



**Atal Medical & Research University,  
H.P., Mandi at Nerchowk**

**First Statutes**

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## **(1) Short Title and Commencement**

- (1) These Statutes may be called the First Statutes of the Atal Medical and Research University, Himachal Pradesh, 2020.
- (2) They shall come into force from the date of their approval by the Hon'ble Chancellor or such other date as the Hon'ble Chancellor may fix.

## **(2) Definitions**

- i) In these Statutes, unless there is anything repugnant to the subject or context, -
  - (a) "Academic Year" means a period of twelve months commencing on the first day of July of the year or such other period of twelve months beginning on such date as the Board may specify in respect of all colleges under the control of the University or any particular college thereof;
  - (b) "Act" means the Himachal Pradesh University of Health Sciences Act, 2017 as amended from time to time.
  - (c) "Authority" means a body responsible for admission to institutions of health sciences;
  - (d) "Board" means the Board of Management of Atal Medical and Research University, Himachal Pradesh constituted under clause 27 of the Act;
  - (e) "Competent Authority" means any person who is designated as such to perform certain act;
  - (f) "Convocation" means conferment of degrees, diplomas or other academic distinctions;
  - (g) "Faculty" means a Faculty of Studies of the University;
  - (h) "MCI" means the Medical Council of India. National Medical Commission replaced MCI w.e.f. 25 September, 2020.
  - (i) "teacher" means a Professor, Associate Professor, Assistant Professor and includes any other person imparting instructions in the University or in a constituent or affiliated college.
  - (j) "University" means the Atal Medical and Research University, Himachal Pradesh established under clause 3 of the Act.
- (3) All words and expressions used in these Statutes but not defined shall have the same meanings respectively as assigned to them in the Act.

## **(3) Vice-Chancellor**

In addition to the qualifications conferred under clause 14 of the Act, the Vice Chancellor shall have the following qualifications and experience:

- a) Basic under graduate qualifications included in the Schedules of

Medical Council of India Act.

- b) Post graduate medical qualifications included in the Schedules of Medical Council of India Act.
- c) The Vice-Chancellor shall be a person having minimum 25 years of teaching experience out of which 10 years should be as a professor or an equivalent post in a Medical College/Institution recognized by Medical Council of India. He/she should have attained National/International status in the field of teaching/research or professional competence. He/she shall not be below the age of 55 years.

**The terms and conditions for the post of Vice Chancellor shall be as under:**

- (1) He/she shall be entitled to furnished residence during his/her term of office at the Headquarter of the University and no charge shall be levied on the Vice Chancellor personally in respect of the maintenance of such residence including the lawns etc. License fee as per the norms of the State Government shall be charged from him.
- (2) The Vice Chancellor shall be entitled to such terminal benefits as may be prescribed by the State Government from time to time including the benefit of Contributory Provident Fund.
- (3) Where a Professor of the University or other Universities established by the Government of Himachal Pradesh or a College or Institution maintained by the University or any other University or Institution maintained by or admitted to the privileges of such other University, is appointed as Vice Chancellor, he/she shall be allowed to continue to contribute to any Provident Fund of which he/she is a member and the University shall contribute to the account of such person in that Provident Fund at the same rate at which the said University/College/Institution has been contributed immediately before his/her appointment as the Vice Chancellor,
  - a) Provided further that where such Professor had been a member of any pension and gratuity scheme, the University shall make necessary contribution to such schemes.
  - b) Provided further that where Professor of any university is appointed as Vice-Chancellor, he/she shall be allowed to avail leave at his/her credit before his/her appointment as Vice-Chancellor. Similarly, on his/her

relinquishing the post of the Vice Chancellor and in the event of his/her re-joining his/her substantive post, he/she shall be entitled to carry the balance leave at his/her credit to the previous/new post.

- c) Provided further that leave salary and pension contribution/CPF (Employer's share) contribution will be paid by the University if the Vice-Chancellor prior to his/her appointment was serving in the State Government/ Central Government/ Union Territory Administration/ Local Bodies/Public Sector Undertaking/ Universities/Autonomous Body etc. till he/she continues to subscribe to the Provident Fund of his/her parent department.
- (4) The Vice Chancellor shall be entitled to leave travel concession, as approved by the State Government from time to time.
- (5) The Vice Chancellor shall be entitled to the reimbursement of medical expenses incurred on his/her medical treatment and his/her family members from the Hospitals/Institutions approved by the State Government.
- (6) The Vice Chancellor shall be entitled to the reimbursement of the expenses on account of TA/DA for himself and his/her family members and transportation of personal effects (inclusive that of his family) from his/her home town to Mandi (Himachal Pradesh) and back on his/her assuming office and on the expiry of his/her tenure.
- (7) The Vice Chancellor shall, during the tenure of his/her office, be entitled to leave on full pay at the rate of 30 days in a calendar year. The leave shall be credited to his/her account in advance in two half-yearly instalments of 15 days each on the first day of January and the first day of July every year:
  - a) Provided that if the Vice Chancellor assumes or relinquishes the charge of his/her office any time during the year, the leave shall be credited proportionately at the rate two and a half day for each completed month of service.
  - b) The leave at the credit of the Vice-Chancellor at the close of the previous half year, subject to the condition that the leave, so carried forward plus the credit for that half year, does not exceed the maximum limit of 300 days.

- c) The Vice Chancellor shall be entitled to encashment of the earned leave on relinquishing the charge of his/her office which shall be equivalent to the salary admissible for number of days of leave on full pay due to him/her at the time of his/her relinquishing the charge, subject to maximum of 300 days including leave encashment benefit availed elsewhere.
- d) The Vice Chancellor shall also be entitled to half-pay leave at the rate of twenty days for each completed year of service. The half-pay leave may also be availed as commuted leave on full pay on medical certificate.  
Provided that when such commuted leave is availed twice the amount of half pay leave shall be debited against the half-pay leave account.
- e) The Vice Chancellor shall be entitled to avail extra-ordinary leave without pay for a maximum period of three months during the full term of three years on medical grounds or otherwise.
- f) In case the Vice Chancellor is appointed for another term, the leave entitlement period mentioned above, shall be applicable separately to each term.
- g) During the period of such leave, the Vice Chancellor shall be entitled to the same salary, honorarium and allowances and such other facilities of service as may have been provided.
- (8) In case of absence occasioned by any call by the Central or State Government of Public Service or on deputation on behalf of the University for any public purpose, the period so spent shall be treated on duty.
- (9) The Vice Chancellor shall be entitled to the facility of an attached official car and free telephone with STD facility and internet at his/her residence.
- (10) The security arrangement for the Vice Chancellor shall be made by the University by providing Security Guards round the clock and no charges thereof shall be levied on the Vice Chancellor.
- (11) The Vice Chancellor may resign by giving notice of one month in



writing under his/her signatures addressed to the Chancellor. The Chancellor may waive the period of notice and accept the resignation forthwith in consultation with the State Government.

- (12) The Vice Chancellor shall countersign his/her own T.A. bills as per T.A. Rules.

#### **(4) Registrar**

- (1) In addition to the duties conferred under clause 18 of the Act, the Registrar shall exercise and perform the following powers and functions:
- i) to be the in-charge of the administration of the University and shall fix and define the functions and duties of the officers and employees of the University, other than those working under the direct supervision of the Controller of Examinations and the Finance Officer;
  - ii) to represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his/her representatives for the purpose;
  - iii) to enter into agreements or contracts, and change, revoke or cancel them for and on behalf of the University; and
  - iv) to exercise such other powers and perform such other duties as may be specified in these Statutes or prescribed by the Ordinances or the Regulations or as may be required, from time to time, by the Board or the Vice-Chancellor.
  - v) to hold and manage the property and investments including trust and endowed property for the furtherance of the objects of the University;
- (2) The Registrar shall have power to take disciplinary action against the employees below the rank of Section Officer or its equivalent and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment.

#### **Further Provided that:**

- (a) no such penalty shall be imposed unless the person concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken against them.
- (b) an appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing the penalty of the withholding of increment.
- (c) in a case where the inquiry discloses that a punishment beyond the power of the Registrar is called for, the Registrar shall, upon conclusion

of the inquiry, make a report to the Vice-Chancellor along with his/her recommendations, for such action as the Vice-Chancellor deems fit;

Provided that an appeal shall lie to the Board against the order of the Vice-Chancellor imposing the penalty of dismissal.

- (3) The Registrar shall be the custodian of the record, the common seal and such other properties of the University as the Board of Management shall commit to their charge.

**(5) Finance Officer.**

- (1) Appointment, terms and conditions of service of the Finance Officer shall be as under:
- a) The Finance Officer shall be an officer of Himachal Pradesh Finance and Accounts Services not be below the rank of Controller by Deputation from the State Government service. In case the respective organization of the Government of Himachal Pradesh shows its inability to provide the same, in that event, the Board of management of AMRU may appoint the Finance Officer on the recommendations of Selection Committee duly constituted for the purpose for a period of three years or till the appointment made by the State Government whichever is earlier.
  - b) The Finance Officer deployed by the State Govt. shall receive such emoluments as fixed by the State Govt. However, in case the Finance Officer is appointed by the university on the recommendations of the Selection Committee duly constituted for the purpose, the emoluments shall be fixed by the University itself.
  - c) When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness or absence or any other cause, unable to perform his/her official duties, the duties of Finance Officer shall be performed by such officer as the Vice-Chancellor may appoint for the purpose. Such appointment shall be for a period of one year or till a permanent incumbent is appointed, whichever is earlier.
  - d) The Finance Officer, may, by writing under his hand addressed to the Vice-Chancellor resign from service after giving three month's notice of his intention to do so which shall be accepted by the Board.
  - e) The provisions of Clause c and d above will only be applicable when the appointment of Finance Officer is made by the Atal Medical and

Research University, H. P.

- (2) In addition to the powers and functions conferred under sub-clause (2) of clause 20 of the Act, the Finance Officer shall exercise and perform the following powers and functions, namely:
- a) to see that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for one year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted;
  - b) to be responsible for the proper maintenance of the accounts of the University;
  - c) to be responsible for the preparation of Annual Accounts and the Budget of the University for the next financial year and for their presentation to the Board after they have been considered by the Finance Committee;
  - d) to exercise general supervision over the funds of the University and shall advise the Board and the Finance Committee as regards its financial policies;
  - e) to keep a constant watch on the state of the cash and bank balances and the investments;
  - f) to watch the progress of collection of revenue and advise on the methods of collection employed;
  - g) to bring to the notice of the Vice Chancellor any unauthorized expenditure or any other financial irregularity and suggest appropriate action against the defaulters.
  - h) to ensure that the register of building, land, furniture, and equipment are maintained up-to-date and that the stock checking of equipment and other consumable material in all offices, teaching departments, colleges and institutions maintained by the University is conducted at regular intervals, or as may be required from time to time;
  - i) to call for from any office or department or college or institution under the University any information or returns that he may consider necessary to discharge his financial responsibilities.
  - j) to keep all money belonging to the University in a Scheduled Bank approved by the Vice-Chancellor;

- k) to act as Member Secretary of the Finance Committee and to prepare and issue agenda and maintain minutes of the meetings of the Finance Committee and conduct the correspondence on behalf of the said Committee; and
- l) to perform such other financial functions as may be assigned to him/her by the Board/ Vice-Chancellor from time to time or as may be prescribed by these Statutes or the Ordinances. The receipt of the Finance Officer or of the person or persons duly authorized in this behalf by the Board of Management for any money payable to the University shall be a sufficient discharge for the same.

