Government Company or undertaking wholly owned or controlled by the State Government;
- (d) a body established under any law made by the Legislature of the State whether incorporated or not, including a University; and (e) any other body established by the State Government or a society registered under any law relating to the registration of societies for the time being in force and receiving funds from the State Government

राजस्थान राज-पत्र, मई 7, 1999

either fully or partly for its maintenance, or any educational institution whether registered or not but receiving aid from the State Government.

Explanation: For the purpose of this clause, engagement of persons on muster rolls in respect of works for reliefs against natural calamities shall not be deemed to be 'public service'.

3. Application - The provisions of this Act shall apply to all public services.
4. Prohibition of daily wage appointments and regulation of temporary appointments- (1) The appointment of any person in any public service to any post, in any class, category or grade as a daily wage employee shall be prohibited.
(2) No urgent temporary appointment shall be made in any public service to any post, in any class, category or grade without the prior permission of the competent authority and such appointments shall also be consistent with such conditions may be imposed by the competent authority.
5. Prohibition of creation of posts- (1) No post shall be created in any office or establishment relating to a public service without the previous sanction of the competent authority.
(2) Any appointment made to any post created in violation of sub-section (1) shall be invalid and the provisions of Sections 8, 9 and 15 shall *mutatis mutandis* apply to such appointments.
6. Prohibition of revision of pay, allowances, prerequisites, honorarium, compensatory allowances, etc. - No revision of pay, allowances, prerequisites, honorarium, compensatory allowances, etc. in respect of any employee elected or nominated member, chairperson or any office bearer etc. of the establishments or offices mentioned under Section 3 of this Act, shall be made without the approval of competent authority.
7. Regulation of recruitment- No recruitment or appointment other than those referred to in sub-section (2) of Section 4, in any public service to any post in any class, category or grade shall be made except,
 - (a) from the panel of candidates selected and recommended for appointment by the Rajasthan Public Service Commission where the post is within the purview of the said Commission; or

राजस्थान राज-पत्र, मई 7, 1999

- (b) from a panel prepared by a Selection Committee constituted for the purpose in accordance with the relevant rules or orders issued in that behalf; or
- (c) where recruitment or appointment otherwise than in accordance with clauses (a) and (b) is permissible, from the candidates having the requisite qualifications and in accordance with the relevant rules and/ or orders.

Explanation: For the removal of doubt it is hereby declared that nothing in this section shall apply to compassionate appointments made in favour of son/daughter/spouse of any person employed in public service who dies in harness in accordance with the relevant rules and/or orders issued from time to time.

8. Bills not to be passed- The Treasury Officer/Sub Treasury Officer or Accounts Officer or any other officer or authority who is charged with the responsibility of passing the salary bill shall not pass such first bill of any person appointed to public service unless a certificate issued by the Appointing Authority to the effect that the appointment has been made in accordance with the provisions of Section 7 or sub-section (2) of Section 4 is attached to the salary bill of the appointee concerned
9. ~~Bar to regularisation of services~~ No person who is a daily wage employee and no person who is appointed on an urgent temporary basis and is continuing as such at the commencement of this Act shall have or shall be deemed ever to have a right to claim for regularisation of services on any ground whatsoever and the services of such person shall be liable to be terminated at any time with due notice:

Provided that in the case of workmen falling within the scope of Section 25-F of the Industrial Disputes Act, 1947 (Central Act No. 14 of 1947), retrenchment compensation as may be payable under the said Act shall be paid in case of termination of services by way to retrenchment:

Provided further that nothing in this section shall apply to the workmen governed by Chapter V-B of the Industrial Disputes Act, 1947) (Central Act No. 14 of 1947).

Explanation: For the removal of doubts it is hereby declared that the termination of services under this section shall not be deemed to be dismissal or removal from service but shall only amount to retrenchment or termination

राजस्थान राज-पत्र, मई 7, 1999

simpliciter, not amounting to any punishment.

10. Power to give directions- For the purpose of enforcing the provisions of this Act, it shall be competent for the State Government, the Director of Treasuries and Accounts, the Director of Inspection, the Director of Local Fund Audit Department, the concerned Chief Account Officer, Financial Advisor/ Senior Accounts Officer, etc. or Head of the Department of the government or local authority to issue such directions as may be deemed fit to their subordinates and the subordinates shall comply with such directions and where any subordinate functionary is guilty of non-compliance with such directions, it shall be deemed that such functionary is guilty of misconduct and shall be liable to be proceeded against under the disciplinary rules applicable to him.
11. Abatement of claims- Notwithstanding anything contained in any judgement, decree or order of any civil court, tribunal or other authority, the claims for regular appointment of all daily wage employees and persons appointed on an urgent temporary basis, shall stand abated and accordingly,
 - (a) no suit or other proceeding shall be instituted or maintained in any civil court, tribunal or other authority by the daily wage or temporary appointees against the State Government or any other employer of public services specified under sub-clause (b) to (e) of clause (v) of Section 2 for the regularisation of the services;
 - (b) no civil court shall enforce any decree or order directing the regularisation of the services of such persons; and
 - (c) all suits or other proceedings pending in any civil court, or tribunal claiming the regularisation of services shall abate.
12. Review Committees- (1) After the date of commencement of *this Act*, the State Government may constitute a Review Committee with an officer not below the rank of a Secretary to the Government as the Chairperson and such number of members of such rank as it may deem fit to review,
 - (a) the existing staff pattern in any office or establishment employing persons belonging to any public service keeping in view the workload of such office or establishment; and
 - (b) the pay scales, allowances, *ex gratia* payments,

राजस्थान राज-पत्र, मई 7, 1999

bonus, pension, gratuity and other terminal benefits and perquisites applicable to the post belonging to any public service of such office or establishment keeping in view the qualifications and job requirements of each such post.

(2) After undertaking review under sub-section (1), the Review Committee shall submit a report alongwith its recommendations to the State Government for such action as may be prescribed by rules made in this behalf.

(3) The Review Committee shall regulate its own procedure for discharging the functions under this section. -

(4) All orders and decisions of the Review Committee shall be authenticated by the chairperson or a member authorised by him in this behalf.

Explanation: For the purpose of this section, Secretary to the government includes a Principal Secretary or Special Secretary to the government.

13. Review Committee to exercise the powers of a civil court in certain matters-

(1) The Review Committee constituted under Section 12 shall, while discharging the duties under this Act, have all the powers of a civil court while trying a suit under the Code of Civil Procedure, 1908 (Central Act No. V of 1908) in respect of the following matters, namely,

- (a) summoning and enforcing the attendance of any person and examining him on oath;
- (b) requiring the discovery and production of any document;
- (c) receiving evidence on affidavits;
- (d) requisitioning any public record or copy thereof from any court or office; and
- (e) issuing Commissions for the examination of witnesses or documents.

(2) For the purpose of discharging its duties, the Review Committee shall have the right to inspect or cause to be inspected any office or establishment referred to in sub-section (1) of Section 12.

14. Offences and punishments- (1) Any person or authority who contravenes the provisions of this Act shall, apart from the penalties otherwise provided

राजस्थान राज-पत्र, मई 7, 1999

for, on conviction by a competent court having jurisdiction be punishable with imprisonment for a term which shall not be less than six months and which may extend upto two years and also with fine which shall not be less than five thousand rupees but which may extend upto ten thousand rupees.(2) No court shall take cognizance of offence punishable under this section except on a complaint filed by a competent authority with the previous sanction of the State Government.

15. Penalties- (1) Where any holder of an elective office or any officer or functionary or other authority makes any appointment in contravention of the provisions of this Act,
- (a) in the case of the holder of an elective office, it shall be deemed that he has abused his position or power and accordingly, the competent authority, shall initiate proceedings for his removal, and
 - (b) in the case of an officer or functionary or other authority, it shall be deemed that he is guilty of misconduct and competent authority shall initiate action under the disciplinary rules applicable to him.
- (2) All appointments made in public service in contravention of the provisions of this Act shall be unauthorised and any payments made as a consequence of such appointments out of the funds of the State Government or of the concerned local authority or of other bodies or institutions as specified under sub-clauses (c) to (e) of clause (v) of Section 2, as the case may be, shall be deemed to be unauthorised, and the same shall be recoverable in the manner as may be prescribed, from the officer or functionary or other appointing authority who makes such appointments, and where the recovery is not possible in the prescribed manner, the same shall be recoverable as arrears of land revenue.
16. Penalty for abettors- Whoever abets any offence punishable under this Act shall be punished with the punishment provided for in this Act for such offence.
17. Offences by companies-(1) Where an offence punishable under the provisions of this Act is committed by a company, every person, who at the time of committing the offence was in charge of and was responsible to the company for the conduct shall be deemed to be guilty of the offence and shall be

राजस्थान राज-पत्र, मई 7, 1999

liable to be proceeded against and punished accordingly:

Provided that nothing contained in this sub-section shall render any such person liable to any punishment, if he proves that the offence was committed without his knowledge or that he had exercised all due diligence to prevent the commission of such offence

(2) Notwithstanding anything contained in sub-section (1), where any offence against the provisions of this Act has been committed by a company and it is proved that the offence has been committed with the consent or connivance of, or is attributable to any neglect on the part of, any Director, Manager, Secretary or other officer of the company, such functionary shall be liable to be proceeded against and punished accordingly.

Explanation: For the purpose of this section,

- (a) "Company" means a company as defined in the Companies Act, 1956 (Central Act No. 1 of 1956) and includes a University, a firm, a society or other association of individuals; and
- (b) "Director" means,
 - (i) in relation to a University established by law for the time being in force; or
 - (ii) in relation to a society or other association of individuals or bodies, registered, formed, constituted or established, as the case may be, under any law for the time being in force; or
 - (iii) in relation to any other institution, the person who, by whatever name designated, is empowered or entrusted with the powers to make appointments under the concerning law for the time being in force or otherwise, as the case may be.

- 18. Protection of action taken in good faith- No suit, prosecution or other legal proceedings shall lie against any person for anything which is in good faith done or intended to be done in pursuance of this Act or the rules made thereunder.
- 19. This Act shall have effect notwithstanding anything contained in any other law for the time being in force or in any rule, regulation, bye law, standing order made or resolution passed by any local authority, Government

राजस्थान राज-पत्र, मई 7, 1999

Company/Undertaking, other body or Society specified under sub-clauses (b) to (e) of clause (v) of Section 2, or in any judgement, decree or order of any court, tribunal or other authority.

20. Power to make rules- (1) The State Government may, by notification in the official Gazette, make rules for carrying out all or any of the provisions of this Act. (2) All rules made under this Act, shall be laid, as soon as may be after they are so made, before the House of the State Legislature, while it is in session, for a period of not less than fourteen days which may be comprised in one session or in two successive sessions and if before the expiry of the session in which they are so laid or in the session immediately following, the House of the State Legislature makes any modification in any of such rules or resolves that any such rules should not be made, such rules shall thereafter have effect only in such modified form or be of no effect, as the case may be, however that any such modification or annulment shall be without prejudice to the validity of anything previously done thereunder.

एस.के. गर्ग

Secretary to the Government.

Government Central Press, Jaipur

**THE RAJASTHAN PUBLIC EXAMINATION (PREVENTION
OF UNFAIR MEANS) ACT NO. 27 OF 1992.**

An Act

To prevent the leakage of question papers and use of unfair means at Public Examination and to provide for matters connected therewith and incidental there to.

Be it enacted by the Rajasthan State Legislature in the Forty third year of the Republic of India as follow :-

1. Short title, extent and commencement-
 - (1) This Act may be called the Rajasthan Public Examination (Prevention of Unfair means) Act, 1992.
2. It shall extend to the whole of the State of Rajasthan.
3. It shall come into force at once,
2. Definition- In this Act,
 - (a) “Examination Centre” means any place fixed for holding public examination and includes the entire premises attached there to;
 - (b) “public examination” means any of the examinations specified in the schedule.
 - (c) “unfair means” in relation to an examination while answering question in a public examination, means the unauthorised help from any person or from any material written, recorded or printed, in any form, whatsoever, or the use of any unauthorised telephonic wireless or electronic or other instrument or gadget; and
 - (d) the words and expressions used herein and not defined, but defined in the Indian Penal Code (45 of 1860) have the meanings respectively assigned to them in that code.
3. Prohibition of use of unfair means – No person shall use unfair means at any public examination.
4. Unauthorised possession or disclosure of disclosure of question paper - No person who is not lawfully authorised or permitted by virtue of his duties so to do shall before the time fixed for distribution of question papers to examinees at public examination,
 - (a) Procure or attempt to procure or possess, such question paper or any portion or copy thereof or,
 - (b) impart or offer to impart, information which he knows or has reason to believe to be related to, or derived from or to have a

bearing upon such question paper.

5. Prevention of leakage by person entrusted with examination work - No person who is entrusted with any work pertaining to public examination shall, except where he is permitted by virtue of his duties so to do, directly or indirectly divulge or cause to be divulged or make known to any other person any information or part thereof which has come to his knowledge by virtue of the work being so entrusted to him.
6. Penalty- whoever contravenes or attempts to contravene or abets the contravention of the provision of Section 3 or Section 4 or Section 15 shall be punished with imprisonment for a term which may extend to three years or with fine which may extend to two thousand rupees or both.
7. Penalty for offence with preparation to cause hurt- whoever commits an offence punishable under Section 6 having made preparation for, causing death of any person or causing hurt to any person or assaulting any person or for wrongfully restraining any person or for putting any person in fear of death or hurt or assault or wrongful restraint shall be punished with imprisonment for a term which may extend to three years and shall also be liable to fine which may extend to five thousand rupees.
8. Power to amend schedule – The State Government may by notification in the official Gazette, include if it considers necessary to apply portions of this Act and upon publication in the official Gazette, the schedule shall be deemed to have been amended accordingly.

The Schedule

(Section 2)

1. Any examination conducted by the Board of Secondary Education for Rajasthan under the Rajasthan Secondary Examination Act, 1957 (Act No.42 of 1957).
2. Any examination conducted by any University established by law in India.
3. Any examination conducted by the Rajasthan Public Service Commission or Union Public Service Commission.

भाग 4 (ख)
राज्यपाल, राजस्थान के अध्यादेश
विधि (विधायी प्रारूपण) विभाग
(ग्रुप-2)
अधिसूचना

जयपुर, अक्टूबर 15, 1997

संख्या 4 (3) विधि/2/97-राजस्थान राज्य के राज्यपाल द्वारा दिनांक 13 अक्टूबर, 1997 को बनाया तथा प्रख्यापित किया गया निम्नांकित अध्यादेश सर्वसाधारण की सूचनार्थ एतद्द्वारा प्रकाशित किया जाता है :-

राजस्थान विश्वविद्यालयों के अध्यापक तथा अधिकारी (नियुक्ति के लिए चयन)
(संशोधन) अध्यादेश, 1997
(1997 का अध्यादेश संख्या-1)

(राज्यपाल द्वारा दिनांक 13 अक्टूबर, 1997 को बनाया तथा प्रख्यापित किया गया है)
राजस्थान विश्वविद्यालयों के अध्यापक तथा अधिकारी (नियुक्ति के लिए चयन) अधि-
नियम, 1974 को और संशोधित करने के लिए अध्यादेश।

अतः राजस्थान राज्य विधान सभा सत्र में नहीं है और राजस्थान राज्य के राज्यपाल को इस बात का समाधान हो गया है कि ऐसी परिस्थितियां विद्यमान हैं जिनके कारण उनके लिए तुरन्त कार्यवाई करना आवश्यक हो गया है;

अतः अब भारत के संविधान के अनुच्छेद 213 के खण्ड (1) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए राज्यपाल भारत गणराज्य के अड़तालीसवें वर्ष में इसके द्वारा निम्नलिखित अध्यादेश प्रख्यापित करते हैं, अर्थात् :-

1. **संक्षिप्त नाम और प्रारम्भ :-** इस अध्यादेश का नाम राजस्थान विश्वविद्यालयों के अध्यापक तथा अधिकारी (नियुक्ति के लिए चयन) (संशोधन) अध्यादेश, 1997 है। (2) यह 3 मार्च, 1997 को और से प्रवृत्त हुआ समझा जायेगा।
2. **1974 के राजस्थान अधिनियम सं. 8 की धारा 2 का संशोधन -** राजस्थान विश्वविद्यालयों के अध्यापक तथा अधिकारी (नियुक्ति के लिए चयन) अधिनियम 1974 (1974 का राजस्थान अधिनियम सं. 18), जिसे इसमें आगे मूल अधिनियम कहा गया है, की धारा 2 की उपधारा (1) में -
(क) विद्यमान खण्ड (i-क) (ii-ख) हटाये जायेंगे; और
(ख) खण्ड (xi) के स्थान पर निम्नलिखित खण्ड प्रतिस्थापित किया जायेगा, अर्थात् :-
“(xi) “संबन्धित विश्वविद्यालय” से होगा विश्वविद्यालय अभिप्रेत है, जिसमें किसी अध्यापक या किसी अधिकारी के पद की रिक्ति इस अधिनियम और अनुसार भरी जानी है; और”।
3. 1974 के राजस्थान अधिनियम सं. 18 की धारा का प्रतिस्थापन - मूल अधिनियम की विद्यमान धारा 11 के स्थान पर निम्नलिखित प्रतिस्थापित किया जायेगा, अर्थात् :-

- “11. काडर-बाह्य पदोन्नति स्कीम के संबंध में अन्तःकालीन उपबन्ध – वैयक्तिक पदोन्नति की पूर्ववर्ती- स्कीम के अधीन काडर बाह्य पदों के प्रति दी गयी वैयक्तिक पदोन्नति संबंधित अध्यापक के लिए पूर्णतः वैयक्तिक होगी और जिस काडर बाह्य पद ऐसी वैयक्तिक पदोन्नति दी गयी थी वह उस पद पर पदोन्नत अध्यापक के द्वारा उस पद का धारण किसी बंद कर दिये जाने पर वह मूल पद, जिससे अध्यापक की ऐसी वैकल्पिक पदोन्नति की गयी थी पुनरुज्जीवित हो जायेगा”।
4. 1974 के राजस्थान अधिनियम सं. 18 की धारा का संशोधन' मूल अधिनियम की धारा 13 में आयी अधिनियम की धारा 13 में आयी अभिव्यक्ति “धारा 11 में अन्तर्विष्ट उपबंधों को छोड़कर” हटायी जायेगी।
5. द्वितीय अनुसूची का हटाया जाना – मूल अधिनियम की द्वितीय अनुसूची हटायी जायेगी।
6. व्यावृत्तियां – राजस्थान विश्वविद्यालयों के अध्यापक तथा अधिकारी (नियुक्ति के लिय चयन) (संशोधन) अध्यादेश, 1996 (1996 का अध्यादेश सं. 2) द्वारा यथा संशोधित मूल अधिनियम के अधीन 3 मार्च, 1997 को, जिस तारीख को 1996 के उक्त अध्यादेश सं. 2 कर प्रवर्तन समाप्त हो गया था, या उसके पश्चात् भी, की गयी समस्त बातें, कारवाइयां या आदेश इस अध्यादेश द्वारा संशोधित मूल अधिनियम के अधीन किये गये समझे जायेगे।

बलिराम भगत
राज्यपाल राजस्थान।

जगत सिंह
शासन सचिव

LAW (LEGISLATIVE DRAFTING) DEPARTMENT

(Group—II)

NOTIFICATION

Jaipur October 15, 1997

No. F. 4 (3) Vidhai-2/97-In Pursuance of clause(3) of Article 348 of the Constitution of India, the Government is pleased to authorise the publication in the Rajasthan Gazette of the following translation in the English language of Rajasthan Vishvavidhyalayan ke Adhyapak Tatha Adhikari (Niyukti ke Liye Chayan) (Sansodhan) Adhyadesh. 1997 (1997 ka Adhyadesh Sankhya I) made and promulgated by him on the 13th day of October, 1997 :-

(English Translation)

**THE RAJASTHAN UNIVERSITIES TEACHERS AND OFFICERS
(SELECTION FOR APPOINTMENT) (AMENDMENT)
ORDINANCE, 1997
(Ordinance No.1 of 1997)**

[Made and promulgated by the Governor on the 13th day of October, 1997]

An

Ordinance

Further, to amend the Rajasthan Universities, Teachers and Officers (Selection for Appointment) Act, 1974.

Whereas the Rajasthan State Legislature is not in session and the Governor of the State of Rajasthan is satisfied that the circumstances exist which render it necessary for him to take immediate action;

Now, therefore, in exercise of the power conferred by clause (1) of Article 213 of the Constitution of India, the Governor here by promulgates in the Forty-eighth Year of the Republic of India the following Ordinance namely :-

1. **Short title and commencement-**
 - (1) This Ordinance may be called the Rajasthan Universities' Teachers and Officers (Selection for Appointment) (Amendment) ordinance. 1997.
 - (2) It shall be deemed to have come into force on and from the 3rd day of March, 1997.
2. **Amendment of Section 2, Rajasthan Act No. 18 of 1974-** In sub-section (1) of the Rajasthan Universities' Teachers and Officers (Selection for Appointment) Act, 1997 (Rajasthan Act No.18 of 1974), hereinafter referred to as the Principal Act:

- (a) the existing clauses (I-a) and (ii)
(b) shall be deleted; and
(b) for clause (xi), the following clause shall be substituted,
namely:

(xi) “University concerned” means the University in which vacancy in the post of a teacher or an officer is to be filled up under and in accordance with the provisions of this Act; and

3. **Substitution of Section 11, Rajasthan Act No. 18 of 1974-** For the existing Section 11 of the Principal Act, the following shall be substituted, namely-
“Transitional provisions related to ex-cadre promotion scheme-
Personal promotion granted against ex-cadre posts under the erstwhile scheme of personal promotion, shall be entirely personal to the teacher concerned and the ex-cadre post to which such personal promotion was granted shall cease to hold that post permanently for any reason whatsoever, and on his ceasing to hold such ex-cadre post, the original post from which such personal promotion was made of a teacher shall revive”.
4. **Amendment of Section 13, Rajasthan Act No. 18 of 1974-** In Section 13 of the Principal Act, the expression “except the provisions contained in Section 11” shall be deleted.
5. **Deletion of Second Schedule -** The second schedule to the principal Act shall be deleted.
6. **Savings-** All the things done, actions taken or orders made under the Principal Act as amended by the Rajasthan Universities’ Teachers and Officers (Selection for Appointment)(Amendment) Ordinance, 1996 (Ordinance No. 2 of 1996), even on or after 3rd day of March, 1997, the date on which the said Ordinance No.2 of 1996 ceased to operate, shall be deemed to have been done, taken or made under the Principal Act as amended by this Ordinance.

बलिराम भगत
Governor of Rajasthan

जगत सिंह
Secretary to the Government

भाग 4 (क)
राजस्थान विधान मण्डल के अधिनियम
विधि (विधायी प्रारूपण) विभाग
(गुप-2)
अधिसूचना
जयपुर, अप्रैल 5, 2003

संख्या प. 2 (14) विधि / 2 / 2003 :- राजस्थान राज्य विधान-मण्डल का निम्नांकित अधिनियम, जिसे राज्यपाल महोदय की अनुमति दिनांक 5 अप्रैल, 2003 का प्राप्त हुई, एतद्वारा सर्वसाधारण की सूचनार्थ प्रकाशित किया जाता है :

राजस्थान विश्वविद्यालयों के अध्यापक तथा अधिकारी (नियुक्ति के लिए चयन) (संशोधन) अधिनियम, 2003

(2003 का अधिनियम संख्यांक 7)

(राज्यपाल महोदय की अनुमति दिनांक 5 अप्रैल, 2003 को प्राप्त हुई)

राजस्थान विश्वविद्यालयों के अध्यापक तथा अधिकारी (नियुक्ति के लिए चयन) अधिनियम, 1974 को और संशोधित करने के लिए अधिनियम।

भारत गणराज्य के चौवनवें वर्ष में राजस्थान राज्य विधान-मण्डल निम्नलिखित अधिनियम बनाता है :-

1. संक्षिप्त नाम और प्रारम्भ –
 - (1) इस अधिनियम का नाम राजस्थान विश्वविद्यालयों के अध्यापक तथा अधिकारी (नियुक्ति के लिए चयन) (संशोधन) अधिनियम, 2003 है।
 - (2) यह 1 जनवरी, 2003 को ओर से प्रवृत्त हुआ समझा जायेगा।
2. 1974 के राजस्थान अधिनियम सं. 18 की धारा 3 का संशोधन- राजस्थान विश्वविद्यालयों के अध्यापक तथा अधिकारी (नियुक्ति के लिए चयन) अधिनियम 1974 (1974 का अधिनियम सं. 18) जिसे इसमें आगे मूल अधिनियम कहा गया है, की धारा 3 में-
 - (1) विद्यमान उप-धारा (2) के स्थान पर निम्नलिखित प्रतिस्थापित किया जायेगा, अर्थात् :-
 - (2) किसी भी विश्वविद्यालय में किसी अध्यापक की या किसी अधिकारी की उप-धारा (1) के उल्लंघन में की गयी प्रत्येक नियुक्ति अकृत और शून्य होगी :
 परन्तु विश्वविद्यालय ऐसे तदर्थ या अस्थायी अध्यापकों की नियुक्ति की अवधि का, जो राजस्थान विश्वविद्यालयों के अध्यापक तथा अधिकारी (नियुक्ति के लिए चयन) (संशोधन) अधिनियम, 2003 (2003 का अधिनियम सं. 7) के प्रारम्भ के पूर्व काम चलाऊ व्यवस्था के रूप में नियुक्ति किये गये थे और प्रारम्भ के ठीक पूर्व इस रूप में कार्यरत थे,

राज्य सरकार की पूर्व अनुज्ञा से, उप-धारा (1) के अधीन नियमित नियुक्तियां किये जाने तक, एक बार में छह मास की कालावधि, के लिए विस्तार कर सकेगा।" और

(ii) विद्यमान उप-धारा (3) हटायी जायेगी।

3. 1974 के राजस्थान अधिनियम सं. 18 की धारा 4 का संशोधन – मूल अधिनियम की धारा 4 की उप-धारा (1) में, –
 - (i) खण्ड (ख) में, अन्त में आयी अभिवक्ति "अथवा" के स्थान पर विराम चिन्ह " , " प्रतिस्थापित किया जायेगा; और
 - (ii) विद्यमान खण्ड (ग) हटाया जायेगा।
4. निरसन और व्यावृत्तियां :- (1) राजस्थान विश्वविद्यालयों के अध्यापक तथा अधिकारी (नियुक्ति के लिए चयन) (संशोधन) अध्यादेश, 2002 (2003 का अध्यादेश सं, 1) इसके द्वारा निरसित किया जाता है।
 - (2) ऐसे निरसन के होने पर भी, उक्त अध्यादेश द्वारा यथा-संशोधित मूल अधिनियम के अधीन की गयी समस्त कार्रवाइयां या आदेश इस अधिनियम द्वारा यथा-संशोधित मूल अधिनियम के अधीन किये गये समझे जायेंगे।

जी.एस. होरा,
शासन सचिव।

LAW (LEGISLATIVE DRAFTING) DEPARTMENT**(Group-II)****NOTIFICATION**

Jaipur April 5, 2003.

