



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

**First Ordinance**

**Volume-II**

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## **Chapter XVI**

### **ADVISORY SYSTEM/MENTORSHIP FOR STUDENTS**

1. At the time of admission, the Chairperson of the University Department of Studies or of a college affiliated to or maintained by the University, shall assign an advisor/mentor to each student.
2. The Advisor shall help the student in planning the programme of his/her study and in the choice of courses. He/she shall also help the student in determining the load which he/she can safely carry and advise him/her in the matter of addition or withdrawal of courses, wherever necessary.
3. Every student shall be expected to keep constantly in touch with his/her Advisor/Mentor, particularly so during the early days of session and after the announcement of the result of the mid-term/mid-trimester examinations.
4. If an Advisor/Mentor finds that the student is not making satisfactory progress in the course, it shall be his/her duty to advise the student in consultation with the teacher teaching the course concerned, on the lines the student should work to make up the deficiency.
5. The Advisor/Mentor shall, from time to time, inform the parent/ guardian about the conduct, the progress or otherwise of the student in his/her programme of studies and the interest taken by the student in other activities in which he/she may be participating.

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## **Chapter XVII**

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

1. There shall be a committee for residence, health, physical welfare, conduct and discipline of students which shall consist of the following:
  - i. Vice-Chancellor, (Chairperson)
  - ii. Dean of Academic Affairs
  - iii. Principal of the Constituent Medical College.
  - iv. Director of Physical Education and Youth Programmes.
  - v. University Medical Officer.
  - vi. Two Principals of affiliated Government Colleges to be nominated by the Board of Management.
  - vii. One Principal of affiliated non-Government Colleges to be nominated by the Board of Management.
  - viii. One member of the Board of Management to be nominated by the Board of Management.
  - ix. Dean of Students Welfare - *Member Secretary*.
  - x. Secretary of the Students Council.
2. The members of the Committee other than the ex-officio, shall hold office for a term of three years and shall be eligible for re-appointment.
3. The Committee shall have the following function:
  - a) To advise the University and the colleges admitted to its privileges on all matters relating to the residence, health, physical welfare, conduct and discipline of students and to frame rules in this behalf.
  - b) To submit to the Board of Management an annual general report as regards all matters relating to the residence, health, physical welfare, conduct and discipline of students.
  - c) To discharge such other duties as may be assigned to it by the Board of Management or the Vice-Chancellor.

## RESIDENCE OF STUDENTS

4. Every under-graduate student, not residing with his/her parents/guardian, shall reside during the teaching session;
- i. in a hostel of the college; or
  - ii. in a University hostel; or
  - iii. in a hostel of any other college; or
  - iv. in a hostel recognised by the University.

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

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

5. A student studying in a post-graduate class may be permitted by the Chairperson of the Department/Institution to select his/her own place of residence, subject to any condition which may be considered necessary in the circumstances of the case.
6. Every college shall provide residential accommodation for such percentage of its students, as the Board of Management may, from time to time, determine.
7. If no accommodation is available in a college or University hostel, a student may be permitted to live in a lodge approved by the Head of the Institution;  
**Provided that the keeper of lodge undertakes:**
- i. to reserve the lodge for college students;
  - ii. to permit inspection at any time by the Head of the Institution or any other person authorised by the Vice-Chancellor;
  - iii. to abide by the requirements as may be laid down by the Committee for Residence, Health, Welfare, Conduct and Discipline of Students regarding the maintenance and supervision of lodges;

- iv. to ensure that no student is required to attend religious instruction or religious observances against his/her wishes or the wishes of his/her parent or guardian;
  - v. to maintain and to produce for inspection, when called for, a register of attendance;
  - vi. to ensure that no student expelled or rusticated from a college or University Department is admitted in the lodge; and;
  - vii. to ensure that no student is admitted without the approval in writing of the Head of the Institution concerned.
8. Every Head of the Institution shall maintain an up-to-date register of the residences of his/her students.
9. (a) Every Head of Institution shall make suitable arrangements for the supervision of his/her students not staying with their parents or guardians and not living in the college or University Hostel.
- (b) Within one month of the last date of admissions, every Institution shall send to the Registrar, a general statement of the residence of its students, under different heads, for information of the Committee.

## **HEALTH OF STUDENTS**

10. (a) Each Institution shall appoint a Medical Officer, who shall be a graduate in Medicine of an Indian or Foreign University, and registered as a medical practitioner, to look after the health of the students.
- (b) It shall be the duty of the Medical Officer to visit the Institution or provide the medical assistance at least twice in a week and on such occasion as may be necessary.
- (c) At least once in each academic year, the Medical Officer, assisted by the Director of Physical Education & youth program of the Institution, shall conduct physico-medical examination of every student of the Institution.
- (d) The physico-medical examination of women students shall be conducted by lady doctors only.

(e) After examination the Medical Officer shall:

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

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

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

### **PHYSICAL WELFARE OF STUDENTS:-**

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

13. The Director, Physical Education and Youth Programmes shall also:-

- i) conduct the University tournaments;
- ii) act as the Secretary to the Sports and Co-Curricular Activities Council.
- iii) assist the college in working out the schemes of physical training and sports;
- iv) organise the University athletics and the University games;
- v) advise students regarding their physical development;



- vi) deliver lectures on physical education at the educational centres, according to the programme approved by the Committee.
- vii) be in charge of the gymnasia, play-grounds and physical education equipment of the University; and
- viii) perform such other duties as may be prescribed by the Board of Management, the Committee for Residence, Health, Physical Welfare, Conduct and Discipline of students or the Sports and Co-Curricular Activities Council and those assigned to him/her by the Vice-Chancellor.

**14.** Every Students shall pay sports fee & Youth Welfare fees along with his/her admission as prescribed by the Board of Management from time to time, which shall be credited to the Sports & Co-curricular Activities Council for University and Inter-University contests.

### **CONDUCT AND DISCIPLINE**

**15.** Except in the case of a student of a post-graduate class, the Head of each Institution shall send reports twice a year to the parent or guardian of the student regarding the following matters:

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

**16.** A student involved in the violation of any of the rules or regulations of the Institution or the University, or in any way involved in any act of indiscipline, may be placed on Conduct Probation by the Head of institution. A student placed on Conduct Probation, shall not be allowed to represent the Institution or the University in any meet, tournament, youth festival or cultural competition, during the period of his/her Conduct Probation and shall also remain suspended from any office that he/she may be holding in

any student organisation. If a student who has been on Conduct Probation on previous occasions, commits an act of indiscipline, he/she shall be dropped from the rolls of the Institution/University.

## **RUSTICATION AND EXPULSION OF STUDENTS**

- 17.** Rustication shall mean the loss of one academic year i.e. the student concerned shall not be allowed to appear in any University examination during the academic year in which he/she is rusticated. The actual period of expulsion from the college or institution shall depend upon the time of the year when the rustication order is passed. A rusticated student may, with the permission of the Head of the College or Institution concerned, rejoin his/her class in the same college or institution at the time of admission in the following academic year.
- 18.** A student, who is expelled from a college or institution, shall not be allowed to appear in any University examination during the academic year in which he/she is expelled and the next following year, and shall not thereafter be re-admitted to the same or any other college or institution without the prior sanction of the Vice-Chancellor.
- 19.** Each case of rustication or expulsion shall be reported to the Registrar of the University immediately after the order is passed. A certificate signed by the Dean of Academic Affairs /Head of the College or Institution to the effect that the student had been given adequate and reasonable opportunity to explain his/her position before the order was passed shall accompany the report.
- 20.** (a) The Dean of Academic Affairs/ Head of the College or Institution, may for reasons to be recorded in writing revise or review his/her order within ten days of the original order. The order so passed along with reasons shall be immediately reported to the Registrar of the University.  
(b) The Registrar shall bring the revised order to the notice of the Vice-Chancellor.  
(c) No order of rustication or expulsion shall be revised after it has been notified under paragraph 21 below.
- 21.** (a) The Registrar shall on expiry of a period of fifteen days from the date of the order of rustication or expulsion, enter the order in the Register of students and notify it to the Dean of Studies, and to all colleges or

institutions affiliated to or maintained by the University and to the other Universities in India.

- (b) As soon as rustication or expulsion of a student has been notified by the University his/her name shall be removed from the rolls of the University Departments of Studies, or the college or institution affiliated to or maintained by the University, as the case may be, and the student shall not pay any fees during the period of rustication or expulsion.
- (c) Whenever the Vice-Chancellor is satisfied that the order rusticating or expelling a student requires revision in the light of the facts, which come to his/her knowledge; he/she may revise the order and pass such other order as may be considered necessary in the circumstances of the case. The decision of the Vice-Chancellor shall be final.

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## **Chapter XVIII**

### **CHAIRPERSON AND OTHER MEMBERS OF DEPARTMENTS OF STUDIES**

1. Besides the members, mentioned in the Statutes the following also shall be members of Department of Study:
  - (i) Teachers appointed in an honorary capacity or on special terms. Such teacher shall be eligible to hold office in the University or be member of any authority or body thereof, as if they were whole time salaried teachers.
  - (ii) Part time teachers in the Department. Such teachers shall not be eligible to be members of any authority or body of the University.
  - (iii) Persons appointed as Professors Emeritus on such terms and conditions as may be prescribed by the Board of Management from time to time. Such persons shall however, not be eligible to be member of any authority or body of the University.
  - (iv) A person appointed as Professor Emeritus shall be provided with facilities for residence, study and research in the Libraries of the University. He/she shall guide research and deliver lectures on special subjects and shall be entitled to attend the convocation.
2. A Chairperson of Department of Study shall, in addition to any other functions or duties, assigned to him/her under the Act, Statutes or these Ordinances, perform the following:
  - (i) Make admissions to all courses;
  - (ii) ensure proper distribution of research scholars, funds and other facilities amongst teacher/research scholars of the Department;
  - (iii) supervise, guide co-ordinate teaching and research work in Department;

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

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

## **Chapter XIX**

### **FACULTIES**

1. The Dean of the Faculty shall be the Chairperson at all meetings of the Faculty. In the absence of the Dean, the members present at the meeting shall elect a Chairperson for that meeting. One third of the total number of the members of the Faculty shall form the quorum and all matters shall be decided by a majority of votes of the members present and voting. In case of the votes being equally divided, the chairperson shall have a second or casting vote.
2. The Vice-Chancellor shall appoint a Deputy Registrar or an Assistant Registrar or a person of equivalent rank as the Secretary of each Faculty. It shall be the duty of the Secretary to call a meeting of the Faculty, whenever required by the Dean to do so and to send copies of proceedings of all meetings to the Registrar, who shall lay them before the Vice-Chancellor for such action as may be considered necessary.
3. Subject to the provisions of the Act, the Statutes and the Ordinances, each Faculty shall have the following powers, duties and functions:
  - (a) to make recommendations to the Academic Council regarding;
    - (i) formulation, modification and revision of courses of study, syllabi and curricula and prescription of text books and teaching methods;
    - (ii) prescription of minimum qualifications required for admission to various examination; laying down the system of examination, evaluation, holding of examinations or tests;
  - (b) to make recommendations to the Academic Council, who in turn shall make recommendations to the Board of Management regarding:
    - (i) starting, organising and abolition of colleges, departments, specialised centres and institutes maintained by the University; creation or abolition of teaching and research posts; conditions for granting and conferring of degrees, academic distinctions, diplomas and certificates;

- (ii) drafting of Statutes and Ordinances relating to various examination assigned to the Faculty;
  - (c) to act as a co-ordinating agency between the different Boards of Studies for subjects relating to the Faculty;
  - (d) to approve programmes for teaching and research in the inter- disciplinary areas, as recommended by the Heads of Divisions;
  - (e) to perform such other duties and functions as the Board of Management and the Academic Council may from time to time assign.
4. No Faculty shall take any decision on any of the matters referred to in above paragraph 3 without considering the recommendations of the concerned Board (s) of Studies. In case the Faculty does not agree with the recommendations of the Board (s) of Studies, it shall refer the matter back to the concerned Board (s) of Studies with its views for re-consideration, and in case the difference of opinion cannot be resolved even then, the matter shall be referred to the Academic Council, whose decision shall be final.
  5. No matter affecting any Faculty shall be disposed of by the Academic Council or the Board of Management without its having been first referred to the concerned Faculty or Faculties for opinion. In case of doubt the Vice-Chancellor shall decide what matter shall be referred under this paragraph to any Faculty.
  6. In the interest of inter-disciplinary study and research, the Vice- Chancellor may whenever he/she considers it necessary, call a meeting of the Deans of Faculties or a joint meeting of two or more Faculties.

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## **Chapter XX**

### **BOARDS OF STUDIES**

1. 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:**

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) 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/she was appointed to the Faculty, he/she 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.**

i) Under Graduate Board of Studies in Bachelor of Medicine and Bachelor of Surgery shall consist of:-

a) Dean of Faculty of Medicine – Chairperson;

b) Head of the Department/ Senior Professors of the subjects forming the MBBS Course of Constituent Colleges;

c) 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;

d) Principals/ Directors of all the Affiliated Colleges;

e) one Professor, one Associate Professor and one Assistant Professor/Lecturer of relevant subjects from the Affiliated Colleges as per seniority by rotation;

f) one outside expert to be nominated by the Vice-Chancellor;

ii) The Chairperson shall nominate any member out of clause (b) as Secretary.

iii) 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/she was appointed to the Faculty, he/she shall cease to be the member thereof.

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

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

i) Under Graduate Board of Studies in Bachelor of Dental Surgery shall consist of;

a) Dean Faculty of Dental Sciences- Chairperson;

b) Head of the Department/Professors of the teaching Departments;

c) One Professor, one Associate professor and one Assistant Professor from relevant Department as per seniority by rotation from Constituent & Dental Colleges;

d) Principals of all the Affiliated Dental Colleges;

e) One Professor, one Associate Professor and one Assistant Professor/ lecture from the Affiliated Colleges as per seniority by rotation;

f) One outside expert to be nominated any member out of clause (ii) as Secretary.

ii) The Chairperson shall nominate any member out of clause (b) as Secretary.

iii) 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/she was appointed to the Faculty, he/she shall cease to be the member thereof.

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

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

- i)** Under Graduate Board of Studies in Nursing Sciences shall consist of:
  - a)** Dean Faculty of Nursing Sciences- Chairperson
  - b)** Principals of all the Affiliated Nursing Colleges;
  - c)** Two teachers from relevant teaching Departments as per seniority by rotation from Constituent Nursing Colleges;
  - d)** Two teachers from the Affiliated Colleges as per seniority by rotation;
  - e)** One outside expert to be nominated by the Vice-Chancellor
- ii)** The Chairperson shall nominate any member out of clause (b) as Secretary.
- iii)** 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/she was appointed to the Faculty, he/she shall cease to be the member thereof.
- iv)** Two-fifths of the members shall form a quorum.

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

- i.** Under Graduate Board of Studies in Pharmaceutical Sciences shall consist of:
  - a)** Dean Faculty of Pharmaceutical Sciences- Chairperson;
  - b)** Professor/Head of the Department of the relevant teaching Department from Constituent College;
  - c)** two teachers from relevant teaching Department as per seniority by rotation from Constituent College;
  - d)** Principals of all the Affiliated Colleges;

- e) two teachers from the affiliated Colleges as per seniority by rotation;
- f) one outside expert to be nominated by the Vice-Chancellor.
- ii. The Chairperson shall nominate any member out of clause (b/d) as Secretary.
- iii. 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/she was appointed to the Faculty, he/she shall cease to be the member thereof.
- iv. Two-fifths of the members shall form a quorum.

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

- i. Under Graduate Board of Studies in Para- medical Sciences shall consist of:
  - a) Dean Faculty of Para-medical Sciences- Chairperson (that the chairperson shall be from amongst the Heads of the Departments of Microbiology, Biochemistry, Pathology Anaesthesia, Radiology of the Constituent/Affiliated Medical College by rotation and seniority);
  - b) Principal or his nominee of all the Affiliated Colleges of Para-Medical Sciences;
  - c) Two teachers from relevant teaching departments as per the seniority by rotation from constituent college;
  - d) two teachers from the Affiliated Colleges as per seniority by rotation;
  - e) one outside expert to be nominated by the Vice-Chancellor.
- ii. The Chairperson shall nominate any member out of clause (b) as Secretary.
- iii. 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/she was appointed to the Faculty, he/she shall cease to be the member thereof.

iv. Two-fifths of the members shall form a quorum.

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

i. Under Graduate Board of Studies in Indian System of Medicine shall consist of:

a) Dean Faculty of Indian System of Medicine- Chairperson;

b) Principal of all the Affiliated Colleges of Indian System of Medicine;

c) two teachers from the Affiliated Colleges of Indian System of Medicine 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 clause (b) as Secretary.

iii. 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/she was appointed to the Faculty, he/she shall cease to be the member thereof.

iv. Two-fifths of the members shall form a quorum.

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

3. The term of office of members or the Board of Studies, other than that of the ex-officio members, shall be two years. Provided, however, that when a teacher appointed on the Board of Studies

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

Provided further that any member, other than ex-officio member, shall cease to be a member of the Board of Studies if he/she absents himself from more than two consecutive meetings of the Board of Studies without leave of absence from the Chairperson concerned.

#### **4. Meetings of the Board of Studies:-**

- i) The Board of Studies (UG/PG) shall ordinarily meet atleast once a year or as and when required.
- ii) Two fifth members shall form a quorum for a meeting of the Board of Studies.
- iii) The Chairperson of the Board of Studies shall convene and preside over the meeting of the Board of Studies.
- iv) 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.
- v) 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.
- vi) 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.
- vii) 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.

- viii) 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.
- ix) 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 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.
- x) 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.

## **5. Functions of the Board of Studies: -**

- i) 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 students 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.

6. The Board of Studies shall make changes, if any, in the syllabus at least a year before the commencement of the academic year/semester to which the syllabus concerned pertains. Provided that the syllabus once made applicable shall ordinarily continue for three years.

**Note:- Till the University has its constituent College(s) the Secretary to Board of Studies can be appointed out of the members of the Affiliating Colleges.**

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## **Chapter XXI**

### **OFFICERS OF THE UNIVERSITY/ DEAN OF STUDIES**

1. The Dean of Studies shall be allowed such additional allowance, as may be determined by the Board of Management at the time of appointment.
2. Subject to the provisions of the Act and Statutes, the Dean of Studies will function under the overall control of the Vice-Chancellor and will look after the academic and administrative matters of the University.

### **DEAN OF STUDENTS WELFARE**

3. The Dean of Students Welfare shall be allowed such additional allowance, or other facilities, like free residence, as the Board of Management may determine at the time of appointment.
4. In addition to the other duties and functions as the case may be, the Dean of Students Welfare shall also:
  - i) make arrangements for the residence, messing, supervision and discipline of students residing in the University hostels;
  - ii) supervise and approve boarding and lodging arrangements of the students living outside the campus;
  - iii) supervise co-curricular and cultural activities of the students in the University campus at Mandi;
  - iv) work in collaboration with the Director of Physical Education and Youth Programmes, in respect of the Physical welfare and N.C.C., N.S.C., N.S.O., and other co-curricular activities of the students of the Atal Medical & Research University campus at Nerchowk Mandi;
  - v) Offer advice and guidance to Associate or Assistant Deans of Students Welfare.
  - vi) direct a programme of student counseling and assist in the placement of MBBS of the University;

- vii) arrange, as far as possible, for the part-time employment of students in accordance with a plan approved by the Vice-Chancellor,
- viii) obtain travel facilities for holidays and study tours of students;
- ix) keep in touch with the guardians of the students concerning the welfare of the students;
- x) perform such other duties and functions, as may be assigned to him/her by the Board of Management or the Vice-Chancellor.

### **CHIEF WARDEN**

**4 (A).** The Chief Warden shall be allowed such additional allowance, or other facilities like free residence, as the Board of Management may determine.

**4 (B).** In addition to other duties and functions detailed as the case may be the Chief Warden shall also:

- a. Make arrangement for the residence, messing, supervision and discipline of students residing in the University hostels or any other duty assigned to him/her by the Vice-Chancellor;
- b. The Chief Warden shall function as drawing and disbursement officers in respect of hostels;
- c. The Chief Warden shall be responsible for the smooth functioning of the hostels; and
- d. The Chief Warden shall be responsible for allocation of accommodation/ seats to the students in consultation with the Warden in accordance with the rules.