#### **(6) Controller of Examinations.**

- (1) The Controller of Examinations shall be a whole time officer appointed by the Board of Management.
- (2) He shall be In-charge for conducting the examinations in the University and matters relating thereto and shall perform such other duties, as may be prescribed by the statutes or ordinances or as may be directed by the Vice-Chancellor.
- (3) The salary and allowances and other conditions of service of the Controller of Examinations shall be such, as may be prescribed.
- (4) When the office of the Controller of Examinations is vacant or when the Controller of Examinations is by reason of illness or absence from duty due to any other cause, unable to perform the duties of his/her office, the duties of the Controller of Examinations shall be performed by such officer as the Vice- Chancellor may appoint for the purpose.
- (5) The Controller of Examinations, may, by writing under his/her hand addressed to the Vice-Chancellor, resign from service after three month's notice of his intension to do so which shall be accepted by the Board.
- (6) In addition to the powers and functions conferred under Clause 19 of the Act, the Controller of Examinations shall be under the superintendence and control of the Vice-Chancellor and shall, with the approval of the Vice-Chancellor, exercise and perform the following powers and functions, namely: -
  - a) to arrange for and supervise the work of examinations of the University in accordance with the manner specified in Ordinances and Regulations of the University;

- b)** to make preparatory arrangements for examinations, setting up of the examination centres, appointment of supervisory, invigilation and other staff, ensuring smooth, efficient, fair and transparent conduct of examinations, the printing and supply of answer book and receive back the unused answer books from the centres;
- c)** to ensure that the question papers set are in accordance with the approved scheme of examinations and as per the prescribed syllabi for a particular course/paper. He/she shall maintain the confidentiality of the entire process of paper setting at all stages;
- d)** to get the question papers printed from some reputed but confidential presses. He shall keep the name, address and phone numbers of the Press. The printed question papers must be received back from Press well before the start of the examinations so that these reach the examination centres well in time. The entire transportation process must also be kept confidential to prevent any kind of leakage of question papers;
- e)** to issue notifications for all examinations conducted by the University;
- f)** to rectify result and ensure re-checking of answer books, whenever permissible;
- g)** to get the Detailed Marks Cards, Degrees and other relevant testimonials prepared for all those students passing out from the University;
- h)** to make arrangements for verifications of credentials of students who had passed out from the University and are applying either for jobs or admission in India or abroad and would like their credentials to be verified by the University;
- i)** to prepare and maintain accounts for secrecy funds, get the same checked and countersigned from the Vice-Chancellor and keep permanent records for all such confidential transactions or accounts;
- j)** to take steps for continuous examinations reforms so as to keep updating the existing Statutes, Ordinances and Regulations in relating to examinations, to propose new rules and regulations in relation to examinations and get the same approved from the concerned bodies or Authorities of the University;

- k) to draw out the list of examiners, paper setters, evaluators, centre superintendents, members of flying squads, observers, chief coordinators, coordinators of various examinations and entrance tests examinations and get the same approved with appropriate revisions, if any, from the concerned bodies or Authorities of the University;
- l) to sign Detailed Marks Cards, Degrees and all other certificates and testimonials etc. The confidential seals including the ones carrying signatures be got prepared and kept in safe custody for use at the required time. It will be his/her responsibility to ensure that these confidential seals are not misused or tampered or lost by any ulterior purpose;
- m) to issue 'Duplicate Certificate; in respect of original Degree Certificate lost by the candidates;
- n) to keep liaison with Deans of Academic Affairs, Planning and Development, Students Welfare, Chairperson Board of Studies and Heads of Departments and Centres with regards to student's enrolments, conduct of examinations and other issues relating to students and teachers;
- o) to countersign and sanction various traveling allowance or daily allowance bills in respect of staff, examiners, supervisory, invigilation and other staff appointed for the conduct of examinations, evaluation or re-evaluation of answer books, tabulation and declaration or publication of examination result;
- p) to take all such measures as may be found necessary for smooth and fair conduct of examinations, evaluation and announcement of results;
- q) to perform such other duties as may be assigned by the Vice-Chancellor from time to time.

(7) The salary and allowances and other conditions of service of Controller of Examinations shall be such, as may be prescribed.

## **7. Other Officers of the University**

(1) The following shall be other officers of the University: -

- i) **Dean of Academic Affairs;**
- ii) **Dean of Faculties;**
- iii) **Dean of Student Welfare;**

**iv) Librarian.**

**i) Dean of Academic Affairs:-**

- 1.** The Dean, Academic Affairs shall be appointed by the Vice Chancellor from amongst the teachers of the University Constituent Colleges, who are teachers of the University, not below the rank of Professor.
- 2.** The Dean, Academic Affairs shall be regular employee of the University and shall hold office for a period of three years.
- 3.** When the office of the Dean, Academic Affairs is vacant or when the Dean, Academic Affairs by reason of illness or absence from duty due to any other cause, is unable to perform the duties of his/her office, the duties of the office, shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- 4.** The terms and conditions of the services of the Dean, Academic Affairs shall be such as may be specified in the subsequent Statutes.
- 5.** The Dean, Academic Affairs shall be under the superintendence and control of the Vice Chancellor and shall report directly to him. He shall perform the following functions, namely;
  - a) to develop syllabi of new academic programmes to be established by various institutions;
  - b) to develop inter-discipline and joint degree academic programmes and their syllabi;
  - c) to seek accreditation from the appropriate accrediting or professional agencies including both national and international agencies;
  - d) to develop academic collaboration for the University with institutions of repute both in India and abroad;
  - e) to recommend to the Vice-Chancellor about the establishment of new academic programmes and for the elimination of certain other programmes;
  - f) to control and implement the various scholarships schemes of State or Central Government;
  - g) to publish in-house magazines and other similar publications as their Chief Editor and Coordinator;
  - h) to co-ordinate, whenever necessary, the work of the teaching staff of the University but not to directly control, the work of the Deans of Planning and Development, Students Welfare, Faculty of Studies and Heads of



Department or Centres in their respective Departments or Centres;

- i) to act as an Academic guide, in developing and improving the teaching and research standards in the University, Faculty of Studies or Departments or Centres or Specialized Laboratories or Colleges;
- j) to suggest and propose innovations and new ideas in the working of the various educational processes and systems with a view to bring in latest technologies and ideas;
- k) to be responsible for planning and implementation of academic activities and ensuring adherence to Ordinances and Regulations and to perform any other duty or function as may be assigned by the Vice-Chancellor or the Board from time to time.

**ii) Deans of Faculties:-**

- (1) There shall be a Dean of each Faculty who shall be appointed by the Vice-Chancellor. The Deans shall be appointed in rotation, by seniority from amongst all the Professors of the different Departments/ Institute(s)/ School(s)/Centre(s)/ Affiliated/Constituent College(s) comprising the Faculty for a period of two years.

Provided that if, in any Faculty, there is no Professor, the senior most Associate Professor of the Department(s)/Institute(s)/ Centre(s) /Affiliated/Constituent College(s) comprising the faculty shall act as the Dean and if there is no Associate Professor, the Vice-Chancellor shall make arrangements for the appointment of the Dean of Faculty.

Provided further that if a Dean happens to be on leave for a period of not less than two months, the Vice-Chancellor may appoint the next eligible person to act as Dean during the period of absence on leave of the regular Dean.

- (2) The Dean shall convene the meeting of Faculty and shall preside over the meeting. The Dean shall be responsible for the coordination of teaching therein and the execution of the decision of the Faculty. The Dean shall have the right to present and to take part in discussion at any committee meetings of the Faculty but shall have no right to vote if he is not a member of the Committee

**iii) Dean of Students Welfare:-**

- (1) The Dean of Students Welfare shall be appointed from amongst the teachers of the University who are or who have been teachers of the Constituent College(s), not below the rank of Professor/ Associate Professor, by the Board on the recommendations of the Vice-Chancellor.



The Dean so appointed shall be the whole-time officer of the University and shall be eligible for re- appointment.

- (2) The Dean of Students Welfare shall be regular employee of the Constituent College and shall hold office for a period of two years. He shall continue to hold his lien on his substantive post and shall be eligible for all the benefits that would accrue to him but for his appointment as Dean Students Welfare.
- (3) When the office of the Dean of Students Welfare is vacant or when the Dean of Students Welfare, by reason of his/her illness or absence from duty due to any other cause, is unable to perform the duties of his/her office, the same shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- (4) The Dean of Students Welfare shall be under the superintendence and control of the Vice-Chancellor and shall, with the approval of the Vice-Chancellor, perform the following functions, namely:
  - a) to make arrangement for the student residences in various University Hostels and to supervise discipline of students, studying in the University;
  - b) to plan, organize and supervise the co-curricular and cultural activities of the students in the University Campus;
  - c) to look after the physical welfare and other activities of the students in the University Campus;
  - d) to deal with all matters pertaining to discipline among the University students in the Campus, and outside, except those relating to their academic work, which will be dealt with by the Head of Department or Dean Board of Studies and to recommend penalties as may be deemed necessary, after due enquiry;
  - e) to devise ways and means for promoting the welfare of the University students which includes inculcating of social, moral, emotional and intellectual values among them, regard for great ideas, like loyalty to country, harmonious co-existence, devotion to duty and pursuit of truth and achieving excellence in studies and other co-curricular activities and sports;
  - f) to have the overall charge and supervision of the office of the Dean of Students Welfare; and to perform any other duty or function which may

be assigned to him by the Vice-Chancellor or the Board from time to time.

**iv) Librarian:-**

- a. There shall be a Librarian who shall be the Senior Administrative Officer of the University Library. The Librarian shall be appointed by the Board on the recommendation of the Selection Committee constituted for the purpose and shall be a whole-time salaried officer of the University.
- b. When the office of the Librarian is vacant or when the Librarian by reason of illness or absence from duty due to any other cause, is unable to perform the duties of his/her office, the duties of the office, shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- c. He shall be under the superintendence and control of the Vice Chancellor and shall be responsible for the management and administration of the Library.
- d. He may be assisted by the Deputy Librarian and Assistant Librarian, appointed on the recommendation of Selection Committee, headed by the Vice-Chancellor against the sanctioned posts.
- e. The Selection Committee, for the posts of Librarian, Deputy Librarian and Assistant Librarian, shall be same as that of Professor, Associate Professor and Assistant Professor respectively, except that the concerned expert in Selection Committee shall be replaced by a practicing Librarian.
- f. The Librarian shall discharge and perform the following duties and functions, namely:
  - i. general supervision of the University Library including its staff;
  - ii. to prepare the budget for the University Library including Department collections with such assistance from the members of the staff or committees and submit the budget to the Vice-Chancellor or to such officer as the Vice-Chancellor may designate;
  - iii. to be responsible for receiving and accessioning all library materials;
  - iv. to be responsible for initiating the purchase requisition for all library materials;
  - v. to be responsible to keep a copy of research papers, thesis, dissertations and publications by teachers and scholars for use by posterity in its repository;
  - vi. to be responsible for renewing in time subscription to journals;

- vii. to prepare a library newsletter at monthly intervals which will carry a list of all library materials received since the last preceding newsletter and other timely library news of interest to students and staff;
- viii. to initiate, participate and co-operate in programmes designed to stimulate and encourage the use of the library by the students and teachers;
- ix. to arrange library hours with the approval of the Vice-Chancellor so as to permit maximum library use by both students and teachers;
- x. to arrange for departments, small collections of volumes and journals that are in almost constant use by the teachers and students as references or material;
- xi. to deal appropriately with every complaint pertaining to the Library lodged with the University Authorities by any person;
- xii. to recommend to the Vice-Chancellor any project which the Librarian thinks advantageous to the Library;
- xiii. to present to the Vice-Chancellor at the end of each academic year a written report on the work and state and needs of the Library; and to perform any other duty or function which may be assigned to him by the Vice-Chancellor from time to time.

## **8. Authorities of the University**

The following shall be the authorities of the University, namely:

- a) Senate;
- b) the Board of Management;
- c) the Academic Council;
- d) the Planning Board;
- e) the Finance Committee;
- f) the Faculties; and such other bodies, as may be declared by the statutes to be the authorities of the University.

### **a) Senate :-**

- 1) The Senate shall be an advisory body, constituted by the Chancellor, on the advice of the Government, and shall consist of the following members, namely:-
  - i) the Vice-Chancellor;
  - ii) the Secretary to the Government (Medical Education Department) or his

nominee not below the rank of Additional Secretary to the Government;

- iii) the Director, Medical Education, Himachal Pradesh;
- iv) the Director, Health & Family Welfare, Himachal Pradesh;
- v) three members of the Himachal Pradesh Legislative Assembly, to be nominated by the Legislative Assembly;
- vi) four members from amongst the persons having special interest in health sciences;
- vii) three heads of medical colleges affiliated to the University, by rotation, according to age for a period of two years;
- viii) one head of dental colleges, by rotation, according to age for a period of two years;
- ix) one head of colleges of Homeopathy, Ayurveda or other Indian System of Medicine, by rotation, according to age for a period of two years;
- x) one head of colleges of nursing or colleges of other para medical sciences, by rotation, according to age for a period of two years;
- xi) three Professors from amongst the Professors of medical colleges, by rotation, according to age for a period of two years;
- xii) one Professor from amongst the Professors of Dental colleges, by rotation, according to age for a period of two years;
- xiii) one Professor from amongst the Professors of colleges of Homeopathy, Ayurveda and other Indian System of Medicine, by rotation, according to age for a period of two years;
- xiv) one Professor or Head of Department from amongst the Professors or Heads of the Department, according to age for a period of two years;
- xv) three teachers other than Professors from Medical Colleges, by rotation, according to age for a period of two years;
- xvi) one teacher other than Professor of Dental Colleges, by rotation, according to age for a period of two years;
- xvii) one teacher other than Professor of colleges of Homeopathy, Ayurveda and other Indian System of Medicine, by rotation, according to age for a period of two years;
- xviii) one teacher other than Professor or Head of the Department of colleges

of nursing and other para medical sciences, by rotation, according to age for a period of two years;

- xix) one person from amongst the reputed pharmaceutical and Medical equipment manufactures of the State of Himachal Pradesh;
  - xx) one person from the department of Finance not lower than the rank of the Additional Secretary to the government;
  - xxi) one person from amongst the reputed educationists of the State who are members of the University Grants Commission, fellows of the National Academy of Medical Sciences, or members of the Medical Council of India (now National Medical Commission), or any other statutory professional councils in the field of health sciences.
  - xxii) One non-teaching official of the University for a period of two years; and
  - xxiii) Two members from amongst individuals or organizations, who have made donations to the University or its affiliated colleges or hospitals of an amount of not less than ten lakh rupees or more either in cash or kind, for a period of two years.
- 2) Notwithstanding anything contained in sub-section (1), any member of the Senate shall cease to be a member if he ceases to be a member of the parent body to which he belonged to or on his retirement from services.