No. F. 2(1) Vidhi -2/2003- In pursuance of clause (3) of Articles 348 of the Constitution of India, the Governor is pleased to authorise the publication in the Rajasthan Gazette of the following translation in the English Language of the Rajasthan Vishwavidhyalayaon ke Adhyapak Tatha Adhikari (Niyukti ke Liye Chayan) (Sansodhan) Adhiniyam, 2003 (Adhiniyam Sankhyank 7 of 2003) :-

(Authorised English translation)

**THE RAJASTHAN UNIVERSITIES' TEACHERS AND OFFICERS
(SELECTION FOR APPOINTMENT) (AMENDMENT) ACT, 2003****(Act No. 7 of 2003)**[Received the assent of the Governor on the 5th day of April, 2003]**An Act**

*further to amend the Rajasthan Universities' Teachers and Officers
(Selection for Appointment) Act, 1974.*

Be it enacted by the Rajasthan State Legislature in the Fifty-Fourth Year of the Republic of India, as follows :-

1. **Short title and commencement-** (1) This Act may be called the Rajasthan Universities' Teachers and Officers (Selection for Appointment) (Amendment) Act, 2003.
(2) It shall be deemed to have come into force on and from 1st January, 2003.
2. **Amendment of Section 3, Rajasthan Act No. 18 of 1974** - In Section 3 of the Rajasthan Universities' Teachers and Officers (Selection for Appointment) Act, 1974 (Act, No. 18 of 1974), hereinafter referred to as the Principal Act,
 - (i) For the existing sub-section (2), the following shall be substituted, namely :-

“(2) Every appointment of a teacher or an officer in any University made in contravention of sub-section (1) shall be null and void :
Provided that the University may, with prior permission of the

State Government, extend the term of appointment of such ad hoc or urgent temporary teachers who were appointed as stop gap arrangement prior to, and working as such immediately before, the commencement of the Rajasthan Universities' Teachers and Officers (Selection for Appointment)(Amendment) Act, 2003, (Act No. 7 of 2003), for a period of six months at a time until regular appointments are made in accordance with sub-section (1)", and

(ii) Existing sub-section (3) shall be deleted.

3. Amendment of Section 4, Rajasthan Act No. 18 of 1974 – In sub-section (1) of Section 4 of the Principal Act,

(i) In clause (b), for the expression "or", appearing at the end, punctuation mark ',' shall be substituted; and

(ii) Existing clause (c) shall be deleted.

4. Repeal and savings – (1) The Rajasthan Universities Teachers and Officers (Selection for Appointment) (Amendment) Ordinance, 2002 (Ordinance No. 1 of 2003) is hereby repealed.

(2) Notwithstanding such repeal, all actions taken or orders made under the Principal Act as amended by the said Ordinance shall be deemed to have been taken or made under the Principal Act as amended by this Act.

जी. एस. होरा

Secretary to the Government

SECTION 'B'

STATUTES

SCHEDULE

(See Section 16)

Statutes of the University

1. Vice- Chancellor

- (1) The Vice-Chancellor shall be a wholetime officer of the University and shall be appointed by the Chancellor after consultation with the State Government from a panel of not less than three names recommended and arranged in alphabetical order by a committee constituted under clause (3).
- (2) The Chancellor may, on being satisfied after consultation with the State Government that any name as recommended by the Committee may not be approved, call for fresh recommendations.
- (3) The committee referred to in clause (1) shall consist of three members one each to be nominated by the Board of Management, Chancellor in consultation with the State Government and the Vice-Chancellor of Indira Gandhi National Open University. The member nominated by the Chancellor shall be the Convener of the Committee. No person who is a teacher or an employee of the University or a member of an Authority of the University shall be nominated on the committee.
- (4) The Vice-Chancellor shall hold office for a term of three years from the date on which he enters upon his office or until he attains the age of sixty-five years, whichever is earlier:

Provided that the Chancellor may require the Vice-Chancellor whose term is expiring to continue in office for such period, not exceeding one year, as may be specified by the Chancellor;

Provided further that a person shall be eligible for appointment as Vice-Chancellor for a second term.
- (5) The emoluments and other conditions of service of the Vice-Chancellor shall be as follows:

- (a) salary in the pay scale of ₹ 25000/- per month w.e.f. 1.1.96,
 - (b) free furnished official residence;
 - (c) all such allowances as are admissible to a Professor of the University for other than teaching purposes; and
 - (d) such terminal benefit and allowances as are granted from time to time by the Board of Management with the approval of the Chancellor or by the Ordinances of the University.
- (6) The official residence of the Vice-Chancellor shall be maintained from the funds of the University.
- (7) Where a person appointed as the Vice-Chancellor was in employment before such appointment in any other college, institution or University, he may continue to contribute to the provident fund or the insurance scheme of which he was a member in such employment and the University shall contribute its share to the account of such person in that provident fund or scheme.
- (8) Where the Vice-Chancellor as referred to in clause (7) had been a member of any pension scheme the University shall make necessary contribution to such scheme.
- (9) The Vice-Chancellor shall be entitled to travelling and daily allowances at such rates as may be fixed by the Board of Management.
- (10) Entitlement of leave shall accrue to the Vice-Chancellor as under :
- (a) Leave on full pay at the rate of one day for every eleven days of active service; and
 - (b) Leave on half-pay at the rate of twenty days for each complete year of service.
- Provided that such leave may be commuted as leave on full pay on production of medical certificate.
- (11) Where the office of the Vice-Chancellor falls vacant by reason of death,

resignation or any other ground or the Vice-Chancellor is unable to perform his duties due to sickness or any other cause, the Pro-Vice-Chancellor shall perform the duties of the Vice-Chancellor and where there is no Pro-Vice-Chancellor, the seniormost Director shall perform such duties.

- (12) The Vice-Chancellor shall be entitled to be present at or address the meeting of any Authority or body of the University but shall not vote unless he is a member of such Authority or body.
- (13) It shall be the duty of the Vice-Chancellor to see that the provision of the Act, the Statutes, the Ordinances of the University and regulations are duly observed and he shall have all the powers necessary to ensure such observance.
- (14) The Vice-Chancellor shall, in addition to the powers conferred on him under the Act, also have the following powers, namely:
 - (a) to exercise control over the affairs of the University;
 - (b) to give effect to the decisions made by any Authority of the University;
 - (c) to exercise all the powers to maintain discipline among the students in the University or to delegate such power to any person;
 - (d) to grant leave to officers of the University and to make necessary arrangements for work during the period of such leave;
 - (e) to grant leave to teachers and employees or to delegate this power to any officer of the University;
 - (f) to convene the meeting of the Board of Management, Academic Council, Planning Board and Finance Committee;
 - (g) to appoint a teacher on the recommendation of the Selection Committee with prior approval of the Board of Management.
 - (h) to appoint course writers, script writers, counsellors, programmers, artists and others as considered necessary;

- (i) to make all the appointments for any period, whether of a teacher or an employee or to authorise an officer to make any appointment;
- (j) to take disciplinary action against a teacher or an employee or to authorise an officer to take such action; and
- (k) to arrange for establishing or maintaining a Regional Centre or a Study Centre as deemed necessary from time to time or to delegate such power to any one.

2. Pro-Vice-Chancellor

- (1) The Pro-Vice-Chancellor, if any, shall be appointed by the Board of Management on the recommendation of the Vice-Chancellor.
- (2) Where the recommendation of the Vice-Chancellor is not accepted by the Board of Management, the matter shall be referred to the Chancellor who may either appoint the person so recommended or request the Vice-Chancellor to recommend another name to the Board of Management.
- (3) The Board of Management may, if it deems it necessary or expedient, appoint, on the recommendation of the Vice-Chancellor, a Professor of the University to perform the functions of the Pro-Vice-Chancellor in addition to his own duties.
- (4) The term of office of the Pro-Vice-Chancellor shall be such as may be fixed, not exceeding three years, by the Board of Management or until the expiration of the term of office of the Vice-Chancellor or until he attains the age of sixty-five years, whichever is earlier.
- (5) The Pro-Vice-Chancellor shall be eligible for appointment for a subsequent term.
- (6) Where the Pro-Vice-Chancellor has to perform the functions of the Vice-Chancellor under clause (11) of Statute 1, he shall, notwithstanding anything contained in clause (4) continue in office until a new Vice-Chancellor assumes office or the existing Vice-Chancellor resumes duties.

- (7) The Pro-Vice-Chancellor shall be entitled to receive a monthly salary of Rs.¹ and such allowance as are admissible to a Professor of the University:

Provided that a Professor shall, while performing the function of the Pro-Vice-Chancellor, receive, in addition to the salary payable on his substantive post, a sum of Rs.¹ per month as special pay subject to the aggregate of salary and special pay not exceeding Rs.¹

- (8) The Pro-Vice-Chancellor shall be entitled, without payment of rent, to the use of a furnished residence and such residence shall be maintained by the University.
- (9) The Pro-Vice-Chancellor may receive such terminal benefits also as are granted by the Board of Management from time to time.
- (10) The Pro-Vice-Chancellor may subscribe to the contributory provident fund of the University during his term of office.
- (11) Where the Pro-Vice-Chancellor had held, prior to his appointment as such, any other post in any University, college or institution, he shall be governed till he holds lien on that post by the same retirement benefit scheme to which he was entitled before such appointment subject to the subscription being paid by him on the basis of his salary as Pro-Vice-Chancellor.
- (12) The Pro-Vice-Chancellor shall assist the Vice-Chancellor in such matters as are assigned to him by the Vice-Chancellor from time to time and shall exercise such powers and perform such functions as are delegated to him by the Vice-Chancellor.

3. Directors

- (1) A person shall be appointed as Director by the Board of Management on the recommendation of the Vice-Chancellor .
- (i) In case of such person being a teacher in the University, on the recommendation of the Vice-Chancellor².
- (ii) In any other case, on the recommendation of the Selection Committee constituted for the purpose by the said Board³.

1. Pay scale of the Pro-Vice-Chancellor shall be as per rule of the state govt.
 2. Amended Vide notification No. F.2/KOU/P.A. (52) 90-1237 published in the Rajasthan Gazette dated 27th December, 1990.
 3. Amended-ibid

- (2) Director shall be a wholetime officer of the University.
- (3) There shall be appointed as many Directors as the Board of Management may deem proper and one of the Directors shall be incharge of the administrative affairs of the teachers.
- (4) The salary, allowances and other conditions of service of the Directors shall be such as may be prescribed by the Ordinances of the University.
- (5) Director shall retire on attaining the age of sixty years.
- (6) Director shall exercise such powers and perform such functions as may be prescribed by the Ordinance of the University.

4. Registrar

- (1) The Registrar shall be appointed by the Board of Management on the recommendation of Selection Committee constituted for the purpose by the said Board:

Provided that the first Registrar of the University shall be appointed by the Chancellor after consultation with the State Government for a period not exceeding three years on such terms and conditions as the Chancellor may determine.
- (2) The Registrar shall be a wholetime officer of the University.
- (3) The salary, allowances and other conditions of service of the Registrar shall be such as may be prescribed by the Ordinances of the University from time to time.
- (4) The Registrar shall retire on attaining the age of sixty years.
- (5) The Registrar shall have the power to take disciplinary action against such classes or categories of employees other than teachers, as may be authorised by the Vice-Chancellor.
- (6) An appeal against the order made under clause (5) may be preferred to an officer especially empowered in this behalf by the Board of Management.
- (7) The Registrar may, if he is of the opinion after completing the enquiry that adequate punishment cannot be awarded by him, submit a report along with his recommendation regarding punishment to the Vice-Chancellor who may, after considering the report, impose any penalty.

- (8) The Registrar shall exercise the powers and perform the function as under:
- (a) to act as the Secretary to the Board of Management and the Academic Council;
 - (b) to act as the Custodian of the records of the University;
 - (c) to convene meetings and maintain the minutes of the meetings of the Board of Management, the Academic Council and the committees constituted from time to time;
 - (d) to conduct the proceeding and deal with the correspondence of the Board of Management, the Academic Council and the committees.
 - (e) to submit to the Chancellor copies of the agenda and the minutes of the meeting referred to in sub-clause (c);
 - (f) to sign powers of attorney, verify pleadings, appear in the court and authorise a person to appear for and on behalf of the University in a suit or other proceedings filed by or against the University; and
 - (g) to perform such other functions as may be assigned to him by the Board of Management or the Vice-Chancellor or under the Statutes or Ordinances of the University or the regulations.

5. Finance Officer

- (1) The Finance Officer of the University shall be appointed by the Board of Management on the recommendation of the Selection Committee constituted for the purpose by the Board¹.
- (2) The Finance Officer shall be a wholetime officer and shall work under the control of the Vice-Chancellor².
- (3) The salary, allowances and other conditions of service of the Finance Officer shall be such as may be prescribed by the Ordinances of the University from time to time.
- (4) The Finance Officer shall retire on attaining the age of sixty years.

1. Amended Vide notification No. F.2/KOU/P.A. (52) 90-1237 published in the Rajasthan Gazette dated 27th December, 1990.

2. Amended-ibid

- (5) The functions of the Finance Officer in the event of his office falling vacant or he, by reason of ill health, absence or any other cause, being unable to perform his functions, may be performed by such person whom the Vice-Chancellor may appoint for the purpose.
- (6) The Finance Officer shall exercise the powers and perform the functions as under :
- (a) to exercise general supervision over the funds of the University;
 - (b) to advise the University regarding its financial policies;
 - (c) to hold and manage the assets and properties of the University and the investments and trusts made or created by it;
 - (d) to ensure that expenditures are made within the limits fixed by the Finance Committee and for the purposes for which money is allotted or granted;
 - (e) to prepare the annual accounts and budgets of the University and to present them after being considered by the Finance Committee, before the Board of Management;
 - (f) to keep watch on the cash and bank balances;
 - (g) to supervise collection of revenue and to advise on the methods of such collection;
 - (h) to ensure that the registers of properties of the University are properly maintained and that stocks of equipment and other materials in the offices of the University, Regional Centres, Study Centres and other institutions are duly checked;
 - (i) to bring to the notice of the Vice-Chancellor any unauthorised expenditure or financial irregularity and suggest action against the person concerned;
 - (j) to call for any information or report necessary for his work from any office, Regional Centres or Study Centres of the University; and
 - (k) to perform such other financial functions as may be assigned to him by the Board of Management.

6. Controller of Examinations

- (1) The Controller of Examinations shall be appointed by the Board of Management on the recommendation of the Selection Committee constituted for the purpose by the said Board.
- (2) The Controller of Examinations shall exercise the powers and perform the functions as under²:
 - (a) to issue, under the direction of Vice-Chancellor, notices for convening meetings of the Selection Committee of examiners the Board of Moderators and other committees constituted in connection with the examinations of the University¹;
 - (b) to maintain the minutes of all meetings referred to in sub-clause (a);
 - (c) to control the conduct of examinations and the necessary arrangements in this respect;
 - (d) to make suitable arrangements with respect to the examination centres and the setting and printing of question papers and the supply of question papers to such centres;
 - (e) to make necessary arrangements for assessment and re-valuation of answer books in such manner as may be specified by the Vice-Chancellor;
 - (f) to take steps for appointment of tabulators and the checking of results;
 - (g) to supervise the declaration and publication of examination results; and
 - (h) to perform such other functions as may be required by the Vice-Chancellor.

7. Board of Management

- (1) The Board of Management shall consist of the following members, namely:-
 - (a) Vice-Chancellor, ex-officio Chairman;

1. Amended Vide notification No. F.2/KOU/P.A. (52) 90-1237 published in the Rajasthan Gazette dated 27th December, 1990.

2. Amended-ibid

- (b) Pro-Vice-Chancellor.;
 - (c) one Director not being the Director of a Regional Centre;
 - (d) one Director of the Regional Centre to be nominated by the Vice-Chancellor by seniority;
 - (e) one Professor of the University to be nominated by the Vice-Chancellor by seniority;
 - (f) two eminent educationists to be nominated by the Chancellor;
 - (g) Secretary to the Government, Finance Department, Government of Rajasthan;
 - (h) Secretary to the Government, Education Department, Government of Rajasthan;
 - (i) Deleted ¹;
 - (j) Deleted ²;
 - (k) Deleted³ ;
 - (l) One person nominated by the Vice-Chancellor of Indira Gandhi National Open University; and
 - (m) Registrar of the University, Secretary⁴.
- (2) The Board of Management shall exercise the powers and perform the functions as under:
- (a) to manage and administer the finances, revenues, assets and properties of the University;
 - (b) to control and supervise all administrative affairs of the University;
 - (c) to create any post of teaching or any other academic nature;
 - (d) to determine the terms and conditions of service of teachers and other members of the academic staff;
 - (e) to specify the qualification and functions of teachers and other members of the academic staff;

1. Deleted vide notification No. F.2/KOU/P.A. (52) 90-1237 published in the Rajasthan Gazette dated 27th December, 1990.

2. Deleted-Ibid

3. Deleted-Ibid

4. Amended Vide notification No. F.2/KOU/P.A. (52) 90-1237 published in the Rajasthan Gazette dated 27th December, 1990.

- (f) to approve the appointments of teachers and other members of the academic staff on the recommendation of the Selection Committee;
 - (g) to specify the manner of temporary appointments of teachers and other members of the academic staff and to approve such appointments;
 - (h) to regulate and approve the appointments of Visiting Professors, Emeritus Professors, Fellows, artists and writers and to determine the terms and conditions of such appointments;
 - (i) to invest money in stocks, funds in securities or in approved banks or other financial institutions or in the purchase of assets and properties in consultation with the Finance Committee;
 - (j) to create administrative, ministerial or other posts after considering the recommendations of the Finance Committee and to specify the manner of appointments to such posts;
 - (k) to enforce discipline in teachers and employees;
 - (l) to receive or transfer any property on behalf of the University;
 - (m) to look into the grievances of teachers, employees and students;
 - (n) to fix remuneration or allowances payable to any writer, counsellor, examiner, invigilator or any other person;
 - (o) to delegate any of its powers to any officer or authority of the University; and
 - (p) to do all such acts as are necessary to carry out the objects of the University.
- (3) The Board of Management shall exercise all the powers of the University not otherwise provided for by Statutes, Ordinances of the University and Regulations for the fulfilment of the objects of the University.

- (4) Five members of the Board of Management shall form the quorum for a meeting of the Board¹.
- (5) The term of office of a nominated member shall be two years².
- (6) A Secretary to the Government who is, for any reason, unable to attend any meeting of the Board as its member, may depute an officer of his department not below the rank of a Special Secretary/Director of College Education to attend the meeting³.

8. Academic Council

- (1) The Academic Council shall consist of the following members, namely:
- (a) Vice-Chancellor, ex-officio Chairman;
 - (b) Pro-Vice-Chancellor;
 - (c) two Directors of Regional Centres by rotation;
 - (d) all Professors of the University, two Readers and two Lecturers of the University by rotation⁴;
 - (e) all Conveners of the subject committees constituted by the Board of Management;
 - (f) three eminent educationists co-opted by the Academic Council from outside the University;
 - (g) one person nominated by the Vice-Chancellor of Indira Gandhi National Open University;
 - (h) Deleted⁵;
 - (i) Director, College Education, Government of Rajasthan; and
 - (j) Registrar of the University, Member-Secretary.
- (2) Deleted⁶;
- (3) The Academic Council shall exercise the power and perform the functions as under:
- (a) to supervise the academic policies of the University;
 - (b) to give directions in matters of instructions, examination, evaluation and research;

1.. Amended Vide notification No. F.2/KOU/PA (52) 91-1524 published in the Rajasthan Gazette dated 10/9/1992

2. Amended Vide notification No. F.2/KOU/P.A. (52) 90-1237 published in the Rajasthan Gazette dated 27th December, 1990.

3. Amended -Ibid

4. Amended -Ibid

5. Amended -Ibid

6. Amended -Ibid

- (c) to consider matters of academic nature on a reference from a School of Studies or Board of Management and to take appropriate action thereon;
 - (d) to take action for improvement in academic standards;
 - (e) to frame regulations for academic functioning, discipline, admission, fellowship, fee and other ancillary matters; and
 - (f) to do any other thing or act as may be prescribed by the statutes.
- (4) The term of office of a nominated member shall be two years¹.
- (5) A Secretary to the Government who is, for any reason, unable to attend any meeting of the Academic Council as its member may depute any officer subordinate to him to attend such meeting.

9. Planning Board

- (1) The planning Board shall consist of the following members, namely² -
- (a) Vice-Chancellor, ex-officio Chairman;
 - (b) a nominee of the Board of Management;
 - (c) Special Secretary (Planning), Government of Rajasthan;
 - (d) Education Secretary, Government of Rajasthan;
 - (e) Director, Planning & Development; Vardhaman Mahaveer Open University, Kota;
 - (f) one distinguished academic and two persons from other professions, e.g. industry, agriculture, etc.;
 - (g) a nominee of Indira Gandhi National Open University, New Delhi; and
 - (h) Registrar of the University, Member-Secretary.
- (2) The term of office of a nominated member shall be two years³.
- (3) The Planning Board shall
- (a) design and formulate appropriate programmes and activities of the University;
 - (b) advise the Board of Management and the Academic Council on any matter which it may deem necessary for fulfilment of the objects of the University; and

1. Deleted Vide notification No. F.2/KOU/P.A. (52) 90-1237 published in the Rajasthan Gazette dated 27th December, 1990.

2. Amended -ibid

3. Amended -ibid

(c) constitute such committees as may be necessary for planning and monitoring the programmes of the University.

(4) The Planning Board shall meet at least twice in a year.

(5) The Vice-Chancellor shall take action to constitute the Planning Board in accordance with clause (1).

10. Finance Committee

(1) The Finance Committee of the University shall consist of the following members, namely:

(a) Vice-Chancellor, ex-officio-Chairman;

(b) Pro-Vice-Chancellor;

(c) one Director of a Regional Centre by rotation to be nominated by the Vice-Chancellor;

(d) Secretary to the Government, Finance Department, Government of Rajasthan;

(e) Secretary to the Government, Education Department, Government of Rajasthan;

(f) two members to be nominated by the Board of Management of whom one could be a member of the Board; and

(g) Deleted¹.

(2) The Finance Officer shall be the ex-officio Secretary to the Finance Committee.

(3) A nominated member of the Finance Committee shall hold office for a term of two years².

(4) Four members shall form the quorum for a meeting of the Finance Committee.

(5) The Finance Committee shall meet at least thrice in a financial year to examine the accounts and scrutinise the items of expenditure.

(6) A Secretary to Government who is for any reason unable to attend any meeting of the Finance Committee as its member may depute an officer of his department not below the rank of Deputy Secretary³.

1. Deleted Vide Notification No. F.2/KOU/P.A.(52) 90-1237 published in the Rajasthan Gazette dated 27th December, 1990.

2. Amended -Ibid

3. Amended Vide Notification No. F.2/KOU/P.A. (52) 91-1524 published in the Rajasthan Gazette dated 10.9.1992

11. Selection Committee

- (1) There shall be a Selection Committee for appointments to each or more than one of the following categories of posts:
 - (a) Professors;
 - (b) Readers and Associate Professors;
 - (c) Lecturers and Assistant Professors;
 - (d) Head of the Institution;
 - (e) Other academic staff.
- (2) A Selection Committee shall consist of the following members namely:
 - (a) Vice-Chancellor, ex-officio Chairman;
 - (b) Pro-Vice-Chancellor or as deemed fit by the Vice-Chancellor, the Director of a Regional Centre nominated by the Vice-Chancellor;
 - (c) three experts from outside the University to be nominated by the Vice-Chancellor from a panel of names prepared by the Academic Council and approved by the Board of Management;
 - (d) a nominee of the Chancellor ;
 - (e) a nominee of the Board of Management; and
 - (f) a nominee of the State Government.
- (3) The quorum for a meeting of a selection committee shall be four, including two experts.
- (4) The procedure to be followed by a Selection Committee shall be such as may be specified by the Ordinances of the University.
- (5) The Selection Committee shall make recommendations to the Board of Management. Where the Board does not accept such recommendations the Board shall submit the case, together with reasons for not accepting the recommendations, to the Chancellor whose decision thereon shall be final.

12. Ex-cadre promotions

The provisions of the Rajasthan University Teachers and Officers Selection for Appointment Act, 1974 (Rajasthan Act 18 of 1974) shall apply in the matter of ex-cadre promotions in the University.

13. Special mode of appointments

- (1) Notwithstanding anything contained in Statute 12, the Board of Management shall have the power to invite a person possessing high academic distinction and professional attainments to be appointed to the post of a Professor or Reader or other equivalent post in the University on such terms and conditions as may be deemed proper and may appoint such person to such post.
- (2) The Board of Management may also appoint for a fixed tenure or otherwise a person working as a teacher or in the academic staff in any other University or organisation, for teaching or undertaking a project or any other work on such terms and conditions as may be determined by the Board.

14. Recognition of teachers

The qualifications requisite for the recognition of persons working in other Universities, institutions or organisations as teachers, the manner of recognising them, the period of recognition and the withdrawal of recognition may be prescribed by the Ordinances of the University,

15. Committees

- (1) An Authority of the University may appoint as many standing and special committees as it may deem necessary and may also appoint such persons to a committee who are not members of such Authority.
- (2) A committee may deal with a matter assigned to it and the action taken by the committee shall be final on confirmation by the Authority appointing it.

16. Conditions of service of teachers and other employees

- (1) All teachers, other members of the Academic staff and all employees shall, in the absence of any contract to the contrary, be governed by the terms and conditions of service and the Code of Conduct as may be specified in the Statutes and Ordinances of the University from time to time.
- (2) A teacher or any other member of the academic staff shall be appointed by a contract in writing and the contract shall be in such form as may be specified in the Statutes.

17. Removal of teachers, employees, etc.

- (1) Where suspension appears necessary on account of misconduct on the part of a teacher or any other member of the academic staff or an employee of the University, the Vice-Chancellor may place such teacher or such other member of the staff and the appointing authority may place such employee under suspension and shall forthwith send a report to the Board of Management.
- (2) In respect of a teacher and other member of the academic staff, the Board of Management, and in respect of an employee, the appointing authority, shall have power, after giving a reasonable opportunity of showing cause in an enquiry to make an order of removal from service on the ground of misconduct.
- (3) Save in a case referred to in clause (2), a teacher or other member of the academic staff or an employee shall not be removed from service without a good cause and without giving him three months' notice or three months' salary in lieu of the notice.
- (4) Removal from service shall take effect from the date of order of removal.
Provided that in the case of suspension, such removal shall take effect from the date of suspension order.

18. Resignation

- (1) A teacher, any other member of the academic staff or an employee may resign from service in the case of permanent employment after giving three months' notice or paying three months' salary in lieu of notice to the Board of Management (in the case of a teacher or such member) or to the appointing authority (in the case of an employee). In the case of employment not being permanent, one month's notice or payment of one month's salary shall be sufficient.
- (2) The resignation shall take effect from the date on which it is accepted by the Board of Management or, as the case may be, by the appointing authority.

19. Maintenance of discipline

- (1) Discipline in the University shall be maintained by the Vice-Chancellor and he shall take such disciplinary action against a student as appears necessary.
- (2) A student may be expelled from the University or rusticated for any period or punished with fine or debarred from taking any examination conducted by the University for one or more years under the direction of the Vice-Chancellor.
- (3) The result of any student may be withheld or cancelled under the direction of the Vice-Chancellor.
- (4) Deleted¹;

Statute-20: School of Studies²:

1. The University shall have the following schools of studies, namely:
 - i. School of Humanities and Social Science The School shall currently include such subjects as History, Economics, Political Science, Sociology, Public Administration, Indian Traditions and Culture, Hindi and English.
 - ii. School of Science and Technology The School shall combine such disciplines as Computer Education, Information Technology, Agricultural Courses/Programmes, Courses on Dairy Farming, etc.
 - iii. School of Continuing Education The School shall consist of such disciplines as Education, Distance Education, Journalism, Library and Information Science Programmes, Academic Programmes on Food and Nutrition, Law, etc.
 - iv. School of Commerce and Management Besides continuing Academic Programmes of Commerce and Management, the School

1. Deleted Vide notification No. F.2/KOU/P.A. (52) 90-1237 published in the Rajasthan Gazette dated 27th December, 1990.
2. Amended Vide Notification No. F.2/KOU/Est/School/02/1059 Dt.14.1.02 published in Rajasthan Gazette dated 29.9.02

shall also have such disciplines such as Tourism and Hotel Management to begin with.

v. Such other School as may be set up by the Statutes.

2. Every School of Studies, hereinafter called "School" shall have a Board, which shall comprise of the following;

- (a) Director of the School Chairman;
- (b) All Conveners/Heads and Professors of the disciplines or subjects assigned to the School of Studies, as may be determined by the Academic Council, from time to time;
- (c) At least four Readers/Lecturers assigned to the School, nominated by the Vice-Chancellor;
- (d) Not more than two Professors/Readers/Lecturers from disciplines not assigned to the School, nominated by the Vice-Chancellor; and
- (e) Persons (depending upon the number of each discipline assigned to the School) who are not the employees of the University, co-opted by the Board for their specialised knowledge in any discipline assigned to the School or in any allied branch of knowledge.

