

MAHARSHI DAYANAND SARASWATI UNIVERSITY,

AJMER



Ordinances pertaining to Management of Colleges, Centres and Other Agencies or Authorities, Bodies run by or admitted to the privilege of the University in terms of Sec.22(3)(c) of the University Act

(As recommended vide Res. No.18 of the Academic Council dated 22.5.2006 and approved by the Board of Management vide Res. No.4 dated 26.6.2006)

CHAPTER - I

UNIVERSITY AUTHORITIES AND OTHER BODIES

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|-----------|---|-----------------------------|
| Sec. 2(e) | : | Definitions |
| Sec. 10 | : | Authorities |
| Sec. 11 | : | Board of Management |
| Sec. 12 | : | Academic Council |
| S. 9 (2) | : | Faculties (University Body) |
| Sec. 13 | : | Board of Studies |
| Sec. 14 | : | Other Authorities |

Sec. 11 : Board of Management

S. 7 : Board of Management Composition and Functions

Meetings of the Board of Management

- O.1** The Vice Chancellor shall preside at the meetings of the Board of Management. In the absence of the Vice Chancellor, a Chairman shall be elected, but in his temporary absence, he will nominate a Chairman.
- O.2** The Registrar shall not less than 10 days previous to each ordinary meeting of the Board of Management, issue to each member a notice of the time and the place of the meeting together with the agenda paper. In the case of a special meeting, the Registrar shall give such previous notice of the time and the place of the meeting as the circumstances in each case may permit.

Figure 1

- O.3 Notice of a motion or resolution to be included in the supplementary agenda of an ordinary meeting of the Board must be in the hands of the Registrar not less than 7 clear days before the date of the meeting.
- O.4 Amendments to motions on the agenda and new proposals can be moved at an ordinary meeting with the permission of the Chairman.
- O.5 At meetings of the Board the Chairman shall have a vote and a casting vote.
- O.6 The procedure for discussion of matters at meetings of the Board may be provided in the rules.
- O.7 Any member of an authority or body of the University may make any recommendation or proposal to the Board. It will be included in the agenda at the discretion of the Vice Chancellor.

Sec. 12 : Academic Council

S. 8 : Composition, Term of Office and Functions of Academic Council

Meetings of Academic Council

- O.8 Meeting of the Academic Council shall be held once a year, and otherwise when convened by the Vice Chancellor.
- O.9 The annual meeting of the Academic Council shall ordinarily be held towards the end of January or the beginning of February each year and the Academic Council shall consider at this meeting, among other things, the recommendations made by the courses of study for the examinations of the University. Other meetings may be held at such other times as the Vice Chancellor may direct.
- O.10 The Registrar shall not, less than 21 days previous to each meeting of the Academic Council, issue to each member a notice stating the time and place of the meeting along with the agenda papers. In the case of a special meeting the Registrar shall give such previous notice of the time and place of the meeting as the circumstances in each case may permit.
- O.11 In the absence of the Vice Chancellor, the members shall elect as Chairman the Dean of one of the Faculties to preside at the meeting.
- O.12 At all meetings of the Academic Council, the Chairman shall have a vote and a casting vote.
- O.13 Notice of a motion or resolution to be included in the supplementary agenda of a meeting of the Academic Council must be in the hands of the Registrar not less than 14 clear days before the meeting.
- O.14 Notice of an amendment to a motion or resolution of which notice has been given must, if it is intended to be included in the supplementary agenda, be in the hands of the Registrar at least seven clear days before the meeting of the Academic Council at which the motion or resolution is to be moved.

O.15 Notwithstanding anything contained in Ord. 13 and Ord. 14 above, the Chairman may allow a motion or an amendment of which the notice required thereby has not been given.

O.16 The procedure relating to conduct of business at a meeting of the Board shall be applied, so far as may be to the meetings of the Academic Council.

CHAPTER - II

S. 9.(2) : Faculties

O.17 The University so far include the Faculties of :-

- (1) Arts;
- (2) Fine Arts, Music & Dramatics
- (3) Social Sciences;
- (4) Science;
- (5) Commerce;
- (6) Law;
- (7) Education; and
- (8) Management Studies
- (9) Vedic Studies
- (10) Journalism & Mass Communication
- (11) Such other Faculties as may be determined by the Vice Chancellor on the recommendations of Academic Council.

Degrees, Diplomas and Certificates assigned to the faculties

Faculty of Arts

O. 18 The following shall be the Degrees, Diplomas and Certificates assigned to the Faculty of Arts :-

- Degrees* :
1. Bachelor of Arts Pass (B.A. Pass)
 2. Bachelor of Arts Honours (B.A. Honours)
 3. Master of Arts (English)
 4. Master of Arts (Hindi)
 5. Master of Arts (Philosophy)
 6. Master of Arts (Rajasthani)
 7. Master of Arts (Sanskrit)
 8. Master of Arts (Sindhi)
 9. Master of Arts (Urdu)
 10. Master of Philosophy (M.Phil.)
 11. Doctor of Philosophy (Ph.D.)
 12. Doctor of Literature (D.Litt.)

Diplomas :

Certificates :

Faculty of Fine Arts

O. 18-A The following shall be the Degrees, Diplomas and Certificates assigned to the Faculty of Fine Arts :-

- Degrees* :
1. Bachelor of Dance (B.Dance)
 2. Bachelor of Fine Arts (Fine Arts Group : Music) (B.A. Music)
 3. Bachelor of Fine Arts (Fine Arts Group : Painting), (B.A. Painting)
 4. Bachelor of Fine Arts (.....) (subject of specialization) Performing Arts/Graphics Communication/ Computer Accounting/Ceramic Design (subject of specialization)
 5. Master of Arts (Drawing & Painting)
 6. Master of Arts (Indian Music)
 7. Master of Dance (M.Dance)
 8. Master of Performing Arts
 9. Master of Philosophy (M.Phil.)
 10. Doctor of Philosophy (Ph.D.)
 11. Doctor of Literature (D.Litt.)
- Diplomas* :
1. Photographic Arts (Digital & Film) & Photomicroscopy
 2. Interior Designing
 3. Guru Sanidhya in special field of Music
 4. Guru Sanidhya in special field of Drawing & Painting
- Certificates* :
1. Dramatics
 2. Photography
 3. Interior Decoration
 4. Music (Vocal / Instrumental)

Faculty of Social Sciences

O. 18-B The following shall be the Degrees, Diplomas and Certificates assigned to the Faculty of Social Sciences :-

- Degrees* :
1. Bachelor of Arts (B.A. Pass)
 2. Bachelor of Arts Honours (B.A. Hons.)
 3. Bachelor of Social Work (B.S.W)
 4. Master of Business Economics (M.B.E.)
 5. Master of Arts (Economics)
 6. Master of Arts (Geography)
 7. Master of Arts (History)
 8. Master of Arts (Mathematics)
 9. Master of Arts (Pol. Science)
 10. Master of Arts (Population Studies)
 11. Master of Arts (Public Administration)
 12. Master of Social Work (M.S.W)
 13. Master of Philosophy (M.Phil.)
 14. Doctor of Philosophy (Ph.D.)
 15. Doctor of Literature (D.Litt.)
- Diplomas* :

Faculty of Science

O. 19 The following shall be the Degrees, Diplomas and Certificates assigned to the Faculty of Science :-

- Degrees* :
1. Bachelor of Science Pass (B.Sc. Pass)
 2. Bachelor of Science Honours (B.Sc. Hons.)
 3. Bachelor of Science (Information Technology)
 4. Bachelor of Science (Home Sc.)
 5. Bachelor of Computer Applications (B.C.A)
 6. Bachelor of Nursing (B.Nursing)
 7. Master of Science (Applied Chemistry)
 8. Master of Science (Biotechnology)
 9. Master of Science (Botany)
 10. Master of Science (Chemistry)
 11. Master of Science (Computer Science)
 12. Master of Science (Environmental Studies)
 13. Master of Science (Food & Nutrition)
 14. Master of Science (Geography)
 15. Master of Science (Geology)
 16. Master of Science (Information Technology)
 17. Master of Science (Mathematics)
 18. Master of Science (Microbiology)
 19. Master of Science (Pharmaceutical Chemistry)
 20. Master of Science (Remote Sensing)
 21. Master of Science (Zoology)
 22. Master of Science (Physics)
 23. Master of Computer Applications (MCA)
 24. Master of Philosophy (M.Phil.)
 25. Doctor of Philosophy (Ph.D.)
 26. Doctor of Science (D.Sc.)

- Diplomas* :
1. Post Graduate Diploma in Computer Applications (PGDCA)
 2. Post Graduate Diploma in Digital Instrumentation & Microcomputer Interfacing
 3. Post Graduate Diploma in Lab Technology & Instrumentation
 4. PG Diploma in Dietetics & Institutional Food Service Management
 5. Post Graduate Diploma in Textile Chemistry
 6. Diploma in Film Technology
 7. Diploma in Pharmacy

Faculty of Commerce

O. 20 The following shall be the Degrees, Diplomas and Certificates assigned to the Faculty of Commerce :-

- Degrees* :
1. Bachelor of Commerce Pass (B.Com. Hons.)
 2. Bachelor of Commerce Honours (B.Com. Hons)
 3. Master of Commerce (M.Com) in Accountancy & Business Statistics
 4. Master of Commerce (M.Com.) in Business Administration
 5. Master of Commerce (M.Com.) in Economics Administration & Financial Management
 6. Master of Tourism Management (M.T.M.)
 7. Master of Philosophy (M.Phil.)
 8. Doctor of Philosophy (Ph.D.)
 9. Doctor of Literature (D.Litt.)

- Diplomas* :
1. Post-Graduate Diploma in :-
 - (a) Cost & Works Accountancy
 - (b) P. G. Diploma in Salesmanship & Marketing

Certificates:

Faculty of Management Studies

O. 21 The following shall be the Degrees and Diplomas assigned to the Faculty of Management Studies :-

- Degrees* :
1. B.B.A.
 2. Master of Business Administration (M.B.A.)
 3. Master of Business Administration (Three Years Executive Course) M.B.A. (Executive)
 4. M.B.A. (Entrepreneurship & Small Business Management)
 5. M.B.A. (Business Economics)

- Diplomas* :
1. Open Learning Programme in Entrepreneurship
 2. Diploma in Heritage Tourism and Hotel Management
 3. Diploma in Eco-Tourism

Faculty of Law

O. 22 The following shall be the Degrees, Diplomas and Certificates assigned to the Faculty of Law :-

- Degrees* :
1. Bachelor of Laws (Professional) LL.B. (P)
 2. Bachelor of Laws (Academic) LL.B. (A)
 3. Master of Laws (LL.M.)
 4. Doctor of Philosophy (Ph.D.)
 5. Doctor of Law (LL.D.)