#### **Meetings of the Senate :-**

1. The meetings of the Senate shall be held at least twice a year on the dates to be fixed by the Vice-Chancellor. One of such meetings shall be the annual meeting.
2. The Report on the working of the University during the previous year, together with a statement of receipts and expenditure, the financial estimates and the last audit report, shall be presented for consideration of the Senate at the annual meeting of the Senate.
3. The Vice-Chancellor may, whenever he thinks fit or upon a requisition in writing, signed by not less than one-third members of the Senate, convene a special meeting of the Senate.

#### **Power and functions of the Senate: -**

Subject to the provisions of this Act, the Senate shall have the following powers and functions, namely:-

1. to review, from time to time, the board policies and programmes of the University and to suggest measures for their improvement and development of University;
2. to advise the Chancellor in respect of any matter, which may be referred to it for advice; and
3. to perform such other duties and exercise such other functions, as may be assigned to it under this Act or the statutes or by the Chancellor.

**b) The Board of Management.**

- (1) The Board of Management shall be constituted by the Chancellor, on the advice of the Government, and it shall consist of the following, namely:

1.	the Vice-Chancellor –	Ex-officio Chairperson;
2.	the Chief Secretary to the Government	Ex-officio Member
3.	the Secretary to the Government (Medical Education and Research)	Ex-officio Member;
4.	the Secretary to the Government (Finance Department)	Ex-officio Member;
5.	the Director Medical Education and Research, Himachal Pradesh	Ex-officio Member;
6.	three eminent persons to be nominated by the Government	Members;
7.	five eminent persons with recognized national and international contributions towards education and research in the field of health science, of whom, a minimum of three persons shall be from the state to be nominated by the Govt. for the constitution of the first Board of Management, and subsequently as provided for under the rules.	Members;

- (2) The Registrar shall be the Secretary to the Board of Management.
- (3) The term of office of the nominated members of the Board of Management shall be five years and in case of ex-officio members the tenure shall be co-terminus with the term of the offices held by them.
- (4) Five members of the Board of Management shall form a quorum for meeting.
- (5) The Chairperson shall preside over the meetings of the Board of Management. In absence of the Chairperson, member senior in age, shall preside over such meetings.
- (6) The first Board of Management shall be constituted by the Government within one month of the Commencement of this Act.

### **Powers and Functions of Board of Management.**

1. The Board shall be responsible for the general superintendence, direction and control of the affairs of the University and shall have the following powers and functions namely:
  - (a) to create Departments, Centers of Excellence, Specialized Laboratories and Colleges as may be specified in the Ordinances for running various academic programme;
  - (b) to institute courses of study in the University;
  - (c) to make, modify or repeal the Statutes and approve the Rules and Regulations;
  - (d) to consider, modify and approve or cancel the Ordinances;
  - (e) to consider and approve the Annual Report, Annual Statement of Accounts, and the Annual Budget of the University;
  - (f) to consider and take decision on the recommendations of the Finance Committee;
  - (g) to create and abolish the posts of officers, teachers and employees as may be necessary;
  - (h) to make appointment of officers, teachers and employees, as may be necessary, on the recommendations of the Selection Committee constituted for the purpose;
  - (i) to specify the procedure for appointment of temporary teaching and non-teaching staff against the sanctioned posts;
  - (j) to make appointments to temporary vacancies of any teaching and non-

teaching staff;

- (k) to appoint Visiting Professor and Chaired Professors to the Departments of the University on the recommendations of the Academic Council;
- (l) to approve the emoluments, terms and conditions of appointments of officers, teachers and employees of the University;
- (m) to accept, transfer and otherwise control the movable, immovable and intellectual property of the University;
- (n) to institute and approve Contributory Provident Fund or General Provident Fund for the benefit of Officers, Teachers and Employees of the University as the case may be;
- (o) to decide upon the form and use of common seal of the University;
- (p) to appoint such committees as may be required for the efficient functioning of the University;
- (q) to delegate any of the powers to the Vice-Chancellor, Registrar, Deans or any other officer, employee or any Authority of the University or the committees appointed by it; and

to exercise such other powers and perform such other functions as may be conferred or imposed upon it by or under the Act, the Statutes, Ordinances and Regulations for achieving the objects of the University

**c) The Academic Council: -**

- 1) The Academic Council shall be the Principal Academic body of the University and shall, subject to the provisions of this Act, statutes and ordinances, co-ordinate and exercise general supervision and control over the academic policies of the University and be responsible for the maintenance of standards of instructions, education and examination within the University, and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the statutes.

The Academic Council shall consist of the following members, namely:

- (i) the Vice-Chancellor;
- (ii) the Director Medical Education and Research;
- (iii) the Dean of Faculties of the University;
- (iv) the heads of the colleges affiliated to the University, not represented by the Deans of Faculties, and
- (v) two eminent experts in health sciences education who are from



outside the University or its affiliated Colleges.

- 2) The Registrar shall be the ex-officio Member Secretary of the Academic Council.
- 3) All members of the Academic Council, other than ex-officio members, shall hold office for a term of two years: Provided that no person shall be or continue to be a member of the Academic Council in more than one capacity and, whenever a person becomes a member of the Academic Council in more than one capacity, he shall, within two weeks thereof choose the capacity in which he desires to be a member of the Academic Council and shall vacate the other seat.
- 4) The Academic Council shall ordinarily meet twice a year.
- 5) The meetings of the Academic Council shall be convened by the Chairperson.
- 6) The one-third members amongst the notified members of the Academic Council shall form the quorum.

In addition to the duties conferred under clause 30 of the Act, the Academic Council shall have the following powers and functions:

- 7) The Academic Council shall have general control of teaching, research and examinations and shall be responsible for the maintenance of standards thereof by the Departments or Centres and other Colleges or Institutions controlled and maintained by the University.
- 8) The Academic Council shall have under its control, a Curriculum Development Cell, a Faculty Development Committee, and Examination Committee, the composition and functions of which shall be defined by the Regulations.
- 9) In particular, and without prejudice to the generality of the foregoing powers, the Academic Council shall have powers-
  - a) to make Ordinances and Regulations consistent with the Act and the Statutes relating to all academic matters and to amend and repeal such Ordinances and Regulations;
  - b) to make recommendations to the Board for the institution of Visiting Professors and Chaired Professors, their duties and emoluments thereof;
  - c) to make recommendations to the Board regarding the institution of Post-Graduate teaching and research;
  - d) to recommend to the Board, the Faculty Development Programmes on the recommendation of the Faculty Development Committee or

otherwise;

- e) to assess and lay down standards of accommodation, equipment, apparatus, library maintenance and other physical facilities required for Department or Centre and Affiliated College or Institution;
- f) to consider the reports of various Committees constituted related to academic matters, inspection of Institutions for maintaining standards of medical education etc. and to advise the Board on the follow up action to be taken for the implementation of the reports;
- g) to delegate to the Vice-Chancellor or any of the Committees of the Academic Council, any of its powers; and
- h) to exercise such other powers and perform such other functions as may be conferred or entrusted to it by or under the provisions of the Act or referred to it by the Vice-Chancellor or the Board.

**d) The Planning Board.**

- (1) There shall be a Planning Board which shall advise generally on the planning and development activities of the University and monitor the standard of medical education and research of the University.

The Planning Board shall consist of:

- i) the Vice-Chancellor (Chairperson);
- ii) the Director, Medical Education & Research, Himachal Pradesh.
- iii) the Principal, Shri Lal Bahadur Shastri Government Medical College & Hospital, Nerchowk, Mandi;
- iv) the Finance Officer;
- v) not more than three persons of high standing in medical education and research, to be nominated by the Vice-Chancellor for a term of two years which may include the following-
  - a) member of the NMC/DCI;
  - b) Director of one of All India Institute of Medical Sciences/ Post Graduate Institute of Medical Education and Research, Chandigarh.
  - c) Vice-Chancellor of one of the Health Universities of India;
  - d) member of the University Grants Commission;
  - e) five eminent persons in Medical/Dental/ Health Education and related field;

- vi) the Registrar shall be the Member-Secretary of the Planning Board.
  - (2) The meetings of the Planning Board shall be held at least once or maximum twice in a year.
  - (3) Two-fifths of the members of the Planning Board shall form the quorum.
  - (4) The recommendations of the Planning Board shall be implemented after they are approved by the Board of the University.
  - (5) All decisions at the meeting of the Planning Board shall be taken by a majority of vote of the members present. The Chairperson at the meeting shall have a second or casting vote in case of equality.
  - (6) The powers and functions of the Planning Board shall be such as may be specified by the Ordinances.
- e) The Finance Committee.**
- (1) **The Finance Committee shall consist of the following persons, namely:**
    - i) the Vice-Chancellor (Chairperson);
    - ii) the Secretary to the Government of Himachal Pradesh, Health and Medical Education Department or his nominee not below the rank of Special Secretary;
    - iii) the Secretary to the Government of Himachal Pradesh, Finance Department, or his nominee not below the rank of Special Secretary;
    - iv) the Director Medical Education & Research Himachal Pradesh;
    - v) the Principal, Shri Lal Bahadur Shastri Government Medical College & Hospital, Nerchowk, Mandi;
    - vi) the Registrar;
    - vii) the Finance Officer (Member Secretary)
  - (2) The Finance Committee shall ordinarily meet four times in a year preferably before the meeting of the Board.
  - (3) The meetings of the Finance Committee shall be convened by the Chairperson.
  - (4) Four members of the Finance Committee shall form a quorum for a meeting.
  - (5) **The Finance Committee shall advise the Board on all financial matters and shall have the powers:**

- a) to examine the Annual Accounts and Budget Estimates of the University and to advise the Board thereon;
- b) to examine the Annual Audit and Action Taken Report;
- c) to review the financial position of the University and to make recommendations to the Board on all matters relating to the finances of the University;
- d) to ensure that no expenditure shall be incurred by the University without the prior approval of the Finance Committee which shall fix limits for the total recurring and non-recurring expenditure for the year based on the resources and the income of the University;
- e) to examine and make recommendations to the Board on all proposals involving expenditure for which no provision has been made in the Budget, or which involves expenditure in excess of the amount provided in the Budget;
- f) to consider all proposals relating to the creation of teaching and other posts, revision of pay scales, fixation of honorarium to member of various Committees, travelling allowances, fee for various courses to be charged from the students and remuneration to experts, paper setters, examiners, evaluators etc.; and
- g) to exercise such other powers and to perform such other functions as may be prescribed by the Regulations.

#### **f) Faculties:-**

##### **1. There shall be the following Faculties of University: -**

- i) Faculty of Medicine;
- ii) Faculty of Dental Sciences;
- iii) Faculty of Nursing Sciences;
- iv) Faculty of Para-Medical Science- Physiotherapy, Occupational Therapy and other paramedical courses;
- v) Faculty of Indian System of Medicine- Ayurveda, Homeopathy, Alternative Medicine Integral Health, Yoga, Reflexology, Traditional System of Medicine, Unani, Sowa-Rigpa etc.
- vi) Provided that the Board shall have the power to transfer a Department from one Faculty to another Faculty.

2. Each Faculty shall consist of such subject as may be assigned to it by the Ordinances of the University.
3. All Members of Faculty other than ex-officio members shall hold office for a term of three years.

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

Provided further that any member other than ex-officio members, shall cease to be a member of Faculty if he/she absent himself/herself from more than two consecutive meeting of the Faculty without leave of absence from the Dean concerned.

4. Faculties shall have such powers and perform such duties as may be assigned to them by the Ordinances. They shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective spheres of work, as may appear to them necessary or on any matter referred to them by the Academic Council.
5. Such other persons by rotation, excluding members of the Academic Council not exceeding two in number as may be nominated for three years to the Faculty by the Academic council on account of their expert knowledge of the subjects comprising the Faculty.
6. Two-fifths of the members in each Faculty shall form the quorum.

#### **Constitutions of Faculties: -**

##### **(1) Each Faculty shall consist of the following members:**

- a) Dean of the Faculty –Chairperson (to be nominated by the Vice-Chancellor).
- b) Chairperson UG and PG Board of Studies.
- c) Principal(s) of Constituent Colleges.
- d) Principals of all the Affiliating Colleges.
- e) One Professor each from Pre-clinical and Para-clinical Departments and two Professors from Clinical Departments by rotation on seniority basis from Constituent/Affiliated Colleges.
- f) Two Associate Professors with eight years Post PG experience, from Constituent/Affiliated Colleges on seniority basis by rotation.

- g) Two Assistant Professors with at least five years Post PG experience from Constituent/Affiliated Colleges on seniority basis by rotation.
- h) Such other persons by rotation, excluding members of Academic Council not exceeding two in number as may be nominated for three years to the Faculty by the Academic Council on account of their expert knowledge of the subjects comprising the Faculty.

Provided that wherever considered necessary, the Vice- Chancellor may on the recommendation of the Dean increase the number of members.

- (2) Two-fifths of the members in each Faculty shall form the quorum.
- (3) Duration of appointment of member shall be a period of three years.
- (4) Any member who ceases to hold the qualification by virtue of which he was appointed to the Faculty shall cease to be the member thereof.