3. All members of the Board other than the ex-officio members, shall hold office for a term of two years, The term of member will commence from such date as may be notified. The new Director will succeed on the basis of seniority from the list of faculty members of disciplines assigned to the School, The term of the Director of the School shall be three years.

4. The Board of a School shall have the powers to perform the following functions:

- i. To organise developmental and research work in the School;
- ii. To approve the course structure of the academic programmes of the School, in accordance with the directions of the Academic Council, in pursuance of Statute 8(3) on the recommendation of the Expert Committee(s) constituted by it ;

- iii. To approve the syllabus in accordance with the course structure on the advice of Expert Committee(s) nominated by the Convener/ Head of the subject;
- iv. To recommend to the Vice-Chancellor names of course writers, examiners and moderators for different courses on the proposal of the director of the School prepared in consultation with the Convener/Head of the concerned discipline;
- v. To formulate proposal for orientation programmes for course writers in collaboration with other Schools in consultation with the Convener/Head of the concerned discipline;
- vi. To formulate proposals for orientation programmes/summer Schools for tutors and counsellors in consultation with the Convener/Head of the concerned discipline;
- vii. To prepare general instruction for counselling to students for different programmes.
- viii. To review methodologies adopted for preparation of educational materials for courses in the disciplines assigned to the School, to evaluate the educational material, and to make suitable recommendations to the Academic Council;
- ix. To review in consultation with Convener/Head of the subject from time to time the courses already in use with the assistance of outside experts, if necessary, and to make such changes in the courses, as may be required;
- x. To review the facilities of the Study Centres and arrangements for laboratory/field work periodically, as may be determined by the School;
- xi. To perform all other functions, which may be prescribed by the Act, the Statutes, the Ordinances and to consider all such matters, as may be referred to it by the Board of Management, the Academic Council, the Planning Board or the Vice-Chancellor and;

- xii. To delegate to the Director or to any other Member of the Board or to a Committee such general or specific powers, as may be decided upon by the School from time to time.
 - xiii. To provide policy directives to the admission process the University in consultation with the Subject Conveners/Heads.
 - xiv. To provide a functional schedule of internal assignments (e.g. preparation and execution) for the School-based academic programmes.
5. The Board shall meet, as and when necessary, but shall meet at least twice a year. One-third of the total membership of the Board shall form a quorum for a meeting of the School.

21. CONVOCATION :

Convocation of the University for conferring Degrees/Diplomas or other purposes may be held in such manner as may be prescribed by the Ordinance.

22. HONORARY DEGREES :

All proposals for the confirm or Honorary Degrees shall be initiated by the Vice-Chancellor who after consultation with the Academic Council and the Board of Management shall submit the same to the Chancellor for confirmation.

Note:

Statutes No. 21 and 22 were added after approval by the Academic Council of VMOU in its meeting dated 11.1.96 and by the Board of Management in its 30th meeting dated 18.11.95 and 31st meeting date 15.1.96

The assent of H.E. the Governor and Chancellor of the University was received on 6.2.96 (vide F-25 (8) RB/88/713 dt 6.2.96 for the same.

SECTION 'C'

Chapter I

Vice-Chancellor

| | |
|------------|----------------------------|
| Sec. 2 (o) | Definitions |
| Sec.7(a) | Officers of the University |
| Sec. 8 | Vice-Chancellor |
| S.1 | Vice-Chancellor |

Chapter II

Pro-Vice-Chancellor

| | |
|------------|----------------------------|
| Sec. 2 (o) | Definitions |
| Sec. 7(b) | Officers of the University |
| S.2 | Pro-Vice-Chancellor |

Chapter III

Directors

| | |
|-----------|----------------------------|
| Sec. 7(c) | Officers of the University |
| S.3 | Directors |

Chapter IV

Registrar

| | |
|-----------|----------------------------|
| Sec. 7(d) | Officers of the University |
| S.4 | Registrar |

Chapter V

Finance Officer

| | |
|------------|----------------------------|
| Sec. 7 (f) | Officers of the University |
| S.5 | Finance Officer |

Chapter VI

Controller of Examinations

| | |
|-----------|------------------------------|
| Sec. 7(e) | Officers of the University |
| S.6 | Controller of Examinations |
| Sec. 2(e) | Definitions "Ordinance" |
| Sec.17(b) | Ordinances of the University |

**O.6.1 ORDINANCE FOR CONDUCT OF EXAMINATION AND EVALUATION
OF STUDENTS PERFORMANCE**

O.6.1(1) General:

The conduct of examination and evaluation of students' performance shall be governed by the following general rules which shall come into force from July 2011 onwards.

O.6.1(2) Conduct of Examination:

(a) Subject Committee:

There shall be a Subject Committee as under for a term of two years:

- (i) Convener/Coordinator* of the subject: Chairperson
(to be appointed by the Vice-Chancellor)
- (ii) One Faculty of the subject concerned: Member
(to be appointed by the Vice-Chancellor)
- (iii) Two External subject experts: Member
(to be nominated by the Vice-Chancellor
on the recommendation of the Chairperson)

* Note: In case the Convener/Coordinator is not a faculty member of the University, the Director (Academic/Schools) shall be the Chairperson.

Presence of at least one external subject expert is required for the quorum.

(b) Functions of Subject Committee:

(i) Appointment of Question Paper Setters/Moderators/Examiners:

The Subject Committee established as per statutory provision shall draw up a panel of paper setters, moderators and examiners for each course and submit the same to the Vice-Chancellor through the Controller of Examinations, who shall appoint the paper setters, moderators and examiners from the above drawn panels for a period of two years. Only those persons who have at least 5 years of teaching/research/professional experience shall be eligible for inclusion in the panel.

(c) Moderation:

The moderation of question papers shall be done preferably by the Convener of the subject concerned and/or by a subject expert or moderator with the approval of the Vice-Chancellor.

(d) Functions of Moderator:

The moderator shall look into inconsistency of any kind like translations, question(s) out of syllabus, distribution of marks etc., in the question paper and make the corrections wherever necessary.

0.6.1(3) Conduct Procedure:

- (i) The Term-End Examinations shall ordinarily be conducted twice a year in each course for each programme on announced dates in the months of June and December and at such places as may be notified by the University from time to time. A student who has pursued the course of study for the required duration shall be eligible to appear at the Term-End Examination in the course concerned.
- (ii) The examination form shall be filled in by the student with the admission form. To appear in the due courses, each student shall be required to fill in the examination form and submit the same along with the prescribed fee at the concerned Regional Centre before the prescribed last dates as mentioned below:

| Session | Without Late Fee | With Late Fee |
|----------|------------------|---------------|
| June | 1 - 30 April | 10 May |
| December | 1 - 31 October | 10 November |

The examination forms so collected shall be forwarded by the Director, Regional Centres, to the Examination section of the University.

- (iii) The conduct of examination shall be in accordance with the rules/regulations framed by the University for the purpose from time to time.

0.6.1(4) Evaluation:

(a) Evaluation of Students' Performance:

The successful completion of a course/programme of study for the award of degree/diploma/certificate shall be determined on the basis of the performance of students enrolled in the relevant course/programme in the manner laid down in this Ordinance.

- (i) To obtain a certificate/diploma /degree one must have successfully completed all the required components pertaining to the concerned programme in accordance with the respective regulations;
- (ii) Components other than Internal Home Assignments and Term-End Examinations like project report etc. wherever prescribed, shall be evaluated as per rules;
- (iii) A student's performance both in Internal Home Assignments as well as at the Term-End Examinations shall be in numerical marking.

(b) Method of Evaluation:

Unless otherwise specified, the performance of a student enrolled in a course/programme shall be assessed:

- (1) on the basis of the evaluation of the Internal Home Assignments submitted by him/her, wherever applicable;
- (2) on the basis of Term-End Examination conducted at the expiry of the minimum duration prescribed for the concerned course/programme;
- (3) the University may also prescribe for a course/programme, wherever appropriate, the execution of specific projects by students, the successful completion of which and the levels of performance in their execution

5
shall be taken into account in the overall assessment of
the student's performance.

(1) Internal Home Assignment:

- (i) The method of evaluation for each course in the programme involving the combination of one or more components mentioned in the clause above, including the relative weightage to be assigned to each of those components, shall be prescribed by the Academic Council on the recommendation of the Course Development Committee (CDC) of the concerned programme.
- (ii) A student pursuing a programme of study shall be required to submit Internal Home Assignment(s) in courses (wherever applicable).
- (iii) Internal Home Assignments shall be evaluated/ marked by tutors/counsellors. The instructions to students about the Internal Home Assignments and the schedule for its submission shall be prescribed in the relevant programme guide/prospectus.
- (iv) In specific Certificate Programmes as decided by the University from time to time, the evaluation shall be done only through Internal Home Assignments. Such students shall be awarded a certificate provided they secure minimum pass marks as prescribed in the course(s) of the programme.

(2) Term-End Examination:

The Term-End Examinations for various courses/programmes shall ordinarily be held in the months of June and December every year. This examination shall be written/online in nature as decided by the university from time to time. Students shall be free to appear in any of these examinations either for specific course(s) or programme(s) provided that:

- (i) the minimum period of study prescribed for the course/ programme has elapsed.

- (ii) the maximum credit limit is observed.
 (A student shall not be allowed to appear in an examination for more than 54 credits in Bachelor's Degree Programme(s) and 56 credits in P.G. Programme(s).

(3) Project Report:

Practical/ Project report or work/ Dissertation (wherever prescribed) shall be treated as an essential component. Without completion of the Practical / Project work/Dissertation, the result shall not be declared.

(c) Award of Division:

The level of student's performance in Internal Home Assignment as well as Term-End Examination shall be mentioned in the mark sheet separately wherever applicable. A student's performance in all the components shall be in numerical marking.

Marks of compulsory (qualifying) non-credit courses shall not be counted in the student's performance. Division shall be awarded only after the successful completion of the programme as under:

For M.L.I.S., M.J.(M.C.), B.L.I.S., B.J.(M.C.):

| | | |
|-------------|---|---------------------------------|
| I Division | : | 60% and above |
| II Division | : | 48% and above but less than 60% |
| Pass | : | 40% and above but less than 48% |

For B.B.A., M.B.A. and P.G. Diplomas (Management):

| | | |
|-------------|---|----------------------------------|
| I Division | : | 60% and above |
| II Division | : | 50 % and above but less than 60% |

For All Other Programmes

| | | |
|-------------|---|---------------------------------|
| I Division | : | 60% and above |
| II Division | : | 48% and above but less than 60% |
| Pass | : | 36% and above but less than 48% |

- (d) Provision for Grace Marks:** As a matter of policy, candidates having a shortage of up to 1 percent of aggregate marks to pass a course or courses shall be given grace in the course(s) concerned

provided by doing so they pass the examination. The provision for awarding grace marks to the students shall be as under:

- (i) Grace Marks shall be awarded, maximum in two credit based courses.
- (ii) For award of Grace Marks, non-credit courses shall be treated separately.

O.6.1(5) Rate of Remuneration:

- (i) The remuneration to be paid to paper setters, moderators, examiners and evaluators of internal home assignments, answer scripts, project reports, etc. shall be as prescribed by the Board of Management from time to time.
- (ii) The remuneration to be paid to various categories of persons appointed for the conduct of examinations shall be as prescribed by the Board of Management from time to time.

O.6.2 Ordinance for Dealing with Cases of Unfair Means and Disorderly Conduct at the University Examinations

O.6.2(1) No student shall use Unfair Means or indulge in Disorderly Conduct at, or in connection with, the examinations.

All cases of Unfair Means or Disorderly Conduct shall be decided on the basis of recommendations of the Unfair Means Committee.

A student in the Examination Hall or outside but within the campus of the Examination Centre during the Examination shall be under the disciplinary control of the Superintendent of the Centre or his/her nominee and shall obey his/her instructions.

Explanation: Here the 'student' means an examinee taking an examination in a particular year and also includes every student on the rolls of the University.

O.6.2.(1) (a) Unfair Means shall include the following:

- (i) Making a false representation pertaining to the eligibility of the student to appear in the examination;
- (ii) Communicating or attempting to communicate with the Registrar of the University or any person of its office, or Superintendent of Examination, or any person connected with the conduct of examination, or with any question paper setter or examiner, with the object of finding out the name and address of the course setter or examiner, or finding out the questions that have been set by the paper setter or examiner, or with the object of influencing an examiner in the award of marks, or with the object of unduly influencing anyone in the discharge of his/her duties in connection with the examinations;
- (iii) Talking to another student or to any unauthorised person inside or outside the examination room during the examination without the permission of a member of the supervisory staff, before handing over the answer-book to the invigilator;
- (iv) Giving or receiving assistance in answering the question paper to or from any other student/person in the examination hall or outside during the examination;

- (v) During examination having in possession or access to:
 - (a) Any paper, book, notes or any other unauthorised material which has relevance to the syllabus of the concerned examination;
 - (b) Anything written on the inkpot cover, inkpot, scale, or any other instrument or on any kind of furniture or any other substance, which may have relevance to the syllabus of the concerned examination;
 - (c) Anything written or signs made on the body of the student, or his/her clothes/garments, handkerchief, etc. which may have relevance to the syllabus of the concerned examination;
 - (d) Anything written or signs made on the admission card/ question paper which has relevance to the syllabus of the concerned examination;
 - (e) Any electronic device or calculator (unless otherwise permitted).
- (vi) Swallowing or attempting to swallow, or destroying or attempting to destroy a note or paper or any other material, or running away with the material with the intention of destroying the evidence of using unfair means, or being guilty of causing disappearance or destruction of any such material either by himself/herself or with the assistance of any other person;
- (vii) Smuggling a question paper or an answer-book (main or supplementary) or part thereof into the examination room/ Centre or out of it;
- (viii) Replacing or getting replaced an answer-book (main or supplementary) or part thereof during or after the examination;
- (ix) Impersonating any student or getting impersonated by any person for taking the examination;
- (x) Copying of a substantial part of any work/material without any acknowledgment by a student in his/her dissertation/thesis/ field-survey work, etc;

- (xi) Tampering with records of an examination;
- (xii) Writing or drawing any obscene or abusive language in his/her answer-book;
- (xiii) Cheating or attempting to cheat the University in any manner; and
- (xiv) Any act or omission, by or on behalf of the student connected with the examination, whether prior to or subsequent to such examination or the result thereof which in the opinion of the Unfair Means (UM) Committee is considered unfair means.

O.6.2(1)(b) Disorderly Conduct shall include the following:

- (i) Disobeying the instructions of the Superintendent/ Addl. Superintendent/Asstt. Superintendent/ Invigilator or any member of the Flying Squad;
- (ii) Threatening, intimidating or assaulting the Superintendent, Invigilator, any member of the Flying Squad or any other member of staff working at the Examination Centre, or another student in connection with the examination before, during or after the examination;
- (iii) Misbehaving with the Superintendent, Invigilator or any member of the Flying Squad or any other member working at the Examination Centre in connection with the examination before, during or after the examination;
- (iv) Leaving the examination room before the expiry of half an hour after the commencement of the examination, or leaving the examination room without obtaining the permission of the Invigilator or without handing over the answer-book to the Invigilator or without signing the attendance sheet;
- (v) Tearing off or mutilating an answer-book (main or supplementary) or any part thereof;
- (vi) Disturbing or disrupting the conduct of examination or attempting to do so;
- (vii) Inciting or compelling any other student(s) to leave the examination room or to disturb/disrupt/boycott the examination;

- (viii) Bringing into the Examination Centre (a) any weapon, or (b) any other material objected to by the Invigilator/Centre Superintendent or any other member of the Supervisory Staff;
- (ix) Appearing in the Examination Centre without being in possession of the valid Admission Card unless permitted by the Centre Superintendent; and
- (x) Refusing to be searched by the Invigilator/Centre Superintendent/any other member of the Supervisory Staff/any member of the Flying Squad, or obstructing or hindering such search in the Examination Hall, verandah, urinal, etc.

O.6.2 (2) Punishment:

The cases of Unfair Means or Disorderly Conduct at or in connection with an examination, shall be reviewed by the Unfair Means Committee appointed by the Vice-Chancellor every year in the month of June. One or more of the following punishments may be recommended by the Committee for the consideration of the Vice-Chancellor:

- (i) Cancellation of the result of the course in respect of which he/she is found to have been guilty; and/or
- (ii) Cancellation of the result of the examination for which he/she was a student; and/or
- (iii) Debarring the student from securing admission to a programme and appearing in any future examinations of the University for a stated period; and/or
- (iv) Any other punishment deemed suitable by the Unfair Means Committee.

O.6.2 (3) Norms of Punishment:

The following norms for award of punishment are laid down:

- (a) If a student is found guilty of seeking admission to an examination by making a false representation pertaining to his/her eligibility to appear at the examination, he/she shall be disqualified from appearing in any examination for a period of one or two years including the present examination.

(b) Where a student is found having in his/her possession or within his/her reach any material relevant to the syllabus of the examination concerned but has not copied from or used it, the following shall be taken into consideration for deciding the punishment:

- (i) **If the behaviour of the student on being caught is satisfactory:** Present examination of the concerned course shall be cancelled, if the material found in possession of the student is of insignificant nature.
- (ii) **If the behaviour of the student on being caught is unsatisfactory:** Present examination of the concerned course shall be cancelled and he/she shall be further debarred from appearing in one or more subsequent examinations of the concerned course.

Note: If the student uses resistance or violence against the invigilator or any person on examination duty or consistently refuses to obey the instructions of the Superintendent, the above punishment may be enhanced according to the gravity of the offence.

(c) Where a student is found to have copied from or used the material caught :

- (i) **If the behaviour of the student on being caught is satisfactory:** Present examination of the concerned course shall be cancelled and he/she may be further debarred from appearing in one/two subsequent examinations of the concerned course.
- (ii) **If the behaviour of the student on being caught is unsatisfactory:** Present examination of the concerned course shall be cancelled and he/she shall be further debarred from appearing in one or more subsequent examinations of the concerned course.

Note: If the student uses resistance or violence against the invigilator or any person on examination duty or consistently refuses to obey the instructions of the Superintendent, the above punishment may be enhanced according to the gravity of the offence.

Explanation: The above and mentioned clauses (b) (i) and (ii) and (c) (i) and (ii) refer to cancellation of the examination of the concerned course only.

- (d) If a student is found talking to another student or to any unauthorised person inside or outside the examination hall, during the examination without the permission of the member of the supervisory staff, his/her examination in that particular course may be cancelled.
- (e) If a student is found reading or possessing some incriminating material relevant to the syllabus of the course in the verandah/urinal, etc. His/her examination in that particular course may be cancelled.
- (f) If a student leaves the examination hall:
 - (i) Before the expiry of half an hour after the commencement of the examination; and/or
 - (ii) Without obtaining the permission of the invigilator; and/or
 - (iii) Without handing over the answer book to the invigilator; and/or
 - (iv) Without signing the attendance sheet,his/her examination in the concerned course may be cancelled.
- (g) If a student during the course of practical examination submits practical record/note book, which does not belong to him/her, to the examiner that particular examination shall be cancelled.
- (h) If a student:
 - (i) Tears it off, or otherwise disposes of his/her answer-book(s) or any part thereof inside or outside the examination hall, or
 - (ii) Incites/compels other student(s) to leave the examination hall, or attempts to disturb, or disrupts the conduct of examination or indulges in any kind of activity in the campus of the Examination Centres which violates the sanctity or purpose of the examination, he/she shall be disqualified from appearing or passing in

any examination of the University for one to three years including the present examination, depending upon the nature and gravity of the offence.

- (i) If a student on being caught by an invigilator or a member of the Flying Squad or any other authorised member of the supervisory staff, runs away from the examination hall along with the piece of paper/material in his/her possession or destroys any piece of paper believed to be of doubtful nature by the member of the supervisory staff either by sallowing/throwing it away, or by any other means, he /she shall be disqualified from appearing/ passing in any examination of the University for one to two years including the present examination.
- (j) If a student is found guilty of:
 - (i) Smuggling in an answer book in whole or in part inside the examination hall, or
 - (ii) Taking out or arranging to send outside the examination hall, an answer-book or question paper, in whole or in part, or
 - (iii) Replacing his/her answer-book or getting it replaced in whole or in part during or after the examination, or
 - (iv) Impersonating a student or being impersonated by any person, he/she shall be disqualified from appearing/ passing in any examination of the University for a period of one to three years including the present examination.

Note: A person other than the student assisting him in the above unfair means shall be liable to such action as may be decided by the University.
- (k) If a student is found guilty of disobeying the instructions of the Invigilator/Centre Superintendent (or any other person authorised by him/her) or if he/she occupies a seat other than that allotted to him/her without permission of the proper authority, the examination of the concerned course may be cancelled.

- (l) When a student is found guilty of misconduct/misbehaviour and/or indiscipline in connection with the examination before, during or after the examination, inside or outside the examination centre, the extent of punishment may vary from the cancellation, of the present course to disqualifying him/her from appearing/passing in any examination of the University for one to three years including the present examination, depending upon the nature and gravity of the offence.
- (m) If a student carries into the examination hall/centre any weapon and does not hand over the same to the invigilator or any other authorised member of the supervisory staff, he/she shall be disqualified from appearing/passing in any examination of the University for one to two years including the present examination, depending upon the nature and gravity of the offence.
- (n) Where a paper or any other material connected with the examination or use of any other unfair means is found or detected even after the examination is over, the student concerned may be disqualified from appearing/passing in any examination of the University for one to three years including the present examination, depending upon the nature and gravity of the offence.
- (o) When a student is found Involved and guilty of disobeying the instructions of the Invigilator/Centre Superintendent (or any other person authorised by him/her), or of deliberately changing his/her seat with another student or writing other student's roll number on his/her answer book or misconduct, indiscipline or misbehaviour including causing any kind of disturbance to other examinees in the examination hall or for indulging in any activity in the campus of the examination centre which violates the sanctity and purpose of the examination, the Centre Superintendent may turn him/her out of the Centre, and report such cases to the University for further necessary action.

O.6.2 (4) Procedure for dealing with the cases of Unfair Means and Disorderly Conduct:

The following shall be the procedure for dealing with the cases of students found using or suspected to be using Unfair Means or showing Disorderly Conduct in connection with the examination:

- (i) Where a student is suspected of using Unfair Means as defined above, the Invigilator or the Centre Superintendent or any other member of the supervisory staff including the Flying Squad shall search the student and/or his/her belongings. Where any written or printed material is found in his/her possession in consequence of the search, the Centre Superintendent shall refer the case to the officer appointed by the University for the purpose indicating the nature of Unfair Means used by the student.
- (ii) As soon as a student is suspected, found or reported to have resorted to unfair means and the Invigilator/Superintendent/or any member of the Flying Squad feels satisfied that Unfair Means have been used, his/her answer book shall be seized alongwith the material recovered and a fresh answer book shall be given to him/her to answer the question paper. The answer books shall be marked as 'I' and 'II' respectively.
- (iii) The Invigilator/member of the Flying Squad concerned shall generally give his/her report in writing. This report shall be brought to the notice of the student who shall duly sign the report. The Invigilator/member of the Flying Squad or the Centre Superintendent shall send the report to the University for consideration.
- (iv) If a student refuses to give his/her statement on the spot and/or refuses to sign the material recovered or leaves the centre without giving his/her statement or if the student is found guilty of showing Disorderly Conduct, his/her case shall be reported by the Centre Superintendent to the University and the decision shall be as per the recommendation of the UM Committee .
- (v) Where the Centre Superintendent refers a case of use of Unfair Means or Disorderly Conduct to the University he/she shall record such evidence as is available in support of the allegations made by the Invigilator/member of the Flying Squad or any member of the supervisory staff and after giving his/her own remarks, he/she shall send all the relevant materials to the University for further action.
- (vi) All cases of suspected use of Unfair Means or of Disorderly Conduct reported by the Centre Superintendent or by any other

person concerned with the examination including the examiner shall be considered and examined by the UM Committee which shall submit its recommendations for consideration of the Vice-Chancellor.

- (vii) The case of suspected use of Unfair Means or of Disorderly Conduct shall be considered and decided by the UM committee on the basis of the reports of the Invigilator/Centre Superintendent/ Flying Squad.

The student may request for hearing and if his/her request is accepted, a notice will be sent to him/her informing the date of hearing which shall not be less than 14 days from the date of despatch of the notice to the student. The UM Committee shall meet at the notified place on the date and time specified in the said notice for giving personal hearing.

The statement/reply of the student shall be recorded by the Committee which may also seek and record clarification, or further explanations, if necessary, from the Invigilator/Centre Supdt./or members of Flying Squad/any other member of the supervisory staff who may be present at the time of the inquiry.

- (viii) In no case shall the student be allowed to be represented by a lawyer or any other person. Also, no adjournment of the hearing shall be granted to the student unless deemed necessary by the UM Committee. Further, it shall not be obligatory for the University to furnish a copy of the incriminating material or any other material recovered from the possession of the student. However, the student shall be shown the incriminating material at the time of hearing if he/she so desires.

- (ix) On the basis of the Report(s)/Statement(s) of Invigilator(s)/ member(s) of the Flying Squad or the supervisory staff, the statement, if any, of the student, the remarks of the Centre Superintendent and also the statements recorded at the time of personal hearing, the UM Committee shall record its recommendations regarding the punishment to be awarded to the student. If the student remains absent, the UM Committee may consider and decide the case in his/her absence.

- (x) If during the course of inquiry, the UM Committee, while examining particular case(s) comes to the conclusion that the student(s) resorted to copying from the answer book(s) of any other student(s) or where the UM Committee is of the opinion that such copying could not have been done without the connivance/negligence of the Invigilator(s) or any other member(s) of the supervisory staff, the UM Committee may recommend such disciplinary action as it deems fit against the Invigilator(s) or members of the supervisory staff after giving him/her/them an opportunity of personal hearing.
- (xi) The UM Committee may, for reasons to be recorded, also recommend to the Vice-Chancellor if any action is desired to be taken against an examiner or any member of the supervisory staff or any other person involved in a case of Unfair Means or Disorderly Conduct.
 - (1) A student may approach a court of justice for redressal if any, within 90 days from the date of despatch of the decision of the University to the student.
 - (2) The records of the cases of Unfair Means or Disorderly Conduct may be destroyed/written off after the expiry of six months from the date of despatch of the decision of the University to the student.

Chapter VII

Board of Management

| | |
|------------|-------------------------------|
| Sec. 2 (b) | Definitions |
| Sec. 10(a) | Authorities of the University |
| Sec. 11 | Board of Management |
| S.7 | Board of Management |

Chapter VIII

Academic Council

| | |
|------------|------------------------------|
| Sec. 2 (a) | Definitions |
| Sec. 10(b) | Academic Council |
| Sec. 12 | Academic Council |
| Sec. 2(e) | Definitions “Ordinance” |
| Sec. 17(a) | Ordinances of the University |
| S.8 | Academic Council |

O.8.1 ORDINANCES FOR DEGRRE OF D.Sc./D.Litt.**O.8.1.(1) General:**

The Degree of Doctor of Literature and Doctor of Science may be awarded by the University to a registered student on his/her successful completion of the prescribed programme of research offered in different subjects/disciplines existing in the Schools. Research studies leading to the award of the Degrees of Doctor of Literature and Doctor of Science shall be governed by the following bodies in accordance with their respective roles as specified hereunder:

(a) Academic Council:

The D.Sc./D.Litt. Degree Programme of the University shall be offered in accordance with the Research Policy adopted by the Academic Council subject to the provisions of the Act and the Statutes of V. M. Open University, Kota.

(b) Research Board:

There shall be a Research Board which is subject to the overall guidance and supervision of the Academic Council and shall be responsible for the planning, management, organization and monitoring of D.Sc./D.Litt. Degree programme:

(1) The Research Board shall perform the following functions:

- (i) Management and administration of the research policy and programme of the University.
- (ii) Monitoring of levels of research as deemed fit for such evaluation.
- (iii) Recommend a person for award of D.Sc./D.Litt. degree on the basis of his/her outstanding published research work.
- (iv) Advise on research priorities and allocation of resources for research.
- (v) Delegation of any of the functions assigned to the subject/discipline concerned.