- Diplomas* :
- Post-Graduate Diplomas in :-
1. Labour Law, Labour Welfare & Personnel Management
 2. Criminology & Criminal Administration

Faculty of Education

O. 23 The following shall be the Degrees, Diplomas and Certificates assigned to the Faculty of Education :-

I. Education

- Degrees* :
1. Bachelor of Education (B.Ed.)
 2. Master of Education (Elementary)
 3. Master of Education (M.Ed.)
 4. Doctor of Philosophy (Ph.D.)
 5. Doctor of Literature (D.Lit.)

II. Library Science & Documentation

- Degrees*:
1. Bachelor of Library Science (B.Lib. Sc.)
 2. Bachelor of Library & Information Science (B.Lib. I. Sc.)
 3. Master of Library Science (M.Lib. Sc.)
 4. Master of Library & Information Science (M.Lib. I. Sc.)

- Certificate* :
1. Library Science

III. Physical Education

- Degrees* :
1. Bachelor of Physical Education (B.P.Ed.)
 2. Master of Physical Education (M.P. Ed.)

Faculty of Vedic Studies

O. 24 The following shall be the Degrees, Diplomas and Certificates assigned to the Faculty of Vedic Studies :-

- Degrees* :
1. Bachelor of Naturopathy and Yogic Science (B.Nat. Yogic Science)
 2. Bachelor of Occupational Therapy (B.O.T)
 3. Bachelor of Physio Therapy (B.P.T)
 4. Master of Arts (M.A.) Vedic Vangmaya
 5. Master of Indology (M. Ind.)

Diplomas : 1. Jyotish Vigyan
2. Vastu Shastra
3. Sanskar Vidhi aur Pooja Vidhan
4. Diploma in Yoga Education & Human
Consciousness (DYEHC)

Certificate : 1. Jyotish
2. Sanskar Vidhi aur Pooja Vidhan
3. Yoga Instructors Certificate Course (YICC)

Faculty of Journalism & Mass Communication

O.24A The following shall be the Degrees, Diplomas and Certificates assigned to the Faculty of Faculty of Journalism & Mass Communication :-

Degrees : 1. Bachelor of Journalism
2. Master of Journalism & Mass Communication

Diplomas : 1. P. G. Diploma Journalism & Mass
Communication
2. One Year Diploma in Journalism & Mass
Communication
3. One Year Advance Diploma in Journalism &
Mass Communication

Certificate : 1. One Year Certificate in Journalism & Mass
Communication

CHAPTER - III

Board of Studies

S. 9 Number and Composition

Board of Studies - Functions

- O. 25** (1) The Boards of Studies shall recommend courses of study and curricula in their respective subjects and shall advise on all matters relating thereto referred to them by the Board of Management or the Academic Council.
- (2) A Board of Studies may bring to the notice of the Academic Council or the Board of Management matters connected with examination in its subject or subjects and may also address the academician on any matter connected with the improvement of the courses therein.
- (3) Any two Boards of Studies may, with the consent of the Vice-Chancellor, and shall at the request of the Academic Council or the Board of Management, jointly meet and act in concurrence and render a joint report upon any matter which lies within the purview of both. In such cases the joint meeting shall elect its own Chairman from among the two conveners. The quorum of a joint meeting of the Board must include a full quorum of each Board represented, no member present being counted on more than one separate quorum; and
- (4) The Boards of Studies shall prepare panels of examiners in their respective subjects.

O.25A No book written or published by any person who is the member of a Board of Studies of the University shall be prescribed or recommended for study for any examination of the University so long as such person remains a member of the Board.

O.25B No book prescribed or recommended for any examination of the University shall ordinarily be changed before a period of five years.

O. 26 There shall be Board of Studies in the following subjects :

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| <i>Faculty of Arts:</i> | (1) English |
| | (2) Hindi |
| | (3) Philosophy |
| | (4) Sanskrit |
| | (5) Urdu and Persian |
| | (6) Sindhi |
| | (7) Rajasthani |
| <i>Faculty of Fine Arts :</i> | (1) Drawing & Painting |
| | (2) Music |
| | (3) Dance |
| | (4) Dramatics |
| <i>Faculty of Social Sciences</i> | (1) History, Archeology and Culture |
| | (2) Sociology and Anthropology |
| | (3) Economics |
| | (4) Political Science & Public Administration |
| | (5) Geography |
| | (6) Psychology |
| | (7) Population Studies |
| | (8) Life Science and Jainology |
| <i>Faculty of Science</i> | (1) Physics |
| | (2) Chemistry |
| | (3) Applied Chemistry |
| | (4) Botany |
| | (5) Zoology |
| | (6) Mathematics |
| | (7) Statistics |
| | (8) Geology |
| | (9) Home Science |
| | (10) Foods & Nutrition |
| | (11) Remote Sensing |
| | (12) Environmental Studies |
| | (13) Computer Application |
| | (14) Microbiology |
| | (15) Bio-technology |
| | (16) Bio-informatics |

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|---|-----|--|
| <i>Faculty of Commerce</i> | (1) | Accountancy & Business Statistics |
| | (2) | Business Administration |
| | (3) | Economic Administration & Financial Management |
| <i>Faculty of Management Studies</i> | (1) | Management Studies |
| | (2) | Business Economics |
| <i>Faculty of Law</i> | (1) | Law |
| <i>Faculty of Education</i> | (1) | Education |
| | (2) | Physical Education |
| | (3) | Library Science |
| <i>Faculty of Vedic Studies</i> | (1) | Vedic Vangmaya |
| | (3) | Yoga & Human Consciousness |
| <i>Faculty of Journalism and Mass Communication</i> | (1) | Journalism |
| | (2) | Mass Communication |

O.27 The Vice Chancellor may provide for constitution of a Committee of Courses in a subject where a Board of Studies is not constituted.

Regulation as per Res. No. 12 of Academic Council dated 25.6.1991

- A)**
- (i) The minimum number of members of each Committee of Courses to be constituted for each subject should not be less than four out of them at least one should be external member (the academician in other University of the subject concerned).
 - (ii) The Vice Chancellor may increase the number as and when the same is felt necessary.
 - (iii) The number of members to serve on the Board of Studies from Committee of Courses may be decided by the Vice Chancellor.
 - (iv) The Committee of Course may be constituted by the Vice Chancellor for each subject/courses of study separately.
 - (v) The senior-most member of the Committee will be the Convenor of the respective Committee of the Courses.

B) FUNCTIONS – COMMITTEE OF COURSES

- (i) The Committee of Courses shall recommend courses of study and curricula in their respective subjects and shall advice on all matters relating thereto referred to them by the Academic Council or the Board of Studies.
- (ii) A Committee of Courses may bring to the notice of the Academic Council matters connected with examination in its subject or subjects and may also address the Board of Studies concerned on any matter connected with the improvement of the Courses therein.
- (iii) Any two Committees of Courses may, with the consent of the Vice Chancellor, and shall at the request of the Academic Council, jointly meet and act in concurrence and render a joint report upon

any matter which lies within the purview of both. In such cases, the joint meeting shall elect its own Chairman from among the two Convenors. The quorum of a joint meeting of the Committee must include a full quorum of each Committee represented, no member present being counted on more than one separate quorum.

O.28 The Vice-Chancellor may appoint an Ad-hoc Committee of Courses in a subject till it becomes feasible to appoint a regular Board of Studies / Committee of Courses in that subject.

O.29 The Vice-Chancellor may appoint Chairman of Board of Studies in the following order of preference:-

- (i) University Professors
- (ii) Principals of P.G. College in the subject.
- (iii) HODs of the Associate Professor rank
- (iv) Principals of under graduate college
- (v) As per the discretion of the Hon'ble V.C

O.30 The majority of the members of a Board shall form a quorum.

O.31 A Board may dispose off of its business by meetings or by correspondence or by both.

O.32 (1) The Boards of Studies and the Committee of Courses while recommending changes in the scheme of examination and syllabi shall give full implications and justification for the proposed changes.

(2) Frequent changes in the schemes of examinations and syllabi shall not be recommended except when warranted on account of major policy decisions or considered academic shifts.

(3) The changes recommended by the Board of Studies or the Committee of Courses in the schemes of exams, or courses of study if approved by the higher University Bodies be not brought into force earlier than a gap of one full academic year.

O.33 The Registrar shall forward to Convenors and the members of Boards of Studies copies of books received from Publishers.

O.33A The Registrar may, so far as possible, procure for the use of any Board, books and periodicals which the Board may require. He shall print any notes and minutes which a Board requires to be printed and pay to the Convener of Board any expenses incurred by him in circulating books to its members;

Provided that the Registrar in any case in which he considers it expedient, may take the orders of the Vice Chancellor before performing any of the duties prescribed.

O.34 Procedure for submission of books by the publishers or authors of books for consideration of the Boards of Studies :-

1. Publishers intending to submit their books to the University should first get themselves registered with the University. For this they should submit an application in the prescribed form alongwith a fee of Rs. 1500/-. The registration should be got renewed after every 5 years on payment of renewal fee of Rs.1000/-. A standing of atleast 5 years as proved by sales-tax registration shall be necessary for registration as a publisher. The University may appoint an Inspector not below the

rank of Asst. Registrar or a teacher of the University or an affiliated college to carry out an inspection of a registered publisher whenever deemed necessary.