## **9. Building and Works Committee:-**

- (1) There shall be a Building and Works Committee to lead and guide the process of expanding the facilities at the University so that it can effectively accomplish its mission. The Building and Works Committee shall consist of the following members, namely:
  - a) Vice-Chancellor ---- Chairperson
  - b) Deputy Commissioner, Mandi, District Mandi ----- Member
  - c) Chief Engineer, H.P. Public Works Department, Mandi Zone -Member
  - d) Two Deans by way of rotation – Member
  - e) Registrar - Member Secretary
  - f) Finance Officer - Member
  - g) Dean of Students Welfare – Member
  - h) One Expert in Civil Engineering not below the Member the rank of Superintending Engineer from the State Government to be nominated by the Vice Chancellor.
- (2) The term of office of the members, other than the ex-officio members, shall be three years from the date of their appointment.

### **Powers and Functions of the Building and Works Committee:**

- (1) The Building and Works Committee shall have the following powers and functions, namely:

- a) to carry out construction of all major works;
  - b) to give necessary administrative approval and expenditure sanction for minor works and works pertaining to repair and maintenance within the approved budget provision of the University;
  - c) to cause to prepare cost estimates for buildings and other capital works, minor works, repairs, maintenance and the like;
  - d) to be responsible for making technical scrutiny of the design, estimates and specifications of the material as may be considered necessary;
  - e) to be responsible for enlistment of suitable contractors and acceptance of tenders and shall have the power to issue directions for departmental work where necessary; and
  - f) to have the power to settle rates not covered by tender and settle all disputes and claims with any group or persons/contractors.
- (2) If, in the opinion of the Chairperson of the Building and Works Committee, any emergency has arisen which require immediate action to be taken, he shall take such action and report the same to the Building and Works Committee and the Board at their next meeting.
- (3) The Building and Works Committee shall also perform such functions and exercise such powers as may be entrusted by Board, from time to time.

**Meetings of the Building and Works Committee:**

- a) The Building and Works Committee shall meet as often as necessary but ordinarily not less than 4 times in a year.
- b) Meeting of the Building and Works Committee shall be convened by the Chairperson who shall preside over all the meetings.
- c) A written notice of every meeting shall be sent by the Member-Secretary to every member at least fifteen days before the date of the meeting, mentioning therein the place, date and time of the meeting:

Provided that the Chairperson may call a special meeting of the Building and Works Committee at short notice to consider urgent issues.

- d) The notice may be delivered either by hand or sent by registered post or e- mail or fax, at the address of each member as recorded in the office of the Member-Secretary and, if so sent, shall be deemed to be duly delivered at the time at which notice would be delivered in the ordinary course of post.
- e) Three members of the Building and Works Committee shall form a



quorum for a meeting of the Building and Works Committee.

- f) All questions considered at the meeting of the Building and Works Committee shall be decided by a majority of the votes of the members present and if the votes be equally divided, the Chairperson shall have a casting vote.
- g) The Member-Secretary may, at the discretion of the Chairperson, transact any business by circulation of papers and any decision so taken shall be submitted for ratification at the next meeting of Building and Works Committee.
- h) Agenda shall be circulated by the Member-Secretary to all the members at least ten days before the meeting.
- i) Notices to motions for inclusion of any item on the agenda must reach the Member-Secretary at least one week before the meeting:
- j) Provided that the Chairperson may permit inclusion of any item for which due notice has not been received.
- k) The ruling of the Chairperson with regard to all questions of procedure shall be final.
- l) The minutes of a meeting of the Building and Works Committee shall be drawn up by the Member-Secretary and circulated to all members of the Building and Works Committee and the same along with any amendment suggested shall be placed before the Building and Works Committee in its next meeting for confirmation.
- m) If a member of the Building and Works Committee fails to attend four consecutive meetings without leave of absence from the Building and Works Committee, he shall cease to be a member of the Committee.
- n) A copy of the minute of every meeting of the Building and Works Committee shall be placed before the Board for confirmation.

## **10. Departments: -**

There shall be University Teaching Departments duly created by the Academic Council on the recommendation of the Vice-Chancellor in the various Faculties of the University as per requirement of respective regulatory bodies.

## **11. Head of Department.**

- (1) Each Department shall be headed by senior most Professor who shall be the Head of the Department. If a Professor is not available, then the senior most Associate Professor shall officiate as Head of the Department.



- (2) In case a senior person is on long leave, the next eligible person shall officiate as Head of the Department.
- (3) Duties of the Head of the Departments:
  - (A) Subject to the general control and supervision of the Vice-Chancellor every Head of the Department shall be responsible for the efficient working of the Department generally; and shall-
    - i. arrange for admission of students according to the rules of the University;
    - ii. arrange the time table and distribute the work in consultation with the other teachers of the Department;
    - iii. exercise due vigilance to ensure that all funds are expended for the purpose for which they are allotted;
    - iv. ensure that no expenditure is incurred without sanction of the competent authority or in contravention of financial rules of the University;
    - v. look after the maintenance of all appliances, apparatus and other machinery, purchased by or allocated to the Department;
    - vi. exercise due vigilance over purchase of any material or equipment or diagnostic machinery of any kind and constitute a Committee, as he/she thinks fit with the approval of the Vice Chancellor.
    - vii. maintain a stock-register and keep it up to date which shall be open for verification, by Finance and Accounts Department on demand; and,
  - (B) perform such other duties as may be entrusted to him by the Vice-Chancellor and any other authority of the University.
  - (C) Shall conduct exams for internal assessment and provide panel of examiners.
- (4) If the Head of the Department fails to discharge his duties in an efficient manner to the entire satisfaction of the Board during the tenure of holding the office, the Board may decide to remove him from the office of the Head of the Department on the recommendations of the Vice-Chancellor.

## **12. Limitation of Term of Membership: -**

- (1) Notwithstanding anything contained in the Statutes, Ordinances or Regulations, a person, who is a member of any authority or body of the University in his capacity as member of that particular authority or body or as a holder of particular appointment, shall hold office so long only as he continues to be member of that particular authority or body or the holder of that particular appointment, as the case may be:

Provided that a teacher - member of any authority or body of the University who resign his service or proceeds on leave for six months or more shall cease to be a member of the respective body and a substitute member shall be appointed. If the period of his leave is less than six months, his membership shall be held in abeyance till his return or the expiry of the period of six months, whichever is later. No substitute member shall be appointed or elected, where the membership is held in abeyance.

If a teacher is on leave for a period of six months or more, he shall not be eligible for nomination or re-election for that particular vacancy. He shall, however, be eligible for nomination or election in a vacancy which may arise after his return from leave.

### **13. Termination of Membership etc :-**

Notwithstanding anything contained in these Statutes, Ordinances or Regulations, no person, who has been convicted of any offence involving moral turpitude or has been dismissed for misconduct from a Government or Semi Government institution or from a University or an educational institution of any kind, shall be eligible to become or to continue as a member of any authority of the University or of any committee appointed by the University. A person under suspension shall not be allowed to sit in any meeting of above authorities or committees during the period of his suspension.

### **14. Disqualification for Membership: -**

If a person is debarred by the Academic Council from any work of the University on account of any kind of malpractice on his/her part in connection with a University Examination, such a person shall be disqualified to become, or to continue as a member of anybody or authority of the University so long as the bar lasts.

### **15. Delegation of Administrative and Financial Powers:-**

- (1) The officers, teachers and other employees of the University may exercise, subject to the control of the Vice-Chancellor and the superior officers concerned such administrative and financial powers, as the Board may delegate through Statutes, Ordinances, Regulations or by resolutions adopted by it.
- (2) The Vice-Chancellor or the Registrar, with the approval of the Vice-Chancellor, may delegate to an officer, teacher or any other employee of the University such powers as he considers necessary which have been vested in them by the Statutes, Ordinances and Regulations.

**16. Board of Studies:** - There shall be a Board of Studies attached to each faculty of the University. The constitution, meetings, power & function of the Board of Studies are given below: -

**A. Post Graduate Board of Studies: -**

- a) Every Department of Studies, included in a Faculty where there is a Post Graduate teaching in the subject at University level, shall have the Post Graduate Board of Studies.

The term of each Board of Studies shall be of two years.

- i) Each Board of Post Graduate Studies shall consist of:
  - a) Chairperson from amongst the Professors in the subject constituting the Postgraduate Board of Studies on the basis of seniority and rotation;
  - b) one Professor, one Associate Professor and One Assistant Professor from the Department having Post Graduate teaching as per seniority by rotation of the Constituent Colleges;
  - c) one Professor, one Associate Professor and one Assistant Professor/ Lecturer from the Affiliated Colleges having Post Graduate teaching in the subject as per seniority by rotation;
  - d) one outside expert to be nominated by the Vice-Chancellor.
- ii) The Chairperson shall nominate any member out of sub- clause (b) or (c) as Secretary.
- iii) Members of the Board of Studies, shall hold office for a term of two years; provided that if any member ceases to hold the qualification by virtue of which he was appointed to the Faculty, he shall cease to be the member thereof.
- iv) Two-fifths of the members shall form a quorum

**B. Under Graduate Board of Studies in Bachelor of Medicine and Bachelor of Surgery: -**

- (1) Under Graduate Board of Studies in Bachelor of Medicine and Bachelor of Surgery shall consist of: -
  - i) Dean of Faculty of Medicine-Chairperson;
  - ii) Head of the Department/ Senior Professors of the subjects forming the MBBS Course of Constituent Colleges;
  - iii) one Professor, one Associate Professor and one Assistant Professor of the subjects forming the MBBS Course as per seniority by rotation from

the Constituent Colleges;

- iv) Principals/Directors of all the Affiliated Colleges;
  - v) one Professor, one Associate Professor and one Assistant Professor/Lecturer of relevant subjects from the Affiliated Colleges as per seniority by rotation;
  - vi) one outside expert to be nominated by the Vice-Chancellor;
- (2) The Chairperson shall nominate any member out of clause (ii) as Secretary.
- (3) Members of the Board of Studies other than ex-officio members shall hold the office for a term of two years; provided that if any member ceases to hold the qualification by virtue of which he was appointed to the Faculty, he shall cease to be the member thereof.

Two-fifths of the members shall form a quorum.

### **C. Under Graduate Board of Studies in Bachelor of Dental Surgery.**

- (1) Under Graduate Board of Studies in Bachelor of Dental Surgery shall consist of:
- i) Dean Faculty of Dental Sciences- Chairperson;
  - ii) Head of the Department/Professors of the teaching Departments;
  - iii) one Professor, one Associate Professor and one Assistant Professor from relevant Department as per seniority by rotation from Constituent & Dental Colleges;
  - iv) Principals of all the Affiliated Dental Colleges;
  - v) one Professor, one Associate Professor and one Assistant Professor/Lecturer from the Affiliated Colleges as per seniority by rotation;
  - vi) one outside expert to be nominated by the Vice-Chancellor.
- (2) The Chairperson shall nominate any member out of clause (ii) as Secretary.
- (3) Members of the Board of Studies other than ex-officio members shall hold office for a term of two years; provided that if any member ceases to hold the qualification by virtue of which he was appointed to the Faculty, he shall cease to be the member thereof.
- (4) Two-fifths of the members shall form a quorum.

**D. Under Graduate Board of Studies in Nursing Sciences.**

- (1) Under Graduate Board of Studies in Nursing Sciences shall consist of:
  - i) Dean Faculty of Nursing Sciences- Chairperson
  - ii) Principals of all the Affiliated Nursing Colleges;
  - iii) Two teachers from relevant teaching Departments as per seniority by rotation from Constituent Nursing Colleges;
  - iv) Two teachers from the Affiliated Colleges as per seniority by rotation;
  - v) One outside expert to be nominated by the Vice-Chancellor.
- (2) The Chairperson shall nominate any member out of clause (ii) as Secretary.
- (3) Members of the Board of Studies other than ex-officio members shall hold office for a term of two years; provided that if any member ceases to hold the qualification by virtue of which he was appointed to the Faculty, he shall cease to be the member thereof.

Two-fifths of the members shall form a quorum.

**E. Under Graduate Board of Studies in Pharmaceutical Sciences.**

- (1) Under Graduate Board of Studies in Pharmaceutical Sciences shall consist of:
  - i) Dean Faculty of Pharmaceutical Sciences- Chairperson;
  - ii) Professor/Head of the Department of the relevant teaching Department from Constituent College;
  - iii) Two teachers from relevant teaching Department as per seniority by rotation from Constituent College;
  - iv) Principals of all the Affiliated Colleges;
  - v) two teachers from the affiliated Colleges as per seniority by rotation;
  - vi) one outside expert to be nominated by the Vice-Chancellor.
- (2) The Chairperson shall nominate any member out of clause (iv/ii) as Secretary.
- (3) Members of the Board of Studies other than ex-officio members shall hold the office for a term of two years; provided that if any member ceases to hold the qualification by virtue of which he was appointed to the Faculty, he shall cease to be the member thereof.

Two-fifths of the members shall form a quorum.