- (vi) Preparation of the consolidated reports on research in the University.
- (ivii) Any other work related to research development and coordination.

(2) **Composition of the Research Board:**

The Research Board shall consist of the following:

- Vice-Chancellor - Chairperson
- All the Professors* - M e m - bers
- Representative of Academic Council - Member
(To be nominated by the Vice-Chancellor)
- Directors of Schools - Member

Note:

- * (i) In case there is no Professor in the subject/ discipline, the Vice-Chancellor may nominate the Professor(s) of the concerned subject/ discipline from other universities.
- (ii) D.R. (Academic) shall act as Secretary of the Research Board.
- (iii) The term of office of the nominated members shall be of two years from the date of nomination

O.8.1(2)Registration Eligibility:

- (1) A candidate for the degree of D.Litt. or D.Sc. must be a Ph.D. or an equivalent doctorate degree holder of at least two years standing of this University/a recognised University/ a recognised Institution.
- (2) Every candidate who intends to supplicate for the Degree of Doctor of Literature or Doctor of Science shall communicate his/her intention to do so to the Director of the School concerned, on the prescribed application form, together with a synopsis of his/her proposed research work. He/she shall support the application with a copy of every contribution published by him/her towards the advancement of the subject of his/her study after award of Ph.D. degree. He/she shall also submit a certificate from two members of the Research Board that he/she is a suitable person to supplicate for the degree.

O.8.1(3) Registration:

- (i) The Application, complete in all respects, together with the prescribed Registration fee shall be placed before the Research Board to adjudge the suitability of the subject and adequateness of the contribution published towards the advancement of the subject.
- (ii) The candidate shall be registered for a period of four years from the date of approval by the Research Board. Thereafter on the request of the candidate, extension could be granted by the Vice-Chancellor for a period of two years; a further extension of two years could be granted if the Vice-Chancellor is satisfied that the candidate has done substantive research work during the period of six years. The candidate shall not be permitted to submit the thesis after expiry of eight years.

O.8.1(4) Submission of Thesis:

On a report from the candidate that he/she is likely to submit his/her thesis within six months, the Vice-Chancellor shall appoint three examiners out of a panel of eight suggested by the convener of the subject concerned for examining the thesis.

The candidate shall submit four printed/typed copies along with a soft copy of his/her thesis alongwith the prescribed examination fee. He/she shall also submit a brief of the thesis which he/she claims as original and along with a list of sources consulted.

The thesis shall comply with the following conditions:

- (a) It must be entirely his/her own work and must be an original contribution to knowledge characterised either by the discovery of new facts and their significance or by new interpretation of facts or theories. In either case it should evince the capacity of the candidate for critical examination and judgement. It should also be satisfactory in its literary presentation and must be suitable for publication.
- (b) The candidate may incorporate in his/her thesis the contents of any work by him/her which shall be published on the subject. He/she shall not submit in the thesis any work for which a degree has already been conferred in this or in any other University. However the candidate may submit any printed contributions as subsidiary matter towards the advancement of his/her subject.

O.8.1(5) Evaluation:

- (i) The examiners shall examine the thesis and other published work of the candidate and shall submit their reports either jointly or separately. The examiners may consult each other before submitting their report and if they consider it necessary may also make suggestions for improvement of the thesis. The suggestions made by the examiners shall be communicated to the candidate who may accordingly improve his/her thesis.

Note:

- (a) In case the candidate feels strongly with conviction about his/her work, a one-time opportunity may be given to the candidate to submit his/her explanation to the University. The same shall be communicated to the examiners.
 - (b) The final report shall be communicated by the examiners after considering the explanation submitted by the candidate.
- (ii) In case the report of the examiners is not unanimous for award of the degree, the report of the two examiners who have recommended award of the degree shall be sent to the third examiner for his/her opinion. If the third Examiner revises his/her opinion and recommends award of the degree, the degree shall be awarded subject to the positive report of the viva-voce examiners. In case the third examiner still holds his/her earlier opinion, the thesis shall be sent to a fourth examiner whose report shall be final. After examining the thesis, in case the examiner do not consider it to be of sufficient merit, may recommend that the thesis be rejected or be allowed to be presented in the revised form not earlier than six months and not later than two years from the date of decision of the Research Board.

A viva-voce examination (to be conducted together by two of the three examiners who have evaluated the thesis) shall be held in all cases. The viva-voce examination shall be open to the Director of the School concerned, the teachers of the subject concerned in the University, Research Scholars in the subject concerned, who may attend the viva-voce examination as observers at their own expenses. The observers shall not be entitled to ask any questions.

If a candidate fails to satisfy the viva-voce examiners, he/she may be asked to reappear for the viva-voce examination within six months. If the candidate fails to satisfy the viva-voce examiners a second time also, the thesis shall be rejected by the Research Board.

On the unanimous recommendation of the examiners of the thesis as also the viva-voce examination, the Research Board shall recommend the award of the degree.

The candidate shall, on publication of the thesis, mention on the title page that it was a thesis approved for D.Litt. or D.Sc. Degree of the Vardhaman Mahaveer Open University, Kota.

It is not obligatory for the University to publish the thesis.

O.8.1.(6) Professor – Emeritus:

- (1) The status of Professor-Emeritus may be conferred by the Board of Management on such conditions as it may deem fit, upon any retired Professor of the University who has outstanding reputation in his/her field. The conferment of the title of Professor –Emeritus shall be for lifetime, but it shall not be treated as a re-employment.
- (2) The status of Honorary Professor may be conferred for a specific period by the Board of Management on such conditions as it may deem fit upon any scholar of outstanding reputation in his field.
- (3) The status of Emeritus Fellow may be conferred by the Board of Management on such conditions as it may deem fit, upon any retired teacher of the University, other than professor, who has outstanding reputation in his field.
- (4) The proposal for conferment of such status (Professor /Emeritus/ Honorary Professor/Emeritus Fellow) may be initiated by a Committee consisting of the Vice-Chancellor, the Director of the School concerned and an external expert nominated by the Vice-Chancellor. The recommendations of the Committee shall be placed before the Board of Management for its final decision.
- (5) A Professor/Emeritus/An Honorary Professor/An Emeritus Fellow may guide doctoral work of students, hold advanced seminars and give lectures, and may be admitted to such other academic benefits as the Academic Council or the Board of Management may consider necessary.
- (6) A Professor/Emeritus/An Honorary Professor/ An Emeritus Fellow shall be entitled to draw such sumptuary allowances as may be fixed by the Board of Management in each case.

O.8.2 ORDINANCE FOR Ph.D DEGREE PROGRAMME

O.8.2 (1) General:

The Degree of Doctor of Philosophy (Ph.D.) may be awarded by the University to a registered student on his/her successful completion of the prescribed programme of research offered in different subjects/ disciplines existing in the Schools. Research studies leading to the award of the Doctor of Philosophy (Ph. D.) degree shall be organised and managed by the following bodies in accordance with their respective roles as specified hereunder:

(a) **Academic Council:**

The Ph.D. Degree Programme of the University shall be offered in accordance with the Research Policy adopted by the Academic Council subject to the provision of the Act and the Statutes of V. M. Open University, Kota.

(b) **Research Board:**

There shall be a Research Board which is subject to the overall guidance and supervision of the Academic Council and shall be responsible for the planning, management, organisation and monitoring of the Ph.D. Degree programme:

(1) The Research Board shall perform the following functions:

- (i) Management and Administration of the research policy and programme of the University.
- (ii) Formulation of guidelines for registration, supervision, programme evaluation and award of Ph.D degree, including appointment of supervisors and examiners, award of scholarships/fellowships and approval of research topics.
- (iii) Monitoring of level of research as deemed fit for such evaluation.
- (iv) Determination of the criteria for review of the research areas/themes/topics relevant to the concerned subjects.

- (v) Recommend a person for award of Ph. D. degree on the basis of his/her outstanding published research work.
- (vi) Advise on research priorities and allocation of resources for research.
- (vii) Delegation of any of the functions assigned to the subject/discipline concerned.
- (viii) Preparation of the consolidated reports on research in the University.
- (ix) Any other work related to research development and coordination.

(2) **Composition of the Research Board:**

The Research Board shall consist of the following:

- Vice-Chancellor - Chairperson
- All the professors* - Member
- Representative of
Academic Council (To be nominated by
the Vice-Chancellor) - Member
- Directors of Schools - Member

Note:

- * (i) In case there is no Professor in the subject/discipline, the Vice-Chancellor may nominate the Professor(s) of the concerned subject/discipline from other universities.
- (ii) D.R. (Academic) shall act as Secretary of the Research Board.
- (iii) The term of office of the nominated members shall be of two years from the date of nomination. A member can be re-nominated for another term.

- (iii) The Research Board shall meet at least twice a year and shall report to the Academic Council. One-third of the total membership shall form the quorum for the meeting.

O.8.2.(2) Registration:

- (a) The process and schedule of registration shall be prepared and announced by the University in accordance with the guidelines given by the Research Board from time to time. The research degree programme shall be offered by the University in the existing School of the subject concerned.
- (b) The registration to the Research Degree Programme shall be made every year.
- (c) A candidate shall be eligible for admission and registration for Ph. D. programme provided he/she has:
 - (i) qualified the Ph.D. entrance test conducted by the University on the pattern recommended by University Grants Commission.
 - (ii) qualified the Master's Degree from any recognised University/Institute or any other qualification recognised as equivalent thereto in relevant fields of study.
 - (iii) secured at least 55% marks (50% in case of SC/ST candidates) in Master's Degree.

Note:

- (i) The candidates who have passed UGC/CSIR/JRF Examination, NET SLET, GATE, or Teacher fellowship or M. Phil. shall be given preference in admission to Ph. D. programme and shall be exempted from appearing in the Entrance test.
- (ii) A candidate who has attained the age of 50 years and does not have a formal academic qualification but shows ability and interest to pursue the research activity may also be considered for the research degree programme.

The Research Board may decide the eligibility of such candidates for registration provided the application is forwarded and recommended by two Professors of the subject concerned and a member of the Board of Management of Vardhaman Mahaveer Open University. The Certificate should state that he/she has contributed and worked significantly in the area of his/her research work either through his published work or practical or social work. The Research Board shall review his/her certificates and research area on the basis of concrete evidences and if the Board gives a favourable opinion, his/her research proposal shall be considered by the Academic Council.

- (d) The successful candidate(s) in the Ph.D. Entrance test shall be interviewed by the Research Committee nominated by the Vice-Chancellor. The candidate(s) shall be assigned a supervisor for undertaking the course work which consists of:
- i. Research Methods
 - ii. Computer Application
 - iii. Review of Literature (published research work in the relevant field)

After six months the candidate(s) shall be examined. Successful candidate(s) shall submit a synopsis and also make a presentation before the Research Committee.

The candidate(s) shall abide by the decision of the Research Committee.

Note :

In case the candidate(s) does not clear this examination, he/she shall be eligible to take such an examination along with the candidate(s) of the immediately next batch whenever conducted by the University.

- (e) The University shall admit only the pre-determined number of students in the Ph. D. programme.

- (f) While granting admission to the candidate(s) in Ph. D. programmes, the University shall implement the prevailing Reservation policy of the State.
- (g) All those who are offered fellowships by the University or any other agency registered with the University to pursue a research degree programme of the University on a full-time basis shall belong to the category of full-time students. In exceptional cases, the Research Board, on the recommendation of the subject/ discipline concerned, may allow registration of full-time students who do not have fellowship. The full-time students shall work on their projects either at the headquarter or at one of the Regional Centres of the University as approved by the Vice-Chancellor.
- (h) Interdisciplinary research shall be encouraged by the University. The convener of the subject/discipline concerned shall be responsible for deciding the thrust areas of research. Permission to supplicate for the research degree in a different subject may be granted by the Research Board after the approval of Vice-Chancellor on the basis of interdisciplinary approach of the case duly justified by the candidate and supervisor(s).
- (i) The date of registration shall be the date of approval of the synopsis by the Research Committee or any other date communicated by the candidate but not later than the date of issue of registration letter.
- (j) The registration of a student may be cancelled due to any of the following reasons:
 - (i) Non-payment of fees
 - (ii) Unsatisfactory progress
 - (iii) Non-compliance with the provision of the ordinance on research
 - (iv) Failure to submit the thesis within the prescribed time limit.
 - (v) Any act of indiscipline by the candidate.

- (k) Extension of one year may be granted provided the student applies before the completion of five years. The request for extension shall be considered only on the recommendation of the supervisor(s).
- (l) No re-registration is allowed.

O.8.2 (3) Fee:

The candidate(s) shall be required to pay the fee for course work and the Ph.D. programme as decided by the University from time to time.

O.8.2 (4) Supervision:

- (a) Every student registered for the Ph.D. programme shall be required to pursue the programme under a supervisor recognised by the University. Supervisor/Co-Supervisor(s) to the student shall be assigned as per University rules.
- (b) The Co-Supervisor of the same or other subject of an interdisciplinary nature is permissible provided the reason given for joint supervision is justified.
- (c) The Principal Supervisor shall be authorised to correspond with the University regarding the research activities of the student.
- (d) The student shall be counted as one student in the quota of the Principal Supervisor and not in the Co-Supervisor.
- (e) All Professors and Associate Professors of Vardhaman Mahaveer Open University, Kota, shall be *ipsofacto* Research Supervisors provided they possess Doctorate degree from a recognised University.
 - (i) The Research Board shall also have powers to approve any Assistant Professor working in Vardhaman Mahaveer Open University, Kota, to become a research supervisor of this University provided he/she has a Ph.D. degree and five years P.G. or ten years U.G. teaching experience. An individual who wishes to be a research supervisor may formally apply for it.
 - (ii) A Professor of eminence in any field may be recognised as Research Supervisor of the University.
 - (iii) For encouraging interdisciplinary research (both in sub-

jects that the University is offering and also in related subjects, the co-supervisor may be an external expert. The external expert(s) may act as co-supervisor(s) for Ph. D. work subject to the approval of the Vice-Chancellor in specific case(s).

- (iv) Director(s) and Director(s) (Regional Centre) working in different units (other than Academic Wing) of Vardhaman Mahaveer Open University, Kota, may be approved as supervisor(s) provided they have Ph.D. degree and five years P.G. or ten years U.G. teaching experience in a recognised Institution. In all such cases, eligibility for supervising Ph. D. work shall be considered only in the case of the subject area of the person concerned and only subjects in which the University offers postgraduate programme.
- (v) Retired teachers of VMOU shall continue to be Research Supervisors of the University for candidate(s) already registered under them.
- (f) A retired person shall not be normally allowed to act as a Supervisor. However, a person of eminence in the field can be considered as Supervisor by the Research Board provided that substantial proof of his/her research work is submitted to the Research Board for adjudging the suitability. Such cases shall be considered with reference of individual research candidate(s) only.
- (g) A person not holding a Ph. D. degree shall not be normally considered eligible for being a Supervisor.
- (h) No person shall be permitted to supervise or evaluate the research work of his/her close relations. The term close relation includes wife/husband/son/daughter/grandson/grand-daughter/brother/sister/nephew/niece/grand-niece/uncle/aunt/first cousin/son-in-law/daughter-in-law.
- (i) An approved Supervisor who fails to publish any research paper in a standard national/international journal in two consecutive calendar years shall not be eligible to be the Supervisor of any new candidate.

- (j) For the purpose of recognised post-doctoral research experience, the research shall be done under/research programme sponsored by international/national/state/level agencies such as the UGC, DEC, CSIR, ICSSR, etc.
- (k) The maximum number of students of Ph. D. Programme, registered under a Supervisor at a time shall be as under:
 - (a) University Professor: 8 students
 - (b) Associate Professor: 8 students
 - (c) Assistant Professor: 5 students
- (l) In case the supervisor retires or leaves the University, the student shall be permitted to work with him/her if he/she has completed six months of research work after registration. In an eventuality of death of the Supervisor, the student on his/her request would be allotted another Supervisor by the Research Board and the entire period of his/her research work until then shall be counted for the purpose of the submission of the Ph. D. thesis.

O.8.2 (5) Submission of Ph. D. Thesis:

- (a) The minimum period required for submitting the doctoral thesis shall be two years and maximum five year from the date of registration in the research programme.
- (b) For Ph. D. degree, a student shall be required to submit a thesis in the format as may be prescribed for the subject/discipline by the Research Board after getting a “NO DUES CERTIFICATE” from the concerned units of the University.

Prior to submission of the thesis, the student shall submit a summary of the thesis in approximately 2000 words indicating as to how far the thesis embodies the results of investigations. The summary shall be submitted in four copies alongwith a soft copy (CD). The summary shall be sent to the examiners.

No thesis shall normally exceed eighty thousand words (excluding footnotes and bibliography). It may be a piece of research work duly characterised either by the discovery of new facts or by a fresh interpretation of facts or theories. In either case it should

reflect the student's capacity for critical examination and judgement. It should also be satisfactory as far as its literary presentation is concerned. However, in case a thesis exceeds this limit the student shall be required to obtain special permission of the Research Board. The student shall submit his/her thesis in four copies with one soft copy(CD).

- (c) Ph. D. student shall publish one research paper in a refereed journal before submission of the thesis and produce evidence for the same in the form of acceptance letter or reprint.
- (d) The research student shall give two seminars with a gap of six months prior to submission of the thesis.
- (e) A student shall ordinarily not be permitted to change the scheme of research during the course of the study. In exceptional cases, on recommendation of the supervisor and with due justification, the Vice-Chancellor/Research Board may permit change in the scheme.
- (f) Colour scheme for cover of thesis in different Schools:

| S.No. | School | Colour |
|-------|------------------------------|------------|
| 1. | Social Sciences & Humanities | Red |
| 2. | Commerce & Management | Yellow |
| 3. | Continuing Education | White |
| 4. | Science & Technology | Light blue |

O.8.2(6) Evaluation and Awards:

- (a) After receipt of the thesis, along with necessary certificates and the requisite fee deposited in the office of the Director (Research), the Supervisor shall submit a panel of 8 experts who are entitled to be Research Supervisors of the University, preferably Professors, for appointment as examiners and certify that they are active in the related field. The Vice-Chancellor shall appoint two external examiners from the submitted panel for evaluating the thesis. The Vice-Chancellor may request the Supervisor to cite some publications by the suggested examiners in the related field. The panel of examiners may be re-submitted as per the directions of Vice-Chancellor.

- (b) The thesis shall be evaluated by two external experts out of which at least one shall be outside the State. The Supervisor shall act as the third examiner of the thesis.
- (c) The following provisions shall be applicable for evaluation of a Ph. D. thesis:
 - (i) In case the external examiners do not unanimously recommend the award of the degree, copies of their reports shall be sent to the Supervisor for his/her comment(s) and the case shall be considered by the Vice-Chancellor after receipt of the comments.
 - (ii) In case both the external examiners disapprove the thesis, it shall be taken as rejected.
 - (iii) In case, one examiner approves the thesis and the second recommends a revision and the third rejects it, reports shall be exchanged anonymously among the examiners and their final report shall be obtained. In light of the final reports, the Vice-Chancellor shall take appropriate decision and the same shall be communicated to the student and the Supervisor(s).
 - (iv) In case all the three examiners approve the thesis, the student shall be called upon to appear for a viva-voce examination.
- (d) The student shall undergo a viva-voce examination to defend his/her thesis. The viva-voce shall be open to all interested persons and shall be conducted by the Board of Examiners consisting of the Supervisor and one of the external examiners of the thesis nominated by the Vice-Chancellor for the purpose.
- (e) It is essential for the student to appear for the viva-voce examination.
- (f) If both the examiners (Supervisor and external) conducting the viva-voce are satisfied, the case shall be forwarded by the Director to the Vice-Chancellor for approval and a provisional certificate may be issued to the student.
- (g) In case the recommendations of the viva-voce examiners differ

from that of the thesis examiners or there is a difference of opinion between the viva-voce examiners, the student may be asked to reappear at a second viva-voce examination within six months. If the student fails to satisfy the viva-voce examiners a second time also, the thesis shall be finally rejected.

- (h) If two examiners recommend that the student be asked to revise/improve his/her thesis, the Vice-Chancellor may permit the student to resubmit the revised thesis on the recommendation of the Supervisor(s).
- (i) In case a student is allowed to resubmit the thesis, he/she shall have to pay a fresh submission fee at the time of submission of the revised thesis.
- (j) The student shall not publish the thesis as a whole without seeking a formal permission to this effect from the University.

O.8.2 (7) Remuneration to Examiner:

- (i) The expert(s) shall be paid TA/DA and remuneration for evaluation of synopsis, thesis and conduct of viva-voce as per the prevailing University rules.
- (ii) The actual postal charges shall be reimbursed to the examiners.
- (iii) Necessary deductions shall be made as per university rules.
- (iv) The rates may be amended by the University from time to time.

O.8.2 (8) Removal of Difficulties:

Notwithstanding anything contained in this ordinance, the Vice-Chancellor may take any such measures as may be deemed necessary for removal of doubts/difficulties and to resolve any other extraordinary issue pertaining to research.

O.8.3 ORDINANCE FOR M.Phil DEGREE PROGRAMME

O.8.3(1) General:

The Degree of Master of Philosophy (abbreviated as M.Phil) aims at advancing higher study and research in the University in the subjects as approved by the Academic Council in various Schools. This is a separate Programme and not a pre-requisite for Ph.D. Degree.

O.8.3(2) Admission Eligibility:

The minimum qualification for admission to M.Phil Programme shall be second division with not less than 55 percent marks in Masters Degree in the relevant subject and has qualified the entrance test conducted by the University on the pattern recommended by UGC. If any relaxation is given by the State Government in the eligibility, the same will be applicable.

O.8.3(3) Registration:

- a) Applications for admission to M.Phil Programme shall be submitted by the candidates on the proforma prescribed by the University to the Regional Centres of the University.
- b) To pass the entrance test, the minimum score required is 40 percent. Passing the entrance test itself does not guarantee admission to the programme.
- c) The reservation policy of the Government of Rajasthan for admissions shall be applicable.
- d) The students admitted shall be required to pursue courses as per the scheme of M.Phil in the University.
- e) A registered student shall be given a Scholar Number which shall also be his/her Roll Number for the examination.

O.8.3(4) Fee:

The prescribed fee shall be paid by the student at the time of submission of the application for admission after qualifying the entrance test. The fee

shall not be refundable. The University reserves the right to revise the fee schedule from time to time.

O.8.3(5) Supervision:

- a) The following persons shall be eligible to supervise M.Phil dissertation:
 - (i) All the Professors and Associate Professors.
 - (ii) Assistant Professors having Ph.D. degree and four years PG or six years UG teaching experience in a recognised institution.
- b) The Supervisors shall be appointed by the Convenor of the concerned subject.
- c) There shall not be more than five students under a Supervisor for M.Phil dissertation at a time.

O.8.3(6) Examination Pattern:

- (i) The detailed syllabi and scheme of examination shall be prepared by the respective Course Development Committee (CDC) of the subject and shall be placed by the Convener/Coordinator before the Academic Council for approval.
- (ii) There shall be two components of the examination:
 - (a) Internal Home Assignments
 - (b) Term-End Examination
- (iii) The Internal Home Assignments shall be of 20 marks. Two assignments shall be given in each course. The Internal Home Assignments shall be submitted to the concerned Regional Centre.

The Regional Centre shall get them evaluated. The higher marks obtained out of the two assignments shall be taken into account. Marks obtained in the assignments shall be shown separately in the mark sheet and shall be counted for the purpose of determining division.

- (iv) After the completion of the academic session, the student(s) shall be examined by a written Term-End Examination of three hour duration. The maximum marks for Term-End Examination shall be 80.
- (v) A dissertation shall be treated as an essential component. Without completion of the dissertation, the result shall not be declared. The dissertation shall carry 200 marks. It shall be evaluated by two external examiners appointed by the Vice-Chancellor. If the difference in marks awarded by two examiners is more than 20 percent, it shall be sent to the third examiner and the average marks of the nearest two shall be taken into account.

- Note: a) The students shall submit to the University four (computer word processed) hard copies alongwith one soft copy (c.d.) of their dissertation in the prescribed format.
- b) Students shall have the option to write their dissertation either in English or Hindi, unless otherwise specified.

(vi) The minimum pass marks shall be 50 percent in each course (including dissertation). However, to clear Internal Home Assignment and Term-End Examination in each course, a student is required to secure a minimum of 40 percent marks separately.

- (vii) Successful candidates shall be classified as under :
- | | |
|-------------------------------|-----------------------------------|
| I - Division with Distinction | - 75% & above |
| I - Division | - 65% and above but less than 75% |
| II - Division | - 50% and above but less than 65% |

(viii) The remuneration for evaluation of the dissertation will be payable to the examiners as per the University rules.

(ix) A student shall have the option to answer the question papers and write his/her dissertation either in English or Hindi, unless otherwise specified for a particular Academic Programme.

- (x) There shall be 10 questions in each course. A student is required to attempt any 5 questions in all. All questions carry equal marks.
- (xi) No student shall indulge in unfair means or disorderly conduct in connection with examination. (see relevant Ordinance)
- (xii) Any student who has appeared in the Term-End Examination conducted by the University may apply for scrutiny of marks. Such applications shall be made to the Controller of Examination (CE) within 30 days of the declaration of result by paying the requisite fee. The final result shall be communicated to the student
- (xiii) The answer books shall not be subject to any inspection or production before any external or internal authority except at the instance of the Vice-Chancellor.
- (xiv) The medium of the course material shall be in Hindi, unless otherwise specified in the prospectus. Counselling shall be in Hindi/English, until unless required otherwise.

O.8.3(7) Duration:

- i) The duration for M.Phil. Programme shall be as under:
Minimum Duration - 1 year,
Maximum Duration - 3 years
- ii) A one-time facility is given to the student so that after completing the maximum duration of the programme he/she shall be eligible for re-registration within one academic year. After re-registration, the student shall have to clear all his/her due courses within one academic year.

Any provision that is not covered under the provisions of the above Ordinance shall be referred to the Vice-Chancellor, whose decision shall be final.

O.8.4 ORDINANCE FOR POST GRADUATE DEGREE PROGRAMMES

0.8.4 (1) General:

Academic Programmes shall be governed by the following general rules which shall come into force from the academic year starting from July 2011 onwards. The Post Graduate Degree Programme is generally a Two Year Programme unless otherwise specified. Admission shall be granted in Previous/First Year of the Programme except in the Programmes where lateral entry is permitted.

0.8.4 (2) Admission Eligibility:

- (i) **For M.A./M.Com.:** Bachelor's Degree (TDC) from any recognised university.
- (ii) **For M.A. (Education):** Bachelor's Degree (TDC) in Arts/Science/Commerce/Agriculture from any recognised university.
- (iii) **For M.Sc. (CS):** Bachelor's Degree (TDC) from any recognised university in any discipline with at least Second Division.

Lateral Entry: A student shall be admitted to M.Sc. (Computer Science) Final Year if he/she has passed PGDCA of VMOU, or PGDCA of any recognised university with at least second Division in Bachelor's Degree (TDC) provided that 70% of the syllabi is common with that of VMOU.

- (iv) **For M.A./M.Sc.(Mathematics):** Bachelor's Degree (TDC) with Mathematics (as an optional subject) from any recognised university. M.Sc. (Mathematics) degree shall be awarded only to student(s) having B.Sc. degree.
- (v) **For M.A.(Geography):** Bachelor's Degree (TDC) from any recognised university.
- (vi) **For M.Sc. (Geography):** B.Sc.(TDC) degree with Geography as one of the subjects from any recognised university.
- (vii) **For M.J. (Mass Communication):** Bachelor's Degree in Journalism and Mass Communication BJ(MC) or Bachelor of Journalism (BJ) or PG Diploma in Journalism with Bachelor's Degree(TDC) or equivalent degree of Journalism (Mass Communication) from any recognised university.

(viii) **For M.L.I.S. (One Year Programme):** Bachelor's Degree in Library and Information Science with 50% marks or Bachelor's Degree in Library and Information Science from any recognised university with two years of work experience in any recognised library.

