



PONDICHERY UNIVERSITY

ORDINANCES GOVERNING ACADEMIC MATTERS

(Modified upto October 2018)

CONTENTS

Chapter No.	Subject Matter	Page No.
I	Colleges/ Institutions admitted to the privileges of the University	1
II	School Board	4
III	Departments	6
IV	Board of Post-graduate studies	7
V	Board of Under-graduate studies	9
VI	Responsibilities of the Deans of Schools	11
VII	Admission of Colleges/institutions to the privileges of the University	14
VIII	Admission of students to the University and to the colleges/institutions admitted to the privileges of the University	20
IX	Register of Matriculates	22
X	Migration and Transfer of Students	23
XI	Medium of Instruction	25
XII	Fees payable by the students of the University and the affiliated colleges/institutions	26
XIII	Award of Scholarships, Studentships, Fellowships, Medals, Prizes, Endowments, etc.,	29
XIV	Discipline of Students	30
XV	Examinations	33
XV(A)	Discipline among students in University Examinations	36
XVI	Examiners	40
XVII	Examination Committee	42
XVIII	Award of Degrees, Diplomas, Certificates and other distinctions	44
XIX	Convocation for conferring degrees	45
XX	Classification, emoluments qualifications and other terms and conditions of service of the teachers and other academic staff of the University	48
XXI	Procedure for establishing additional campuses, Special Centers, Specialized Laboratories or other units for research and instruction	102
XXII	Establishment of Inter University Collaboration and Research Cell and Guidelines for Establishing Memorandum of Understanding between the University and other institution of repute.	103
XXIII	Procedure for Recognition of Research Institution /Centre/ Laboratory of Major Institutions, existing affiliated college for offering Doctoral (Ph.D) programmes under Pondicherry University	109

Appendix No.	Subject Matter	Page No.
I	Inspection committee fees, affiliation fees, endowments etc.,	116
II	Schedule of fees for various examinations and for other various general purposes	126
III	Schedule of various examinations probable dates of such examinations publication of results, etc.	135
IV	Fees for valuation and paper setting, scale of remuneration and other allowances for examination purposes and Practicals	139

CHAPTER – I
COLLEGES / INSTITUTIONS ADMITTED TO THE PRIVILEGES OF
THE UNIVERSITY

[Sections 5 (17) of the Act read with Statute 32]

1. The following colleges/institutions stand admitted to the privileges of the Pondicherry University *Colleges/ Institutions
admitted to the
privileges
Of the University*

ARTS & SCIENCE COLLEGES

1. Tagore Arts College, Puducherry
2. Arignar Anna Government Arts College, Karaikal
3. Jawaharlal Nehru Rajkeeya Mahavidyalaya, Andaman & Nicobar Islands
4. Bharathidasan Govt. College for Women, Puducherry
5. Mahatma Gandhi Govt. Arts College, Mahe
6. Avvaiyar Govt. College for Women, Karaikal
7. Dr. S.R.K. Govt. Arts College, Yanam
8. Kanchi Mamunivar Centre for PG Studies, Puducherry
9. Mahatma Gandhi Government College, Mayabunder, Andaman & Nicobar Islands
10. Rajiv Gandhi Arts and Science College, Puducherry
11. Perunthalaivar Kamarajar Govt. Arts College, Puducherry
12. Divine Mother College, Puducherry
13. Indira Gandhi College of Arts & Science, Puducherry
14. Saradha Gangadharan College, Puducherry
15. Achariya Arts and Science College, Puducherry
16. Idhaya College of Arts and Science for Women, Puducherry
17. Kasthurba College for Women, Puducherry
18. Rathnavel Subramaniam College of Arts and Science, Karaikal
19. Mahe Co-operative College of Higher Education & Technology, Mahe

EDUCATION COLLEGES

1. Pope John Paul II College of Education, Puducherry.
2. Tagore Government College of Education, Andaman & Nicobar Islands.
3. Sree Narayana College of Education, Mahe.
4. Immaculate College of Education for Women, Puducherry.
5. Usha Latchumanan College of Education, Puducherry.
6. Achariya College of Education, Puducherry.
7. Perunthalaivar Kamarajar College of Education, Karaikal.
8. Alpha B.Ed. College, Puducherry.
9. Arutperunchothi Ramalingasammy College of Education, Puducherry.
10. Don Bosco College of Education and Research Institute, Karaikal
11. Dr. Anbu Paul College of Education, Puducherry
12. Loyola Institute of Teacher Education, Puducherry
13. Krishnasamy College of Education for Women, Puducherry
14. Mahe Co-operative College of Teacher Education, Mahe
15. Nehru College of Education, Puducherry
16. Regency College of Education, Yanam
17. Vasavi College of Education, Puducherry
18. Venkateswara College of Education, Moolakulam, Puducherry.

19. Venkateswara College of Education, Madagadipet, Puducherry
20. Vivekananda College of Education, Puducherry
21. Co-operative College of Education, Puducherry
22. Senthil College of Education, Puducherry
23. Sabari College of Education, Puducherry
24. Amarnath College of Education, Karaikal
25. Sri Sai Ram College of Education, Puducherry
26. St. Anne's College of Education & Research Centre, Puducherry
27. TVR College of Education, Puducherry
28. Dr. Kalaikannan College of Education for Women, Puducherry
29. RVS College of Education, Karaikal
30. Sri Venkateswara College of Education, Karaikal

ENGINEERING COLLEGES

1. Pondicherry Engineering College, Puducherry
2. Bharathiyar College of Engineering and Technology, Karaikal
3. Rajiv Gandhi College of Engineering & Technology, Puducherry
4. Sri Manakula Vinayagar Engineering College, Puducherry.
5. Regency Institute of Technology, Yanam
6. Christ College of Engineering & Technology, Puducherry
7. Perunthalaivar Kamarajar Institute of Engineering & Technology, Karaikal
8. Manakula Vinayagar Institute of Technology, Puducherry
9. R.V.S. College of Engineering & Technology, Karaikal
10. R.V.S. College of Computer Applications, Karaikal
11. Dr. S.J.S Paul Memorial College of Engineering and Technology, Puducherry
12. R.V.S. Institute of Management Studies and Computer Application, Karaikal
13. Sri Ganesh College of Engineering & Technology, Puducherry
14. Dr. B.R. Ambedkar Institute of Technology, Andaman & Nicobar Islands
15. Achariya College of Engineering Technology, Puducherry
16. Alpha College of Engineering & Technology, Puducherry.

MEDICAL COLLEGES

1. Pondicherry Institute of Medical Sciences, Puducherry
2. Sri Manakula Vinayagar Medical College and Hospital, Puducherry
3. Sri Venkateshwaraa Medical College Hospital and Research Centre, Puducherry
4. Indira Gandhi Medical College & Research Institute, Puducherry
5. Rajiv Gandhi Ayurveda Medical College, Mahe.

PARAMEDICAL / NURSING COLLEGES

1. Mother Theresa Post Graduate and Research Institute of Health Sciences, Puducherry
2. College of Nursing, PIMS, Puducherry
3. Sabari College of Nursing, Puducherry.
4. Sri Manakula Vinayagar Nursing College, Puducherry.
5. Indirani College of Nursing, Puducherry.
6. Sri Venkateshwara College Paramedical Sciences, Puducherry
7. College of Nursing, East Coast Institute of Medical Sciences, Puducherry
8. Raak Nursing and Para Medical College, Puducherry.

DENTAL COLLEGES

1. Mahatma Gandhi Post Graduate Institute of Dental Sciences, Puducherry
2. Mahe Institute of Dental Sciences & Hospital, Mahe

VETERINARY COLLEGE

1. Rajiv Gandhi College of Veterinary and Animal Sciences, Puducherry

ART & CULTURE COLLEGE

1. Bharathiar Palkalaikoodam, Puducherry

LAW COLLEGE

1. Dr. B.R. Ambedkar Govt. Law College, Puducherry
2. Sri Balaji Law School, Puducherry

RESEARCH INSTITUTES

1. Vector Control Research Centre (ICMR), Puducherry
2. Regional Medical Research Centre (ICMR), Andaman & Nicobar Islands
3. Zoological Survey of India, Port Blair, Andaman & Nicobar Islands
4. French Institute of Pondicherry, Puducherry.

In addition to the above, the Vector Control Research Centre, Pondicherry, in so far as it relates to the courses conducted in M.Sc. (Medical Entomology) and Ph.D., (Botany, Zoology) also stands affiliated to the University.

Provided that students now pursuing various courses in these colleges/institutions shall be permitted to complete their courses for the Diploma/Degree or Certificate from the University of Madras, University of Calicut or Andhra University, as the case may be, and such colleges/institutions shall provide for instruction and examination of such students in accordance with the syllabus of study under which a student was admitted to that course as contemplated in section 43.

Provided further that if these colleges/institutions propose to start any fresh course for any Degree/Diploma of the Pondicherry University as an affiliated college/institution, the provisions as contained in Statute 32(1) of the Pondicherry University Act (No.53 of 1985) shall apply.

2. The college/institutions admitted to the privileges of the University shall not, without the prior permission of the Executive Council and Academic Council of the University, suspend instruction in any subject or course of study which the said college/institution is authorized to teach. [Statute 32(1)(v)].

CHAPTER – II
SCHOOL BOARD
[Statute 16(2)]

Functions

1. The functions of the School Board shall be:
 - a. to co-ordinate the teaching and research work in the department assigned to the school.
 - b. to appoint Committees to organise the teaching and research work in subjects or areas which do not fall within the sphere of any department in the school and supervise the work of such Committees.
 - c. to approve the courses of study of various programmes including research degrees offered by the Departments.
 - d. to recommend to the Executive Council the names of examiners for the evaluation of thesis for Ph.D. and other research degrees.
 - e. to recommend to the Academic Council, creation or abolition of teaching posts after considering proposals received from the Departments /Centres.
 - f. to recommend the suggestions of the Board of Post-graduate Studies to the Academic Council regarding the award of research degrees to candidates who have been adjudged to be fit to receive such degrees.
 - g. to frame the general time-table of the school.
 - h. to consider and act on any proposal regarding the welfare of the students of the school.
 - i. to consider schemes for the advancement of the standards of teaching and research and to submit proposals in this regard to the Academic Council.
 - j. to perform all other functions which may be prescribed by the Act, Statutes and Ordinances and to consider all such matters as may be referred to it by the Executive Council, the Academic Council or the Vice-Chancellor.
 - k. to delegate to the Dean or to any other member of the Board or to a Committee such powers, general or specific, as may be decided.

2. Meetings of the Board shall either be ordinary or special. Ordinary *Meetings* meetings shall be held twice in a year of which one shall be held in the first quarter of the academic session.
3. Special meetings may be called by the Dean on his own initiative or shall be called at the suggestions of the Vice-Chancellor or on a written request from at least one-fifth of the members of the Board.
4. The quorum for a meeting of the Board shall be one-third of its total *Quorum* membership.
5. Notice for the ordinary meeting of the Board shall be issued at least *Notice* ten days before the date fixed for the meeting, and for the special meetings, at least five days before the date fixed for the meeting.
6. Rules of conduct of the meetings shall be as prescribed by the *Rules of Business* regulations to be framed in this regard.

CHAPTER – III
DEPARTMENTS

[Section 2(g) read with Statute 16 (5) (c)]

Constitution

1. (a) In addition to the members enumerated under Statute 16(5) (c) (i) to (iv), the following shall also be the members of the department under Statute 16(5) (c) (v):
 - (i) One teacher of the University who is an expert in allied or cognate subjects dealt within the Department or Centre to be nominated by the Vice-Chancellor for the period of three years.

Provided that no such teacher shall be nominated as a member of more than two Departments or Centres.
 - (ii) In addition, the Head of Department may nominate two students – one from research students and the other from Post-Graduate Students – to be co-opted as member.
- 1 (b) The implementation of the Choice Based Credit System shall be the responsibility of the Department in terms of the Choice Based Credit System Regulations.
- 1 (c) For the purpose of finalization of grades after end semester examinations, the programme committee shall exclude the student members but may include the external examiners, if any.

*Heads of the
Departments
Appointment
and their
functions
(Statute 7(1) to
(5) of the
Statutes of the
University)*

2. The Head of the Department shall convene and preside over the meetings of the Department.
3. The Head of the Department, under the general guidance of the Dean of the School, shall,
 - (a) Organise the teaching and research work in the Department / Centre:
 - (b) Frame the time-table in conformity with allocation of the teaching work by the Department/Centre.
 - (c) Maintain discipline in the class rooms and laboratories through teachers.
 - (d) Assign to the teachers in the Department/Centre such duties as may be necessary for the proper functioning of the Department or Centre: and assign work to and exercise control over the non-teaching staff in the Department / Centre: and
 - (e) Perform such other duties as may be assigned to him by the Dean, the Academic Council, the Executive Council and Vice-Chancellor.

CHAPTER – IV

BOARD OF POST-GRADUATE STUDIES

[Statute 17]

1. There shall be a Board of Post-graduate Studies for each department. *Constitution*
2. The Board of Post-graduate Studies shall consist of the following members:
 - (i) Head of the Department
 - (ii) All Professors of the department.
 - (iii) Two Readers and two Lecturers, by rotation according to seniority, to be appointed by the Vice-Chancellor.
 - (iv) One teacher each from other departments within the School having common courses with the department concerned.
 - (v) Not more than four teachers teaching the subject at Post Graduate Level in the affiliated colleges / institutions, to be nominated by the Vice-Chancellor, due representation to be given to the Heads of Departments and other senior teachers of the Departments by turn.
 - (vi) Not more than three persons, nominated by the Board of the School, who have special knowledge in the discipline of the concerned department and who are not employees of the University or of any of the affiliated colleges / institutions.
 - (vii) In respect of the professional colleges, the Principal or the Head of the Department of the concerned discipline, as the case may be, shall be the *ex-officio* Chairman of the Board of Studies.
 - (viii) The chairman shall have the power to co-opt experts to attend as observers at its specific meetings, as and when necessary, with the prior permission of the Vice-Chancellor.
3. The term of office of the members of the Board of Studies shall be for a period of three years and they shall be eligible for re-appointment. *Term of Office*
4. The functions of the Board shall be- *Powers and functions*
 - (a) to approve subjects for research for various degrees and other requirements of research degrees;
 - (b) to recommend to the School Board, courses of studies for post-graduate courses offered by department or college/institution;

- (c) to recommend to the School Board, appointment of examiners to the Post-graduate courses, other than research degrees, in accordance with the provisions of the regulations governing examinations of the University;
- (d) to consider and recommend to department(s) concerned applications for admission to the M.Phil. Course, Ph. D. and other research programmes and also to recommend the appointment of supervisors of Research Scholars to the School Board;
- (e) to recommend to the School Board measures for the improvement of Post-graduate teaching and research in the department, affiliated colleges / institutions; and
- (f) to perform such other functions as may be assigned to it by the School Board, the Academic Council, the Executive Council and the Vice-Chancellor.

- Quorum* 5. The Quorum of a meeting of the Board shall be one-third of the total membership of the Board.
- Notice* 6. Notice of the meetings of the Board shall be issued at least 14 days before the date fixed for the meeting.
- Minutes* 7. The Chairman of the Board shall keep the Minutes of the Meetings of the Board.
- Rules and Business* 8. The Rules of conduct of the meeting shall be as may be prescribed by regulations in this regard.

CHAPTER – V
BOARD OF UNDER-GRADUATE STUDIES
[Statute 17(1) and (4)]

1. There shall be a Board of Under-graduate Studies for each subject / discipline taught at the degree level.
2. Each Board shall comprise not less than nine members. The *Constitution* Constitution of Board shall be as follows:
 - (i) The Head of the University department teaching the subject shall be the *ex-officio* Chairman.
 - (ii) Professors in the Department
 - (iii) One Reader in the Department by rotation as per seniority
 - (iv) One Lecturer in the Department by rotation as per seniority
 - (v) Not more than six teachers teaching the subject at Under Graduate level in the affiliated colleges / institutions, to be nominated by the Vice-Chancellor, ensuring due representation to the Heads of Departments and other senior teachers of the Departments by turn.
 - (vi) Two outside experts nominated by the Vice-Chancellor in consultation with the Head of the Department:

Provided that in respect of subjects / discipline not taught in the University Departments/Schools, e.g. Engineering, Medicine, Law, Education, etc., the Board of Studies shall consist of the following:

- (i) The Principal or the Head of the Department of the concerned discipline, as the case may be, shall be the *ex-officio* Chairman of the Board of Studies.
 - (ii) Not more than six teachers teaching the subject in affiliated colleges / institutions, to be nominated by the Vice-Chancellor ensuring due representation to various branches of studies.
 - (iii) Not more than three outside experts who have special knowledge in the discipline, to be nominated by the Vice-Chancellor.
3. Members of the Board of Under-graduate Studies shall hold office for a period of 3 years and they shall be eligible for reappointment: *Term of Office*
 4. The powers and functions of the Board shall be: *Powers and functions*
 - (a) to recommend to the Executive Council panel of names suitable for appointment as examiners, paper setters, etc., in a subject with which it deals in accordance with the provisions of Regulations about the examinations of the University;

- (b) to recommend text-books where necessary;
- (c) to consult specialists who are not members of the Board, as and when necessary;
- (d) to make recommendations to the Academic Council in accordance with the syllabi of the courses of study and examinations in the subject with which it deals;
- (e) to recommend to the School Board, steps / measures for improvement of the standards of under-graduate courses and teaching in the subject for making necessary recommendations to the Academic Council and to consider and report on any matter referred to it by the Executive Council, the Academic Council and the Dean of the School.

The Chairman shall have the power to co-opt experts to attend as observers at its specific meetings, as and when necessary, with prior permission of the Vice-Chancellor.

Meetings 5. Meetings of the Board shall be convened by the Chairman of the Board.

6. Special meetings may be called by the Chairman on his own or on the request of the Dean of the School or at the suggestion of the Vice-Chancellor or on written request from at least four members of the Board.

Notice 7. Notice of the meetings of the Board shall be issued by the Registrar's Office at least 3 weeks before the date fixed for the meetings.

Quorum 8. Four members of the Boards shall form quorum.

Rules of Business 9. The rules of conduct of the meetings shall be as may be prescribed by the Regulations in this regard.

CHAPTER – VI
RESPONSIBILITIES OF THE DEANS OF SCHOOLS
[Statute 6(3)]

1. The Dean of each School shall have an exclusive office with substantial administrative support staff in proportion to the size of the School, number of Departments / Centres and Students.
2. A Dean should be a motivator and inspiring and driving force to all the faculty, scholars and students. He should be an innovator who brings in new ideas to constantly improve the teaching and research in the School.
3. The Dean shall be totally responsible for a close monitoring of Academic and Administrative functioning of his School, all Departments and Centres and all issues relating to School Boards, Board of Studies and any other body with which he is associated as per Statutes and Regulations.
4. The Dean shall be responsible for the preparation of Entrance Examination question papers for the Departments and Centres and submit them to the Administration for conduct of Entrance Examinations.
5. The Dean shall ensure that the score of all students who wrote the exams are notified by the Administration in the order of merit and categories and that the Departments start the admission process without any delays.
6. Any clarifications on contentious issues or issues which require the Vice-Chancellor's decision should be submitted to the Office of the Registrar as a priority file.
7. The Dean shall be responsible for allotment of accommodation to students / scholars into the Hostels allocated to their Schools.
8. The Dean shall also appoint Wardens for the Hostels under their charge.

9. All day-to-day issues relating to students, faculty and the staff working in the respective School shall be dealt with by the Office of the Dean and in full co-operation of the Department staff.
10. The Dean is expected to work without prejudice and bias and shall not identify himself with any Group or Association. A Dean cannot hold the office of the Teachers' Association in any executive capacity.
11. All HODs are expected to fully co-operate with the Deans and support them as a team for smooth functioning of the Departments and the School.
12. A Dean, though normally chosen by rotation shall be assessed for his performance at the end of each year through a set of parameters (to be notified separately) including confidential assessment by all the faculty of his School.
13. A non performing Dean or a person with moral turpitude shall not be appointed as Dean and he can be replaced at any time of the tenure without notice.
14. These regulations on the duties and responsibilities of Deans are laid to ensure that a constructive competition among the Schools enhances overall quality of Teaching and Research.
15. The Deans shall be responsible to collect and compile the Annual Report of their Schools in the prescribed format for final compilation by the University for printing and submission to Parliament after due approval of the University bodies.
16. The Dean shall convene the School Board Meetings once in every three months without fail and maintain the records of all proceedings and actions taken.
17. The Dean shall also be responsible for the maintenance of the School Library, School Computer Unit and all common facilities of his School.

18. The Dean shall maintain a Bank Account of the School and he shall have an imprest amount of Rs.10,000/- at his disposal for his office and contingency expenditure.
19. All the HODs and Centre Heads and faculty shall work harmoniously with Deans Offices. The Deans shall set an example to all through their conduct, punctuality, team spirit and leadership qualities.
20. Shall be responsible for the observance of the provisions of the Act / Statutes / Ordinances and Resolutions relating to the Centres, Departments and the School.
21. Shall perform such other duties as may be assigned to him by Academic Council, the Executive Council or the Vice-Chancellor.

CHAPTER – VII
**ADMISSION OF COLLEGES / INSTITUTIONS TO THE
PRIVILEGES OF THE UNIVERSITY**

[Section 5(17) of the Act read with Statute 32]

Definition 1.

- a) ‘College’ means any college or any institution maintained or recognised by the University or admitted to the privileges of the University and providing courses of study for admission to the examinations of the University.
 - b) ‘Affiliated college/institution’ means any college/institution not maintained by the University and admitted to the privileges of the University and providing course of study for admission to the examinations for Degree/Diploma/Certificate of the University under the Pondicherry University Act, 1985.
 - c) ‘Post-graduate College’ means a University institution or an affiliated college/institution providing post-graduate courses of study leading to the post-graduate degree of the University.
 - d) ‘Government College’ means any college/institution maintained by the Government (State or Central) or a Union Territory Administration.
 - e) ‘Private College’ means any college/institution maintained by the University or a Government Agency.
2. An “autonomous college/institution” means any college/institution designated as an ‘autonomous college/institution’ by the statutes of the University.
 3. The Executive Council shall prescribe, in consultation with the Academic Council, the manner in which and the conditions subject to which a college/institution may be designated as an autonomous college and for withdrawal of such designation.
 4. The Executive Council shall not propose the draft of any statute or amendment to a statute affecting the conditions of affiliation or approval of affiliated or approved college/institution with the University or by the University, as the case may be, or affecting the conditions of designation of any college/institution as an autonomous college/institution except after consultation with the Academic Council.
- Procedure for granting affiliation to College/Institution* 5. (a) Wherever a proposal to start a new college is made, the sponsoring body, or in the case of a Government College, the Department of the Government concerned, shall submit an application to the Registrar in the prescribed form not later than October 1st of the preceding year in which it is intended to start

the college. Applications should be accompanied by detailed report of the infrastructure and physical, financial and other facilities available to start such a college.

- (b) The Colleges for the purpose of this Ordinance will be grouped into two categories; Under-graduate Colleges and Post-graduate Colleges. The procedure for admission to the privileges of the University for these two categories is dealt with herebelow:
- (c) An Under-graduate College or a Post-graduate College, as the case may be, shall ordinarily be admitted to the privileges of the University, in the first instance, for providing instruction for the first year of the course. Such a college may be admitted to the further privilege of providing instruction at the subsequent years of study in accordance with the procedure and conditions prescribed by the University for the purpose.
- (d) On receipt of the application, the Affiliation Committee constituted by the Academic Council shall scrutinize the application and where needed, seek further clarification from the sponsoring body. The Committee thereafter shall make its recommendations to the Academic Council.
- (e) The Academic Council, after considering the report of the Affiliation Committee, shall appoint a Committee of Inspection of not less than three members of whom one shall be the Director of Studies, Educational Innovations and Rural Reconstruction.
- (f) (i) The Committee of Inspection may take necessary steps to examine the request, inspect the site and submit its report to the University on the need and feasibility of the proposed College / Course, the suitability of the site, the adequacy of the physical facilities and financial resources and then make suitable recommendations.
- (ii) While making recommendations for provisional affiliation to a college and the courses to be offered by it, the Committee of Inspection should satisfy itself about the following:
 - (a) No Objection certificate (NOC) issued from the Government for establishment of such college:
 - (b) Permission granted by the concerned Statutory Council in respect of Professional colleges / courses and the norms prescribed by the said Councils for establishment of new colleges / courses.