2. Books submitted by publishers, not registered with the University, shall not be considered.
3. Full name and address of the author of a book, submitted for consideration, should be given by the publishers on each book and the publishers must produce satisfactory evidence that the book is the production of the author named.
4. Publishers should disclose clearly, while submitting a book, whether they or any of their near relatives have any financial interest in any other firm of publisher.
5. Publishers should submit ten copies of each book to the University by the 31st July every year at the latest.
6. No book shall be sent by the publishers direct to the members of a Board of Studies.
7. On the reverse of the title page of each copy of a book (excluding the copies without title page etc.) a slip of paper should be pasted securely containing the following information :-
 - (i) Name of the book.
 - (ii) The name of author with his designation and full address.
 - (iii) Name of the publisher and his registration number in the University.
 - (iv) Name of the subject.
 - (v) Name of class for which intended.
 - (vi) Purpose (whether submitted as a text book or supplementary regarding or for library etc.)
 - (vii) Price.
 - (viii) Number of pages.
 - (ix) Whether the book was submitted before and, if so when?
 - (x) Date.
 - (xi) This is to certify that there has been no infringement of copyright rules in the book entitled
 - (xii) Signature of the publisher.
8. The words 'specimen', (year), should be stamped boldly on the first page of each book and on several other pages inside the book.
9. All books should be sent pre-paid.
10. Separate forwarding letters should be sent for books relating to each subject.
11. If a book is prescribed or recommended by the University for any examination, the publisher should send two copies of each book for

record in the University. They should also send two copies of the same book whenever they bring out a new edition so long as that book remains in force so that it could be checked with the specimen originally submitted by them.

12 Violation of any of the provisions or a false statement in regard to registration as publisher or authorship or submission of a book or canvassing for the book(s) or if found using unethical means or pressure to influence any member of a Board of Studies in a subject will make the publisher liable for cancellation of registration.

13 This is to certify that "this book has been actually written by me."

14 Signature of the Author

O.35 A Standing Committee consisting of the Vice-Chancellor and the Registrar and two more members to be appointed by the Vice Chancellor be appointed each year, if necessary, after receiving the recommendation of the Boards of Studies with regard to the fixing of the price of the books recommended by the Boards. The publishers concerned should be given an opportunity to be present in the Committee or to represent their case in case the committee considers the price of a book to be unreasonable.

Planning and Monitoring Board

O.36 (i) There shall be a Planning and Monitoring Board which shall consist of the following :

- (1) Vice Chancellor
- (2) Pro-Vice Chancellor (if any)
- (3) Four outside experts to be nominated by the Vice Chancellor
- (4) Deans of all Faculties
- (5) Five nominees from University's staff out of which three will be University teachers.
- (6) Comptroller
- (7) Registrar - Member Secretary

(ii) The term of members, other than the ex-officio members, shall be three years.

(i) The Board shall meet atleast twice a year.

(ii) The recommendations of the Board shall be placed before the Board of Management through the Academic Council.

O.37 The powers and functions of the Planning and Monitoring Board are as follows :

1. To prepare University development plans both short term and long term keeping in view the objectives of the University as laid down in the Act, and with due regard to national policies.

2. To monitor regularly implementation of schemes approved by the UGC and other agencies and suggest methods for proper implementation.
3. To develop ideas and schemes on improving co-operate life and cultural activities on the Campus.
4. To examine the question and suggest measures for raising the standard of education and research, to strengthen inter-disciplinary programmes and inter-departmental co-operation, to create links and develop specific schemes of Inter-University and University / Industry / Agriculture / Environment / Community inter-action.
5. To advise on any issue referred to it by the Academic Council / Board of Management.

O.38 Other Boards and Bodies :

- (1) The University shall establish a Board of Inspection, a Research Board, A Publication Board, a Board of Sports, A Health & Residence Board and such other Boards as may be required.
- (2) The powers and functions of the Boards established under subsection (1) shall be as prescribed by the Ordinances.

CHAPTER - V

AFFILIATION OF COLLEGES

| | |
|--------------------|---|
| Sec. 5(1) | Power of the University for Affiliation of Colleges |
| Sec.5(2)(o) | Power to prescribe qualification, service conditions of teaching and non teaching staff in affiliated colleges/ recognized colleges and approved institutions |
| Sec.6 | Territorial jurisdiction |
| Sec.24 | Affiliation of Colleges |
| Sec.25 | Withdrawal of Affiliation |
| Sec.26 | Recognition of certain institutions |
| Sec.27 | Withdrawal of the recognition |
| Sec.28 | Approval of Institutions |
| Sec.29 | Withdrawal of approval |
| Sec.30 | Inspection of colleges and reports |
| S.17 | Management of affiliated colleges |
| S.17(12) | Instruction |
| S.17(13) | Educational efficiency |
| S.17(14) | Organization, Management and Teaching staff |

Admission of Students

O.39 Admission of students to a college shall be subject to the conditions prescribed by the Ordinances/Rules in this behalf.

Terms and Vacations

O.40 Every college shall conform to the University terms and vacations.

O.40A The following is the normal arrangement of terms and breaks to be generally adopted by the affiliated colleges and the teaching Units of the University :-

1st Term : July 7 to December 24

Mid-sessional break : December 25 to December 31

2nd Term : January 2 to May 6

Summer Vacation : May 7 to July 6

Notes : 1. *The terms include the period of examination and the days on which co-curricular activities and tournaments are held.*

2. *6 days preparatory leave to the I/III Semester Examinations, 10 days preparatory leave to II./IV Semester Examinations and 21 days preparatory leave to annual examinations are allowed. The teaching staff should be available in the Departments and colleges during the period of preparatory leave for giving such guidance in studies as the students may require.*

3. *The professional colleges may make such adjustments in the arrangement of their terms and breaks as their needs warrant.*

College Fee

O.41 In every college the fees charged shall be such as may be approved by the University.

Accommodation and Equipment

O.42 Every college shall satisfy the University that its buildings, furniture, laboratory and library equipment and all other equipments are satisfactory.

Library

O.43 Every college shall satisfy the University as to the adequacy of its library and the suitability of the system of cataloguing and lending of books.

Discipline, Health and Residence

O.44 (1) Every college shall satisfy the University that proper discipline is maintained in the college and the hostels.

(2) Every college shall make adequate provision for the residence of its students not residing with their parents or recognized guardians, and shall provide adequate facilities for the physical exercise and health of its students and shall employ an efficient system of medical examination and care. Residence in colleges or their hostels shall be governed by rules approved by the University.

- (3) Every college and its hostels shall be subject to inspection in regard to health and residence, on behalf of the Health and Residence Board or of the Board of Management.
- (4) Every college to which women students as well as men are admitted shall provide a separate retiring room and other necessary conveniences for women students.

Board of Inspection :-

- O.45** 1. The Board of Inspection shall consist of the following members :
- (a) Vice-Chancellor;
 - (b) Director of College Education, Rajasthan; and
 - (c) Deans of Faculties; -
2. The Board of Inspection shall have following functions :
- (a) Subject to the approval by the Board of Management, the Board may make rules in respect of granting and withdrawing the affiliation, recognition and approval of the institutions and colleges.
 - (b) The Board shall appoint two committees consisting of five members each. One of them shall dispose of the applications for affiliation of the Colleges and the other shall deal with the applications received for approval of the Institutions. These Committees shall be appointed for a period of three years; and
 - (c) The Board of Inspection shall dispose of the matters regarding affiliation, recognition or, as the case may be, approval of the colleges and institutions subject to jurisdiction of the University as are referred to it by the committees mentioned in (b) above, and arrange for their inspection in the manner specified by the statutes and shall make recommendations to the Board of Management in respect of granting, continuing or canceling affiliation, recognition or approval.
 - (d) The Board of Inspection shall arrange for inspection of hostels for recognition, when the application is referred by the Board of Management. It shall also arrange for the inspection of all the recognized hostels once in every session.
- O.46** The Board of Inspection shall meet whenever the Vice-Chancellor directs.
- O.47** The quorum at a meeting of the Board of Inspection shall be five.
- O.48** Subject to the provisions of the Act, the Statutes and the Ordinances, the Board of Inspection shall make arrangements for the periodical inspection of affiliate colleges and shall report to the Board of Management. A college selected for periodical inspection shall remit a sum of Rs. 1000/- in case of Degree colleges and Rs. 2000/- in case of post graduate colleges as fee for periodical inspection.

- O.49** The Board of Inspection shall provide that each affiliated college shall be inspected once within the period of five years after the grant to it of the privileges of affiliation or after the general inspection last held.

Affiliation Fee

- O.50** Every college applying for affiliation shall, alongwith its application will remit the requisite affiliation fee as prescribed by Academic Council for time to time. A college applying for affiliation for one or more courses of study or in additional subject or for permanent affiliation shall remit along with the application, the fees three times of the fees as prescribed by the Board of Management :-

A. In all Faculties : (Except the Faculty of Management & Faculty of Law)

- (a) For every Under-graduate Course
(except the courses indicated in Sr. No. B)
- (b) For one subject of Post-graduate Studies
(except the courses indicated in Sr. No. A)
- (c) For introducing one additional subject (PG Course)
- (d) For every Certificate/Diploma Course

B. For following courses :

1. B.Sc. (Computer Science)
2. B.Sc. (Electronics)
3. B.Sc. (I.T.)
4. B.C.A.
5. M.Sc. (Computer Science)
6. M.Sc. (Information Technology)
7. M.Sc. (Bio-technology)
8. M.Sc. (Micro-biology)
9. M.Sc. (Communication)
10. M. G. M.
11. M.Sc. (Remote Sensing)
12. B.Ed. / B.P. Ed.
13. M. Ed.
14. P.G.D.C.A.
15. M.A./M.Sc./M.Com (per subject)
16. B.B.A.
17. Under Graduate Arts / Science / Commerce
18. LL. B.
19. LL. M.
20. MBA / MCA
21. Under Graduate (for additional per subject)
22. P.G. Course (for additional per subject)
23. M. Phil. (one subject)
24. M. Tech. (Integrated)
25. M. Tech. (Integrated) in Environmental Science
26. M. Tech. (Integrated) in Polymer Tech.
27. M. Tech. (Integrated) in Pharmaceutical Chem.
28. M. Sc. Technology (Integrated) in Finance
29. Diploma in Film Technology
30. M. C. A. (Integrated)

- 31 M.B.A. (Integrated) Computer Aided Management, E-commerce & Environment
- 32 Bachelor of Hotel Management of Catering Tech.
- 33 B.F.A. (Visual Arts & Design/Graphic Communication etc. Computer Art/Ceramic Design
- 34 M.Sc. Environmental Technology
- 35 M.Sc. Pharmaceutical Chemistry
- 36 M.B.A. E-commerce
- 37 M.Sc. (Bio-informatic)
- 38 M.B.A. (Environmental Management)
- 39 M.A./M.Sc. (Vedic Astrology/Jyotirvigyan)
- 40 U.G./P.G. Course of Hotel Management and Catering Technology
- 41 B.Sc. (Computer Application)
- 42 One Year P.G. Diploma in Vedic Astrology/ Jyotish Vigyan
- 43 Vastu Shastra
- 44 Acupressure
- 45 Cyber Laws
- 46 M.B.A. (Integrated) Computer Aided Management, E-commerce
- 47 B.Sc. (Bio-technology)
- 48 B.Sc. (Microbiology)
- 49 B. Tech.
- 50 Film Tech. (Diploma)
- 51 P.G. Diploma in Garment Production & Export Management

The above fees shall also be payable to the University with every application for extension of provisional affiliation whether for Post-graduate or Under-graduate Course.