### **REGISTRAR**

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

i. From amongst the academicians in the field of Health Sciences who are not lower in rank than that of Professor with five years' standing;

**Or**

ii. From amongst the officers of the Government, who are not lower in rank than that of an Additional Secretary to the Government;

**Or**

iii. By transfer from amongst the Registrars of other Universities of Health Sciences, Medical or Technical Universities in the Country.

**Or**

iv. 15 years' of Administrative experience, of which 8 years' shall be as Deputy Registrar or an equivalent post.

**Or**

v. On deputation from Himachal Pradesh Administrative Services who have put in at least nine years' service in Himachal Pradesh Administrative Services, under the State Government,

6. The Registrar shall be paid such salary as may be determined by the Board of Management at the time of appointment.

## **CONTROLLER OF EXAMINATIONS**

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

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

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

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

### **FINANCE OFFICER**

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

- i. A master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven- point scale;
- ii. At least 15 Years' of experience as Assistant Professor in AGP of 7000 and above or with 8 Years' of service in the AGP of 8000 and above including as Associated Professor along with experience in educational administration.

**Or**

Comparable experience in research establishment and / or other institutions of higher education

**Or**

15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

**Or**

Controller or equivalent, HPFAS qualified on secondment from State Treasury and Accounts department.

**9. (i)** The salary of the Finance Officer shall be such as may be determined by the Board of Management at the time of making the appointment.

### **LIBRARIAN**

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

- (i) Masters degree in Library Science/Information Science/Documentation with at least fifty five percent marks or its equivalent grade and a consistently good academic record;
- (i) One year specialization in an area of information

technology/Archives and Manuscript keeping Masters Degree in an area of thrust in the Institution; and

- (ii) At least ten years as a Deputy Librarian in a University Library or fifteen years experience as a College Librarian.
- (iii) Evidence of innovative Library service and organization of published work.

## **DESIRABLE**

Ph.D. degree in Library Science/Information Science/ Documentation/ Archives and Manuscript keeping.

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

**12.** (a) The Board of Management shall frame rules for the use of the University libraries, and the Librarian shall be responsible for the strict observance of those rules and for the internal discipline and arrangements in all the libraries.

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

**13.** (a) The Librarian shall be responsible for the preparation of the library budget for all the University libraries and it shall be his duty to communicate to each library in the beginning of the financial year the amount which is sanctioned by the Board of Management for the purchase of library material.

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

**14.** The Librarian shall also –

- (i) ensure that the purchase requisitions for all library material in all the libraries is initiated in proper time and the subscription to all the

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

## **SECRETARY TO THE VICE-CHANCELLOR**

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

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

**16.** The qualifications for the post of Dean of Colleges-cum-Director, College Development Council shall be the same as are prescribed for the post of Professor in the University.

**17.** The Dean of Colleges-cum-Director, College Development Council

shall be appointed by the Board of Management for a period of three years in the scale of (pre-revised) plus other admissible allowances as per University rules. He may be re-appointed for another term of three years but not beyond the age of 65 years. Appointment may also be made by way of deputation.

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

### **DIRECTOR, PHYSICAL EDUCATION AND YOUTH PROGRAMMES**

**19.** Qualifications for the post of Director, Physical Education & Youth Programmes

- i) Ph.D. in Physical Education.
- ii) Experience of at least eight years as University Deputy or 12 years as University Assistant Director, Physical Education/College DPES (Selection Grade).
- iii) Participation in at least two National/International Seminars/Conferences.
- iv) Consistently good appraisal reports.
- v) Evidence of organising competitions and conducting coaching camps of at least two weeks duration.
- vi) Evidence of having produced good performance teams/athletes for competitions like State/National/Inter University/Combined University etc.
- vii) Passed the Physical Fitness Test.

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## **Chapter-XXVII**

### **RULE FOR THE RESIDENT STUDENTS**

#### **1: GENERAL RULES:**

- 1) All Rights of Admission to the University Hostels are reserved with the Chief Warden. These rights shall be exercised on the recommendations of the Wardens/ Hostel Welfare Officers Committee. All admission will be made strictly on the basis of merit in the qualifying examination.
- 2) Admission to the University hostels will be open at the beginning of the session and the students will be admitted on the basis of merit. 75% of the seats shall be reserved for the students passing their qualifying examination from Atal Medical & Research University, H.P. and 25% of the seats will be open to all. However, 15% and 7.5% of the seats available shall be reserved for students belonging to scheduled castes and scheduled tribes respectively.
- 3) The merit for admission to the hostel seats will be the same that forms the basis for admission in each course under different teaching departments.
- 4) A candidate who applies for admission in any reserved category, but is admitted in the general category because of his/her merit will be considered in the category mentioned in his/her application form for the purpose of admission to hostel provided he/ she is eligible in that category.
- 5) All hostels will formally close on the day of the last regular examination. Each boarder will have to vacate his/her room within 72 hours of the termination of his/her regular examination. Fine per day or any disciplinary action, if required, will be taken for overstay.
- 6) Research Scholars and students of Post Graduate classes who are doing their work may be permitted to stay in the hostel during vacation on the specific recommendation of the Chairman/ Supervisor. Foreign students studying in the University Departments and who are not in the final year may be allowed to stay in the hostel during the vacation. The students

belonging to the tribal area who cannot go to their homes due to bad weather will also be permitted to stay in the hostel during the vacation on the specific recommendation of the Chairman of the department concerned.

7) Admission shall be sought afresh in every academic session and will be confirmed subject to the following conditions:

- (i) Receipt of a duplicate admission form duly signed by the parents/ guardian of the resident. At the time of admission an applicant will fill such a form and attach a duly stamped envelope addressed to his/her parents guardian;
- (ii) Satisfaction of the Chief Warden/ Warden/ Hostel Welfare Officer regarding proper conduct and regular payment of dues of hostel, mess and canteen in case of ex-residents;
- (iii) Hostel may be allowed to a student for pursuing Post Graduate Degree/Professional Course for a maximum period of two/three years depending upon the duration of course as well as availability of room in the hostel.
- (iv) No student pursuing second Post-graduate degree/professional course will be admitted/re-admitted to the hostel.
- (v) A student will be allowed to stay in the hostel for a maximum of three years for pursuing research degree(s). However, the admission of the boarder(s) will be cancelled the moment, he/ she gets a job in the Govt./Private/Corporation/ any other institution during the time of studies.

8) Admission to the hostel for the academic year will close 10 days after the close of admission to the department.

9) Residents shall see the Chief Warden/ Hostel Welfare Officer/ Warden for official business in the office during fixed hours. In case of

emergency, the Chowkidar on duty should be sent to the Chief Warden/ Hostel Welfare Officer/ Wardens residence.

- 10) Residence should not keep cash or jewellery or other valuable in their rooms. The responsibility for safety of their belongings will be entirely that of the residents. The residents are advised to take out an insurance against theft and fire.
- 11) Smoking is strictly prohibited in the common Room, Reading Room, Dining and Kitchen Areas.
- 12) Residents permitting or abetting unauthorized occupation of the rooms/seats shall be liable to:
  - a) Expulsion from the hostel;
  - b) Forfeiture of securities; and
  - c) Imposition of fine by the Chief Warden.
- 13) In case of non-payment of dues or violation of anyone of the hostel rules by a resident, the Hostel Welfare Officer/ Warden may get his/her room locked.
- 14) Every resident shall be responsible for the safety of the furniture given to him/her. Furniture is not to be removed from one room to another. Replacement of chair for canning or replacement of cot during the session may be done by paying charges as per rules. Damage to hostel property is a serious offence. Any boarder found guilty of damaging hostel property will be liable for disciplinary action as per hostel rules including expulsion from the hostel/ University.
- 15) Gambling, use of intoxicants and keeping of arms in the hostel premises (including room) are strictly prohibited. Residents found guilty of any such lapse in this regard will be liable to a fine of Rs. 500/- and/or expulsion from the hostel. All rooms (including almirahs and belongings) will be open for inspection by the Chief Warden/ Warden/ Hostel Welfare officer at any time.

- 16) An undertaking on a prescribed proforma from the students and their parents will be obtained at the time of admission in the hostels to the effect that he/she will not participate in any political and indisciplinary activities which harms the social, academic and congenial environment of the Hostel/ University.
- 17) Before leaving the hostel every resident shall obtain clearance from Warden/ Hostel Welfare Officer and personally hand over the charge of the room and hostel property, repair charges for any damage to the furniture will have to be paid by the residents. During vacation all boarders will deposit their room keys with the hostel clerks/warden/ hostel welfare officer failing which the result of the defaulters will be withheld.

### **1. ALLOTMENT:**

- i. Rooms will be allotted by the Warden/Hostel Welfare Officer according to the principles laid down by the Chief Warden;
- ii. Junior students shall be put up in dormitories;
- iii. Dormitory will not be allowed to a single person even on full payment. If one of resident of the dormitory leaves, either another resident would be allotted that dormitory or resident would be moved to a cubicle, if available;
- iv. Once a student has joined a particular hostel, he/she will not be allowed to shift to another hostel;
- v. No student shall be allowed to accommodate any other student in his/her room. If it is found at any stage that a student other than the boarder is staying in his/her room, the hostel admission shall be cancelled;
- vi. A student cannot shift from his/her allotted room within the hostel without the permission of the warden/ Hostel Welfare Officer;

- vii. The residents shall be in their rooms in the night and will not move to other rooms for sleeping without the permission of the Warden/ Hostel Welfare Officer;
- viii. The residents shall keep the Hostel Identity Card obtained from the Warden/ Hostel Welfare Officer with them and will present these on demand by authorities. For this, the applicants will submit an extra attested copy of the photograph alongwith the admission form; and
- ix. Unauthorized occupation in the Hostel shall not be allowed.

### **3. VISITORS AND GUESTS:**

- i) Male visitors shall see the residents of the Girls Hostel only in the visitors room during the specific hours:
- ii) Female visitor shall not visit male residents in their rooms and
- iii) Guests are not permitted to stay overnight in any hostel. However, in exceptional cases, they may be put up in the room/ Guest rooms, if any, on payment of prescribed charges, but in no case beyond two nights.

### **4. ATTENDANCE AND LEAVE:**

- (i) The gates of the boys hostels will be closed at 11.00 PM and opened at 5:00 AM;
- (ii) A resident shall under all circumstances, inform the Warden about his/her absence from the hostel. He/she shall sign the register maintained for the purpose at the hostel gate; and
- (iii) The names of the residents absenting themselves without permission for a fortnight or more may be struck off the rolls and possession of their rooms taken by the Warden/ Hostel Welfare Officer.

### **5. CONDUCT AND DISCIPLINES:**

- (i) Students shall maintain discipline and peaceful atmosphere in hostel;
- (ii) A student may be fined or expelled from the hostel by the Chief Warden/ Warden/ Hostel Welfare officer for the following reasons:
  - a) Misbehaviour of any kind, which will include disrespectful conduct towards the Warden/ Hostel Welfare Officer or other teacher, employees of the hostel and other residents;
  - b) Teasing or otherwise harassing other students and/ or the use of violence;
  - c) Stealing or pilfering Hostel/ University property or the property of other students;
  - d) Unruly conduct or rowdism;
  - e) Writing on walls, sticking of posters distribution of unauthorized handbills or notices;
  - f) Making noise or creating other disturbance including the use of radio and playing music etc. in a manner likely to disturb other boarders;
  - g) Convening, organizing, attending unauthorized meeting within the hostel premises; and
  - h) Breach of any of the hostel rules.
- (iii) No student shall keep gold or costly jewellery in his/her room;
- (iv) While visiting common room/dining hall, the student should be in proper dress;
- (v) For any willful disobedience or defiance or willful tampering with hostel property or insolvent behaviour, the student may be asked by the Warden/ Hostel Welfare Officer.
- (vi) Students shall use or handle with care all property belonging to the hostel. When a student found guilty of want on damage of hostel property, the Warden/ Hostel welfare officer may recover the cost of repair or replacement and in addition, may impose a fine or recommend imposition of fine depending on the circumstances;

- (vii) In case of any unauthorized guest/ person is found in the rooms of the boarders, his/her room as well as the admission from the concerned department will liable to be cancelled forthwith;
- (viii) All rooms in the hostel shall be opened for inspection by Chief Warden/ Hostel Welfare officer/ Warden at any time during day and night;
- (ix) Students shall not abuse, maltreat or assault hostel employees;
- (x) The dealing of the students with fellow students should be courteous. Quarrels or disputes with fellow students should be avoided. Students shall not under any circumstances, take the law in their own hands; and
- (xi) In order to solve the problems of students from time to time and to effectively implement the hostel rules as provided in the Hand Book of Information, there will be a Disciplinary Committee consisting of the Dean of Studies, Dean Students Welfare, Chief Warden and Security Officer with Dean Students Welfare as its convener.

## **6. SPECIAL RULES (FOR GIRLS HOSTEL ONLY):**

- (i) Regular roll call will be taken by the prefects of the Girls Hostel. The roll call time would usually be as under, which can be changed by the Warden from time to time, through notification;
- (ii) No girl student would stay out of the Hostel after the prescribed time;
- (iii) On Wednesday and Saturday, the girls can go to city for shopping in case the University bus facility is available for going to and coming from the city;
- (iv) The girls who are going to local guardians or to their homes must write on the register kept for the purpose, the following details:
  - a) the address where they are going;
  - b) Time and date of their departure and arrival; and
  - c) The relaxation or the guardians of the girls can meet their wards on every Monday and Friday between 2.00 pm to 5.00 pm. No one can meet the

boarders in the hostel at other timing except in case of emergency, with the prior permission of the Warden, in case they are coming from outside Mandi.

- (v) No female guest can stay in any room without prior permission of the Warden;
- (vi) No Male visitor is allowed in the rooms of the Girls Hostels; and
- (vii) The girl residents are not allowed to stay overnight out of the hostel.

In case there is such need, the Warden's prior permission in writing, must be obtained the address where one wants to stay and purpose of stay must be given.

7. The Hostel Welfare Officer/ Warden/ Chief Warden shall have the authority to punish a boarder for any act of indiscipline or violation of Hostel Rules, as under:

WARDEN/ HOSTEL WELFARE OFFICER	CHIEF WARDEN
1) Fine as would be determined from time to time.	Fine as would be determined from time to time.
2) Recommend expulsion from the hostel.	Appeal on the issue of Rules/Law and not on the issue of facts.

## 8. HOSTEL MESS:

- (i) The hostel shall have facilities for lunch dinner services. A resident shall have meals in his/her hostel only;
- (ii) Residents will not go in the cooking areas;



- (iii) All complaints requiring immediate action of the Warden/Hostel Welfare Officer should be made in writing through a member of the mess canteen committee;
- (iv) The facilities of co-operatives mess will be replaced by contract messes. A contract mess will be started with minimum strength of 50 members. Every member will have to give an undertaking that he/she will shoulder the responsibility and observe the rules of contract mess. Resident changing from one mess to another will have to clear the account for the first mess before being allowed to have meals in the second mess by the Warden/ Hostel Welfare Officer in writing. The change will be allowed only from the first of the month;
- (v) Ordinarily the residents will take food in the hostel;
- (vi) The charges will be calculated on the basis of actual number of diets taken by the residents;
- (vii) Each resident will contribute towards subsidy fund for the needy and deserving students of the hostel @ one diet per monthly along with the mess bill;
- (viii) Guest will also be served meals on the usual rates. However, the maximum diets that could be served to the resident's guest will not be more than twenty in a month. If the number of diet exceeds twenty, additional amount will be charged for the excess diets;
- (ix) If mess and canteen charges are not paid by 10<sup>th</sup> of the month, meals will not be served, nor will the defaulter be allowed to take meals as a guest of other resident. For late payment, fine per day for every mess bill separately will be imposed. After 25<sup>th</sup> of the month, a notice to pay the dues, will be served on the defaulter by the Hostel Welfare Officer/ Warden. After 30<sup>th</sup> of the month, the room will be got vacated with the order of the Chief Warden;
- (x) Cooking in the room is strictly prohibited;
- (xi) Meals will not be served before/ after the fixed hours in the rooms, except in cases of illness, and that too only with the permission of

the Warden/ Hostel Welfare Officer. The residents as well as the mess Servants be fined heavily for violating this rule;

(xii) Mess servants will be entirely under the control of Warden/ Hostel Welfare Officer who can recommend their dismissal or impose any penalty on them. Residents cannot punish the servants. They can, however, report against them to the Warden/ Hostel Welfare Officer of the hostel; and

(xiii) The messes and canteens will remain closed during the vacation. The dates for closure will be notified by the Chief Warden.

## **9. ELECTRICITY:**

- i. Residents must switch off the lights while going out of the rooms or to sleep:
- ii. Residents are allowed to use in their room electrical appliances such as electric heaters only during winter i.e. from 14th November to 14th March. In case a resident is found to be in possession of any other appliances, the same will be confiscated and the boarder will be fined. In case a resident repeats this act, the amount of fine payable will also increase accordingly; and
- iii. Residents are not to tamper with the electrical and sanitary installations. The cost of repair/ replacement due to any damage done to them will be realized from the residents.

## **10. SECURITIES AND DUES:**

a) Security and dues/other charges will be realized from the boarders of the hostel in accordance with the decision of the Board of Management or as notified by the Chief Warden from time to time.

b) All securities are charged once at the time of admission and the dues/ fee shall be charged annually. The amount so collected from the miscellaneous charges will be utilized by the Chief Warden in consultation with the Wardens/ Hostels Welfare Officers Committee for the purpose of minor L.P.G. repair and incidental charges etc.

c) Concession in hostel rest or rent may be granted on the basis of merit or sports cum poverty to the extent of 10% free ships and 15% half free ships.

d) The hostel fees will be charged from all the residents annually at the time of admission/ continuation.

e) In case of continuation of boarder a late fee per day after the date decided/ notified by the Hostel Welfare Officers/ Wardens Committees shall be charged.

f) Residents getting admission into the hostel at any time during the Month will be charged full fee for the month.

g) All residents are required to clear hostel, mess, canteen and other dues and obtain no dues certificate before they take their examination roll numbers and again all their dues must be cleared before they vacate the hostels, failing which their names will be forwarded to the Controller of Examinations Chairman of the Department for withholding the declaration of result/award of degree and other disciplinary action, including forfeiture of their securities and cancellation of the degree.

h) The Controller of Examinations, may on the report in writing of the Head of the Institution concerned, withhold the result of a candidate, who has already taken the examination if the candidate has failed to pay the dues outstanding against him/her including hostel and mess charges, or has failed to return Library books or other articles, or in case of loss has not paid the cost thereof as assessed by the head of the institution.

i) (a) Roll number slips will not be issued by the Chairman of the teaching departments without clearance from the hostel office.

(b) As soon as the Ph.D. Research Scholar submits his/her dissertations/ thesis, he/she will have to vacate the hostel room.

(c) The Controller of Examinations, will not declare the result unless the Ph.D scholars concerned produce No Dues Certificate from the Hostel/Library.

(d) Securities of mess Oas well as hostel will be refunded to a resident only after he/she cleared all the hostel dues and handed over the

possession of the room and will be adjusted against the bills only in the special circumstances after the student has left the institution. Application for refund of securities will be submitted three days before the intended date of leaving the hostel (when his/her mess account will be closed and he/she will eat on cash payment). Cheque will be got ready earlier but will be given only after the charge of the room is handed over to Chowkidar (who will sign the register) and the room is locked. All security deposits shall lapse if not withdrawn one year from the date of leaving the hostel.

## **11. APPOINTMENT AND DUTIES OF PREFECT:**

Prefects will be appointed by the Hostel Warden/ Hostel Welfare Officer from amongst the senior students of good standing to assist him/her in the administration of the hostel. Normally for every 50 students, one prefect would be appointed. Prefect will be entitled to rent free accommodation.

1. He/ she shall take the roll call at the time fixed and submit a report of absentee to the Warden/ Hostel Welfare Officer on the following day.
2. He/she shall report in writing to the Warden/Hostel Welfare Officer the names of those residents who remained absent for the whole night. Failure to report such cases will be considered gross negligence of duty and may result in his/her dismissal from prefect ship.
3. He/she shall assist the Warden/Hostel Welfare Officer in checking of rooms for ensuring that:
  - a) There are no prohibited articles in the room;
  - b) Electric fittings are not tampered with;
  - c) Guests are not kept in the rooms at night; and
  - d) There is no disturbance at night during study hours.
4. He/she shall look to the general cleanliness of the Block.
5. He/she shall keep the record of leave applications.
6. He/She shall forward all complaints regarding the Block to the Warden/ Hostel Welfare Officer.