- (c) Norms prescribed by the University in respect of infrastructure, physical, financial and other facilities, staff requirements – both academic and other administrative and technical staff, equipment, library and laboratory facilities, accommodation etc. in respect of each category of colleges / courses as detailed in **Appendix I**.
- (iii) The Committee of Inspection shall submit its report in the Proforma prescribed for each category of colleges / courses incorporating norms prescribed.
- (iv) The above report may be examined by the Affiliation Committee. The report along with the observations of the Affiliation Committee may be submitted to the Academic Council for its consideration.
- (g) The University shall make necessary arrangements to complete the process and intimate the decision to the sponsoring Body / Government Department concerned and college/institution concerned normally two months prior to the commencement of the next academic session.
- (h) (i) On receipt of the permission to start the college/institution the sponsoring Body shall constitute the Governing Body / Advisory Committee and proceed to make appointment for the posts of Principal and other academic staff in accordance with the provisions of the Statutes, Ordinances and Regulations of the University about their Composition, minimum qualifications, procedure for appointment, etc.
(ii) Further, the Governing Body / Advisory Committee shall make necessary arrangements to fulfil all the conditions and recommendations made by the Committee of Inspection in this regard.
- (i) No person, who is not fully qualified as per the norms laid down by the University for the purpose, shall be appointed on the staff of the college or as Principal. In exceptional cases, however, if a fully qualified Principal is not readily available, one of the members of the staff, if existing, having the longest teaching experience, at college level, may be designated as Vice-Principal and post of Principal may be kept vacant until such time a fully qualified person is appointed as Principal.
- (j) In the case of affiliation to start new courses, the provisions contained in the foregoing clauses (a), (c), (d), (e) and (g) shall be observed.

- (k) The Governing Body / Advisory Committee of a college/institution or the Government Department, as the case may be, shall, at the earliest, but not later than 15 days from the date of the commencement of the academic session, inform the University about the staff in position with full particulars and also a clarification / acceptance regarding the fulfillment of the conditions, recommendations prescribed by the University.
- (l) The Affiliation Committee shall consist of the following:
- | | |
|---|---------------------|
| (i) Vice-Chancellor or his nominee | ...Chairman |
| (ii) Two nominees of the Academic Council | ...Members |
| (iii) One member of the EC nominated by
the Vice-Chancellor | ...Member |
| (iv) Registrar or any other officer nominated by
the Vice-Chancellor | ...Member Secretary |
- (m) Provisional affiliation of a college / course shall be granted for a period of one year initially which may be extended to a further period as the University may deem fit and proper. Requests for renewal shall be submitted on or before 7th January of the preceding academic year.
- (n) The University may arrange for a review of the progress of the college/institution, its performance in general with particular reference to the course(s) started and then permit the renewal and the fact be reported to the Academic Council.
- (o) The college/institution, which has been granted provisional affiliation for any course, after the lapse of three academic years may apply for permanent affiliation which may be granted on the recommendation of the Committee of Inspection appointed for the purpose. The college/institution shall submit a detailed report well before the time of inspection to facilitate the work of the Committee of Inspection.

Provided that in exceptional and outstanding cases, this condition may be waived by the Executive Council on the recommendation of the Academic Council and permanent affiliation granted earlier to any college/institution as per usual procedure governing such permanent affiliation as special categories.

- (p) No college shall be dissolved or abolished by its Governing Body / Advisory Committee without making prior arrangement for admission of students in another affiliated college or colleges and without making alternative arrangements for employment of the permanent members of the teaching staff and also without obtaining prior approval of the Government concerned, the University, the University Grants Commission, as may be necessary, regarding final settlement of any property including library books and laboratory equipment which might have been

acquired by such a college with financial assistance from the University Grants Commission and / or Government.

Provided that no college shall be dissolved or abolished under any circumstances in the midst of an academic session.

(q) The Executive Council may lay down new conditions of affiliation, general or specific, regarding staff, buildings, equipment, library, laboratories, finance or other relevant matters and specify the date by which the conditions so stipulated be satisfied, failing which the college/institution may not be allowed to enjoy the privileges of the University.

(r) The report of the Inspection Committee of a college/institution shall not be communicated to the college/institution but shall be regarded as a confidential document until it has first been considered by the University. After a decision regarding affiliation has been taken, copies of the report may be sent, unless withheld under the orders of the Vice-Chancellor for any reason, to the college/institution and to the Director of Education / Department of the Government concerned for information, guidance and necessary action.

*Inspection /
affiliation fee and
creation of
endowments*

6. A sponsoring body / Government Department seeking permission to open a new college/institution or colleges / institutions seeking to start new courses shall pay the fees / create the endowment at the rates as specified in the Appendix – I to this Chapter.

However, the provision relating to the creation of endowment shall not apply in the case of colleges / institutions maintained by a Government (State or Central) or a Union Territory Administration.

7. Such affiliated colleges / institutions may levy such fees from students towards tuition fee etc., payable to the College and also to the University as may be prescribed / approved by the University from time to time, with the prior concurrence of the University.

*Withdrawal of
affiliation*

8. The Executive Council shall have power to withdraw any affiliation or permission from a college/institution at any time whenever, in the opinion of the Executive Council, such college/institution has failed to comply with the Rules, Regulations, Statutes, Ordinances or any other directives of the University, or if the college/institution authorities have failed to maintain order and discipline in the college/institution or the normal, regular and proper functioning of the college/institution has become impossible due to mismanagement of the affairs of the college/institution or any other valid reason.

9. Work load of the teachers in such affiliated Colleges shall be as prescribed by the Regulations.
10. The time-table of a college/institution shall provide for the minimum number of classes per week in each subject taught as prescribed by Regulations.
11. The minimum staff requirement of a college/institution shall be as provided in the Regulations. No college/institution shall be granted affiliation if it fails to satisfy such minimum requirement.
12. Every college/institution shall provide suitable accommodation for class rooms, laboratories, library and administration, as prescribed by the University.
13. Every college/institution must have a well-equipped Library as per provisions of the Regulations in this regard.
14. Every college/institution should follow the norms laid down by the University about the size of classes which may be prescribed by Regulations.
15. Any difficulty arising in interpretation of, or giving effect to any provisions of this Ordinance, shall be referred to the Vice-Chancellor, whose interpretation or decision thereon, shall be final.

CHAPTER – VIII

ADMISSION OF STUDENTS TO THE UNIVERSITY AND TO THE COLLEGES / INSTITUTIONS ADMITTED TO THE PRIVILEGES OF THE UNIVERSITY

[Sections 5(19) and 27(1) (a)]

*Eligibility and
Admission*

1. Without prejudice to the provisions of the Act and the Statutes, and other Rules of the University, no student shall be eligible for admission to any under-graduate or post-graduate course of study in the University unless he/she has passed the examination or examinations prescribed by the University for admission to the concerned course or courses.
2. Application for admission to the University shall be made to the Dean of the concerned School in such form as may be prescribed and within the last date fixed in respect of each course.
3. The applications so received shall be forwarded by the Dean to the Admission Committee of the Schools / Departments concerned as may be constituted by the Vice-Chancellor.
4. The processing of admission in respect of each course may be completed by the Admission Committee concerned as per prescribed procedure and the list of candidates recommended for admission shall be forwarded to the Vice-Chancellor for approval.
5. All admissions shall be provisional in the first instance and may be finalised within a time limit as may be fixed by the Vice-Chancellor. No candidate shall claim admission as a matter of right.
6. Admission to the various courses in the colleges / institutions admitted to the privileges of the University shall be processed by the Admission Committee constituted by the colleges / institutions concerned and finalised subject to regulations prescribed in this regard.

*Admission of
French Nationals*

7. French nationals of Indian origin who have been permitted long term residence in the Union Territory of Pondicherry under the provisions of the Treaty of Cession, shall be treated on par with Indian nationals for admission to the courses in the University and in colleges / institutions admitted to the privileges of the University.

*Admission of
Foreign Nationals*

8. Admission of foreign nationals, other than those stipulated in para 7 above, shall be regulated in accordance with the guidelines issued from time to time by the Government of India.

9. The University may make admission/enrollment of students for Ph.D. Programmes in various subjects / disciplines both on part-time and full-time basis including external registration for the Ph.D. Degree, details of which shall be prescribed through regulations from time to time.

Enrollment of students to the Doctor of Philosophy Degree in the University

Normally, registration for Ph.D. Degree shall be done twice in a year (in April and October).

- 10.(a) The reservation in student admission shall be made as per reservation policy of UGC / Government of India as communicated by UGC from time to time.
- (b) Students who have discontinued their studies but have not got their Transfer Certificates will be eligible for re-admission in the eligible semester/class provided the total period of break in studies has not exceeded two academic years.

NOTE: For those students who have taken their Transfer Certificates, fresh admission / eligibility procedure will apply.

- 11.(1) The University may admit students from any part of India or abroad to its Regular as well as distance Education programmes.
- (2) The University may enter into MoU with Academic / Research institutions in India or abroad for research purposes with the approval of the Academic and Executive Councils of the University. The scholars of such institutions shall also be eligible for registration for Ph.D programme with the University.
- (3) The University may do all such acts and things as may be necessary and incidental to the above.

Admission of students

CHAPTER – IX
REGISTER OF MATRICULATES

*Maintenance of
Register of
Matriculates
Enrollment*

1. The University shall maintain a Register of Matriculates in which the names of the following classes of persons shall be registered:

- a) Candidates who have passed the Higher Secondary, Intermediate, Pre-Degree, S.S.C. of the respective Boards or any other examinations approved as equivalent thereto, when admitted to a Course of Study in the University.
- b) Holders of any degree, title, diploma or certificate, other than those specified in (a) above on first admission to the University Course of Study.
- c) Persons, other than those specified in (a) or (b), who with or without exemption from attendance certificates, are permitted to appear for the first time for any examination of the University.
- d) Persons other than those specified in (a), (b) or (c) and who are candidates for admission to a Research Degree of the University.

CHAPTER – X
MIGRATION AND TRANSFER OF STUDENTS

1. It shall be open to the Principal of a college/institution to admit a student who has put in part attendance in another college within the University area and who seeks admission in the college/institution during the course of an academic year subject to the following conditions: *Combination of attendance*
 - i) The subjects and the medium of instruction offered in both the colleges / institutions are the same.
 - ii) There must be a vacancy in the college/institution in the course of study concerned.
 - iii) The prescribed fees for such combination of attendance shall be collected from the students.
 - iv) A no objection certificate from the college/institution concerned shall be produced.
 - v) A certificate from the Principal of the college/institution in which last studied testifying to the record of attendance and conduct of the student shall be produced.

Note: Combination of attendance cannot be granted:

 - a) if there is change either in the language under Foundation course, or, in the optional subject under core course, and
 - b) If the sanctioned strength is exceeded by such admission.
2. Students transferred from other Universities and seeking admission in the University may be permitted to be admitted to the corresponding branch of the concerned course provided, however,- *Inter University transfer migration*
 - a) Equivalence of the course concerned is approved by the University,
 - b) They shall produce from the Head of the Institution in which they have last studied
 - (i) a certificate stating that they have earned necessary attendance and progress as prescribed by the University concerned till the date of their leaving that institution;

- (ii) a Transfer Certificate; and
 - (iii) a Conduct Certificate.
- c) They shall have passed all the examinations prescribed by the parent University for the duration of the course of study already put in an shall have to produce documentary evidence to that effect along with the application for admission.
- d) They shall pay the prescribed fees for such Migration to the University.
- e) They Shall undergo the remaining course of study and pass the examinations prescribed thereof in the University and satisfactorily fulfil such other requirements as prescribed by the University.

They shall be eligible for classification but not for ranking in the University Examination concerned.

CHAPTER – XI
MEDIUM OF INSTRUCTION
[Section 27 (1) (c)]

The medium of instruction in respect of all courses conducted in the schools and in the colleges/ institutions admitted to the privileges of the University shall be English, except in cases of studies/ research in Languages. It would be Tamil (in respect of Madagadipet Govt. College, Pondicherry alone) and Telugu (in respect of Regency College of Education, Yanam alone):

Provided that the Vice-Chancellor may permit a student to write any examination in English or the regional language or the mother tongue of the student.

CHAPTER – XII
FEES PAYABLE BY THE STUDENTS OF THE UNIVERSITY
AND THE AFFILIATED COLLEGES / INSTITUTIONS
[Section 27 (1) (e)]

1. Fees payable by the students of the University and the affiliated colleges / institutions, as the case may be, for various purposes, shall be as prescribed in Appendix-II which may be modified by the Executive Council from time to time.

2. (1) All the students including M.Phil/Ph.D Scholars shall pay all the fees to the University at the time of admission and for the subsequent semesters within ten days from the beginning of each semester which shall be notified in the information brochure. Examination fees shall be payable on or before the last date prescribed in this regard.

(2) Fees shall be payable in cash or through money order or by a crossed bank draft drawn in favour of “The Finance Officer, Pondicherry University” or in any other manner as may be decided by the University.

3. (1) If a student does not pay the fee in time, fine shall be levied for the belated payment as follows:

- (i) @ 3.00 rupee per day for the first 10 days
- (ii) @ 10.00 rupees per day thereafter upto the last day of the month in which the fee is due

(2) The Vice-Chancellor or on his behalf any other officer to whom this power has been delegated may relax any of the conditions for payment of fees in special cases on recommendation of Dean’s Committee.

(3) Names of the defaulters shall be removed from the rolls of the University with effect from the first day of the following month.

(4) A student whose name has been struck off the rolls of the University, under the above clause, may be re-registered on the recommendation of the Dean/HOD/Co-ordinator of the School/Dept./Centres concerned and on payment of arrears of fees in full and other dues together with a re-admission fee of Rs.1000/- plus University Development Fund of Rs. 500/-

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

4. Blind students shall be exempted from payment of tuition fees. *Blind Students exempted*
5. (1) A committee constituted for the purpose, consisting of the following, shall recommend grant of free ships upto a percentage which may be prescribed as per the guidelines of the University Grants Commission from time to time in this regard: *Concession in fee Award of constitution of University level Committee*
- | | | |
|------|--|------------|
| i) | One of the Deans in the University, to be nominated by the Vice-Chancellor | ..Chairman |
| ii) | Three Heads of Departments / Centres nominated by the Executive Council | ..Members |
| iii) | Three students of the University nominated by the Vice-Chancellor | ..Members |
- (2) If the number of applicants for free ships is more than the number of free ships available, the Committee referred to in sub-Clause (1) may recommend half free ships to some of the applicants ensuring at the same time that the total number of free ships does not exceed the prescribed limit.
- (3) Applications for concession in fees shall be submitted in the prescribed form to the Dean of the School concerned through the Head of the Department / Centre by 31st August or by such other date as may be specified by the Dean. Applications received after that date shall not ordinarily be entertained.
- (4) Each school shall forward the applications thus received to the Registrar, who shall further process the same and place them before the Committee referred to under Clause 5(1) above for making necessary recommendations.
- (5) The following factors shall be taken into account while making recommendations on the applications of students for grant of free ships:
- (i) Academic record of the student;
 - (ii) His/her financial position;
 - (iii) Any other relevant factor relating to the financial position of the student or of his/her parents/ guardian.

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

(6) Free ships granted during the preceding academic year shall not be renewed automatically in the following year. The student in need of such concession shall submit fresh applications every year which shall be considered along with new applications received in that year.

(7) A free ships granted to a student may be cancelled if his / her conduct or progress in studies is found to be unsatisfactory or if his/her financial condition improves and he/she is no longer in need of such fee concession.

*Refund of fees,
security deposits,
etc.*

6. (i) Security deposits, library caution money are refundable, on an application from the student on his/her leaving the University, after deducting all dues against him/her.

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

Explanation

The period of one year shall be reckoned from the date of announcement of the result of the examination due to be taken by the student or the date from which his/her name is struck off from the rolls of the University whichever is earlier.

(iii) If, after having paid the fees a candidate desires to leave the University, he/she shall be refunded all the fees and deposits except Registration, Matriculation, Recognition & University Development Fund provided his/her application for withdrawal is received by the Registrar within 45 days after the starting of the semester.

(iv) Application for withdrawal received after 45 days from the starting of the semester would entitle a student for the refund of security deposit / caution money only.

(v) If a student owes any money to the University on account of any damage he/she may have caused to the University property, it shall along with outstanding tuition fees and fines, if any, be deducted from the security deposit due to him/her.

Provided that these provisions shall not apply to students in the affiliated colleges.

7. Students shall not be issued hall tickets or allowed to appear at the examination unless they have cleared their dues, paid the prescribed examination fee, and produced a "No-dues" certificate.

CHAPTER – XIII

AWARD OF SCHOLARSHIPS, STUDENTSHIPS, FELLOWSHIPS, MEDALS, PRIZES, ENDOWMENTS, ETC.

[Section 5(14)]

1. In order to encourage meritorious and deserving students to pursue courses of studies and research in the University without great financial strain, the University shall strive to provide for adequate number of scholarships, fellowships, studentships and free-ships, for financial help, and also provide for award of Medals and Prizes on the pattern obtaining in other Central Universities in the country.
2. The University shall institute scholarships in every subject to be awarded to the students of the University / Affiliated Colleges. *Award of Scholarship*

There shall be fee concession in the form of half and full freeships of tuition fees in each School and teaching departments as per norms of the UGC. *Freeship*

There shall also be a scheme of merit scholarship where the first and second rank holders in every subject will be awarded scholarship the quantum of which shall be decided by the University from time to time.

All types of Scholarships and Freeships shall be administered at the University level by a Committee to be constituted by the Vice-Chancellor and referred to under Chapter XII.

3. There shall be fellowships instituted in the University for studies or research as approved under the norms of UGC or other funding Agencies from time to time. *Fellowship*
4. There shall be a scheme to award medals / prizes to the meritorious students of the University and Affiliated Colleges / Institutions for their best performance in various University Examinations. *Studentship*
5. The University shall have power to institute endowments from time to time in accordance with the Pondicherry University Act. *Endowment vide Section 5 (25)*

There shall also be a Committee constituted by the Vice-Chancellor for administration of each endowment and implement the objects of the endowment,

Detailed guidelines shall be framed from time to time by the Executive Council governing the administration of such endowments created in the University.

CHAPTER – XIV
DISCIPLINE OF STUDENTS

[Statutes 30 and 31]

- of University students*
1. All powers relating to discipline and disciplinary action in relation to students of the University shall vest in the Vice-Chancellor.
- of Students of affiliated Colleges institutions*
2. All powers relating to the discipline and disciplinary action in relation to students of a College or an Institution not maintained by the University shall vest in the Principal / Head of the Institution as the case may be.
 3. All disciplinary action in relation to the students of the University shall be taken in accordance with the procedure outlined in the Act and Regulations made from time to time.
 4. A student of an affiliated college/institution would come within the disciplinary jurisdiction of the University / Institution at the time of conduct of University Examinations or any other University activity and he / she shall be subject to any penalty that may be imposed by the competent authority of the University for having committed such indisciplinary act.
 5. All acts unbecoming of a student of the University or a College or Institution would make such student(s) liable for disciplinary action.
 6. There shall be a Discipline Committee to be constituted by the Vice-Chancellor which shall perform such functions and exercise such powers as may be delegated to it by the Vice-Chancellor from time to time.
 7. The Principal or Head of the Institution may inflict the following punishment:
 1. Suspension
 2. Expulsion
 3. Rustication for a specified period
 4. Denial of admission to courses of study in the college/institution concerned
 5. Denial of admission to the hostel maintained by the University / College or Institution
 6. Withdrawal of scholarship or freeship
 7. Fine for an amount to be specified by order or any other amount which the competent authority deems fit and proper in the circumstances of the case.

Provided that the Principal / Head of the Institution shall not inflict any such punishment before satisfying himself as to the necessity of the penalty after giving the student(s) concerned an adequate opportunity for being heard and considering such representation as may be made on behalf of the student(s)

8. PROHIBITION OF AND PUNISHMENT FOR RAGGING.

1. Ragging for the purposes of this Ordinance, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students and includes individual or collective acts or practices which
 - (a) involve physical assault or threat to use of physical force;
 - (b) violate the status, dignity and honour of women students;
 - (c) violate the status, dignity and honour of students belonging to the scheduled castes and tribes;
 - (d) expose students ridicule and contempt and affect their self esteem;
 - (e) entail verbal abuse and aggression, indecent gestures and obscene behaviour
2. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.
3. Ragging in any form is strictly prohibited, within the premises of College/Department or Institution and any part of Pondicherry University system as well as on public transport.
4. The Principal of constituent College or the Head of the Department of the University or the authority of affiliated college/institutions or warden of the University hostel shall take immediate action on any information of the occurrence of ragging and submit a report on the incident to the Vice-Chancellor.
5. The concerned authority mentioned in para 4 above may also conduct *suo moto* enquiry into any incident of ragging and make a report to the Vice-Chancellor of the identity of those who have engaged in ragging and the nature of the incident.
6. If the Principal of a constituent College or Head of the Department or Institution the authorities of college, or of University hostel is satisfied that for some reason, to be recorded in writing, it is not reasonably practical to hold such an enquiry, he/she may so advise the Vice-Chancellor accordingly.

7. When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry, he may take a decision based on the available facts and circumstances and that his decision shall be final.
8. On the receipt of a report under Clause (4) or (5) or a determination by the relevant authority under Clause (6) disclosing the occurrence of ragging incidents described in Clause (1), the Vice-Chancellor shall direct or order rustication of a student or students for a specific number of years.
9. The Vice-Chancellor may in other cases of ragging order or direct that any student or students be expelled or be not for a stated period, admitted to a course of study in a college, departmental examination for one or more years or that the results of the student or students concerned in the examination or examinations in which they appeared be cancelled.
10. In case any students who have obtained degrees of Pondicherry University are found guilty under this Ordinance appropriate action under Statute 15 for withdrawal of degrees conferred by the University shall be initiated.
11. For the purpose of this Ordinance, abetment to ragging whether by way of any act, practice or incitement of ragging will also amount to ragging.
12. All institutions within the Pondicherry University system shall be obligated to carry out instructions/directions issued under this Ordinance, and to extend assistance to the Vice-Chancellor to achieve the effective implementation of the Ordinance.

CHAPTER – XV
EXAMINATIONS
[Section 27(g)]

1. Examinations of the University other than the doctorate examinations, shall be open to regular students, i.e. candidates who have undergone a regular course of study in the University or in a college or institution admitted to the privileges of the University for a period specified for that course of study. *Eligibility*

2. A candidate shall be deemed to have undergone a regular course of study for the period specified for the course if he/she has fulfilled the requirement as given below: *Attendance/
Condonation of
shortage in
attendance*
 - a) All candidates must put in 75% of attendance in Arts (Humanities), Science, Commerce and Law and 80% in Medical and Technological Courses for each semester / year as the case may be. The attendance should be reckoned in terms of number of working days only and not subject-wise.
 - b) The Principals of affiliated colleges / institutions and the Heads of Departments of University are authorized to condone deficiency in attendance upto a maximum of 10% of the number of days for each semester/year, as the case may be, it being assumed that colleges / institutions / University Departments will normally put in not less than 90/180 working days per semester / year, as the case may be.

The prescribed fees for condonation of shortage in attendance shall be collected by the Principal of the college/institution and the Deans / Heads of the Departments of the University, as the case may be, and remitted to the University.
 - c) All candidates prior to their permission to appear at the examination should produce a certificate of attendance, certificate of satisfactory conduct, certificate of progress, clearance of dues from the Dean of the School or Head of the college/institution concerned, as the case may be.

3. The following candidates may also be permitted to appear at the examinations of the University, after private study, subject to their being eligible for admission to the course of study concerned and on payment of the prescribed exemption fees. *Private
candidates*
 - I. ***Bona fide*** teachers:
Candidates who have completed not less than three years of service as whole-time teachers on 31st July of the relevant year in –

- (i) Colleges recognised by the Pondicherry University,
- (ii) Elementary or Middle or High or Higher Secondary or Oriental Schools recognised by the State Government.

OR

- (iii) Junior Technical Schools or Technical Higher Secondary Schools or Polytechnics recognised by the State Government;
- (iv) Schools situated in the University area and recognised by the Central Board of Secondary Education, New Delhi.

OR

- (v) Schools situated in the University area and recognised by the Council for Indian School Certificate Examination, New Delhi, situated with the jurisdiction of Pondicherry University.

II. *Bona fide Librarians:*

Bona fide Librarians holding a certificate or diploma in Librarianship of the University of Madras or an equivalent qualification and duly recognised by the University and employed in the Institutions mentioned under (I) above, and in Branch / Central Libraries in the Union Territory of Pondicherry provided that they have completed three years of service as on 31st July of the relevant year as whole-time Librarians or are working as whole-time Librarians in any one of said institutions situated in the area of jurisdiction of the Pondicherry University.

III. **Defence service Personnel:**

Teachers serving the in the Indian Army Educational Corps and persons employed in Defence Departments anywhere in the Indian Union (irrespective of the place of employment) provided that they have completed not less than three years (36 months) of service in Indian Army Educational Corps or in a Defence Department as on 31st July.

The above three categories of candidates are eligible to apply for exemption from the production of Attendance Certificates to appear at the B.A., B.Sc., B.Com., M.A., M.Sc., and M.Com. degree examinations after private study in subjects not involving practical . Lab. work.

IV. *Bona fide Blind Candidates:*

Bona fide blind candidates, duly declared so by a competent medical officer, who are ordinarily residents in the area of jurisdiction of Pondicherry University for a period of not less than three years may also apply for exemption from the production of attendance certificate to appear at the B.A., B.Sc., and M.A., Degree Examinations in subjects not involving practical / Lab. work subject to their eligibility

for the course of study concerned. Applicants of this category should submit the following Certificates / Documents in original.

- a) Certificates of the qualifying examinations
- b) Certificate from a Medical Officer not below the rank of a Civil Surgeon stating that the applicant for the examination is a *bona fide* blind candidate.
- c) A certificate of residence issued by an Officer of the Revenue Department not below the rank of a Tahsildar stating that the applicant is ordinarily a resident in the area of jurisdiction of Pondicherry University for a period of not less than three years.