**F. Under Graduate Board of Studies in Para-medical Sciences:**

- (1) Under Graduate Board of Studies in Para- medical Sciences shall consist of:
  - i) Dean Faculty of Para-medical Sciences- Chairperson (that the chairperson shall be from amongst the Heads of the Departments of Microbiology, Biochemistry, Pathology Anesthesia, Radiology of the Constituent/Affiliated Medical College by rotation and seniority);
  - ii) Principal or his nominee of all the Affiliated Colleges of Para-Medical Sciences;
  - iii) Two teachers from relevant teaching Departments as per seniority by rotation from constituent college;
  - iv) Two teacher from the Affiliated Colleges as per seniority by rotation;
  - v) One outside expert to be nominated by the Vice-Chancellor.
- (2) The Chairperson shall nominate any member out of clause (ii) as Secretary.
- (3) Members of the Board of Studies other than ex-officio members shall hold office for a term of two years; provided that if any member ceases to hold the qualification by virtue of which he was appointed to the Faculty, he shall cease to be the member thereof.
- (4) Two-fifths of the members shall form a quorum.

**G. Under Graduate Board of Studies in Indian System of Medicine:**

1. Under Graduate Board of Studies in Indian System of Medicine shall consist of:
  - i) Dean Faculty of Indian System of Medicine- Chairperson;
  - ii) Principal of all the Affiliated Colleges of Indian System of Medicine;
  - iii) two teachers from the Affiliated Colleges of Indian System of Medicine as per seniority by rotation;
  - iv) one outside expert to be nominated by the Vice-Chancellor.
- (2) The Chairperson shall nominate any member out of clause (ii) as Secretary.
- (3) Members of the Board of Studies other than ex-officio members shall hold the office for a term of two years; provided that if any member ceases to hold the qualification by virtue of which he was appointed to the Faculty, he shall cease to be the member thereof.

- (4) Two-fifths of the members shall form a quorum.

**H. Meetings of the Board of Studies: -**

1. The Board of Studies (UG/PG) shall ordinarily meet atleast once a year or as and when required.
2. Two fifth members shall form a quorum for a meeting of the Board of Studies.
3. The Chairperson of the Board of Studies shall convene and preside over the meeting of the Board of Studies.
4. Notice for a meeting of the Board of Studies, other than a special meeting, shall ordinarily be issued at least one week before the day fixed for the meeting.
5. Special meetings may be called by the Chairperson at his/her own initiative or on a written request by at least 1/3rd of the members of the Board of Studies.
6. In case of special meetings called at the request of the members, no item other than those notified in the agenda shall be discussed and that the presence of all members, at whose request the special meeting was called, shall be essential.
7. If in the opinion of the Dean of Faculty concerned, it is not necessary or expedient to convene a meeting of the Board of Studies to consider any item and if he considers that a matter could be disposed of by circulation among the members of the Board of Studies, he may issue necessary instructions to that effect.
8. In case, the Dean of Faculty is not present in the meeting then the senior most member will preside over the meeting. The person presiding over the meeting shall record the minutes of the Board of Studies and send them to the Dean concerned within seven days from the date of meeting for circulation to the members of the Board of Studies.
9. Any member of the Board of Studies who was present at the meeting may, within ten days of the issue of the minutes, communicate to the Dean concerned in writing any correction(s) to the minutes. The Dean shall forward the same to the Chairperson for remarks. If the Chairperson of that meeting is convinced that the objection raised is genuine, he may correct the minutes accordingly, otherwise, it shall be placed in the next meeting of the Board of Studies for information and decision.
10. The Dean shall submit the approved minutes of the Board of Studies to



the Registrar who shall place the approved minutes in the next immediate Academic Council meeting for consideration and approval.

**I. Functions of the Board of Studies: -**

- 01.** Subject to the overall control and supervision of the Academic Council, the duties and functions of the Board of Studies (UG/PG) shall be as follows:
- a) Review and revise the syllabi of the course being offered by the concerned Department or Centre, ordinarily once in every two or three years, and include the latest advancements in the concerned subject(s). It being so, the Board of Studies shall also consider and implement the suggestions or guidelines issued by the regulatory bodies (NMC, DCI, INC, etc.) from time to time, for modernization of the syllabi;
  - b) Review the progress of the existing programmes in the Department, identify the deficiencies, if any, and recommend to the concerned Authorities of the University such other remedial measures as may be found necessary for improving the standard of the programmes;
  - c) Recommend to the Academic Council, through the Dean concerned, the starting of any new course in the concerned subject, its structure, admission criteria, and scheme of examination etc.;
  - d) Review the question papers set in the previous year examination(s), the reports of the evaluators on student's performance, and suggest remedial measures, if necessary, for improving the quality of question papers and student's performance;
  - e) Recommend to the Academic Council every year a panel of moderators, translators, paper setters, examiners (both internal and external) in all the papers including practical and viva-voce examination of the concerned subject(s), and adjudicators for (PhD, DM, MCh. and other PG) thesis through the Dean of the concerned Faculty.
  - f) Recommend to the Academic Council through the Dean concerned a panel of subject experts from outside, as and when required, for nomination of the selection committees meant for appointment of teachers in the concerned subject;
  - g) Consider the cases of equivalence of degrees/diplomas offered by other universities and make recommendations thereof; and
  - h) Consider and offer its opinion or recommendation on any matter relating to the subject under its jurisdiction, and referred to it by the Vice-Chancellor or Board or Academic Council or Faculty concerned.



## **17. Convocation: -**

- (1) There shall be convocation of the University for the purpose of conferring degrees or diplomas, which shall be held once a year, preferably in the month of October or November, or at such other time as Vice-Chancellor may decide in consultation with the Academic Council. The Chancellor, or in his absence the Vice-Chancellor shall preside over the convocation.
- (2) The Registrar shall issue at least thirty days before the date of convocation, a notification to be published in at least two leading newspapers indicating the date of convocation. However, in exceptional cases, the period of thirty days may be reduced to eight days.
- (3) After the publication of result of the various examinations conducted by the University, the Controller of Examinations shall prepare programme-wise lists of candidates eligible to receive their degrees or diplomas under the respective Department at the next annual convocation.
- (4) There shall be a meeting of the Academic Council before the convocation wherein the report of the Controller of Examinations containing the lists of candidates recommended for admission to the several degrees or diplomas duly approved and countersigned by the Registrar and Vice-Chancellor, shall be presented for the approval of the Academic Council.
- (5) At the aforesaid meeting of the Academic Council, the Dean of every Faculty or in his absence the senior-most member of each Department shall also be invited who shall then move the persons so recommended for the award of the degrees or diplomas relating to his Department be admitted to the relevant degrees or diplomas in which they have been admitted.
- (6) Candidates indicated in the lists mentioned above in clause (3) shall be eligible to receive their degree or diplomas either in persons or in absentia. Admission to the convocation shall be limited to the candidates whose names are included in the said lists.

Provided, however, that if any year the Academic Council is of the opinion that the number of persons eligible for conferment of the degree or diploma as per the lists prepared by the Controller of Examinations is too large the Academic Council may decide to limit the admission to the convocation to the candidates eligible for Postgraduate degree, Doctorates, Honorary Doctorates and winners of Prizes and Medals in the first degree or diploma examinations only.

- (7) At the first annual convocation to be held after coming into force of these

statutes degrees or diplomas shall be conferred on all persons who have graduated from this University in the previous years but who have not taken their degrees or diplomas so far.

- (8) Distribution of degrees or diplomas to the eligible persons as listed by the Controller of Examinations shall be made either at the convocation or in absentia any time after the convocation.

Provided, however that no candidate shall be admitted to the convocation who does not submit his/her application in the specified form to the Controller of Examinations along with specified fee so as to reach him not later than fifteen days before the date fixed for the convocation:

Provided further that such candidates shall not be allowed to apply for and receive the same degree or diploma in person at any subsequent convocation.

- (9) At the appointed hour of the convocation, the Chancellor, the Vice-Chancellor, the Registrar, the Controller of Examination, Deans, members of the Academic Council, Professors of the University Departments, Principals of the Affiliated Colleges and Professors of the Affiliated Colleges shall march in procession to the place where the convocation is to be held. The order of procession shall be as under:

- i. Professors of the Constituent/Affiliated Colleges (in pairs);
- ii. Principals or Deans of the Constituent/Affiliated Colleges (in pairs);
- iii. Professors of the University Departments (in pairs);
- iv. Members of the Academic Council (in pairs);
- v. Deans (in pairs);
- vi. Registrar and Controller of Examinations; and
- vii. Vice-Chancellor or Chancellor or Chief Guest.

- (10) Candidates admitted to the convocation and others invited to witness the proceeding of the convocation shall remain standing in their respective places in the convocation hall till the members forming the incoming procession take their seats and again when the last pair of members of outgoing procession leaves the convocation hall.

- (11) After the members forming the procession have taken their places, the Vice- Chancellor shall request the Chancellor or in the absence of Chancellor the Registrar shall request the Vice-Chancellor to declare to be added to the convocation open in the following words:

“Mr. Chancellor or Vice-Chancellor (as the case may be), I have the honour to request you to declare the convocation open.”

The Chancellor or in his absence the Vice-Chancellor shall then declare the convocation open says:

“This Convocation of the Atal Medical and Research University, Himachal Pradesh has been called to confer degrees or diplomas upon the candidates who in the examination held for the purpose, have been successful and certified to be worthy of receiving the degrees or diplomas. Let the candidates, be presented”.

- (12) First, the Dean of Faculty concerned or the senior member of the Faculty who may be nominated for the purpose by the Vice-Chancellor, shall present to the Chancellor or Vice-Chancellor, each student whose thesis has been accepted by the University as fit for awarding the PhD, DM and MCh. degree under the Faculty. The Dean or senior most member shall call the name of the PhD or DM and MCh. student as the case may be, and the candidate shall walk upto the dais and receive his degree in person at the hands of the Chancellor or Vice-Chancellor. After all the candidates for the PhD, DM and MCh. degrees are presented by the Dean or senior most member of the Faculty concerned, students receiving Gold Medals or other prizes shall also be presented in person in the same manner and receive their medals or prizes at the hands of the Chancellor or Vice-Chancellor.

The PhD, DM and MCh. students or Gold Medals or Prize winners who could not remain present at the convocation may be conferred degrees or awarded the medals or prize in absentia.

After the PhD, DM and MCh. students and Gold Medalists and prize winning students are presented in the manner stated above, the Dean of Faculty or senior members of each Faculty, who may be nominated for the purpose by the Vice-Chancellor shall present the other candidates to the Chancellor or the Vice-Chancellor as under for the award of degrees or diplomas:

“Sir, I present the candidates whose names are set out in the list for the degrees/diplomas ..... under the Faculty of .....

They have been examined and found qualified for the respective degrees or diplomas to which I pray they may be admitted”.

All the Candidates who belong to several degrees under the Faculty shall rise from their seats and bow to the Chief Guest and the Chancellor or

Vice- Chancellor, and then resume their seats.

- (13) At the conclusion of presentation of candidates from each Faculty, the Chancellor or Vice-Chancellor shall say to the candidates: By virtue of the authority vested in me as Chancellor or Vice-Chancellor of Atal Medical and Research University, Himachal Pradesh, I admit all the candidates presented to the degrees or diplomas of ..... in this University; and in token thereof they have been presented with the degrees or diplomas”.
- (14) The presentation of candidates and conferment of degrees other than PhD, DM and MCh. degrees shall be in such order as may be decided by the Chancellor or Vice-Chancellor.
- (15) An address suitable to the occasion will then be delivered by the Chief Guest invited by the Vice-Chancellor.
- (16) The Chancellor or Vice-Chancellor shall then dissolve the convocation. The procession shall then leave the place in the reverse order i.e., the Chief Guest leaving first followed by others in the reverse order.
- (17) Special convocation for conferring Honorary Degrees or other distinctions may be held on such date and time as the Academic Council may, with the Vice-Chancellor’s approval, determine.
- (18) Honorary Degrees shall be conferred only at annual or special convocation and may be taken in person or in absentia.
- (19) The presentation of persons at the convocation on whom honorary degrees are to be conferred shall be made by the Chancellor or the Vice-Chancellor by suitable citation.
- (20) The certificate for an Honorary Degree shall be signed by the Vice-Chancellor.
- (21) The procedure outlined in the Statutes relating to the annual convocation shall apply mutatis mutandis in the case of conferment of Honorary Degrees also except that in the latter case the recipient of the Honorary Degree may be allowed to make a brief address after receiving the degree.
- (22) The Chancellor or Vice-Chancellor may make suitable changes with the prior approval of the Chief Guest with regard to the procedure to be followed at convocation when circumstances necessitate.

## **18. Conferment of Honorary Degrees:**

- i) The University may confer Honorary Degrees on exceptional and outstanding persons for their illustrious contribution in their respective

fields;

- ii) All proposals for the conferment of Honorary Degrees shall be made by the Academic Council to the Board and shall require the assent of the Senate before submission to the Chancellor for confirmation;

Provided that, in cases of urgency, the Chancellor may act on the recommendations of the Vice-Chancellor only.

Any Honorary Degree conferred by the University without the prior approval of two third members of the Senate and the sanction of the Chancellor, be withdrawn by the Board.