## **12. COMMITTEES:**

For the proper and democratic functioning of the hostels, several committees, such as common room committee, mess committee, finance committee, discipline committee etc. will be formed in each hostel. Faculty members from the teaching departments may also be associated with these committees.

The committee will work closely in full co-operation with the Warden/ Hostel Welfare Officer to further the spirit of fraternity in each hostel. These committees will also be concerned with the making of new suggestions to the administration for further improvement in the hostels and to ensure proper discipline and decorum.

## **13. RESPONSIBILITIES OF THE RESIDENTS:**

Living in the hostels pre-supposes a high degree of integrity and consciousness as a member of the community. It entails a moral responsibility on the part of the resident to:

- 1) Make every effort for peaceful co-existence and maintaining the ultimate decorum; and
- 2) To observe all hostel rules meticulously in letter and spirit.

All violations of rules and directions will be subject to strict disciplinary action which in extreme cases, may lead to expulsion, forfeiture of securities and the right for future admission.

14. Any notification issued from time to time by the Chief Warden will be binding on all the residents.

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## **Chapter XXIII**

### **RELIGIOUS INSTRUCTION**

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

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**Chapter XXIV**  
**CONDITIONS OF SERVICE AND CONDUCT RULES**  
**FOR NON-TEACHING EMPLOYEES OF THE UNIVERSITY**

**Part-A**

- 1.** Save as otherwise provided in the Act and Statutes these rules shall apply to the employees of the University belonging to any of the groups mentioned below, who are under the administrative control of the Atal Medical and Research University, H.P., Mandi at Nerchowk:

**Statutory Posts**

Statutory Posts like Vice-Chancellor, Registrar, Controller of Examinations, Finance Officer or any other posts placed by the Board of Management in this group.

**Group-A**

Administrative Officers like -Secretary to the Vice -Chancellor, Deputy Registrars, Public Relation Officer, Assistant Registrars, Section Officers, System Analyst, Law Officer, Programmer or any other employee placed by the Board of Management in this group.

**Group-B**

Superintendent- Gr-II, Assistant Accountant and Assistant Security Officer or any other employee placed by the Board of Management in this group.

**Group-C**

Ministerial and other staff in a pay scale with the minimum pay of 5910-20200+1900 GP or above per month and not included in Group 'A and B' above or any other employee placed by the Board of Management in this group.

**Group-D**

All other employees not included in Group 'A', 'B', or 'C'.

- 2.** (a) Every employee of the University whether salaried or honorary shall be required to execute an agreement in form Appended to this Chapter and these rules shall be deemed to be a part of that agreement.
- (b) When in the opinion of the Board of Management special provision inconsistent with these rules are required with reference to any particular post or any office of service, the Board of Management may, notwithstanding anything otherwise contained in these rules, provide an agreement with the person appointed to such post for any matters in respect of which in the opinion of the Board of Management special provisions are required to be made;

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

**3. These rules shall not apply to:**

- i. Any employee of the University between whom and the University a special contract or agreement subsists in respect of any matter dealt with herein to the extent upto which specific provision is made in the contract or agreement (**see rule 2 above**);
- ii. Any person for whose appointment and conditions of service special provision is made by or under any law for the time being in force; and
- iii. Any employee or class of University employees to whom the Board of Management may be general or special order, direct that these rules shall not apply in whole or part. One of such classes of University employees is that employed only occasionally or which is subject to discharge at one months notice or less.

**4. If any doubt arise as to whether these rules apply to any person or not, the decision shall lie with the Board of Management.**

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

**6. The power of interpreting, changing, adding to and relaxing these rules is vested in the Board of Management.**

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

Employees of Categories	
Statutory Posts & Group A	Board of Management
Group B & C	Vice-Chancellor
Group D	Registrar (However in case of recruitment of the Technical Staff in the teaching department i.e. laboratory/Field/Technical staff etc. the Chairperson of the department and one teacher nominated by the Vice-Chancellor shall be associated with the selection committee.)

**8. Save as otherwise specifically provided in the Act, Statutes or Ordinances, the Board of Management shall fix the minimum qualifications required for each post or class**



of post and also lay down whether the post or class or posts are to be filled by direct recruitment or promotion or by both and if so in what proportion.

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

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

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

- 11. (a)** Save as otherwise provided in the Statutes, the appointment of all groups of employees shall be made by the competent authority referred to in rule 7 above on the recommendation of Selection Committees, appointed by the competent authority.

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

**(c)** In the case of recruitment to posts in group A & B the applications shall be screened by the Vice-Chancellor or by a person or persons nominated by him/her in order to prepare a list of suitable candidates for consideration by the Selection Committees constituted under the Statutes or the Ordinances. The applications for the posts in group C & D shall be similarly screened by the Registrar.

Provided further that for appointment to the posts of group C & D a screening test be held for determining the eligibility/suitability of the candidates to be interviewed if the number of applicants is very large.

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

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

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

14. Every person appointed to a regular post under the University by promotion or by direct recruitment shall, on satisfactorily completing his/her period of probation, be eligible for confirmation in the post.
15. Every employee of the University shall be deemed to be confirmed automatically unless before six months after the expiry of the period of probation he/she is conveyed orders of extension of probation period.

### **CONDUCT RULES**

16. Every employee shall at all times maintain absolute integrity and devotion to duty.
17. Every employee shall abide by and comply with the rules of the University and all orders and directions of his/her superior authorities issued from time to time.
18. Every employee shall extend the utmost courtesy and attention to all persons with whom he/she has to deal in the course of his/her duties.
19. Every employee shall endeavor to promote the interests of the University and shall not act in any manner harmful to the University.
20. Neither teacher nor employee of the University shall take part in any political activity.
21. No employee shall participate in any demonstration or resort to any form of strike in connection with his/her official duties and conduct.
22. No employee shall join or continue to be a member of any Service Association which has not obtained the recognition of the University, or recognition in respect of which has been refused or withdrawn.
23. No employee shall, except in accordance with any general or special order of the University or in the performance in good faith of the duties assigned to him/her, communicate directly or indirectly any official document or information to any University employee or any other person to whom he/she is not authorised to disclose such documents or information. Any such action on the part of the University employee shall render him/her liable to disciplinary action for misconduct.
24. An employee of the University may be called upon to perform any work as may be assigned to him/her at any time and may be transferred to any place in the interest of the University.
25. No employee shall, except with the previous sanction of the Board of Management, own wholly or in part or conduct or participate in editing or managing of any newspaper or other periodical publication or non-periodical publication.

- 26.** No employee shall, in any Radio or Television Broadcast or in any document published anonymously or in his/her own name or in the name of any other person or in any communication to the press or in other public utterance, make any statement of fact or opinion:
- i. Which has the effect of any adverse criticism of any decision of his/her superior officers or of any current or recent policy or action of the University;
  - ii. Which is likely to embarrass relations between the services of the various departments of the University (Provided that nothing in this rule shall apply to statements made or views expressed by an employee in his/her official capacity or in the due performance of the duties assigned to him/her;
  - iii. Which involves personal attacks and/or insinuations against his/her superior officers or colleagues.
- 27.** No employee shall, except in accordance with the general or special orders of the University or in the performance in good faith of the duties assigned to him/her, take directly or indirectly any official document for information to any person to whom he/she is not authorised to take such document or information.
- 28.** An employee shall devote his/her whole time to the service of the University and shall not without previous sanction engage directly or indirectly in any trade or business or undertake any employment or work other than his/her official duties:
- Provided that an employee may without such sanction undertake honorary work of social or cultural nature or occasional work of a literary or artistic nature subject to the condition that his/her official duties do not suffer:
- Provided further that the teacher shall be obliged to do any examination work including invigilation, setting of papers, evaluation/re-evaluation of scripts, etc., that may be assigned to him/her by the University.
- 29.** When any employee has the power to decide officially any proposal or express opinion or take any other action, when that proposal or opinion or any other action is in respect of either himself/herself or an individual in whom he/she is interested, he shall not express any opinion or take other action or decision but shall submit the case to his/her superior officer after explaining the reasons and nature of personal interest.
- 30.** (1) No University employee shall, except with the previous sanction of the Vice-Chancellor, ask for or accept contributions to, or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.
- (2) No University employee shall :

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

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

**Explanation:**

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

- (2) No University employee shall make, or permit any member of his/her family or any person acting on his/her behalf to make investment which is likely to embarrass or influence him/her in the discharge of his/her official duties.
- (3) If any question arises whether any transaction is of this nature referred to in sub-rule (1) and sub-rule (2) **of rule 31** the decision of the competent authority thereon shall be final.
- (4) **(i)** No University employee shall save in the ordinary course of business with a bank or a firm of standing duly authorised to conduct banking business, either himself/herself or through any member of his/her family or any other person acting on his/her behalf-
  - a. Lend or borrow money as principal or agent, to or form any person with whom he/she is likely to have official dealings, or otherwise place himself/herself under any pecuniary obligation to such person, or
  - b. Lend money to any person on interest or in any manner whereby return in money or in kind is charged or paid:

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

- (ii)** When a University employee is appointed or transferred to a post of such natures as would involve him/her in the breach of any of the provision of sub-rule (2) or sub-rule (4) he/she shall forth with report the circumstances to the competent authority and shall there after act in accordance with such order as may be made by such authority.

**Note :-** In these rule members of family in relation to a University employee shall include –

- a.** the wife or the husband, as the case may be, of the University employee, whether residing with the University employee or not, but does not include a wife or husband, as the case may be, separated from the University employee, by a decree or order of a competent court ;
- b.** son or daughter or step-son or step-daughter of the University employee

and wholly dependent on him/her but does not include a child or step child who is no longer in any way dependent on the University employee or of whose custody the University employee has been deprived by or under any law;

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

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

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

- 1. No University employee shall except with the previous knowledge of Vice-Chancellor, acquire or dispose of any movable property in the shape of shares, securities or debentures or any member of his/her family.

**NOTE:-**

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

- 2. The Board of Management may at any time by general or special order require the employees to submit to the Vice-chancellor within the period specified in the order, a full and complete statement of such movable and immovable property held or acquired by them or by any member of their family at the time of entering into University service and acquired by them and any; member of their family after entering into such University service, as may be specified in the order. Such statements shall include details of the means by which or the source from which such property was subsequently acquired.
- 3. No University employees shall encroach upon Government/ University Land/ Property himself or through his/her family members.

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

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

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

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

**35.** A University employee shall:

- a. strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he/she may happen to be for the time being;
- b. take due care that the performance of his/her duties is not affected in any way by the influence of any intoxicating drinks and drugs;
- c. not appear in a public place in a state of intoxication; and
- d. not habitually use any intoxicating drink or drug to excess.
- e. No employee/teacher shall make sexual harassment of the women employees at work place. The sexual harassment at the work place includes:
  - i) Physical contact and further advances.
  - ii) A demand or request for sexual favours.
  - iii) Sexually coloured remarks.
  - iv) Showing pornography.
  - v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

In the event of violation of any of these provisions, the matter shall be referred to the complaint committee/ inquiry committee constituted by the University in accordance with the judgement passed by the Hon'ble Supreme Court of India in the case Vishaka and Others Vs. State of Rajasthan and Others on 13-08-1997 to prevent sexual harassment and violence against women at their work places to enquire the factual position and the report of the said committee shall be deemed to be the Inquiry Report for taking an appropriate disciplinary action against the employees/ teachers by the appropriate appointing authorities.

## SERVICE RECORDS

- 36.** Service records of each employees of the University shall be maintained by the University.

## INCREMENTS

- 37.** Except in the case of employee of Group an increment shall ordinarily be drawn, unless it is withheld. In ordering the withholding of an increment, the withholding authority shall state the period for which it is withheld and whether this postponement shall have the effect of postponing the further increment.
- 38.** Where an efficiency bar is prescribed in a time scale the increment next above the bar shall not be given to an employee without the specific sanction of the authority empowered to withhold increment under **rule 37** above in the relevant disciplinary rules applicable to the employee or of any other authority whom the Board of Management may be general or special order authorize in this behalf.

### NOTE :-

- i. When an employee is allowed to cross an efficiency bar, which had previously been enforced against him/her, he/she should come on to the time scale at such stage as the authority competent to remove the bar may fix for him/her, subject of course to the pay admissible according to his/her length of service.
  - ii. The cases of all employees held up at the efficiency bar should be reviewed annually with a view to determining whether the quality of their work has improved and generally whether the defects for which they were stopped at the bar, have been removed to an extent sufficient to warrant removal of the bar.
- 39.** The Board of Management may grant a higher starting salary in the time Scale at the time of appointment.
- 40.**
- i. The services of a temporary employee may be terminated by the competent authority without assigning any reason and giving any notice.
  - ii. The services of any employee on probation are liable to be terminated at any time by notice of one month in writing either by the employee to the University or by University to the employee, provided that the services of any such employee may be terminated by payment to or by the University, as the case may be, of an amount equal to his/her salary for one month, or for the period by which such a notice falls short of one month.
  - iii. The services of a permanent employee may be terminated by a notice of three months or on payment of salary for such period as the notice falls short of three months or without notice on payment of three months salary, if the post in which he/she was confirmed is abolished.

## SUSPENSION

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

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

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

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

- 42.** A University employee under suspension or deemed to have been placed under suspension by an order of the appointing authority shall be entitled to the following payments namely:

- i. Subsistence allowance at an amount equal to the leave salary which the University Employee would have drawn if he/she had been on leave on half average pay or on half pay and in addition, dearness allowance, If admissible on the basis of such leave salary;

Provided that where the period of suspension exceeds three months the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period. Subsequent to the period of the first three months as follows –

- a. The amount of subsistence allowance may be increased by a suitable amount not exceeding 50% of the subsistence allowance admissible during the period of the first three months, if, in the opinion of the said authority, the reasons to be recorded in writing, not directly attributable to the University Employee;
- b. The amount of subsistence allowance may be reduced by a suitable amount not exceeding 50% of the subsistence allowance admissible during the period of the first three months, if in the opinion of the said authority, the period of suspension has been prolonged due to the reasons, to be recorded in writing, directly attributable to the University Employee;
- c. The rate of dearness allowance will be based on the increased or, as the case may be, the decreased amount of subsistence allowance



admissible under sub-clauses (a) and (b) above.

- ii. No payment under sub-rule (i) shall be made unless the University Employee furnishes a certificate that he/she is not engaged in any other employment, business, profession or vacation.

Provided that in the case of an University Employee dismissed, removed or compulsorily retired from service, who is deemed to have been placed or to continue to be under suspension from the date of such dismissal or removal or compulsory retirement, under sub-rule (3) or sub-rule (4) of Rule 12 of the Central Civil Services Classification, Control and Appeal, Rules, 1957, and who fails to produce such a certificate for any period or periods during which he/she is deemed to be placed/or to continue to be under suspension, he/she shall be entitled to the subsistence allowance and other allowances equal to the amount by which his/her earnings during such period or periods as the case may be fall short of the amount of subsistence allowance and other allowances that would otherwise be admissible to him/her; where the subsistence and other allowance admissible to him/her are equal to or less than the amount earned by him/her, nothing in this proviso shall apply to him/her.

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

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

- 44.** Leave may not be granted to an employee under suspension.

- 45.** If an employee under suspension is completely exonerated of the charges brought against him/her or where the competent authority is satisfied that the suspension was wholly unjustified, he/she shall :

- a. be reinstated in his/her original post and be entitled to all benefits that he might have earned, if he had not been suspended; and
- b. draw all emoluments minus the emoluments already drawn for the entire period of his/her suspension;
- c. the period of absence from duty during such suspension shall be treated as a period spent on duty for all purposes.

- 46.** In other cases the employee shall be given such proportion of his/her emoluments as the competent authority may decide:

Provided that such proportion shall not be less than the subsistence allowance granted under rule **42** above.

## **PENALTIES**

- 47.** The following penalties may, for good and sufficient reasons, as hereinafter provided, be imposed on an employee by the competent authority;

### **Minor Penalties:-**

- i. Censure;
- ii. Withholding of his/her promotion;
- iii. Recovery from his/her pay of the whole or part of any pecuniary loss caused by him/her to the Government by negligence or breach of orders;
- (a) Reduction to lower stage in the time-scale of pay by one stage for a period not exceeding three years, without cumulative effect and not adversely affecting his/her pension.
- iv. Withholding of increments of pay;

### **Major Penalties :-**

- v. Save as provided for in clause iii(a), reduction to a lower stage in the time-scale of pay for a specified period, with further directions as to whether or not the employees of AMRU will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his/her pay;
- vi. Reduction to lower time-scale of pay, grade, post or Service for a period to be specified in the order of penalty, which shall be a bar to the promotion of the employee of AMRU during such specified period to the time-scale of pay, grade post or Service from which he/she was reduced, with direction as to whether or not, on promotion on the expiry of the said specified period-
  - (a) The period of reduction to time-scale of pay, grade, post or service shall operate to postpone future increments of his/her pay, and if so, to what extent; and
  - (b) the employee of AMRU shall regain his/her seniority in the higher time scale of pay, grade, post or service;
- vii. compulsory retirement;

The following shall not amount to a penalty within the meaning of the rule, namely: —

- i. stoppage of the university employee at the efficiency bar in the timescale of pay on the ground of his/her unfitness to cross the bar;

- ii. non-promotion of the university employee, whether in a substantive or officiating capacity, after consideration of his/her case, to a Service, grade or post for promotion to which he/she is eligible;
- iii. reversion of the university employee officiating in a higher Service, grade, or post to a lower Service, grade or post, on the ground that he/she is considered to be unsuitable for such higher Service, grade or post or on any administrative ground unconnected with his/her conduct;
- iv. reversion of the university employee, appointed on probation to any other Service, grade or post, to his/her permanent Service, grade or post during or at the end of the period of probation in accordance with the terms of his/her appointment or the rules and orders governing such probation;
- v. replacement of the services of the university employee whose services had been borrowed from a State Government or an authority under the control of a State Government, at the disposal of the State Government or the authority from which the services of such the university employee had been borrowed;
- vi. compulsory retirement of the university employee in accordance with the provisions relating to his/her superannuation or retirement;
- vii. termination of the services—
  - (a) of the university employee appointed on probation, during or at the end of the period of his/her probation, in accordance with the terms of his/her appointment or the rules and orders governing such probation; or
  - (b) of a temporary the university employee in accordance with the provisions of sub-rule (1) of rule 5 of the Central Civil Services (Temporary Service) Rules, 1965; or
  - (c) of the university employee, employed under an agreement, in accordance with the terms of such agreement.

**48.** In addition to the grounds mentioned in Statutes 26, an employee shall also be liable to removal from service on the following ground:

- i. Disobedience of the order of an appropriate authority;
- ii. Continuous inefficiency or neglect of duty;
- iii. Intemperance or failure to observe proper moral standard in his/her personal life;
- iv. Physical or mental unfitness.

- 48-A** Notwithstanding anything else contained in the Rules/Regulations/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 months of the communication of the order to him/her.

**Form A**  
**(For Non-Teaching Staff)**

Rule 2 of chapter XXIV of the First Ordinances  
Agreement between an employee and the Atal  
Medical and Research University, H.P.

An agreement made this .....Day of .....20.....  
between ..... Son/Daughter/Wife of Shri.....  
resident of .....

.....  
herein after known as the FIRST PARTY and the Atal Medical and Research  
University, H.P. Mandi at Nerchowk through its Registrar, hereinafter known as  
the SECOND PARTY.

WHEREAS THE SECOND PARTY has engaged the FIRST  
PARTY to serve as subject to the terms and conditions laid down in the Act,  
Statutes and Ordinances of the Atal Medical and Research University, H.P. Mandi  
at Nerchowk.

**THIS AGREEMENT WITNESSTH**

1. That this agreement shall take effect and commence from the .....  
..... day of ..... 20.....
2. That the FIRST PARTY is employed in the first instance on probation for a  
period on one year and shall be paid a monthly salary of Rs..... In the  
scale of Rs. .... The period of probation may be extended further  
for one year, but the total period of probation in no case shall exceed three years.
3. The date of birth of the FIRST PARTY is in proof of which, he has produced  
the Higher School/Higher Secondary School Certificate/ Certificate of an  
examination recognised as equivalent to Higher School examination and his/her  
annexed to this agreement a certified copy thereof.
4. The FIRST PARTY agrees to be governed and bound by the terms and  
conditions relating to the University employees laid down in the Act, Statutes,  
Ordinances, Rules and Regulations of the University now in force or which may  
be enforced from time to time hereafter and such terms and conditions shall be  
deemed to be incorporated herein and shall be as much a part of this agreement  
as if they were reproduced herein.
5. The FIRST PARTY opts for the following Retirement Benefit:-General  
Provident Fund-cum-Pension-cum-Gratuity

OR

Contributory Provident Fund-cum-Gratuity.