Such blind candidate may be allowed a writer to answer the question paper as per practice in other Universities.

4. The Conditions regarding manner of applying, certificates / testimonials to be sent along with the application, exemption / examination fees etc., shall be as may be prescribed from time to time.
5. Application for permission to appear at an examination shall be submitted along with such fees, testimonials, etc., within the time limit as may be prescribed. Candidate who fails to appear at an examination shall not be entitled to refund of the examination fees paid by him/her.
6. A candidate whose application has been accepted shall be given a hall ticket. Admission to the examination hall shall be only on the production of the above mentioned hall ticket.
7. Question papers of all examinations shall be set and answered in English language subject to the following conditions:

Question papers of all examinations in languages shall be set and answered in the respective languages.

Provided that candidates appearing at an examination in languages other than English may be permitted to answer a part of the question paper in English and the rest in the language concerned.

Provided also that the Vice-Chancellor may permit the students to write any examination in English or the regional language or the mother tongue of the students.

8. All examinations of the University shall be held at various centres approved by the University within local limits of the University.
9. The schedule of various examinations, probable dates of such examinations, publication of results thereof, shall be as indicated in Appendix-III.

CHAPTER XV (A)

DISCIPLINE AMONG STUDENTS IN UNIVERSITY EXAMINATIONS

(Under Statute 30 of the Statutes of Pondicherry University Act 1985)

1. Disciplinary Control of Chief Superintendent of an Examination.
 - a) During an examination the candidates shall be under the disciplinary control of the Chief Superintendent of the centre who shall issue the necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or with any of the invigilators at the Centre, he/she may be expelled from the examination for that session.
 - b) The Chief Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee. The Committee will make recommendations for disciplinary action as it may deem fit to the Vice-Chancellor as provided under Clause 7.
2. Everyday, before an examination begins, the invigilators shall call upon all the candidates to search their persons, tables, desks, etc. and ask them to hand over all papers, books, notes or other reference material which they are not allowed to have in their possession or accessible to them in the examination hall. Where a late-comer is admitted this warning shall be repeated to him at the time of entrance to the examination hall. They are also to see that each candidate has his/ her identification card and hall ticket with him/her.

3. Use of Unfair means:

A candidate shall not use unfair means in connection with any examination. The following shall be deemed to unfair means:

- a. Found in possession of incriminating material related /unrelated to the subject of the examination concerned.
- b. Found copying either from the possessed material or from a neighbour.
- c. Trying to help other candidates.
- d. Found consulting neighbours
- e. Appeal by the candidate in the answer script to show mercy by way of awarding more than deserving marks with or without a promise of any form of consideration.

- f. Writing his/her name in the answer script. Writing his/her registration number / college name in places other than specified in the answer script. Any special marking / irrelevant writing in the answer script.
- g. Possession of mobile phones, i-pods, electronic storage device(s)/any other electronic gadgets (whether used or not).
- h. Inter-changing of answer scripts
- i. Change of seat for copying.
- j. Exchange of answer sheets or relevant materials.
- k. Writing some other candidate's register number in the main answer paper.
- l. Consulting the invigilator for answering the questions in the examination.
- m. Vulgar/ offensive writings by the candidate in the answer script.
- n. Insertion of pre- written answer sheets (Main sheets or Additional Sheets).
- o. Threatening the invigilator or insubordinate behavior as reported by the Chief Superintendent and /or Hall Superintendent.
- p. Cases of impersonation.
- q. Mass copying.

The Executive Council may declare any other act of omission or commission to be unfair means in respect of any or all the examination.

4. If the Vice-Chancellor is satisfied that there has been mass-scale copying or use of unfair means on a mass-scale at particular center(s), he may cancel the examination of all the candidates concerned and order re-examination.

Note: Where the invigilator incharge is satisfied that one third (1/3) or more students were involved in using unfair-means or copying in a particular Examination Hall, it shall be deemed to be a case of mass copying.

- 5 a) The Chief Superintendent of the examination centre shall report to the Controller of Examinations without delay and on the day of the occurrence if possible, each case where use of unfair means in the examination is suspected or discovered with full details of the evidence in support thereof and the statement of the candidate concerned, if any, on the forms supplied by the Controller of Examinations for the purpose.
- b) A candidate shall not be forced to give a statement but the fact of his / her having refused to make a statement shall be recorded by the Chief Superintendent and shall be got attested by two other members

of the supervisory staff on duty at the time of occurrence of the incident.

- c) The answer book of the candidate detected or suspected of using unfair means shall be seized by the Chief Superintendent and forwarded to the Controller of Examinations with his report. This will not affect the concerned candidate appearing in the rest of the examinations.
- d) All cases of use of unfair means shall be reported immediately to the Controller of Examinations by the Centre Superintendent, examiner, paper-setter, evaluator, moderator, tabulator or the person connected with the University examination as the case may be, with all the relevant material

6. Examination Discipline Committee

- a) All the cases of alleged use of unfair means shall be referred to a Committee called the Examination Discipline Committee to be appointed by the Vice-Chancellor.
- b) The Committee shall consist of five members drawn from amongst the teachers and officers of the University.
- c) A member shall be appointed for a term of two years, and shall be eligible for re-appointment.
- d) Three members present shall constitute the quorum.
- e) Ordinarily, all decisions shall be taken by the Committee by simple majority. If the members are equally divided the case shall be referred to the Vice-Chancellor, whose decision shall be final.
- f) All decisions taken by the Examination Discipline Committee will be placed before the Vice-Chancellor for approval.
- g) A candidate, within one month of the receipt of the decision of the University, may appeal to the Vice-Chancellor, in writing for a review of the case. If the Vice-Chancellor is satisfied that the representation merits consideration, he/she may refer the case back to the Examination Discipline Committee for reconsideration.

7. The Examination Discipline Committee may recommend one of the following punishment for cases of unfair means.

Nature of unfair means	Scale of Punishment
If the candidate has used unfair means specified in sub-Clause (a) to (g) of Clause 3	(i) Cancel the University Examination of the particular paper only written by the candidate..

<p>If the candidate has repeated the unfair means shown at 3(a) to (g) a <u>second time</u>.</p>	<p>(ii) Cancel the University Examination of all subjects registered (theory & practicals) by the candidate in that session and debar him / her for the next examination session (i.e. all University Examinations in the subsequent session)</p>
<p>If the candidate has repeated the unfair means shown at 3(a) to (g) a <u>third time</u>.</p>	<p>(iii) Cancel the University Examinations of all subjects registered (theory & practicals) by the candidate for that session and debar him / her for two years from registering and appearing for the University Examinations.</p>
<p>If the candidate used unfair means in sub Clause (h) to (m) of Clause 3.</p>	<p>(iv) Cancel the University Examinations of all subjects registered (theory & practicals) by the candidate during that semester only.</p>
<p>If the candidate used unfair means in sub Clause (n) of Clause 3.</p>	<p>(v) Cancel the University Examinations of all subjects registered (theory & practicals) by the candidate for that session and debar him / her for two subsequent examination sessions.</p>
<p>If the candidate used unfair means in sub Clause (o) of Clause 3.</p>	<p>(vi) Cancel the University Examinations of all subjects registered (theory & practicals) by the candidate for that session and debar him/her for two years from registering and appearing for the University Examination.</p>
<p>If the candidate used unfair means in sub clause (p) of Clause 3.</p>	<p>(vii) Cancel the University Examinations of all subjects registered (theory & practicals) by the candidate for that session and debar him/her for two years from registering and appearing for the examination sessions. Moreover, relevant legal action shall be initiated if an outsider is involved.</p>
<p>If the candidate used unfair means in sub Clause (q) of Clause 3.</p>	<p>(viii) a) In the Single Hall: Cancel the relevant examination taken by the students of that Hall. Debar the concerned Hall Superintendent and other involved directly or indirectly from the examination work such as invigilation, question paper setting, valuation, etc., for the next six examination sessions. b) In a Centre: Cancel the relevant examination taken by the students of the centre. Debar the Hall Superintendents and the Chief Superintendent and other involved directly or indirectly from the examination work such as invigilation, question paper setting, valuation etc., for the next six examination sessions and cancel the examination centre for two years.</p>

CHAPTER XVI
EXAMINERS
[Section 27 (g)]

- Appointment* 1. Appointment of Examiners shall be made by the Executive Council in accordance with the rules as may be framed by the Executive Council from time to time for selection and appointment of Examiners.
2. The Executive Council may at any time cancel the appointment of any examiner.
3. The Examiners appointed by the Executive Council may be of the following categories:

- (i) Examiners (Question paper-setters) who will set the question papers for various examination;
- (ii) Examiners for the purpose of carrying out valuation of answer books;

(iii) His duties shall be-

- a) to distribute the work of valuation;
- b) to set standard of valuation;
- c) to value answer papers;
- d) to set the papers for and to conduct practical examination, if any;
- e) to report upon the result of examinations;
- f) to supervise the work of the Examiners; and
- g) such other work as may be assigned to him by the Executive Council.

- Boards* 4. There shall be two Boards of Examiners, one for setting and moderating the question paper (Board of paper-setters) and the other, for valuation of answer books and tabulating the result (Boards of valuers). Each Board shall have a Chairman.

The Board of Examiners shall forward the consolidated results to the Controller of Examinations.

The Controller of Examinations shall place such consolidated results before the Examination Committee.

- Question paper-setters* 5. Question paper-setters shall ordinarily be from outside the University area and who are not working in the affiliated colleges / institutions in respect of the subjects for which they set papers.

Question paper-setters shall be appointed for one year and shall be eligible for re-appointment.

6. The following persons shall not ordinarily be eligible for appointment as *Persons not*
Examiners: *eligible to be*
Examiners

- a) Persons with less than four years teaching experience in a college/institution, to any examinership in Arts (Humanities) and Science subjects;
- b) Persons with less than seven years teaching experience in College/institution, and without previous experience in examining to the conducting Boards in Arts (Humanities) and Sciences; and
- c) Members of the Executive Council except for special reasons which shall be recorded in writing.

Examiners shall be appointed for one year and shall be eligible for re-appointment.

A list shall be prepared annually by the Registrar / Controller of Examinations showing those who have been Question Paper-Setters and Examiners during the preceding five years subject / discipline-wise.

7. The remuneration and allowances payable to the Examiners and *Remuneration*
Chairmen of Boards appointed under Clause 1 of this Chapter shall be as indicated in the Appendix IV and as modified by the Executive Council from time to time.

The total remuneration payable to any single person for all the examination work done in an academic year (July to June) shall not be less than Rs. 30 and not more than Rs. 2000.

The above maximum does not include remuneration for setting question papers. The Chairmen's fee shall not be taken into account towards the maximum admissible.

All Examiners shall carry out the instructions which the Executive Council may issue from time to time.

CHAPTER XVII
EXAMINATION COMMITTEE
[Section 32 (1)]

*Constitution and
Composition*

1. There shall be an Examination Committee in the University.
2. The Committee shall consist of the following persons:
 - (i) The Vice-Chancellor or his nominee - Chairman
 - (ii) The Director of Studies, Educational Innovations and Rural Reconstruction - Member
Member (Ex-officio) (Ex-Officio)
 - (iii) Director of Physical Education, sports, National Service and Students Welfare - -do-
 - (iv) Three Deans of Schools, to be appointed By the Vice-Chancellor - -do-
 - (v) Three Principals of affiliated Colleges / Institutions to be nominated by the Vice-Chancellor - -do-
 - (vi) Two persons appointed by the Academic Council - -do-
 - (vii) The Controller of Examinations -Member Secretary
(Ex-Officio).

Term of Office

3. The nominated members and the members appointed by the Academic Council shall hold office for a period of three years and shall be eligible for re-nomination / re-appointment.

*Quorum powers and
functions*

4. Four members shall form quorum for a meeting of the Committee.
5. The Committee shall consider the consolidated results forwarded by the various Boards of Examiners, approve the same and arrange for the declaration of all examination results in the University.
6. The Committee shall have power to award grace marks in deserving cases according to the rules framed in this regard.
7. The Committee shall submit a report every year to the Academic Council on the working of the University examinations and make recommendations for effecting improvement.
8. The Committee shall also make recommendations regarding disciplinary action to be taken against candidates using unfair means in examinations or contravening in any manner the rules for the conduct of examinations.

9. It shall perform such other duties and functions as may be assigned to it by the Academic council:

Provided that the Examination Committee may delegate any or all of its powers mentioned above to any officer of the University.

CHAPTER XVIII

AWARD OF DEGREES, DIPLOMAS, CERTIFICATES AND OTHER DISTINCTIONS

[Section 5 (5), Section 27 (1) (d) read with Statute 28]

1. Degrees, diplomas, certificates and other academic distinctions shall be conferred by the University on students who have been duly certified to be qualified for such award by the Academic Council.
2. The Executive council may, on the recommendation of the Academic Council and by a majority of not less than two-thirds of the members present and voting, make proposals to the Visitor for the conferment of honorary degrees:

Provided that in case of emergency, the Executive Council may on its own, make such proposals. The following honorary degrees may be conferred upon a person on the ground that he/she is, by reason of eminent position and attainments or by virtue of his/her contribution to learning or eminent services to the cause of Education or Society, a fit and proper person to receive such degree(s):

Doctor of Laws (L.L.D)
Doctor of Literature (D.Lit)
Doctor of Letters
Doctor of Science (D.Sc.)

3. Honorary Degrees shall be conferred only at a convocation and may be taken in person or in *absentia*.

CHAPTER XIX
CONVOCATION FOR CONFERRING DEGREES
[Statute 33]

1. a. A Convocation for the purpose of conferring degrees shall ordinarily be held once in a year on such date and place as may be fixed by the Vice-Chancellor with prior approval of the Chancellor. *Annual Convocation*
- b. At the beginning of each academic year, the University shall announce its academic calendar, giving the schedules for all its activities during the year;
- c. The academic calendar of the University shall in addition to the schedules for academic activities like courses and Examinations, the calendar shall also include the date/s for degree awards ;
- d. If necessary, the University may schedule Degree awards more often than once in a year and the same shall be included in its academic calendar ;
- e. The Degree award date/s shall be within 180 days of the date/s by which the students are expected to qualify and become eligible for them ;
2. A special convocation for the purpose of conferring Honorary degrees may also be held at such time as may be decided by the Executive Council. *Special Convocation*
3. The Convocation shall consist of the body corporate of the University.
4. The Chancellor shall, if present, preside at the Convocations of the University for conferring degrees. In the absence of the Chancellor, the Vice-Chancellor shall preside at the Convocation.
5. Not less than four weeks notice shall be given by Registrar of all meetings of the Convocation. *Notice*
6. The Registrar shall, with the notice, issue to each member of the Convocation, a programme of the procedure to be observed thereat.
7. The candidates who have passed their examinations in the year for which the Convocation is held shall be eligible to be admitted to the Convocation.

Provided that this will not be applicable to the First Convocation at which candidates of all the preceding years shall also be admitted to their respective degrees.

Provided also that in case the Convocation could not be held in a particular year, the Vice-Chancellor shall be competent to admit candidates to the respective degrees without waiting for formal Convocation but on payment of prescribed fees.

Such recipients of degree shall, however, sign the usual exhortation which they are required to do while Convocation ceremony is normally held.

Provided also that in case the Convocation is not held in a particular year, the Vice-Chancellor shall be competent to authorise admission of all those eligible candidates who so wish to obtain their degrees through a Convocation to the next Convocation and confer on them the respective degrees on payment of the prescribed fees.

Provided further that those who wish to obtain their degree *in absentia* when Convocation is held regularly, may also do so after payment of usual fees.

- Application*
8. a. A candidate for the degree must submit to the Registrar his/her application on or before the date prescribed for the purpose, for admission to the degree at the Convocation in person, along with the prescribed fees.
 - b. The University shall notify a programme for Degree awards at least 30 days before the date/s so fixed, so that the candidate can apply for the same ;
9. Such candidates as are unable to present themselves in person at a Convocation shall be admitted to the degree *in absentia* by the Chancellor or in his/her absence by the Vice-Chancellor and their Diplomas shall be given by the Registrar on application and payment of the prescribed fees.
- Fees*
10. The fees for admission to the degree at the Convocation in person shall be as prescribed from time to time.
- Honorary Degree*
11. Honorary degree shall be conferred only at a Convocation and may be taken in person or *in absentia*.
12. The presentation of the persons at the Convocation on whom honorary degrees are to be conferred shall be made by the Vice-Chancellor or his nominee.
13. Candidates at the Convocation shall wear gowns and hoods appropriate to their respective degrees as may be specified by executive orders. No candidate shall be admitted to the Convocation who is not in proper academic dress as prescribed by the University.

14. For the award of degrees at the Convocation, candidates present shall be formally presented to the Chancellor or in his/her absence to the Vice-Chancellor for admission to their respective degrees as follows: The Heads of respective post-graduate Departments will present the Master of Arts and Master of Science Candidates. The principals of affiliated Colleges / Institutions, nominated for the purpose by the Vice-Chancellor will present, in the following order, the candidates for the degrees of LL.B., B.Ed., B.A., (Honours and pass) B.Sc., (Honours and Pass) and B.Com., (Honours and pass).

The name of the recipients of medals and prizes shall be read by the Registrar or the person nominated by the Vice-Chancellor.

The Registrar or the person appointed for the purpose, will present the candidates for conferment of degrees in absentia

Degree certificates shall be supplied to the candidates in a manner prescribed by the Vice-Chancellor after the Convocation is over.

15. The Chancellor, the Chief Rector, the Chief Guest, the Vice-Chancellor, the Director, the Registrar, the Finance Officer, the Controller of Examinations, the Deans of Schools, the Heads of the Departments and the members of the University authorities shall wear their special robes prescribed by the University and further procedure for the conduct of the Convocation shall be prescribed by the executive orders.
16. Any Minister of the Indian Union, Minister of State Governments, Minister of the Union Territories, Speaker of LOK SABHA / State Legislatures / Union Territory Legislatures, whenever they attend the Convocation, they be provided special robes according to their status, as may be decided by the Vice-Chancellor in individual cases, and like other authorities / officers of the University, they may attend the Convocation with their academic robes on.

CHAPTER XX
**CLASSIFICATION, EMOLUMENTS, QUALIFICATIONS AND
OTHER TERMS AND CONDITIONS OF SERVICE OF THE
TEACHERS AND OTHER ACADEMIC STAFF OF THE
UNIVERSITY**

[Section 27(1)(n) read with Statute 24]

Short Title, Extent and Commencement:

1. These are called the conditions of Service of Teachers and other Academic Staff of Pondicherry University.
 - a) These ordinances shall apply to all teachers of the University as defined in Section 2(r) of Pondicherry University Act of 13th July 1985.
 - b) These ordinances shall also apply to academic staff of this University.

Explanation: The term academic Staff unless contrary to the context, shall include every employee of the University who is required to take part in teaching and/or research in University Departments, Centres, Schools and other institutions maintained or affiliated to the University .
 - c) These ordinances shall be deemed to have come into force on the 24th day of December 1998 or such other earlier dates in relation any specific provisions the UGC or the Government of India may prescribe.

Provided that the section relating to scales of pay and allowances shall be deemed to have come into effect on such dates as the Government of India have notified or shall notify in relation to such items.

Provided further that nothing in these ordinances shall be deemed to adversely affect any condition of service of any teacher already in service as provided for by paragraph (5) of the model contract (Annexure IV).

2. Pay Scales:

- (a) The pay scales of different categories of teachers shall be determined by the Government of India (See Annexure-I) from time to time.
- (b) Pay Scales of academic staff of the Department of Adult and Continuing Education, Women's Studies, Academic Staff Colleges, USIC and other constituent units should be equivalent to those of

the teachers at corresponding levels and they should have same designations and channel of promotion provided they have equivalent qualifications.

3. Recruitment and Qualifications:

- (a) All appointments to teaching posts shall be either by direct recruitment on the basis of merit through all India advertisement, as recommended by duly constituted Selection Committee under Statute 19 or under Statute 20 (1) or by promotion as provided herein **or by deputation** from Central / State Universities / Academic or Research Institutions. In case of deputation, the term of appointments shall be two years extendable by another term of two years.

Provided that a representative of the SC/ST, Women and physically handicapped persons shall be included in the Selection Committee whenever persons from any of these categories appear for interview.

- (b) The minimum qualification for the post of Lecturers, Readers, Professors and other equivalent posts in Library, Physical Education, USIC shall be those prescribed by UGC/GOI from time to time (and as listed in Annexure II) and every order or clarification issued by UGC/GOI in this regard shall be deemed to be part of these ordinances as the case may be and shall take effect from the date prescribed in such order.

4. Incentives for Research Degrees:

- (a) Four and Two increments shall be admissible to those with Ph.D. and M.Phil. Degrees, respectively, at the time of appointment as lecturers. For the purpose of this clause, D. Litt., and D.Sc., shall be considered equivalent to Ph.d. and M.Litt., equivalent to M.Phil.
- (b) Those teachers who are appointed with M.Phil and acquire Ph.D. degree within two years of appointment shall be granted one increment.
- (c) A lecturer with Ph.D. shall be eligible for two advance increments when promoted Reader or a Selection Grade Lecturer.
- (d) A teacher shall be eligible for two increments as and when (s) he acquires a Ph.D Degree in service career.

Provided that teachers appointed after 1.1.1996 shall be eligible to receive these incentives.

5. Career Advancement

- (a) Lecturers shall be eligible to move to the Senior Scale as and when they complete four years if they have a Ph.d. Degree or five years if

they have M.Phil., or six years if they have no research degree as above.

- (b) Lecturers in Senior scale shall be eligible for moving into the selection grade or as Readers on completion of five years service in the senior scale.
- (c) Lecturers in Senior scale without Ph.D. will not be eligible to be promoted as Readers but will be eligible to become Lecturers (Selection Grade)
- (d) A Reader on completion of eight years of service in the scale of 12000-420-18300 shall be eligible for promotion to the post of Professor.
- (e) The Selection Committee for promotion to the Professor's post shall be the same as prescribed in Statute 19 for Professor's post and for the promotion to the post of Reader / Lecturer (Selection Grade) there shall be a Committee consisting of the Vice-Chancellor as there shall be a Committee consisting of the Vice-Chancellor as Chairman, the Dean of the concerned School, if present the Head of the concerned Department and not less than two subject experts appointed by the Executive Council from a panel of experts approved by the Academic Council.
- (f) A lecturer eligible as per sub-Clause (a) above will be placed in Senior Scale if (s)he has (i) participated in one orientation course and one refresher course of approved duration or engaged in comparable continuing education programme specified or approved by UGC and (ii) consistently satisfactory performance appraisal reports. Provided that those lecturers with Ph.D. shall be exempt from the requirement of undergoing the refresher course.
- (g) A lecturer in Senior Scale who does not have a Ph.D or equivalent published work but meets all other criteria specified in Annexure II for the post of Reader and who has a good record of teaching and preferably, contributed to the corporate life of the University such as extension activity, examination work or activities of similar nature shall on recommendations of the Selection committee constituted under sub-clause (e) supra for the post of Reader be placed in the Selection Grade. Provided that he/she shall be eligible to offer himself / herself for fresh assessments to place them in the designation of Reader as and when he/she fulfills scholastic requirements and if found fit, may be re-designated as Reader.
- (h) A Lecturer in Senior Scale eligible for promotion to the post of Reader under sub-Section (b) above may be promoted on the recommendation of a duly constituted Selection Committee indicated in sub-clause (e), if(s)he has (i) made some mark in the areas of scholarship and research as evidenced, for example by self

assessment, reports of referees, quality of publications, contribution to educational innovation, design of new courses and curricula and extension activities; (ii) has attended two refresher courses/summer institutes of approved duration or engaged in appropriate continuing education programmes of comparable quality as may be specified or approved by UGC and (iii) possesses consistently good performance appraisal reports.

- (i) A Reader eligible for promotion to Professor's post may be promoted on recommendation of selection committee constituted under sub-clause (e) supra, if (s)he has appeared before the committee with some of the following viz., (i) Self appraisal reports (mandatory), (ii) Research contributions or other publications, (iii) evidence of Seminars/ Conferences attended; (iv) contributions to teaching/academic environment or institutional corporate life; (v) extension and field outreach activities.

Explanation: Every Reader appearing for the interview under this sub section should send in advance along with the application for promotion the best three contribution as s(he) may define in triplicate for communication to the experts on the Selection committee for review.

- (j) The requirement of participation in continuing education programmes as approved by the UGC and consistently satisfactory performance appraisal reports shall be mandatory requirements for Career Advancement to Senior Scale and Selection Grade Lecturers / Readers.

Provided however that where the requirement of this subsection have not been met in so far as continuing education programmes are concerned the promotions may be granted subject to the condition that the individual shall comply with the requirements before the end of the year 2000.

Explanation I: This requirement for promotion from Lecturer to Lecturer (Senior Scale) shall be one orientation course for all and an additional refresher course for those who do not have a Ph.D. Degree.

Explanation II: The requirement for promotion from Lecturer (Senior Scale) to Reader / Lecturer (SG) shall be two refresher courses after becoming a Lecturer (Senior Scale).