Inspection Fee

O.50A In addition to affiliation fee an additional inspection fee will also be charged and the amount of such inspection fee for each course / subject shall be determined by Board of Management from time to time.

Inspection and Affiliation

O.51 (1) A college applying for affiliation whether for the first time or for extension in the period of temporary/provisional affiliation or in additional subjects or for additional courses of study or for permanent affiliation, shall make a written application through proper channel, to the Registrar accompanied with the necessary fee as prescribed under the Ordinances not later than 31st December preceding the academic year from which recognition sought is to take effect. However, applications may also be entertained thereafter but not later than 30th May provided that special valid reasons to the satisfaction of the University authorities are given and the application is accompanied with a late fee equal to the amount of affiliation fee prescribed. An application for extension of provisional affiliation or for permanent affiliation may be accepted as a special case at the discretion of the University even after 30th May but not later than the date of the commencement of the academic session provided it is accompanied with a further late fee as decided by the University.

- (2) Affiliation shall in no case be granted with retrospective effect.
- (3) The Board of Inspection shall provide for the periodical inspection of each college, and may cause an inspection to be made at any time.
- (4) The Board of Management shall have power to cause an enquiry to be made in respect of any matter connected with a college. In every case notice shall be given to the management of the college of the intention to cause an enquiry to be made and the management shall be entitled to be represented thereat.
- (5) The Board may as a result of inspection or enquiry made under the fore-going clauses (4) and (5) advise the college concerned on any matter, or direct the college to take such action as may be specified, and the college shall take such action as directed within such period as may be fixed.
- (6) The Board shall have power, at any time after due enquiry, to withdraw the recognition granted to a college which is not conducted in accordance with the conditions prescribed by the Statutes and Ordinances or imposed by the Board of Management at the date of recognition or at any later date. The Board shall give the college an opportunity of appearing at any such enquiry and of making representations on its own behalf, and shall record its opinion on any representation so made.
- (7) The Board shall have power after inspection, to withdraw recognition in respect of any subject or course of study.

Inspectors

O.52 (1) For the inspection of colleges the Board of Inspection shall appoint Inspectors from a panel which shall be constituted by the Board and revised every year. The panel shall consist of the following, namely :-

(a) For Degree Colleges, other than Post-graduate Colleges :

- (i) University Professors and Readers;
- (ii) Principals of Degree and Post-graduate Departments in the affiliated colleges; and
- (iii) Heads of the Post-graduate Departments in the affiliated colleges; and
- (iv) Teachers possessing at least 15 years experience of teaching degree and / or Post-graduate classes out of which at least 5 years should be the experience of teaching at post-graduate level.

(b) For Post-graduate Colleges :

- (i) Professors of the University or of any recognized Indian University;
- (ii) Principals of Post-graduate Colleges affiliated to the University or of any recognized Indian University; and
- (iii) University Readers.

N.B. :- *In exceptional circumstances retired persons who have held the above positions may be appointed.*

(2) The number of Inspectors to be sent out by the Board of Inspection shall be limited as follows :

(a) Degree Colleges :

- (i) *For new affiliation* :- One person for each Faculty but not less than two in any case;
- (ii) *For affiliation in additional subjects* :- One person for each faculty.

(b) For affiliation in Post-graduate subjects :- One for each subject.

For periodical inspection :- Two persons for Degree Colleges and Colleges offering Post-graduate courses in one Faculty only, three persons for colleges offering post-graduate course in more than one faculty and two persons for approved institutions.

Minimum Qualification for Teachers in Affiliated Colleges :

O.53 The following shall be the minimum qualifications for the teachers in the various Faculties in the Colleges affiliated to the University :

(I) Faculties of Arts, Fine Arts, Social Sciences, Science, Commerce, Law, Physical Education and Education.

(A) For Lecturers in subjects other than Music, Home Science and Education :

(a) Essential :

- (i) Good academic record with atleast 55% marks or an equivalent grade of B in 7 point scale with later grades O, A, B, C, D, E and F at Master's degree level in the relevant subject from an Indian University or an equivalent degree from a Foreign University.
- (ii) Should have cleared the eligibility test (NET) for Lecturers conducted by the U.G.C., C.S.I.R. or similar test as accredited by the UGC.

Provided that the requirement of clearing the eligibility test (NET) for Lecturers conducted by the UGC, CSIR or similar test as accredited by the UGC will not be applicable to those who have submitted their Ph.D. thesis upto 31st December, 2002 or have passed the M.Phil. examination upto 31st December, 1993. In case such candidates fail to obtain Ph.D. degree, they shall have to pass the NET examination.

(b) Desirable :

(i) General (for all) :

An M.Phil. degree or a recognized degree beyond the Master's level or published work in the Faculty concerned on a relevant subject including the capacity for independent research work.

(ii) **English (Except Music, Home Science) :**
 Post-graduate Diploma in teaching of English studies awarded by the Central Institute of English and Foreign Languages, Hyderabad or by a recognized Institution/University.

(iii) **Physical Education, Health Education & Sports (Except Music, Home Science) :**

- (a) Diploma in Coaching game or sports from recognized institution/ University.
- (b) University / Inter-University / National / International participation in Yoga / Sports / Games.
- (c) Competence to teach Vocational-oriented courses.

Provided further that qualifications prescribed above in (a) and (b) shall not be applicable to adhoc/temporary lecturers working in any of the colleges affiliated to the University, who have been appointed prior to March, 2000 if they fulfill the minimum qualifications prescribed in the relevant ordinances of the University at the time of their initial adhoc/temporary appointment in a college affiliated to the University.

B. For Lecturers in Home Science :

(a) **Essential :**

(i) Good academic record with atleast 55% marks or an equivalent grade of B in 7 point scale with latter grades O, A, B, C, D, E and F at Master's degree-level in the relevant subject from an Indian University or an equivalent degree from a foreign University. For teaching the various areas in Home Science the term 'relevant subject' means as follows :-

- | | | |
|-----|--|---|
| (1) | Home Management | : M.Sc. Home Science (Home Management) |
| (2) | Clothing Textile & Laundry | : M.Sc. Home Science (Clothing & Textiles) |
| (3) | Food and Nutrition | : M.Sc. Home Science (Food & Nutrition) |
| (4) | Child Development/ Human Development | : M.Sc. Home Science (Child Development / Human Development) |
| (5) | Rural Development / Extension Education | : M.Sc. Home Science (Extension) |
| (6) | Health Sciences | : M.Sc. (Nursing) |
| (7) | Science of Social Sciences subjects | : Post-graduate degree in the subject concerned. |
| (8) | Applied Arts | : M.A. (Fine Arts) or Applied Arts or Master's degree in Arts, Science, Commerce alongwith atleast two years Diploma in Arts and Craft from any recognized institution. |

(ii) Should have cleared the eligibility test (NET) for Lecturers conducted by UGC, CSIR or similar test as accredited by the UGC.

Provided that the requirement of clearing the eligibility test (NET) for Lecturers conducted by UGC/CSIR or similar test as accredited by the UGC will not be applicable to those who have submitted their Ph.D. thesis upto 31st December, 2002 or have passed the M.Phil. Examination upto 31st December, 1993.

Provided further that a candidate possessing M.B.B.S. degree will be deemed eligible for teaching Health Science and in this case the above essential qualifications as mentioned in (i) and (ii) may be relaxed.

(b) Desirable :

An M.Phil. degree or a recognized degree beyond the Master's level or published work on a relevant subject indicating the capacity for independent research work

Provided that qualifications prescribed above in (a) and (b) shall not be applicable to adhoc / temporary lecturers working in any of the colleges affiliated to the University, who have been appointed prior to March, 2000 if they fulfill the minimum qualifications, prescribed in the relevant ordinances of the University at the time of their initial adhoc / temporary appointment in a college affiliated to the University.

C. For Lecturers in Music:

(a) Essential:

- (i) Good academic record with at least 55% marks or as equivalent grade of B in the 7 point scale with latter grades O, A, B, C, D, E and F at Master's degree level in the relevant subject from an Indian University or an equivalent degree from a foreign University or recognized Institute.
- (ii) Should have cleared the eligibility test (NET) for Lecturers conducted by UGC, CSIR or similar test as accredited by the UGC.

Provided that the requirement of clearing the eligibility test (NET) for Lecturers conducted by UGC, CSIR or similar test as accredited by the UGC will not be applicable to those who have submitted their Ph.D. thesis upto 31st December, 2002 or have passed the M.Phil. examination upto 31st December, 2003.

Or

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

(b) Desirable :

An M.Phil. degree or a recognized degree beyond the Master's level or published work on a relevant subject including the capacity for independent research work.

Provided that qualifications prescribed in (a) and (b) shall not be applicable to adhoc/temporary lecturers working in any of the colleges affiliated to the University, who have been appointed prior to the enforcement of the above qualifications, provided they fulfill the minimum qualifications prescribed in the relevant ordinances of the University at the time of their initial adhoc/temporary appointment in a college affiliated to the University.

Explanation :

'Good academic record' wherever occurring in this Ordinance means :-

Atleast a second division in any two public examination preceding to Master's degree examination.

Or

A Bachelor's degree in First Division

Average of 52% marks in the two public examinations immediately preceding to Master's degree examination

Or

Average of 52% marks in any two public examinations alongwith a Ph.D. Degree.