(ix) **M.B.A. (Three Year Programme consisting of Six Semesters):**

Admission eligibility:

Bachelor's Degree (TDC) from any recognised university with 50% marks in any stream or equivalent

OR

Master's degree from any recognised university in any subject or equivalent

OR

Bachelor's Degree (TDC) from any recognised university with 3 years of supervisory / managerial / professional experience or equivalent

OR

Professional Degree in Engineering / Technology / Medicine / Architecture / Law or Professional Qualification in Accountancy / Cost and Works Accountancy / Company Secretaryship, etc. or equivalent.

Admission will be made on merit decided on the basis of marks obtained in Management Entrance Test (MET) organised by VMOU or MAT/CAT/RMAT or similar test organised by other recognised Institutions/Agencies.

Lateral Entry: Students who have successfully completed Diploma/P.G Diploma Programmes in Management of VMOU shall be eligible for admission to the MBA Programme as per rules prescribed in the prospectus.

0.8.4 (3) Registration:

- (i) A candidate shall be eligible for registration to a programme only if he / she possesses the required minimum qualification(s) as prescribed by the University in any specific programme.
- (ii) A candidate shall be registered in any of the programmes at the concerned Regional Centre of the University after submitting the prescribed application form along with the requisite fee.

- (iii) A registered student shall be given a Scholar Number which shall also be his/her Roll Number for the examination.
- (iv) Applications received after the announced last date with late fee shall not be considered.

O.8.4(4) Fee:

The prescribed fee shall be paid by the candidate at the time of submission of the application for registration at the Regional Centre/University Head Quarter. The University reserves the right to revise fee schedule without any prior information to the student. The details of fee shall be prescribed in the relevant prospectus.

O.8.4(5) Examination Pattern:

- (i) The detailed syllabi and the scheme of examination shall be prepared by the respective Course Development Committee (CDC) of a subject and shall be placed before the Academic Council for approval by the Convener/Coordinator.
- (ii) There shall be a Term-End Examination at the end of each academic session or each semester as the case may be. After the completion of one academic session a student can appear in the Term-End Examination held twice a year upto the maximum period prescribed for the particular programme to clear the due courses.
- (iii) (a) The examination for the Post Graduate Degree of the Master of Arts (M.A.), Master of Science (M.Sc.), Master of Commerce (M.Com.) and Master of Journalism (Mass Communication) M.J.(M.C.) shall consist of two parts viz., Previous and Final Examination.
(b) Master of Library Science(M.L.I.S) is a one year programme and shall have a Term-End Examination of the programme at the end of one academic session.
(c) Master of Business Administration (M.B.A.) is a three year programme consisting of six semesters of six months each.
- (iv) There shall be two components of examination unless otherwise specified :
 - (a) Internal Home Assignments - 20 Marks
 - (b) Term-End Examination - 80 Marks

Two Internal Home Assignments shall be given in each course. The Internal Home Assignments shall be submitted to the concerned Regional Centre. The Regional Centre shall get them evaluated. Higher marks obtained out of the two assignments shall be taken into account. Marks obtained in the assignments shall be shown separately in the mark sheet and shall be counted for the purpose of determining division.

After the completion of one academic session for each course, the student shall be examined by written Term-End Examination of three hours duration. The maximum marks for Term-End Examination which shall be of 80 marks until unless otherwise specified and for practical it is 50 (wherever applicable).

(v) The minimum passing marks for the Post Graduate Degree Programmes shall be as under:

(a) For M.Com./M.A./M.Sc. (Mathematics) Programmes:

- (i) To pass the programme, a student is required to secure a minimum of 36 percent marks in each course,
- (ii) To clear Internal Home Assignment and Term-End Examination of each course a student is required to secure a minimum of 25 percent marks separately.

(b) For M.A./M.Sc. (Geography):

- (i) To pass the programme, a student is required to secure a minimum of 36 percent marks in each course,
- (ii) to clear Internal Home Assignment and Term-End Examination of each course a student is required to secure a minimum 25 percent marks separately.
- (iii) To pass the practicals prescribed in a course, a student is required to secure a minimum of 36 percent marks separately.

(c) For M.Sc. (Computer Science): In M.Sc. (C.S.) each theory course shall be of 100 marks. However, the courses having practical components shall be of 150 marks consisting of theory course of 100 marks and practical component of 50 marks. The project work in the M.Sc. (Previous) shall be of 150 marks whereas the project work in the M.Sc.(Final) shall be of 300 marks. To pass the Term-End Examination, a student is required to secure 36% in Theory and Practical separately in each course.

- (d) **For M.B.A. Programme:**
 - (i) To pass the programme, a student is required to secure a minimum of 50 percent marks in each course,
 - (ii) To clear Internal Home Assignment and Term-End Examination of each course, a student is required to secure a minimum of 40 percent marks separately.
- (e) **For M.L.I.S. /MJ(MC) Programmes:**
 - (i) To pass the programme, a student is required to secure a minimum of 40 percent marks in aggregate,
 - (ii) To clear Internal Home Assignment and Term-End Examination of each course, a student is required to secure a minimum of 36 percent marks separately.
- (vi) Practical/ Project report or work/ Dissertation (wherever prescribed) shall be treated as an essential component. Without completion of the Practical / Project work/Dissertation, the result shall not be declared.
- (vii) A student shall have the option to answer the question papers and write his/her dissertation either in English or Hindi unless otherwise specified for a particular Academic Programme.
- (viii) There shall be 10 questions in each course unless otherwise specified. A student is required to attempt any 5 questions in all. All questions carry equal marks.
- (ix) Any student who has appeared in a Term-End Examination conducted by the University may apply for scrutiny of marks. Such applications shall be made to the Controller of Examination (CE) within 30 days of the declaration of result by paying the requisite fee. The result shall be communicated to the student.
- (x) The answer books shall not be subject to any inspection or production before any external or internal authority except at the instance of the Vice-Chancellor.
- (xi) The medium of the course material shall be Hindi unless otherwise specified in the prospectus. Counselling shall be in Hindi until and unless required otherwise.
- (xii) The Post Graduate Degree Programmes shall be credit based. The student can accumulate credits during the maximum duration of the programme. The credit system of each course and programme shall

be mentioned in the prospectus.

(xiii) The marks obtained in Internal Home Assignments and Term-End Examination shall be shown separately in the marks sheet and shall be counted for the purpose of determining division. Marks for non credit courses shall not be added for calculating division.

(xiv) After successful completion of the programme the division shall be awarded as under :

(a) For M.B.A. Programme:

| | | |
|---------------|---|---------------------------------|
| I - Division | - | 60% and above |
| II - Division | - | 50% and above but less than 60% |

(b) For M.L.I.S./M.J.(M.C.) Programmes:

| | | |
|---------------|---|---------------------------------|
| I - Division | - | 60% and above |
| II - Division | - | 48% and above but less than 60% |
| Pass | - | 40% and above but less than 48% |

(c) For all other P.G. Degree Programmes:

| | | |
|---------------|---|---------------------------------|
| I - Division | - | 60% and above |
| II - Division | - | 48% and above but less than 60% |
| Pass | - | 36% and above but less than 48% |

0.8.4(6) Duration:

(i) The Duration for P.G. Degree Programme shall be as under:

(a) For M.B.A. Programme:

Minimum Duration - 3 years,
Maximum Duration - 6 years

(b) For M.L.I.S. Programme:

Minimum Duration - 1 year,
Maximum Duration - 4 years

(c) For M.A./M.Sc./M.Com/MJ(MC) Programmes:

Minimum Duration - 2 years,
Maximum Duration - 6 years

O.8.5 ORDINANCE FOR BACHELOR DEGREE PROGRAMMES

O.8.5(1) General:

Academic Programmes shall be governed by the following general rules which shall come into force from the academic year starting from July 2011 onwards. The Bachelor Degree Programme is generally a Three Year Programme unless otherwise specified. Admission shall be granted in First Year of the Programme.

O.8.5(2) Admission Eligibility:

- (i) For **B.A./B.Com. Degree Programme:** Senior Secondary (10+2) Examination passed from any recognised Board or BAP/BCP/B.Sc.P. examination of VMOU or equivalent.
- (ii) For **B.Sc. Degree Programme:** Senior Secondary (10+2) examination passed with science subjects from any recognised Board or B.Sc.P. passed from VMOU or equivalent.
- (iii) For **BBA/BCA Programme:** Senior Secondary (10+2) passed or equivalent in any discipline from any recognised Board.
- (iv) For **BLIS Programme (One Year Programme):** Bachelor's Degree (TDC) from any recognised university with 50% marks or equivalent;

OR

Master's Degree from any recognised university in any discipline;

OR

Bachelor's Degree (TDC) with two years of work experience in Library & Information Centres;

OR

Bachelor's Degree (TDC) with Diploma in Library & Information Science;

OR

Bachelor's Degree in Professional subjects (Engineering, Medicine, Pharmacy, Law, etc.).

- (v) For **BJ (MC) Programme (One Year Programme)**: Bachelor's Degree (TDC) or equivalent from any recognised university.
- (vi) For **B.Ed. Programme (Two Year Programme)**: The admission shall be made as per the existing guidelines of NCTE and University rules.

0.8.5(3) Registration:

- (i) A candidate shall be eligible for registration to a programme only if he/she possesses the required minimum qualification(s) as prescribed by the University in any specific programme.
- (ii) A candidate shall be registered to any of the programmes at the concerned Regional Centre of the University after submitting the prescribed application form along with the requisite fee.
- (iii) A registered student shall be given a Scholar Number which shall also be his/her Roll Number for the examination.
- (iv) Applications received for registration after the announced last date with late fee as shall not be considered.

0.8.5(4) Fee:

The prescribed fee shall be paid by the candidate at the time of submission of the application for registration at the Regional Centre/University Head Quarter. The University reserves the right to revise the fee schedule without any prior information to the student. The details of fee shall be prescribed in the relevant prospectus.

0.8.5(5) Examination Pattern:

- (i) The detailed syllabi and scheme of examination shall be prepared by the respective Course Development Committees (CDC) of a subject and shall be placed before the Academic Council for approval by the Convener/Coordinator.
- (ii) The examination for the Three year Degree Programme shall consist of three parts viz., the Part-I, Part-II and Part-III.
- (iii) There shall be a written Term-End Examination in each programme/course unless otherwise specified.
- (iv) Wherever applicable, there shall be two components of examination:

- (i) Internal Home Assignments (ii) Term-End Examination. The Internal Home Assignments shall be of 20 marks. Two assignments shall be given in each course. The Internal Home Assignments shall be submitted to the concerned Regional Centre. The Regional Centre shall get them evaluated. Higher marks obtained out of the two assignments shall be taken into account. Marks obtained in the assignments shall be shown separately in the mark sheet and shall be counted for the purpose of determining division.
- (v) After the completion of one academic session for each programme/course, a student shall be examined by a written Term-End Examination of three hours duration. The maximum marks for each course shall be 100 unless otherwise specified:
- (vi) The minimum passing marks for the Bachelor's Degree Programme shall be as under:
- (a) For B.B.A. programme:**
- (i)** A student has to secure an aggregate of 50% marks in each course.
- (ii)** To clear Internal Home Assignment and Term-End Examination, a student is required to secure a minimum of 40% marks separately in each course.
- (b) For B.L.I.S. and B.J.(M.C.) Programme:**
- To pass, a student has to secure a minimum of 36% marks in Internal Home Assignments as well as in the Term-End Examination separately and an aggregate of 40% in the programme as a whole.
- (c) For B.Ed. Programme:**
- To pass the examination, a minimum of 36% marks is required separately in Internal Home Assignment as well as in Term-End Examination in each course. The marks in Practical and Practice Teaching (P.T.) shall be shown separately in the mark sheet and the minimum pass marks for Practicals and P.T. shall be 36% marks.

(d) For Three Year Degree Programmes such as B.A., B.Com., B.Sc., B.C.A.:

To pass the Term-End Examination, a student shall be required to secure a minimum of 36% marks in each course. (Theory as well as Practical separately wherever prescribed).

- (vii) Practicals/ Project work/ Dissertation (if any) shall be treated as an essential component. Without completion of the Practical/ Project work/Dissertation, the result shall not be declared.
- (viii) A student shall have the option to answer the question papers and write his/her dissertation either in English or Hindi unless otherwise specified for a particular Academic Programme.
- (ix) There shall be 10 questions in each course until unless otherwise specified. A student is required to attempt any 5 questions in all. All questions carry equal marks.
- (x) Any student who has appeared in a Term-End Examination conducted by the University may apply for scrutiny of marks. Such applications shall be made to the Controller of Examinations (CE) within 30 days of the declaration of result by paying the requisite fee. The final result shall be communicated to the student.
- (xi) The answer books shall not be subjected to any inspection or production before any external or internal authority except at the instance of the Vice - Chancellor.
- (xii) The medium of the course material shall be in Hindi unless otherwise specified in the prospectus. Counselling shall be in Hindi/ English unless required otherwise.
- (xii) The Bachelor's Degree Programme shall be credit based. The credit system of each course and programme shall be mentioned in the prospectus.
- (xiv) The marks obtained in Internal Home Assignments (if prescribed in the prospectus) and Term-End Examination shall be shown separately in the marks sheet. Division shall be awarded after the successful completion of the programme. The marks obtained in the non credit course shall not be included while determining the division. The successful students shall be classified as under:

(a) For B.B.A. Programme :

| | | |
|---------------|---|---------------------------------|
| I - Division | - | 60% and above |
| II - Division | - | 50% and above but less than 60% |

(b) For B.L.I.S. and B.J.(M.C.) Programme:

| | | |
|---------------|---|---------------------------------|
| I - Division | - | 60% and above |
| II - Division | - | 48% and above but less than 60% |
| Pass | - | 40% and above but less than 48% |

(c) For B.Ed. Programmes:

| | | |
|---------------|---|---------------------------------|
| I - Division | - | 60% and above |
| II - Division | - | 48% and above but less than 60% |
| Pass | - | 36% and above but less than 48% |

Note: Division shall be awarded in Theory and Practicals separately. Marks obtained in compulsory or in non-credit course shall not be counted for the purpose or Division.

(d) For All other Degree Programmes (B.A./B.Com./B.Sc./BCA):

| | | |
|---------------|---|---------------------------------|
| I - Division | - | 60% and above |
| II - Division | - | 48% and above but less than 60% |
| Pass | - | 36% and above but less than 48% |

0.8.5 (6) Duration:

(i) The Duration of the Bachelor's Degree Programmes shall be as under:

(a) For B.Ed. Programme :

Minimum Duration - 2 year,
Maximum Duration - 4 years

(b) For B.L.I.S. and B.J.(M.C.) Programme:

Minimum Duration - 1 year,
Maximum Duration - 4 years

(c) For Three Year Degree Programmes such as B.A., B.Com, B.Sc/ B.B.A./B.C.A.:

Minimum Duration - 3 years,
Maximum Duration - 8 years

(ii) A one-time facility is given to the student so that after completing the maximum duration of the programme he/she shall be eligible for re-registration within one academic year. After re-registration the student will have to clear all his/her due courses within one academic year.

O.8.6 ORDINANCE FOR DIPLOMA PROGRAMMES

O.8.6(1) General:

Academic programmes shall be governed by the following general rules which shall come into force from the academic year starting from July 2011 onwards. The Diploma and Post Graduate Diploma programmes are of one year duration unless otherwise specified.

O.8.6(2) Admission Edigibility:

- (i) For Diploma Programmes: Senior Secondary (10+2) Examination passed from any recognised Board or equivalent qualification unless otherwise specified.
- For **D.C.O.M. Programme**: Bachelor's Degree (TDC) passed from any recognised university or Senior Secondary (10+2) examination passed or equivalent from any recognised Board with three years work experience.
- For **D.C.T. Programme**: Senior Secondary (10+2) examination passed from any recognised Board or Certificate of VMOU or equivalent.
- For **D.L.I.S. Programme**: Senior Secondary (10+2) examination passed or Higher Secondary examination passed prior to 1989 or equivalent or 8th class pass from a recognised school with minimum 5 years work experience in any public library/academic library/specialised library.
- For **D.N.H.E. Programme**: Senior Secondary (10+2) examination passed or equivalent examination passed from any recognised Board ;or Higher Secondary examination passed prior to 1989.
- For **D.S.P.R. Programme**: 18 years of age or Secondary examination passed from any recognised Board or equivalent.
- For **D.T.M. Programme**: Senior Secondary (10+2) examination passed or equivalent from any recognised Board; or Secondary examination passed from any recognised Board with (CTG) Certificate in Tourist Guidance of VMOU.
- (ii) For **P.G. Diploma Programmes**: Bachelor's Degree (TDC) passed from any recognised university or equivalent degree unless otherwise specified.
- For **P.G.D.L.L. Programme**: Master's degree with minimum 48% marks or any other degree like LL.B. (Academic or Professional) or Bachelor's Degree (TDC) in any discipline with minimum three years managerial or supervisory experience (in any organisation) recognised by the University.

For **P.G.D.W.R. Programme:** Degree or Diploma in Civil Engineering/Agricultural Engineering/B.Sc. Ag. from any recognised university.

For P.G. Diploma in Management Programmes:

Bachelor's Degree (TDC) from any recognised university with 50% marks from any stream;

OR

Master's degree from any recognised university in any subject;

OR

Bachelor's Degree (TDC) from any recognised university with 3 years of supervisory / managerial / professional experience;

OR

Professional Degree in Engineering / Technology / Medicine / Architecture / Law or Professional Qualification in Accountancy / Cost and Works Accountancy / Company Secretaryship etc.

Admission on merit decided on the basis of marks obtained in Management Entrance Test (MET) organised by VMOU or MAT/CAT/RMAT or similar test organised by other recognised Institutions/Agencies.

O.8.6(3) Registration:

- (i) A candidate shall be eligible for registration to a programme only if he / she possesses the required minimum qualification(s) as prescribed by the University in any specific programme.
- (ii) A candidate shall be registered in any of the programmes at the concerned Regional Centre of the University after submitting the prescribed application form along with the requisite fee.
- (iii) A registered student shall be given a Scholar Number which shall also be his/her Roll Number for the examination.
- (iv) Applications received after the announced last date with late fee shall not be considered.

O.8.6 (4) Fee:

The prescribed fee shall be paid by the student at the time of submission of the application for registration at the concerned Regional Centre/University Head Quarter. The University reserves the right to revise fee schedule without any prior information to the student. The details of fee shall be prescribed in the relevant prospectus.

O.8.6(5) Examination Pattern:

- (i) The detailed syllabi and scheme of examination shall be prepared by the respective Course Development Committees (CDC) of the

subject and shall be placed by Convener/Coordinator before the Academic Council for approval.

- (ii) There shall be a Term-End Examination in each course unless otherwise specified.
- (iii) After the completion of one academic session, each student shall be examined by means of a written Term-End Examination of three hours duration in each course. The maximum marks for each course shall be 100 unless otherwise specified.
- (iv) To pass the Examination a student shall be required to obtain a minimum of 36 percent marks in each course unless otherwise specified.
- (v) Practicals/ Project report or work/ Dissertation (if any) shall be treated as an essential component. Without completion of the Practical / Project work/Dissertation, the result shall not be declared.
- (vi) A student shall have the option to answer the question papers and write his/her dissertation either in English or Hindi unless otherwise specified.
- (vii) There shall be 10 questions in each question paper unless otherwise specified. A student is required to attempt any 5 questions in all. All questions shall carry equal marks.
- (viii) Any student who has appeared in the Term-End Examination conducted by the University may apply for scrutiny of marks. Such applications should be made to the Controller of Examinations (CE) within 30 days of the declaration of the result by paying the requisite fee. The final result shall be communicated to the student.
- (ix) The answer books shall not be subjected to any inspection or production before any external or internal authority except at the instance of the Vice -Chancellor.
- (x) The medium of the course material shall be Hindi unless otherwise specified in the prospectus. Counselling shall be in Hindi/English unless required otherwise.

- (xi) The Diploma and P. G. Diploma Programmes shall be credit based. The credit system of each course and programme shall be mentioned in the prospectus.
- (xii) The marks obtained in Internal Home Assignments (where prescribed in the prospectus) and Term -End Examination shall be added for the purpose of award of division and shall be shown separately in the mark sheet wherever applicable. The marks obtained in the non credit course(s) shall not be included while determining the division by the University.
- (xiii) The successful candidates shall be classified as under:
- (a) For **P.G. Management Diploma Programmes:**
- | | | |
|---------------|---|---------------------------------|
| I - Division | - | 60% and above |
| II - Division | - | 50% and above but less than 60% |
- (b) For **PGDLL Programme:**
- | | | |
|---------------|---|---------------------------------|
| I - Division | - | 60% and above |
| II - Division | - | 48% and above but less than 60% |
- (c) For **all other Diploma Programmes:**
- | | | |
|---------------|---|---------------------------------|
| I - Division | - | 60% and above |
| II - Division | - | 48% and above but less than 60% |
| Pass | - | 36% and above but less than 48% |

0.8.6(6) Duration:

- (i) The Duration of the Diploma and P.G. Diploma Programmes shall be as under unless otherwise specified:
 Minimum Duration - 1 year;
 Maximum Duration - 4 years
- (ii) A one-time facility is given to the student so that after completing the maximum duration of the programme he/she shall be eligible for re-registration, within one academic year. After re-registration, the student shall have to clear all his/her due courses within one academic year.

0.8.7 ORDINANCE FOR CERTIFICATE PROGRAMMES

0.8.7(1) General:

Academic Programmes shall be governed by the following general rules which shall come into force from the academic year starting from July 2011 onwards. The Certificate Programmes shall be of six months duration unless otherwise specified.

0.8.7(2) Admission Eligibility:

As per specification laid down in the relevant prospectus.

0.8.7(3) Registration:

- (i) A candidate shall be eligible for registration to a programme only if he / she possesses the required minimum qualification(s) as prescribed by the University in any specific programme.
- (ii) A candidate shall be registered in any of the programmes at the concerned Regional Centre of the University after submitting the prescribed application form along with the requisite fee.
- (iii) A registered student shall be given a Scholar Number which shall also be his/her Roll Number for the examination.
- (iv) Applications received after the announced last date with late fee shall not be considered.

0.8.7(4) Fee:

The prescribed fee shall be paid by the student at the time of submission of the application for registration at the Regional Centre/University Head Quarter. The University reserves the right to revise fee schedule without any prior information to the student. The details of fee shall be prescribed in the relevant prospectus.

0.8.7(5) Examination Pattern:

- (i) The detailed syllabi and scheme of examination shall be prepared by the respective Course Development Committees (CDC) of the subject and shall be placed by the Converner/Coordinator before the Academic Council for approval.
- (ii) After completion of six months, a student shall be examined by written examination of three hours duration in each course unless

otherwise specified. The maximum marks for each course shall be 100 unless otherwise specified.

To pass the Examination a student shall be required to obtain a minimum of 36 percent marks in each course unless otherwise specified.

- (iii) Practicals/ Project report or work/ Dissertation (if any) shall be treated as an essential component. Without completion of the Practical / Project work/Dissertation the result shall not be declared.
- (iv) A student shall have the option to answer the question papers and write his/her dissertation either in English or Hindi unless otherwise specified for a particular Academic Programme.
- (v) There shall be 10 questions in each question paper unless otherwise specified. A student is required to attempt any 5 questions in all. All questions shall carry equal marks.
- (vi) Any student who has appeared in the Term-End Examination conducted by the University may apply for scrutiny of marks. Such applications shall be made to the Controller of Examinations (CE) within 30 days of the declaration of result by paying the requisite fee. The final result shall be communicated to the student.
- (vii) The answer books shall not be subjected to any inspection or production before any external or internal authority except at the instance of the Vice -Chancellor.
- (viii) The medium of the course material shall be in Hindi unless otherwise specified in the prospectus. Counselling shall be in Hindi/ English until unless required otherwise.
- (ix) The Certificate Programmes shall be credit based unless otherwise specified. The credit system of each course and programme shall be mentioned in the prospectus.

- (x) In case there is no provision of holding written Examination in a Certificate Programme, evaluation shall be done as prescribed in the prospectus. On the successful completion of the programme a certificate shall be issued.
- (xii) The successful students shall be classified as under:
- | | | |
|---------------|---|---------------------------------|
| I - Division | - | 60% and above |
| II - Division | - | 48% and above but less than 60% |
| Pass | - | 36% and above but less than 48% |

0.8.7 (6) Duration:

- (i) The Duration of the Certificate Programmes shall be as under unless otherwise specified.
- Minimum Duration - 6 months,
Maximum Duration - 2 years
- (ii) A one-time facility is given to the student so that after completing the maximum duration of the programme he/she shall be eligible for re-registration within one academic year. After re-registration, the student shall have to clear all his/her due courses within one academic year.

**0.8.8 ORDINANCE FOR PREPARATORY PROGRAMMES
FOR ENTRY TO THE B.A./B.Sc./B.Com.
PROGRAMMES**

0.8.8(1) General:

- (i) BAP and BCP are special programmes of open university for those who do not have formal qualification and wish to pursue BA and B.Com. programmes.
- (ii) B.Sc.P. is a special programme of open university for those who wish to pursue Bachelor's degree (TDC) programme in the science stream. Candidate(s) qualifying this programme are also eligible for admission to BA/B.Com. programmes.

In VMOU, the Preparatory programme shall be governed by following general rules which shall come into force from the academic year starting from July 2011 onwards. The BAP/ BCP programmes is of six months duration whereas B.Sc.P. Programme is of one year duration.

0.8.8 (2) Admission Eligibility:

- (i) For **B.A.P./B.C.P. Programmes:** A candidate having no formal education shall be eligible for admission provided he/she has attained minimum 18 years of age. As a proof of age, the candidate is required to submit his/her birth certificate/T.C./ affidavit on a Ten Rupee non- judicial stamp paper at the time of submission of the application form.
- (ii) For **B.Sc.P. Programme:** A candidate with Higher Secondary examination passed in the science stream from any recognised in the Board or 11th Class passed in the Science stream from any recognised Institution shall be eligible for admission.

0.8.8 (3) Registration:

- (i) A candidate shall be eligible for registration to a programme only if he/she possesses the required minimum qualification(s) as prescribed by the University in any specific programme.

- (ii) A candidate shall be registered for any of the programmes at the concerned Regional Centre of the University after submitting the prescribed application form along with the requisite fee.
- (iii) A registered student shall be given a Scholar Number which shall be his/her Roll Number for the examination.
- (iv) Applications received after the announced last date with late fee shall not be considered.

0.8.8 (4) Fee:

The prescribed fee shall be paid by the student at the time of submission of the application form for registration at the Regional Centre/University Head Quarter. The University reserves the right to revise fee schedule without any prior information to the student. The details of the fee shall be prescribed in the relevant Prospectus.

0.8.8(5) Examination Pattern:

- (i) The detailed syllabi and scheme of examination shall be prepared by the respective Course Development Committees (CDC) of the subject/programme and shall be placed by the Convener/ Cordinator of the programme before the Academic Council for approval.
- (ii) On completion of the minimum duration a student shall be examined by a written examination of three hours duration in each course. The maximum marks for each course shall be 100.
- (iii) The answer books shall not be subjected to any inspection or production before any external or internal authority except at the instance of the Vice-Chancellor.
- (iv) The medium of the course material shall be in Hindi. Counselling Session shall be in Hindi/English.
- (v) The Examination scheme shall be as under:
 - (a) For **B.A.P. Programme:** There shall be two courses for examination. To pass the Examination the student is required to obtain a minimum of 36 percent marks in aggregate.
 - (b) For **B.C.P. Programme:** There shall be two courses for

examination. To pass the Examination the student is required to obtain a minimum of 36 percent marks in aggregate.

- (c) For **B.Sc.P. Programme:** There shall be three courses for examination. To pass the Examination the student is required to obtain a minimum of 36 percent marks separately in Theory and Practical (wherever applicable) in each course.
- (d) The successful student shall be given a certificate.