Explanation III: Senior teachers such as Readers and Selection Grade Lecturers may opt to attend two Seminars / Conferences in their special subjects and present papers as one aspect of their promotion to the next grade or attend refresher courses to be offered by ASCs for this level.

A Lecturer or Lecturer (Senior Scale) lacking the required number of years in the specified grade but having more than the required number of years of service for promotional eligibility for the next cadre when calculated from the entry grade may be promoted to the next grade after adjusting the total number of years.

6. Counting of past service

- (a) Previous service without any break as a lecturer or Equivalent rendered in a University, College, national laboratory or other scientific / research organization for eg. CSIR, ICAR, DRDO, UGC, ICSSR, ICHR and as UGC Research Scientist shall be counted for placement in the next higher grade subject to the condition that (i) such service was rendered in a post whose time scale was equivalent to that of lecturer; (ii) the qualifications for that post was not less than that prescribed for lecturers qualifications for that post was not less than that prescribed for lecturers by UGC; (iii) the candidate's application was routed through proper channel; (iv) the candidate possessed the minimum qualifications prescribed by the UGC; (v) the post was filled in accordance with the procedure prescribed by UGC in that regard and (vi) the appointment was not ad hoc or in a leave vacancy of less than one year duration; Provided that ad hoc service may be taken into account if such ad hoc service was for a period of more than one year and the incumbent was appointed on the recommendation of a duly constituted Selection Committee and the incumbent was selected to permanent post without any break in service in continuation of ad hoc service.

7. Probation and Confirmation:

- (a) Every teacher shall be appointed on probation for a period of 12 months which may be extended by the Executive Council by a further period of upto 12 months provided that the total period of probation shall in no case exceed twenty four months.

Provided that the case of each teacher shall be placed before the Executive Council at least 40 days prior to the date on which his probation period would end and the teacher shall be informed of the decision of the EC not later than 30 days prior to the expiration of the period of probation.

- (b) A teacher appointed by invitation under Statute 20(1) shall be deemed to have been confirmed with effect from the date (s)he joins duty.
- (c) Where a teacher appointed on probation is found, during the period of probation, not suitable for holding that post or has not completed

the period of probation whether extended or not, satisfactorily, the EC may (i) if the appointment is by promotion, revert the incumbent to the previous post held by him; and (ii) if the appointment is by direct recruitment, terminate the teacher's services under the University without notice.

8. Increment: Every teacher shall be entitled to draw his increment in his scale of pay unless it is withheld or postponed by a resolution of the Executive Council on a reference by the Vice-Chancellor and the teacher has been provided with an adequate opportunity of making his representation as to why such an action should not be taken.
9. Leave: Every teacher shall be eligible for leave as stated in annexure-III to these ordinances.
10. Retirement: All teachers shall retire at the end of the month in which they complete the age of sixty five years.

Provided that the University may permit the teacher to continue to serve after Retirement as aforesaid till the end of the academic year to ensure that the teaching work is not dislocated.

11. Re-employment of retired persons as teachers and part-time teachers: Notwithstanding the Provisions of Clause (10) above, the University may engage any person who has superannuated on contract to serve the University in teaching and other academic activities subject to such guidelines as the UGC may from time to time issue in this regard and that pay shall be fixed according to the Government of India instructions on the pay fixation of pensioners.

Provided however that no person who has attained the age of seventy years be appointed under this clause.

Age of retirement of Registrars, Librarians, Physical Education Personnel, Controller of Examinations, Finance Officers and other such University employees who are being treated at par with the teachers and whose age of superannuation was 60 years would be 62 years. No re-employment facility is recommended for the Registrars, Librarians and Directors of Physical Education.

12. Duties of the Teacher:

- (a) No teacher shall without previous sanction of the EC engage directly or indirectly in any employment, trade or business to which any emolument or honorarium or other pecuniary benefit is attached. Provided nothing in this shall apply to any work undertaken in connection with examination of academic bodies or literary or scientific work or publication or radio talk or extension

lectures or other academic work undertaken with permission of the Vice-Chancellor.

- (b) Every teacher shall be bound to act in conformity with the Statutes, Ordinances, Regulations and rules of the University for the time being in force as well as a code of professional ethics as may be formulated by the University.

13. Resignation:

- (a) Every permanent teacher may resign his position after giving three months' notice in writing to the University or three months' salary in lieu of the notice.
- (b) Every temporary teacher may resign his/her post after giving one months notice in writing to the University or one months' salary in lieu of the notice.

Provided that the Executive Council may waive the notice period.

14. Contract: Every teacher shall be appointed on a written contract the form of which in Annexure-IV of these ordinances and one copy shall be lodged with the Registrar, provided that nothing in this clause shall limit the EC from entering into a special Contract providing greater benefits to the teacher.

15. Part-time teachers may be appointed by the University when exceptional circumstances require such appointments provided that qualification, emoluments prescribed for full-time teachers shall apply to such part-time teachers and when they are appointed on a permanent basis they shall also be eligible to Career Advancement Scheme.

16. Variation in terms and conditions of service: Every teacher of the University shall be bound by the Statutes, Ordinances and regulations for the time being in force in the University.

Provided that no change in terms and conditions of service of a teacher shall be made after his/her appointment, in regard to designation, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation, confirmation, leave salary and removal from service etc., so as to adversely affect him/her, but this does not in any way restrain the University from incorporating the rules and regulations in the Statutes / Ordinances of the University based on the communication from the Govt. of India / UGC from time to time.

17. The reservation in recruitments to teaching posts shall be made as per reservation policy of UGC / Government of India as communicated by UGC from time to time.

ANNEXURE-I
SCALE OF PAY OF TEACHERS AND OTHER ACADEMIC STAFF IN
UNIVERSITY AND COLLEGES.

Sl. No.	Category <i>University and College Teachers</i>	Existing Scale of Pay	Revised Scale of Pay
1	Lecturers	2200-75-2800-100-4000	8000-275-13500
2	Lecturers (Sr. Scale)	3000-100-3500-125-5000	10000-325-15200
3	Lecturers (Selection Grade) / Reader	3700-125-4950-150-5700	12000-420-18300
4	Professor	4500-150-5700-200-7300	16400-450-20900-500-22400
5	Principals of Colleges	(i) 3700-125-4950-150-5700 (Minimum to be fixed at Rs.12840/-)	12000-420-18300
		(ii)4500-150-5700-200-7300 (Minimum to be fixed at Rs. 17300/-)	16400-450-20900-500-22400
6	Pro-Vice-Chancellor	5900-200-7300	18400-500-22400
7	Vice-Chancellor	7600(Fixed)	25000(Fixed)
8	For Universities Registrar / Librarian / Director of Phy. Edn.	4500-150-5700-200-7300	16400-450-20900-500-22400
9	Dy. Registrar / Dy. Librarian / Dy. Director of Phy. Edn.	3700-125-4950-150-5700	12000-420-18300

10	Asst. Librarian/ Asst. Documentation Officer (Sr. Scale) / Asst. Director of Phy. Edn.	3000-100-3500-125-5000	10000-325-15200
11	Asst Registrar/Asst. Librarian / Asst. Documentation Officer / Asst. Director of Phy. Edn.	2200-75-2800-100-4000	8000-275-13500
12	For Colleges College Librarian (Sl. Grade) / Director of Phy. Edn. (Sl. Grade)	3700-125-4950-150-5700	12000-420-18300
13	College Librarian (Sr.Scale) / Director of Phy. Edn. (Sr.Scale)	3000-100-3500	10000-325-15200
14	College Librarian / Director of Physical Education	2200-75-2800-100-4000	8000-275-13500
15	Demonstrator / Tutors	1740-60-2700-EB-75-3000	5500-175-9000

Minimum qualifications for the post of Professors, Principals, Readers and Lecturers in subjects other than Fine Arts, Engineering & Technology, Directors, Deputy Directors, Assistant Directors of Physical Education and Librarian, Deputy Librarian and Assistant Librarian in Universities or Colleges for appointment of persons through open advertisement and for their Career Advancement.

1.0.0. Direct Recruitment

1.1.0 Humanities, Social Sciences, Sciences, Commerce, Education, Physical Education, Foreign Languages and Law.

1.1.1. Professor

An eminent scholar with published work of high quality, actively engaged in research, with 10 years of experience in postgraduate teaching, and/or experience in research at the University/National Level institutions, including experience of guiding research at doctoral level.

OR

An outstanding scholar with established reputation who has made significant contribution to knowledge.

1.1.2. Reader

Good academic record with a doctoral degree or an equivalent published work. In addition to these, candidates who join from outside the University system, shall also possess at least 55% of the marks or an equivalent grade of B in the 7 point scale with letter grades O,A,B,C,D,E & F at the Master's degree level.

Five Years of experience of teaching and/or research excluding the period spent for obtaining the research degrees and has made some mark in the areas of scholarship as evidenced by quality of publications, contribution to educational innovation, design of new courses and curricula.

1.1.3. Lecturer

Good academic record with at least 55% of the marks or an equivalent grade of B in the 7 point scale with letter grades O,A,B,C,D,E & F at the Master's degree level, in the relevant subject from an Indian University, or, an equivalent degree from a foreign University.

Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by UGC.

Provided that any relaxation in the prescribed qualifications can only be made by the University Grants Commission in a particular subject in which NET is not being conducted or enough number of candidates are not available with NET qualifications for a specified period only. (This relaxation, if allowed would be given based on justification and would apply to affected Universities for particular subject for specified period. No individual application would be entertained).

1.2.0. Journalism and Mass Communication

1.2.1 Professor

Essential

An eminent scholar with published work of high Quality actively engaged in research with ten years of experience in post graduate teaching and/or research at the University/national level institution including experience of guiding research at doctoral level in Communication/Journalism.

1.2.2 Reader

Essential

1. Ph.D. Degree in Communication / Mass Communication / Journalism from an Indian University or an equivalent degree from a foreign University.

OR

Published work of doctoral standard or media production work of excellence.

2. Good academic record with at least 55% marks (or an Equivalent grade) at Master's level in the subject.

3. Eight years experience of teaching and/or research including upto three years for research degree as having made a mark in the area of scholarship as evidenced by quality of publications or contribution to education innovation, design of new courses and curricula.

OR

11 years full-time work experience in any area of Mass Communication (News paper accredited with ABC, National News Agencies, radio or television, film media, reputed advertising agencies, Public Relation Officers of the Government, Public Sector Undertakings and established industrial and Commercial Houses).

1.2.3 Lecturer

Good academic record with at least 55% marks (or an equivalent grade) at Master's degree level or an equivalent qualification from an Indian or foreign University/institution in Communication/Mass Communication/Journalism. Candidates, besides fulfilling the above qualification, should have cleared the eligibility test for lecturers conducted by UGC or similar test accredited by UGC.

Desirable

1. Ph.D degree in Communication / Mass Communications / Journalism from an Indian University or an equivalent degree from a foreign University.
2. Two years full time teaching/research/experience in any area of Mass Communication (News Paper accredited with ABC National News Agencies, radio, television, film media, reputed advertising Agencies, Public Relation Officers of the Government, Public Sector Undertaking and Industrial and Commercial Houses).

1.3.0. Social Work

1.3.1. Professor

An eminent scholar with published work of high Quality actively engaged in research with ten years experience in post-graduate teaching and/or research at the University/national level institution including experience of guiding research at doctoral level in Social work.

OR

15 years of experience in field practice, with professional publication, which show evidence of conceptualizing the field practice, and are a contribution to the development of knowledge in the area of field experience, or in consultation/documentation and experience in training and/or field instruction.

1.3.2. Reader

Good academic record with a doctoral degree or equivalent published work. Evidence of being actively engaged in (1) research or (2) innovation in teaching method or (3) production of teaching materials. Possess at least, 55% marks or an equivalent grade at Master's degree level. About eight years experience of teaching and/or research provided that at least five of these years were as Lecturers or in an equivalent position.

OR

10 years of experience in field practice and professional publication based on work experience, and experience in training and/or field instruction. Experience in consultation and documentation.

1.3.3. Lecturer

Good academic record with at least 55% of the marks (or an equivalent grade) at Master's degree level or equivalent qualification from an Indian or Foreign University. Candidates, besides fulfilling the above qualification should have cleared National Eligibility test for Lecturers (NET) conducted by UGC or similar test accredited by UGC.

1.4.0 Music

1.4.1. Lecturer

Good academic record with at least 55% of the marks, or an equivalent grade of B in the 7 point scale with grades O, A, B, C, D, E & F at the Master's degree level, in the relevant subject or an equivalent degree from an Indian / Foreign University.

Besides fulfilling the above qualifications, candidates should have cleared the eligibility test (NET) for Lecturers conducted by the UGC, CSIR, or similar test accredited by the UGC.

OR

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

SEVEN POINT SCALE

GRADE	GRADE POINT	PERCENTAGE EQUIVALENT
'O' = Outstanding	5.50 - 6.00	75-100
'A' = Very Good	4.50 - 5.49	65-74
'B' = Good	3.50 - 4.49	55-64
'C' = Average	2.50 - 3.49	45-54
'D' = Below Average	1.50 - 2.49	35-44
'E' = Poor	0.50 - 1.49	25-34
'F' = Fail	0.00 - 0.49	00-24

Note: "NET/SLET shall remain the minimum eligibility condition for recruitment of lecturers in Universities/ Colleges / Institutions.

Provided, however that the candidates, who have been awarded Ph.D. degree strictly in accordance with "University Grants Commission (minimum standards and procedure for award of Ph.D. Degree), Regulation 2008, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET for recruitment of lecturers in Universities/ Colleges/Institutions".

2.0.0. Career Advancement Scheme

2.1.0. Minimum length of service of eligibility to move into the grade of Lecturer

(Senior Scale) would be four years for those with Ph.D., five years for those with M. Phil., and six years for others at the level of Lecturer, and for eligibility to move into the Grade of Lecturer (Selection Grade) / Reader, the minimum length of service as Lecturer (Senior Scale) shall be uniformly five years.

2.1.2 For movement into grades of Reader and above, the Minimum eligibility criteria would be Ph.D. Those without Ph.D can go upto the level of Lecturer (Selection Grade).

2.1.3 A Reader in the scale of pay of 12000-420-18300 with a minimum of eight years of service in that grade will be eligible to be considered for appointment as a Professor.

2.2.0 Lecturer (Senior Scale)

A Lecturer will be eligible for placement in a Senior Scale through a procedure of selection, if she/he has:

- (i) Completed 6 years of service after regular appointment with relaxation of one year and two years, respectively, for those with M.Phil and Ph.D.
- (ii) Participated in one orientation course and one refresher course of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission. (Those with Ph.D. Degree would be exempted from one refresher course).
- (iii) Consistently satisfactory performance appraisal reports.

2.3.0 Lecturer (Selection Grade)

Lecturers in the Senior Scale who do not have a Ph.D degree or equivalent published work and who do not meet the scholarship and research standards, but fulfill the other criteria given above for the post of Reader, and have a good record in teaching and preferably have contributed in various ways such as to the corporate life of the institution such as examination work, or through extension activities, will be placed in the Selection Grade, subject to the recommendations of the Selection Committee which is the same as for promotion to the post of Reader. They will be designated as Lecturers in the Selection Grade. They could offer themselves for fresh assessment after obtaining Ph.D and / or fulfilling other requirements for promotion as Reader and, if found suitable, could be given the designation of Reader.

2.4.0 Reader (Promotion)

2.4.1 A Lecturer in the Senior Scale will be eligible for promotion to the post of Reader if she/he has:

- (i) Completed 5 years of service in the Senior Scale
- (ii) Obtained a Ph.D degree or has equivalent published work,
- (iii) Made some mark in the areas of scholarship and research as evidenced e.g. by self-assessment, reports of referees, quality of publications, contribution to educational innovation, design of new courses and curricular and extension activities.
- (iv) After placement in the Senior Scale, participated in two refresher courses/summer institutes of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission and
- (v) Possesses consistently good performance appraisal reports.

2.4.2 Promotion to the post of Reader will be through a process of selection by the Selection Committee to be set up under the Statutes/Ordinances of the University or other similar Committees set up by the appointing authorities.

2.5.0 Professor (Promotion)

In addition to the sanctioned position of Professors, which must be filled in through direct recruitment through all India advertisements, promotion may be made from the post of Reader to that of Professor after 8 years of service as Reader in the scale of pay of Rs. 12000-420-18300.

2.6.0 The Selection Committee for promotion to the post of Professor should be the same as that for direct recruitment. For the promotion from Reader to Professor, the following method of promotion may be followed:-

The candidate should present herself/himself before the Selection Committee with some of the following:

- (a) Self-appraisal reports (required).
- (b) Research contributions/books/articles published.
- (c) Any other academic contributions.

The best three written contributions of the teacher as defined by her/him may be sent in advance to the experts to review before coming for the selection. The candidate should be asked to submit these in 3 sets with the application.

- (d) A list of Seminars/Conferences attended.

(e) Contribution to teaching/academic environment/institutional corporate life.

(f) Extension and field outreach activities.

2.7.0 The requirement of participation in orientation/refresher courses/summer institutes, each of at least 3 to 4 weeks duration, and consistently satisfactory performance appraisal reports, shall be the mandatory requirement for Career Advancement from Lecturer to Lecturer (Senior Scale) and from Lecturer (Senior Scale) to Lecturer (Selection Grade) and also for the post of Readers.

Wherever the requirement of orientation/refresher courses has remained incomplete, the promotions, would not be held up but these must be completed by the year 2000.

The requirement for completing these courses would be as follows:

- i) For Lecturer to Lecturer (Senior Scale), one orientation course would be compulsory for University and College teachers. Those without Ph.D. would be required to do one refresher course in addition.
- ii) Two refresher courses for Lecturer (Senior Scale) to Lecturer (Selection Grade)
- iii) The senior teachers like Readers/Lecturers (Selection Grade) and Professors may opt to attend two seminars/Conferences in their subject area and present papers as one aspect of their promotion/selection to higher level or attend refresher courses to be offered by ASCs for this level.

2.8.0 In the case of lecturer and lecturer (Senior Scale), if the number of years required as feeder cadres are less than those stipulated in this notification, thus entailing hardship to those who have completed more than the total number of years in their entire service for eligibility in the cadre may be placed in the next higher cadre after adjusting the total number of years.

This situation is likely to arise as in the earlier scheme, the number of years required in a feeder cadre were much more than those envisaged under this notification.

3.0.0. Selection Committees recommended by the UGC.

3.1.0 For the post of University Lecturer

At the University level, all selections must be done within the system with the Vice-Chancellor as the Head of the Selection Committee.

1. The Vice-Chancellor to be the Chairperson of the Selection Committee.
 2. Three experts in the concerned subject to be invited on the basis of the list recommended by the Vice-Chancellor and approved by the Executive Council.
 3. Dean of the concerned Faculty/Head/Chairperson of the Department.
 4. An academician nominated by the Visitor
- The quorum should be four, out of which at least two outside subjects experts must be present.

3.2.0 For the post of Reader

The process of selection should involve inviting the bio data and reprints of three major publications of the candidate before interview and getting them assessed by the same three external experts, who are to be invited to interview the candidate. The Selection Committee should have the following composition:-

1. Vice-Chancellor to be the Chairperson of the Selection Committee.
2. An Academician who is the nominee of the visitor.
3. Three experts in the concerned subject/field, out of the list recommended by the Vice-Chancellor and proved by the Executive Council
4. Dean of the Faculty.
5. Head/Chairperson of the Department

Atleast four members, including two outside experts, must constitute the quorum.

3.3.0 For the post of Professor

The process of selection should involve inviting the bio data and reprints of three major publications of which one could be a book or research report, before the interview, and getting them assessed by the same three external experts who are to be invited for the interview. The assessment report must be placed before the Selection Committee. The composition of the Selection Committee for the post of a Professor will be the same as proposed for the post of Reader. It may be ensured that the process of selection in every case is transparent and credible. In the case of posts of Readers and Professors in Colleges, besides the Chairperson of Governing Body, the Principal of the College, and the Head of the Department, there will be two University representatives, one of whom will be the

Dean of College or equivalent position in the University, who will substitute the visitor's nominee and the Vice-Chancellor should be substituted by the Vice-Chancellor's nominee.

Note:

1. A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level for the SC/ST category.
2. A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph.d. degree holders who have passed their Master's degree prior to 19th September, 1991.
3. B in the 7 point scale with letter grade O,A,B,C,D,E,& F shall be regarded as equivalent of 55% wherever the grading system is followed.
4. "NET/SLET shall remain the minimum eligibility condition for recruitment of lecturers in Universities/ Colleges / Institutions.

Provided, however that the candidates, who have been awarded Ph.D. degree strictly in accordance with "University Grants Commission (minimum standards and procedure for award of Ph.D. Degree), Regulation 2008, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET for recruitment of lecturers in Universities/ Colleges/Institutions".

5. The minimum requirement of 55% shall not be insisted upon for Principals, Professors, Readers, Librarians, Deputy Librarians, Directors of Physical Education and Deputy Director of Physical Education, for the existing incumbents who are already in the university system. However, these marks should be insisted upon for those entering the system from outside and those at the entry point of Lecturers, Assistant Registrars, Assistant Librarians and Assistant Directors of Physical Education. A relaxation of the minimum marks at the PG level from 55% to 50% for appointment as Lecturer may be provided to the candidates who have cleared the JRF examination conducted by the UGC/CSIR only, prior to 1989, when the minimum marks required to appear for JRF exam were 50%.

About eight years experience of teaching and/or research provided that at least five of these years as Lecturers or in an equivalent position. 10 years of experience in field practice and professional publication based on work experience, and experience in training and / or field instruction. Experience in consultation and documentation.

3.4.0 For the post of Principal

1. Chairperson of the Governing Board
2. One member of the Governing Board to be nominated by the Chairperson.
3. Two Vice-Chancellor's nominees, out of whom one should be an expert in the concerned subject.
4. These experts consisting of the Principal of a college, a Professor and an accomplished educationist not below the rank of the Professor (to be nominated by the Governing Board) out of a panel of experts approved by the Vice-Chancellor.

At least four members, including two experts, should constitute the quorum.

The process of selection should involve the following:

- a) Assessment of aptitude for teaching and research.
- b) Ability to communicate clearly and effectively.
- c) Ability to analyse and discuss.
- d) Optional: Ability to communicate may be assessed by requiring the candidate to participate in a group discussion or by exposure to a class room situation/lecture, wherever possible.

3.5.1 University: Assistant Director of Physical Education and Sports/College DPEs (Lecturer Scale)

- (i) Master's degree in Physical Education (two years course) or Master's degree in Sports or an equivalent degree with at least 5% of the marks or its equivalent grade of B in the UGC 7 point scale plus a consistently good academic record.
- (ii) Record of having represented the University/college at the Inter University / Inter-Collegiate Competitions or the State in national championships.
- (iii) Passed the physical fitness test.
- (iv) Qualifying in the national test conducted for the purpose by the UGC or any other agency approved by the UGC.

3.5.2 University: Assistant DPEs/College DPEs (Senior-scale)

- (i) Should have completed six years of service as University Assistant DPEs/College DPEs with a benefit of two years for Ph.D and one year for M.Phil. Degree holders.
- (ii) Passed the physical fitness test
- (iii) Consistently good appraisal reports.
- (iv) Should have attended at least one orientation and one refresher course of about three to four weeks duration each

with proper and well-defined evaluation procedure (exemption from one refresher course is granted to Ph.D degree holders)

3.5.3 University: Assistant DPEs/College DPEs (Selection-grade)

- (i) Completed five years of service as University DPEs/College DPEs in the senior-scale.
- (ii) Has attended at least two refresher courses of about three-four weeks duration with proper and well defined evaluation procedure after placement in the scale of Rs. 3000-5000.
- (iii) Shown evidence of having produced good teams/athletes and of having organised and conducted coaching camps of at least two weeks duration.
- (iv) Passed the physical fitness test.
- (v) Consistently good appraisal reports.

3.5.4 University Deputy DPEs/College DPEs (Reader's Scale)

- (i) Ph.D in Physical Education. Candidates from outside the University system, in addition, shall also possess at least 55% of the marks or an equivalent grade of B in the UGC 7 point scale at the Master's Degree level.
- (ii) Five years experience as University Assistant DPEs/College DPEs with a benefit of two years and one more year for Ph.D and M.Phil Degree holders.
- (iii) Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.
- (iv) Evidence of having produced good performance teams/athletes for competition like State/National/inter-university/combined university, etc.
- (v) Passed the physical fitness test
- (vi) Consistently good appraisal reports.

3.5.5 University DPEs

- (i) Ph.D in physical education
- (ii) Experience of at least ten years as University Deputy DPE or fifteen years as University Assistant DPEs/College DPE (Selection Grade).
- (iii) Participation in at least two national / international seminars / conferences.
- (iv) Consistently good appraisal reports
- (v) Evidence of organizing 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.

3.6.0 Minimum Qualifications for direct recruitment to the post of Librarian, Dy. Librarian and Asst. Librarian.

3.6.1 Librarian (University)

- i. Master's degree in library science/information science/documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record
- ii. At least thirteen years as a Deputy Librarian in a University library or Eighteen years experience as a College Librarian.
- iii. Evidence of innovative library service and organization of published work.

Desirable:

M.Phil/Ph.D. Degree in library science / information science / documentation / archives and manuscript – keeping.