II For Directors / Instructors Of Physical Education in the University Affiliated Colleges

1. The degree of Physical Education awarded by the Maharani Laxmi Bai College of Physical Education, Gwalior or Punjabi University, Patiala be treated at par with the Post-graduate Diploma in Physical Education.

Or

2. A basic University degree plus any one of the following qualifications :-

- (a) Diploma of Y.M.C.A. College of Physical Education prior to the institution of the University Diploma.
- (b) Diploma in Physical Education awarded by the Madras University.
- (c) Diploma in Physical Education awarded by the Y.M.C.A. College of Physical Education to Instructors (holding a Certificate in Physical Education after attending a Vacation Course of three months)
- (d) Post-graduate Certificate or a Post-graduate Diploma of a University or Degree in Physical Education, awarded by an Indian University or an equivalent degree of a Foreign University.
- (e) Diploma awarded by the Training Institute of Physical Education, Kandivali.
- (f) Diploma awarded by Lucknow Christian College of Physical Education, Lucknow.

- (g) Diploma awarded by the College of Physical Education, Trivandrum.
- (h) Diploma awarded by the College of Physical Education, Kozikode.
- (i) Diploma awarded by the Allagappa College of Physical Education, Karaikudi.
- (j) Diploma awarded by the Bihar Education Department, Patna
- (k) Diploma awarded by the Government College of Physical Education, Jodhpur.
- (l) Diploma awarded by the Government College of Physical Education, Patiala.
- (m) Diploma awarded by the Post-graduate Training College of Physical Education, Banipur (W.B.)
- (n) Diploma awarded by the Government College of Health and Physical Education, Patna (Bihar)
- (o) Diploma awarded by the Govt. College of Physical Education (for boys), Rampur (U.P.)
- (p) Diploma awarded by the Govt. College of Physical Education (for women), Allahabad (U.P.)

Minimum Qualifications for Principal of Affiliated Colleges

O.54 The following shall be minimum qualifications for Principals of affiliated colleges to the University

In the Faculties of Arts, Fine Arts, Social Sciences, Science and Commerce with effect from March 2000 :

(a) Degree Colleges :

- (i) A Master's Degree with atleast 55% of the marks or its equivalent grade of B in the 7 point scale with latter grades O, A, B, C, D, E and F.
- (ii) Ph. D. or equivalent published work.
- (iii) Atleast 10 years experience of teaching / research in Universities / Colleges and other Institutions of Higher Education.

(b) Post-graduate Colleges :

- (i) A doctorate degree with at least 55% marks or its equivalent B grade of in the 7 point scale with latter grades of O, A, B, C, D, E and F at Master's degree in any subject taught in the college from an Indian University or an equivalent degree from a foreign University; and
- (ii) At least 12 years experience of teaching research in Universities / Colleges and other Institutions of Higher Learning.

Provided that in cases when an existing affiliated degree college is upgraded as Post-graduate college, a duly appointed Principal of such college shall be deemed eligible for continuance as Principal of the College concerned after the up-gradation of college as Post-graduate college, notwithstanding the experience required as Principal of a degree college in (b) above.

(c) Colleges of B.Ed. Standard

- (a) As laid down by the National Council for Teacher Education.
- (b) Persons working in the same college or in any other college affiliated to the University on whole-time basis continuously from any date before 8th November, 1983, would be eligible even if they do not possess the qualifications prescribed in (a) above but possess at least a second class M.A./ M.Sc./ M.Com. degree with a second class M.Ed. degree.

(d) Colleges of M.Ed. Standard :

- (a) As laid down by the National Council for Teacher Education.

(e) Law College Degree Standard :-

As laid down by the Bar Council of India.

(f) Post-graduate Law Colleges :

As laid down by the Bar Council of India.

O.55 A person who is Third Class M.A., M.Sc. or M.Com but has taken a Ph.D. degree will be regarded as fulfilling the minimum qualification of a First or Second Class Post-graduate degree.

O.56 The Principal's age shall not be normally below 40 years.

Minimum Qualifications for Librarians

O.57 (i) For Post-graduate Colleges and Degree Colleges with more than 600 students on roll :

First / Second Class B.A./ B.Sc./ B.Com. degree with First / Second Class M.Lib. Science degree (two years course)

OR

First / Second Class M.A. / M.Sc. degree with First / Second class B.Lib. Science or One year Diploma Course in Library Science

(ii) For Degree Colleges with not more than 600 students on roll :

B.A. / B.Sc. / B.Com. degree with a Degree or Diploma in Library Science (One Year Course) of a recognized University.

Note : For appointment to the post of Librarian in a College affiliated in the Faculty of Sanskrit Studies it will be necessary for a candidate to have passed his B.A. degree with Sanskrit as one of the optional subjects.

- O.58 All the colleges (Govt. and Non-government) shall pay minimum pay scales to teachers and Principals as prescribed by the University as approved by State Govt. and recommended by the U.G.C.
- O.59 The Dearness Allowance be paid at the rates prevailing in the State Govt. from time to time.
- O.60 Every degree and post-graduate college teaching subjects of study included in the Faculty of Commerce shall provide three Heads of Departments – one in Accountancy and Business Statistics, one in Business Administration and one in Economic Administration and Financial Management.
- O.61 The Principal and all members of the teaching staff of the colleges other than those maintained by the State shall be appointed on a written contract which shall be on a duly stamped paper and as per proforma laid down by the University.
- O.62 The date of compulsory retirement of a permanent wholtime teacher, Director/Physical Instructor/Librarian in a college affiliated to the University other than those maintained by the Government is the day on which he attains the age of 60 years.
- O.63 **The following form of Agreement is hereby prescribed to be adopted by the non-government affiliated colleges for appointment to the teaching posts (except Principal) if such provision is not there in the**

Agreement made this day of
 200..... between of the first
 part and the Managing Committee of the Principal /
 Secretary of the second part :-

Whereas the college has engaged the party of the first part to serve the college as subject to the conditions and upon the terms hereinafter contained, this agreement witnessed that the party of the first part and the college hereby contract and agree at follows :

- (1) That the agreement shall come into effect from the day of 200 and shall be determinable as hereinafter provided.
- (2) That the party of the first part is employed, in the first instance, on probation for a period of one year and shall be paid monthly salary of Rs..... in the grade of Rs..... and will be entitled to the benefits of the Provident Fund, Gratuity and allowances as may be laid down by the University for its non-government affiliated colleges. The salary will be paid by means of cheque not later than tenth day of each month.

- (3) That the party of the second part may, at its discretion extend that period of probation by another year, so that, the total period of probation shall in no case exceed two years. If within three months of the expiry of the period of probation, no notice of termination of this agreement or of an extension of the period of probation is received by the party of the first part, the party of the first part will be ipso-facto taken as confirmed. Grade increment shall be earned on confirmation.
- (4) That the party of the first part shall not engage in any trade or business, (including private tuitions etc.) or in other activity which in the opinion of the Principal may be prejudicial to his work in the college.
- (5) That the party of the first part shall not apply for any job or appointment whether part-time or in any other form elsewhere without prior permission of the Principal of the college in writing.
- (6) After confirmation, the services of the party of the first part can be terminated only on the following grounds :
 - (a) Willful neglect of duty.
 - (b) Misconduct (including persistent dis-obedience) or Moral turpitude.
 - (c) Breach of an term of the contract.
 - (d) Physical or mental unfitness; or
 - (e) Incompetence, provided this plea shall not be used after five years continuous service in the institution.
- (7) Except when termination of service has taken place under para 6 (a), (b) and (c), neither party shall terminate this agreement save by giving to other party three months notice in writing or paying a sum equivalent to thrice the monthly salary then being earned by the party of the first part. While terminating the services of the party of the first part, the party of the second part shall follow the procedure laid down in the Rajasthan Service Rules.
- (8) While the party of the first part is on probation as provided in para 2, there will be three months notice on either side of termination of the contract, or in lieu of such notice, a payment of thrice the monthly salary then being earned by the party of the first part.
- (9) The party of the first part shall be entitled to leave as per leave rules of the Govt. of Rajasthan.
- (10) The age of superannuation will be 60 years.
- (11) Any difference or dispute of any kind whatsoever arising out of this contract shall be referred to arbitration and determined in accordance with the provisions of the Indian Arbitration Act, 1940. Such Arbitration shall be held by two person snot associated with

the college – one to be chosen by each party to this agreement, and in case of their non-agreement, the Vice-Chancellor or his nominee shall act as Umpire. The decision of the arbitrators or of the Umpire, as the case may be, shall be final. No party to this agreement shall have a right to sue the other in a Court of Law, except for the purpose of enforcing the award.

N.B. : This clause shall not apply in the case of a dispute arising in connection with termination of the service of any member of the teaching staff who is on probation or on a temporary basis.

Signed this day of 20.....

- (1)
- (2)

in the presence of :

- (1)

- (2)

O.64 The following form of agreement is prescribed for being adopted by the Non-govt. affiliated colleges for appointment to the post of Principal, if similar provision is not there in the

Agreement made this day of 200..... between of the first (hereinafter called the Principal) and the (hereinafter called the Managing Committee) of College through the President of the second part.

Whereas the Committee has engaged the party of the first part to serve the college as Principal subject to the conditions and upon the terms hereinafter contained, this agreement witnessed that the party of the first part and Managing Committee hereby contract and agree at follows :

- (1) That the agreement shall come into effect from the day of 200 and shall be determinable as hereinafter provided.
- (2) That the Principal is employed, in the first instance, on probation for a period of one year and shall be paid monthly salary of Rs..... in the grade of Rs..... and will be entitled to the benefits of the Provident Fund, Gratuity and allowances as may be laid down by the University for its Non-govt. affiliated colleges. The salary will be paid by means of cheque not later than tenth day of each month.
- (3) That the party of the second part may, at its discretion extend that period of probation by another year, so that, the total period of probation shall in no case exceed two years. If within three months of the expiry of the period of probation, no notice of termination of this agreement or of an extension of the period of probation is received by the Principal he/she will be taken as ipso-facto confirmed. Grade increment shall be earned on confirmation.