Signed this..... day of ..... 20.....by ...FIRST PARTY Signed by  
the said in the presence of :

1. ....  
.....  
..... (Signature of witness)

(Signature)

Name .....  
(in block letters)

Address .....  
.....  
.....

And on behalf of the Atal Medical and Research University, H.P. by  
Registrar, SECOND PARTY 2

.....  
(Signature of witness)

Name.....  
(in block letters)

(Signature)

Address .....  
.....  
.....

## **Chapter XXV**

### **LEAVE RULES FOR NON-TEACHING EMPLOYEES OF THE UNIVERSITY**

1. (a) These rules shall apply to all Non-vacational employees of the University.  
(b) The power of interpreting, changing, adding to and relaxing these rules is vested in the Board of Management.  
(c) The Board of Management shall decide the Sanctioning Authority for various kinds of leave
2. Leave is earned by duty only.
3. (a) An employee who retires resigns or is otherwise discharged from the employment of the University and is re-employed, shall not get the benefit of his/her former service towards leave without specific orders from the authority sanctioning the re-employment.  
(b) An employee who is dismissed or removed from the service of the University but is reinstated on appeal or review is entitled to count his/her former service towards leave.
4. (a) Leave cannot be claimed as a right. When the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the authority, empowered to grant it.  
(b) Leave shall not be granted to an employee whom a competent authority has decided to dismiss, remove or compulsorily retire from service.  
(c) Leave at the credit of an employee in his/her leave account shall lapse on the date of compulsory retirement; provided that if in sufficient time before that day he/she has-
  - (1) formally applied for leave due as preparatory to retirement and been refused it; or
  - (2) ascertained in writing from the sanctioning authority that such leave

if applied for would not be granted, in either case the ground of refusal being the requirements of the University service, then the employee may be granted, after the date of retirement, the amount of leave so refused subject to a maximum of 120 days.

5. An employee on leave preparatory to retirement shall be precluded from withdrawing his/her request for permission to retire and from returning to duty save with the consent of the authority, empowered to appoint him.
6. All orders recalling an employee to duty before the expiry of his/her leave shall state clearly whether the return to duty is optional or compulsory. If it is optional, the employee is entitled to no concession. If it is compulsory, the employee shall be entitled to travelling allowance to the place of his/her posting from the place indicated by him/her as his/her address during the period of leave, provided that the concession shall be admissible, if he/she is required to join duty before the expiry of two-thirds of the leave granted to him. He/she will, however, get his/her leave salary upto the date he/she resumes his/her duty.
7. An employee who remains absent from duty after the expiry of his/her leave shall not be entitled to leave salary during the period of such absence, unless his/her leave is extended by the competent authority. Willful absence from duty after the expiry of leave may be treated as misbehavior involving forfeiture of appointment or termination of service at the discretion of the appointing authority.
8. Leave shall be of the following kinds:
  - A. Unrecognized kinds of leave**
    - (i) Casual leave
    - (ii) Special Casual leave
    - (iii) Compensatory leave
  - B. Ordinary kinds of leave**
    - (i) Earned leave
    - (ii) Half pay leave

- (iii) Commuted leave
- (iv) Leave not due
- (v) Extraordinary leave

### **C. Special kinds of leave**

- (i) Maternity leave
- (ii) Paternity leave
- (iii) Special Disability Leave for Injury Inflicted Intentionally
- (iv) Special Disability Leave for Accidental Injury
- (v) Study Leave

## **8A. Unrecognized kinds of leave**

### **8A(i) Casual Leave**

Admissibility of casual leave to a govt. servant shall be:

- 12 days for those who are in service on 1<sup>st</sup> January of a calendar year and will remain in service till 31<sup>st</sup> December of that calendar year. The credit of entire amount of leave is to be afforded on 1<sup>st</sup> January itself.
- For those who join University service during the currency of a calendar year, remaining months of that calendar year shall be calculated. They will be entitled to casual leave @ 1 day for each such remaining month.
- Casual Leave can be granted immediately after one has become entitled to its credit. In any one spell casual leave for more than 8 days is not to be allowed. However, this condition is not to be applied rigidly in cases where leave-sanctioning authority finds special circumstances to relax it.
- Casual Leave shall be allowed to be combined with Sundays and other holidays. Holidays could be prefixed, suffixed or intermixed with casual leave. Casual Leave can also be combined with Restricted Holidays, Special Casual Leave and Compensatory leave. However, its combination with Special Casual Leave and Compensatory leave would be subject to certain conditions. Casual



Leave under no circumstances, barring one case as discussed in Earned Leave, can be combined with ordinary kinds of leave or special kinds of leave.

- Employees must avail the casual leave at their credit during the year for which it is meant. In case they do not avail it by 31<sup>st</sup> December of the respective year, the balance of casual leave will not be carried forward. It will lapse on the closing day of the year itself.

### **8A(ii) Special Casual Leave**

Admissibility of Special Casual Leave individually for each purpose shall be as follows-

#### **1) For Sporting Events**

Special Casual leave for sporting events shall be admissible:

- For attending coaching or training camps under Rajkumari Amrit Kaur Coaching Scheme or similar All India Coaching or Training Schemes.
- Attending coaching or training camps at the National Institute of Sports, Patiala.
- Participating in mountaineering expeditions.
- Attending coaching camps in sports organized by National Sports Federation/ Sports Boards recognized by All India Council of Sports.
- Participating in trekking expeditions.
- Participating in inter-ministerial and inter-departmental tournaments and sporting events.
- For participation in Ski Training/ Meets/ Competitions organized or approved by the Mountaineering Institute and Allied Sports, Manali.

### **Quantum for Sporting Events**

- For participating in inter-ministerial and inter-departmental tournaments, maximum amount of Special Casual Leave shall not exceed 10 days in a year. Special Casual Leave admissible for other

sporting events shall be 30 days in a calendar year. The facility of Special Casual Leave includes the time spent in journey for participating in such events. Technical officials who are concerned with the administration of these events are also entitled to equal number of special casual leave.

- Employees who are selected for participating in sporting events of national/international importance, the period of actual days on which they participate in the events is to be treated as duty. Period of actual days here means the duration of the event. To and fro journey days will be a part of his duty. If some coaching camps are organized prior to such participation, the duration of such coaching camps will also be treated as duty.

## **2) For Family Planning**

Quantum of Special Casual leave for promoting the small family norms/ family welfare programme of the government is as under:

- When a male university servant undergoes vasectomy operation for the first time, he is entitled to a maximum of 10 working days special casual leave. If his first operation fails and he goes for the operation for second time, another 10 days special casual leave will be granted to him. Holidays and Sundays will not be counted for calculating the number of working days on either of the occasions. However, application for the grant of such leave should be supported with a medical certificate. If the leave is granted for the second time, the second medical certificate should have a mention that the operation was necessitated for the second time due to failure of the first one.
- If wife of an employee undergoes tubectomy, laparoscopy or salpingectomy operation, the male employee will be entitled to a maximum of 7 days Special Casual Leave. This facility is admissible for the second time also where his wife has to undergo such operation for the second time due to failure of the first operation. It has to be certified by the Medical Officer that the wife of the government servant has undergone such operation for the second time due to failure of the first operation. The leave should

follow the date of such operation. This leave will be in addition to the Special Casual Leave admissible to his wife, if she be a government servant.

- A male employee, whose wife undergoes tubectomy/salpingectomy operation after Medical Termination of Pregnancy shall be entitled to Special Casual Leave maximum for 7 days. This is subject to the production of medical certificate to the effect that his wife has undergone such operation after medical termination of pregnancy. It need not be stated in the certificate that the presence of the employee was required to look after his wife.
- To female employees, the maximum quantum of Special Casual Leave admissible for undergoing Tubectomy/laparoscopy operation shall be 20 days. Another 20 days Special Casual Leave can be sanctioned to her where she has to undergo such operation for the second time due to failure of the first operation. She will also be entitled to 14 days of Special Casual Leave if she undergoes salpingectomy operation after Medical Termination of Pregnancy.
- One day Special Casual Leave is admissible to female govt. servants for the purpose of insertion or re-insertion of IUCD.
- If the female university employee has to undergo re-canalisation operation, she will be entitled to maximum 21 days of Special Casual Leave. This number of 21 days is to be restricted by the actual days for which she remained hospitalized for this purpose.
- In case the husband of a female employee undergoes vasectomy operation, she will be entitled to one day Special Casual Leave for the day of such operation.
- If the university employee has to undergo recanalization operation due to the death of his/her child(ren). Subject to the recommendations of the doctor, the quantum of leave available for this purpose shall be up to 21 days or the period for which the employee remains hospitalized, whichever is less. In addition to this, the employee are also entitled to and from journey days as Special Casual Leave, for undergoing this operation. The facility of Special Casual Leave for recanalisation operation, is subject to the following conditions:

- The recanalization operation should be performed in a hospital/ medical college/ Institute where such facility exists. Alternatively, the operation should have been performed in a private hospital who is duly nominated by the State Governments/Union Territories for performing recanalisation operations.
- The attending Medical authority should certify the period for which hospitalization of the employee was essential for performing operation and post-operation recovery.
- The employee should either be unmarried or should not have more than two children at the time of conduct of this operation. However, this facility shall also be admissible to those employees who desire recanalisation for substantial reasons e.g. a person who has lost all male children or all female children after undergoing vasectomy/tubectomy operation.

### **Additional Special Casual Leave for Family Programme**

Extension of Special Casual Leave/Additional Special Casual Leave will be allowed in the following cases

- Where the hospitalization of the employees is necessitated as a result of such operation, beyond the maximum amount of Special Casual Leave as discussed earlier in this Sub-Section, the entire period of their hospitalization caused due to post operation complications will be treated as Special Casual Leave.
- Where the employee concerned is not fit to resume duty after the vasectomy operation but does not remain hospitalized and needs more rest, additional 7 days Special Leave can be sanctioned in his favour; and
- Where the employee has undergone tubectomy operation and is not fit to resume duty after the expiry of normal Special Casual Leave admissible, additional 14 days Special Casual Leave can be sanctioned to her if she does not remain in hospital.

### **3)For Poetical Symposia**

University employees invited by the Himachal Pradesh Academy of

Arts and Culture for attending poetical symposia, shall be entitled to Special Casual Leave up to a maximum of 30 days in a year. This will include the time spent in attending the symposia and to and from journey time. This facility is available only in those cases where the employee has received a formal invitation from the said Academy. This facility is not available if the symposia are being organized at the place of posting of the employee beyond normal working hours. This implies that if the symposia are being organized during office-hours, the employee will be entitled to Special Casual Leave.

### **Combination:**

Special Casual leave can be taken in combination with other regular leave. It can also be combined with casual leave. It is not to be sanctioned when combined both with casual leave and regular leave together. In simple words, the employees can be allowed to combine either Casual leave or regular leave with Special Casual Leave. However, they can combine more than one kind of **regular** leave with Special Casual Leave. Special Casual leave, like casual leave, can also be prefixed and suffixed with Sundays and other holidays.

### **8A(iii) Compensatory Leave**

The provisions relating to Compensatory Leave shall be applicable only to a part of the non- gazetted staff of AMRU. These are not applicable to:

- The Gazetted Servants;
- Those employees who are entitled to over-time allowance in lieu of putting extra duty;
- Field, Technical and Inspection Staff of the university. However, Drivers are allowed Compensatory leave if deployed on duty before or beyond office hours or on holidays etc.
- Where weekly off cannot be given, Chowkidars will be entitled to one day Compensatory Leave in lieu thereof.

### **Credit**

The authority that is competent to sanction Casual Leave to that category of employees shall maintain the compensatory leave account. The account is to be maintained only in respect of those employees who are entitled to

the grant of Compensatory Leave.

No compensatory leave is to be granted if the employees are deployed for duty for a period not exceeding one hour before the commencement of office hours. This credit is also not to be given if they are deployed for duty for a period not exceeding one hour after the close of office hours. The credit of Compensatory leave is to be afforded on the following conditions:

- If the university employees are deployed for duty officially by the authority that is competent to sanction casual leave to them;
- The extra duty is performed to dispose of certain work of emergent nature and not to clear the pending work/arrears;
- One compensatory Leave is allowed for working on a Sunday/Holiday for full day. In cases where the employees are asked to work for half a day on Sunday/Holiday, they will be entitled to half-a-day Compensatory Leave. Lunch break is the dividing line for finding out whether they have performed duty for half-a-day or for full day. Two credits of half-a-day Compensatory Leave will constitute one day Compensatory Leave.
- Compensatory leave shall also be earned when one performs emergent duties before the commencement or after the close of office hours. The credit account of such extra-duty performed, is to be maintained in hours. However, no credit is to be given for the first hour before the commencement and after the close of office hours. To take an example if the official is asked to sit in the evening up to 1930 hours and the office hours close at 1700 hours, he will be entitled to the credit of only 1.5 hours Compensatory Leave. This is so because no credit is to be afforded for the extra duty performed by him from 1700 to 1800 hours. The employee will be entitled to one compensatory leave for each such 6.5 hours of duty.
- As compensatory leave is not a recognized kind of leave and is to be allowed sparingly under emergencies, it should not be

allowed to accumulate. The person, who has earned it, must be granted the same immediately thereafter. If this is not practicable, Compensatory Leave should be allowed at the earliest convenient time to ensure that it does not accumulate. Compensatory Leave should not be allowed to exceed 3 days at a time. Compensatory leave is to be applied for on a plain paper and is to be sanctioned by the authority that is competent to sanction Casual Leave.

### **Combination with other kinds:**

Compensatory leave can be allowed to combine with Casual Leave or with Sundays and holidays. However, it should be ensured that total absence of an official from his duties, does not exceed 10 days where he has been sanctioned Compensatory Leave in combination with Casual Leave and/or Sundays and Holidays. It can also be prefixed or suffixed to regular kinds if it was earned by performing duty on Sundays and Holidays. But leave earned by performing extra duty on working days can not be so suffixed or prefixed to regular leave.

### **Lapse:**

Employees must avail the Compensatory Leave in their credit, before the 31<sup>st</sup> December of that calendar year. In case they do not avail the same by this date, the Compensatory leave to their credit will lapse. When a government servant earns Compensatory Leave during the month of December but cannot be granted Compensatory Leave during that December itself, such Compensatory Leave will be allowed to be carried forward and allowed to be availed in the next calendar year.

## **8B. Recognized/ Regular kinds of leave**

### **8B(i) Earned Leave**

- (a) Employees who are in service on the commencement of a half-year and will also remain in service till the end of that half-year shall receive a gross credit of 15 days Earned leave in advance.
- (b) Employees who are in service on the first day of the half year but will retire on superannuation in-between shall receive a proportionate credit

of Earned Leave to be calculated by multiplying complete calendar months by 5/2.

- (c) The Gross credit of Earned Leave shall be reduced by 1/10 of total EOL and Dies-non in the half-year immediately preceding this half year provided the net credit will not be any negative figure.
- (d) Earned Leave shall be allowed to be accumulated up to 300 days.
- (e) University employees can be sanctioned Earned Leave maximum for a spell of 180 days and not beyond that. In case of Class I & II employees, Earned Leave up to 240 days can be sanctioned in one spell. However, this will be sanctioned only if they require the period beyond 180 days to spend outside India, Bangladesh, Bhutan, Sri Lanka, Nepal and Pakistan.
- (f) Earned Leave up to 300 days shall be sanctioned in one spell if it is required as Leave Preparatory to Retirement.
- (g) Employees availing Earned Leave are entitled to leave salary equal to the pay they are drawing on the date of proceeding on Earned Leave.

#### **Encashment of Earned Leave:**

- (a) Ten (10) days Earned Leave shall be allowed to be encashed at the time of availing Leave Travel Concession. In all, six such encashments shall be allowed in their entire service career.
- (b) At the end of the service career of the University Employees or at the time of death of the employee, they/their families shall be allowed the encashment benefit of unutilized Earned Leave at credit of the Government servant on the day of quittal/death. A total of 300 days Earned Leaves including those encashed with LTC shall be allowed.
- (c) The orders for encashment shall be issued *suo moto* by the authorities.
- (d) Earned Leave encashment in lieu of unutilized amount of Earned leave shall be restricted to 50% of the amount of Earned Leave at credit or 150 days (including the amount of Earned Leave allowed to be encashed with LTC), whichever is less, for those employees who resign or quit the service at their own.

#### **8B(ii) Half Pay Leave**

- (a) Half-Pay leave shall be availed on any grounds even when Earned Leave is due.
- (b) It is not a requirement of the Rules that this leave can be availed only



on medical grounds.

- (c) Employees who are in service on the commencement of a half-year and will remain in service till the end of that half-year shall receive a Gross Credit of 10 Half Pay Leave in advance.
- (d) Employees who are not in service for full six months shall receive a Proportionate Credit, calculated by multiplying completed months by 5/3.
- (e) The Gross Credit of Half Pay Leave shall be reduced by 1/18<sup>th</sup> of total periods of Extra Ordinary Leave and Dies-Non in the six months preceding the half year of Gross Credit.

### **Accumulation**

An employee shall be allowed to earn and accumulate Half-Pay Leave without any limit as to its maxim.

### **Maximum single spell**

An employee can avail, if sanctioned, the entire Half-Pay Leave in his account in one spell subject to the general condition in the Leave Rules under which any government servant cannot be sanctioned leave beyond 5 years in any one spell.

### **Leave Salary:**

- (a) Leave Salary payable for Half-Pay leave shall be just half of the Leave salary payable for Earned Leave.
- (b) Allowances payable under Supplementary Rules shall not fall in the definition of Leave Salary. Therefore, if these are payable during leave, these will not be divided by 2. The rate of payment will be equal to 100 percent of what was being paid to the employees at the time of commencement of leave.

### **Encashment**

The Half-Pay leave that is in the balance of the Half-Pay leave account of the employee shall also be allowed to be encashed in the following cases:

- (i) On retirement after attaining the age of superannuation
- (ii) On premature/voluntary retirements under Fundamental Pension Rules.
- (iii) In case of death of a university servant.

- (iv) To permanent/quasi-permanent servants who are retired on invalidation.

However, half-pay leave encashment is to be restricted here. Days of Earned Leave encashed (including that encashed for LTC) + days of Half-Pay leave encashed + Date of retirement (other than superannuation retirement) should not go beyond the normal date of superannuation. This condition is not applicable in case of superannuation retirements and Half-Pay leave can be allowed to be encashed though it will take them beyond the date of superannuation. Further, while calculating the leave salary payable for Half-Pay leave encashment, D.A. is to be added only for such number of days as fall short of 300 days of Encashment of Earned Leave. From the amount of Half-Pay leave encashment, we are to deduct the following components:

- Pension/ Family Pension for the corresponding period; Enhanced portion of family pension is to be ignored and only ordinary portion is to be taken into account.
- Relief on Pension/Family Pension for the corresponding period; and
- Pension equivalent of gratuity/Death Gratuity to be calculated as under:

*Retirement/Death gratuity divided by (12 x Commutation factor)*

Only the amount remaining after deducting the above components from the amount of half-pay leave encashment is to be paid. If the amount of deduction is more than the amount of encashment, nothing is to be paid on this account.

### **8B(iii) Commuted Leave**

- (a) When the employees request for the grant of Commuted Leave, double the amount of leave availed by them shall be debited to the Half-Pay leave account. Commuted Leave shall generally be granted against the production of Medical Certificate of self-illness of the employees.
- (b) Commuted leave for the following purposes is admissible even without the production of Medical certificate:

- (i) Commuted leave shall also be admissible for approved courses of higher studies certified to be in the public interest. The maximum limit for the grant of Commuted Leave for higher studies shall be 90 days (equal to 180 days Half- Pay Leave).
- (ii) In continuation of maternity Leave female employees shall take another one year leave which is debited to their leave account. In this extended tenure of one-year leave, if the female government servant wants to avail commuted leave up to 60 days (equal to 120 days Half- Pay leave), she shall not be required to produce the medical certificate.
- (iii) This exception of one year-leave shall also be applicable to an adoptive mother subject to certain conditions.
- (c) In the cases of resignations or voluntary retirements or retirements by the university, the entire period of Commuted Leave shall automatically be treated to have been converted into Half-Pay leave. When this is done, the balance of leave salary i.e. Leave salary payable for Commuted Leave and the Leave salary payable for half-pay leave, shall be recovered from them.
- (d) However, no such recovery is to be made where the employees are not able to resume duty after the expiry of leave owing to their permanent incapacitation for service or due to their death.
- (e) Commuted leave cannot be granted as Leave Preparatory to Retirement.