3.6.2 Deputy Librarian

- i. Master's degree in library science / information science / documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.
- ii. Five years experience as an Assistant University Librarian / College Librarian
- iii. Evidence of innovative library service, published work and professional commitment, computerisation of library;

Desirable

M.Phil/Ph.D degree in library science / information science/documentation / archives and Manuscript-keeping, computerisation of library.

3.6.3 For the posts of Assistant University Librarian / College Librarian / Documentation Officer.

Minimum Qualifications

- (i) Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- (ii) Master's degree in library science/ information science / documentation or an equivalent professional degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale plus a consistently good academic record, computerisation of library.

3.7.0 Emoluments and Terms and Conditions of Service of Directors (Ordinance made under Statutes 3(1), (2) & (3) of Statutes of the University)

The University shall have the following Directors.

- (1) (i) Director of Studies Educational Innovation and Rural Reconstruction *Directors
Statute 3(1) (2) (3)*
- (ii) Director of Culture and Cultural Relations
- (iii) Director of Physical Education Sports, National Service and Students Welfare.
- (2) A Director shall be an eminent scholar with published work of high quality actively engaged in research. Ten years experience in the cadre of Professor with a Ph.D. degree and experience of having guided research at Doctoral level. *Qualification*
The appointee must have a minimum period of 3 years of service after appointment.
- (3) The post of Director will be in the Pay Scale of Rs. 18,400-500-22,400 plus usual allowances as per the UGC norms. *Emoluments*
- (4) The appointment to the post of Director will be made on contract basis for a period of 5 years on the recommendations of the Selection Committee as provided in the Act. The constitution of Selection Committee is as under: *Terms and
Conditions*
- (i) Vice-Chancellor (Chairman)
- (ii) A nominee of Visitor
- (iii) One external member of the Executive Council to be nominated by it
- (iv) Three experts.
- (5) The incumbent shall be eligible for reappointment.
- Provided that he/she shall retire from the services of the University on the day he/she completes the age of 65 years.
- (6) If a University teaching staff is appointed as Director he/she shall continue to be governed by the general leave rules and Retiral benefits of the University. *Leave and other
benefits*
- (7) In case, any person is appointed to the post of Director from outside, he/she shall for the purpose of Leave and other Retrial benefits,

shall be governed by the leave and retirement benefits as applicable to staff on contract basis.

- (8) He shall be a whole time officer. He shall perform the duties and functions as mentioned in the relevant Statutes subject to the general supervision of the Academic Council. The Director shall have such powers and perform such functions in his field as may be assigned to him by the Academic Council and the Vice-Chancellor.
- (9) In the absence of the Vice-Chancellor, senior-most Director shall carry out the duties of the Vice-Chancellor.

Note: This ordinance would be applicable to all the three Directors

3.8.0 Emoluments and Conditions of service of Dean, College Development Council

[Section 27 (1) (p) of the Act]

- (1) The Dean shall be a whole-time salaried officer of the University.
- (2) The educational qualification and other requirements for the post of Dean shall be as follows:
Essential:
 - (i) An eminent scholar or educational Administrator with published work of high order.
 - (ii) About 10 years of experience in teaching and / or research with a Ph.D. DegreeDesirable

At least five years of Administrative experience in Professor's cadre in University system with a good track record.
- (3) The Dean shall have the Scale of pay of Rs.37400-67000 + AGP Rs.10000 plus usual allowances as per the UGC norms.
- (4) The appointment to the post of Dean shall be on tenure basis initially for a period of 3 years extendable upto 6 years including reappointment subject to the age limit of 65 years. The constitution of the Selection Committee shall be as per UGC norms.

(5) The Dean shall:

- (a) be responsible for the general supervision and monitoring of the affiliated colleges / institutions and coordinate in that regard.
- (b) be responsible for ensuring compliance of relevant provisions of the Act, Statutes and Ordinances of the university and implement university policy in affiliation matters.
- (c) make periodical visits and conduct inspection of the colleges for ensuring maintenance of standards of university education and proper development of the colleges.
- (d) review and report on the functioning of the colleges.
- (e) ensure compliance of various affiliation conditions and fulfillment of requirements.
- (f) advise the university on all matters relating to development of academic and physical facilities, student amenities etc.
- (g) be in contact with the colleges and advise in their functional / development activities.
- (h) maintain regular statistics and updated profile of the colleges.
- (i) the Dean will exercise such other powers and perform such other functions and duties as may be prescribed by the Ordinances or assigned by the Executive Council or by the Vice-Chancellor or as may be incidental or conducive to the discharge of the above responsibilities.

(A) LEAVE ADMISSIBLE TO PERMANENT TEACHERS:

(a) The following kinds of leave would be admissible to permanent teachers –

- i) Leave treated as duty, viz;
Casual leave;
Special casual leave; and
Duty leave
- ii) Leave earned by duty, viz;
Earned leave;
Half pay leave; and
Commutated leave
- iii) Leave not earned by duty, viz;
Extraordinary leave; and
Leave not due
- iv) Leave not debited to leave account –
 - (a) Leave for academic pursuits, viz;
Study leave; and
Sabbatical leave / Academic leave
 - (b) Leave on grounds of health, viz;
Maternity leave
Special Disability leave
Quarantine leave

The Executive Council may, in exceptional cases, grant for the reasons to be recorded, other kinds of leave, subject to such terms and conditions as it may deem fit to impose.

2. Casual leave

- (i) Total casual leave granted to a teacher shall not exceed eight days in an academic year.
- (ii) Casual leave cannot be combined with any other kind of leave except special casual leave. It may be combined with holidays including Saturdays and Sundays. Holidays or Sundays falling within the period of casual leave shall be counted as casual leave.

3. Special casual leave

- (i) Special casual leave, not exceeding ten days in an academic year, may be granted to a teacher.
- (ii) To conduct examination of a University / Public Service Commission / Board of Examination of other similar bodies / institution; and
- (iii) To inspect academic institutions attached to a statutory board, etc.

NOTE:

- (i) In computing the ten days leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (ii) In addition, special casual leave to the extent mentioned below may also be granted;
 - (a) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days; and
 - (b) to a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to fourteen days.
- (iii) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.

4. Duty Leave

- (i) Duty leave may be granted for:
 - (a) Attending conferences, congresses, symposia and seminars on behalf of the university or with the permission of the university;
 - (b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university and accepted by the Vice-Chancellor;
 - (c) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university;
 - (d) Participating in a delegation or working on a Committee appointed by the government of India, State Government, the University Grants Commission, a sister University or any other academic body, and
 - (e) For performing any other duty for the University.
- (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;
- (iii) The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances; and
- (iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

5. Earned leave

- i. Earned leave admissible to a teacher shall be
 - a) 1/30th of actual service including vacation; plus
 - b) 1/3rd of the period, if any, during which he /she is required to perform duty, during vacation.

NOTE: For purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.

- ii. Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 120 days. Earned leave exceeding 120 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

Note-1: When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

Note-2: In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.

- (iii) (a) where a teacher retires on attaining the normal age prescribed for retirement, he will be paid cash equivalent of leave salary for E.L. if any at the credit of the teacher on the date of his retirement subject to the maximum of 240 days.

(b) The cash equivalent under Clause (a) shall be calculated as follows and shall be payable in one lumpsum as a one time settlement. No house rent allowance or city compensatory allowance shall be payable.

$$\text{Cash Equivalent} = \frac{\text{Pay admissible on the date of retirement plus Dearness Allowance}}{30} \times \text{No. of days of Unutilized E.L. at credit on the date of retirement subject to a maximum of 240 days.}$$

6. Half-pay Leave

- i. The half-pay leave account of every faculty member shall be credited with half pay-leave in advance, in two instalments of ten days each on the first day of January and July of every calendar year.
- ii.
 - a. The leave shall be credited to the said leave account at the rate of $\frac{5}{3}$ days for each completed calendar month of service which he is likely to render in the half year of the calendar year in which he is appointed.
 - b. The credit for the half year in which a faculty member is due to retire or resigns from the service shall be allowed at the rate of $\frac{5}{3}$ days per completed calendar month upto the date of retirement or resignation.
 - c. When a faculty member is removed or dismissed from service or dies while in service credit of half pay leave shall be allowed at the rate of $\frac{5}{3}$ days per completed calendar month upto the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service.
 - d. Where a period of absence or suspension of a faculty member has been treated as 'dies non' in a half year, the credit to be afforded to his half pay leave at the commencement of next half year, shall be reduced by one eighteenth of the period of 'dies-non' subject to a maximum of ten days.
- (iii). The leave under this rule may be granted on medical certificate or on private Affairs.
- (iv). While affording credit of half-pay leave, fraction of a day shall be rounded off to the nearest day.

Provided that in the case of faculty member not a permanent employee or Quasi permanent employee, no half-pay leave shall be granted unless the authority competent to grant leave has reasons to believe that the faculty member will return to duty on its expiry except in the case of faculty member who has been declared completely and permanently incapacitated for further service by a medical authority.

NOTE:

A "completed year of service" means continuous service of specified duration under the university and includes periods of absence from duty as well as leave including extraordinary leave.

7. Commuted Leave

Commuted Leave, not exceeding half the amount of the half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher 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 half pay leave due; and
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. Provided that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.
- (iv) Half-pay leave upto a maximum of 180 days may be allowed to be commuted during the entire service (without production of medical certificate) where such leave is unutilized for an approved course of study certified to be in the University's interest by the leave sanctioning authority.

Note: Commuted leave may be granted at the request of the teacher even when earned leave is due to him.

8. Extra-ordinary leave

- (i) A permanent teacher may be granted extraordinary leave when:
 - (a) No other leave is admissible; or
 - (b) No other leave is admissible and the teacher applied in writing for the grant of extraordinary leave.

Provided, however, that save under the provisions of sub-clauses (ii) to (iv) below, no extraordinary leave shall be granted to a teacher for holding an appointment or a fellowship outside the University.

- (ii) The Executive Council may grant on the request from the institution concerned and on application of the teacher, extraordinary leave to hold an appointment or a fellowship under a Government, a University, a Research Institute or other similar important institution, if in the opinion of Executive Council, such leave does not prejudice the interest of the University. This leave can be allowed only to a teacher who has been confirmed in the post held by him and has served the University for a period of at least two years. The application for such leave shall be sent through the Dean of School concerned and the latter shall give his recommendations taken into account the strength of teaching staff of the particular subject. Except in very special cases at no time more than 20% of the strength of teachers on rolls of a Centre shall be allowed to be absent from the Centre on extraordinary leave, study leave and / or sabbatical leave. However the relaxation may be given at the discretion of the Vice-Chancellor on the merits of the case. In case of his failure to return to duty immediately at the

end of the period of leave sanctioned to him the services of a teacher shall be liable to be terminated from the date of commencement of the period of leave granted to him. He shall also refund to the University pay and allowances, if any received by him during the leave (including other kinds of leave taken in continuation) sanctioned to him for the purpose.

- (iii) The Executive Council may also grant, at its discretion, extraordinary leave to a permanent teacher who has been selected for a teaching or research assignment in a University, a Research institute or other similar important institution provided he has served the University for a period of at least two years and the application had been sent through and forwarded by the University. The leave in such cases shall not exceed a maximum period of two years. In the case of faculty members who are appointed/elected/nominated as Vice-Chancellor/Director/Member of Legislative Assembly/Member of Parliament, etc, where the tenure is for five years, the EOL can be granted upto 5 years. This benefit will be extended only once in the entire service of the faculty. Notwithstanding any other leave which may be due to a teacher, the entire period for which the teacher holds the appointment outside the University shall be without pay. The period so spent shall count for seniority. The period shall count for pensionary / Contributory Provident Fund benefits provided the leave-salary, pensionary contributory provident fund contributions are paid by the teacher or the foreign employer. If the teacher does not resume his duties in the University at the end of the period of extra-ordinary leave granted to him, he shall be treated as having resigned the post held by him in the University.
- (iv) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall count for increment in the following cases.
 - (a) Leave taken on the basis of medical certificates
 - (b) Cases where the Vice-Chancellor/Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;
 - (c) Leave taken for pursuing higher studies; and
 - (d) Leave granted to accept an invitation or an appointment to a teaching post or fellowship or research-cum-teaching post or an assignment for technical or academic work.
- (v) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.

- (vi) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

9. Leave Not Due

- (i) Leave not due, may at the discretion of the Vice-Chancellor / Principal, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of 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 shall be debited against the half-pay leave earned by him/her subsequently.
- (ii) 'Leave not due' shall not be granted unless the Vice-Chancellor / Principal is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- (iii) A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.

Provided further that the Executive Council may, in any other exceptional case, waive for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

10. Study Leave

- (i) Study leave may be granted after a minimum of 3 years continuous service, to pursue a special line of study or research directly related to his/her work in the university or to make a special study of the various aspects of university organization and methods of education. The paid period of study leave should be for a maximum period of 3 years at a time, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department. Provided that the Executive / Syndicate may, in the special circumstances of a case, waive the condition of five years service being continuous.

Explanation: In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned, provided, (a) the person is a teacher on the date of the application and (b) there is no break in service.

- (ii) Study leave shall be granted by the Executive Council on the recommendation of the concerned Head of the department and Academic advisers committee. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.
- (iii) A teacher who has availed himself/ herself of study leave, would not be entitled to the sabbatical leave. Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme.
- (iv) Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed five years.
- (v) No teacher who has been granted study leave be permitted to alter substantially the course of study or the program of research without the permission of the Executive Council/Syndicate. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council/Syndicate to treat the period of shortfall as ordinary leave has been obtained.
- (vi) (a) Subject to the provisions of sub-clauses (vii) and (viii) below, study leave may be granted on full pay upto two years extendable by one year at the discretion of the University.
- (vii) The amount of Scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship / fellowship would be offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.
- (viii) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.

- (ix) A teacher granted study leave shall on his/her return and rejoining the service of the University may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- (x) Study leave shall count as service for pension / contributory provident fund, provided the teacher joins the University on the expiry of his/her study leave.
- (xi) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 6 months of its sanction.

Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

- (xii) A teacher availing himself / herself of study leave shall undertake that he /she shall serve the University for a continuous period of at least three years to be calculated from the date of his / her resuming duty after expiry of the study leave.
- (xiii) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond (as in annexure – VI) in favor of the University, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause (xii) and (xiv) below and give security of immovable property to the satisfaction of the Finance Officer / Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University in accordance with sub-clause (xiv) above.
- (xiv) The teacher shall submit to the Registrar, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. These reports shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

11. Sabbatical Leave/Academic Leave

- (i) Permanent, whole-time teachers of the University who have completed seven years of service as Lecturer (Selection Grade)/Reader or Professor, may be granted sabbatical leave to undertake study or research or other academic pursuits solely for the object of increasing their proficiency and usefulness to the University and high education system. This leave shall not be granted to a teacher who has less than one year of service in the University to retire.
- (ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.

- (iii) A teacher who has availed himself of study leave shall be eligible for sabbatical leave only after expiry of 5 years.
- (iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- (v) A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or adhoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in the institution, employment in an institution of advanced studies, provided that in such cases the Executive Council may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- (vi) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, provided that the teacher rejoins the University on the expiry of his/her leave.

NOTE I: The programme to be followed during sabbatical leave shall be submitted to the University for approval along with the application for grant of leave.

NOTE II: On return from leave, the teacher shall report to the University the nature of studies, search or other work undertaken during the period of leave.

12. Maternity Leave

- (i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 135 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.

- (ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

13. Paternity Leave

Paternity Leave of 15 days may be granted to male teachers during the confinement of their wives, provided, the same is limited is upto two children.

14. Adoption Leave

Adoption Leave may be provided as per the rules of the Central Government.

15. Special Disability Leave

(a) Special Disability Leave for injury intentionally inflicted-

- (i) Special Disability Leave may be granted to a teacher who is disabled by injury intentionally inflicted or caused in, or in consequence of the due performance of his official duties or in consequence of his official position.
- (ii) Such leave shall not be granted unless the disability manifested itself within three months of the occurrence to which it is attributed and the person disabled acted with due promptitude in bringing it to Notice:

Provided that the authority competent to grant leave may, if it is satisfied, as to the cause of the disability, permit leave to be granted in cases where the disability manifested itself more than three months after the occurrence of its cause.

- (iii) The period of leave granted shall be such as is certified by an Authorised Medical Attendant and shall in no case exceed 24 months.
- (iv) Special Disability Leave may be combined with leave of any other kind.
- (v) Special Disability Leave may be granted more than once if the disability is aggravated or re-manifests in similar circumstances at a later date but not more than 24 months of such leave shall be granted in consequence of any one disability.
- (vi) Special Disability Leave shall be counted as duty in calculating service for pension and shall not, except the leave granted under the provision to Clause (b) of sub-clause of this Ordinance be debited against the leave account.
- (vii) Leave salary during such leave shall-
 - (a) for the first 120 days of any period of such leave including a period of such leave granted under sub-clause (v) above be equal to leave salary while on earned leave; and
 - (b) for the remaining period of any such leave, be equal to leave salary during half pay leave. Provided that a member of the staff, may at his option, be allowed leave salary as in sub-clause (a) above for period not exceeding another 120 days, and in that event the period of such leave shall be debited to his half pay leave account.

(b) Special Disability Leave for accidental injury -

- (viii) The provisions in part (a) above shall apply also to a teacher who is disabled by injury accidentally incurred in, or in consequence of, the due performance of his official duties or in consequence of his official position, or by illness incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the post which he holds.

The grant of special disability leave in such cases shall be subject to the further conditions.

- (a) that the disability, if due to disease, must be certified by an Authorised Medical Attendant to be directly due to the performance of the particular duty;
- (b) that, if the teacher has contracted such disability during service, it must be, in the opinion of the authority competent to sanction leave, exceptional in character; and
- (c) that the period of absence recommended by an Authorised Medical Attendant may be covered in part by leave under the ordinance and in part by any other kind of leave, and that the amount of special disability leave granted on leave salary equal to that admissible on earned leave shall not exceed 120 days.

16. Vacation

- i) Vacation may be taken in combination with any kind of leave except casual and special casual leave provided that vacation shall not be both prefixed and suffixed to leave.
- ii) Except in special circumstances vacation and earned leave taken together shall not extend beyond one semester.
- iii) When a vacation falls between periods of leave so as to result in a continuous period of absence from duty during the entire period, such vacation shall be treated as part of the leave.
- iv) For the vacation period, a teacher shall be entitled to the same pay as when on duty. A teacher will however, be entitled only to half of such pay if he/she has given notice of resignation and the period of such expires during vacation or within one month from the last day thereof.

(B) TEACHERS RE-EMPLOYED AFTER RETIREMENT

17. In the case of a teacher re-employed after retirement the provisions of these ordinances shall apply as if he/she had entered service for the first time on the date of his/her re-employment. Re-employed pensioners who are treated as new entrants in the matter of leave may also be granted leave under sub-clause 11 of the clause 21 below, subject to the condition that they will not be entitled to draw their pensions during the terminal leave if the pension was held in abeyance during the period of re-employment.

(C) TEMPORARY TEACHERS

18. Temporary teachers shall be governed by the provisions of part (A) of these Ordinances subject to the following conditions and exceptions.

1) Earned Leave:

- a) A temporary teacher shall be entitled to earned leave as a permanent teacher as follows:
 - i) 1/30th of the period of actual service including vacation plus;
 - ii) 1/3rd of the period, if any, during which he is required to perform duty during vacation.

2) Half Pay Leave:

No half pay leave may be granted to a temporary teacher unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on expiry of such leave.

3) Commuted Leave:

Temporary teachers shall not be entitled to commute any portion of the half pay leave.

4) Extraordinary Leave:

In the case of a temporary teacher the duration of extraordinary leave on any occasion shall not exceed the following limits:

- (a) Three months at a time;
- (b) Six months in case where the teacher has completed three years continuous service and the leave application is supported by a medical certificate;
- (c) Eighteen months where the teacher is undergoing treatment in a recognised hospital for tuberculosis, cancer or leprosy;
- (d) (i) 24 months in cases where the leave is required for prosecuting studies, certified to be in the University interest, provided that the teacher has completed three years, continuous service on the date of commencement of extraordinary leave. In cases, where this condition is not satisfied, extraordinary leave to this extent may be sanctioned in continuation of any other kind of leave due and applied for (including three months extraordinary leave under (a) above, if the teacher completes three years continuous service on the date of expiry of such leave).

(ii) When a temporary teacher fails to resume duty the expiry of the maximum period of extraordinary leave granted to him/her or where a teacher who is granted a lesser amount of leave remains absent from duty for any period which together with the extraordinary leave granted exceeds the limit upto which he/she could have been granted such leave under (i) above, he/she shall unless the Executive Council, in view of the exceptional circumstances of the case otherwise determines, be deemed to have resigned his/her appointment and shall accordingly cease to be in the University employment.

5) Leave not due, study leave and sabbatical leave:

Temporary teachers shall not be entitled for the grant of leave not due, study leave and sabbatical leave.

6) Vacation:

- i) A teacher who is appointed as a temporary measure shall be entitled to pay for the following summer vacation only if he joined duty within two months of the beginning of the academic year and has worked continuously and satisfactorily from the date of joining upto the last working day of the session.
- ii) In other cases, the vacation salary may be paid to the teacher, if the temporary appointment continues for a part or whole of the next academic year and the teacher joins on the opening day and has also served on the last working day before the vacation.

(D) TEACHERS APPOINTED ON CONTRACT

19. Teachers appointed on contract will be granted leave in accordance with the terms of the contract.

(E) HONORARY AND PART – TIME TEACHERS

20. Honorary and part-time teachers of the University shall be entitled to leave on the same terms as are applicable to whole-time temporary teachers of the University.

(F) GENERAL

(i) General conditions:

21. (1) Leave how earned:- Leave is earned by duty only. The period spent in foreign service counts as duty if contribution towards leave salary is paid for such period.

(2) Right to leave:-

(a) Leave cannot be claimed as a matter of right. Leave of any kind may be refused or revoked by the competent authority empowered to grant it without assigning any reasons, if that authority considers such action to be in the interest of the University.

(b) No leave shall be granted to a teacher whom a competent authority has decided to dismiss, remove or compulsorily retire from service nor shall any leave granted to teacher when he is under suspension.

(3) Maximum period of absence from duty on leave:

(a) No teacher shall be granted leave of any kind for a continuous period exceeding five years.

(b) Where a teacher does not resume duty after remaining on leave for a continuous period of five years or where a teacher after the expiry of his leave remains absent from duty otherwise than on foreign service or on account of suspension, for any period which together with the period of leave

granted to him/her exceeds five years, he/she shall unless the Executive Council in view of the exceptional circumstances of the case otherwise determines, be removed from service after following the prescribed procedure.

- (4) Application for leave:- Leave should always be applied for in advance and the sanction of the competent authority obtained before it is availed of except in cases of emergency and for satisfactory reasons.

Note: Faculty member should not leave station till the order sanctioning leave has been issued.

- (5) Commencement and termination of leave:-

- (a) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day, the teacher resumes his duty.
- (b) Sundays and other recognized holidays may be prefixed and/or suffixed to leave with the permission of the authority competent to sanction the leave. Vacation may be combined with leave subject to the provisions of Ordinances 5 and 8.

- (6) Rejoining of duty before the expiry of the leave:-

- (a) 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 sanctioned him/her the leave.
- (b) Notwithstanding anything contained in (a) above, a teacher on leave preparatory to retirement shall be precluded from withdrawing his request for permission to retire and from returning to duty, save with the consent of the Executive Council.

- (7) Leave on medical grounds to be supported by medical certificate:-

A teacher who applies for leave on medical grounds shall support his/her application with a medical certificate from an Authorised Medical Officer of the University or where no such Medical Officer has been appointed, from a Registered Medical Practitioner. The authority competent to sanction leave may, however, require the applicant to appear before a Medical Board.

Leave or extension of leave on medical certificate shall not be granted beyond the date on which a teacher is pronounced by a Medical Officer or Board to be permanently incapacitated for further service.

- (8) Rejoining duty on return from leave on medical grounds:-

No teacher who has been granted leave (other than casual leave) on medical certificate shall be allowed to return to duty without producing a medical certificate of fitness.

(9) Employment during leave:-

A teacher on leave shall not, without the written permission of the University, engage directly or indirectly in any trade or business whatsoever or in any private tuition or other work to which any emolument or honorarium is attached; but this prohibition shall not apply to work undertaken in connection with the examination of a University, Public Service Commission, Board of Education or similar Bodies / Institutions or to any literary work of publication or radio or extension lectures or with the permission of the Vice-Chancellor, or any other academic work. The leave salary of a teacher who is permitted to take up any employment during leave shall be subject to such restrictions as the Executive Council may prescribe.

(10) Absence without leave or overstayal of leave:-

A teacher who absents himself/herself without leave or remains absent without leave after the expiry of the leave granted to him/her, shall be entitled to no leave allowance or salary for the period of such absence. Such period shall be debited against his/her leave account as leave without pay unless his/her leave is extended by the authority empowered to grant the leave. Wilful absence from duty may be treated as misconduct.