- (4) The Principal shall perform all such duties as appertain to the Principal of an affiliated college and shall be responsible for the due discharge of all such duties. The Principal shall be solely responsible for the internal management and discipline of the said college including the arrangement of the college time-table, the allocation of duties to all the members of the college staff, including duties of warden, proctor and other assignment connected with the internal administration of the college, the grant of leave to staff, the appointment, control and removal of the Lower Division Clerks, Laboratory Assistants, Technicians, Gardeners and other class IV staff, the granting of free-ship / half free-ship and other types of financial aid to students within the numbers sanctioned by the Government or the Management, as the case may be, the control of the college hostel or hostels through the warden, the admission, promotion, punishment of students, the organization of games and other activities. He shall administer all students' funds such as Games fund, Magazine fund, Union fund, Reading Room fund, Examination fund etc., with the help of a committee constituted by him and in accordance with any rules laid down by the University and subject to audit and scrutiny of accounts by the Management. He shall have all powers necessary for the purpose including power in an emergency to suspend members of the teaching staff, pending report to and decision by the Managing Committee. In the spheres of his sole responsibility, he shall follow all directions received from the University or Government in connection with the administration of the college. In financial and other matters, for which he is not solely responsible, the Principal shall follow the directions of the Managing Committee as issued to him through the Secretary. All instructions by the Managing Committee or the Secretary to the members of the staff shall be issued through the Principal and no member of the staff shall have a direct approach to any member of the Managing Committee except through the Principal.

The Principal shall have all necessary powers of control and discipline in regard to clerical and administrative staff, including the power to withhold increments. All appointments in the office of the Principal shall be made with his concurrence.

- (5) That the Principal shall be an ex-officio member of the Managing Committee and of all appointment committees with power to vote provided he shall not be a member of a Committee appointed to enquire into his own conduct.
- (6) That the Principal shall devote his whole time to the duties of his appointment and shall not engage directly or indirectly in any trade, business including private tuitions etc. or in any other activity which in the opinion of the Management may be prejudicial to his work in the college.

- (7) That the Principal shall not apply for any job or appointment whether part-time or in any other form elsewhere without prior permission of the Managing Committee in writing.
- (8) After confirmation the services of the Principal can be terminated only on the following grounds :
 - (a) Willful neglect of duties;
 - (b) Misconduct including disobedience to the orders of the Managing Committee passed in accordance with the terms of this agreement & Statutes, Ordinances, Rules, Regulations and directions of the University; or moral turpitude;
 - (c) Breach of any term of the contract ;
 - (d) Physical or mental unfitness; or
 - (e) Incompetence; provided this plea shall not be used after three years' service in the institution.
- (9) Except when termination of services has taken place under para 8(a), (b) and (c), neither party shall terminate this agreement save by giving to other party three months notice in writing or by giving a sum equivalent to thrice the monthly salary then being earned by the Principal. While terminating the services of the Principal the Managing Committee shall follow the procedure laid down in the Rajasthan Service Rules.
- (10) While the Principal is on probation as provided under para 2, there will be three months' notice on either side of termination of the contract or in lieu of such notice a payment of thrice the monthly salary then being earned by the Principal, provided that such termination of the contract will not take place between the first day of January and 31st day of March of any year.
- (11) The Principal shall be entitled to leave as per leave rules of the Government of Rajasthan.
- (12) The age of superannuation shall be 60 years.
- (13) Any difference or dispute of any kind whatsoever arising out of this contract shall be referred to arbitration and determined in accordance with the provisions of the Indian Arbitration Act, 1940. Such arbitration shall be held by two persons not associated with the college – one to be chosen by each party to this agreement, and in case of their non-agreement, the Vice-Chancellor or his nominee shall act as Umpire. The decision of the arbitrators or of the Umpire, as the case may be, shall be final. No party to this agreement shall have a right to sue the other in a Court of Law except for the purpose of enforcing the award.

Note:- This clause shall not apply in the case of a dispute arising in connection with the termination of services if the Principal is on probation or on a temporary basis.

Signed this day of 200.....

(1)
 (2)
 in the presence of
 (1)
 (2)

- O.65 The maximum amount of work to be done by the teachers in affiliated colleges shall such as provided by the Board of Management on the recommendation of Academic Council.
- O.66 The number of students in a class or section of a class in an affiliated college shall not exceed 60 for purpose of Lectures in the Class rooms, provided that in the case of Law the number may go up to 75 with the prior permission of the Vice Chancellor.
- O.67 Every college shall provide for tutorial instructions and necessary teaching staff be provided for this work :
- (i) Each tutorial group shall consist of not more than 12 students but preferably 6.
 - (ii) Each group shall be allotted at least one period a week for tutorial class.
- O.68 A college affiliated in any branch of experimental science shall have atleast one teacher provided for every 20 students performing laboratory work at one and the same time in a science subject.
- The maximum number of students in a class for guidance in practice teaching (for the examinations in the Faculty of Education) shall be 30.
- O.69 Separate laboratories shall be provided in each branch of science and each of them shall be suitably and adequately equipped.

Maintenance of Provident Fund by Non-government Colleges

| | |
|---------------------------------------|--|
| Sec. 5(o) conditions | Power of the University to prescribe service |
| Sec.5(q) | Power of the University to promote welfare and to improve service conditions of staff |
| S.17(14)(5)(v) | Liability of College to maintain Provident Fund for the benefit of staff |

Provident Fund Rules for Private Colleges Affiliated to the University:

- O.70 The Provident Fund Rules for the benefit of teachers and other staff of an affiliated non-government college shall be as follows:
- 1 The private affiliated colleges shall constitute a Provident Fund for the benefit of its teachers, clerical staff and servants in such manner and subject to such conditions as may be prescribed by the rules.
 - 2 There shall be a Provident Fund for the benefit of the permanent officers, teachers, clerical staff and servants employed by the institution. The Management of the Provident Fund shall vest in the Board of Trustees, 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 the business of the Fund and (b) any matter relating to the Fund or its management or the privileges of the depositors not herein expressly provided for, or vary or cancel any Regulations made or directions given.

Note : Constitution of the Board of Trustees to be as follows :

- (1) The Trustees of the Fund shall be :
 - (i) One Trustee nominated by the Managing Committee.
 - (ii) Principal and
 - (iii) One member of the teaching staff other than the Principal who has put in longest service in the college.
 - (2) The Management Trustee and the Principal of the college shall be jointly entitled to:
 - (i) draw and endorse Cheques, Bills of Exchange and otherwise operate on any Banking Account.
 - (ii) endorse and negotiate the Securities.
 - (iii) enter into any agreement or agreements or execute any writing or writings or any instrument or instruments that may be necessary to be executed for the management of the Trust's fund and properties.
 - (3) The accounts of the fund shall be made up yearly as at 31st March and audited statement shall be submitted in a meeting of the Trustees to be held not later than 31st July in every year and a copy of such statement shall be circulated to each member.
 - (4) Every employee of the college receiving a salary of Rs.2050/- or upwards shall be eligible for membership.
 - (5) Every employee who shall be or become a member, shall be subject to these rules or any other rules which may be in force for the time being and shall sign an agreement in the form annexed to these rules.
3. (i) Every servant of the institution holding a permanent substantive appointment, or appointed for a fixed period of not less than five years, and receiving a salary of thirty rupees per *ensem* or more shall be entitled and required to subscribe to the Provident Fund. Part-time or Officiating employees shall not be so entitled.
- (ii) Persons appointed on probation to substantive appointments shall be required to subscribe to the Provident Fund but if their services terminate before their confirmation they shall not be entitled to receive any portion of the contribution made by the institution or the interest accruing thereon.

Every employee of the institution entitled to the benefits of the Provident Fund shall be required to sign a written declaration in the prescribed form that he has read the rules and agrees to abide by it, and shall hand over it for registration to the office of the Head of the Institution the names of the person or persons to whom he wishes the balance at his credit to be paid in the event of his death.

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

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

5. The rate of subscription shall be nine percent 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 option, subscribe at a rate higher than nine percent of his monthly salary and the amount calculated on this basis will be deducted from the monthly salary of the subscriber.

6. The institution shall in the case of each subscriber make a monthly contribution at the rate of eleven percent of his salary; in the case of employees drawing a salary of not more than Rs.10,000/- per month, the institutions's contribution shall be at the rate of 9%.

Note : (i) 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 :

(ii) Provided that in the case of a teacher who is on study leave and subscribes the full amount to his Provident Fund at the prescribed rate, the institution shall also make full contribution at the prescribed rate, irrespective of the amount of salary actually drawn by the teacher during the period of study leave.

7. (i) The amount of subscription deducted from the monthly salary of each employee together with the contribution by the institution shall be deposited in the Post-office Saving Bank or Scheduled Banks to the credit of an account opened in the name of each subscriber, within two days of the receipt of money, so far as possible.

The investment of the amount to the credit of subscriber shall also be permissible in Government Securities or Postal Cash Certificates or National Saving Certificates through the Post-office on the conditions that :-

- (a) The securities shall be kept in the custody of the Accountant General, Posts and Telegraphs, and the receipts thereof in the custody of the Principal.
- (b) The Post Postal Cash Certificates and the National Savings Certificates shall be kept in the custody of the Principal.
- (ii) The subscription paid by a subscriber and the contribution paid by the institution shall be entered monthly in a separate account for each subscriber.
- (iii) A statement of the total amount at the credit of each subscriber shall be furnished to him once in the beginning of each year.
- (iv) The Board of Trustees, may under such conditions as laid down permit the payment of premia on Life Insurance Policy or policies on the life of a subscriber out of his personal subscription to the Provident Fund Account.

Note :- In this rule "Subscription" means the amount paid by the subscriber and "Contribution" the amount contributed by the institution.

8. Subject to Rule No.3(ii) a subscriber at the termination of his service shall be entitled to receive the amount which accumulates to his credit :

Provided that the institution shall be entitled to recover as the first charge from the amount for the time being at the credit of any subscriber a sum equivalent to an amount of any loss or damage at any time sustained by the institution by reason of the subscribers' dishonesty or negligence, but not exceeding in any case the total amount of contribution credited to his account by the institution and of any interest which accrued to such contributions.