### **Leave Salary:**

Employees during Commuted leave are entitled for the payment of leave salary equal to the leave salary as on Earned leave.

### **8B(iv) Leave Not Due**

- (a) Leave Not Due can be sanctioned even when other kinds of leave are due and admissible to the employees if they specifically request for the grant of this kind of leave.
- (b) Leave Not Due shall be Half- Pay leave granted in advance of earning but it will not be allowed to be commuted.
- (c) Leave Not Due shall be sanctioned by Board of Management of the University.

### **Maximum single spell**

(a) Maximum limit of LND in the entire service of a servants shall be 360 days. They shall avail it either in one spell or in different spells.

(b) It shall not be granted for more days than the employees will earn Half-Pay leave in their remaining service.

(c) Permanent employees can be sanctioned Leave Not Due on medical certificate, irrespective of the type of illness if the Leave Sanctioning authority is reasonably satisfied that they will be returning to duty after the expiry of leave.

(d) Temporary employees shall be granted LND if they fulfill the following conditions:

- They have completed one year of service; and
- The temporary post that they are holding should last till their return to duty.
- Leave sanctioning authority has reasons to believe that the servant will be returning to duty after the expiry of leave.
- They are suffering from T.B., Leprosy, mental Illness or Cancer and are undergoing treatment for:
  - Pulmonary tuberculosis or pleurisy of tubercular origin, in a recognized sanitarium.
  - Pulmonary tuberculosis or pleurisy of tubercular origin, at his residence under a tuberculosis specialist recognized by the State government for the treatment of such disease. The specialist should also certify that there are reasonable chances of recovery on the expiry of the leave recommended.
  - Tuberculosis of any other part of the body, by a qualified tuberculosis specialist or a Civil Surgeon or Staff Surgeon; or
  - Leprosy, in a recognized leprosy Institution or by a Civil Surgeon or Staff Surgeon or a specialist in leprosy hospital recognized as such by the Health Department of the State government.
  - Cancer or for mental illness, in an institution recognized for the treatment of such disease or by a Civil Surgeon or Staff Surgeon or a specialist in such diseases.

(e) Female employees can be granted Leave Not Due up to one year in

continuation of Maternity leave

### **Leave salary**

- (a) Leave salary for Leave Not Due shall be equal to the leave salary for Half-Pay Leave.
- (b) When a government servant who has been granted Leave Not Due, resigns or seeks voluntary retirement without returning to duty from leave, it shall be presumed that Leave Not Due was never sanctioned in favour of that government servant. As a result of this the resignation or voluntary retirement will become effective from the date of commencement of Leave Not Due. Any leave salary paid on this account will also become recoverable.
- (c) This will also apply to those employees who are retired compulsorily as a measure of penalty under Central Civil Service (Classification, Control and Appeal) Rules.
- (d) When a government servant who has been granted Leave Not Due, resigns or seeks voluntary retirement after returning to duty but before earning Half-Pay leave equal to the number of days of Leave Not Due granted, leave salary equal to the number of days which have not been earned, becomes recoverable from such a government servant.
- (e) This will also apply to those employees who are retired compulsorily as a measure of penalty under Central Civil Service (Classification, Control and Appeal) Rules.
- (f) If an employee becomes permanently incapacitated for further service or dies or is retired prematurely by the university under the Fundamental Rules or the Pension Rules, on attaining requisite age or after completion of minimum requisite qualifying service, no recovery on account of Leave Not Due is to be made. This will apply irrespective of the fact whether the employee returned to duty or not.

### **8B(v) Extra Ordinary Leave**

Extra-Ordinary Leave shall be granted to employees when:

- Other kinds of leave are not due and admissible; or
- Other kinds may be due and admissible, but the employee specifically requests for the grant of this kind of leave.

### **When not granted**

This kind of leave cannot and shall not be sanctioned concurrent with the

period of notice for voluntary retirement.

### **Maximum limit**

#### **To Permanent and Quasi-Permanent employees**

Subject to this general condition, Extra-Ordinary Leave of any duration can be sanctioned to the permanent and quasi-permanent employees.

#### **To Temporary Employees**

Temporary employees can be sanctioned Extra-Ordinary leave up to a maximum limit of:

- a. Three months without linking it to the length of service. This leave is admissible with or without the production of medical certificate.
- b. when the temporary employees complete one year of service, they shall become entitled to Extra-Ordinary leave for 6 months. However, this admissibility is only for the purpose of self-illness of common nature, and they are required to produce medical certificate.
- c. Temporary employees who are suffering from any of the four major ailments – T.B., Leprosy, Cancer or Mental Illness can be sanctioned Extra-Ordinary leave for 18 months if they have completed one year of service. For the grant of leave under this provision, the employees must be undergoing treatment for:
  - Pulmonary tuberculosis or pleurisy of tubercular origin, in a recognised sanitarium.
  - Pulmonary tuberculosis or pleurisy of tubercular origin, at his residence under a tuberculosis specialist recognised by the State government for the treatment of such disease. The specialist should also certify that there are reasonable chances of recovery on the expiry of the leave recommended.
  - Tuberculosis of any other part of the body, by a qualified tuberculosis specialist or a Civil Surgeon or Staff Surgeon; or
  - Leprosy, in a recognised leprosy Institution or by a Civil Surgeon or Staff Surgeon or a specialist in leprosy hospital recognised as such by the Health Department of the State

government;

- Cancer or for mental illness, in an institution recognised for the treatment of such disease or by a Civil Surgeon or Staff Surgeon or a specialist in such diseases.
- d. University servants who have completed 3 years of service, can be sanctioned Extra-Ordinary leave up to 24 months for the purpose of prosecution of higher studies. The sanctioning authority must certify that the higher study for which such leave is sanctioned, is in the public interest. While counting the length of service, any leave of the kind due and admissible, granted to the employee shall also count. There shall be a special provision of Extra Ordinary leave to Scheduled Castes and Schedule Tribe employees. If the employee belonging to these categories require this kind of leave to attend Pre-Examination Training Course, they can be granted Extra-Ordinary leave for full duration of such course irrespective of their length of service. However, the university should have approved the center for such a course, where they want to undergo this training programme.
- e. In case of temporary employees, if two spells of Extra-Ordinary leave are intervened by other kinds of leave, maximum limit prescribed, will apply taking both the spells together.

### **Extra-ordinary leave for employment elsewhere**

- Serving employees will be allowed 5 years Extra-Ordinary Leave for securing employment in the private sector or for any other purpose.
- Extra-Ordinary leave for 5 years can be granted to them either in one spell or on year to year basis.
- Extra-Ordinary leave under this scheme will count as qualifying service neither for the purpose of pensionary benefits nor for any other service benefit like annual increments etc. However, this will

- not be treated as a break-in-service.
- Entire earnings made during such Extra-Ordinary leave out of such private employment/occupation etc. are to be retained by the employees. They will not have to deposit any part of it into university treasuries.
- Repayment of loans and advances taken by the employees is to be ensured by the respective departments.
- The posts so vacated as a result of employees proceeding on Extra-Ordinary leave under this scheme are not to be filled up by the departments/offices by any means of recruitment or appointment or promotions.
- Extra-ordinary leave under this scheme is to be granted only to those servants whose services can be spared. The scheme does not apply to those servants whose services cannot be spared by the university in public interest.

### **Leave Salary**

Grant of Extra-Ordinary leave shall not carry any leave salary and the servants are to be paid nothing on this account whenever they be on this kind of leave – whether on medical certificate or on some other ground.

### **8C. Special kinds of leave**

#### **8C(i) Maternity Leave**

This kind of leave shall be admissible to the female employees for the purpose of delivery of a child or for the purpose of abortions.

#### **Maternity leave for delivery:**

The condition for the grant of delivering a child shall be that the female employee must not be having more than one surviving child at the time of commencement of this leave. There is no restriction as to how many time this can be availed. The condition is only with regard to the surviving children at the time of commencement of leave.

The quantum of Maternity leave for delivering a child is 180 days from the date of commencement of leave. The delivering mother can combine this special leave with other regular/ordinary kinds of leave which may be due and admissible to her.



**For abortions**

Abortions include miscarriages, induced abortions under Medical Termination of Pregnancy Act. But these do not include threatened abortions. The leave is to be sanctioned only after the production of medical certificate by female employees.

Grant of this leave shall not have any condition as to the number of surviving children. Therefore, this leave shall be admissible irrespective of the number of children that female government servant may be having on the date of commencement of this leave.

The quantum of Maternity Leave for abortions is 45 days during the entire service of the female employee. She can avail it in one or any number of spells.

**For adoption of a child:**

If a female employee does not have more than one surviving child and wants to adopt a child of less than one year old, she can take leave of the kind due and admissible up to one year. Thus, two conditions must be satisfied on the date of adoption of a child:

- The female employee should not have more than one surviving child; and
- The age of the child to be adopted should be of less than one year.

If both the conditions are satisfied, the adoptive mother will be entitled to leave of the kind due and admissible for a period by which the age of the child falls short of one year.

**Leave salary**

Maternity leave shall not to be debited to the leave account of the female employee. An entry only shall be required to be made in the service records.

Maternity leave shall carry leave salary as is admissible on Earned Leave i.e. salary equal to the 'pay' drawn immediately before proceeding on leave. If any compensation for the corresponding period is payable under Employees' State Insurance Act, 1948, leave salary so payable shall be reduced by the amount of compensation. Compensation payable for the

period intervening with the Maternity leave is only to be reduced. If any compensation extends beyond the period of Maternity leave, that is not to be adjusted against the leave salary.

For any leave in continuation or combination with Maternity leave or for leave granted to adoptive mothers, leave salary will be paid according to the kind of leave applied for and sanctioned.

### **8C(ii) Paternity Leave**

This university shall provide for the grant of 15 days Paternity leave to male employees who may be having less than two surviving children.

Paternity leave is admissible for 15 days from the date of commencement to the male employees, to be granted only during the confinement of wife of the employee.

#### **Leave salary:**

During Paternity leave, the employees are entitled to a leave salary that is equal to the 'Pay' drawn immediately before proceeding on such leave.

Paternity leave is not to be debited to the leave account of the employee.

### **8C(iii) Special Disability Leave for injury intentionally inflicted**

The employees may confront themselves with disability as a result of injuries:

- Inflicted upon them in due performance of their official duties; or
- Caused to them in the due performance of their official duties; or
- Inflicted upon them in consequence of their official position; or
- Caused to them in consequence of their official position.

The maximum limit for the grant of such leave shall be 24 months. It can also be combined with regular kinds of leave.

This leave can be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date. However, total leave on this account will cumulatively (leave granted on earlier occasions for that disability and the grant of leave under consideration), should not exceed 24 months for any one disability.

Leave salary:

Employees who are granted Special Disability leave under this provision shall be entitled to leave salary as under:

- If the leave availed is up to 120 days, they will get leave salary as admissible on Earned Leave i.e. equal to 'pay' drawn immediately before proceeding on such leave;
- If the leave availed exceeds 120 days, they will get leave salary as admissible on Earned Leave for the first 120 days of such leave. For rest of the period of Special Disability Leave, leave salary will be equal to the leave salary as admissible on Half-Pay leave i.e. 50% of leave salary for Earned Leave;
- Employees who avail Special Disability Leave exceeding 120 days shall have one more option. They can get leave salary as for Earned Leave up to another 120 days. For this purpose, equal number of Half- Pay leave in their account will be debited.
- While counting the above periods, leave granted on earlier occasions for the same disability will be treated as a continuing one. The employees will get full leave salary only once or cumulatively for 120 days for the same disability. Similarly, the option to convert another 120 days of half leave salary to full leave salary is to be availed once or cumulatively for the same disability. Disability leave under this provision is admissible for the same disability on more than one occasion also.

If any compensation under Workmen Compensation Act, or the Employees' State Insurance Act is paid, leave salary so payable is to be reduced by the amount of compensation. Compensation payable under Employees State Insurance Act for the period intervening with the Special Disability leave is only to be reduced. If any compensation extends beyond the period of such Leave that is not to be adjusted against the leave salary.

#### **8C(iv) Special Disability Leave for Accidental Injury**

It may happen sometimes that the employees may also be disabled as a result of:

- Accidental injuries incurred to them in due performance of their

- official duties; or
- Accidental injuries incurred to them in consequence of their official position; or;
- Illness to them in the performance of any particular duty, which increased their liability to illness or injury beyond the ordinary risk attaching to the post held by him.

There are, however, certain deviations and additional requirements where Special Disability Leave for accidental injuries is to be granted. These are:

- Special Disability leave under this provision is admissible for Disability caused due to the incurring of illness of that type which would not have been there had the government servant not performed a particular duty. It should, therefore, be expressly certified by the authorized medical attendant that this illness of the government servant is directly due to the performance of particular duty;
- The authority competent to sanction leave must be of the opinion that the disability is exceptional in character.
- The quantum of leave to be sanctioned as Special Disability leave in cases covered under this Sub-section is also limited to 24 months. However, the authorities that are competent to sanction such leave should use their discretion and regularize the period of absence recommended by the authorized medical attendants partly by the grant of leave as Special Disability leave and partly by other kinds of leave due and admissible. They are to ensure that Special Disability Leave with full leave salary is not sanctioned beyond first 120 days under this provision.

#### **8C(vii) Hospital Leave**

##### **Admissibility:**

Hospital leave is admissible to following employees:

- All the Class-IV/Group-IV university servants irrespective of the nature of their duty; and
- To those Class-III/Group-III employees whose duties involve the handling of:
  - Dangerous Machinery

- Explosive materials
  - Poisonous drugs and the like
- To those Class-III employees whose duty involves performance of hazardous tasks.

### **Quantum of leave:**

This leave can be granted by authorities competent to sanction such leave for any period within the overall restriction of five years.

Hospital leave can also be combined with other kinds of leave due and admissible to the employees. When combined with other kinds, the total period of leave should not exceed 28 months. Combination of other leave is, therefore, restricted to those cases where the Hospital leave is for a period of less than 28 months. Where Hospital leave itself exceeds 28 months, it cannot be combined with other kinds of leave.

### **Leave salary:**

University employees who are granted Hospital leave are entitled to leave salary for such leave as under:

- Where Hospital leave does not exceed 120 days, Leave salary is admissible as on Earned leave for the entire period of leave; and
- Where Hospital leave exceeds 120 days, the Leave salary for this leave will be as on Earned Leave for the first 120 days. For remaining period of leave, the employees are entitled to leave salary as on Half- Pay leave.
- When Hospital leave is combined with other kinds of leave due and admissible, leave salary for the leave so combined will be according to kind of leave granted.
- If any compensation under Workmen Compensation Act, or the Employees' State Insurance Act is paid, leave salary so payable is to be reduced by the amount of compensation. Compensation payable under Employees State Insurance Act for the period intervening with the Hospital leave is only to be reduced. If any compensation extends beyond the period of Hospital Leave that is not to be adjusted against the leave salary.

## **8C(viii) Study Leave**

### **Purposes for grant:**

This leave is granted for the following study purposes:

- To undertake special courses of study consisting of higher studies or specialized training in a professional or a technical subject having a direct and close connection with the sphere of their duty.
- To attend a course of training or study tour in which a government servant may not attend a regular academic or semi-academic course. Such course of training or study tour should be certified of definite advantage to government from the point of view of public interest. It should also be related to sphere of duties of the government servant.
- To attend studies connected with the framework or background of public administration. In such cases, a government servant can be allowed Study Leave for undertaking study or a study tour. The course of study or the study tour should have the approval of the authority competent to sanction leave. If the employees are sanctioned Study leave under this provision, they shall be required to submit a full report on the work done by them during Study leave. This report is to be submitted after their return to duty.
- Study leave shall also be sanctioned for undertaking study that may not be closely or directly connected with the work of an employee. However, this leave is to be granted only if the study is capable of widening the mind of the employee.
- The grant of study leave shall be subject to the following conditions:
  - If the course of study is outside India, the employee should arrange the consent of the Department of Economic Affairs of the Ministry of Finance as to the release of foreign exchange involved in the grant of Study leave.
  - Study leave out of India shall not be admissible for the prosecution of studies in those subjects for which adequate facilities exist in India. It is also not to be granted if such facilities are available under any of the schemes administered

by the Department of Economic Affairs or by the Ministry of Education.

- The employee to whom Study Leave is to be sanctioned should have completed 5 years of regular continuous service. 5-year service also includes the satisfactorily completed period of probation.
- The employees should not be so old as to retire within 3 years after their probable return from Study leave. The employee shall have to execute a bond giving an undertaking to this effect on a set form – Form No.7.

### Quantum

Study leave can be granted for a total period not exceeding 24 months during the entire service of a government servant. Out of this period of 24 months, ordinarily this leave shall not be granted for more than twelve months at any one time. This implies that this leave can be availed by an employee in more than one spell. However, the total period counted cumulatively for this leave taken on different occasions shall not exceed 24 months in the entire service.

If it is to be granted to the same person in different spells, it shall not be sanctioned in a way:

- To remove the employees from contact with their regular work; and
- To cause cadre difficulties owing to their absence on leave.

### Application

The employees shall be required to apply for Study leave to the leave sanctioning authority. They shall send their application through proper channels. Applicants shall be required to specifically mention the course/courses of study they want to undergo.

If it is not possible to give full details at the time of application or if there is any change in the programme after the employees leave India, the employee should submit the particulars immediately to the Head of the Mission or to the leave sanctioning authority and wait for the approval. If they commence the course of study or incur any expenditure before such

approval, it will be at their own risk.

### **Sanction**

Study leave shall be sanctioned only after its admissibility report has been obtained from the authority maintaining such record. If the application submitted by the employee is for second or subsequent spell, Study leave sanctioned and availed earlier shall also be incorporated in the report.

If the course of study is out of India, the Head of the Mission in that country shall be required to be informed of the sanction of Study leave. This information shall be submitted by the Registrar of the AMRU. The employee thereafter should contact the Head of the Mission for issue of any letters of introduction or for any other requirement abroad.

The employees shall be required to execute a bond for serving the university at least for three years after their return to duty. If the employees have to extend the Study leave already sanctioned, another bond shall be required to be executed. These bonds shall be submitted by the employees before the commencement of leave or extension of leave. Permanent employees shall be required to execute these bonds in Form No.7 for the sanction of leave and in Form No.8 for the extension of leave. For the temporary servants, these bonds are to be executed in Form No. 9 for sanction of leave and in Form No.10 for extension of leave.

### **Combination with other kinds and maintenance of study leave account:**

Like other kinds of Special leave, this is also not to be debited in the leave accounts of servants. Study leave would be allowed to be combined with other kinds of leave. When it is combined with other kinds of leave, the combination shall be so adjusted that the total period of absence including Study leave does not exceed 28 months including the period of vacation. This period of 28 months absence will be counted in respect of leave with leave salary only. If Extra Ordinary leave is also combined with Study leave, the period of Extra Ordinary leave will be excluded from such counting. For courses leading to Ph.D degrees, the total period of absence shall be 36 months instead of 28 months.

When the study leave would be combined with other leave of the kind due and admissible, the employees can undertake or commence a course of study during that leave. Such course of study should not coincide with the



period of leave in any case. If it coincides, the period of study leave for which it has coincided will not be treated as Study leave. employees would undertake or commence additional course of study only during their own leave and not while on Study leave. If such additional course falls in-between Study leave, it will be deemed that the employees have commenced that additional study taking their own leave. Study leave for that period will not be granted.

### **Leave salary and other entitlements**

The payment of leave salary and other monetary benefits to employees while on Study Leave, shall not be similar for Study Leave availed in India and that availed abroad.

#### **(a) Entitlements while Study is in India**

Employees during study leave shall be entitled to leave salary as is admissible on Earned Leave. They shall get this leave salary for the entire period of Study Leave. Payment of Leave Salary at these full rates is admissible if they furnish a certificate stating that they are not in receipt of any scholarship, stipend or remuneration for any part time employment. If they are in receipt of any of such stipend, scholarship or remuneration, the amount payable for that shall be adjusted against the leave salary. However, minimum leave salary payable will not be reduced below that payable for Half-Pay leave. They will be allowed to retain the entire amount of stipend, scholarship or remuneration in all cases.