**19. Withdrawal of Degree, Diploma etc. A degree, diploma, certificate and other academic distinctions may be withdrawn by the University: -**

- i) if the candidature of the person concerned has been cancelled or result quashed in accordance with the manner laid down by the Ordinances; or
- ii) if the candidate has misbehaved at a convocation of the University; provided that the question whether a person has misbehaved in terms of these Statutes shall be finally decided by the Vice-Chancellor; or

when sufficient evidence is laid before the Academic Council showing that any person who was conferred degree or diploma etc. by the University has been convicted of what in their opinion is a serious offence, the Academic Council may recommend to the Board that such a degree or diploma etc. be cancelled.

**20. Withdrawal of Approval, Recognition of Teachers:**

Approval and recognition to a teacher may be withdrawn by the University-

- i) if the teacher fails to perform duties in accordance with the manner laid down by the Ordinances; or if sufficient evidence is laid before the Board that the teacher has committed an act which in their opinion is a serious offence.

**21. Fellowship, Scholarship, Medals and Prizes.**

The number and value of fellowships, scholarships, medals and prizes to be awarded shall be determined by the Board either on its own initiative or on the recommendations of the Academic Council or the Finance Committee, as the case may be.

**22. Appointments.**

- (i) All appointments to teaching and non-teaching posts shall be made by the Board on the recommendations of the selection committees. The

University Shall make the appointments in respects of the University and Constituent College(s) strictly as per R&P Rules to be framed by the University.

Not with standing anything contained in clause (1), the Vice-Chancellor may, where he considers necessary make contractual/ temporary appointment for a period not exceeding six months, if it is not possible or desirable to make regular appointments. The period may be extended by the Board for a further period of six months, after clearly stating the urgency in the matter.

### **23. Selection Committee.**

- (1) There shall be selection Committee for making recommendations to the Board for appointment to the posts of Professors, Associate Professors, Assistant Professors, Registrar, Controller of Examination, Finance Officer, Librarian and all other teaching posts only for University/ Constituent college(s).
- (2) Selection Committee shall consist of the Vice-Chancellor who will be the Chairperson thereof, and in addition, the Selection Committees for making recommendations for appointment to a post specified in column 1 of the Table below shall have as its members the persons specified in the corresponding entry in column 2 of the said Table:

<b>Name of Post</b>	<b>Members of the Selection Committee</b>
Professor, Associate Professor, and Assistant Professor and other teaching posts	<ul style="list-style-type: none"> <li>i) Vice-Chancellor; - Chairperson</li> <li>ii) Two experts nominated by the Chancellor.</li> <li>iii) Dean of the Faculty.</li> <li>iv) The Head of the Department concerned, if he/she is a Professor.</li> <li>v) For Assistant Professor post, the Head of the Department concerned, if he/ she is not below the rank of an Associate Professor.</li> <li>vi) One person not in the employment of the University nominated by the Vice-Chancellor for his special knowledge of or interest in the subject concerned.</li> </ul>

Registrar, Controller of Examinations, & Finance Officer.	i) One person nominated by the Chancellor, ii) Three members of the Board nominated by it.
Librarian	i) One person nominated by the Chancellor. ii) Three persons not connected with the University, who have special knowledge of the subject of Library Science, to be nominated by the Board.

- (3) Three members of the Selection Committee including the Chairperson shall form the quorum, provided that one of them must be nominee of the Chancellor.
- (4) The procedure to be followed by a Selection Committee in making recommendations shall be laid down in the Ordinances.
- (5) Save as otherwise provided in these Statutes and Ordinances, if the Board is unable to accept any recommendation made by the Selection Committee, it may remit the same to the Selection Committee for re-consideration and if the difference is not resolved, the Board shall record its reasons and submit the case to the Chancellor for the final orders.
- (6) Special mode of Appointment: - Notwithstanding anything contained in these Statutes;
  - a) the Board may invite a person of high academic distinction and professional attainment to accept a post of Professor or Associate Professor or Assistant Professor or Senior Fellow or Honorary Professors or Emeritus Professors in the University or otherwise, as the case may be, on such terms and conditions as may be laid down in the Ordinances, as it may deem fit and on the person agreeing to do so, appoint him/ her to the post;
 

Provided that the Vice-Chancellor may invite suitable person from among the senior Assistant Professors/Junior Assistant Professors working in a University or Affiliated Colleges or the University colleges to work in the University in the capacity of an Assistant Professor for a period not exceeding three years;
  - b) that Board shall also have power to make appointment of persons selected in accordance with the procedure laid down in sub-clauses (2) and (3) as teacher for a fixed tenure on such conditions as it deems fit to impose;



- c) The Board may appoint a teacher or any other staff working in any other University or Organization or Government, either by deputation or in accordance with the manner laid down in the Ordinances.

## **24. Recruitment and Promotion Committees and their constitutions.**

### **A. Non-Teaching other than Para Medical posts: -**

The Recruitment & promotion Committees shall be as follows: -

<b>1.</b>	Vice-Chancellor	Chairperson
<b>2.</b>	Dean of Academic Affairs	Member
<b>3.</b>	Registrar	Member Secretary
<b>4.</b>	Two persons to be nominated by Board of Management	Members (The Vice-Chancellor may nominate two members on the committee for one year from the date of nomination on behalf of Board of Management)
<b>5.</b>	Head of the Department concerned, if any	Member

**(Note :- One member shall be from SC/ST Category)**

### **B. Para Medical posts: -**

- (1) The Recruitment & promotion Committee for recommending recruitment of Para Medical posts shall be as follows:-

<b>1.</b>	Vice-Chancellor	Chairperson
<b>2.</b>	Principal of constituent College	Member
<b>3.</b>	Dean of Faculty	Member
<b>4.</b>	Medical Superintendent of Constituent Medical College/Hospital	Member
<b>5.</b>	Head of the Department concerned, if any	Member
<b>6.</b>	One persons to be nominated by Board of Management	Member (The Vice-Chancellor may nominate one member on the committee for one year from the date of



		nomination on behalf of Board of Management)
7.	Registrar	Member Secretary

**(Note :- One member shall be from SC/ST Category)**

The quorum shall be of four members. The Recruitment & Promotion Committee shall consider and submit to the Board recommendations as to the appointment referred to it. If the Board is unable to accept the recommendations made by the committee, it shall record its reasons and submit the case to the Chancellor for final orders.

## **25. Removal of Teachers.**

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

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

- (2) Notwithstanding anything contained in the terms of their contract or service or of their appointment, the Board shall be entitled to remove a teacher on grounds of misconduct.
- (3) Save as aforesaid, the Board shall not be entitled to remove a teacher except for good and sufficient cause and after giving three month's notice in writing or payment of three month's salary in lieu of notice if the teacher is confirmed and one months salary if he/she is still temporary.
- (4) No teacher shall be removed under clause (2) or under clause (3) until he has been given a reasonable opportunity of showing cause against the action to be taken in regard to him/her.
- (5) The removal of a teacher shall require a two-third majority of the members of the Board present and voting.
- (6) The removal of a teacher shall take effect from the date on which the order of removal is made:

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

- (7) Notwithstanding anything contained in these Statutes, the teacher shall be entitled to resign by giving three months' notice to the Board if he/she is confirmed and one months' notice if he/she is not:

Provided further that appointing authority, in any case, may relax/condone the notice period, at its discretion keeping in view the administrative convenience.

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

**Explanation:**

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

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

**Provision;**

The provision of Clause 33 shall only be applicable for the teachers appointed in University and Constituent College(s).

**26. Removal of employees other than teachers**

- (1) Notwithstanding anything contained in the terms of his contract of service or of his appointment, an employee of the University, other than a teacher, may be removed by the authority which is competent to appoint the employee:
- a) if he is undischarged insolvent;
  - b) if he has been convicted by a Court of Law of any offence involving moral turpitude and sentenced in respect thereof;
  - c) if he is otherwise guilty of misconduct.
- (2) No such employee shall be removed under clause (1) until he has been given a reasonable opportunity to show cause against the action proposed to be taken in regard to him/her.
- (3) Where the removal of such employee is for a reason other than that specified in sub-clause(c) of clause (1) he shall be given three month's notice in writing or paid three months' salary in lieu of notice.

- (4) Notwithstanding anything contained in these Statutes, an employee of the University not being a teacher shall be entitled to resign:
- (i) in case of permanent employee after giving three months' notice in writing to the appointing authority or paying to the University three months' salary in lieu thereof;
  - (ii) in any other case, after giving one month's notice in writing to the appointing authority or paying to the University one month's salary in lieu thereof;
- Provided that the appointing authority in any case, may relax/condone the notice period, at its discretion, keeping in view the administrative convenience.
- (5) Notwithstanding anything else contained in these Rules/Regulation/Statutes/ Ordinances, an official, on whom a major penalty has been imposed by the Board of Management, may appeal to the Chancellor against such order within three month's of the communication of the order to him/her.

**EXPLANATION:**

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

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

**27. Seniority, Eligibility for the Membership of University Bodies.**

- (1) It shall be the duty of the Registrar to prepare and maintain, in respect of such class of persons to whom the provisions of this Statute apply, a complete and up-to-date seniority list in accordance with the provisions of the foregoing clause.
- (2) If two or more persons have equal length of continuous service in a particular post, or the relative seniority of any person or persons is otherwise in doubt, the Registrar may on his/ her own motion, and shall, at the request of any such person, submit the matter to the Board whose decision thereon shall be final.
- (3) Notwithstanding anything contained in these Statutes no person who is not ordinarily resident in India shall be eligible to be an officer of the University or a member of any Authority of the University.

## **28. Committees.**

The Senate/ Board/ Academic Council and any other Authority of the University may appoint boards or committees or members of the authority making such appointment and/ or such other persons (if any) as that authority in each case may think fit; and any such board or committee may deal with any subject assigned to it subject to subsequent confirmation by the authority which appointed it.

## **29. Elected Chairperson to preside where Provision made in Statutes.**

Where, by the Act, the Statutes, or the Ordinances, no provision is made for a Chairperson to preside over a meeting of any University Authority, Board or Committee, or when the Chairperson so provided for is absent, the members present shall elect one from/ among themselves to preside at the meeting.

## **30. Resignation.**

- (1) Any member, other than an ex-officio member, of the Board, the Academic Council or any other Authority of the University or Committee may resign by letter addressed to the Registrar and the resignation shall take effect as soon as letter is received by the Registrar or the authority competent to fill the vacancy.
- (2) Any officer of the University (whether salaried or otherwise) may resign their office by letter addressed to the Registrar;

Provided that such resignation shall take effect only on the date from which the same is accepted by the authority competent to fill the vacancy.

- (3) If any member of any authority of the University ceases to be a member of the body to which he/she has been elected/nominated or appointed, he/she shall cease to be the member of that authority.

## **31. Reservation: -**

Nothing contained in these Statutes shall affect reservations and other concessions required to be provided for Schedules Castes, Schedules Tribes, Backward Classes, Ex-servicemen, Physically Handicapped persons or any other class or category of persons in accordance with the orders issued by the Government in this regard from time to time.

## **32. Classification and Categorization of Teaching Posts:-**

- (1) The designations in respect of teachers in University and Affiliated

Colleges shall be as specified by the University in its Regulations from time to time.

- (2) All teachers of the University shall be categorized as, -
  - i) appointed teachers of the University; and
  - ii) recognized teachers of the University
- (3) Appointed teachers of the University shall be either,
  - i) employees of the University or Colleges, maintained by it, appointed as Professors, Associate Professors and Assistant Professors; or
  - ii) persons appointed by the Board as Visiting Professors and Chaired Professors, Honorary Professors, Emeritus Professors or otherwise appointed by the Board for a fixed tenure on the recommendation of the Academic Council.
- (4) recognized teachers of the University shall be the members of the staff of the Affiliated Institutions or Colleges other than those maintained by the University.
- (5) the procedure for recognition of teachers of the Affiliated Institutions or Colleges and their terms and conditions shall be as specified by the University in its Ordinances fulfilling the requirement of the concerned regulatory body if any.

### **33. Qualifications for Teachers of the University.**

The educational qualifications and experience for the posts of Professors, Associate Professors, Assistant Professors, other teaching posts, Librarians, Deputy Librarians and Assistant Librarians shall be as specified by the University from time to time.

### **34. Pay and Allowances and Career Advancement for the Teachers of the University.**

The Pay and Allowances, incentives for higher qualifications, annual increments, counting of past services and Career Advancement Scheme, shall be as specified by the University in its Regulations.

### **35. Appointment of Teachers of the University.**

- (1) Subject to the fulfilment of minimum qualifications and experience as specified for each post, all permanent posts of teachers shall be filled as per Recruitment & Promotion Rules for teachers to be framed by the University in its Regulations.

The appointments shall be made by the Board on the recommendations of the Selection Committee.

### **36. Seniority of Teachers of the University.**

The seniority of a teacher in a particular discipline shall be determined in accordance with the following principles:

- (1) Where two or more teachers are selected at the same time for appointment, seniority shall be based on the ranking given by the Selection Committee; provided that the date of joining in case of a teacher who has been ranked higher is not later than three months from the date of issue of the appointment letter to him;
- (2) Where no ranking has been indicated by the Selection Committee and two or more teachers join on one and the same date;
  - i) in case where such teachers are appointed from a lower post according to their inter-se seniority in the lower post; and
  - ii) in any other case, according to the age of the persons joining, the older person being deemed senior.