9. On a subscribers' death the amount at his credit shall be paid to the person or persons duly nominated by him, or when no such nomination is made, to his legal heir or heirs.
10. (i) No final withdrawal shall be allowed until the termination of the subscriber's service or his death. But in case of necessity, of which the Board of Trustees shall be the sole judge, may allow a subscriber to make a temporary withdrawal of a sum not exceeding the total amount subscribed by him.
- (ii) Recoveries towards the amount advanced shall be made in monthly installments not exceeding thirty as may be decided by the Board of Trustees, commencing at the first payment of a full month's salary after the advance is granted, but no recovery shall be made from a subscriber when he is on leave otherwise than on full salary.
- (iii) When a subscriber has already taken an advance, he shall not be eligible for a fresh advance until the amount already advanced has been fully paid up.
- (iv) The Board of Trustees may also allow a subscriber to make temporary withdrawal of a sum not exceeding 75% of the total amount contributed by the Institution in his/her Provident Fund Account for Registration in Rajasthan Housing Board / U.L.T., for paying seed money to Rajasthan Housing Board for paying cost of house to Rajasthan Housing Board and for reimbursement of the conversion charges of land to be deposited with the Government, only when the carry home salary is not less than 1/4th of the gross emoluments. The employee should also mention the date of his retirement on the withdrawal form. The amount will be recovered in sixty equal installments alongwith interest at a rate half a percent above the rate allowed to be subscribed in the preceding year.
- (v) The Board of Trustees may allow a subscriber after he has completed twenty years of service (including broken period of service, if any, or within ten years' before the date of his retirement on superannuation, whichever is earlier, to make a non-recoverable withdrawal a sum of not exceeding 50% amount of his own subscription for any one or more of the following purposes on such conditions as may be laid down by the Board of Management from time to time :-
- (a) For meeting the cost of his own or any of his childrens' education outside India for any academic, technical, professional or vocational course beyond the secondary stage and / or in India for any medical, engineering, technical or

specialized course beyond the secondary stage, including travelling expenses, where necessary.

- (b) For meeting the expenses of his own betrothal/marriage or of any of his children or of any other female relation actually dependent on him.
 - (c) For meeting the expenses in connection with his own illness or death of any member of his family or of any other person actually dependent on him, including travelling expenses, where necessary.
 - (d) For building or acquiring a suitable house or a ready-built flat including the cost of land, for his residence.
 - (e) For re-paying an outstanding loan expressly taken for building or acquiring a suitable house or a ready-built flat for his residence.
 - (f) For purchasing and for building a house thereon for his residence or for repaying an outstanding loan expressly taken for this purpose.
 - (g) For re-constructing or making additions and / or alterations to a house or a flat already owned or acquired by him.
 - (h) For renovating or making additions and / or alterations to or for upkeep of an ancestral house or a house built with a loan taken from the Government at a place other than the place of his duty.
 - (i) For constructing a house on a land purchased under clause (f) above.
- 11 For purpose of payments of premiums towards an insurance policy of a subscriber, withdrawals, at his option from Provident Fund Account in the Post Office shall be allowed to the extent of 75% only from out of the subscription of a member of the staff:
Provided that no amount shall be allowed to be withdrawn before the details of the proposed policy including existing policy have been submitted and they are accepted as suitable.
12. A subscriber shall be liable to refund any amount withdrawn towards the payment of insurance premium if the Board of Trustees later on has any reasons therefore, with interest thereon at the rate allowed by the Post Office Saving Bank, and the amount so recovered from the emoluments of the subscriber shall be placed to the credit of the subscriber in the fund.
- 13 (a) The institution will not to make any payments on behalf of the subscribers to insurance companies, or take steps to keep a policy alive.
b) It is immaterial what form the policy takes; provided that it shall be one affected by the subscriber himself on his own life and shall (unless it is a policy expressed on the face of it to be for the benefit of his wife, or of his wife and children or any of them) be such as may be legally assigned by the subscriber himself to the institution.

Explanations :-

1. A policy on the joint lives of the subscriber and his wife shall be a policy on the life of the subscriber himself for the purpose of this sub-rule.
 2. A policy which has been assigned to the subscriber's wife shall not be accepted, unless either the policy is first re-assigned to the subscriber or both the subscriber and his wife join in an appropriate assignment.
- (c) The policy may not be affected for the benefit of any beneficiary other than the wife of the subscriber or the wife and children or any of them.
14. (1) The policy within three months after the first withdrawal from the fund in respect of the policy or in the case of an insurance company whose headquarter is outside India, within such further period as the Principal, if he is satisfied by the production of the completion certificate (interim receipt), may fix shall :-
- (a) Unless it is a policy expressed on the face of it to be for the benefit of the wife of the subscriber, or of his wife and children or any of them, be assigned by an endorsement on the policy in Form I set forth in the Schedule to the Institution as security for the payment of any sum which may become payable to the fund by the subscriber under rules and delivered to the Principal of the college.
 - (b) If it is a policy expressed on the face of it to be for the benefit of the wife of the subscriber or of his wife and children, or any of them, be delivered to the Principal of the college.
- (2) The Principal shall satisfy himself by reference to the Insurance Company, where possible, that no prior assignment of the policy exists.
 - (3) Once a policy has been accepted for the purpose of being financed from the fund the terms of the policy shall not be altered.
 - (4) If the policy is not assigned and delivered within the said period of three or such further period as the Principal may under clause (1) have fixed any amount withdrawn from the fund in respect of the policy, shall with interest thereon at the rate allowed by the Post Office Saving Bank, forthwith be paid by the subscriber to the fund, or in default be ordered by the Principal to be recovered by deduction from the emoluments of the subscriber by instalments or otherwise as the Board of Trustees may direct.
 - (5) Notice of assignment of the policy shall be given by the subscriber to the Insurance Company, and the acknowledgement of the notice by the Insurance Company shall be sent to the Principal within three months of the date of the assignment.
15. The subscriber shall not, during the currency of the policy, draw any bonus, the drawl of which during such currency is optional under the terms of the policy and the amount of any bonus which under the terms of the policy the subscriber has no option to refrain from drawing during its currency shall be paid forth with into the fund by the subscriber or in default recovered by deduction from his emoluments by instalments or otherwise as the Board of Trustees may direct.

16. (01) Save as provided by clause (2) of Rule 18, when the subscriber :-

(a) quits the service;

Or

(b) proceeds on leave preparatory to retirement and applies to the Principal for re-assignment or return of the policy;

Or

(c) while on leave, has been permitted to retire or declared by a medical authority to be unfit for further service and applies to the Principal for re-assignment or return of the Policy.

Or

(d) pay to the fund the whole or any amount from the fund for the purpose of payment of premium the Principal shall :

(i) If the policy has been assigned to the institution under Rule 16, re-assign the policy in Form II set forth in the Schedule to the subscriber and make it over to the subscriber.

(ii) If the policy has been delivered to him under clause (1) (b) of Rule 14, make over the policy to the subscriber :

Provided that if the subscriber, after proceeding on leave preparatory to retirement or after being, while on leave permitted to retire or declared by a medical authority to be unfit for further service returns to duty, any policy so re-assigned or made over shall, if it has not matured or been assigned or charged or encumbered in any way, be again assigned to the institution and delivered to the Principal, as the case may be, in the manner provided in Rule 14 and thereupon the provisions of these rules shall so far as may be again apply in respect of the policy :

Provided further that, if the policy has matured or been assigned or charged or encumbered in any way, the provisions of clause 3 of Rule 14 applicable to a failure to assign and deliver a policy shall apply.

(2) Save as provided by clause (2) of Rule 18, when the subscriber dies before quitting the service, the Principal shall :-

(i) if the policy has been assigned to the institution under Rule 14, assign the policy in form III set forth in the Schedule to such person as may be legally entitled to receive it and shall make over the policy to such person together with a signed notice of re-assignment addressed to the Insurance Company.

(ii) if the policy has been delivered to him under Rule 14 make over the policy to the beneficiary, if any, or if there is no beneficiary, to such person as may be legally entitled to receive it.

17. (1) Save as provided by clause (2) of the Rule 18, if a policy assigned to the institution under Rule 14, before the subscriber quits the service and before his death the Principal shall realize the amount assured and shall deduct there from the whole or any amount withdrawn from the fund in respect of the policy with interest thereon at the rate allowed by the Post-office Savings Bank, and shall place the amount so deducted to the credit of the subscriber in the fund. The balance, if any, shall at the option of the subscriber, be paid to the subscriber or placed to the credit of the subscriber in the fund.
- (2) Save as provided by clause (2) of Rule 18, if a policy delivered to the Principal under clause (1) (b) of Rule 14 matures before the subscriber quits the service and before his death, the Principal shall make over the policy to the subscriber, who shall pay to the fund the whole or any amount withdrawn from the fund in respect of the policy with interest thereon at the rate allowed by the post office Saving Bank and in default, the provisions of clause (3) of Rule 14 applicable to failure to assign and deliver a policy shall apply.
- 18 (1) If the policy lapses or becomes assigned, otherwise than to the institution under Rule 14 charged or encumbered, the provisions of clause (3) of Rule 14 applicable to a failure to assign and deliver a policy shall apply.
- (2) If the Principal receives notice :-
- (a) an assignment (other than an assignment to the institution under Rule 14), or
 - (b) a charge or encumbrance on, or
 - (c) an order of a court restraining dealings with the policy or any amount realized thereon, the Principal shall not :-
 - (i) assign or re-assign or make over the policy as provided in Rule 16, or
 - (ii) realize the amount assured by the policy or dispose of any part of any amount so realized, or make over the policy as provided in Rule 17 but shall forthwith refer the matter to the Board of Trustees.

No. I FORM OF ASSIGNMENT TO THE INSTITUTION

A.B. pf..... hereby assign upto the (name of the institution) within policy of assurance as security for payment of all sums which, under Rule Nos. 16 & 18 laid down by the Board of Trustees of the (name of the college) under rules relating to the provident fund, may hereafter become liable to the institution provident fund. I hereby certify that no prior assignment of the within policy exists.

Dated20

Signature of subscriber

Station.....20

one witness to signature

No. II FORM OF RE-ASSIGNMENT BY THE INSTITUTION

All sums which have become payable by the above named A.B. under Rules Nos. 16 & 18 laid down by the Board of Trustees of the institution, under rule relating to provident fund having been paid and all liability for payment by him of any such sums in future having ceased, the institution doth hereby re-assign within policy of assurance to the said A.B.

Date 200

Signature of Principal

No. III FORM OF ASSIGNMENT BY THE INSTITUTION

The above named A.B. having died on the day of 20..... the (name of the college) both hereby assign the within policy of assurance to C.D.....