(11) Leave to a teacher whose services are no longer needed:

- (i) If a teacher resigns his/her post, he/she may not normally be granted either prior or subsequent to his resignation any leave. In cases, however, where the resignations for reasons of health or for other reasons beyond his control, earned leave at his/her credit, but not exceeding 120 days, may be granted to him at the discretion of the Vice-Chancellor. In other cases of resignation half the amount of earned leave at his/her credit but not exceeding 60 days may be allowed at the discretion of the Vice-Chancellor.
- (ii) In cases, in which a prescribed period of notice is required to be given, the leave will be so granted as to cover as far as possible the period of notice required to be given.
- (iii) No terminal leave shall, however, be admissible in a case of dismissal or removal from service.
- (iv) Leave at the credit of teachers who die in harness:- In case a teacher dies in harness, the cash equivalent of the leave salary that the deceased teacher would have got, had he gone on earned leave, but for death, due and admissible on the date immediately following the date of death subject to a maximum of leave salary for 180 days shall be paid to his/her family. Further such cash equivalent shall not be subject to reduction on account of pension equivalent of death-cum-retirement gratuity.

Note 1: The above provision is applicable in case of re-employed pensioners also. However, in their case no deduction on account of pension equivalent of DCR gratuity need be made from the cash equivalent in respect of the leave earned during re-employment which has to be calculated on the basis of pay drawn by him during the period of re-employment which has to be calculated on the basis of pay drawn by him/her during the period of re-employment (exclusive of pension and pension equivalent or other retirement benefits).

Note 2: In the case of teachers governed by the contributory provident fund rules no deduction need be made out to cash equivalent of leave salary on account of University contribution of C.P. Fund.

(12) Conversion of one kind of leave to another:-

- (a) At the request of the teacher concerned the University may convert retrospectively any kind of leave including extraordinary leave into a leave of different kind which was admissible to him/her at the time the leave was originally taken; but he cannot claim such conversion as a matter of right.
- (b) If one kind of leave is converted into another, the amount of leave salary and the allowances admissible shall be recalculated and arrears of leave salary and allowances paid or the amount overdrawn recovered as the case may be.

(13) Increment during leave:-

If increment of pay falls during any leave other than casual leave, special leave, duty leave, study leave or sabbatical leave, the effect of increase of pay will be given from the date the teacher resumes duty without prejudice to the normal date of his increment, except in those cases where the leave does not count for increment.

(14) Leave year:- for the purpose of these ordinances, unless otherwise specified the terms 'year' shall mean an academic year running from the commencement of the academic session to the end of the academic session.

(ii) Authorities Empowered to Sanction Leave:

22. The authorities specified in column (2) of the table below, are empowered to sanction leave to the extent shown in column (3) thereof. Cases for sanction of leave in excess of these limits or of leave not mentioned below shall be submitted to the Executive Council. Before sanctioning the leave, the sanctioning authority shall ensure that leave asked for is admissible and is at the credit of the teacher concerned.

KIND OF LEAVE	SANCTIONING AUTHORITY	EXTENT OF POWER
1. Casual/Special Casual Leave to		
a. Deans of Schools	Vice-Chancellor	Full
b. Head of Centres / Departments	Deans of Schools	4 days per semester
	Vice-Chancellor	More than 4 days per semester
c. Other Teachers	Heads	4 days per semester
	Deans	Full

2. Duty Leave to		
a. Deans of Schools	Vice-Chancellor	Full
b. Other Teachers	Dean with a copy to Vice-Chancellor	Upto 5 days per academic year
	Vice-Chancellor	Full

3. Earned Leave/Half pay Leave/Commutated Leave and Maternity Leave to		
a. Deans of Schools	Vice-Chancellor	Full
b. Heads of the Departments/Centres	Deans	Upto 10 days
	Vice-Chancellor	Full
c. Other Teachers	Heads	Upto 5 days
	Deans	Upto 10 days
	Vice-Chancellor	Full

4. Extra-Ordinary Leave		
a. Deans of Schools	Vice-Chancellor	Upto 90 days
b. Other Teachers	Vice-Chancellor	Upto 90 days
	Executive Council	Above 90 days

(iii) Leave Salary:

23. (1) A teacher granted casual leave or special casual leave is not treated as absent from duty and his pay not intermitted. During duty leave, study leave and sabbatical leave, a teacher will draw under the provisions of Ordinance 4, 10 and 11 respectively.
- (2) A teacher on earned leave is entitled to leave salary equivalent to the pay drawn immediately before proceeding on leave.
- (3) A teacher on commuted leave is entitled to leave salary equal to the amount admissible under sub-clause 23(1).
- (4) A teacher on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in sub-clause 23(1).
- (5) A teacher on extraordinary leave shall not be entitled to any leave salary.
- (6) A teacher on special disability leave is entitled to leave salary as admissible under Ordinance 15.
- (7) A teacher on maternity leave and quarantine leave is entitled to draw pay at the time of proceeding on leave.
- (8) Payment of dearness, house rent and city compensatory allowances during leave shall be governed by the provision of the rules regarding the payment of those allowances.
- (9) When such teacher is re-employed during such leave, the leave salary shall be restricted to the amount of leave salary admissible while on half pay leave and further reduced by the amount of pension and pension equivalent of their retirement benefits.

Provided that it shall be open to the University teacher not to avail himself/herself of the above but to avail of full pension.

- (10) If during such re-employment he/she is granted leave earned by him/her during period of re-employment, the leave salary shall be based on the pay drawn by him/her exclusive of the pension and pension equivalent of other retirement benefits.

(iv) Making of rules under these Ordinances:

24. The Vice-Chancellor may make rules under these provisions prescribing the procedure to be followed in:-

- (i) making application for leave and for permission to return to duty before the expiry of the leave;
- (ii) granting leave and submission of medical certificate while proceeding or returning from leave;
- (iii) the payment of leave salary;
- (iv) the maintenance of records of service; and
- (v) the maintenance of leave accounts.

FORM OF WRITTEN CONTRACT

Memorandum of Agreement made this theday of Two thousandandbetween Dr./Shri/Smt/Miss (hereinafter called the 'Teacher') of the first part and the Pondicherry University being a body corporate constituted under Pondicherry University Act, 1985 (No. 53 of 1985) (hereinafter called the University) of the second part. It is hereby agreed as follows:

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

2.
 - (a) The teacher shall be on probation for a period of 12 months which may be extended by a further period of 12 months. The total period of probation shall in no case exceed twenty four months.
 - (b) The case of each teacher shall be placed before the Executive Council for confirmation at least 40 days prior to the date on which his/her probation period would end and the teacher shall be informed of the decision of the Executive Council not later than 30 days prior to the expiration of the period of probation.
 - (c) If the University is satisfied with the suitability of the teacher for confirmation he/she shall be confirmed in the post to which he/she was appointed at the end of the period of his/her probation.
 - (d) Where a teacher appointed on probation is found, during the period of probation, not suitable for holding that post or has not completed the period of probation whether extended or not, satisfactorily, the Executive Council may (i) if the appointment is by promotion, revert the incumbent to previous post held by him; and (ii) if the appointment is by direct recruitment, terminate the teacher's services under the University without notice.

- 3 That the said Dr./Shri/Smt/Missshall be a whole-time teacher of the University and unless the contract is terminated by the Executive Council or by the teacher as hereinafter provided, shall continue in the service of the University until he/she completes the age of sixty two years.

- 4 That the University shall pay Dr./Shri/Smt/Miss during the continuance of his/her engagement hereunder as remuneration for his/her service a salary of Rs..... per mensem, raising by annual increment of Rs..... to a maximum salary of Rs. per mensem.

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

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

- 5 That the said teacher agrees to be bound by the Statutes, Ordinances, Regulations and Rules for the time being in force in the University, provided that no change in the terms and conditions of service of the teacher shall be made after his/her appointment in regard to designation, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation, confirmation, leave, leave salary and removal from service so as to adversely affect him/her.
- 6 That the teacher shall devote his/her whole time to the service of the University and shall not, without the written permission of the University, engage, directly or indirectly in any trade or business whatsoever, or in any private tuition or other work to which any emolument or honorarium is attached but this prohibition shall not apply to work undertaken in connection with the examination of Universities or learned bodies or Public Service Commission, or to any literary work or publication or radio talk or extension lectures, or, with the permission of the Vice-Chancellor, to any other academic work.
- 7 It is further agreed that this engagement shall not be liable to be determined by the University except on the grounds specified and in accordance with the procedure laid down in Clauses (1), (2), (3), (4), (5) and (6) of Statute 26 (reproduced below):

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

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

- (2) Notwithstanding anything contained in the terms of his contract of service or of his appointment, the Executive Council shall be entitled to remove a teacher or a member of the academic staff on the ground of misconduct.
- (3) Save as aforesaid, the Executive Council shall not be entitled to remove a teacher or a member of the academic staff except for good cause and after giving three months notice in writing or on payment of three months salary in lieu of notice.
- (4) No teacher or a member of the academic staff shall be removed under clause (2) or under clause (3) until he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.
- (5) The removal of a teacher or a member of the academic staff shall require a two-thirds majority of the members of the Executive Council present and voting.
- (6) The removal of a teacher or a member of the academic staff shall take effect from the date on which the order of removal is made:
- (7) Provided that where a teacher or a member of the academic staff is under suspension at the time of removal, the removal shall take effect on the date on which he was placed under suspension.
- (8) Any dispute arising out of this contract shall be settled in accordance with the provisions of Clause (2), Section 31 (reproduced below):

“Any dispute arising out of a contract between the University and any employee shall, at the request of the employee, be referred to a Tribunal of Arbitration consisting of one member appointed by the Executive Council, one member nominated by the employee concerned and an umpire appointed by the Visitor. The decision of the Tribunal shall be final, and no suit shall lie in any civil court in respect of the matters decided by the Tribunal. Every such request shall be deemed to be a submission to arbitration upon the terms of this section within the meaning of the Arbitration Act 1940”.

- (9) The teacher may, at any time, terminate his/her engagement by giving the Executive Council three months' notice in writing, provided that the Executive Council may waive the requirement of notice at its discretion.
- (10) On the termination of this engagement, from whatever cause, the teacher shall deliver up to the University all books, apparatus, records and such other articles belonging to the University as may be due from him/her.

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

Signature:

Designation:

In the presence of

1. Signature

Designation

2. Signature

Designation

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

Signature

Designation

In the presence of

1. Signature

Designation

2. Signature

Designation

SCHEDULE

Name of teacher in full

Address

Designation

Salary Rs.

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

Change of designation	Date of approval of E.C.	Date from which change takes effect	Signature of teacher	Signature of Officer of the University
-----------------------	--------------------------	-------------------------------------	----------------------	--

Form of contract for short-term appointment of Teachers

Memorandum of Agreement made this the day of two thousand andbetween(hereinafter called the ‘Teacher’) of the first part, and the Pondicherry University being a body corporate constituted under the Pondicherry University Act, 1985 (No. 53 of 1985) (hereinafter called the ‘University’) of the second part.

It is hereby agreed as follows:

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

2. That the said shall be a whole time teacher of the University and unless the contract is terminated by the Executive Council or by the teacher before the expiry of the term of his appointment for which he is appointed or is terminated as hereinafter provided, shall continue in the service of the University for the period of his appointment as aforesaid.

3. That the University shall payduring the continuance of his/her services a salary of Rs..... plus usual allowances per mensem, raising by annual increments of Rs..... to a maximum salary of Rs.per mensem:

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

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

5. That the teacher shall devote his/her whole time to the service of the University and shall not, without the written permission of the University, engage directly or indirectly, in any trade or business whatsoever, or in any private tuition or other work to which any emolument or honorarium is attached but this prohibition shall not apply to work undertaken in connection with the examination of Universities or learned bodies or Public Service Commissions, or to any literary work or publication or radio talk or extension lectures, or, with the permission of the Vice-Chancellor, to any other academic work.

6. It is further agreed that his/her engagement shall not be liable to be determined before the expiry of the aforesaid period of appointment by the University except on the grounds specified and in accordance with the procedure laid down in Clauses (1), (2), (3), (4), (5) and (6) of Statute 26 (reproduced below):

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

Provided that the Executive Council may if it is of the opinion, that the circumstances of the case do not warrant the suspension of the teacher or a member of the academic staff, revoke such order.

- (2) Notwithstanding anything contained in the terms of his/her contract of service or of his appointment, the Executive Council shall be entitled to remove a teacher or a member of the academic staff on the ground of misconduct.
- (3) Save of aforesaid, the Executive Council shall not be entitled to remove a teacher or a member of the academic staff except for good cause and after giving three months' notice in writing or on payment of three months' salary in *lieu* of notice.
- (4) No teacher or a member of the academic staff shall be removed under clause (2) or under clause (3) until he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.
- (5) The removal of a teacher or a member of the academic staff shall require a two third majority of the members of the Executive Council present and voting.
- (6) The removal of a teacher or a member of the academic staff shall take effect from the date on which the order of removal is made:

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

7. Any dispute arising out of this contract shall be settled in accordance with the provisions of Clause (2), Section 31 (reproduced below):

“Any dispute arising out of a contract between the University and any employee shall, at the request the employee, be referred to a Tribunal of Arbitration consisting of one member appointed by the Executive Council, one member nominated by the employee concerned and an umpire appointed by the Visitor. The decision of the Tribunal shall be final, and no suit shall lie in any civil court in respect of the matters decided by the Tribunal. Every such request shall be deemed to be a submission to arbitration upon the terms of this section within the meaning of the Arbitration Act, 1940.”

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

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

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

Signature :

Designation :

In the presence of

1. Signature
Designation

2. Signature
Designation

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

Signature
Designation

Signature
Designation

In the presence of

1. Signature
Designation

2. Signature
Designation

Bond to be executed by the faculty members when granted study leave

This agreement made on this _____ day of _____ two thousand and _____ between the Pondicherry University being a body corporate constituted under the Pondicherry University Act, 1985 (No. 53 of 1985) (hereinafter called the 'University' of the one part) and

(i)

resident of _____

(hereinafter called the 'Obliger' of the Second part):

and

(ii)

resident of _____ ; and

(iii)

resident of _____

[hereinafter called (ii) and (iii) jointly the sureties of the third part]:

Whereas the Obliger is employed in the Pondicherry University in the _____

And whereas the Obliger has applied for study leave for the following purpose:

And whereas the University has agreed to grant study leave on the condition that after the completion of studies, the obliger will rejoin the University and serve the University for a minimum period of _____ years. The Obliger has agreed to this condition and the sureties have also assured the University that the Obliger will perform these obligations faithfully.

1. That the obliger undertakes that after completion of studies as aforesaid, shall rejoin the University and shall serve under the University for a minimum period of _____ years.

2. That in case the Obliger fails to complete studies within the period of study leave or fails to rejoin the service of the University on the expiry of study leave or resigns from the service of the University at any time before the expiry of the agreed period of service after return to duty at the University being dismissed or removed from the service by the University within the period aforesaid the Obliger and the sureties shall forthwith pay to the University or as may be directed by the University a sum of Rs. _____ as liquidated damages and refund the advances received by the Obliger from the University and shall pay all the expenses incurred by the University on the Obliger consequent on the grant of study leave, provided always that if the Obliger completes 18 months service after return from study leave, then the sureties and the Obliger shall be liable to pay only half the amount of the liquidated damages.

3. That the Obliger and the sureties shall pay interest at rate of 6% per annum on the amount payable as per clause 2 above.

4. That the liability of the Obliger and the sureties to pay the amount due to the University shall be joint and several and the University shall be competent to recover the amount due from all or either of them.

5. That the hereinabove given is a continuing surety and shall not be impaired or discharged by reason of any time being granted or by any forbearance, act or omission of the University or any person authorized by it or any other indulgence or concession shown by the University to the Obliger or to anyone surety and University shall be competent to recover the amount due from all or either of them.

6. That the University may at its discretion extend the study leave of the Obliger from time to time without any reference to the sureties and the sureties shall remain liable in all respects for the amounts payable under these presents during the original period as well as during the extended period.

7. That if any amount is paid by the University outside India then the Obliger and the sureties shall be liable to pay the equivalent amount in Indian Currency according to the prevalent official rate of exchange at the time of payment.

In witness whereof the parties have set their hands hereto in presence of witness:

Witness	No. 1 Signature ----- (Name)	Signature ----- Obliger
	No.2, Signature ----- (Name)	
Witness	No. 1 Signature ----- (Name)	Signature ----- (Surety No: 1)
	No.2, Signature ----- (Name)	
Witness	No. 1 Signature ----- (Name)	Signature ----- (Surety No: 2)
	No.2, Signature ----- (Name)	
Witness	No. 1 Signature ----- (Name)	Officer of the University
	No.2, Signature ----- (Name)	

CHAPTER - XXI

**PROCEDURE FOR ESTABLISHING ADDITIONAL CAMPUSES,
SPECIAL CENTRES, SPECIALISED LABORATORIES OR OTHER UNITS
FOR RESEARCH AND INSTRUCTION**

[Sections 5(13) and 27(k)]

1. The University shall establish such campuses, special centres, specialized laboratories or other units for research and instructions from time to time as and when in the opinion of the University, necessary for the furtherance of its objects.
2. The decision regarding the establishment of such campuses, centres, etc. enumerates in para (1) above shall be taken by the Executive Council in consultation with the Academic Council.
3. Necessary regulations shall be framed prior to the establishment of such campuses, centres etc.

CHAPTER - XXII

ESTABLISHMENT OF INTER UNIVERSITY COLLABORATION AND RESEARCH CELL AND GUIDELINES FOR ESTABLISHING MEMORANDUM OF UNDERSTANDING BETWEEN THE UNIVERSITY AND OTHER INSTITUTION OF REPUTE.

[Section 27(1)]

Purpose:

Pondicherry University is one of the Central Universities established during 1985 by an Act of Parliament. The University presently offers a large number of courses leading to award of Under Graduate Degrees, Five year Integrated Masters, Two year Master Degrees and Research Degrees. The growing number of human resource, intellectual faculties and research teams of the University and other respected Institutions in India and Abroad frequently lead into the establishment of MoUs, and linkages. In order to strengthen the collaborative activities of the University and the respective partner Institutions, Pondicherry University intends to establish a separate Cell named as “Inter-University Collaboration and Research Cell” (IUCRC) to provide guidelines and avenues to the stakeholders for an effective implementation of the proposed schemes. This Cell is a nodal body for all departments of the University and partner Institutions to propose schemes of study programmes, research linkage and all of types of Cultural exchanges.

Title : This Cell is named as “Inter-University Collaboration and Research Cell” and is one of the constituent bodies of Pondicherry University.

Objectives of the Cell:

The Cell shall have the following major objectives:

1. To popularize the academic and research activities of Pondicherry University to other Institutions of repute, every year, through its Newsletter, Brochures, exhibitions and official demos.
2. To identify the collaborating Institutions and invite them for arranging Linkages with the departments of the University, for specified purposes.
3. To organize signing of MoUs with mutually agreeable terms and conditions.
4. To arrange to nominate the respective faculty-in-charge of each collaborative activity and monitor the progress.
5. To organize Joint Programmes on Campus and other Institutions on selected Academic areas and conduct frontier lectures, dual degree programmes and twinning programmes as per regulations and to offer Study India programmes.

6. To maintain Linkages with industries and other Human Resource Development (HRD) agencies, Government departments and overseas agencies for implementing new schemes and obtaining sponsorships, scholarships, Research Fellowships and Cultural Exchange facilities

Academic Exchange Advisory Committee (AEAC):

This Committee is an advisory body to propose action plans, implement MoU based activities and explore new avenues of Collaboration.

The Cell shall have the following members under the name of Academic Exchange Advisory Committee:

- | | |
|---|---------------------|
| 1. Vice Chancellor | -Chairman |
| 2. Director (SEI&RR) | -Member |
| 3. Director (C & CR) | -Member |
| 4. Director (Physical Education, Sports, National Service, and Student Welfare) | -Member |
| 5. All Deans of Schools | -Members |
| 6. Registrar | -Member |
| 7. Dean, Students Welfare | -Member |
| 8. Dean, College Development Council | -Member |
| 9. Director, DDE | -Member |
| 10. Director, Academic Staff College | Member |
| 11. Finance Officer | -Member |
| 12. Law Officer | -Member |
| 13. Co-Ordinator-IUCRC | -as Member Convenor |

This Committee shall meet at least twice in an year to hold ordinary meetings and extraordinary meetings to consider special cases of MoUs.

The Academic Exchange Advisory Committee (AEAC) shall have the authority to evaluate, scrutinize and recommend the proposals of institutions of repute for conducting collaborative programmes and for establishing linkages. It shall constitute sub committees to look into the progress, review of existing MoUs and renewal of expiring MoUs, in association with the Law Officer of the University.

Organization:

The IUCRC shall have the following organizational set up:

- | | | |
|-----------------------------|---|-------|
| 1. Co-ordinator | - | IUCRC |
| 2. Assistant Registrar / SO | - | 1 |
| 3. Computer Operator | - | 1 |
| 4. Attendant / Helper | - | 1 |

Co-ordinator:

There shall be a Co-ordinator of IUCRC on fulltime basis of the University at Professor cadre redeployed from the existing faculty of the University or an industry with enough experience in arranging collaborative activities at National / International level. In case of non-availability of suitable candidates, the University may select the co-ordinator on contract basis for a period of 2 years extendable upto one more year.

Administrative Staff:

The cell shall have the minimum number of administrative staff as presented above. These staff shall be deputed from the University administration as per availability and shall be recruited on contract basis through a selection committee constituted as per University's norms.

Functions and Responsibilities:

The cell as per the recommendations of the AEAC, shall carry out all the necessary functions required to smoothly conduct the collaborative programmes not only in the University but also in the partner Institutions. The Cell shall maintain all records of the stakeholders, resource persons, students, scholars and partner Institutions and the reports of the schemes in progress. The Cell shall maintain proper co-ordination among the Institutions and ensure timely completion of the MoU related activities. The cell shall, based on the review, make arrangements to renew the MoUs. The cell shall carry out the following for effective implementation of the MoUs.

1. Administrative Arrangements:

The centre shall follow the administrative procedures of the University in relation to all its functions by obtaining proper appropriates and sanction from the authorities.

2. Cultural Exchange :

The centre shall conduct programmes of relevance to the participating institutions and conduct meetings, participate in exhibitions in India and abroad for obtaining new collaborations and linkages.

3. Financial Arrangements :

The centre shall have a budget for its operational expenses provided from the University.

4. IPR Related Issues :

The centre shall take all necessary steps to maintain Intellectual Property Rights, Patent Rights, Copyrights and other human capital related issues in the MOUs.

5. Legal Issues for Continuative or Termination :

The centre shall take all steps to maintain the co-ordination among the stakeholders for avoiding legal complications and include such items in the MOU.

GUIDELINES FOR THE PREPARATION OF MEMORANDUM OF UNDERSTANDING WITH OTHER UNIVERSITIES AND INSTITUTIONS

Article 1

Pondicherry University and academic institution of higher learning in India or abroad agree to broaden and deepen their mutual co-operation and pedagogical relations in the interest of contributing to the development of research/higher education in the fields of humanities, languages, science, social sciences, management or any other discipline as of mutual interest. The two institutions will endeavour to establish relationships within the areas of scholarly activities through exchanges of faculty/research scholars/students or any other personnel that both institutions deem fit.

The specific objective of the collaborative endeavour is to develop research and training programmes beneficial to both the institutions. Co-operation among others shall be for the purposes of (i) curriculum development (ii) seminars (iii) workshops (iv) training programmes (v) teaching programmes (vi) projects (vii) summer schools, and (viii) research collaboration, to effectively implement the post-graduate study programmes, doctoral and advanced research programmes.

These are to be achieved by way of:

- (a) joint research activities on a mutual and reciprocal basis,
- (b) exchange of teachers,
- (c) exchange of M.Phil. and Ph.D. research scholars, post-graduate students, etc., and
- (d) exchange of information and publication on the successful completion of the research project(s).

Article 2

To implement the programmes mentioned above, each institution shall form an advisory committee with a co-ordinator, who shall be responsible for effective implementation of the MOU.

Article 3

Pondicherry University shall appoint a senior faculty member as the Co-ordinator not holding any other position. This person shall be appointed for a period of three years by way of rotation.

Article 4

Co-ordinators of the Programme for each MOU shall work in close co-ordination with the Collaboration Cell (PCR Cell in the Registrar's Secretariat). The Vice-Chancellor shall be the Chairman for all Co-ordination Committee of MOUs.

Article 5

The concerned Co-ordinator of every MOU should submit a periodical progress report, at-least once in a year

Article 6

The undertaking of each MOU is subject to the approval by the Academic Council and the Executive Council.

Article 7

The period of the MOU shall be for three years from the date of signing of the memorandum. On completion of the three year period, the memorandum may be renewed by mutual consent. Either institution reserves the right to terminate the agreement at that stage.

Article 8

The faculty/scholars/students/researchers and any other personnel are eligible to participate in the exchange programme under MOU.

Article 9

In case of multiple invitations available to any department, based on the decisions made in the faculty meeting, HOD shall forward, through proper channel, a priority list to the coordinator who shall, in turn, place it before the V.C. for decision as to who should be deputed.

Article 10

While entering into MOU, Pondicherry University shall follow guidelines issued by UGC/MHRD, Govt. of India from time to time.