Save in the cases covered by sub-clauses (i) and (ii), seniority shall be determined according to the date of joining of the teacher concerned.

### **37. Superannuation and Re- Employment of Teachers.**

- (1) Teachers in the permanent whole-time service of the University shall retire on attaining the age of 65 years.
- (2) The Board may, on the recommendation of the Academic Council, re-employ a superannuated distinguished teacher on contractual basis beyond the age of 65 years and up to the age of 70 years. Re-employment beyond the age of superannuation shall, however, be done selectively, for a limited period of three years in the first instance and then for another further period of two years purely on the basis of merit, experience, area of specialization on year to year basis and if the Board is satisfied that the services of such teacher are required in the interest of the University.
- (3) Subject to the provisions of sub-clause (2), the terms and conditions of service of re-employed teacher including his/her salary and other benefits admissible to him/her (except leave) shall be in accordance with the guidelines specified by the Board from time to time.
- (4) A teacher who has completed twenty years of qualifying service may, by giving notice of not less than three months in writing, retire voluntarily from service on the terms and conditions as laid down in the ordinance.
- (5) Other conditions with respect to superannuation benefits shall be as admissible to the employees of the University as laid down in the

Ordinances.

### **38. Superannuation of Non-Teaching Employees**

Non-teaching employees in the permanent whole-time service of the University shall retire on attaining the age of 60 years.

### **39. Vacation for the Teachers.**

- (1) Vacation shall be of such duration as may be notified in the academic calendar of the University every year and in accordance with University guidelines.
- (2) Teaching staff of the University and any other staff declared as such shall be entitled to vacation, in addition to Gazetted holidays and Sundays, and termed “vacation staff”.
- (3) Vacation staff cannot automatically avail of the vacation. In case the exigencies so demand, any member of vacation staff may be called for duty during vacation. In such case leave at one-third (1/3) of the period during which he is asked to work during the vacation, shall be credited as earned leave, in addition to the earned leave admissible to him/her as per leave rules.

### **40. Study Leave for the Teachers.**

- (1) The University may grant study leave to a teacher for any specialized study or training, for a period not exceeding three years. Such leave may be with or without salary.
- (2) In case study leave is granted with salary for a period of more than one year, the teacher shall execute a bond to serve the University for not less than five years after return.

### **41. Categorization and Classification on Non-Teaching Posts.**

- (1) All the non-teaching posts shall be categorized as:-
  - i) Permanent employee;
  - ii) Contractual or Fixed term employee; or
  - iii) Casual employee.
- (2) Permanent employee means employee appointed and confirmed by the University against the sanctioned post.
- (4) The permanent employee shall be further classified as Class A, B, C and D as given in the Ordinances.
- (5) Contract or fixed term employee means any person engaged by the University for a specified work or activity for a fixed term.



- (6) Casual employee means any person engaged by the University which is paid on daily or hourly basis.
- (7) A permanent or fixed term employee may be employed to undertake additional work as a casual staff member and be paid as a casual staff member in work unrelated to, or identifiably separate from, the staff member's normal duties.

#### **42. Qualifications for Non-Teaching Posts.**

The minimum educational qualifications for non-teaching posts classified as Class A, B, C and D shall be as per Ordinances.

#### **43. Scale of Pay for Non-Teaching Employees.**

The scale of pay for the various posts in different cadres shall be such as assigned by Recruitment and Promotion Rules or Ordinances approved by the Board, from time to time.

#### **44. Recruitment and Promotion of Non-Teaching Employees.**

The recruitment and promotion of employees against non-teaching posts, classified as Class A, B, C and D, shall be as assigned by Recruitment and Promotion Rules or Ordinances, approved by the Board, from time to time.

#### **45. General Terms and Conditions of Service for Teachers and Employees.**

Teachers and employees of the University shall be governed by the following terms and conditions:

- i) subject to the provisions of the Act, all appointments shall be made on probation for a period of two years. Thereafter the appointee, if confirmed, shall continue to hold his office subject to the provisions of the Act and the Statutes till the end of the month in which he/she attains the prescribed maximum age of superannuation, as the case may be:

Provided that the Appointing Authority shall have the power to extend the period of probation of any person of the University for such periods as it may deem fit;

- ii) the employees of the University shall be entitled to allowances in addition to pay as admissible to the State Government employees;
- iii) the application of the teachers and employees of the University shall be forwarded for employment outside the University only three times in a year in accordance with the procedure specified in the Statutes;



- iv) the teachers and employees of the University shall be entitled to House Rent Allowance (HRA), City Compensatory Allowance (CCA) and all other allowances such as leave, leave travel facilities, medical reimbursement, dearness allowance, etc. as may be specified by the ordinances or regulations; and
- v) The University teachers shall perform such duties as may be assigned to them by the Board or Vice-Chancellor, apart from teaching and research. They shall be available in the Faculties or Departments or Centres or Hospital on all working days between the hours of 9.30 a.m. and 4.00 p.m., except when they have morning or evening classes, when the hours for such teachers may be changed with the concurrence of the Vice-Chancellor.

#### **46. Provident Fund, Pension, Gratuity, Other Retirement Benefits etc.**

- (1) The Teachers and employees of the University shall be covered under the Himachal Pradesh Civil Services Contributory Pension Rule, 2006.
- (2) A Teacher or employee appointed by the University, against a substantive post by direct recruitment or absorbed while on secondment and contributing to the General Provident Fund (GPF) at the time of joining the University shall continue to do so and shall be entitled to such pension, gratuity, other retirement benefits etc. in accordance with H.P. Govt. Rules in this regard.

#### **47. Group Insurance Scheme.**

Teachers and employees shall be covered under Group Insurance Scheme as adopted by the University.

#### **48. Transfer of employees to the University.**

- 1) All officers and other employees of the Himachal Pradesh University holding office as such immediately before the commencement of the Act, shall, on such commencement be allowed to exercise an option for taking over their services by the University. Such options may be accepted by the University keeping in view its requirement.
- 2) The existing rights and service conditions of such employees who opt for service in the University shall be protected. Any service rendered by any such officer or employee in the Himachal Pradesh University before transfer of services to the University shall be deemed to be service rendered in the University:

Provided that in the event of any dispute or difficulty in the matter of implementation of the provisions of this clause, the matter shall be referred to the Government, whose decision shall be final.

#### **49. Absorption of employees.**

- 1) All teachers and other employees from the Central Government, Central University or Autonomous Bodies of Central Government, State Government/ State Government Departments/State University or Autonomous Bodies of State Government, Public Sector Undertakings appointed/taken on secondment basis in public interest in the University shall be allowed to exercise option whether or not they wish their services to be taken over by the University. However, the final right to entertain the option for permanent absorption in the University will remain with the Board.
- 2) Where an employee of Central Government/Central University/ Autonomous Body of Central Government including a Statutory Body is permanently absorbed in the University, such of the past services rendered by him as would have counted for retirement benefits in that Government/Organization shall count for retirement benefits payable by the University subject to the following:
  - a) The transfer is with the consent of the parent Government/ Organization and is in public interest.
  - b) The employee has not opted to receive pro-rata retirement benefits from the parent Government/Organization.
  - c) The Central Government/Autonomous Bodies of Central Government including a Statutory Body, discharge its pension liability, paying in lump sum, by a onetime payment, the pro-rata pension/service gratuity/terminal gratuity and retirement gratuity for the services up to the date of absorption in the University.
  - d) In case the employee is on Provident Fund or Contributory Pension Scheme the accumulations in the Provident Fund or Contributory Pension Scheme account and the capitalized value of gratuity, if any, is transferred by the parent Government/Organization to the University at the time of permanent absorption. If, however, the employee has opted, within one year of permanent absorption, for counting past service rendered in the parent body as qualifying for pension by foregoing employers share of Provident Fund or Contributory Pension Scheme contribution with interest, such accumulations along with capitalized value of gratuity, if any, be transferred by the parent Organization to the University at the time of permanent absorption.
- 3) When an employee of State Government/State Government Department/State University/Autonomous Bodies of State Government or Public Sector Undertaking is permanently absorbed in the University,

his/her past services shall be counted for retirement benefits payable by the University provided that the transfer is certified to be in public interest of which the Board of the University shall be the sole judge, subject to the following:

- a) The transfer is with the consent of the State Government/ Department/State University/Autonomous Bodies of State Government or Public Sector Undertaking;
- b) The State Government/ Department /State University /Autonomous bodies of State Government or Public Sector Undertakings concerned pays to the University at the time of his/her permanent absorption in the University, the capitalized value of the retirement benefits in respect of past service of the employee in that Organization; and

In case the employee in question is on Provident Fund or Contributory Provident Fund Scheme, the accumulations in his/her Provident Fund or Contributory Provident Fund account shall be transferred by parental Department to the University at the time of permanent absorption.

#### **50. Period of Probation and Confirmation.**

- (1) Any Teacher or employee appointed by the University against a substantive post, by direct recruitment, shall be on probation for a period of two years, and those appointed to the service by promotion or special selection against a substantive vacancy shall be placed on probation for a period of one year; provided that the appointing authority may extend the period of probation for a period of another year.
- (2) In case of a Teacher or employee appointed on probation, the appointment may be terminated by one month's notice or by payment of a sum equivalent to one month's salary by either party choosing to terminate the appointment, without assigning any reason:

Provided that where the service is of less than three months, neither any notice nor payment of salary in lieu of notice shall be required.

- (3) During the period of probation, if a Teacher or employee is found unsuitable for holding that post or has not completed his/her period of probation satisfactorily, the appointing authority may, in case of a Teacher or employee appointed by direct recruitment terminate his/her services by giving one month's notice or paying him one month's salary in lieu of one-month notice or unexpired portion thereof, or;
- (4) On satisfactory completion of the period of probation, a teacher or employee shall be eligible for confirmation on that post subject to the conditions laid down in the ordinances, to be notified.

**51. Travelling and Daily Allowances etc.**

Teachers or employees shall be entitled to such travelling and daily allowance etc. according to the provisions applicable to employees of the University as may be specified by the ordinances or regulations.

**52. Medical Attendance and Treatment**

Teachers or employees shall be entitled to such medical facilities and reimbursement of medical expenses incurred for treatment for themselves and their families and dependents as may be specified by the ordinances or regulations.

**53. Leave Travel Concession.**

Teachers or employees with more than two years continuous service and having been borne on regular establishment shall be entitled to such leave travel concession as may be specified by the State Government regulations.

**54. Lien and secondment.**

The appointing authority may allow a teacher or employee of the University to be on secondment to other institutions, Central Government, State Government, Universities or Autonomous Bodies including Public Sector undertakings on such terms and conditions relating to payment of leave salary and pension contribution etc., as mutually agreed upon between the University and the borrowing authority.

**55. Record of Service.**

- (1) There shall be a personal file for every teacher or employee in which shall be placed all papers, records and other documents relating to his/her service in the University.
- (2) In addition to the personal file, a service book shall also be maintained in respect of each teacher and employee in specified form. This shall contain a history of his/her service from the date of his/her appointment in the University including grant of increment, promotion, reward, punishment, availing of L.T.C. and all other important events of his/her career. The Service Book shall also contain a leave account of the teacher and employee showing the complete record of all kinds of leave (except casual leave) earned and availed of by him/her and the balance of leave at his/her credit.
- (3) The entries in the service book shall be authenticated by the Registrar or an officer authorized in this behalf by the Vice-Chancellor.

**56. Compulsory Deductions.**

No deduction of any kind shall be made from the salary of a teacher or employee except;

- i) where a teacher or employee contributes to a duly established Provident Fund, the rules whereof have been approved by the Board, the contributions to that Fund at the prescribed rate shall be deducted from his/her salary each month;
- ii) where a teacher or employee occupies a house or other dwelling accommodation provided by the University, the amount of the license fee of that house or other dwelling accommodation shall be deducted from his/her salary each month, but where the teacher or employee is required to occupy the house or other dwelling accommodation as part of the term of his/her engagement, the amount of rent payable shall not exceed one-tenth of his/her monthly salary; and
- iii) where a teacher or employee agrees for certain deductions like refund of advances taken from provident fund, house building advance, conveyance advance, etc., electricity and water charges in respect of a house provided by the University, deductions shall accordingly be made, or where any deductions are required to be made under any law or by an order of the Board, such deductions shall also be made.

#### **57. Special Provision for Existing Teachers and Employees.**

Every teacher and employee holding a regular post in the University at the time of notification of these Statutes, other than those who are on deputation or secondment, shall, on such notification be deemed to have been appointed under the provisions of these Statutes and shall be required to sign the agreement as specified by the Ordinances, in case he intends to continue.