0.8.8(6) Duration:

- (a) For **B.A.P./B.C.P. Programmes:**
Minimum Duration - 6 months,
Maximum Duration - 1 year
- (b) For **B.Sc.P. Programme:**
Minimum Duration - 1 year,
Maximum Duration - 2 years

Vice-Chancellor shall be the competent authority to consider any relaxation in any of the provisions mentioned above on the recommendation of the relevant committee constituted for the purpose.

Chapter IX
Planning Board

- Sec. 2 (f)- Definitions
- Sec.14- Planning Board
- S.9- Planning Board

Chapter X
Finance Committee

- Sec. 13- Finance Committee
- S.10- Finance Committee

Chapter XI
Selection Committee

- S.11- Selection Committee

Chapter XII
Ex-Cadre Promotions

- S.12- Ex-cadre Promotions

Chapter XIII
Special mode of appointments

- S.13- Special mode of appointments

Chapter XIV
Recognition of teachers

- S.14- Recognition of teachers

Chapter XV
Committees

- S.15- Committees

Chapter XVI
Conditions of service of teachers and other employees

- Sec. 21- Conditions of service of employees
- S.16- Conditions of service of teachers and other employees
- Sec. 2 (e) - Definitions of“Ordinance”
- Sec.17 (d)- Ordinances of the University

63

**O.16 CONDITIONS FOR SERVICE OF TEACHERS AND
OTHER EMPLOYEES**
PRELIMINARY*

0.16.1 Short title and commencement

- (i) These rules may be called the Vardhaman Mahaveer Open University, Kota Service Rules 1987.
- (ii) They shall be deemed to have come into force from 23.07.1987.

0.16.2 Application

- (i) These regulations shall apply to every employee of the University as defined in 0.16.3 (ix)
- (ii) Notwithstanding anything contained in clause (i) the University may, by agreement with any employee, make such special provisions regarding conditions of his/her service as it considers necessary and thereupon these regulations shall not apply to such employees to the extent to which the special provisions are inconsistent therewith.

0.16.3 Definitions

In these rules unless the context otherwise requires:

- (i) **“University”** means the Vardhaman Mahaveer Open University, Kota*.
- (ii) **“Board of Management”** means the Governing Board of Management of the University constituted under Article 11 of the Vardhaman Mahaveer Open University, Kota ordinance made and promulgated by the Governor of Rajasthan dated 23rd July 1987.
- (iii) **“Vice-Chancellor”** means the Vice-Chancellor of the University.
- (iv) **“Registrar”** means the Registrar of the University.
- (v) **“Appointing Authority”** in relation to any post under the University means the Authority competent to make appointments to the post under various provisions of the Act and Statutes.
- (vi) **“Sanctioning Authority”** means the authority competent under Act, Statutes, Ordinances, rules and regulations of the University.

* The University name changed vide VIDHAN SABHA ACT.13 of 2002 which was published in *The Rajasthan Gazette* dt. 21.9.2002.

* Contains amendments up to 1.1.2006.

- (vii) **“Controlling Authority,”** means the authority competent under Act, Statutes, Ordinance and regulations of the University.
- (viii) **“Selection Committee”** in respect of a post means the committee of the name indicated in the recruitment rules of the post as laid down in Schedule II of these Rules.
- (ix) **“Employee”** means any person serving the University in any post specified in the First Schedule, as amended from time to time.
- (x) **“Borrowed Employees,”** means an employee of any other authority/organisation whose services are obtained by the University on loan.
- (xi) **“Foreign Service”** means service for which an employee receives, with the approval of the controlling Authority, his pay from any source other than the University.
- (xii) **“Academic Staff”** means those employees who are engaged in academic work and shall include Professors, Readers and Associate Professors, Lecturers and Assistant Professors, Heads of Institutions, Visiting Fellows, Research Associates and Research Assistant Programmers and such other posts as are included under this category from time to time.
- (xiii) **“Non-academic Staff”** means all those employees other than academic staff, and shall include administrative and library staff and any other staff included under this category from time to time.
- (xiv) **“Permanent Post”** means a post carrying a definite scale of pay and sanctioned on permanent basis by the Board of Management.
- (xv) **“Temporary Service”**
 - (a) An employee of the University who is not on probation or is not holding a substantive appointment shall be a temporary employee.
 - (b) An employee appointed for a research project/programme and paid from the funds of project/programme, shall be deemed to be a temporary employees unless he holds a substantive appointment on any other post of the University.
- (xvi) **“Lien”** means the title of an employee to hold substantively, either immediately or on termination of a period or periods of absence, a permanent post to which he/she was appointed substantively.

- (xvii) **Duty Includes:**
- (a) Service as a probationer provided that such service is followed by confirmation.
 - (b) Joining time.
 - (c) Time spent on a course of instruction or training which an employee undergoes, specifically directed by the University shall be treated as duty.
 - (d) Participation in Conference/Seminars/Workshops at the instance of the University.
- (xviii) **Officiate:** An employee officiates in a post when he/she performs the duties of a post on which another person holds a lien. The appointing authority may, if it thinks fit, appoint an employee to officiate in a vacant post on which no other employee holds a lien.
- (xix) **Probation:** Probation is the period in which one is appointed to a post for determining his/her fitness for eventual substantive appointment to the post.
- (xx) **“Probationer”** means an employee on probation in or against a substantive vacancy in the cadre of the University.
- (xxi) **“Pay”** means the pay admissible on the relevant date and includes special pay, personal pay, dearness allowance deemed as pay but shall not include any allowances, fee or honorarium.
- (xxii) **“Personal Pay”** means additional pay granted to an employee:
- (a) To protect him against loss of substantive pay in respect of a permanent post due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure; or
 - (b) In exceptional circumstances or other personal considerations.
- (xxiii) **“Special Pay”** means an addition to the nature of pay to the emoluments of a post of an employee granted in consideration of:
- (a) The specifically arduous nature of the duties: OR
 - (b) A specific addition to the work or responsibility.

- (xxiv) **“Substantive Pay”** means the pay other than special pay, personal pay or emoluments classed as pay to which an employee is entitled on account of a post to which he has been appointed substantively or by reasons of his substantive position in a cadre.

Note: When a special pay is granted in lieu of a higher time scale such special pay shall also count as substantive pay, provided the employee holds a lien on the post to which the special pay is attached.

- (xxv) **“Schedule”** means a schedule to these rules.

0.16.4 Clarification of doubts:

When a doubt arises as to the interpretation or application of any of these rules, the matter shall be referred to the Vice-Chancellor whose decision shall be final.

POSTS, RECRUITMENT AND APPOINTMENTS

0.16.5 Categorisation of Posts, Cadres and the posts under the University shall be decided upon from time to time.

0.16.6 Qualification for Appointment: The qualifications for appointment to posts in various cadres in the University shall be such as may be determined by the Board of Management from time to time.

0.16.7 Fitness: No person shall be appointed to any post unless the appointing authority is satisfied that he possesses good character and antecedents and is medically fit.

0.16.8 Methods of Recruitment: Recruitment to the posts may be made:

- (a) By direct recruitment in accordance with the provisions of the Act, Statutes, Ordinances and regulations made by the Board of Management from time to time.

Decision¹:- Resolved that recruitment in the University should be through open advertisement, However, a copy of the advertisement may also be sent to the employment exchange for the use of those who are registered with them.

- (b) By promotion.
- (c) By appointment of employees borrowed from universities, institutes, government departments and other institutions.

1. Resolved by 10th BOM dated 5 May 1989 vide resolution no. 22.

0.16.9 Recruitment by Promotion:

The following procedure shall be followed for making appointments to post in different cadres.

- (i) Appointment to a post in the cadre to daftri or Gestetner operator or equivalent shall be made through selection or seniority-cum-merit basis from amongst the permanent employees in lower cadre.
- (ii) Promotion to the post in the cadre of UDC, Asstt. And Section Officer shall be 100% on the basis of seniority-cum-merit from the permanent cadre of lower post(s)¹.
- (iii) Deleted.¹
- (iv) All appointments shall be reported to the Board of Management. In special circumstances, the Board of Management shall also have the power to waive or relax any of these rules.

कुलपति महोदय के आदेशानुसार विभागीय पदोन्नति समिति के लिए नियमों व विभिन्न पदों के लिए न्यूनतम योग्यता निर्धारित करने हेतु एक बैठक का आयोजन दिनांक 22.6.89 को किया। समिति की दिनांक 22.6.89 की निम्न अभिषंशाएँ प्रबन्ध मण्डल की 11वीं बैठक के बिन्दु क्रमांक 7 दिनांक 12.7.89 द्वारा अनुमोदित की गईं:—

- (1) विश्वविद्यालय के कर्मचारियों (शैक्षणिक/अशैक्षणिक) के लिए वेतन स्थरीकरण नियम अनुसूची "अ" के अनुसार रखा जावे यह नियम राजस्थान विश्वविद्यालय से सम्बन्धित नियमों के आधार पर प्रस्तावित किया गया।
- (2) अनुसूचित जाति एवं अनुसूचित जनजाति आदि श्रेणी के विद्यार्थियों हेतु आरक्षण राज्य सरकार द्वारा निर्धारित नियमों के अनुसार ही रखे जावे तथा बिन्दु रोस्टर प्रणाली उसके लिए लागू की जावें।
- (3) पदोन्नति समिति की बैठक आयोजित करने हेतु प्रक्रिया सम्बन्धी नियम राज्य सरकार के नियम के अनुसार ही रखे जावें।
- (4) विश्वविद्यालय में विभिन्न पदों के लिए अनुसूची 'ब' के अनुसार योग्यता निर्धारित की जावे इसमें पदोन्नति एवं सीधी भर्ती से नियुक्ति दोनों के लिए योग्यता निर्धारित की गई है। तकनीकी पदों के लिए योग्यतायें निर्धारित करने हेतु सूचना एकत्रित की जा रही है।

1. Amended vide Order no. KOU/Estt/NT/97/250 Dated 16.5.1997.

0.16.9A Promotion¹:

No person can be considered for promotion till he/she is substantively appointed and confirmed at a lower post.

Promotion to all posts shall be made on seniority-cum-merit basis from among to persons who have requisite qualification prescribed for the post and who have passed the eligibility test prescribed for the post if any, and also who have completed five years of service in the lower post/cadre.

Provided that if persons having five years of service experience are not available the BOM shall have discretion to relax the condition and persons with three years of substantive service may be considered by the Selection Committee for such promotions provided the person otherwise fulfills all other conditions required for such promotion.

0.16.10 Appointments:

- (a) Appointments to various posts shall be made by the authorities competent to make such appointments under Acts and Statutes of the University and in a manner prescribed therein. In all other cases, the appointment shall be made by the Board of Management on the recommendation of Selection Committee for the purpose.
- (b) All teachers and any other member of the academic staff shall be bound by an agreement/contract in writing and the contract shall be such as may be specified in the statutes.

0.16.11 Appointments in the place of employee dismissed, removed or reduced:

When an employee has been dismissed, removed or reduced from any cadre in the service, no vacancy caused thereby or arising subsequently in such cadre in the service shall be substantively filled to the prejudice of such person until the appeal, if any, preferred by him against such dismissible, removal or reduction is decided, and except in conformity with such decision or until the time allowed for preferring an appeal has expired, as the case may be.

0.16.12 Re-employment in Service beyond the date of normal retirement:

Nothing in these rules shall be construed to limit or abridge the power of the Board of Management to re-employ persons in the service of the University who have reached the date of normal retirement prescribed by the Board of Management provided that-

1. Add vide Board of Management resolution 18.13 Dated 24.8.91.

Such re-employment is certified by the Vice-Chancellor shall be in the interest of the University. The Board of Management may, when it is found to be in the interest of the University, offer contract appointment to superannuated persons. A contract shall not exceed 2 years at a time, subject to such appointments not extending beyond the age of 65 years.

0.16.13 Notwithstanding anything contained in any of the rules, where an employee absents himself unauthorisedly from duty, the Act shall cause interruption in service entailing forfeiture of salary during the period of unauthorized absence and even of past services.

0.16.14 Where an employee forfeits his past service under Rules, he shall lose the benefit of all increments earned by him in the scale of pay of the post which he was holding at the time of interruption and such past service shall not be counted for the purpose of increments in salary or leave.

Note: - Refusal to do work though physically present at the place of duty shall be treated as unauthorised absence constituting interruption in service and entailing forfeiture of past service.

0.16.15 Unless in any case it be otherwise provided in these rules, an employee on substantive appointment to any permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other post.

0.16.16 Unless his lien is suspended or transferred under rules, an employee on substantive appointment to any permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other post:

- (a) While performing the duties of that post,
- (b) While on Foreign Service or holding a temporary post, or officiating on another post,
- (c) During joining time on transfer to another post unless he/she is transferred substantively to a post on lower pay, in which case his/her lien is transferred to the new post from the date on which he/she is relieved from duties of the old post,
- (d) While on leave,
- (e) While under suspension, and
- (f) While under training.

0.16.17 (a) The University shall suspend the lien of an employee on a permanent post, which he/she holds substantively if appointed in a substantive capacity:

To a permanent post outside the cadre on which he/she is borne;

OR

Provisionally to a post on which another employee would hold a lien had his/her lien not been suspended under prevalent rules.

(b) The University may at its discretion, suspend the lien of an employee on a permanent post which he/she holds substantively, if he/she is transferred to Foreign Service or in circumstances not covered by clause (a) of this rule, is transferred, whether in a substantive or officiating capacity to a post in another cadre, and if there is reason to believe that he shall remain absent from the post on which a lien is held for a period of not less than three years.

0.16.18 An employee shall be required to subscribe to a provident fund or similar fund in accordance with such rules as the University may by order or prescribe from time to time.

0.16.18A Seniority¹:

Seniority in each class of post shall be determined by the date of order of substantive appointment to the class of post by way of regular selection in the University provided:

- (1) That the inter-se seniority of employees transferred from M.L.Sukhadia University Udaipur and University of Rajasthan Jaipur shall be determined from the date of their substantive appointment in these universities.
- (2) That the inter-se seniority of persons appointed by direct recruitment from amongst the same list recommended by the Selection Committee except those who do not join service when a vacancy is offered to them, shall follow the order in which they have been placed in respect of the list prepared by the Selection Committee.
- (3) That the inter-se seniority of persons appointed to a particular class of posts by promotion shall follow the order in which they have been placed in the respective list prepared by a departmental promotion committee.

1. Added vide Board of Management resolution 18.13 Dated 24.8.91.

- (4) That if the two or more persons are appointed to a class/category of posts against the vacancies of the year, a person appointed through promotion shall be senior to a person appointed by direct recruitment.

Explanation:

- 1) The date of regular selection shall mean the date of selection/appointment after obtaining requisite eligibility/qualification prescribed for the post.
- 2) In cases where the Selection Committee has not made direct recruitment or not prepared a merit list then the inter-se seniority of such person or persons appointed otherwise on any date in a regular scale shall be determined on the basis of marks obtained in eligibility test and/or interview or both if any and if that also is not available then on the basis of length of service if any rendered earlier to such appointment in the University in a similar capacity.

TENURE

0.16.19 Probation:

Every person appointed to a permanent post under the University shall be on probation in such post for a period of two years.

Provided that the appointing authority may, in an individual case, for reasons to be recorded in writing, reduce or extend the period of probation. The extension of the period of probation shall not exceed one year.

Provided further that those employees of the University who have put in 3 or more years of continuous service in some other University prior to joining Vardhaman Mahaveer Open University may be confirmed after one year of probation instead of two years if their work is found satisfactory.^o

0.16.20 Where a person appointed to a post in the University on probation is, during the period of probation, found unsuitable for holding that post, or

^o Added by 10th BOM dated 5 May 1989 vide resolution no. 14(1).

has not completed his period of probation satisfactorily, the appointing authority may-

- (a) Revert to the post held by him/her immediately before such appointment.
- (b) Terminate the services of directly appointed person from the University at any time by serving one month's notice in writing or on payment of one month's pay and allowance in lieu of such notice.

0.16.21 Every person appointed to a permanent post in the University by promotion or by direct recruitment shall, on satisfactorily completing the period of probation, be eligible for substantive appointment to that post.

0.16.22 Temporary and Permanent Service:

- (a) An employee shall be a temporary employee of the University till he/she is appointed substantively to a permanent post under the University.
- (b) An employee appointed substantively to any permanent post in the University shall be a permanent employee of the University.

0.16.23 Substantive Appointment:

No employee shall be appointed substantively to any post unless-

- (a) Such a post is permanent and lying vacant.
- (b) The person has been duly selected and such an appointment is approved by the appointing authority of the University.

0.16.24 Termination of Service:

The services of a temporary employee may be terminated by the Appointing Authority without assigning any reason by a notice of one month in writing to the employee or on payment of one month's pay and allowances in lieu of such notice.

0.16.25 Without prejudice to the provisions of O.16.24 the service of a temporary employee shall terminate-

- (a) On the expiry of such period for which appointment is made unless the appointment is extended for a further period;

OR

If his/her appointment is made against a temporary post, on the abolition of the post or on the expiry of the period for which the post is created;

OR

If he/she fails to resume duty on the expiry of the period of leave granted to him/her, and after any explanation in reply to a mandatory show cause notice has been found unsatisfactory.

- (b) The service of a permanent employee shall be liable to be terminated in accordance with Statute 17 of the University appended to the ordinance made and promulgated by the Governor on 23 July 1987.

0.16.26 Retirement

An employee shall retire from the service of the University:

On completing the age of 60 years,

OR

On being declared medically unfit for service by a Medical Board to be designated by the Board of Management for the specific purpose,

OR

On the imposition of the penalty of compulsory retirement.

- 0.16.27** Notwithstanding anything contained in O.16.26 above, the appointing authority shall, if it is of the opinion that it is in the University's interest to do so, have the absolute right to retire any employee by giving a notice of not less than three months in writing or three months pay and allowances, in lieu of such notice after he/she has obtained the age of 55 years or has completed twenty years of service in this.

0.16.28 Resignations:

Resignation of teachers and other members of the academic staff or an employee shall be governed by Statute 18 appended to the ordinance dated 23 July, 1987 issued by the Governor of Rajasthan.

SERVICE CONDITIONS FOR PAY, etc.

0.16.29 Pay:

- (i) Except in the case of personal pay, the pay of an employee shall not be increased so as to exceed the pay sanctioned for his post.
- (ii) An employee shall, on his/her appointment by direct recruitment to a post on a time-scale, draw pay at the minimum of the time-scale unless the appointing authority decides that he/she shall draw pay at any higher stage.
- (iii) Where an employee holding a post in a substantive, temporary or officiating capacity is promoted or appointed to another post carrying a higher time-scale of pay, the initial pay in the higher time-scale of pay shall be fixed at the stage next above the pay notionally arrived at in the lower time-scale of pay, by increasing the actual pay drawn by him in the lower time-scale by one increment. A re-fixation of pay shall be allowed whenever there is a change of pay in the lower time-scale.

Provided also that where an employee is, immediately before his promotion or appointment to a higher post, drawing pay at the maximum of the time-scale of the lower post, his initial pay in the time-scale of the higher post shall be fixed at the stage in that time-scale next above such maximum in the lower post.

Note: -

The Provision of this rule shall not apply to cases of revision of scales of pay referred to in the following rule.

- 0.16.30** The holder of a post, the pay of which is changed or revised, shall be treated as if he/she was transferred to a new post on the pay, provided that he/she may at his/her option retain the old pay until the date on which he/

she has earned the next or any subsequent increment in the old scale, or until subsequent increment in the old scale or until he/she vacates the post or ceases to draw pay in that time-scale. The option once exercised shall be final.

0.16.31 Unless otherwise mentioned in the orders sanctioning revision of the scales of pay, the following principles shall be followed for fixation of pay when the scale of pay of a post is revised.

- (i) If the pay drawn in the previous scale is less than the minimum of the revised scale, then the pay in the revised scale may be fixed at the minimum.
- (ii) If the pay drawn in the previous scale is at a stage in the revised scale, the pay in the revised scale may be fixed at the next stage.

0.16.32 In regard to persons joining the University either on lien or on deputation from other public institution/Universities/Government, the increase in pay (which includes personal pay, special pay, etc.) they are entitled to in their parent institution/University/Government during the period of lien/deputation shall be protected and the arrears, if any, disbursed by the University, if the increased pay is not a stage in the time-scale in the University, the pay scale shall be fixed in the next higher stage, without prejudice to his normal date of increment.

0.16.33 An increment shall ordinarily be drawn as a matter of course unless it is withheld. An increment may be withheld from an employee by a competent authority if the conduct or his/her work has not been satisfactory. In ordering the withholding of the increment, the withholding authority shall state the period for which it is withheld and whether the postponement shall have the effect of postponement of future increments.

0.16.34 Where an efficiency bar is prescribed in a time-scale, the increment next above the bar shall not be given to an employee without the specific sanction of the authority empowered to withhold increments.

0.16.35 The following provisions prescribe the conditions on which service counts for increments in time-scales: -

- (a) Duty leave in a post on a time-scale shall be counted in that time-scale. Leave, including study leave (excluding leave without pay), on deputation, or to serve elsewhere subject to a maximum of 3

years shall be counted for increments in the time-scale applicable to a post on which the employee holds a lien.

- (b) The Board of Management shall have the power to declare a period of leave without pay to count for increment.

LEAVE RULES

0.16.36 Definitions

In these rules:

- (i) **Leave** includes Earned Leave, Compensatory Leave, Half-Pay Leave, Commuted Leave, Extraordinary Leave, Academic Leave and Study Leave.
- (ii) **“Half-Pay Leave”** means leave earned in respect of completed years of service according to the rules hereinafter contained.
- (iii) **“Commutated Leave”** means leave as provided hereinafter.
- (iv) **“Completed Years of Service,”** means continuous service of the specified duration under the University and periods of leave availed, including extraordinary leave.

0.16.37 The sanctioning authority for leave other than study leave and extraordinary leave shall be as follows:

- (i) For Teaching Staff, Registrar, F.O.,
C.E., Directors & Regional Directors - **VICE-CHANCELLOR**
- (ii) For other Non-Teaching staff:
- (a) Staff at the Head Quarters - **REGISTRAR**
- (b) Staff at the Regional Centres
(for a period up to three months) - **REGIONAL
DIRECTOR**
- (c) Staff at the Regional Centres
(for a period of more than three months) -

**REGISTRAR (in
consultation with
Director, RS)**

0.16.38 General:-

1. **Right of Leave:** Leave cannot be claimed as a matter of right and when the exigencies of service so demand, leave of any description may be refused or revoked by the leave-sanctioning authority.

2. **Earning of Leave:** Except as otherwise provided in the rules, leave shall be earned by period spent on duty only.
3. **Apply for leave:** An employee shall, before proceeding on leave, make an application at least ten days in advance in the prescribed form and shall also state in writing his/her address while on leave and shall intimate any change in this address to the University.
4. **Commencement and Termination of Leave: -**
 - (i) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day proceeding the day on which duty is resumed.
 - (ii) Sundays or other holidays may be prefixed as well as suffixed to leave other than to extraordinary leave.
5. **Return to Duty on Expiry of Leave:** Except with the permission of the sanctioning authority, no person on leave may return to duty before the expiry of the period of leave granted to him.
6. **Combination of Leave:** Except otherwise provided in these rules, any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave, such combination being subject to approval by the sanctioning authority.
7. **Conversion of one kind of leave into other kind:**
 - (i) At the request of a person, the Vice-Chancellor may sanction conversion of any kind of leave, including extraordinary leave, retrospectively into leave of a different kind which may be admissible as on the date on which the conversion is sought, but a person cannot claim such conversion as a matter of right.
 - (ii) If one kind of leave is converted into another, the amount of leave salary admissible as on the earlier date from which leave being converted shall be re-calculated and arrears of leave salary paid or amounts over-drawn recovered, as the case may be.

8. **Rejoining of duty on return from leave on Medical grounds:**

A person who had been granted leave on medical ground shall be required to produce a medical certificate of fitness before resuming duty in such a manner and from such persons as may be prescribed.

9. The leave year shall run from 1st January of every year to 31st December of that year.

0.16.39 Grant of Leave beyond the date of retirement: -

No leave shall be granted beyond the date on which an employee must retire: -

Provided the authority empowered to grant leave may allow an employee who has been denied in whole or in part on account of exigencies of University service the earned leave which was due to him pending retirement, the whole or any portion of the earned leave so denied, even though it extends to a date beyond the date on which such employee must compulsorily retire.

Provided further that an employee whose service has been extended in the interest of the University beyond the date of retirement may similarly be granted either within the period of extension or, if the conditions of the previous provision are satisfied, after it's expiry, any earned leave which could have been granted to him under the preceding provision had he retired on that date and in addition any earned leave due, in respect of the extension with reference to Ordinance 40 of the earned leave, if any, admissible on the date of compulsory retirement shall be taken into account.

0.16.40 (A) (i) Earned Leave

The earned leave admissible to an employee shall be 30 days in a calendar year and shall be credited to the account of the employee in two installments of 15 days each on January and July of the year, respectively.

Provided that if an employee joins in the middle of the calendar year, he shall be entitled to earn leave at the rate of 2½ days for each completed month of service.

0.16.40 (B) Encashment of Earned Leave while in Service: -

- (i) An employee may surrender earned leave not exceeding 30 days in a block of two years, be granted leave encashment equal to the period of leave surrendered.

Provided that no encashment of earned leave may be allowed to a temporary employee unless he/she has completed one year of service. The block year shall not be changed.

- (ii) The number of days of earned leave surrendered shall not be referred to any particular period but may be reckoned as surrendered on the date of application of leave for encashment benefit and debited against the leave account of the employee.
- (iii) The authority who is competent to sanction earned leave shall be competent to accept surrender of earned leave and to grant leave encashment benefit thereof. The number of employees in the University to whom leave encashment is sanctioned in a year shall not exceed 50% of the total number of employees.
- (iv) The amount of leave salary for the period for which leave is surrendered shall be
 - (1) Equal to the pay to which he is entitled on the day the leave commences. This would, however, exclude special pay, if any, on that day.
 - (2) An employee on commuted leave shall be entitled to leave salary as admissible during earned leave.
 - (3) An employee on extraordinary leave is not entitled to any leave salary.

0.16. 40(C) Cash Payment in lieu of Unutilized Earned Leave on the date of Retirement

- (i) An employee on retirement from service on superannuation shall be paid cash equivalent to leave salary in respect of the period of unutilized earned leave not exceeding 300 days⁰ at his/her credit at the time of retirement.
- (ii) The cash payment of leave salary admissible under sub rule (i) above shall be paid on retirement in lump sum as one-time settlement.
- (iii) The cash payment under this rule shall be equal to leave salary as admissible for earned leave and dearness allowance admissible on that leave salary at the rates in force on the date of retirement. No city compensatory allowance or house rent allowance shall be payable on cash payment of leave salary.

- (iv) The cash payment for unutilised earned leave shall be calculated as follows: -

Cash Payment

| | | |
|--|---|---|
| Pay admissible on the date of retirement plus DA | X | Number of unutilised earned leave at credit on the date of retirement subject to a maximum of 300 days ⁰ |
|--|---|---|

- (v) The benefit of cash payment under this rule shall also be admissible to employees who are granted extension in service after attaining the age of superannuation. In such cases, the benefit shall be granted on the date of final retirement on the expiry of extension.

0.16.41 Half- Pay Leave:

The “Half Pay Leave” admissible to a person in respect of each completed year of service shall be 20 days. The “Half-Pay Leave” may be granted to a person on provision of a Medical Certificate or for personal reasons or for approved academic purposes.