In addition to leave salary payable as above, the employees while on study leave in India, shall also be entitled to House Rent Allowance and Compensatory (City) Allowance for the first 180 days of such leave. Payment of these allowances beyond first 180 days shall be admissible only if the employees fulfill the conditions under which these allowances are paid under Supplementary Rules. They shall be required to certify that they do fulfill those conditions.

#### **(b) Entitlements while Study Leave is availed for studies out of India**

The employees while on Study leave abroad shall be entitled to draw leave salary equal to the pay that they were drawing while on duty with university immediately before proceeding on leave.

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## **Chapter XXVI**

### **AFFILIATION AND RECOGNITION OF COLLEGES AND INSTITUTION(S)**

#### **AFFILIATION**

- 1. Provisional Affiliation** – Every newly established institute or existing institute set up by the Govt./Trust/Society shall be granted provisional affiliation for a period of one academic year in the first instance (One Time).
- 2. Temporary Affiliation** – Provided that subsequent affiliation would be granted as temporary affiliation on year-to-year basis till the completion of the course for which the affiliation was granted. During the process of/considering the grant of temporary affiliation, the college/institute is required to obtain “**No Dues Certificate**” from the University and the same will be placed before the Inspection Committee for consideration of temporary affiliation.
- 3. Permanent Affiliation** – Provided that any college/institute would be eligible to apply for permanent affiliation to the University at any time after completing requisite period of temporary affiliation for a course on the prescribed proforma along with requisite fee of Rs. 50,000/- (Rupees Fifty Thousand Only). The procedure for granting permanent affiliation shall be the similar to that for granting provisional/temporary affiliation by holding an inspection by the constituted committee fulfilling the necessary minimum requirements of the concerned regulatory body.

### **Affiliation to institutions/colleges already affiliated with any other University**

All the institution/colleges which were previously granted Provisional/Temporary/Permanent affiliation from any other University in the state of HP shall be considered only for provisional affiliation. All these institutions/colleges will be granted provisional affiliation for the first academic session on satisfying such conditions as laid down by Statutes or Ordinances for the purposes of affiliation with the University and fulfilling the minimum requirements of the concerned regulatory body

Provided that for subsequent years the institute/college will also be granted affiliation as per the procedure described for the institute/college above.

### **Affiliation of new institutions/colleges with University**

Provided further that for every such college which was not in existence before the establishment of this University, the procedure of inspection as per Statute 59(7) shall be followed.

1. Affiliation or recognition shall not be granted with retrospective effect.
2. Every application for affiliation or recognition of a new college/Institute or for starting course(s) of instruction in a new course(s)/ programme(s) must reach the Registrar not later than the 30<sup>th</sup> June of the year preceding that in which the college/institute is proposed to be affiliated or recognised:

Provided that Vice-Chancellor may allow an application to be entertained upto the 31<sup>st</sup> December of the year preceding the year in which the provisional/temporary affiliation or recognition is sought with a late fee as decided from time to time by the appropriate authority. if he/she is satisfied that the necessary buildings, playgrounds, hostel facilities, equipments, library,

furniture's etc. exist or can be made available before the start of the academic session.

Provided further that the temporary/ permanent or continuation of affiliation of a college/institute shall be in accordance with the norms of NMC/DCI/INC/CCIM etc. notified by the state government respectively from time to time.

3. In the case of a government college/institution, the application for affiliation or recognition shall be made by the Director, Medical Education & Research/Head of the concerned government department and in the case of a non-government college or institution by the President/Secretary of the Management i.e. the Managing Committee or Managing Board by whatever name it may be called.
4. An application for provisional/temporary/permanent affiliation of a government/non-Govt. college or institution shall be accompanied by a fee as prescribed by the Board of Management from time to time. This fee shall not be refundable/ adjustable in any case.
5. In addition to the conditions laid down in Statute 59 of the First Statutes of the University, every college or institution for which affiliation is sought, shall also satisfy the following conditions :-
  - A. (i) that there is a genuine need for such a college or institution or for such facilities in the locality and the affiliation of the college or institution having regard to the educational facilities provided by other colleges in the same neighborhood will not be injurious to the interests of education;
  - (ii) that the college or institution possesses buildings, equipment and library as prescribed by Regulations, from time to time and fulfilling the norms of regulatory bodies;
  - (iii) that the college or institution possesses adequate furniture

and has suitable playgrounds and hostel facilities for the students and residential accommodation for its teachers;

- (iv) that the teachers of the college or institution possess the minimum educational qualifications laid down by Regulations framed by the Board of Management on the recommendation of the Academic Council, from time to time for the purpose and as per the norms of regulatory bodies.

The initial staff shall be approved by the Vice-Chancellor and subsequent changes, if any, shall be reported to the Registrar within 15 days of such change for the approval of the Vice- Chancellor;

- (v) that every affiliated college or institution shall observe the rules laid down by the University regarding admission to colleges or institutions, strength of students in a class or section and the residence and discipline of students;
- (vi) that every affiliated college or institution shall make available to the University such of its buildings, libraries, and laboratories with their equipment and appliances and also the services of such of its teaching and other staff, as may be necessary for the purpose of the conduct of University examinations or holding of seminars, extension lectures, training courses, conferences etc. by the University;
- (vii) that every affiliated college or institution shall maintain such registers and furnish such returns to the Registrar as may be prescribed from time to time by the Board of Management in this behalf;
- (viii) that the Principal/Head of every affiliated college/ institution shall submit to the Registrar annually in the month of July

or in such other month as the Board of Management may, from time to time, determine a report showing the changes, if any, in the teaching staff and qualifications of new members, number and distribution of students in a class or section, income and expenditure of the students fund for the previous financial year, results of University examinations, changes in the scale of fees, scholarships condition of the library, number of students in the hostel and adequacy or otherwise of the college buildings, laboratories, equipment, furniture, playgrounds, hostels etc. This report shall also be accompanied by a certificate showing how far the conditions of affiliation have been fulfilled :

Provided that in the case of a non-government college or institution, the Principal/Head shall also show in this report the change in the Management, if any, and shall also include a statement of the income and expenditure for the previous financial year;

- (a) that the Vice-Chancellor shall have the right to cause an inspection to be made by such person or persons, as he/she decides, of and affiliated or recognised college or institution, including the buildings laboratories, records and equipments thereof and also of the records of admissions, examinations, teaching and other work conducted or done by it, or to cause any enquiry to be made in a like manner in respect of any matter connected with its administration and finance;
- (b) that the Vice-Chancellor shall in every case give notice of his/her intention to cause an inspection or enquiry to be made to the Director, Medical Education & Research/Head of the government Department in the case of government

college/institution, and the Management in the case of a non-government college or institution, and the Director, Medical Education & Research /Head of the government Department or the Management, as the case may be, shall be entitled to appoint a representative who shall have the right to be present and be heard at such inspection or enquiry;

However, in cases of complaints of gross violation of rules and or mismanagement by a college, the Vice-Chancellor shall have the power to cause a surprise inspection/enquiry himself/herself or through a person(s) authorised by him/her in this behalf, even without a formal notice as provided above, but the result of such an inspection/enquiry shall be placed before the Board of Management.

- (c) that the Vice-Chancellor shall place before the Board of Management the result of such inspection or enquiry together with his/her views thereon and recommendation regarding the action called for, and the decision of the Board of Management shall be communicated to the college or institution concerned;
- (d) that where the college or institution does not take action to the satisfaction of the Board of Management, the Board of Management, may after considering any explanation furnished or representation made by the college or institution, issue such directions as it may deem fit and the college or institution shall comply with such directions, failing which the Board of Management may order disaffiliation.

**B. In the case of a non-government college or institution:**

- (a) that the rules fixing the fees (if any) have been so framed as not to be injurious to the interest of education;

- (b) that there shall be an endowment fund in cash, so long as the college or institution exists:
- (1) **The amount of the endowment fund shall be fixed by appropriate authority from time to time.**
  - (i) Provided that the endowment fund deposited for the affiliation of one course shall be treated as endowment fund for another courses if the amount is deposited for a fixed term and the interest on it is not withdrawn till the total amount Principal +(Interest) becomes equal to the amount required for the affiliation of other courses.
  - (ii) The amount of endowment shall be kept as a fixed deposit in a scheduled bank or in government securities.
  - (iii) The fixed deposit receipts or government securities shall be in the joint name of the Registrar, Atal Medical and Research University, HP and the President/Secretary of the Management and shall be deposited with the University along with the application for the grant of affiliation.
  - (iv) The endowment fund shall remain intact and shall not be used by the Management for current expenses or as a security for obtaining a loan or for any other purpose. A declaration to this effect by the President/Secretary of the Management shall accompany the endowment fund fixed deposit receipts or government securities.
- (c) that the college or institution possesses adequate funds in the form of endowment and/or guaranteed income including a promise of grant-in-aid from the state government for its efficient functioning;



- (d) that in case the office of the Principal falls vacant, the senior-most teacher shall act as Principal till a regularly selected Principal is appointed;
- (e) that the Management i.e. the Managing Committee or Managing Board, by whatever name it may be called, must be a society registered under the Societies Registration Act or a Trust and its constitution must provide that -
  - (i) The management Committee shall consist of not more than twenty members and its constitution shall be as under:
    1. President to be elected in accordance with the provisions of constitution of the Society/trust approved by the University.
    2. Vice-President to be elected in accordance with the provisions of constitution of the Society/Trust approved by the University.
    3. Secretary to be elected in accordance with the provisions of constitution of the Society/Trust approved by the University.
    4. Principal of the college.
    5. Two representatives of the teaching staff of the college to be elected for a term of the Managing Committee.
    6. One representative of the non-teaching employees of the college to be elected for a term of the Managing Committee.
    7. One representative of the Director of Medical Education not below the rank of Principal for a term of the Managing Committee.
    8. Two nominees of the University to be appointed by the Board of Management for a term of the Managing Committee.
    9. One government Officer of the region concerned not

below the rank of Sub-Divisional Magistrate for a term of the Managing Committee.

10. One person who has/have donated a sum of Rs.25,000/- or above.

11. President of the Student Central Association of the college concerned.

12. Local Member of Legislature Assembly of the area concerned.

- (ii) if any question arises whether any person has been duly appointed, nominated or selected or is entitled to be a member or office-bearer of the Management or whether the management is legally constituted, the decision of the Vice-Chancellor, subject to the decision, if any, of a Court of Law, shall be final;
- (iii) every change in the membership of office bearers of the Management shall be notified to the Registrar within fifteen days of such change and shall be effective only after it has been approved by the Board of Management:
- (iv) in case the Board of Management of University is satisfied in accordance with the Statutes and the Ordinances that the affiliation of the college/ institution or its recognition for any new degree or in an additional subject deserves to be suspended or withdrawn, and is further of the opinion that such suspension or withdrawal will cause undue hardship to the students of the college or an avoidable diminution in the availability of facilities for higher education in the locality, or will prevent proper utilisation of the grants received by it from the state government, government of India, the University Grants Commission or any other national or international organisation or foundation; or in case the

Management decides to close down the college or any Section thereof, and the Board of Management is of the opinion that such closure will cause any of the consequences mentioned above, the Board of Management with the prior approval of the Chancellor, may for a period not exceeding three years, supersede the Management and appoint an Administrator or an ad hoc committee, who or which shall perform, exercise and discharge all functions, powers and duties of the Management in relation to the college and the funds properties and assets standing to its credit or vested in it or endowed for its benefit ;

Such Administrator or ad hoc committee shall have no power to sell, mortgage or otherwise transfer any of lease property vested in or endowed for the benefit of the college except by way of lease not operating beyond the period of operation of the order of the Board of Management; but save as aforesaid, the college including its buildings, premises and equipment as well as any property vested in or held by it or endowed for its benefit shall, for purposes of Management of the college and for utilization of the income from such property for the said purpose, vest in the Administrator or an ad hoc committee, who or which shall be a corporation sole, or as the case may be, a body corporate having perpetual succession and may sue, and be sued in his/her or its name; Notwithstanding anything else contained in this chapter, the Board of Management if it is satisfied that it is necessary for it to act on account of mismanagement, or closure or threatened or likely closure of a college/institution or for any other reason, may for reasons to be reduced in writing, supersede the

management of a college/institution appoint an adhoc committee or Administrator to manage the college/institution;

Provided that such a resolution shall be effective only after it has received the approval of the Chancellor.

Provided further that maximum period of 3 years as provided herein above for the supersession of the Managing Committees of the Non-Govt. colleges affiliated to the University shall not apply in the cases of those colleges which have not constituted its Managing committees as required under Ordinances prior to their supersession. It shall also not be applicable for those Management Committees which are not functioning in accordance with the provisions of the Act/Statutes/Ordinances of the University and where membership of office bearer ship of the Society registered under Societies Registration Act XXI of 1860 is in dispute and has been challenged in the Court of Law or where the Management Committee has failed to raise funds as required under rules and regulations, or misappropriate funds, or wherever the management Committee itself has expressed its inability to run the college.

- (f) that in the case of a college or institution founded by individual / donors, the trust deed shall further provide :-
- (i) that the Founder of the Trust permanently and unequivocally divests himself/herself, his/her heirs and executors of all interests in the property endowed;
  - (ii) that the endowed property is made to vest permanently and absolutely in the Trustees collectively for the purpose of this Trust;
  - (iii) that the Board of Trustees consists of at least seven members

of whom at least five are independent person, who are not in any way related to or dependent upon the Founder of the Trust;

(iv) that in case of future vacancies the nominations are made by the Board of Trustees and not by the Founder and such nominations are forthwith reported to the Registrar for the information of the Board of Management;

(v) that copies of the proceedings of the Board of Trustees and a statement of the annual income and expenditure of the Trust shall be supplied to the Registrar for the information of the Board of Management;

(g) That every affiliated non-government college or institution shall have its accounts audited by a Chartered Accountant, duly approved by the Board of Management, within three months of the close of the financial year and a copy of the audited account shall be furnished to the Registrar in the month of July every year.

6. Every application for provisional/temporary, permanent affiliation or recognition shall be as per Regulations adopted formed/amended by the Board of Management from time to time as per guidelines of the state government or the regulatory bodies such as NMC, DCI, INC and CCIM etc.

7. If the Vice -Chancellor is satisfied that the application for provisional/temporary/permanent affiliation is in order in all respects, he/she shall direct a Committee of inspection to be constituted by the Vice-Chancellor to inspect the college/institute, The report of the Committee be submitted for the consideration of the Vice-Chancellor/ Board of Management within one month from the date of its constitution.

8. The purpose of inspection shall be to ascertain whether the college

fulfills all the conditions for affiliation laid down in the Statutes, Ordinances and the Regulations.

9. The inspection report shall be considered by the Vice- Chancellor in case(s) of provisional/ temporary affiliation and the Board of Management in case of permanent affiliation as per the Act, Statutes and Ordinances of University.
10. The Vice-Chancellor may grant provisional/ temporary/ continuation of affiliation and the Board of Management may grant permanent affiliation as per the Act, Statutes and Ordinances of University on such condition(s) as it may consider necessary or may refuse provisional/ temporary / permanent affiliation or continuation of affiliation, and closure of college/institute.

Provided that in case the institutions/colleges being granted provisional/ temporary/ permanent affiliation/extension of affiliation fail to submit the compliance report of the deficiencies pointed out by the Inspection Committee(s) within specified period shall be given further period of two months for removal of deficiencies with penalty is decided by appropriate authority from time to time. In case of failure thereof, the process of disaffiliation/ closure will be started by the University from the next academic session or may migrate the students(s) to other college/institute in case of the closure of the said college/institute.

11. No college or institution shall admit students, till the conditions laid down by the Board of Management for the grant of affiliation have been duly fulfilled, and the Vice-Chancellor issues a certificate that these conditions having been fulfilled, the college or institution has been duly granted affiliation or recognition.
12. (a) If a college or institution fails to start classes during the academic year for which provisional/temporary affiliation has been granted,

the affiliation shall stand cancelled and prescribed fee shall not be refunded/ adjusted in future in any case.

(b) If any affiliated college or institution does not provide instruction, in a subject or subjects in which provisional/temporary affiliation had been granted for three years continuously, the provisional/temporary affiliation in such subjects shall stand cancelled.

**CONTINUATION OF PROVISIONAL/ TEMPORARY /  
PERMANENT AFFILIATION OR CONTINUATION OF  
AFFILIATION”**

13. Every application for provisional/temporary/permanent affiliated college or institution for an additional degree or subject(s) shall be made so as to reach the Registrar before the 30<sup>th</sup> November of the year preceding the one in which it proposed to start the classes.

The request shall also be accompanied with the concurrence of government as referred under Ordinance rule no. 6 and an inspection fee and Provisional/Temporary/Permanent affiliation or continuation of affiliation fee shall be deposited Demand Draft or Digital transfer of the amount in favour of the Finance Officer, Atal Medical and Research University, HP, at Nerchowk, Mandi which shall not be refunded or adjusted in future in any case as decided by the Board of Management from time to time.

Provided that the Vice-Chancellor may allow an application to be entertained upto the 31<sup>st</sup> December of the year preceding the year in which the provisional/ temporary/permanent affiliation or recognition is sought with a late fee of Rs. 75,000/- if he/she is satisfied that the necessary buildings, playgrounds, hostel facilities, equipments, library and furniture exist or can be made available before start of the academic session.

14. No application for extension of temporary/ permanent affiliation

in a new subject shall be considered unless the Registrar gives a certificate in writing that the conditions of previous affiliation or recognition have been fulfilled in to.

15. If the Vice-Chancellor is satisfied that the application for provisional/ temporary/permanent affiliation or continuation of affiliation is in order, in all respects, he/she shall direct a Committee for inspection to inspect the college. The report of the Committee shall be submitted for the consideration of the Vice-Chancellor/Board of Management within one month from the date of its constitution.
16. The Vice-Chancellor/Board of Management after considering the report of inspection may grant extension of temporary/ permanent affiliation on such conditions as it may deem necessary or refuse it.

### **WITHDRAWAL OF TEMPORARY/PERMANENT AFFILIATION OR CONTINUATION OF AFFILIATION OR RECOGNITION**

17. Continuance of provisional/temporary/permanent affiliation or recognition shall depend upon the continued fulfilment of the conditions of affiliation and or depositing of prescribed fees.
18. The Board of Management may suspend or withdraw provisional/ temporary/ permanent affiliation or continuation of affiliation or recognition, in any of the following cases :-
  - (a) continued mismanagement or failure to observe the conditions of provisional/ temporary/ permanent affiliation or recognition:-
  - (b) failure to comply with direction issued by the University



under Statute 59 or under paragraph 5 A (i) (iv) of this Chapter and/or regulations framed under Ordinance rule no.6.

Provided that instead of ordering suspension or withdrawal of provisional/temporary/permanent affiliation or continuation of affiliation of recognition, the Vice-Chancellor/Board of Management may, with the prior approval of the Chancellor, and in accordance with the undertaking given by the Management under Ordinance 6 above, the order of super session of the Management and the appointment of an administrator or an adhoc committee to perform, exercise and discharge all functions, powers and duties of the Management.

19. The members of the committee of Inspection shall be paid TA/ DA of the class to which they are entitled under the normal rules and in addition, and inspection fee to the members and officer/ official assisting the Inspection Committee shall be paid as decided by the Board of Management from time to time.
20. Every provisional/temporary/permanent affiliated/associated colleges and/or continuation of affiliation shall have to remit affiliation fee or continuation of affiliation fee as the case may be, or as prescribed by the Board of Management from time to time which shall not be refundable or adjustable.