#### **58. Forwarding of Application for Employment elsewhere.**

- (1) Applications for employment shall be forwarded only as per the norms approved by the Board. All teachers or employees shall be required to observe following principles for applying for jobs in Government or Private Sectors or elsewhere: -

##### **General Principles -**

- i) a permanent teacher or employee having good promotion prospectus, shall be under a normal obligation to devote his/her energies wholeheartedly to the duties of his/her post. It shall not be unjust if his/her application for other employment is withheld and not forwarded;
- ii) application of a temporary teacher or employee shall not be withheld unless there are compelling grounds to be recorded and communicated to such temporary teacher or employee. Application from a temporary

teacher or employee, who may have good prospectus of being made permanent in due course, shall be dealt with on merits;

- iii) Teachers or employees who have been given some technical training at Government expenses shall continue to serve the University at least for the bond period and withholding of application in such cases shall be justified. Board may decide the policy in such cases; and
- iv) where a teacher or employee cannot be spared without serious detriment to important work in hand, his/her application can be withheld.

(2) **Application for Posts Advertised by Union Public Service Commission.** - University teachers or employees can apply directly to posts advertised by Union Public Service Commission, but shall keep the Vice-Chancellor or Registrar informed. Subsequently, he shall seek the permission for such appointment well before appearing for the interview.

(3) **Posts in the other Institutes or Central Universities and other Comparable Institutions of Higher Education.** –

- i) the application from permanent teacher or employee should accompany with an undertaking that he/she shall either join back to the University or resign from post held by him/her in the University after three years; and
- ii) temporary teacher or employee shall give an undertaking to resign in the event of his/her selection and acceptance of new appointment.

(4) **Foreign Assignments against open advertisements:**

- (a) The teacher or employee shall apply with prior permission of the Chairperson of the Board, to be confirmed by it;
- (b) If the time is short, an advance copy can be sent to the concerned agency with a copy to the Chairperson of the Board for approval through proper channel;
- (c) Such teachers or employees shall not be considered as an official nominee of the University.

(5) **Posts not Advertised or Circulated.** - If the post is not advertised or circulated, the application shall not be forwarded.

(6) **Registration with Employment Exchange:**

- (a) Temporary teachers or employees may get their name registered with Employment Exchange with permission, but shall have to resign as and when selected.
- (b) Permanent teacher or employee can register. –



- i) only for higher post under the Government or Public Sector Undertakings or Autonomous Bodies;
- ii) on production of a “No objection Certificate” from the University;
- iii) on giving undertaking that he/she, after the completion of three years of joining the new post either re-join to the University or resign; and
- iv) when a teacher or employee re-joins his/her parent office, he/she will not be granted a “No Objection Certificate” for a period of three years to register his/her name with the Employment Exchange.

**(7) Teachers or employees under Suspension or Charge-sheeted:**

No application shall be forwarded, if the Teacher or employee is under suspension or a charge sheet has been issued or filed in the court or prosecution sanction has been accorded.

**(8) Teachers or employees whose conduct is under investigation:**

An application of a teacher or employee whose conduct is under investigation may be forwarded with brief comments on the nature of allegations and with a note that he/she shall not be released if the teacher or employee is placed under suspension or a charge sheet is issued or filed in the court or prosecution sanction is accorded before his/her selection.

**59. Conditions for Affiliation/ Affiliation Privileges of the University.**

- (1) Colleges related to various disciplines of health sciences, located within the University area may, on satisfying such conditions as laid down by Statutes or Ordinances for the purposes of affiliation, be affiliated to the University.
- (2) The rights conferred on a college by affiliation may be withdrawn in whole or in part or may be modified, if the college has failed to comply with any of the provisions of statutes or ordinances governing the affiliation or if the affairs of the college are conducted in a manner which is prejudicial to the interests of education.
- (3) Any institution situated within or outside the University area, which conducts specified research or studies may be recognized by the Board as a recognized institution for such purpose and in such manner and subject to such conditions, as may be prescribed.
- (4) Any such recognition may be withdrawn either in whole or in part or may be modified in such manner and for such reasons, as may be prescribed.
- (5) Colleges and other institutions within the limits of University may be

admitted to such privileges of the University as the Board may decide on the following conditions, namely:-

- i)** Every college or institution seeking privilege of affiliation shall have regularly constituted management, consisting of not more than twenty persons of which the composition shall be as provided in the Ordinances. The rules pertaining to all matters concerning the working and the management of the college/institution and those relating to the personnel of the management shall conform to the Statutes and the Ordinances of the University as also to the conditions of the Government grants. Such rules and personnel will require the approval of the Board;

Provided further that the said condition shall not apply in the case of colleges and institutions maintained by the Government which shall, however, have an Advisory Committee which shall consist of, among others, at least three teachers including the Principal of the college or the institution, and two representatives of the University.

- ii)** As a condition of affiliation and continuation of affiliation, management of every such college or institution shall satisfy the Board in the following points, namely: -
  - a.** that the college or institution is established on a permanent and sound footing;
  - b.** that it has the requisite land and buildings or funds necessary to acquire or construct the same;
  - c.** adequacy of equipment for teaching;
  - d.** adequacy of teaching staff, its qualifications and conditions of service;
  - e.** adequacy of arrangements for the residences, welfare, discipline and supervision of students;
  - f.** that an adequate financial provision is available for its efficient maintenance and functioning in the form of an endowment or a promise of grant-in-aid from the State Government or both; and
  - g.** such other matters as are essential for the maintenance of the standards of University education.
- iii)** No college or institution shall be admitted to any privileges of the University except on the recommendations of a Committee of Inspection



as may be provided in the Ordinances.

- iv) Organizations/colleges and institutions desirous of admission to any privileges of the University shall be required to intimate their intention to do so in writing so as to reach the Registrar not later than the date, as may be provided in the Ordinances.
- v) A college may not, without the permission of the Board, suspend instruction in any subject or course of study which it is authorized to teach and teaches.
- vi) The University will consider the request of any private college/institution for grant of affiliation if accompanied by essentiality certificate/no objection certificate from the Government to start the college/institution.
- (6) Appointments to the teaching staff of such college or institution shall be made on the recommendations of a Selection Committee as provided by the Ordinances:

Provided that the provisions of this clause shall not apply in the case of colleges and institutions maintained by the Government.

- (7) Every such new college and institution shall be inspected as per requirement of the regulatory bodies for the respective courses by a committee consisting of a nominee of the Chancellor, who shall be the Chairperson thereof, Dean(s) of Faculty (ies) concerned and a nominee of the Vice-Chancellor. The report of the Committee shall be submitted to the Vice-Chancellor who shall forward the same to the Board of Management with any observations and recommendations as he/she may deem fit. The Board of Management, after considering the observations and recommendations of the Vice-Chancellor shall cause a copy of report of the Committee to be forwarded to the management of the institution or college for such action as it may be pleased to direct.
- (8) The Board of Management may withdraw any privileges granted to a college or institution if at any time it considers that the college or institution is not fulfilling the requisite conditions;

Provided that before any privileges are so withdrawn the management shall be given an opportunity to represent to the Board why such action shall not be taken.

Subject to the conditions set forth above, the Ordinances may prescribe such other conditions as may be considered necessary and also the procedure for the admission of the colleges and institutions to the

Privileges of the University and for the withdrawal of these privileges.

**60. Maintenance of Discipline among students of the University.**

- (1) All powers relating to discipline and disciplinary action are vested in the Vice- Chancellor.
- (2) The Vice-Chancellor may delegate all or such powers as he/she deems proper to such other persons as he/she may specify in this behalf.
- (3) Without prejudice to the generality of power to enforce discipline under the Statute, the following will amount to act of gross indiscipline:
  - a) Physical assault, or threat to use physical force, against any member of the teaching or non-teaching staff of any Institution, Department or against any student within the University. Carrying or use of, or threat of use of any weapon;
  - b) any violation of the provisions of the Civil Rights Protection Act,1976;
  - c) violation of the status, dignity and honour of students belonging to the Schedule Castes and Scheduled Tribes;
  - d) any practice whether verbal or otherwise derogatory to women;
  - e) any attempt at bribing or corruption in any manner;
  - f) willful destruction of institution and property;
  - g) creating ill-will or intolerance on religious or communal grounds;
  - i) causing disruption in any manner of the academic functioning of the University system;
- (4) Without prejudice to the generality of his/ her power relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him/her appropriate, the Vice-Chancellor, may in the exercise of his/her powers aforesaid order or direct:
  - a) that any student or students be expelled or
  - b) any student or students be, for a stated period, rusticated; or
  - c) be not for a stated period, admitted to a course or courses of study in a College, Department or Institution of the University, or
  - d) be fined with a sum of rupees that may be specified, or
  - e) be debarred from taking a University or College or Departmental

Examination or Examinations for one or more years; or

- f) that the result of the student or students concerned in the Examination(s) in which they have appeared be cancelled.
- (5) The Principals of the Colleges, Deans of the Faculties, Heads of Teaching Departments in the University and the Librarian, Dean Students Welfare, Dean of Academic Affairs, Chief Warden and Wardens of Hostels shall have the authority to exercise all such disciplinary powers over students in their respective Colleges, Faculties and Teaching Departments/ Class Rooms/ Laboratories/ Libraries within the premises of the University/ Constituent Colleges/ the Colleges within the control of the University as may be necessary for the proper conduct of Institution, Halls and teaching in the concerned Departments. They may exercise their authority through delegate authority to, such of the teachers or a Committee of the teachers, in their Colleges, Institutions or Departments as they may specify for these purposes.
- (6) Without prejudice to the powers of the Vice-Chancellor and the person to whom powers are delegated under Clause 60.2 detailed rules of discipline and proper conduct shall be framed. These rules may be supplemented, where necessary, by the Principals of Colleges, Heads of Halls, Deans of Faculties and Heads of Teaching Departments in this University. Every student shall be required to sign a declaration that on admission they submit themselves to the disciplinary jurisdiction of the Vice-Chancellor and the several authorities of the University who may be vested with the authority to exercise discipline under the Act, the Statutes, the Regulations and the Rules that have been or may be framed here under by the University

#### **61. Prohibition of and Punishment for Ragging:**

- (1) Ragging in any form is strictly prohibited, within or outside the premises of a hostel, College/Department or Institution and any part of the University system as well as on a public road or transport in its vicinity.
- (2) Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under the Statutes.
- (3) Ragging for the purposes of this Statute, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students and includes individual or collective acts or practices which:
  - a) involve physical assault or threat or use of physical force;
  - b) violate the status, dignity and honour of women students;

- c) violate the status, dignity and honour of students belonging to the scheduled castes and tribes;
  - d) expose students to ridicule and contempt and affect their self-esteem;
  - e) entail verbal abuse and aggression, indecent gestures and obscene behavior.
- (4) The Principal of College, the Head of the Department or an Institution, the authorities of College, of the University Hostel or Halls of residence shall take immediate action on any information of the occurrence of ragging.
  - (5) Notwithstanding anything in Clause 61.4 above the person to whom powers are delegated under Clause 60.2 may also suo moto enquire into any incident of ragging and make a report to the Vice-Chancellor of the identity of those who have engaged in ragging and the nature of the incident.
  - (6) The person to whom powers are delegated under Clause 60.2 may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of ragging incident.
  - (7) If the Principal of a College or Head of the Department or Institution or person to whom powers are delegated under Clause 60.2 is satisfied that for some reasons to be recorded in writing, it is not reasonably practical to hold such an enquiry, they may so advise the Vice-Chancellor accordingly.
  - (8) When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry his/her decision shall be final.
  - (9) On the receipt of a report under Clause 61.5 or 61.6 or a determination by the relevant authority under Clause 61.7 disclosing the occurrence of ragging incidents described in Clause 61.3 (a), (b) and (c) the Vice-Chancellor shall direct or order rustication of a student or students for a specified period.
  - (10) The Vice-Chancellor may in other cases of ragging order or direct any student or students to be expelled or to be not for a stated period admitted to a course of study in college, departmental examination for one or more years or that the results of the student or students concerned in the examinations in which they appeared be cancelled.
  - (11) In case where students who have obtained degrees or diplomas of the University are found guilty under this Statute, appropriate action will be taken under Clause 19 of these Statutes for withdrawal of degrees or

diplomas conferred by the University.

- (12) For the purpose of this Statute, abetment to ragging will also amount to ragging.
- (13) All institutions, within the University, shall carry out instructions, directions issued under this Statute, and to give aid and assistance to the Vice-Chancellor to achieve the effective implementation of the Statute.
- (14) It shall be the duty of the Vice-Chancellor to present annually to the Board, a report as to the steps taken by him/ her to control and curb the evil of ragging in the University, and where incident of ragging has been reported and any lenient view has been taken, he/she shall cause the details thereof, together with a memorandum explaining the reasons for taking such lenient view, to be laid down before the Board. The Vice-Chancellor shall also ensure that the report submitted to the Board under this Clause shall be included in the Annual Report to be prepared under Clause 36 of the Act.

## **62. Power to Remove Difficulties.**

If any difficulty arises in giving effect to the provisions of these Statutes, the Board of Management may, by order of competent authority, make provisions, not inconsistent with the provisions of the Statutes, as appear to it to be necessary or expedient for removing the difficulty.

## **63. Statutes to have Overriding Effect.**

The provisions of these Statutes shall have overriding effect notwithstanding anything to the contrary contained in any other law, for the time being in force.

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