0.16.42 Commuted Leave¹

रूपान्तरित अवकाशों की देयता

1. स्थाई सेवा के विश्वविद्यालय के कर्मचारी को देय अर्द्ध वेतन अवकाशों की आधी संख्या तक रूपान्तरित (Commuted) अवकाश स्वीकृत किया जा सकता है, जो स्वयं की बीमारी के आधार पर देय होगा तथा जिसके लिए कर्मचारी को एक प्राधिकृत चिकित्सक से रोगिता प्रमाण-पत्र प्राप्त कर प्रस्तुत करना होगा। रूपान्तरित अवकाश के लिए राज्य सरकार के प्रचलित नियम ही लागू होंगे। इसके अतिरिक्त जिन चिकित्सालयों को चिकित्सा पुनर्भरण हेतु अनुमोदित किया गया है उन्हीं चिकित्सालयों द्वारा जारी प्रमाण पत्र (बाह्य रोगियों हेतु अधिकतम 15 दिवस) भी अर्द्ध वेतनिक अवकाश को रूपान्तरित करने हेतु मान्य होंगे।
2. जब किसी कर्मचारी को रूपान्तरित अवकाश स्वीकृत किया जावे तो उसके एवज में दोगुनी संख्या में अर्द्ध वेतन अवकाश, लेखों में से घटा दिये जावेंगे।
3. अवकाश स्वीकृत करने वाले अधिकारी को सन्तुष्ट होना चाहिये कि अवकाशों की समाप्ति पर उक्त कर्मचारी के सेवा पर वापस उपस्थित होने की पूर्ण सम्भावनाएँ हैं।

0. Amended vide notification no. प.2/वमखुवि/स्था/अशै/98/1283 दिनांक 10.9.08

1. Amended vide notification no., एफ-2/वमखुवि/स्था/नियम/06/01-28 दिनांक 1 अप्रैल 2006

4. एक समय में देय अर्द्ध वेतन अवकाशों में से 180 दिवस तक के अर्द्ध वेतन अवकाशों को प्राधिकृत चिकित्सक के प्रमाण पत्र के बिना ऐसे रूपान्तरित अवकाशों के रूप में स्वीकृत किया जा सकता है जहाँ ऐसा अवकाश किसी अनुमोदित पाठ्यक्रम के लिए चाहा जाए तथा अवकाश स्वीकृत करने वाला प्राधिकारी ऐसे पाठ्यक्रम/अध्ययन को सार्वजनिक हित में प्रमाणित कर दे।

टिप्पणी:— उपयुक्त (1) में प्रयुक्त शब्द प्राधिकृत चिकित्सक का अभिप्राय एक राजकीय अस्पताल/औषधालय/दवाखाने में कर्तव्यरत एक राजकीय चिकित्साधिकारी अथवा राजकीय वैद्य/हकीम/होम्योपैथिक चिकित्सक से होगा। होम्योपैथिक चिकित्सक, जो राज्य सरकार द्वारा चिकित्सा के लिए अर्द्ध वेतन स्वीकृत है, से प्राप्त चिकित्सा एवं योग्यता प्रमाण पत्र के आधार पर सक्षम प्राधिकारी द्वारा अवकाश की स्वीकृति हेतु आवेदन पत्र स्वीकार किया जा सकेगा जिसकी अवधि 15 दिवस से अधिक नहीं होगी।

0.16.43 Extraordinary Leave:-

- (i) Extraordinary leave shall always be without pay and may be granted when no other kind of leave is admissible except as under item (ii) below.
- (ii) Extraordinary leave may be granted to an employee for taking up employment elsewhere for a total period of up to 3 years during the whole tenure.
- (iii) Extraordinary leave would ordinarily, be granted after 3 years service with the University.
- (iv) Extraordinary leave does not count for increment unless otherwise specified.

¹Proviso राजस्थान राज्य के सरकारी विश्वविद्यालयों/राजकीय विभागों में प्रतिनियुक्ति पर असाधारण अवकाश स्वीकृत करवा कर गये एवं भविष्य में जाने वाले कार्मिकों को स्वीकृत अवधि का पेंशन अंशदान प्राप्त होने पर असाधारण अवकाश अवधि वार्षिक वेतन वृद्धि की गणना में शामिल होगी। असाधारण अवकाश अवधि में पडने वाली वेतन वृद्धियाँ काल्पनिक देय होंगी।

0.16.44 Leave Note Due:-

Save in the case of leave preparatory to retirement, leave not due may be granted on half pay to an employee in permanent employment for a period

not exceeding 360 days during his entire service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on provision of medical certificate. This shall be debited against the half-pay leave which the employee earns subsequently. Leave not due should be granted only if the sanctioning authority is satisfied that there is a reasonable prospect of the employee earning an equal amount of half-pay leave thereafter.

0.16.45 Maternity Leave:

- (i) Maternity leave may be granted to a woman employee on full pay for a period which may extend upto 135 days¹ from the date of its commencement.
- (ii) Maternity leave may be granted not more than twice during the whole tenure of an employee. However, if there is no surviving child even after availing of it twice, maternity leave may be granted on one more occasion.¹ This would not include such leave for miscarriage/abortion/termination of pregnancy.
- (iii) Maternity leave may be combined with leave of any other kind but leave applied for in continuation of the former may be granted medical certificate.

Note:

Maternity leave may also be granted in cases of miscarriage including abortion subject to the condition that the leave applied for does not exceed six weeks and the application for leave is supported by a medical certificate.

0.16.45² A पितृत्व अवकाश:-

विश्वविद्यालय के एक पुरुष कर्मचारी को जिसके दो से कम जीवित बच्चे हों (अधिकतम दो बार) 15 दिवस का पितृत्व अवकाश स्वीकृत किया जावेगा। अर्थात् यह अवकाश बच्चा पैदा होने से 15 दिवस पूर्व एवं तीन माह बाद तक लिया जा सकेगा। यदि यह अवकाश उक्त अवधि में उपभोग नहीं किया गया हो तो यह व्यपगत हो जायेगा। इस अवकाश के दौरान अवकाश अवकाश प्रस्थान करने से पूर्व प्राप्त वेतन के बराबर अवकाश वेतन मिलेगा। अवकाश खाते में इसको नामे नहीं लिखा जावेगा अपितु सेवा पुस्तिका में पृथक से इन्द्राज किया जायेगा। इसको किसी भी अवकाश के साथ लिया जा सकेगा।

1 प्रबंध मण्डल की 72 वीं बैठक दिनांक 14/6/08 के बिन्दु संख्या 72/10 के निर्णयानुसार कार्यालय आदेश क्रमांक प 2/वमखुवि/स्था/08/7692 दिनांक 18/7/08 के द्वारा जोड़ा गया।

2. Inserted vide notification no.no.एफ-2/वमखुवि/स्था/अशै/05/2062 दिनांक 26.12.2005

यह अवकाश कर्मचारी की पत्नि का मिसकरेज जिसमें गर्भपात भी शामिल है, होने पर देय नहीं होगा।

O.16.46 Casual Leave: -

- (i) The amount of casual leave admissible is 15 days in a calendar year subject to the condition that the casual leave taken should not exceed 10 days at a time.
- (ii) Casual leave may be combined with Sundays and other authorized holidays.
- (iii) When the period of casual leave taken exceeds 10 days, the entire period of leave should be treated as either earned leave, half-pay leave, commuted leave or extraordinary leave.
- (iv) Casual leave for half a day at time may be granted for half days ending at lunch recess or half days beginning at lunch recess. Two such half days shall constitute one casual leave.
- (v) A casual leave register should be maintained to record the casual leave taken.
- (vi) No person may, except for un avoidable circumstances like sudden illness, avail himself of casual leave unless it has been sanctioned previously by the competent authority.
- (vii) With regard to persons who join the University in the middle of the year, the amount of casual leave admissible to him shall be 5 days for a period of 3 months or less and 10 days for a service period of 6 months or less but exceeding 3 months.

O.16.47 Compensatory Leave:

- (i) Where an employee is required to attend office on Sunday's or other public holidays or has to put in an additional five hours or more of overtime work, he/she may be granted compensatory leave. This leave would be given only when he attends office under the previous orders of the competent authority. If, however, he is required to attend office as a penalty or is required to clear arrears for which he is personally responsible, compensatory leave shall not be earned. The number of days of compensatory leave earned shall be noted in the casual leave register and grants of leave also noted therein.

- (ii) This leave would be available only to non-academic and non-supervisory employees of the University excluding personal staff of the officer viz. Personal Assistants, Stenographers, etc.
- (iii) Compensatory (Casual) leave to the extent actually earned shall be allowed by the Officer competent to sanction casual leave to the employee concerned subject to the same conditions as are prescribed for the grant of casual leave.
- (iv) In case of grant of compensation (casual) leave, no claim of conveyance charges or extra remuneration shall be admitted for attendance on Sundays or other holidays.
- (v) The compensation casual leave earned during a calendar year can be availed in the same calendar year.

O.16.48 Special Casual Leave

Special casual leave not counting against ordinary casual leave may be granted to an employee in the following circumstances:

- (i) When he is ordered by the head of his office to absent himself from duty on account of presence of infection/diseases in his house.

Note: - Leave under this head shall not ordinarily be granted for a period exceeding 21 days but in exceptional cases it may be granted up to 30 days.

- (ii) When he is summoned to serve as a juror or assessor or to give evidence before a court as a witness in civil and criminal cases in which absence is necessary.
- (iii) When he is bitten by a rabid animal, to cover actual period required for treatment (14 days) and for journeys to and from the nearest anti-rabies treatment centre.
- (iv) When an employee is temporarily incapacitated on account of typhoid and cholera inoculation, leave for one day.
- (v) Special casual leave shall be allowed to employees for undergoing sterilization operation for a period not exceeding six days for men and fourteen days for women.
- (vi) Women employees, who undergo IUCD insertion, shall be granted special casual leave for one day of insertion.
- (vii) Special casual leave for a period of 7 days to a male employee whose wife undergoes a sterilization operation.

O.16.49 Study Leave:

- (1) Study leave for a period up to 3 years may be granted by the Board of Management to such permanent members of the staff for pursuing a programme of approved study/research work in an approved institution/University on such terms and conditions as may be decided upon from time to time on the merits of each case.
- (2)(i) An employee would ordinarily, be entitled to study leave for one year after expiry of a minimum of 3 years of services.
- (ii) He/she may be granted study leave for more than one year, after completion of 5 years or more of service with the University.

Added with Approval in 19th meeting of BOM dt. 3.2.92 under Item No. 19/5 following :-

- (3) An application for study leave shall be submitted in the prescribed form (Appendix) duly forwarded and recommended through the appropriate officer.
- (4) An application for study leave submitted shall be considered by an advisory committee constituted consisting of three members nominated by the Vice-Chancellor every two years at the beginning of the session.
- (5) The advisory committee shall consider the applications for study leave in the order in which they are received, and shall take into consideration the following:
 - (i) The possibility of increased usefulness of the applicant to the University after expiry of the study leave ;
 - (ii) Prior study leave, if any, granted to an applicant;
 - (iii) The pendency of any enquiry or disciplinary proceedings against the applicant;
 - (iv) Whether a person has already got Ph.D. ;
 - (v) An applicant who has been awarded financial assistance for the period of study leave by any institution of higher learning/research may be given preference over other applicants.
 - (vi) Normally an applicant who applies for the first time shall have priority over other applicants.

- (vii) Normally not more than 10% of the sanctioned strength of staff shall be granted study leave at any one time in any of the University Teaching Departments except in special circumstances. The Board of Management/Vice-Chancellor may otherwise decide. For non-teaching employees the percentage shall be 5% of sanctioned strength.
- (6) A staff member who is granted study leave shall be entitled to leave salary as per norms prescribed below:
- (i) For study leave upto a period of 2 years - **Full pay**
- (ii) For study leave for next one year - **Half pay**
- (7)(i) A staff member availing study leave shall execute a bond on non-judicial stamp paper of Rs. 5/- (Appendix-) in favour of Vardhman Mahaveer Open University thereby undertaking to serve the University for a period equivalent to the leave period after expiry of the study leave and resumption of duty. The bond shall state that in case the period of study leave is extended, the validity of the bond shall be extended proportionately.
- (ii) A staff member who has availed study the leave and has not completed the required period of service as per condition of the bond executed shall not be allowed to take to any employment elsewhere, but if he desires to be relieved from service for this purpose, he shall be required to refund the whole amount paid to him during the period of study leave.
- (iii) A staff member failing to serve the University for the period as stated in (i) above after expiry of the leave period and resumption of duty shall be liable to refund the leave salary actually paid to him by the University.
- Provided that a staff member who joins duty and serves the University for a period not less than six months shall refund to the University the sum actually paid to him as leave salary in proportion to the unexpired period of the required service.
- (8) The study leave can be combined with earned leave, half-pay leave, extraordinary leave provided that such leave is admissible to him.
- (9) The study leave shall be deemed to have been cancelled in case it is not availed of within a period of six months from the date of issue of the sanction.

- (10) Staff members who have availed study leave for a research programme leading to Ph.D. degree may apply for post -doctoral research programme after an interval of at least 5 years between the date of resumption of duty on return from the first study leave and date of application for the second study leave.
- (11) In case any change in purpose as well as the institution is made for which the study leave is granted without prior permission, the study leave may be cancelled.

O.16.50 Academic Leave:

A member of the academic staff shall be eligible for 30 days of leave on duty in a calendar year which can be availed for attending/participating in academic meetings such as seminars/symposia/workshops/conferences, etc. organised by other academic agencies and institutions, for conducting Viva-voce examinations or for serving on Selection Committees, or for participation in other academic assignments.

***Decision:-** Dy. Registrar and Asstt. Registrar would be granted duty leave for academic purpose only after ensuring the concerned Head of the Unit that work shall not suffer by attending the academic work.¹*

Added with Approval of 15th meeting of BOM dated 7.11.1990 under Item No. 15/20 following: -

- (a) To conduct an examination of a University, other recognised Institutions or of a Statutory Board.
- (b) To deliver academic lectures.
- (c) To attend meetings of the Committees, Boards, Faculties and other Academic Bodies of a University or of a Statutory Board.
- (d) To inspect academic institutions attached to a University or to a Statutory Board.
- (e) To visit Research Centres/Libraries/Museums, etc. for collecting material for Ph.D. research work or post -doctoral research work.

1 - Decision made by 14th BOM, dated 25 May 1990, Item no. 14.8

(Visits under provision 'f' would include field trips for collecting data for research)

- (g) Any other purpose which is deemed by the competent authority to be of academic nature.

O.16.51 Leave Salary:

- (i) A person on earned leave and commuted leave is entitled pay and allowances at the rate as on the day before the leave commences.
- (ii) A person on extraordinary leave is not entitled to any leave salary.

O.16.52 If an increment falls due during leave, other than extraordinary, leave, the effect of increase in pay shall be given from the date of increment. If on extraordinary leave, the date of increment shall be shifted forward to the extent of the period of such leave.

TRAVELLING ALLOWANCE

| | |
|------------------------------|---|
| O.16.52A O.16.53 O.54A | Substituted Travelling and Halting Allowance Rules, 1990 vide approval of Board of Management in its meeting held on 24.8.91 |
|------------------------------|---|

O.16.55 (A) Other Allowance & Benefits

| | | |
|------|--|------------------------------------|
| i | Dearness Allowance | As per State Govt. rules in force. |
| ii | House Rent Allowance Note: - If a residential accommodation owned or hired by the university is allotted to an employee the rate of deduction of house rent will be the same as in State Government. | As per State Govt. rules in force. |
| iii | Food-grain Advance | As per State Govt. rules in force. |
| iv | House Building Advance | As per State Govt. rules in force. |
| v | Conveyance Advance | As per State Govt. rules in force. |
| vi | City Comp. Allowance | As per State Govt. rules in force. |
| vii | Allowance to Cycle Sawar/ Machine Man/Cashier/Store Keeper | As per State Govt. rules in force. |
| viii | Employment of dependent of a deceased University employee while in Service. | As per State Govt. rules in force. |
| ix | Uniform Allowance | As per Rajasthan University rules |
| x | Additional Charge Allowance | As per State Govt. rules. |
| xi | Joining Time | As per State Govt. rules. |

O.16.55 (B) Rules for employees on deputation from Government/other institution - such employees shall have an option to opt for TA/ Medical Benefits and other allowances and benefits of the University or of their parent department.

O.16.56 'Medical Re-imburement - As per State Govt. Rules

राजकीय चिकित्सालयों के अतिरिक्त कोटा/जयपुर स्थित निम्न चेरिटेबल ट्रस्टों द्वारा संचालित अस्पतालों से चिकित्सा सुविधा लिये जाने पर बिलों का पुनर्भरण निम्न शर्तों पर देय होगा :-

1. Vide Office Order No. कोखुवि/कुलसचिव/2000/682-701 दिनांक 3.4.2000 and effect from 1.4.2000
2. Vide Office Order No. कोखुवि/स्था/अशै/01/118 दिनांक 1-3-01

- (1) भारत विकास परिषद् चिकित्सालय, दादाबाड़ी, कोटा।
- (2) जैन दिवाकर धर्मार्थ चिकित्सालय, कोटा।
- (3) सन्तोकाबा दुर्लभ जी अस्पताल, जयपुर।
- (4) सभी स्थानों के रेडक्रास के अस्पताल।
- (5) महावीर कैंसर चिकित्सालय एवं शोध संस्थान, जयपुर
- (6) श्री भगवान महावीर कैंसर चेरिटेबल ट्रस्ट (एक्सरे एवं लेबोरेट्री)
(2 क 19, टीचर्स कॉलोनी, महावीर नगर तृतीय चौराहा, कोटा)

निम्नलिखित प्राकृतिक चिकित्सालयों द्वारा विभिन्न परीक्षण व रोग निदान हेतु निर्धारित दरें चिकित्सा पुनर्भरण हेतु मान्य होंगी :-
प्राकृति चिकित्सालय, बल्लभबाड़ी एवं गीता भवन, कोटा।
नवनीत प्राकृतिक चिकित्सालय, बस्सी, जिला जयपुर।

शर्त:-

1. विश्वविद्यालय के आदेश संख्या कोखुवि/स्था/चिकि/02/386 दिनांक 12.6.02 के बिन्दु संख्या 1 के द्वारा इस प्रकार संशोधन हुआ संबंधित चेरिटेबल ट्रस्टों के चिकित्सालयों की समस्त सुविधाएँ, सभी प्रकार की जाँच की दरें तथा रोगी के भर्ती होने पर निर्धारित किराया राशि भी देय होगा जो कर्मचारी के अपने-अपने संवर्ग के अनुसार होगी।
2. राज्य सरकार द्वारा निर्धारित दरों के समकक्ष ही परामर्श शुल्क तथा दवाओं की राशि का पुनर्भरण देय होगा। परन्तु सहकारी उपभोक्ता भण्डार से दवाएँ क्रय करने की शर्त लागू रहेगी। सहकारी उपभोक्ता भण्डार से दवाएँ उपलब्ध नहीं होने पर अनुपलब्धता प्रमाण-पत्र के उपरान्त बाजार से दवाएँ कय की जा सकेंगी। विश्वविद्यालय के आदेश संख्या कोखुवि/स्था/चिकि/02/386 दिनांक 12.6.02 के बिन्दु संख्या 2 के द्वारा निम्न जोड़ा गया रोगी के भर्ती होने की स्थिति में इन चिकित्सालय के परिसर एवं उस क्षेत्र के नजदीकी मेडिकल स्टोरों से दवाएँ इत्यादि क्रय किये जाने के लिये उपभोक्ता सहकारी भण्डार से अनुपलब्धता प्रमाण पत्र प्राप्त करने की बाध्यता नहीं होगी।
3. चिकित्सा पुनर्भरण की अन्य शर्तें यथावत रहेगी।
4. विश्वविद्यालय संबंधित चिकित्सालयों से प्रतिवर्ष निर्धारित दरें अग्रिम प्राप्त करता रहेगा।

-
1. Vide Office Order No. कोखुवि/स्था/चिकि/02/386 दिनांक 12.6.02 द्वारा जोड़ा एवं संशोधित किया गया। यह आदेश दिनांक 1.3.2001 से प्रभावी।
 2. Vide Office Order No. कोखुवि/स्था/चिकि/02/386 दिनांक 12.6.02 द्वारा जोड़ा एवं संशोधित किया गया। यह आदेश दिनांक 1.3.2001 से प्रभावी।

O.16.57 PROVIDENT FUND AND GRATUITY:

1. Provident Fund: -

- (i) There shall be a provident fund for the benefit of the employees of the University.
- (ii) Every employee of the University
 - (a) holding a permanent substantive appointment,
 - (b) appointment for a fixed period of not less than 3 year, and
 - (c) appointment on probation

shall be entitled and required to subscribe to the provident fund. Adhoc employees shall not be so entitled.

- 2. The management of the provident fund shall vest the Board of Management which may, from time to time, make regulations or issue such general or special directions as may be consistent with the rules as to (a) the conduct of business of the fund (b) any matter relating to the fund, of its management or the privileges of the depositors not herein expressly provided for or vary or cancel any regulations made or direction given provided that there shall be a provident Fund Committee Consisting of Registrar, Finance Officer, two members nominated by the Board of Management and two members to be nominated by the Vice-Chancellor for the purpose of advising the committee and going directions in matters relating to investments, payments and other matters in respect of provident fund.

N.B.:- The term of office of the two members to be appointment by the Board of Management and two subscribers to the Provident Fund Committee to be nominated by the Director shall be three years.

- 3. The contribution of the University to provident fund or interest accruing thereon shall not be payable in the following cases: -
 - (a) Persons appointed on probation- if their services terminate before their confirmation and
 - (b) Persons appointed temporarily- if their services terminate before completion of three years continuous service in the University.
- 4. Every employee of the University entitled to the benefits of the provident fund shall be required to sign a written declaration in the prescribed form that he/she has read the rules and agrees to abide by them and shall hand in for registration in the University Office the names of the person or persons to whom he/she wishes the balance at his/her credit to be paid in the event of his/her death.

The subscriber may, from time to time, add or change his/her nominee by written application to the University.

A register of such nominees shall be kept in the University office.

5. The rate of subscription shall be 9% of the monthly salary and the amount calculated on this basis shall be deducted from the monthly salary of each employee.

Provided that a subscriber may at his/her option subscribe at a rate higher than 9% of his/her monthly salary and the amount calculated on this basis shall be deducted from the monthly salary of the subscriber.

6. The University shall, in the case of each subscriber, make a monthly contribution at the rate of 11% of the employee's salary, where the salary of the employee is less than Rs. 1330/-, in the case of employees drawing salary of Rs. 1300/- and above, the University's contribution shall be at the rate of 9%.

Provided that the contribution payable by the University shall be reduced by 1/3 % in the case of an employee who is eligible/opt for payment of Gratuity under the Rules.

- Notes:(1)** No subscription or contribution shall be made to the provident fund by or for the benefit of an employee who is on leave without pay.

Provided that in the case of an employee who is on study leave and subscribes the full amount to his/her Provident Fund at the prescribed rate, the University shall also make full contribution at the prescribed rate irrespective of the amount of salary actually drawn by the employee during the period of study leave.

- 7(i) The subscription paid by a subscriber and the contribution paid by the University shall be entered monthly in a separate account for each subscriber.
- (ii) The investment of the amount to the credit of subscriber shall be permissible in Government Securities or Unit Trust Certificates, or in a Fixed Deposit with a Scheduled Bank approved by the Committee of Direction. The Fixed Deposit Receipts and the Securities purchased shall be in the joint name of the Registrar and the subscriber and shall be kept in the custody of the University office.
- (iii) The balance of the Provident Fund Account to the credit of the subscriber shall be deposited by the University in the post office Savings Bank or Scheduled Banks or invested in Government Securities as may be approved from time to time by the Board of Management on the recommendations of the Provident Fund Committee.
- (iv) Interest at the rates determined for purpose by the Provident Fund Committee, from time to time, shall be credited to each subscriber's account at the close of the financial year.

- (v) A statement of the total amount at the credit of each subscriber shall be furnished to him/her once at the beginning of each year.
 - (vi) The Board of Management may, under such conditions as may be laid down in rules, permit the payment of premium of life insurance policy or policies on the life of a subscriber out of the Provident Fund Account.
8. A subscriber at the termination of his/her service shall be entitled to receive the amount which accumulates to his/her credit: -
- Provided that the University shall be entitled to receive as the first charge from the amount for the time being to the credit of any loss damage at any time sustained by the University by reason of his/her dishonesty or negligence, but not exceeding in any case the total amount of contribution credited to his/her account by the University and of any interest which has accrued to such contribution.
9. On a subscriber's death, the amount to his/her credit shall be paid to the persons duly nominated by him/her or when no such nomination is made his/her legal heir or heirs.
- 10(i) No final withdrawal shall be allowed until the termination of the subscriber's service or his/her death, but in case of necessity of which the Board of Management shall be sole judge, the Vice-Chancellor may allow a subscriber to make temporary withdrawal of a sum not exceeding the total amount subscribed by him/her.
- (ii) Recoveries towards the amount advanced shall be made in monthly installments not exceeding thirty, as may be decided by the Board of Management at the second payment of a full month's salary after the advance is granted but no recovery shall be made from the subscriber when he/she is on leave otherwise than on full pay.
 - (iii) When a subscriber has already taken an advance he/she shall be eligible for a fresh advance only twice in a year and the balance if any, be adjusted in the new advance.
 - (iv) Necessary no dues certificate shall be obtained of the final payment of P.F. money to an ex-employee or his/her nominee or heir/heirs as the case may be.
 - (v) The Vice-Chancellor may allow a subscriber to make temporary withdrawal of a sum not exceeding 75% of the total amount in his/her P.F. Account for registration in Rajasthan Housing Board/U.I.T./Co-operative Housing

Society for paying seed money to R.H.B. and for paying for the cost of the house. The amount shall be recovered in 120 equal installments along with interest at the rate of half a percent above the rate allowed to the subscriber in proceeding year.

Note: In this rule "Subscription" means the amount paid by the Subscriber, and "Contribution" means the amount contributed by the University.

O.16.58 Gratuity:

As per the pension regulation of University or Government of Rajasthan pension rules.

CONDUCT AND DISCIPLINE

O.16.59 Conduct:

- 1.1 Every employee holding a supervisory post shall take all possible steps to ensure integrity and devotion to duty of all employees under his control and authority.
- 1.2 An employee shall observe the scheduled hours of working during which he must be present at his place of duty.
- 1.3 Every whole-time employee may be called upon to perform such duties as may be assigned to him by the authority or to work beyond scheduled working hours and on closed holidays and Sundays.
- 1.4 No employee shall join or continue to be a member of an organization the object or activities of which are prejudicial to the interests of the University or public order, decency or morality.
- 1.5 No employee shall, except with the previous sanction of the competent authority engage directly or indirectly in any trade or business or undertake any other employment provided that an employee may undertake honorary work of social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer.
- 1.6 All applications and representation shall be submitted by employees through proper channel.
- 1.7 Any information obtained by an University employee in the course

of official work cannot be passed on to any individual or a representative of the press, radio, T.V., or any other mode of public dissemination without the prior permission of the competent authority.

- 1.8 Every employee shall maintain absolute integrity, show devotion to duty and do nothing which is unbecoming of an employee of the University.
2. The work of non-teaching employee shall be assessed annually, In case the report is adverse, the same shall be communicated to the individual concerned. Adverse entries in two successive years would lead to the withholding of increment.

O.16.60 Suspension:

1. The disciplinary authority or any other superior authority may place an employee under suspension:
 - (a) Where a disciplinary proceeding against him is contemplated or is pending, **or**
 - (b) Where a case against him in respect of any criminal offence is under investigation or trial.
2. An order of suspension made or deemed to have been made under this regulation may at any time be revoked by the authority which made or its deemed to have made it or by any superior authority.

O.16.61 Penalties:

The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on an employee:

Minor Penalties:

- (i) Censure.
- (ii) Withholding of increment,
- (iii) Withholding of promotion; and
- (iv) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of the rules and regulations of the University or orders or directions of superior authorities.

Major Penalties:

- (i) Reduction to a lower stage in time-scale or to a lower grade or post,
- (ii) Compulsory retirement; and
- (iii) Removal or dismissal from service.

O.16.62 Authority competent to impose a penalty:

The appointing authority or any other authority which may be superior to the appointing authority may impose on an employee any of the penalties specified in O.61.

O.16.63 Procedure for imposing penalties:

- (1) No order imposing any penalty on an employee shall be passed, except after
 - (a) The employee is informed in writing of the proposal to take action against him/her and of the allegation of which it is opportunity to make any representation he/she may wish to make, and
 - (b) Such representation, if any, is taken into consideration by the authority imposing the penalty.
- (2) In the case of a major penalty, the employee shall have the right to ask for personal hearing/oral enquiry, No order imposing such a penalty shall be passed except after the desired enquiry has been held and an opportunity has been given to the employee to make any representation against the penalty proposed to be awarded in light of the findings of the enquiry officer and the punishing authority's conclusions thereon.