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## **CHAPTER XXVII**

### **ADMISSION TO DEGREES**

1. All proposals for the conferment of honorary degrees shall be considered by a Committee of the Deans of all the Faculties. This Committee shall examine in which Faculty the degree, if any, should be awarded. If the majority of the Deans present and voting approve the conferment of the honorary degree, the Vice-Chancellor shall report the proposal to the Academic Council for further action under statute 8 of the First Statutes of the University. The proposal shall not, however, be subject to debate either in the Academic Council or in the Court, but if necessary, it may be put to vote and a decision taken by secret ballot in the Academic Council or in the court.
2. The Registrar shall, after the approval of the Vice-Chancellor, from time to time, report to the Academic Council the names of all persons who have passed the various examinations qualifying them for admissions to the degrees of the University. When the Academic Council has sanctioned the admission of any such person to such degree, he/she shall be entitled to be formally admitted to that degree. The date of formal admission to a degree shall be the date on which the Academic Council has sanctioned the admission of any such person to such degree.
3. (a) A convocation for the purpose of conferring honorary degrees (if any), UG/PG and other higher degrees and distinctions as the Board of Management may, from time to time, decide, shall be held by the University at Ner chowk Mandi ordinarily in the month of October, but a special convocation may also be held at such other place and time as may be found necessary or convenient;

Provided, however, that an annual convocation will not be held after 30th November in a year;

Provided further that in special circumstances the Vice-Chancellor may allow the college Convocation to precede the University Convocation.

- (b) The Board of Management shall decide, from time to time, the various categories of graduates who shall be admitted to their degrees in a college Convocation or whose diplomas may be sent to them by post free of charge.
  - (c) Two or more colleges may, with the permission of the Vice- Chancellor hold a joint Convocation.
4. (a) The University Convocation shall consist of the Body corporate of the University.
- (b) Ordinarily, not less than three weeks notice shall be given by the Registrar of all meetings of the University Convocations.
  - (c) The Registrar shall, with the notice, issue to each member of them Convocation, a programme and the procedure to be observed there at;
  - (d) The procedure to be observed at the University and college Convocation shall be prescribed by the Board of Management.
5. (a) The Academic Dress of the Convocation shall be as follows:

### **CHANCELLOR**

Gown:-Black heavy silk with golden lacing. Sash:- Black with golden border.

Cap:- With golden border.

### **VICE-CHANCELLOR**

Gown:- Black heavy silk with golden lacing.

Sash:- Black with golden border.

Cap:- With golden border.

### **PRO-VICE-CHANCELLOR**

Gown:- Black heavy silk with golden lacing.

Sash:- Black with golden border.

Cap:- With golden border.

### **GUEST OF HONOUR**

Gown:- Violet heavy silk or velvet

Cap:- With golden border.

### **CHIEF MINISTER**

Gown:- Black heavy silk with golden lacing

Cap:- With golden border.

### **EDUCATION MINISTER**

Gown:- Black heavy silk with golden lacing.

Cap:- With golden border.

### **REGISTRAR**

Gown:- Black with silver lacing.

Cap:- With silver border.

### **CONTROLLER OF EXAMINATION**

Gown:- Black with silver lacing.

Cap:- With silver border.

**NOTE:-** The Gown shall be patterned on the Himachali Loea and the Cap shall be a Himachali Cap silver grey in colour with black velvet in front.

The Deans of the Faculties, Members of the Board of Management, and Academic Council shall wear the Academic Costume, ordained as insignia for the highest degree which they hold, and in the case of non-graduates black Gown without hood.

- (b) The recipients of degrees at the Convocation shall wear the approved Academic Costume and Head Dress, which shall be as follows:

<b>S. No.</b>	<b>Degree/Diploma</b>	<b>Colour of Gown*</b>	<b>Colour of Hood</b>	<b>Cap**</b>
<b>1</b>	<b>DM</b>	<b>Black with golden facinig</b>	<b>White with chocolate lining</b>	
<b>2</b>	<b>M.Ch.</b>	<b>Black with golden facinig</b>	<b>White with brown lining</b>	
<b>3</b>	<b>Ph.D</b>	<b>Black with golden facinig</b>	<b>Red and Silver Grey</b>	
<b>4</b>	<b>MS/MD</b>	<b>Black with golden facinig</b>	<b>White golden lined with light mauve</b>	
<b>5</b>	<b>MDS</b>	<b>Black</b>	<b>White golden lined with light mauve</b>	
<b>6</b>	<b>MBBS</b>	<b>Black</b>	<b>Black with light mauve lining</b>	
<b>7</b>	<b>BDS</b>	<b>Black</b>	<b>Black with plum-coloured lining</b>	
<b>8</b>	<b>BAMS</b>	<b>Black</b>	<b>Black with light blue lining</b>	
<b>9</b>	<b>BHMS</b>	<b>Black</b>	<b>Black with light pink lining</b>	

<b>10</b>	<b>B. Pharmacy</b>	<b>Black</b>		
<b>12</b>	<b>M.Sc. Nursing</b>	<b>Black</b>	<b>White with mustard lining</b>	
<b>13</b>	<b>Post. Basic B.Sc Nursing</b>	<b>Black</b>	<b>Black with dark green lining</b>	
<b>14</b>	<b>B.Sc Nursing</b>	<b>Black</b>	<b>Black with light green lining</b>	

\* The Gown shall be patterned on the Himachali Loea.

\*\* The Cap shall be a Himachali cap, silver-grey in colour with black velvet band in front.

(c) The colours assigned to the various Faculties, shall be as follows:-

<b>S. No.</b>	<b>Name of Faculties</b>	<b>Gown</b>	<b>Cap</b>
1	<b>Faculty of Medicine</b>	<b>Black with silver lacing</b>	<b>With silver border</b>
2	<b>Faculty of Dental Sciences</b>	<b>Black with silver lacing</b>	<b>With silver border</b>
3	<b>Faculty of Nursing Sciences</b>	<b>Black with silver lacing</b>	<b>With silver border</b>
4	<b>Faculty of Pharmaceutical Sciences</b>	<b>Black with silver lacing</b>	<b>With silver border</b>
5	<b>Faculty of Para-Medical Sciences – Physiotherapy, Occupational Therapy and other Para Medical Courses</b>	<b>Black with silver lacing</b>	<b>With silver border</b>
6	<b>Faculty of Indian System of Medicine- Ayurveda, Homeopathy, Alternative</b>	<b>Black with silver lacing.</b>	<b>With silver border</b>

	<b>Medicine Integral Health, Yoga, Reflexology, traditional System of Medicine, Unani</b>		
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6. A Candidate who is unable to present himself/herself in person at the Convocation or who is desirous of being admitted to his/her degree before the Convocation, shall be admitted to the degree in absentia on payment of as may be prescribed by BOM from time to time.
7. (a) If the annual Convocation is not held on or before 30<sup>th</sup> November of the year, the University or the college concerned, shall immediately thereafter admit all the eligible candidates to their degrees in absentia without payment of any fees and shall send the testimonials in token of their degrees by post to them.
8. (a) If an eligible candidate does not intend to appear at the first Convocation after the sanction of his/her degree, he/she shall give at least one weeks notice to the Registrar of his/her intended absence and may then be admitted to his/her degree at any subsequent Convocation, provided that he/she gives at least 15 days notice to the Registrar of his/her intention to appear.
- (b) If any candidate fails to give such notice of intended absence or appearance, he/she shall be required to pay as may be prescribed by the BOM from time to time to the University before he/she is admitted to his/her degree.

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## **Chapter-XXVIII**

### **AMALGAMATED FUND OF STUDENTS AND POWERS OF PRINCIPALS OF COLLEGES**

1. (a) Student's Funds, by whatever name they may be called, shall be kept separate from the other funds of the college, and a separate account shall be maintained of these funds under the title 'Amalgamated Fund'.
- (b) The Amalgamated Fund shall be administered solely by the Dean of Studies in the case of the University Campus at Nerchowk, Mandi, and the Principal in the case of a college affiliated to or maintained by the University, in consultation with the representatives of the staff and the students; and the Dean of Studies, or the Principal, as the case may be, shall have full powers in regard to its utilization for the welfare of the students.
2. The Amalgamated Fund may be utilised for any or all of the following purposes:-
  - (i) Purchase of sports material pertaining to various games.
  - (ii) Watering, levelling, cleaning, turfing and maintenance of playgrounds.
  - (iii) Expenditure on and grants to societies, clubs, associations, committees, sabhas, etc. organised by the college.
  - (iv) Expenditure in connection with the home examinations, including the purchase and working of duplicating machines and printing of question papers.



- (v) Expenditure in connection with literary, social and cultural activities, approved by the principal.
- (vi) Expenses in connection with trips to places of educational and cultural interest, or for mountaineering, hiking, etc.
- (vii) Expenditure for sending students, to compete in debates, declamation, contests, music and dramatic contests and for taking part in any other educational activities.
- (viii) Hire and carriage of furniture, shamianas loudspeakers, etc., expenditure on photographs, decoration, lighting, refreshment for players, prize-winners and guests invited to sports, and other college functions.
- (ix) T.A. and D.A. to teachers from other colleges, prominent citizens, poets artists, writers etc, as determined by the Principal, provided that the maximum in no case shall exceed the admissible limit under the University rules,if any.
- (x) Travelling allowance to persons invited to lecture at the college or to preside over convocations or prize distribution functions, and the entertainment provided to such visitors.
- (xi) Expenditure on establishment pertaining to sports, N.C.C/ N.S.C./N.S.O. etc.
- (xii) Travelling allowance of teams and members of the staff, peons and servants accompanying the teams.
- (xiii) Out of pocket expenses or daily allowance incurred by members of the staff and students when they go out to represent the college in sports and other contests, as approved by the Principal.
- (xiv) Refreshments and meals at the time of friendly and University

matches or to distinguished visitors at college functions including honorarium to the distinguished visitors for delivering extension lectures, etc., as approved by the Principal.

- (xv) Rent of playgrounds, if any.
- (xvi) Expenditure in connection with the award of college colours to outstanding players.
- (xvii) Purchase of stock registers, cash book, etc., required for maintaining accounts pertaining to the Fund.
- (xviii) Postage, telegrams, telephone calls and purchase of stationery pertaining to student's activities.
- (xix) Expenditure in connection with the award of prizes at the annual sports prize distributions or college convocations.
- (xx) Purchase of articles of furniture, equipment for social and cultural activities.
- (xxi) Expenses on medical assistance rendered to members of sports teams.
- (xxii) Equipment and maintenance of common-rooms, purchase of radio sets, loud-speakers, television sets, projectors, tape recorders, etc.
- (xxiii) Uniforms or other equipment for members of various teams, at the discretion of the Principal.
- (xxiv) Books and periodicals for the library and reading-rooms,
- (xxv) Organisation of hobbies.
- (xxvi) Expenses in connection with refereeing of University matches.
- (xxvii) Payment of protest fee, late fee, fine or subscription to the various tournaments,

- (xxviii) Expenses in connection with tuck shops, cafeteria (excluding building).
- (xxix) Expenditure in connection with Rovers crews, scouting and girl-guiding
- (xxx) Purchase of furniture and equipment for the library, library decorations, furnishing, floor coverings and other fittings (for library only)
- (xxxi) Youth welfare activities.
- (xxxii) Educational melas, exhibitions, festivals.
- (xxxiii) Supply of nutritious food such a milk, eggs, fruit, etc., to poor and deserving students, and athletes.
- (xxxiv) Purchase of crockery for serving refreshments to students, guests, etc.
- (xxxv) Purchase of sports uniforms for poor students only.
- (xxxvi) Amenities for N.C.C./N.S.C./N.S.O. and expenditure incurred in connection with civil defense measures.
- (xxxvii) Photographs of teams, at the discretion of the Principal.
- (xxxviii) Excursions and camps to the hills.
- (xxxix) Any other object connected with students' activities of and educational character.
- (xl) Salary of gardener, library peon and sports peon.
- (xli) Repair and maintenance of campus roads and buildings for students oriented activities.

3. The Principal of a college affiliated to or maintained by the University shall have full powers in all matters, pertaining to the internal

administration of the college, which shall comprise the following functions :-

- (i) Distribution of work amongst the staff in accordance with University rules.
- (ii) Admission, promotion and detention of students.
- (iii) Grant of fee concessions and award of stipends to deserving students.
- (iv) Imposition of fine and remission thereof:
- (v) Disciplinary action and imposition of penalties etc, on students.
- (vi) Expenditure out of Amalgamated Fund.
- (vii) Organisation of all co- curricular activities
- (viii) to appoint temporary staff (teaching and non -teaching) for a period upto three months against sanctioned posts.

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## **Chapter-XXIX**

### **FEES, FINES AND OTHER CHARGES**

1. Admission fee, tuition fee, examination fee, other charges and University Departments of the Teaching and in the Colleges maintained by the University shall be as prescribed by the Board of Management from time to time;
2. Notwithstanding anything contained in any other provisions of these Ordinances, the Board of Management shall have the power to revise, from time to time, the rates of various fees, fines and other charges, prescribed by these Ordinances and to also prescribe additional fees, fines and other charges, as may be determined from time to time
3. The following documents will be issued by the University on the request of the students on the prescribed application along with the fee as may be prescribed by the BOM from time to time
  - i. Duplicate Certificate/Degree
  - ii. Provisional Certificate.
  - iii. Merit Certificate.
  - iv. Subject Certificate.
  - v. Paper-wise detailed marks per subjects.
  - vi. Paper-wise detailed marks for all subjects in an examination.
  - vii. Paper-wise detailed marks for English only, Elective or Additional subject (s) Date of birth or age Certificate.
  - viii. Duplicate result Card.
  - ix. Copy of admission form

- x. Correction in Admission form.
- xi. Paper-wise consolidate statement of marks (to be supplied to the Heads of recognised Institutions).
- xii. Certified copies of documents required by candidates who are disqualified. Examination form.
- xiii. Registration form.

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**Chapter- XXX**  
**RULES RELATING TO THE TEACHERS OF NON-  
GOVERNMENT AFFILIATED COLLEGES.**

1. The qualification as laid down by the various regulatory bodies like National Medical Commission, Dental Council of India, Indian Nursing Council and CCIM etc. shall be the minimum qualification and experience required for appointment of a teacher in non-Govt. affiliated colleges as amended from time to time.
2. Provided, further that University is empowered to frame its own rules for recruitment of various teaching posts and as such these rules after approval by the competent authority shall be binding on the college concerned.

**MANNER OF APPOINTMENT AND TERMS AND  
CONDITIONS OF SERVICE OF TEACHERS**

**1. Appointments –**

(a) The appointment of Principal/ teachers against any regular post shall only be made on the recommendations of a Selection Committee constituted as follows:

**1. For the Post of Principal (non-governmental affiliated colleges of the University)**

The Selection Committee for the post of college Principal shall have the following composition:-

- (i) Chairperson/President of the Governing body/Management

Committee—Chairperson.

- (ii) Two members of the Governing body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
- (iii) One nominee of the Vice-Chancellor who shall be a expert in the concerned specialty. In case of a college notified/declared as a minority educational institution, one nominee of the chairperson of the college from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating University shall also be member of the selection committee.
- (iv) Three experts consisting of the Principal of a college, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the governing body/management of the college) out of a panel of six experts approved by the competent authorities of the University concerned.
- (v) An academicians representing SC/ST/OBC/minority/women/differently disabled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee do not belong to that category.
  - (a) At least five members including two experts shall constitute the quorum.
  - (b) All the selection procedures of the selection committee shall be completed on the day of the selection committee meeting itself, wherein, minutes are recorded along with the scoring



proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates/panel of names in order of merit, duly signed by all members of the selection committee.

(c) The term of appointment of the college Principal shall be five years with eligibility for re-appointment for one more term only after a similar selection committee process. Selection Committees for the posts of Directors of Physical Education, Librarians, Deputy Librarians and Assistant Librarians shall be the same as that of Professor, Associate Professor and Assistant Professor respectively, except

(d) That the concerned expert in Physical Education or Administration of Library, practicing Librarian/Physical education Director, as the case may be, shall be associated with the Selection Committee as one the subject experts.

## **2. For the post of Assistant Professor in Non-Govt. Colleges:**

The Selection Committee for the post of Assistant Professor in colleges including private colleges shall have the following composition:-

- (i) Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing Body to be the Chairperson of the Selection Committee.
- (ii) The Principal of the college.
- (iii) Head of the Department of the concerned subject in the college.
- (iv) Two nominees of the Vice-Chancellor of the University of whom one should be a subject expert.
- (v) Two subject experts not connected with the college to be nominated

by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice-Chancellor.

- (vi) An academician representing SC/ST/OBC/minority/women/differently disabled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor if any of the above members of the selection committee do not belong to that category.
  - (a) To constitute the quorum for the meeting, five of which at least two must be from out of the three subject experts shall be present.
  - (b) For all levels of teaching positions in government colleges, the State Public Services Commissions/Teacher Recruitment Boards must invite three subject experts for which the concerned University be involved in the selection process by the state PSC.
  - (c) For all levels of teaching positions in constituent college(s) of a University, the selection committee norms shall be similar to that of the posts of departments of the University.

**3. For the post of Associate Professor in Non-Govt. Colleges:**

The selection committee for the post of Associate Professors in colleges including Private colleges shall have the following composition:-

- (i) The Chairperson of the Governing body or his/her or her nominee from among the members of the governing body to be the Chairperson of the Selection Committee.
- (ii) The Principal of the college.
- (iii) The Head of the Department of the concerned subject from the college.
- (iv) Two University representatives nominated by the Vice Chancellor

one of whom will be the Dean of college Development Council or equivalent position in the University and the other must be expert in the concerned subject.

- (v) Two subject experts not connected with the college to be nominated by the Chairpersons of the governing body of the college out of a panel of five names recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the University.
- (vi) An academician representing SC/ ST/OBC / Minority / Women/ Differently disabled categories, if any of candidates representing these categories is the applicant to be nominated by the Vice-Chancellor, if any of the above members of selection committee do not belong to that category.

The quorum for the meeting should be five of which at least two must be from out of the three subject experts.

Note relating to Rule 1(a)(1), (2), (3).

Further the following terms and conditions shall be applicable invariably to the above referred posts.

- (a) The management/Principal of the college shall send the request for constitution of the Selection Committee along with clippings of the posts advertised.
- (b) The direct recruitment to the above posts shall be through all India advertisement and selections by the duly constituted Selection Committees.
- (c) Intending candidates shall be given at least three weeks to apply for the post.
- (d) The Registrar shall be intimated by registered post, the date,

time and place of Selection Committee meeting at least 21 days in advance.

(e) At least fifteen days clear notice, by registered post, acknowledgement due, reckoned from the date of dispatch, shall be given to the candidates of the date, time and place of the meeting of Selection Committee.

(f) The expenses of the nominees of the University/Vice-Chancellor on the Selection Committees, for teaching posts in privately managed colleges shall be met by the managing committee of the concerned college.

(g) The recommendations/proceedings of the selection committee in original shall be sent to the University by the management of the college immediately along with teachers return form, copy of agreement, chart showing academic qualifications of each of the applicants applied/ appeared/selected for the post with duly attested photocopies of the testimonials.

(h) The recommendations of the Selection Committee shall be subject to the approval of the Vice-Chancellor.

2. **Probation** - Every teacher appointed against a regular post shall be on probation for two years provided that the Management may, for reasons to be recorded in writing, waive or reduce the period of probation. The Management may assess the suitability of a teacher for confirmation even before the expiry of the period of two years but not earlier than 9 months from the date of appointment. Normally, every teacher shall be confirmed after the completion of probation unless during the probation period his/her services are terminated by

giving him/her one months' notice or one month salary in lieu thereof. During the probation the teacher may also leave service by giving to the Management one months' notice in writing or one months salary in lieu thereof. It shall be obligatory on the part of the Management to take up cases of confirmation at least three months before the date of expiry of the period of probation and place them before appropriate authority/authorities well in time and convey the decision to the teacher in time otherwise the teacher shall be deemed to have been confirmed from the date of completion of probation period.

### **3. Contract—**

- (a) The appointment of every teacher shall be a written contract.
- (b) A copy of this agreement shall be deposited by the Management with the Registrar within 30 days of appointment of the teacher.
- (c) In the case of appointment made before the enforcement of these Ordinances, the Management and the teacher shall be deemed to have entered into a contract incorporating the provisions of these rules, and it shall be the duty of the parties to execute a supplementary agreement in conformity with these provisions. The Management shall deposit a copy of the supplementary agreement with the Registrar within 90 days of the enforcement of these Ordinances.
- (d) Any dispute arising out of the contract between the Management and any of its teachers, shall, at the request of the teacher concerned or at the instance of the Management be referred to a Tribunal of Arbitration consisting of one member appointed by the Management, one member nominated by the teacher concerned

and an umpire appointed by the Vice-Chancellor, and the decision of the Tribunal shall be final.