Date 200

Signature for Principal

Teaching and Non-teaching employed by the Institution shall be entitled to a gratuity on the scales as are prescribed by the University for its employees.

No person shall, however, be entitled to a gratuity if he is dismissed from service on account of misconduct or for some offence. If an employee dies or becomes insane while in service of the institution, the gratuity shall be paid to his dependents who in view of the institution are best entitled, and in such instalments as the institution may decide. The decision of the institution in both respects shall be final.

Every employee when joining the fund shall subscribe an agreement in the following form (Rule 2 (5)).

I hereby declare that I have read the foregoing rules of the Employees Provident Fund and that I hereby subscribe and agree to be bound by the said Rules or any other Rules for the time being in force.

Date day of20.....
Name in full.....
Date of birth
Nature of appointment
Date of joining service.....
Salary per month.....
Signature
Witness.....

FORM OF DECLARATION (RULE 4)

(For* subscriber)

I declare that I have read the rules relating to the Provident Fund and agree to abide by them. I hereby further declare that in the event of my death the amount at my credit in the Provident Fund shall be distributed among the persons mentioned below in the manner shown against their names.

The amount due to a nominee who is minor at the time of my death shall be paid to the person whose name appears in column 5 :

| Name & address of the nominee or nominees | Relationship with the subscriber | Whether major or minor, if minor state his age. | Amount of share of deposit | Name & address of the person to whom payment is to be made on behalf of the minor | Sex & % of person mentioned in column 5 |
|---|----------------------------------|---|----------------------------|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |

*Here state married or unmarried.
Two witnesses to signature

Date..... 20

Signature of subscriber

CHAPTER - VI

DISCIPLINE, HEALTH AND RESIDENCE

- Sec. 5(r)** **Power of the University to build, maintain and manage hostels**
- Sec. 5(s)** **Power of the University to recognize hostels not maintained by the University,**
- Sec. 22(3)(d)** **Ordinances to be made for hostels in the University or outside and related matters.**
- Sec. 22(3)(e)** **Recognition, Supervision of hostels not run or maintain by the University**
- S.17(15)** **Responsibility of the every college to maintain discipline**
- S.17(16)** **Hostels to be governed as per University guidelines.**

- O.71** There shall be a Health and Residence Board consisting of :
1. The Vice Chancellor;
 2. One person possessing a diploma or degree in Physical Education;
 3. One person possessing a diploma or degree in Hygiene;
 4. The Director of College Education; and
 5. Two Principals of degree colleges;
 6. The Director College Development Council
- O.72** Members shall be nominated by the Board of Management and shall hold office for three years. The Director, CDC will be nodal officer.
- O.73.** The functions of the Health and Residence Board shall be to advise the Board of Management on measures to be adopted for -
- (i) The health of students.
 - (ii) Physical education and training of students.
 - (iii) Medical inspection of students and follow-up work.
 - (iv) Hygiene and sanitation of hostels, colleges and University buildings.
 - (v) Conditions of residence of students.
- O.74** Provided that accommodation is available, every under-graduate student shall reside in a hostel maintained by a college or in a hostel recognized by the University or with a parent or the guardian.

Notes :- The term "guardian" means and includes :-

- (1) A guardian appointed under the Guardians and Wards Act, or a guardian appointed by the Court of Wards.
- (2) A person declared in writing by the student's parent or if he has no parent living by the person described in clause (1) above to be his guardian and approved by the Principal of the college.
- (3) If the student has no parent or guardian as above a person approved by the Principal of his college.

The persons approved under (2) and (3) above shall reside in or near the town in which the college is situated and shall not be a student still reading in the Post-graduate or other classes of the same or another college.

- O.75** If no room is available in a hostel maintained by an affiliated college or in hostel recognized by the University, the Principal of his college may permit a student to live in lodgings.

Provided that the Keeper of the lodgings undertakes (a) to reserve the lodgings for college students, (b) to permit inspection at any time by the Principal or Principal concerned and by a person deputed by the Board of Management or the Board of Inspection and (c) to abide by their requirements regarding supervision.

- O.76** No student shall be required to attend religious instruction or religious observance in the hostel against the wishes of his parent or guardian.
- O.77** The Manager or Secretary of a hostel who desires to have his institution placed upon the list of recognized hostels shall apply to the Board of Management through the Registrar, sending a copy of the rules of the institution together with a sketchplan of the buildings and grounds.
- O.78** The Board of Management, if the application is in order, shall refer it to the Board of Inspection, which shall arrange for an inspection of the institution. The Board of Inspection shall consider the report of the Inspectors and shall forward it to the Board of Management with its recommendations.
- O.79** The Board of Management, after consideration of the report of the Inspectors and the recommendations of the Board of Inspection thereupon, shall inform the Manager or Secretary whether his institution can or cannot be placed upon the list of recognized hostels and, in the event of the application being refused, shall communicate the reasons for refusal.
- O.80** A recognized hostel shall be open to inspection at any time by the Principal of a college who has students residing therein and by any person deputed by the Board of Management or the Board of Inspection to visit it.
- Once in every session the Board of Inspection shall arrange for the inspection of all recognized hostels and recognized lodgings and the persons so deputed to visit any hostel shall be supplied before hand with all necessary information including (1) the terms of recognition, (2) the rules of the hostel as last approved by the University, (3) the name of the Warden and of the Manager of the hostel; he shall be requested to have regard not only to the existing condition of the hostel but also to the continuity and preservation of previous records such as admission and conduct registers which are permanent value for purpose of further reference. The report of the Inspectors shall be considered by the Board of Inspection, and forwarded to the Board of management with its recommendations.
- O.80A** A recognized hostel shall be required to maintain and to produce for inspection, when called for, an admission register, a register of attendance and a conduct register.
- The admission and conduct registers can conveniently be maintained in one book which should be a bound book of sufficient size maintained as a permanent record to which reference can be made in subsequent years.
- O.80B** The Manager shall at once report to the Registrar any alteration in the rules of the hostel or any change either of warden or of manager for the confirmation of the Board of Management and the Board of Management shall thereupon notify the Principal of the college whose students reside therein of the proposed changes and shall consider his opinion before confirming them.

- O.80C** The Principal of a college shall satisfy himself that the management of a recognized hostel in which students of his college reside is maintained in accordance with the conditions under which it received its recognition, and shall report to the Board of Management, if it is not so maintained.
- O.80D** Students expelled from colleges shall not be admitted to any recognized hostel or approved lodgings.
- O.80E** Students who have been rusticated shall not be permitted to reside in a recognized hostel or approved lodgings during the period of their rustication.
- O.80F** Before canceling recognition of a hostel, the Board of Management shall inform the Manager of the hostel of the grounds on which it considers it necessary to withdraw the recognition granted. The Board of Management shall consider the written explanation, if any, that may be furnished by the Manager within fourteen days of its communication made to him, and may then cancel the recognition or pass such other order as it deems fit.
- O.80G** No student shall be admitted to a hostel without the approval in writing of (1) his Principal (2) the Warden of any hostel in which he previously resided. Reference to these approvals to be recorded in the hostel admission register.
- O.80H** Every inmate or occupant of a University Hostel shall abide by the rules framed by the University from time to time with the approval of the Board of Management / Vice Chancellor, pay the prescribed fee and other dues, behave properly and comply with the directions of the Hostel Warden. An inmate who fails to pay the hostel fees and other dues or whose conduct or behaviour is not found to be satisfactory or who defies the authority or directions of the Hostel Warden shall be liable to be expelled from the hostel. The Hostel Warden shall be competent to expel an inmate on grounds of non-compliance of Hostel rules/regulations, misbehaviour, misconduct, non-payment of hostel fees or other dues etc. Any inmate who is expelled from a University Hostel shall vacate the Hostel within the time allowed to him for the purpose. An inmate who does not vacate the Hostel within the time allowed for the purpose shall make himself liable to further punishment by way of his expulsion / rustication from the University College / Department of which he is a regular student. Such action will be taken by the Head of the University Department / College on receipt of an advice from the concerned Hostel Warden. In case an inmate absconds without vacating the Hostel, the University may break the lock open after informing the police and in the presence of at least two witnesses make inventory of all the movable belongings of the inmate found in the Hostel room, such belongings of the inmate will be disposed of by the University in such manner as it deems fit.

CHAPTER - VII
Publication Board

O.81 There shall be a Publication Board consisting of :

1. The Vice-Chancellor;
2. Deans of Faculties;
3. Four teachers of University Teaching Departments to be nominated by the Vice Chancellor;
4. The University Librarian;
5. One nominee of the Board of Management.
6. Registrar

O.81A Members of the Board shall hold office for three years. Any casual vacancy caused by death, resignation etc. shall be filled up by nomination. A member so nominated shall hold office for the unexpired portion of the term of office of the original member whose place he occupies.

O.81B The Board shall meet once in a year or whenever convened by the Vice Chancellor. Five members shall form a quorum for the meeting of the Board.

O.81C The Vice Chancellor shall be the Chairman of the Board and in his absence the senior member shall preside.

O.81D The functions of the Publication Board shall be :-

1. to consider applications for publication of grant from persons working in recognized and affiliated institutions of the University and of others who are working in the territorial jurisdiction of the University. The Board may also consider applications for publication of grant from outside persons carrying on investigations, research concerning the economic, social, democratic and cultural problems affecting Rajasthan. Recommendations for publication grants in respect of the above on prescribed conditions will be made to the Board of Management.
2. to undertake, with the sanction of the Board of Management, the publication of :-
 - (a) a University Journal;
 - (b) such of the results of post-graduate studies and research as the Board may decide for publication;
 - (c) any other work, literary or scientific, considered suitable by the Board;
 - (d) to arrange for University extension lectures and extramural lectures and for their publication.

O.81E There shall be a Publication Board Fund. The management of this fund will be made by the Vice Chancellor, Registrar, a nominated member of the board on the publication board and the Comptroller. An amount equal to 1% of the 10% deducted from the remuneration paid to each Paper Setter, Examiner, Tabulator, Evaluator, Co-ordinator. Similarly an amount equal to 1% of the remuneration paid to each officer and official of the Secrecy and Exam section and other who are engaged in remunerative work not below the rank of Section Officer be also credited to the Publication Fund. The University will contribute to this fund an amount of Rs. 75000 every year.