Article 11

Those, from abroad, who visit Pondicherry University under the MOU will be paid per diem of Rs.750/- for faculty from abroad, Rs.250/- for Indian faculty and Rs.500/- for students and research scholars from abroad by Pondicherry University and free accommodation in the University guest house/transit hostel/foreign student hostel, etc. This amount shall be reviewed from time to time as and when required.

Article 12

In addition to meeting travel expense of those going to other Universities under the MOU, Pondicherry University shall also pay the salary of the teachers(s) and other personnel in full for the duration of the visit.

Article 13

The local hospitality of the visitors from Pondicherry University shall be borne by the host University in the form of free accommodation and reasonable maintenance allowance.

Article 14

The teachers and other personnel from Pondicherry University, proposing to visit the institution mentioned in the MOU, may be given duty leave for a period up to 30 days for the visit. If the visit is made during the summer vacation of Pondicherry University, duty leave including the period spent on summer vacation may be granted for a period up to 60 days. Leave taken in excess of the summer vacation, not exceeding 30 days, shall be treated as duty leave.

Article 15

Dual doctoral degree programmes and joint supervisorship may be permitted. Such programmes shall be mentioned in the MOU.

Article 16

Any publication resulting from the visit should duly be acknowledged.

Article 17

The course of study which the exchange students have to undergo will be determined by the department to which the students will be attached/ admitted. The credits obtained by the students can be transferred to their parent University at the end of their visit.

Article 18

The host University will accommodate the students of the other university in their regular/foreign student's hostel free of charge and pay a scholarship to the exchange students to meet their maintenance and living expenditure.

Article 19

The students under exchange programme shall not pay any fees to the host University. However, they shall be given an identity card, and they will have access to all student facilities like library, recreation clubs, film clubs, and such other facilities enjoyed by regular students of the host University.

Article 20

The exchange students must be covered by an adequate insurance premium before their arrival in the host University and the premium shall be borne by the students.

Article 21

The cost of international travel of the student will be the concern of the parent University. However, the host University will make arrangements for to and fro travel from the nearest airport to the University campus. The same shall be repeated on their return home.

Article 22

For the duration of exchange, the students shall pay their normal fees and other charges to their parent University and not to the host institutions.

Article 23

The results obtained in the course of joint research programme shall be jointly registered for patent or for commercial purposes. If one party abandons any claim or fails to give a reply within a period of 90 (ninety) days, the other party will be entitled to register under its own name.

CHAPTER - XXIII

PROCEDURE FOR RECOGNITION OF RESEARCH INSTITUTION /CENTRE/ LABORATORY OF MAJOR INSTITUTIONS, EXISTING AFFILIATED COLLEGE FOR OFFERING DOCTORAL (PH.D) PROGRAMMES UNDER PONDICHERY UNIVERSITY

[Section 5 (8) of the Act]

Research Institutions / Centre / Laboratory of Major Institutions or existing affiliated colleges proposing to offer Doctoral programme under Pondicherry University may apply in the prescribed format by 1st October of the previous academic year for which recognition of the Doctoral Programme is sought.

The institutions which are located outside the jurisdiction of the University may be recognized only if the University has signed MOU with that institution for research collaboration.

The essential requirement for institutions proposing to offer Doctoral (Ph.D) programmes are as follows:

1. An established Centre / Institute / Lab with atleast 5 years in the field of Research can apply for recognition in the prescribed proforma.
2. The institute should have faculty scientist / researchers with qualification as prescribed in the Ph.D regulations of Pondicherry University. Such personnel intending to guide Ph.D Scholars under Pondicherry University should have their guideship duly approved by Pondicherry University
3. The Centres / Institutes / Labs should comply with all Governmental safety and security standards.
4. Facility for accommodating research scholars to do research.
5. Well equipped library for facilitating research.
6. Equipments that may be needed to facilitate research.
7. Guarantee of financial input by the management of the research institute for updating the research facilities like books journal and lab equipment etc.
8. Undertaking signed by authorized person of the management before Notary public to abide by the rules and regulation of the university for conduct of the Ph.D programmes.

In the event of non compliance of any requirement of recognition it would be left to the university alone to decide on the withdrawal of recognition or any other action as decided by the University. (In case of withdrawal of recognition, the interest of Research Scholars already registered with the University will be protected by appropriate arrangement)

9. Payment of prescribed amount towards recognition fund.

The duly complete application / proposal received from the Institutions would be scrutinized by the Committee constituted for this purpose.

The recommendations of the Committee for Inspection or otherwise shall be conveyed to the Institution.

The institution may be inspected by a Committee of experts to be nominated by the Vice-Chancellor, which will include Dean, College Development Council or his nominee as a Member / Chairman. The Institution may be required to pay Inspection fund as prescribed below:

Rs. 15,000/- + TA/DA & Honorarium for Committee members

The observations / deficiencies if any requiring compliance by the institutions may be communicated to the institution concerned alongwith the conditions of the University for recognition and payment of recognition fund.

The recognition fund payable is as follows:

Recognition fund (initial) Ph.D upto 5 courses : Rs 20,000/-
for 5 years

Fund for continuation of recognition upto 5 courses : Rs. 20,000/-
for 5 years

Fund for additional course : Rs. 5,000/- per course

The validity of the recognition would be initially for five years and Institutions would be required to renew the recognition by 7th January of the academic year in which the validity of recognition expires.

The renewal request should be accompanied by the updated faculty and infrastructural details based on which Inspection would be made for further renewal of recognition for five years each time.

Proforma – I

PONDICHERRY UNIVERSITY

PUDUCHERRY 605 014

Application form for recognition of Research Institution/Centre/Laboratory of Major Institution or Existing affiliated colleges for offering Doctoral (Ph.D) programme under Pondicherry University

1. Institution

(a) Name and postal address of the Institution :

Tel: Email:

Fax: Web:

(b) Whether Govt. / Quasi Govt. / Autonomous :

(c) Year of establishment of the Institution. :

2. Head of the Institution (Director, Dean, Principal etc.)

(a) Designation :

(b) Tel: Email:

Fax: Mob:

(c) Residential address with telephone number :

3. Disciplines applied for recognition :

4. Name and designation of legally authorized representative for communication (authorization letter to be enclosed), if other than Head of Institution :

5. Number of Faculty / Research officer / Scientist :
(Please attach full details as per proforma given in Appendix-I)

- 6 Major Thrust Areas / Divisions of Research :**
- 7 Highlight of major contributions in the field for which recognition is sought. :**
(Please write a page note and attach separately)
- 8 Infrastructure facilities available :**
- (a) Major Equipments :
(Specify names and functional status - attach separate sheet, if required)
- (b) Does the Institution have a library, if so its number of books :
- (c) Number of Scientific / Technical Journals subscribed :
(Print / Online) Please provide a list.
- (d) Any other information to justify the recognition of Institution / Laboratory for Research & Ph.D work :

(COLUMN 9 IS TO BE FILLED BY PRIVATE INSTITUTIONS ONLY)

- 9 a) Whether the institution is recognized by Central / State Government as a Teaching / Research Institute (If yes, enclose copy of order) : Yes / No**
- b) Whether required permission obtained from the concerned Govt./ Dept. for Ph.D programme. (if yes, enclose copy of order). : **Yes / No**
- c) State whether the Institution is being managed by a Registered Trust / Society. (Please attach copies of registration and bye laws of the Trust / Society alongwith name & address of Managing Committee) :
- d) Funding :
(Please give a brief write up on the source of funding and proof of financial stability of the Institution in a separate sheet. Also attach copies of audited accounts for the last three years.)
- i) Details of fee proposed to be charged from the Scholars per year :
-

- 10** This is to certify that the information given above is factual as on date given below. Each page has been initialed by the authorized person of the Institution. Any change in the information given above at a later date shall be informed to the University immediately.

Signature

(Head of the Institution)

Office seal

Date:

Place:

Note: Last date for receipt of application 1st October of the academic year previous to academic year for which recognition is sought. Applications are to be addressed to the Registrar, Pondicherry University.

Appendix – I
(For Faculty / Research officer / Scientist)

1. **Name** :

2. **Qualification** :

3. **Designation** :

4. **Specialisation** :

**PONDICHERY UNIVERSITY
PUDUCHERRY**

FOR RECOGNITION AS A SUPERVISOR FOR PH.D PROGRAMME
(Separate form for each person)

1. Name :

2. Age and Date of birth

3. University / Institution where working at
present :

4. Designation :

5. Academic Qualification

<u>Level</u>	<u>Subject</u>	<u>Year of passing</u>	<u>Name of the Institution</u>
Degree	:		
PG	:		
Ph.D.	:		
Post Doctoral (if any)	:		

(Supporting documents should be enclosed)

6. Field of Specialisation :

7. Teaching experience :
(Attach full details separately)

8. Research experience :

a) No. of candidates awarded M.Phil / Ph.D, (under your guidance)

	<u>No. of candidates</u>	<u>Year</u>	<u>Field / Subject</u>
i. M.Phil			

ii. Ph.D

9. Research publications :

<u>Title</u>	<u>Name of the Journal</u>	<u>Year of publication</u>
(minimum three best should be mentioned but the full list to be enclosed)^^^		

10. Signature :

DOCUMENTS TO BE ENCLOSED ALONG WITH THE FORM FOR RECOGNITION AS SUPERVISOR FOR GUIDING PHD SCHOLARS

1. Full Academic Vitae
2. List of total publications during past 5 years.
3. Three best Research papers in peer reviewed journals (after Ph.D).
4. The exact contribution of the candidate in the above said research papers, if papers are written by more than one author.
5. Facilities available within the organization to carry out research which can also be utilized by other personnel engaged in research from outside the organization.
6. Recommendation of HOD and Dean / Director indicating that the faculty member can do independent research and guide students with the available facilities in the institution.

Note: The application for recognition as a Supervisor for Ph.D. Programme is to be forwarded to the Controller of Examination, Pondicherry University for further processing.

APPENDIX -I

Inspection Committee Fund, Affiliation Fund, Endowment etc.

Inspection Committee Fund (Local Inspection Committee)

First Visit	: Rs 30,000/- + TA/DA & Honorarium @ Rs. 2,000/- per College Inspection per Committee Member.
Second Visit	: Rs 30,000/- + TA/DA & Honorarium @ Rs. 2,000/- per College Inspection per Committee Member.
	: Assistance charge of Rs.1,000/- per College Inspection for the non-teaching Officers/non-teaching staff who are assisting the Inspection Committee.

Late Fund :

Upto 15 days	: Rs.50,000
Upto 30 days	: Rs.1,00,000/-
Beyond 30 days	: Rs.1,00,000/- + 4,000/- per day for a period of one month

II. Affiliation Fund for starting New College/Institution

1.Arts & Science

i. Arts & Science(UG)

- a) Affiliation fund (Initial I year) (Upto 5 Courses Initial strength upto 40) : Rs.1,00,000/-
- b) Affiliation fund for further Courses (Per Course) : Rs.30,000/-
- c) Affiliation fund for additional strength (Upto 50 or part thereof and in multiples thereof) : Rs.10,000/-

ii. Arts & Science (PG)

- a) Affiliation fund (Initial I year) (Per course upto 15 Students) : Rs.1,50,000/-
- b) Affiliation fund for further Courses(Per Course) : Rs.50,000/-
- c) Affiliation fund for additional strength (Upto 10 or part thereof and in multiples thereof) : Rs.10,000/-

2. Medical

i. Medical (UG)

- a) Affiliation fund (Initial I year) (Upto 100 seats) : Rs.15,00,000/-
- b) Affiliation fund for additional strength (for Units upto 50 or part thereof and in multiples thereof) : Rs.2,00,000/-

ii. Medical (PG)

- a) i. Affiliation fund (Initial I year)(Per Course - For Units upto 4 or part thereof and in multiples thereof) : Rs. 10,00,000/-
- ii. Super Speciality Courses (Per Course - For Units upto 4 or part thereof and in multiples thereof) : Rs.15,00,000/-
- b) i. Affiliation fund for additional strength (For Units upto 4 or part thereof and in multiples thereof) : Rs.2,00,000/-
- ii. Super Speciality Courses (For Units upto 4 or part thereof and in multiples thereof) : Rs.2,50,000/-

3. Dental

i. Dental(UG)

- a) Affiliation fund (Initial I year) (For maximum 3 Courses upto 60 students in each) : Rs. 6,00,000/-
- b) Affiliation fund for further Courses (Per Course) : Rs.1,00,000/-
- c) Affiliation fund for additional strength (For additional upto 60 or part thereof and in multiples thereof) : Rs.2,00,000/-

ii. Dental (PG)

- a) i. Affiliation fund (Initial I year) (Per Course - in Units upto 4 or part thereof and in multiples thereof) : Rs.10,00,000/-
- ii. Super Speciality Courses (Per Course - in Units upto 4 or part thereof and in multiples thereof) :Rs.15,00,000/-
- b) i. Affiliation fund for additional strength (For Units upto 4 or part thereof and in multiples thereof) : Rs.2,00,000/-
- ii. Super Speciality Courses (For Units upto 4 or part thereof and in multiples thereof) : Rs.2,50,000/-

4.Engineering

4. i Engineering (UG)

- a) Affiliation fund (Initial I year)(For maximum 3 Courses upto 60 students in each) : Rs.6,00,000/-
- b) Affiliation fund for further Courses (Per Course) : Rs.1,00,000/-
- c) Affiliation fund for additional strength (For additional upto 60 or part thereof and in multiples thereof) : Rs.2,00,000/-

ii. Engineering (PG)

- a) Affiliation fund (Initial I year) (Per Course upto 25 students) : Rs.3,00,000/-
- b) Affiliation fund for additional strength (From 26-50 students and in multiples thereof) : Rs.1,00,000/-

5. Law Courses

i. Law (UG)

- a) Affiliation fund (Initial I year) (For a Unit upto 80 students) : Rs.2,00,000/-
- b) Affiliation fund for additional strength (From 81-120 students and in multiples thereof) : Rs. 1,00,000/-

ii. Law (PG)

- a) Affiliation fund (Initial I year) (Per Course - for a Unit upto 10 students) : Rs.3,00,000/-
- b) Affiliation fund for additional strength (From 11-20 students and in multiples thereof) : Rs.1,00,000/-

6. Teacher Education

- i. B.Ed./ B.Ed. Integrated
- a) Affiliation fund (Initial I year) (Upto100 students Per Course) : Rs.10,00,000/-
- b) Affiliation fund for additional strength (From 101-160 students and in multiples thereof) : Rs.2,00,000/-

ii. M.Ed.

- a) Affiliation fund (Initial I year) (Upto 30 Students) : Rs.15,00,000/-
b) Affiliation fund for additional strength (From 31-50 students and in multiples thereof) : Rs. 5,00,000/-

7. Veterinary/ Agriculture(UG)

- a) Affiliation fund (Initial I year) (Upto 60 students) : Rs. 6,00,000/-
b) Affiliation fund for additional strength (From 61-90 students and in multiples thereof) : Rs.2,00,000/-

8. Paramedical/B.Pharm./BPT/B.Sc.(Nursing), etc.

- a) Affiliation fund (Initial I year) (Per Course for a Unit upto 100 students) : Rs.6,00,000/-
b) Affiliation fund for additional strength (From 101-160 and in multiples thereof) : Rs. 2,00,000/-

9. Other PG Professional Courses, MCA/MBA/ M.Pharm /MVSc/M.Sc.(Agri), etc.

- a) Affiliation fund (Initial I year) (Upto 60 seats) : Rs. 5,00,000/-
b) Affiliation fund for additional strength (From 61-120 and in multiples thereof) : Rs.2,00,000/-

10. M.Phil. Courses

- a) Affiliation fund (Initial I year) (Upto 5 Courses with 10 seats per Course) : Rs.5,00,000/-
b) Affiliation fund for additional strength (From 11-15 and in multiples of 5 thereof per Course) : Rs. 10,000/-

11.Ph.D Courses

Affiliation fund (Initial I year)

- a) Arts and Science : Rs.5,00,000/-
(Ph.D. upto 5 Courses)
b) Professional Courses : Rs.10,00,000/-
(Ph.D. upto 5 Courses)

III. Affiliation fund for continuation of Provisional Affiliation

1.Arts & Science

- a) UG (Per Course) : Rs.20,000/-
b) PG (Per Course) : Rs.20,000/-

2.Medical

- a) i. UG (Per Course for 100 seats) : Rs.3,00,000/-
ii. For more seats upto 50, or part thereof and in multiples thereof : Rs.1,50,000/-
b) i. PG (Per Course) in Units upto four : Rs.1,00,000/-
ii. For 4 more or part thereof and in multiples thereof : Rs.50,000/-
iii. Super Speciality Courses (in Units upto four) : Rs.1,50,000/-
iv. For 4 more or part thereof and in multiples thereof : Rs.1,00,000/-

3. Dental

- a) i. UG (Maximum 3 Courses upto 60 students per Course) : Rs. 1,00,000/-
 - ii. For each additional 60 students or part thereof (Per Course) : Rs.20,000/-
- b) i. PG (Per Course) in Units upto four : Rs.1,00,000/-
 - ii. For 4 more or part thereof and in multiples thereof : Rs.50,000/-
 - iii. Super Speciality Courses (in Units upto four) : Rs.1,50,000/-
 - iv. For 4 more or part thereof and in multiples thereof : Rs.1,0,0000/-

4. Engineering

- a) i. UG (Maximum 3 Courses upto 60 students Per Course) : Rs. 1,00,000/-
 - ii. For each additional 60 students or part thereof (Per Course) : Rs.20,000/-
- b) PG (Per Course with 25 students) : Rs.50,000/-

5. Law

- a) UG (For a Unit of 80 students) : Rs.20,000/-
- b) PG (Per Course for a Unit of 10 students) : Rs. 20,000/-

6. Teacher Education

- a) **B.Ed/B.Ed (Integrated)** : Rs.1,00,000/-
(Upto 100 students Per Course)
- b) **M.Ed.** : Rs.1,00,000/-
(Upto 30 Students)

7. **Veterinary/Agriculture (UG)** (For 60 students) : Rs.1,20,000/-

8. Paramedical Courses

B. Pharm/BPT/B.Sc Nursing, etc. : Rs.1,50,000/-
(Per Course per Unit of 100 Students)

9. Other PG Professional Courses

MCA/MBA/M.Pharm./M.V.Sc./ : Rs.40,000/-
M.Sc. (Agri.), etc.(Upto 60 seats)

10. Continuation of Recognition

- a) i. M. Phil (upto five Courses) : Rs.40,000/-
 - ii. Additional Per Course : Rs.10,000/-
- b) i. Ph.D (upto five Courses)
 - Arts and Science : Rs. 40,000/-
 - Professional Courses : Rs.75,000/-
- ii. Additional Per Course
 - Arts and Science : Rs.10,000/-
 - Professional Courses : Rs.25,000/-

IV. Affiliation fund for each New Course in subsequent Years

1. Arts & Science

- a) Under Graduate (Per Course) : Rs.40,000/-
- b) PG (10 to 15 students per Course) : Rs.1,00,000/-
- c) M.Phil. (upto 10 seats per programme) : Rs.40,000/
- d) Ph.D (per programme) : Rs.10,000/-

2. Medical

- a) UG (Per Course) : As in Sec.II
- b) (i) Post Graduate
(Per Course – For Units upto 4 or part thereof
and in multiples thereof) : Rs.4,00,000/-
- (ii) For 4 more or part thereof : Rs.2,00,000/-
- (iii) Super Speciality Courses
(Per Course – For Units upto 4 or part
thereof and in multiples thereof) : Rs.4,50,000/-

3.Dental

- a) i. Under Graduate
(Maximum of 3 Courses upto 60 students per Course) : Rs2,00,000/-
- ii. For more than 60 students or part thereof per course : Rs.1,00,000/-
- b) i. Post Graduate
(Per Course - For Units upto 4 or part thereof and in multiples thereof) : Rs.4,00,000/-
- ii. For 4 more or part thereof : Rs.2.00.000/-
- iii. Super Speciality Courses
(Per Course - For Units upto 4 or part thereof in multiples thereof) : Rs.4,50,000/-

4.Engineering

- a) i. Under Graduate
(Maximum of 3 Courses up to 60 students per Course) : Rs.2,00,000/-
- ii. For more than 60 students or part thereof per Course : Rs.1,00,000/-
- b) Post Graduate
(Per Course upto 25 students) : Rs.2,00,000/-

5.Law

- a) Under Graduate : As in Sec.II
- b) PG (Per Course for a Unit upto 10 students) : Rs.50,000/-

6. Teacher Education

- a) B.Ed./B.Ed. (Integrated) : As in Sec.II
- b) M.Ed. per 30 students : As in Sec.II

7. Veterinary/Agriculture

- a) Under Graduate : As in Sec.II
- b) Under Graduate : As in Sec.II

8. Paramedical

- B.Sc. Nursing/ B.Pharm/ BPT, etc.
(Per Course per Unit upto 100 students) : Rs.1,00,000/-

9. Other PG Professional Course

MCA/MBA/M.Pharm/M.V.Sc./M.Sc.(Agri)etc, (Upto 60 seats) : Rs.1,60,000/-

V. Other Fees

1. For change of Name Rs. 50,000/-
2. For change of Trust Rs. 50,000/-
3. For Gender change (Men-Women, etc.) Rs. 50,000/-
4. For Colleges/Institution closure Rs. 1,00,000/-
5. For course closure Rs.1,00,000/-
6. Processing fees
 - i) a) Application processing fees for new College Rs. 50,000/-
 - b) Application processing fees for new College under Indian Medicine Rs. 25,000/-
 - ii) Application processing fees for new Courses Rs. 25,000/-
 - iii) Application processing fees for increase in intake Rs. 5,000/-
 - iv) Processing fees of applications for introducing new courses for which no Syllabus is available Rs.4,00,000/- for all disciplines

7. Fine

For unauthorized excess admission made in a Course for which affiliation is already granted:

For Arts and Science Courses	UG- Rs. 30,000/- per seat
	PG- Rs. 40,000/- per seat
All Professional Courses	UG. Rs. 50,000/- per seat
	PG- Rs. 75,000/- per seat

Note: In addition to the above fines, Vice-Chancellor may decide on the quantum of fine to be imposed depending upon the gravity of the lapses of the concerned colleges on case to case basis.

8. Affiliation fund for new disciplines under Indian Medicine – Ayurveda/ Siddha/ Homeopathy

- i) For starting new Colleges (Upto 100 seats) Rs. 2,00,000/-
- ii) For starting new Courses (Per Course) Rs. 50,000/-
- iii) For increase in intake (1-10 seats) Rs. 20,000/-

I. Permanent Affiliation Fund/ Norms for the College.

Sl. No.	Name of Course(s)	Permanent Affiliation Fund upto 5 years	Permanent Affiliation Fund for each additional course
1	Arts & Science (UG) (for 5 courses) Arts & Science (PG) (for 5 courses) 10-15 students	2,00,000/-	40,000/-
2	Medical (UG) upto 100 seats	30,00,000/-	30,00,000/-
	For additional 50 or part thereof	15,00,000/-	15,00,000/-
3	Medical (PG)	8,00,000/-	8,00,000/-

	in Units of 4 Per Course		
	Additional 4 students or part thereof	4,00,000/-	4,00,000/-
	Super Speciality Courses in Units of 4 per Course	8,50,000/-	8,50,000/-
	Additional 4 students or part thereof	4,50,000/-	4,50,000/-
4	Dental (UG) Maximum 3 Courses @ 60 students per Course	4,00,000/-	4,00,000/-
	For 60 more or part thereof	2,00,000/-	2,00,000/-
5	Dental (PG) in Units of 4 per Course	8,00,000/-	8,00,000/-
	Additional 4 students or part thereof	4,00,000/-	4,00,000/-
	Super Speciality Courses in Units of 4 per Course	8,50,000/-	8,50,000/-
	Additional 4 students or part thereof	4,50,000/-	4,50,000/-
6	Engineering (UG) Maximum 3 Courses upto 60 students per Course	4,00,000/-	4,00,000/-
	For 60 more of part thereof	2,00,000/-	2,00,000/-
7	Engineering PG Per Course with 25 students	4,00,000/-	4,00,000/-
8	Law (UG) for a Unit of 80 students per Course	2,00,000/-	2,00,000/-
9	Law (PG) for a Unit of 10 students per Course	2,00,000/-	2,00,000/-
10	B.Ed./B.Ed. (Integrated) upto 100 students per Course	10,00,000/-	10,00,000/-
11	M.Ed.(per 30 students)	10,00,000/-	10,00,000/-
12	Veterinary/Agriculture (UG) For 60 students per Course	12,00,000/-	12,00,000/-
13	Paramedical Courses: B.Pharm/ BPT/ B.Sc. (Nursing),etc. Per Course per Unit of 100 students	10,00,000/-	10,00,000/-
14	Other PG Professional Courses: MCA/MBA/M.Pharm./M.V.Sc./ M.Sc.(Agri), etc. Upto 60 seats per Course	1,60,000/-	1,00,000/-
15	M.Phil./ Ph.D. Upto10 seats for 5 Courses	1,60,000/-	1,00,000/-
16	Ph.D. for 5 Courses	1,60,000/-	1,00,000/-

Norms For Grant of Permanent Affiliation

- i. Three consecutive batches of students should have passed out in the concerned discipline for which permanent affiliation is sought.
- ii. The institution should show evidence for unencumbered own land and building as per the prescribed affiliation norms at the time of grant of affiliation. The legal opinion from the Government pleader for the ownership of the land should also be produced.
- iii. The institution should have appointed (at least 80%) teachers on a regular basis in the concerned discipline and paid as per the pay scales prescribed by the Government/statutory organizations. Such teachers should possess the qualification prescribed by the UGC/respective statutory organization. The records of the same should be maintained.
- iv. The institution should have fulfilled all the conditions and followed all the rules and regulations prescribed by the University for the grant of affiliation.
- v. If there are any incidents of violations of conditions prescribed for the grant of affiliation noticed by the University, then, the University reserves the right to suspend the affiliation of the

Institution for a prescribed period which would be decided by the committee, based on the nature of violation.