4. **Temporary Appointments** - (a) The Management may make a temporary appointment to fill a vacancy caused during the session by the illness, death dismissal or resignation of a regular teacher or on account of other unforeseen circumstances of a like nature; but such appointment shall only be till the end of the academic session.
  - (b) A temporary appointment may, however, be made to fill a leave vacancy for a period not exceeding two years and to fill a post created for a specified purpose for a period not exceeding six months.
  - (c) A teacher appointed on a temporary basis shall not be absorbed in service on a regular basis, unless he/she is selected in accordance with the provisions of rule no. 1 of this chapter. It shall be open to the Management on the advice of the Selection Committee to allow or refuse benefit of the temporary service, rendered by such a teacher for purposes of fixation of his/her pay, increments, permission to contribute to the Provident Fund with retrospective effect etc. etc.
  - (d) A temporary appointment made by the management shall be subject to the approval of the Vice-Chancellor.
5. **Pay Scales-** An affiliated non-government college or institution shall adopt the same pay scales for its teachers as in force from time to time for the teachers in government colleges of the State. No teacher shall be paid less than the minimum of the pay scale for the post to which he/she is appointed.
6. **Payment of Salary-** Every teacher shall be paid his/her salary regularly,

but in no case later than the 10th of the Month following that for which the salary is due.

7. **Increment-** Annual increment shall be granted to every teacher on the recommendation of the Principal, and shall not be withheld without assigning specific reason in writing; and the teacher shall have the right of appeal to the Vice-Chancellor, whose decision shall be final.
8. **Vacation Salary** - A teacher, whether permanent or an probation or appointed temporarily, shall be entitled to vacation salary as under :

a. When the annual system is in vogue :

(i)	One who does not complete month's of service during the whole year	No salary for the following three annual vacation
(ii)	One who completes three month's but less than six month's service during the year	One third salary for the following vacation
(iii)	One who completes six month's but does not complete nine months service during the year	One-half salary for the following year
(iv)	One who completes nine month's service during the year	Full salary for the following vacation

Provided that a teacher who leaves service of his/her own accord during the year shall not be entitled to any vacation salary.

9. **Service Record** - The service record of every teacher and the annual confidential report on his/her work and conduct shall be maintained

regularly. The teacher concerned shall be informed in writing within thirty days, in case there is an adverse report and he/she shall be given an opportunity to make a representation.

**10.** Every teacher shall retire at the age of 65 years. However, a teacher shall be allowed to continue in service till the end of the semester or the academic session even though he/she may have attained the age of 60 years. A teacher may be allowed to function as teacher should be on contract-basis till the age of 70 years provide that the he/she is in good mental and physical health. The contract may be extendable on year to year basis.

**11. A Gratuity** - In addition to the benefits of Provident Fund, the Governing Body of the college shall grant to every teacher, at the time of retirement or death, whichever is earlier, for efficient and faithful service rendered, a gratuity of a sum calculated at a rate of half month's pay last drawn for each complete year of service, provided that :

- (i) no one shall be allowed gratuity unless he/ she has completed at least fifteen years of continuous service in the institution or institutions run by the same Management;
- (ii) no gratuity shall accrue for any service exceeding thirty years;
- (iii) in case of a teacher who dies before completing fifteen years of service or who joins service at an age when he/she cannot, upto the age of retirement, complete fifteen years of service, the Governing Body may grant such gratuity as it deems fit under the circumstances.



## **CONDUCT RULES**

- 12.** The whole time of a teacher shall be at the disposal of the college, and he/she shall not write for publication either in his/her own name or pseudonymously or anonymously notes on text-books, guides or help books etc., and shall not without the prior permission of the Management, undertake private tuitions, engage in trade, business or any other occupation which may interfere with the efficient discharge of his/her duties.
- 13.** A teacher shall at all times maintain absolute integrity and devotion to duty and shall desist from any conduct which may not be in accord with decency and morality, or be otherwise derogatory to his/her position as a teacher. In particular, a teacher shall avoid every activity which may encourage groupism or factionalism in the college or divisive tendencies in national life. He/she shall not propagate the ideology and programme of any political party in the college or amongst students. He/she shall at all times avoid vilification of any kind of any member of the college or the Management or of any officer, teacher or authority of the University.
- 14.** A teacher who intends to publish a book for use in some class in an affiliated college for a subject, prescribed by the University, shall submit to the Dean of Studies the manuscript of the book along with a fee of Rs. 100/-. The Dean of Studies shall obtain the opinion of experts in the subjects and decide if the book is suitable for and worth publication. The Dean of Studies shall have the final authority to grant or refuse permission for the publication of the manuscript.  
If a teacher fails to comply with the above requirement, the approval of his/her appointment as a teacher in an affiliated college shall be withdrawn and it shall be obligatory on his/her employer to terminate

his/her services.

- 15.** A teacher shall not, except with the previous permission of the Management, own wholly or in part, or conduct or participate in the editing or managing of any newspaper or any periodical.
- 16.** Every teacher shall obey the lawful orders of his/her superior authority.
- 17.** The teacher and the Management shall communicate only through the Principal and the channel of communication between the University and the teachers shall also ordinarily be the Principal/Head of the Institutions.
- 18.** A teacher shall not stand for election to Parliament, State Legislature or Local Bodies without the prior permission of the Management. He/she shall not indulge in activities prejudicial to the interest of the college/University or the government and shall maintain cordial atmosphere and discipline in the college. In the event of being elected he/she shall be treated on leave without pay for the entire period of his/her absence from duty on this account.
- 19.** Except in accordance with any general or special order of the Management, or in the performance, in good faith, of the duties assigned to him, a teacher shall not communicate, directly or indirectly, any official document or information to any employee or any other person to whom he/she is not authorised to communicate such document or information.
- 20.** A teacher shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. A teacher who becomes the subject of legal proceedings for insolvency shall forthwith report the full facts to the Principal/ Management.

- 21.** A teacher shall not bring or attempt to bring any outside influence to bear upon the authorities of his/her college to further his/her interest in respect of matters pertaining to his/her service in the college.
- 22.** A teacher shall not be a member, representative or office bearer of any Association representing or purporting to represent teachers or any class of teaching profession unless such Association satisfies the following conditions.
- (a) Its membership is confined to teachers or a distinct class of teachers and it is open to all such teachers or class of teachers, as the case may be.
  - (b) It is not in any way connected with any political party or organisation and does not engage in any political activities.
- 23.** A teacher shall not apply for any other job, post or scholarship without the previous sanction of the Principal of his/her college and in the case of the Principal without the previous sanction of the Management.
- 24.** A teacher shall not absent himself/herself from his/her duties without having first obtained the permission of the Principal and in the case of the Principal of the Management. Leave in all cases must be applied for and sanctioned before it is availed.
- (A) The following lapses shall constitute improper conduct on the part of a teacher making him/her liable for disciplinary action :
- (i) Failure to perform his/her academic duty such as preparation of lectures, demonstrations, assessment, guidance, invigilation, etc.
  - (ii) Gross partiality in assessment of students, deliberately over marking, under-marking or attempts at victimisation on any grounds;

- (iii) Inciting students against other students, colleges or administration; provided that this will not interfere with the right of a teacher to express his/her difference on principles in seminars or other places where students are present;
- (iv) Raising questions of caste, creed, religion, race or sex in his/her relationship with his/her colleagues and trying to use the said consideration for improvement of his/her prospect;
- (v) Refusal to carry out the decisions by appropriate administrative and academic bodies and/or functionaries of the University. It, however, will not inhibit his/her right to express his/her difference with the policies and decisions of the administrative and academic bodies and /or functionaries of the University.

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

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

- 25.** A teacher when he/she quits service for whatever cause, shall deliver to the Principal and in the case of the Principal to the Management, all books, apparatus, records and ID such other articles belonging to the college or to the Management or to the University as may be in his/her possession or charge.

## TERMINATION OF SERVICE

26. (i) The services of a temporary teacher may be terminated by the Management without assigning any reason and without giving any notice,
- (ii) The services of a teacher on probation are liable to be terminate at any time by notice of one month in writing, either by the teacher to the Management or by the Management to the teacher; provided that the services of any such teacher may be terminated by payment to or by the Management, as the case may be, of an amount equal to the salary for one month, or for the period by which such a notice falls short of one month.
- (iii) The services of a permanent teacher may be terminated by a notice of three months or on payment of salary for such period as the notice falls short of three months or without notice, on payment of three months' salary, if the post in which he/she was confirmed is abolished. In all such cases, however, the prior permission of the Vice-Chancellor shall be necessary.

## SUSPENSION

27. (a) The Management may place a teacher under suspension pending an enquiry, if it is satisfied that there is a *prime facie* case against him/her of insubordination intemperance or other misconduct or any breach or non- performance of his/her duties or non-compliance with any of the provision of the Conduct Rules applicable to him:

Provided that the Management shall place a teacher under suspension in case the teacher is arrested for a criminal offence involving moral turpitude.

- (b) A charge sheet shall ordinarily be served on the teacher within 15 days of his/her suspension and the enquiry shall ordinarily be completed within six months of the date of suspension, unless the period is extended by the Vice- Chancellor.
- (c) In case of suspension following arrest and prosecution of a teacher in connection with a criminal offence, involving moral turpitude the suspension shall remain in force till the final decision of the case.
- 28.** During the period of suspension the teacher concerned shall receive one-half of the emoluments that he/she was drawing immediately before his/her suspension.
- 29.** The period of suspension shall not be treated as a period spent on duty, unless the Management specially directs that it shall be so treated for any specific purpose :
- Provided that if the teacher so desires the Management may direct that the period of absence from duty shall be converted into leave of any kind due and admissible to the teacher.
- 30.** Leave may not be granted to a teacher under suspension.
- 31.** If a teacher under suspension is completely exonerated of the charges brought against him, or where the Management is satisfied that the suspension was wholly unjustified, he/she shall-
- (a) be reinstated in his/her original post and be entitled to all benefits that he/she might have earned, if he/she had not been suspended; and
  - (b) draw all emoluments minus the emoluments already drawn for the entire period of his/her suspension;
  - (c) The period of absence from duty during such suspension shall be

treated as a period spent on duty for all purposes.

- 32.** In other cases the teacher shall be given such proportion of his/her emoluments as the Management may decide:

Provided that such proportion shall not be less than the subsistence allowance granted under rule 27 above.

### **PENALTIES**

- 33.** The following penalties may for good and sufficient reasons, as hereinafter provided, be imposed on a teacher by the Management-

- (1) Censure.
- (2) Withholding of increment or promotion, including stoppage at an efficiency bar, if any.
- (3) Reduction to a lower post, or time-scale or to a lower stage in a time- scale.
- (4) Recovery from pay of the whole or part of any pecuniary loss caused to the college by negligence or breach of orders.
- (5) Removal from service.

### **EXPLANATION**

- 34.** The termination of the employment-
- (a) of a teacher appointed on probation during or at the end of the probation in accordance with the terms of appointment and the rules governing the probationary service; or
  - (b) of a temporary teacher on the expiration of the period of the appointment or the abolition of the post or before the due time in accordance with the terms of the appointment; or

- (c) of a teacher engaged for a specific period in accordance with the terms of his/her appointment; does not amount to removal within the meaning of this rule;

Provided that no such penalties shall be imposed, unless the teacher concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

### **GROUND FOR REMOVAL**

**35.** A teacher shall be liable to removal from service on the following grounds:-

- (1) Misconduct;
- (2) Disobedience of the orders of an appropriate authority;
- (3) Moral turpitude;
- (4) Intemperance or failure to observe proper moral standards in his/her personal life;
- (5) Physical or mental unfitness;
- (6) Conviction by a court of law for an offence involving moral turpitude or criminal act.

### **PROCEDURE FOR REMOVAL**

**36.** The removal of a teacher shall require two-thirds majority of the members of the Management of the college, present and voting.

### **ARBITRATION TRIBUNAL**

**37.** (a) Any dispute arising in connection with the removal of a teacher from service shall be referred to the tribunal of arbitration



referred to in rule 2(d) and each party to the dispute shall submit the name of its nominee within a fortnight of the issue of letters, asking them to do so.

- (b) The tribunal of arbitration shall have the power to enquire into all the aspects of the case and its decision shall be final and binding on both the parties.
- (c) If the Vice-Chancellor is satisfied that the constitution of the tribunal is being delayed due to the non-cooperative attitude of any of the parties, or if the nominee of the Vice-Chancellor on the tribunal of arbitration is satisfied that a decision of the tribunal within a reasonable time is being delayed due to the non-cooperative attitude of any of the parties or their nominees, the nominee of the Vice-Chancellor shall be competent to give an award in the case, which shall be final and binding on both the parties.
- (d) The refusal on the part of the Management to implement the decision of the tribunal of arbitration within thirty days of its communication to the parties, shall be a sufficient ground for disaffiliation.
- (e) A teacher, whose removal from service is upheld by the tribunal of arbitration, shall not be employed in a college affiliated to or maintained by the University without the prior approval of the Vice-Chancellor.

## **LEAVE RULES FOR TEACHERS OF NON-GOVERNMENT AFFILIATED COLLEGES**

- 37.** These rules shall apply to all teachers of non-government affiliated colleges.
- 38.** leave is earned by duty only.
- 39.** (i) A teacher who retires, resign or is otherwise discharged from the employment of the college and is re-employed shall not get the benefit of his/her former service towards leave without specific orders of the Management.  
(ii) A teacher who is dismissed or removed from the service but is reinstated on appeal or review, is entitled to count his/her former service towards leave.
- 40.** Leave cannot be claimed as of right. When exigencies of the service so require, discretion to refuse or revoke leave of any description is reserved to the authority, empowered to grant it.
- 41.** (i) A teacher on leave may not return to duty before the expiry of the period of leave granted to him, unless he/she is permitted to do so by the authority, which granted him/her leave.  
(ii) Notwithstanding anything contained in sub-rule (i) a teacher on leave preparatory to retirement shall be precluded from withdrawing his/her request for permission to retire and from returning to duty, save with the consent of the Management.
- 42.** All orders recalling a teacher to duty before the expiry of his/her leave shall state clearly whether the return to duty is optional or compulsory. If it is optional the teacher is entitled to no concession. If it is compulsory, the teacher shall be entitled to travelling allowance to the place of his/her

posting from the place indicated by him/her as his/her address during the period of leave, provided that this concession shall be admissible, if he/she is required to join duty before the expiry of two-thirds of the leave granted to him. He/she will, however, get his/her leave salary upto the date he/she resumes his/her duty.

- 43.** A teacher who remains absent from duty after the expiry of his/her leave shall not be entitled to leave salary during the period of such absence, unless his/her leave is extended by the competent authority.

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

- 44.** Leave shall be of the following kinds:-

- (i) Privilege leave,
- (ii) Half pay leave and commuted leave.
- (iii) Maternity leave to women teachers.
- (iv) Study leave.
- (v) Leave not due.
- (vi) Leave without pay (extraordinary leave).

- 45.** Vacation and casual leave shall not be treated as absence from duty and the pay and allowances of a teacher shall not be intermitted.

- 46.** A teacher shall be considered to have availed himself/herself of a vacation or a portion of vacation, unless he/she has been required by the general or special order of the Management or a person authorised by it to forego such vacation or a portion of a vacation.

Provided that if he/she has been prevented by such an order from enjoying more than 15 days of vacation, he/she shall be considered to have availed

himself/herself of no portion of the vacation.

**NOTE:-** (i) A teacher who has routine duties to discharge during a vacation, which do not require his/her presence at his/her place of duty and which can be performed either by himself/herself at some other place or by some other teacher, shall be considered to have availed himself/herself of a vacation or a part of it.

- (ii) A teacher who absents himself/herself from his/her place of duty during any part of vacation is expected to arrange for and is responsible for the performance, without any cost to the college, of such duties.
- (iii) A teacher who is absent from the place of duty during any portion of the vacation or being recalled, will not be entitled to travelling allowance, unless the vacation is combined with leave.

**47.** (a) Privilege leave is not admissible to a teacher in respect of duty performed in any year in which he/she avails himself/herself of the full vacation.

(b) The privilege leave admissible to a teacher in respect of any year in which he/she is prevented from availing himself/herself of the full vacation is such proportion of 30 days as the number of days of vacation not taken bears to the vacation. If in any year the teacher does not avail himself/herself of the vacations, privilege leave will be admissible to him/her at the rate of 30 days in a year. Accumulation of privilege leave shall be permitted to an extent of 120 days only.

(c) Vacation may be taken in combination with or in continuation of any kind of leave:

Provided that the total duration of vacation and privilege leave,

taken in conjunction shall not exceed 120 days, except when it is combined with medical leave.

- 48.** (a) The half pay leave admissible to a teacher in permanent employment in respect of each completed year of continuous service, which includes periods spent on duty as well as on leave including extra ordinary leave, is 20 days.
- (b) The half pay leave may be granted on medical certificate or on private affairs.
- (c) Medical or commuted leave not exceeding half the amount of half pay leave may be granted to a teacher on medical certificate on full pay and allowance subject to the following conditions:-
- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days.
- (ii) When commuted leave is granted twice the amount of such leave shall be debited against the amount of half pay leave due.
- 49.** The Management may grant to a woman teacher maternity leave on full pay for a period of **180** days from the date of its commencement. The maternity leave is not debited against the leave account. This will apply to only those women employees who have two or less than two children.
- NOTE:-**The maternity leave under this rule may also be granted in the cases of miscarriage, including abortion, subject to the conditions that (i) the leave does not exceed six weeks; (ii) the application for leave is supported by a certificate from the Medical Officer of the college concerned or a Civil Surgeon, or Chief Medical Officer, or a District Medical Officer.
- 50.** The Management shall on the recommendation of the Principal grant to a teacher study leave on full pay for study and research work for a period of not more than two years, which may however, be extended as

hereinafter provided:

- (a) Application for grant of study leave should be made at least six months before a teacher intends to avail himself/herself of such leave and should furnish the following details:-
  - (i) The course or courses of study or research contemplated, with a detailed programme.
  - (ii) Full particulars of financial assistance, including scholarships, teaching assistance ships, travel grants etc., if any that is likely to be received.
- (b) The Principal before making his/her recommendations to the Management, may refer any application to a Committee for its opinion, if he/she considers it necessary.
- (c) No teacher shall be entitled to this leave as a matter of right and this leave shall not be granted if the applicant has not completed at least four years of continuous service in the college.
- (d) This leave may be granted on full salary, but payment shall be subject to bi-annual satisfactory report from the supervisor or tutor teacher under whom he/she is working, failing which leave for the rest of the period may be cancelled.
- (e) A teacher granted study leave shall execute a bond to serve the college on return from study leave for twice the period for which the leave is granted, failing which he/she shall be required to pay to the Management a sum equal to twice the amount paid to him/her as study leave salary or such lower amount as the Management may determine depending upon the circumstances of the case.
- (f) If through no fault of the teacher the course of study is not completed within two years, then on the recommendation of the

supervisor or tutor under whom the teacher is working, the period of study leave may be extended by the Management on the recommendation of the Principal.

- 51.** 'Leave not due' may be granted by the Management to a teacher in permanent employment for a period not exceeding 360 days during his/her entire service, out of which not more than 90 days at a time and 180 days in all, may be otherwise than on medical certificate. Such leave will be debited against the half pay leave a teacher may earn subsequently.

**NOTES:-** (i) 'Leave not due' shall only be granted if the Management is satisfied that there is reasonable prospect of the teacher returning to duty on the expiry of leave and shall be limited to the half pay leave he/she is likely to earn thereafter.

(ii) If a teacher who has been granted 'Leave not due' under this clause applies for permission to retire voluntarily, the 'Leave not due' shall, if the permission is granted, be cancelled and his/her retirement shall have effect from the date on which such leave commences, and an undertaking to this effect shall, therefore, be taken from the teacher who avails himself/herself of 'Leave not due'. But the question whether a teacher should be called upon to refund the amount of leave salary shall be decided on the merits of each case, e.g. if the retirement is voluntarily sought, refund shall be forced; if it is unavoidable by reasons of ill-health or as a result of his/her being incapacitated for further service, no refund may be insisted upon.

- 52.** The Management may on the recommendation of the Principal for any special reasons grant a teacher extraordinary leave, but such leave shall be without pay and shall not exceed six months:

Provided that this leave may be granted (a) upto a maximum of 16 months to a teacher who has taken up employment elsewhere with the permission of the Management; and (b) upto two years to a teacher who is permitted to go elsewhere for higher studies, teaching or research; this leave may be extended upto three years in exceptional cases.

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

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

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

(c) Casual leave to the teacher will be granted by the Principal and to the Principal by the President or Secretary of the Management.

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