O.16.64 In the case of borrowed employees, proposals for taking disciplinary action shall be forwarded to the lending authority for necessary action.

Explanation:

In this regulation the expression "lending authority" means the authority which has placed the services of borrowed employee at the disposal of the University.

O.16.65 Academic Staff of this University shall have the following responsibilities:

- (1) Curriculum and course development.
- (2) Preparation of self-instructional print material.
- (3) Preparation and participation in the production of audio-visual materials.
- (4) Participation in contact programmes, workshops, week-end programmes, summer institutes, face-to-face teaching, etc.

- (5) Undertaking of research individuals, institutional sponsored, etc.
All academic staff shall have to enter into an agreement on joining the University to this effect.

Chapter XVII

Removal of teachers, employees, etc.

- S.17- Removal of teachers, employees, etc.

Chapter XVIII

Resignation

- S.18- Resignation

Chapter XIX

Maintenance of discipline

- S.19- Maintenance of discipline

Chapter XX

School of studies

- S.20- School of studies

Chapter XXI

Convocation

- S.21- Convocation
Sec. 2 (e) - Definitions "Ordinances"
Sec.17 (d)- Ordinances of the University

O.21 ORDINANCE FOR CONVOCATION

O.21.1 The Chancellor shall, when present, preside at the Convocation of the University. The Vice-Chancellor, in the absence of the Chancellor, shall preside at the Convocation of the University.

O.21.2 Conferment of Honorary Degrees

Honorary Degrees: All proposals for the conferment of Honorary Degrees shall be initiated by the Vice-Chancellor who after consultation with the Academic Council and the Board of Management shall submit the same to the Chancellor for confirmation.

O.21.3 The University Convocation for the purpose of conferring Degrees (other than Honorary Degrees) and Diplomas and awarding gold medals to first position holders with I Div. of the University examination in Degree and Diploma Courses be held by the University (in Vardhaman Mahaveer Open University, Kota) on a date fixed by the Vice-Chancellor as and when required.

O.21.4 A special University Convocation may also be held as and when deemed necessary.

O.21.5 The University Convocation shall consist of the body corporate of the University. After confirmation by the Chancellor, not less than six weeks' notice of all meetings of the University Convocation other than special Convocation shall be given by the Registrar.

O.21.6 The Registrar, shall, with the notice, issue it to each member of the University Convocation, a programme of the procedure to be observed there at.

The colour of shoulder robes to be worn by persons attending the Convocation shall be as under:

| | | |
|--|---|---------------|
| For Chancellor | - | Marine Blue |
| For Chief Guest | - | Sky Blue Dark |
| For Vice-Chancellor | - | Sky Blue |
| For Registrar | - | Camel |
| For candidates of Ph.D. | - | Red |
| For recipients of gold medals/Degree/Diplomas- | | Camel |
| For faculty members of different faculties | - | Camel |

- O.21.7** Every candidate attending the Convocation for degree/diploma shall be required to wear a shoulder robe of the desired colour. Apart from this, every candidate and person sitting on the dais at the time of the Convocation shall also be required to wear a distinctive colour badge. In this badge shall be inscribed the insignia (monogram) of the University, and the year of the Convocation. This badge shall also be provided with two strips of different colours as per the colour of the shoulder robe.

The Chancellor, the Vice-Chancellor, the Registrar and members sitting on the dais attending the Convocation shall also wear a badge of their respective colours but of a bigger size and with two strips of the same colour.

- O.21.8** Supplication for all Degrees/Diplomas shall be done at a meeting of the Academic Council, before the University Convocation (Regular/Special). The Degrees/Diplomas shall bear the date on which the A.C. passes the grace.

- O.21.9** The candidate for obtaining degree must inform the Registrar, in writing of his/her intention to be present 15 clear days before the University Convocation. No candidate shall be admitted to the Convocation who has not sent his/her name to the Registrar within the prescribed time. In exceptional cases the V.C. may permit the candidates who have not sent their names to the University within the prescribed time to be admitted to the Convocation provided their applications are received by the Registrar not later than 72 hours before the time of Convocation and are accompanied by a cash fee of Rs.10/- in each case.

The degrees/diplomas of the candidates who are unable to present themselves in person at the University Convocation/Special Convocation, if the same is held, or who are unable to obtain the same from the University within the period notified for the purpose shall be issued by the University on submission of application duly forwarded by any Gazetted Officer/ Director, Regional Centre/Faculty Members in the prescribed application form, alongwith a fee of Rs.30/- in each case. In the case of candidate residing abroad and desiring his/her degree/diploma at his/her foreign address, actual postage charges required for sending the degree/diplomas shall be charged in addition to the fees in Indian currency mentioned above.

- O.21.10** For the award of Degrees/Diplomas at the University Convocation, the candidates shall be presented to the Chancellor by the Subject Heads of the Faculties concerned.

Presentation to the Chancellor**(Provision to be considered later)**

The Chancellor, Chief Guest, Special Invitees, if any, the V.C., members of the B.O.M., Planning Board, Directors, Professors and Subject Heads shall assemble in the meeting room at the appointed hour and shall after wearing shoulder robes and badges, walk in procession in the following order to the Convocation Hall.

1. Registrar
2. Convernors of Subject Committees
3. Professors
4. Directors
5. Members of the Planning Board
6. Members of the B.O.M.
7. Vice-Chancellor
8. Chief Guest
9. Special Invitee
10. Chancellor

(Note: This sequence is for entering the podium and the reverse shall be followed while coming back after the Convocation is closed).

The V.C., having obtained the permission of the Chancellor shall, declare the Convocation Open. Heads of the Departments shall present the candidates for degrees to the Chancellor. The presentation of degrees of B.A., B.Com. and other such courses shall be done by the Director (Academic).

In all cases the candidates shall be presented in the following form:-

Supplication:- (To be done at a meeting of the A.C. and B.O.M. before the University and Institutional Convocations).

Mr. V.C.,

On behalf of the Academic Council and the Board of Management they have been examined and found qualified for the Degree/Diploma of I move that the Academic Council to pass a Grace for their admission to the said Degree/Diploma.

After the Supplication by the Head of the Deptt., the VC. to say “DOETH IT PLEASE YOU THAT THIS GRACE BE PASSED” and the Academic Council assenting (or after a short pause) the V.C. to say –

“THIS GRACE IS PASSED’

Presentation:- (To be done in the Convocation after Grace has been passed by the Academic Council at an early meeting).

“Mr. Chancellor,

I present to you.....out of..... candidates who have been examined and found qualified for the Degree/Diploma of.....to which I pray they may be admitted”.

After the presentation and prayer by the Head of the Deptt. for admission of candidates to the Degree/Diploma, the Chancellor to say:-

By Virtue of the authority vested in me as Chancellor of this University, I admit you, one and all, to the Degree/Diploma of.....and I charge you that ever in your life and conversation you prove yourselves worthy of the same”.

After the Degrees have been conferred, the recipients of University medals and prizes shall be called out individually by the Registrar and shall stand before the Chancellor who shall present the medals, prizes or trophies, (if any).

Afterwards, the Registrar shall present, in the following words, a list of candidates to whom the University Degrees, Diplomas and Medals, if any, are to be awarded in absentia.

“Sir, I present to you a list of candidates for the award of University Medals, Degrees and Diplomas (if any) who have successfully completed their programmes and have been found qualified for the award of the University Medals (if any),

Degrees and Diplomas.....
.....
.....

(mentioning the name of every degree and the number of candidates).”

I request that the University Medals, Degrees and Diplomas to be awarded to them.

Then, there shall be exhortation by the Chancellor to the recipients in absentia in the following words:

O.21.11 “By Virtue of the authority vested in me as the Chancellor of this University, I admit these candidates for the award of the University Medals, Degrees, Diplomas (mentioning nomenclature of Degrees, Diplomas etc.).....

.....
respectively in absentia”.

O.21.12 When all the candidates have been admitted to their Degrees including in absentia and the medals and trophies have been presented. The Vice-Chancellor invites the Chief Guest to deliver the Convocation Address.

O.21.13 After this, the Vice-Chancellor, with the permission of the Chancellor shall declare the Convocation closed. The procession shall then leave the Convocation Hall in the reverse order in which it entered and all the candidates shall keep standing till the Academic Procession leave the podium.

S.22- Chapter XXII
Honorary Degrees
Honorary Degrees

Chapter - XXIII
University Common Seal
Sec. 3 (2) Establishment of the University

O.23 UNIVERSITY COMMON SEAL



The following shall be the common seal of the University:

There shall be three round shields. In the space between the uppermost and next inner circle “वर्धमान महावीर खुला विश्वविद्यालय, कोटा” on the top and “सा विद्या या विमुक्तये” at the bottom shall be written. Between the second circle and the innermost circle there shall be 16 leaves. In the innermost circle on the top “VARDHAMAN MAHAVEER OPEN UNIVERSITY, KOTA” shall be written. Below this on the left hand side a picture of satellite shall exist. Below this a *veena* in slanting position of full diameters length shall exist. Subsequently below this towards the right hand side an open book shall be inscribed. At the bottom ‘1987’ in English numeral, the year of establishment of the University shall be inscribed at the centre.

APPENDIX-I : DEFINITIONS

Definitions: The followings are meanings of the terminologies used in ordinances of the Vardhaman Mahaveer Open University, Kota.

Academic Counselling: It encompasses all types of teacher-learner interaction that are aimed at facilitating learning. Such interaction may mainly be tutorial in nature with various aspects of counselling featuring in between. However, sometimes interaction may exclusively be in the nature of counselling. Such counselling may be at

- (i) the pre-enrolment or pre-entry stage,
- (ii) the stage of induction into a programme,
- (iii) the stage of submitting the first assignment,
- (iv) the stage of initiation into any new activity such as a lab-course, a hands-on experience in a computer programme, preparation of a project proposal, etc.,
- (v) the pre-exam stage, and
- (vi) the post-programme stage.

While tutorial interaction is subject-centred (centring around presentation, exposition, explanation, illustration, demonstration, and other pedagogical activities related to the course content), counselling is learner-centred seeking to help learners identify their individual problems, the causes being such problems and the means and ways of overcoming or circumventing such problems so as to enhance the possibilities of effective learning.

Academic counselling may be provided in face-to-face situations through tutor's comments on assignment-responses, through correspondence or over telephone, where possible.

Academic Counsellors: Academic counsellors are mediators between the learners and the University. They are expected to offer support to the students through counselling and tutorial services. In addition they evaluate the learner's assignment responses and may provide feedback to the learner through tutor comments. In some cases assignment responses may be evaluated by academics who are not engaged in counselling.

APPENDIX-I : DEFINITIONS

Assessment: it is the process of quantifying and/or qualifying the performance of an individual, group, institution, device or material.

Assignment: A learning task (consisting of essay-type questions, or short answer questions, or an activity, or a project, etc.). That a distance learner undertakes during his/her studies. At VMOU, besides being used as a means of didactic communication, it is used as instrument of continuous sources. Assignments can be of two types: Tutor Marked Assignments (TMAs) and Computer-Marked Assignments (CMAs). Obviously, assignments are used for two purposes: to provide guidance through tutor comments, and to assess learner achievement through grading/marking.

Assignment Response: The response or answer given to an assignment question by a distance learner and submitted to the University to be evaluated (commented upon and marked/graded) by an academic counsellor or by a computer.

Certificate: A document given by an educational Institution to a person certifying his/her having satisfactorily completed a course of study. At VMOU a certificate is worth 12-18 credits (i.e. 360-540 study hours), which can be completed in a full time equivalent of a an academic half year. Maximum calendar time to complete a Certificate Programme is 2 years.

Counselling: It constitute three components, viz. informing, advising and counselling, where informing means giving appropriate and correct information about courses of studies advising covers suggesting appropriate courses of action and counselling means helping the learners to clarify their needs, feelings, etc. so that they can make appropriate decisions for themselves.

Course: In distance education, it refers to a paper in a conventional set-up. A course includes a set of related topics normally developed in a few blocks of self-instructional materials. In VMOU a course is given the weightage of 4 to 8 credits and usually forms part of a programme.

Course Coordinator: A course coordinator is one who plans, supervise/monitors the activities of the course writer, content editors, format editors, language editors, audio and video producers, graphic artists, copy editor and printers involved in the preparation of a course. He/she is a manager responsible for inputs from the academic and production staff involved in preparing the course, and is often an in-house faculty.

APPENDIX-I : DEFINITIONS

Credit: Credit is a notional representation of a fixed amount of students' study hours devoted to various aspect of study: studying the text with comprehension, working on assignments, going through other course related documents, listening to audio programmes, viewing video programmes attending the academic counselling sessions, etc. Usually one credit is equivalent to 30 study hours.

Credit Transfer: It is a process by which previously acquired qualifications and learning experiences are given appropriate recognition and enables students to transfer and progress in their studies without having to repeat materials, course or level of study already successfully completed, and gain further educational qualifications and experiences without undue loss of time.

Curriculum: The word curriculum has been derived from the Latin verb "currere" meaning "to run". From this follows an extension of the meaning to a course to be run and as a metaphor "an educational course to be taught/learned". In this sense, it is virtually synonymous with the term "syllabus" as is developed by expert committees or Boards of Studies of a university. In its broader sense the word "curriculum", includes teaching strategies, learning, activities and evaluative devices in relation to a particular syllabus. In the context of distance education, curriculum implies syllabi, multimedia course packages, self-learning processes of the student, and student support services.

Certificate: A document given by VMOU that certifies that a person has received specific education and has received a standard of knowledge of a subject.

Continuous Evaluation: It is a process of assignment of learner performance throughout the learning period paced at regular intervals. Usually the result of continuous evaluation is formative in nature. It is done through tutor-marked assignments and computer-marked assignments.

Course Design: The process of systematic planning which determines the aims and objectives, instructional events, and evolution procedures of a course. It is a composite task which involves activities such as outlining the actual content area, selection of themes and sub-themes, division of the content into blocks and units, planning of media inputs, time frame and approximate expenses involved.

APPENDIX-I : DEFINITIONS

Course Development: Course development refers to the actual writing of course units and audio and video scripts. The process includes tasks such as editing (content, format and language), development of programme guides, assignments and additional reading as far as print materials are concerned, and the planning and development of audio and video scripts in the case of media materials.

Course Planning: The first stage in the preparation of a course is called “course planning”. It involves need-analysis, setting of broad objectives and goals, outlining the content to the content areas to be converted, and the financial matters pertaining to the course.

Course Development Committee (CDC): A group of experts responsible for design, development and production of learning materials for a course in an open university. A course term normally includes subject experts (course writers), media experts, language editors, graphic designers, etc.

Counselling: It is the predominant mode through which organized academic-counselling is provided to the students of open universities. Sessions (planned and scheduled in advance) are held in study centres on weekends to facilitate interaction among students guided by academic counsellors. These sessions are used to provide clarification of queries from students, peer group interaction, and the use of audio and video materials.

Distance Learner: Distance learners are those who get enrolled in a distance teaching institution, study independently at a distance with the help of specially designed self-instructional materials. A successful distance learner fulfils the study requirements such as submission of assignment-responses within a time-frame, (where necessary), attendance at contact programmes (where necessary), etc. and clears the examination. It should be noted that these requirements are to be fulfilled for credit courses only.

Degree: It is a position or title awarded by VMOU, Kota, to a person in recognition of the satisfactory completion of a prescribed programme of study.

Diploma: A certificate or a deed issued by VMOU, Kota, to a person certifying his/her having satisfactorily completed a programme of study.

APPENDIX-I : DEFINITIONS

Examination Centres: Examination centres are centres where entrance exams and term-end exams are administered. Barring a few cases, usually all study centers of VMOU are examination centres.

Extended Contact Programme: It is a face-to-face programme of short duration to cultivate learning experiences that are difficult to provide at a distance.

Evaluation: It is a process wherein the parts, processes, or outcomes of a programme are examined to see whether they are satisfactory, particularly with reference to its stated objectives. The assessment of a programme's outcomes or results is facilitated by measurement. Such measurement is effected by means of tools such as tests, questionnaires, opinionnaires, inventories, interview schedules, scales, etc.

Entrance Examination: Applicants to certain programmes of open universities are required to take an entrance examination or to fill a self-appraisal form. Their admission to a programme is decided by the open university on the basis of their performance in the entrance examination or on the basis of the assessment of the details in their self-appraisals as the case may be.

Feedback: It is the process of asking response from participant about a system, process, or activity so as to improve or take corrective action, if needed. In distance education it usually refers to the comments of the tutor on assignments submitted by the students.

Intensive Counselling: In the process of intensive counselling the number of hours prescribed for counseling for a course/programme is not spread over the entire academic year. Instead, it is completed in a short period of time, say a working week, by putting in long hours of work each day, i.e. through workshops, practicals, etc.

Manuscript: This is the handwritten or typed text submitted to go through the process of print material production.

Monitoring: It refers to activities performed by Regional Centres to check the regularity, adequacy and effectiveness of counselling sessions arranged for various programmes at the study centres. It requires a constant check on the flow and turnaround time of assignment responses as well as the fairness of grades awarded. In certain cases monitoring is taken up at the headquarters too.

APPENDIX-I : DEFINITIONS

Medium: A channel or means of communication. A medium usually allows more than one form of communication.

Programme: As a superordinate term, it refers to either a certificate, diploma or degree programme that consists of a few courses (the number of which differs from programme to programme). Example: MBA programme, BDP programme, PGDDE programme, etc.

Programmed Learning Material: Refers to the type of self-instructional material that has been developed on the basis of the principles of the behaviorist learning theories. The material is presented in small steps, followed by self-tests and immediate feedback to reinforce learning.

Project Work: The term project work is used to denote an independent piece of work (guided or unguided) done by a learner to complete a programme of study. Project work is normally given the weightage of a course 6 credits, i.e., 180 hours of learner engaged time for study.

Regional Centres: Regional Centres (RCs) are Open University establishments, representing the open university, in select places. Their functions are to liaise between the university on the one hand and the students, study centres, the public, the local educational institutions etc. on the other. The RCs establish, maintain and monitor the services offered through the study centres, besides assisting the university in the process of publicity, admission, course delivery and examination.

Regional Services: Besides tutorials and counselling, it includes many more services such as information services (enquiry), establishment and maintenance of Regional Centres and/or study centres to help learners get over their difficulties and complete the courses of their choice successfully.

Self-Instructional Materials: These are the basic and essential components of a distance education system which enable learners to develop knowledge, skills and attitudes in specific areas of study according to their own pace and time. These are specially designed to impart measurable educational outcomes keeping in mind the target group of learners.

APPENDIX-I : DEFINITIONS

Study Centres: Study Centres (SCs) are locations where most of the face-to-face interaction between teachers (tutors/academic counsellors) and learners of an open university takes place. Apart from organizing the face-to-face sessions, SCs provide library, audio-video and classroom support, besides the necessary information services to the learners and to the public as and when required. SCs are generally part-time establishments located generally in full-fledged existing conventional institutions.

- (1) **Information Centres:** Information Centre is a local centre of the University. It is located at district or highly populated city level where study centers are not opened by the University, to intimate students about the academic activities of the university.
- (2) **Basic Information Centres:** Basic Information centre is a University centre which is located at the tehsil level to facilitate to students to get admission forms and clarification of queries of the students about the academic programmes of the University.
- (3) **Special Study Centres:** Special Study Centres are opened for a special category of learners like women's study centre.
- (4) **Satellite Study Centres:** Satellite Study Centres are likely to become full-fledged study centres of the University. These centres are opened for military areas for military personnel.
- (5) **Chief Coordinator:** Chief Coordinator is the head of the unit where the study centre is located.
- (6) **Coordinator:** Coordinator is in charge of the study centre and looks after the study centre counsellor of the academic programmes, run by the University.

Term-End Examination: It refers to end-of -the- course/programme test to make some kind of formal judgment about the performance of the learner giving marks or grades. Term-end examination is a kind of summative evaluation.

School of Humanities and Social Sciences

MASTER'S DEGREE PROGRAMMES:

| | |
|---|------------------|
| Master of Arts (Economics) | MAEC |
| Master of Arts (Political Science) | MAPS |
| Master of Arts (Hindi) | MAHD |
| Master of Arts (History) | MAHI |
| Master of Arts (Sociology) | MASO |
| Master of Arts (Public Administration) | MAPA |
| Master of Arts (English) | MAEG |
| Master of Arts (Sanskrit) | MASA |
| Master of Arts (Geography) MAGE | |
| Master of Arts (Rajasthani) | MARJ |
| Master of Arts (Mathematics) | MA (Mathematics) |
| Master of Arts (Gandhi and Peace Studies) | MAGP |

BACHELOR'S DEGREE PREPARATORY PROGRAMMES:

| | |
|--|-----|
| Bachelor of Arts Preparatory Programme | BAP |
|--|-----|

BACHELOR'S DEGREE PROGRAMMES:

| | |
|---|----|
| Bachelor of Arts (Economics, English, Geography, Hindi, History, Political Science, Public Administration, Sociology, Sanskrit, Gandhi & Peace Studies, Education, Rajasthani, Mathematics) | BA |
|---|----|

POST GRADUATE DIPLOMA PROGRAMMES:

| | |
|--|-------|
| Post Graduate Diploma in Gandhian Nonviolent Conflict Resolution | PGDGN |
|--|-------|

DIPLOMA PROGRAMMES:

| | |
|---|------|
| Diploma in Culture & Tourism | DCT |
| Diploma in Social Problems in Rajasthan | DSPR |

CERTIFICATE PROGRAMMES:

| | |
|--|------|
| Certificate in Culture and Tourism | CCT |
| Certificate in Rajasthani Language & Culture | CRLC |
| Certificate in Functional Rajasthani | CFR |
| Certificate in Panchayati Raj Project | CPRP |
| Certificate in Awareness of Gandhian Methods | CPGM |
| Certificate in Prakrit Language | CPL |
| Certificate in Apabhramsha Language | CAL |
| Certificate in Functional English | CFE |
| Certificate Mahatma Gandhi NREGA Mate | CPNM |

APPENDIX-II : SCHOOLWISE ACADEMIC PROGRAMMES

School of Commerce and Management

MASTER'S DEGREE PROGRAMMES:

| Master of Business Administration | MBA |
|--|------------|
| Master of Business Administration in Financial Management | MBA(FM) |
| Master of Business Administration in Marketing Management | MBA(MM) |
| Master of Business Administration in Human Resource Management | MBA(HRM) |
| Master of Business Administration in Risk and Insurance Management | MBA(RIM) |
| Master of Business Administration in International Business | MBA(IB) |

| Master of Commerce | M.Com. |
|---------------------------|---------------|
|---------------------------|---------------|

BACHELOR'S DEGREE PREPARATORY PROGRAMMES:

| | |
|--|-----|
| Bachelor of Commerce Preparatory Programme | BCP |
|--|-----|

BACHELOR'S DEGREE PROGRAMMES:

| | |
|-------------------------------------|--------|
| Bachelor of Commerce | B.Com. |
| Bachelor of Business Administration | BBA |

POST-GRADUATE DIPLOMA PROGRAMMES:

| | |
|--|--------|
| Post-Graduate Diploma in Tourism & Hotel Management | PGDTH |
| Post-Graduate Diploma in Computer Accounting and Audit | PGDCAA |

DIPLOMA PROGRAMMES:

| | |
|----------------------------------|-----|
| Diploma in Accounting Management | DAM |
| Diploma in Tourism Management | DTM |
| Diploma in Computer Accounting | DCA |

CERTIFICATE PROGRAMMES:

| | |
|---|-----|
| Certificate in Tourist Guidance | CTG |
| Certificate in Salesmanship & Marketing | CSM |
| Certificate in Computer Accounting | CCA |

APPENDIX-II : SCHOOLWISE ACADEMIC PROGRAMMES

School of Science and Technology

MASTER'S DEGREE PROGRAMMES:

| | |
|---------------------------------|------------------|
| Master of Science (Geography) | MScGE |
| Master of Science (Mathematics) | MSc(Mathematics) |
| Master of Computer Science | MSc CS |

BACHELOR'S DEGREE PREPARATORY PROGRAMMES:

| | |
|---|------|
| Bachelor of Science Preparatory (Bridge Course) Programme | BScP |
|---|------|

BACHELOR'S DEGREE PROGRAMMES:

| | |
|---|-------|
| Bachelor of Science (Biotechnology, Botany, Chemistry, Economics, Geography, Mathematics, Physics, Zoology) | B.Sc. |
| Bachelor of Computer Application | BCA |

POST-GRADUATE DIPLOMA PROGRAMMES:

| | |
|--|--------|
| Post-Graduate Diploma in Computer Application | PGDCA |
| Post-Graduate Diploma in Environment & Sustainable Development | PGDESD |
| Post-Graduate Diploma in Water Resource Management | PGDWR |

DIPLOMA PROGRAMMES:

| | |
|---|------|
| Diploma in Computer in Office Management | DCOM |
| Diploma in Nutrition and Health Education | DNHE |
| Diploma in Poultry Management | DPM |
| Diploma in Watershed Management | DWSM |

CERTIFICATE PROGRAMMES:

| | |
|---|--------|
| Certificate in Food & Nutrition | CFN |
| Certificate in Computer Training for Beginners | CTB |
| Certificate in Computing | CIC |
| Certificate in Disaster Management | CDM |
| Certificate in AIDS and Family Education | CAFE |
| Certificate in Obstetrics Assistance | COA |
| Certificate in Application Software and Web Designing | CAWD |
| Certificate in Computer Networking and Internet | CCNI |
| Certificate in Programming in C++ and Java | CPCJ |
| Certificate in Programming in VB-2005 DOT NET | CPVB |
| Certificate in Osteopathy | COS |
| Certificate Programme in Information Technology | RS-CIT |

APPENDIX-II : SCHOOLWISE ACADEMIC PROGRAMMES

VOCATIONAL PROGRAMMES:

| | |
|---|--------|
| Certificate in Repair and Maintenance of Air Conditioner and Refrigerator | VOC-01 |
| Certificate in Repair and Maintenance of Radio, T.V., CD Player, DVD Player | VOC-02 |
| Certificate in Repair and Servicing of Two Wheelers | VOC-03 |
| Certificate in Repair and Servicing of Tractors | VOC-04 |
| Certificate in Diesel Engine and Pump-set Mechanic | VOC-05 |
| Certificate in Sheet Metal Work | VOC-06 |
| Certificate in Gas and Electric Welding | VOC-07 |
| Certificate in Waiter-Cum-Caterer | VOC-08 |
| Certificate in Nursery Management | VOC-09 |
| Certificate in Dairy Management | VOC-10 |
| Certificate in Household Wiring | VOC-11 |
| Certificate in Sanitary Hardware Fitter | VOC-12 |
| Certificate in Sprinkler & Drip Irrigation System | VOC-13 |
| Certificate in Krishi Jankar | VOC-14 |
| Certificate in Pashu Jankar | VOC-15 |

School of Continuing Education

MASTER'S DEGREE PROGRAMMES:

| | |
|---|--------|
| Master of Arts (Education) | MAED |
| Master of Journalism (Mass Communication) | MJ(MC) |
| Master of Library and Information Science | MLIS |

BACHELOR'S DEGREE PROGRAMMES:

| | |
|---|--------|
| Bachelor of Journalism (Mass Communication) | BJ(MC) |
| Bachelor of Library and Information Science | BLIS |
| Bachelor of Education | B. Ed |

POST GRADUATE DIPLOMA PROGRAMMES:

| | |
|---|-------|
| Post Graduate Diploma in Labour Laws, Industrial Relation & Personnel Management | PGDLL |
|---|-------|

DIPLOMA PROGRAMMES:

| | |
|--|------|
| Diploma in Library & Information Science | DLIS |
|--|------|

CERTIFICATE PROGRAMMES:

| | |
|--|------|
| Certificate in Legal Awareness for Women | CLAW |
| Certificate in Distance Education | CDE |