- vi. The Institution should not collect either directly or through any of its associated trust etc., any capitation fee or donation from any of its students or employees except the fee and other charges prescribed by the University/ Government.
- vii. The Management of an unaided college shall have its accounts audited at the end of each financial year by a registered chartered accountant. A copy of the annual accounts shall be made available alongwith the audit report to the University for inspection within six months from the closure of the financial year.
- viii. Admission should be made in accordance with the guidelines issued by the University/Government from time to time.
- ix. The University reserves the right to inspect the Institution at any time for continuance of affiliation.
- x. The Institution should maintain all the registers and records and statistical data required to be maintained under University regulations/rules and should be made available as and when required by the University.
- xi. The institution should submit its application for grant of permanent affiliation in the prescribed format available in the website www.pondiuni.edu.in on or before 1st October of the preceding academic year.
- xii. Any change affecting the college's permanent affiliation status either in terms of faculty position or infrastructure facilities brought to the notice of the University would automatically lead to disqualification.
- xiii. All dues to the University should have been promptly paid by the college seeking permanent affiliation.
- xiv. There should not be any persistent defects in the college for three years prior to the request for permanent affiliation.

Note: (i) The grant of Permanent Affiliation will be subject to review once in five years and the fund may be paid accordingly once in five years

(ii) The minimum requirement of availability of regular Teachers may be decided by the Inspection Committee, taking into account long term Contract / Adhoc appointments, particularly in the Government Colleges.

Existing Provision for Endowment and Land for New Colleges / Courses

Endowment: The details of Endowments to be created to open new College or by Colleges seeking to start new Course shall be as given below:

Endowment: Fifty percent of the Endowment should be shown in the form of fixed deposit invested in Nationalized Bank or scheduled bank in the joint names of the Registrar, Pondicherry University and the Management of College and the balance Fifty percent may be shown by the Management of the College in the form of property. This should be in the form of unencumbered assets fetching annual income. Both the income, i.e., annual interest from the fixed deposit and the annual income from the unencumbered assets should be spent only for the maintenance of the College.

Endowment required for further Courses: (the Endowment may be paid in instalments, two instalments for Under Graduate Courses and four installments for Post Graduate Courses, if such requests are received from the Management).

Definition of Assets: Unencumbered Properties, College Buildings, Staff Quarters, Hostels, Agricultural lands

Endowment/ Deposits for Starting New Colleges			
1.	Arts/ Humanities/ Social Sciences	Rs.50,00,000	50% in cash & 50% in property
2.	Medical	Rs.2,00,00,000	50% in cash & 50% in property
3.	Engineering	Rs.1,50,00,000	50% in cash & 50% in property
4.	Dental	Rs.1,50,00,000	50% in cash & 50% in property
5.	Education	Rs.50,00,000	50% in cash & 50% in property
6.	Physical Education	Rs.30,00,000	50% in cash & 50% in property
7.	Veterinary	Rs.1,00,00,000	50% in cash & 50% in property
8.	Agriculture	Rs.60,00,000	50% in cash & 50% in property
9.	Hotel Management	Rs.60,00,000	50% in cash & 50% in property
10.	Sciences	Rs.60,00,000	50% in cash & 50% in property
11.	Paramedical	Rs.60,00,000	50% in cash & 50% in property
12.	Management	Rs.1,00,00,000	50% in cash & 50% in property

Endowment Required for Additional Courses in Existing Colleges		
	Arts, Humanities & Sciences	Rs.
1	i) B.A. – any main subject	Rs.2,00,000
	ii) B.Sc. – any main subject	Rs.6,00,000
	iii) B.Com. – Degree Course	Rs.5,00,000
	iv) M.A. – any subject	Rs.5,00,000
	v) M.Sc. – any subject	Rs.10,00,000
	vi) M.Com. – Degree Course	Rs.5,00,000
2	Medical	
	i) Post Graduate Degree/ Diploma	Rs.50,00,000
	ii) Super Speciality Course	Rs.75,00,000
3	Engineering/ Management/ MCA/ MBA/ equivalent	
	i) For each branch of UG level	Rs.10,00,000
	ii) For each branch of PG level	Rs.15,00,000
4	Dental, Pharmacy, Nursing, Law, etc.,	Rs.20,00,000
5	Education: M.Ed.	Rs.10,00,000
6	Physical Education: M.P.Ed.	Rs.10,00,000

Note:

1. The terms of creation of endowment and utilization of interest remain unchanged. Only the respective amount has been changed.

2. For Home Science (at Under-Graduate) each branch shall be treated as separate Course for purpose of Endowment. The requirement of Endowment for starting Courses by Established Colleges may be exempted provided they show adequate income for running the new Courses.

“Established College” shall mean a College satisfying the following norms:

- (a) A College having been established for the past 25 years.
- (b) A College having a minimum student strength of 1,000.
- (c) A College having a minimum of 10 departments (Under Graduate and Post Graduate)
- (d) A College having assets worth Rs.20 lakhs.

Land Requirement for Starting Various Colleges/ Institutions:

College of Arts, Humanities and Sciences (including Colleges offering three year catering and Hotel Management Courses):

Suitable single plot of land measuring not less than five (5) acres owned and possessed by the applicant or possessed by way of 99 years lease for construction of the College.

Medical College:

Suitable single plot of land measuring not less than 25 acres owned and possessed by the applicant or is possessed by way of 99 years lease for the construction of the College.

Dental College

Suitable single plot of land measuring not less than 10 acres owned and possessed by the applicant or possessed by way of 99 years lease for the construction of the College.

Paramedical College:

Suitable single plot of land measuring not less than 5 acres owned and possessed by the applicant or possessed by way of 99 years lease for the construction of the College.

Engineering College:

A new Engineering Institution located in Non-Metro location will have a land of about 20 acres at its disposal and 10 acres in the case of Institution located in a Metro location before starting.

Teachers' College:

A total of land measuring not less than 5 acres owned and possessed by the applicant or possessed by way of 99 years lease for the construction of the College.

Law College:

A total of land measuring not less than 10 acres owned and possessed by the applicant or possessed by way of 99 years lease for the construction of the College.

Physical Education College

A total of land measuring not less than 10 acres owned and possessed by the applicant or possessed by way of 99 years lease for the construction of the College.

The Vice-Chancellor is authorized to make changes in the land requirements wherever necessary as per the requirements specified by the Statutory Bodies concerned.

APPENDIX - II

SCHEDULE OF FEES FOR VARIOUS EXAMINATIONS AND FOR OTHER VARIOUS GENERAL PURPOSES

Examination fee for various examinations under the faculty of Arts, Science, Engineering, Law, Teaching, Medicine, Certificate and Diploma courses conducted by the Pondicherry University.

(A) Arts and Science courses

1. B.A., B.Sc., and B.Com., Degree Courses (Semester and Non-Semester system)

	Rs.
Each written paper	: 35
Each practical- 3 Hours	: 50
-do - - 6 Hours	: 100
Project Work	: 100

2. M.A., M.Sc., M.Com., and M.C.A. Degree Courses

Each written paper	: 70
Each practical	: 90
Dissertation / Project	: 150
M.Sc., Chemistry -Comprehensive Viva-Voce	: 150

(B) Engineering courses

1. B.Tech

Each written paper	: 80
Each practical	: 100
Project work	: 100

2. M.Tech

Each written paper	: 175
Each practical	: 200
Project work	: 300

(C) Law courses :

1. LL.B. (Non-Semester)

Each written paper	: 35
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2. Pre-law (Five Year Course)

Each written paper	: 35
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3. LL.M. (Non-Semester and Semester)

Each written paper	: 140
Dissertation	: 175

4. Post Graduate Diploma in French Law

Each written paper	: 60
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(D) Fine Arts

B.P.A/B.F.A.

Each written paper	:	35
Each Practical - 3 hours	:	55
- do - - 6 hours and more	:	110
Project	:	150

(E) Computer Courses

1. M.C.A.

Each written paper	:	150
Each practical	:	175
Project/Dissertation	:	300

2. D.C.A

Each written paper	:	80
Each practical	:	100
Project/Work	:	150

(F) Teaching courses

1. B.Ed. (Non-Semester)

Each written Paper	:	120
Each Practical	:	175

2. M.Ed. (Non-Semester)

Each written paper	:	140
Each practical	:	275
Project/Dissertation	:	300

3. M.P.Ed./M.P.Ed (Summer)

Each written paper	:	90
Each practical	:	125
Project/Dissertation	:	175

(G) Medical Courses

1. D.M./M.Ch. (Higher specialities) : 3000 |

2. M.D./M.S.

Each paper	:	700
Dissertation	:	700

3. M.Sc. in the faculty of Medicine (for Science graduates)

Preliminary whole Examination	:	750
Preliminary each Paper	:	400
Final	:	750

4. Diploma examinations

D.G.O., D.C.H., D.V., D.D., D.T.C.D., D.A., D.O., D.Ortho, D.C.P., Diploma in Physical, Medical, Diploma in Leprosy and Diploma in Diabetology D.M.R.D., D.M.R.T., D.L.O.	Part I Part II	
D.P.M.	Part I Part II	500
D.P.H.	Part I Part II	

5. M.B.B.S. each paper : 180

6. B.M.R.Sc. each paper : 100

7. B.D.S -each paper : 180

8. B.V.Sc & A.H. -each paper : 180

9. B.Sc. (Nursing) - each paper : 125

10.B.P.T. - each paper : 125

- Project Work : 150

11.P.G. Diploma in Medical Entomology

Each paper : 90

Each practical : 90

Dissertation/Project/Thesis : 125

(H) **M.B.A.**

Each written paper : 90

Project/Dissertation & Viva : 300

(I) **Research Courses**

M.Phil

Each written paper : 175

Dissertation : 300

(J) **Certificate & Diploma Examinations**

1. Certificate in Language Examinations

Each written paper : 50

2. Diploma in Language Examinations

Each written paper/practical : 50

12. B.Sc. (Medical Laboratory Technology)		
Each paper	:	45
Each practical	:	45
13. M.Sc. (Medical Entomology)		
Each written paper	:	90
Each practical	:	90
Dissertation/Project/Thesis	:	175
14. B.Pharm.		
Each Paper	:	180

(K) Fees for Matriculation, Diploma Courses etc.,

1 For registration as a candidate for a University Courses of studies conducted in a College or in a University Department or any other institution recognized by the University for presenting/preparing a candidate to an examination or a Research Degree of the University-

(i) For Under-graduate Courses	:	40
(ii) For Post-graduate Courses	:	60

2. Matriculation Fee for UG/PG Courses : 18

3. Extract from the Return of Matriculates
(Age extract) : 50

4. For registration as a candidate for the M.Litt.
or Ph.D. Degree

Full-Time/Part-Time Internal	:	375
Part-Time External	:	900

5. For registration for the Degree of M.D., M.S.,
D.M., M.Ch., Post-graduate Diplomas in
Medicine and Surgery and Dentistry : 500

6. Research fee for Ph.D

 - For Humanities (Full-Time &
 Part-Time Internal) : 1000 per annum

 - For Sciences (Full-Time &
 Part-Time Internal) : 1200 per annum

 - For Part-Time External Candidates
 (Humanities & Sciences) : 1200 per annum

Valuation of Thesis (Synopsis Fee)

- Other than Medical	:	500
- Medical	:	500

7. Submission of Thesis		
- Ph.D.	:	950
- D.Litt. & D.Sc.	:	2500
8. Extension of time to submit Ph.D Thesis will be granted on payment of penalty fees as follows :		
a) Submission of Ph.D Thesis <u>within</u> 6 months after the lapse of stipulated period with a <u>penalty fee</u> of	:	250
b) Submission of Ph.D Thesis <u>within</u> 12 months after the lapse of stipulated period with a <u>penalty fee</u> of	:	500
c) Submission of Ph.D Thesis <u>within</u> 18 months after the lapse of stipulated period with a <u>penalty fee</u> of	:	750
d) Submission of Ph.D Thesis <u>within</u> 24 months after the lapse of stipulated period with a <u>penalty fee</u> of	:	1000
e) In the case of candidates already registered for the Ph.D. Thesis <u>beyond 24 months</u> after the lapse of stipulated period with a <u>penalty fee</u> of	:	1000
- Beyond 36 months	:	3000
9. Penalty fee for late submission of Thesis & Dissertation for students & scholars of M.Phil. & M.Ed., Degree	:	275
10. Submission of Ph.D. Thesis beyond six months allowed after the submission of synopsis -		
(a) Delay by six months after submission of synopsis	:	180
(b) Delay by another six months	:	275
(c) Delay by one year	:	275
(d) After one year, the candidate will have to re-register - Re-registration Fee	:	500
11. For Registration as a candidate for the M.Phil Degree Course	:	175

12. For undergoing the M.Phil Degree Course (Full Time and Part Time)		
- For Humanities	:	1800 per annum
- For Sciences (including Lab Fees)	:	1800 per annum
(L) Other Fees		
1. (i) Condonation fee for Attendance	:	120
(ii) Application for Exemption from candidates after private study (non-collegiate for all Exams. viz., B.A.,B.Sc.,B.Com., M.A., M.Sc., M.Com)		
(a) For Under-graduate	:	180
(b) For Post-graduate	:	180
(iii) For considering application for recognition of Higher Secondary examination conducted by the Government of Tamil Nadu, Andhra or other State Government or pre-degree examination of Calicut University	:	75
(iv) For considering application for recognition of Higher Secondary Examination or a similar examination or any other examination conducted by other accredited, statutory agencies / University in India for admission to a course of study in this University	:	180
(v) For considering application for recognition of an examination conducted by Universities or other accredited bodies outside India for admission to a course of study in this University	:	450
2. Combination of Attendance and Break of Study		
(a) For Arts and Science Courses -		
(i) For considering application for combination of attendance earned by a candidate in two different colleges affiliated to this University during the middle of a course	:	180
(ii) For considering application for combination of attendance earned by a candidate in a college affiliated to some other University in India and joining further studies in this University during the middle of the course	:	500
(iii) For considering application for combination of attendance earned by a candidate in a day college affiliated to this University and joining further studies in Evening College during the middle of the Course and vice versa	:	300

(iv) Condonation in break of studies in Arts and Science Courses and for permission for rejoining	:	300
(b) For Professional Courses		
(i) For considering application for combination of attendance earned by a candidate in two different colleges (not within the same city) affiliated to this University	:	600
(ii) For considering application for transfer of a candidate from college affiliated to some other University in India and joining further studies in this University	:	1500
(iii) For considering application for transfer of a candidate from a Day College affiliated to this University and joining further studies in Evening College and vice versa (for Law course for which Evening Colleges are functioning)	:	600
(iv) For considering application for transfer of a candidate from a college affiliated to some other University outside India and joining further studies in this University	:	2500
(v) Condonation in break of studies in professional courses and for permission for rejoining	:	750
3. Miscellaneous Fees		
1. Fee for effecting change of names of Candidates in the Records of the University and in Certificate/ Diplomas	:	75
2. For endorsing in the University Records in regard to the change in the date of birth whether due to clerical errors or otherwise	:	75
3. For obtaining a duplicate Diploma or Certificate	:	250
4. For obtaining a Provisional Certificate	:	80
4.A. Duplicate Provisional Certificate	:	160
5. For obtaining a Migration Certificate	:	75
6. For obtaining duplicate Migration Certificate	:	80
7. For issuing statement of Marks Each Examination, Each Appearance	:	15

8.	For issue of duplicate statement of Marks for all the University Exams	:	50
9.	Search Fee for each previous year for issue of Duplicate Mark Statement Upto 4 years	:	30
	4 to 10 years	:	60
	10 to 15 years	:	100
10.	Consolidated Statement of Marks	:	150
11.	For checking the addition of the marks in each paper of a candidate for any University Exam. (for each paper) - Re - Totalling	:	75
12.	For issue of Rank Certificate	:	40
13.	Issue of Certificate indicating last date of Exam.	:	90
14.	Cost of Application Form	:	10
15.	For considering application for undergoing a course of study in a language under an approved private teacher if the language is not offered in the college concerned	:	180
16.	Recognising Qualification of Professional Exams, such as AMIE as equivalent to our Degree Course in Professional subject	:	250
17.	Revaluation Fees per paper		
	Non-Professional	:	200
	Professional	:	300
17.A	Late submission of filled in application form beyond the prescribed date	:	50
18.	Pass Certificate Fee	:	100
19.	Transcript Fee		
	One copy	:	200
	Every additional copy	:	25
20.	Fee for issue of Degree in a Convocation conducted by the University		
	(i) Ph.D - In person		
	Indian Students	:	250
	Foreign Students	:	100 US Dollars
	(ii) Ph.D -In absentia	:	300
	(iii) P.G. Degrees - In person		
	Indian Students	:	125
	Foreign Students	:	75 US Dollars

(iv) P.G. Degrees - In absentia : 225

(v) Professional Degrees (B.Tech.,
M.B.B.S., B.Ed., B.D.S., B.V.Sc.,
B.P.T., M.Ed., M.Phil.)

In person : 200

In absentia : 300

(vi) All other Degrees

In person : 125

In absentia : 175

In the case of candidates who have qualified for the
Degree prior to that year Convocation, they have to
pay an additional fee of Rs.40/- per year. : 40

21. Laboratory fees for University Departments
(applicable to those students/subjects where
laboratory is used)

-Ph.D. : 400 per annum

-M.Phil. : 200 per semester

-M.A./M.Sc./M.Com./MIM./MPES. : 100 per semester

APPENDIX - III

Schedule of various examinations, probable dates of such examinations, publication of results, etc.

B.Sc. (MLT)	I Semester/ I year	II Semester/ Arrears Examination
1) Last date for the receipt of 1st year examination application	1st October	15th February
2) Last date for the receipt of attendance certificate from Colleges	20th November	10th April
3) Probable date of commencement of examination	1st December	20th April
4) Probable date of publication of results	1st week of January	3rd week of June

B.M.R.Sc.

1) Last date for the receipt of 1st year examination application	1st October	15th February
2) Last date for the receipt of attendance certificate from colleges	20th November	20th April
3) Probable date of commencement of examination	1st December	1st May
4) Probable date of publication of results	1st week of January	3rd week of June

I Year M.B.B.S.

1) Last date for the receipt of 1st year examination application	1st October	1st February
2) Last date for the receipt of attendance certificate from colleges	20th November	5th April
3) Probable date of commencement of examination	15th April	1st December
4) Probable date of publication of results	Last week of May	Last week of January

M.D./M.S. (Non-Semester)

	I Semester/ I year	II Semester/ Arrears Examination
1) Last date for the receipt of 1st year examination application	10th January	1st September
2) Last date for the receipt of attendance certificate from colleges	5th March	20th September
3) Probable date of commencement of examination	15th March	1st October
4) Probable date of publication of results	3rd week of May	2nd week of December

MEDICAL POST - GRADUATE DIPLOMAS

(Non-Semester)

1) Last date for the receipt of 1st year examination application	10th August	20th January
2) Last date for the receipt of attendance certificate from colleges	20th March	5th October
3) Probable date of commencement of examination	1st April	15th October
4) Probable date of publication of results	Last week of May	Last week of December

M.Sc. BIO-CHEMISTRY

(Non-Semester)

1) Last date for the receipt of 1st year examination application	1st September	15th February
2) Last date for the receipt of attendance certificate from colleges	5th April	
3) Probable date of commencement of examination	15th April	1st October (Supplementary)
4) Probable date of publication of results	1st week of June	Last week of November

B.TECH.

1) Last date for the receipt of 1st year examination application	1st October	1st March
2) Last date for the receipt of attendance certificate from colleges	1st December	1st May
3) Probable date of commencement of examination	10th December	11th May
4) Probable date of publication of results	1st week of February	3rd week of June

M.C.A and D.C.A

	I Semester/ I year	II Semester/ Arrears Examination
1) Last date for the receipt of 1st year examination application	1st October	1st March
2) Last date for the receipt of attendance certificate from colleges	1st December	1st May
3) Probable date of commencement of examination	10th December	11th May
4) Probable date of publication of results	1st week of February	3rd week of June

I YEAR PRE-LAW

- | | | |
|--|----------------------|------------------|
| 1) Last date for the receipt of 1st year examination application | 1st October | 1st March |
| 2) Last date for the receipt of attendance certificate from colleges | 5th December | 5th May |
| 3) Probable date of commencement of examination | 15th December | 15th May |
| 4) Probable date of publication of results | 1st week of February | 3rd week of June |

I YEAR BGL

- | | | |
|--|----------------------|------------------|
| 1) Last date for the receipt of 1st year examination application | 1st October | 1st March |
| 2) Last date for the receipt of attendance certificate from colleges | 5th December | 5th May |
| 3) Probable date of commencement of examination | 15th December | 15th May |
| 4) Probable date of publication of results | 1st week of February | 3rd week of June |

M.L. (Non-Semester)

- | | |
|--|------------------|
| 1) Last date for the receipt of 1st year examination application | 25th March |
| 2) Last date for the receipt of attendance certificate from colleges | 25th May |
| 3) Probable date of commencement of examination | 5th June |
| 4) Probable date of publication of results | 2nd week of July |

B.A., B.Sc./B.Com (Non - Semester)

- | | I Semester/
I year | II Semester/
Arrears Examination |
|--|-----------------------|-------------------------------------|
| 1) Last date for the receipt of 1st year examination application | 10th January | 5th July |
| 2) Last date for the receipt of attendance certificate from colleges | 25th March | |
| 3) Probable date of commencement of examination | 5th April | 15th September
(Supplementary) |
| 4) Probable date of publication of results | 2nd week of June | Last week of October |

M.A., M.Sc.,M.Com. (Non - Semester)

- | | | |
|--|------------------|-----------------------------------|
| 1) Last date for the receipt of 1st year examination application | 20th January | 10th July |
| 2) Last date for the receipt of attendance certificate from colleges | 1st April | |
| 3) Probable date of commencement of examination | 10th April | 20th September
(Supplementary) |
| 4) Probable date of publication of results | 2nd week of June | Last week of October |

B.Ed (Non - Semester)

- | | | |
|--|------------------|--------------------------------|
| 1) Last date for the receipt of 1st year examination application | 10th January | 5th July |
| 2) Last date for the receipt of attendance certificate from colleges | 25th March | |
| 3) Probable date of commencement of examination | 5th April | 15th September (Supplementary) |
| 4) Probable date of publication of results | 2nd week of June | Last week of October |

M.Phil. (Non - Semester)

- | | | |
|--|-----------------------|--|
| 1) Last date for the receipt of 1st year examination application | 1st October | |
| 2) Last date for the receipt of attendance certificate from colleges | 5th December | |
| 3) Probable date of commencement of examination | 15th December | |
| 4) Probable date of publication of results | Last week of February | |

Note : 1. Examination for the M.B.A (Semester) course offered by the School of Management, Pondicherry University; for the Certificate/Diploma/Higher Diploma course in French offered by JIPMER will be conducted internally.

Note : 2. Dates in respect of the final examination for the M.Sc. Medical Entomology (Trimester) offered by the V.C.R.C. will be notified by the Institute.

APPENDIX-IV

FEES FOR VALUATION AND PAPER SETTING, SCALE OF REMUNERATION AND OTHER ALLOWANCES FOR EXAMINATION PURPOSES AND PRACTICALS

I. QUESTION - PAPER SETTING:

<u>Sl.No.</u> (1)	<u>Category</u> (2)	<u>Rates per paper</u> (3) Rs.
1.	UG(Arts,Science, Commerce, Professional, Law, Engineering)	125/-
2.	All Certificates & Diplomas except Medical	100/-
3.	All PG Course	175/-
4.	Medical Courses -UG -MBBS	175/-
5.	Medical Courses - PG - MD/MS/MCh/PG Dip.	200/-
6.	M.Phil/Pre-Ph.D	175/-
7.	Tamil Translation	50/-
8.	B.Sc(MLT). BMRSc, BPT	125/-
9.	B.Sc (Nursing)	150/-
10.	BDS/BVSc	175/-
11.	Proof-Reading	15/-
12.	Chairman Fee including incidental charges for Board Meeting, i.e., For Chairman Fee For Incidental Charges	150/- 100/- 50/-
13.	Scheme of Valuation	75/-

II. VALUATION OF ANSWER SCRIPTS - THEORY

<u>Sl.No.</u> (1)	<u>Name of the Courses</u> (2)	<u>Rates per paper</u> (3) Rs.
1.	UG Courses (Non-Professional & Professional) including BMRSC,B.Sc.(MLT)	6.50/-
2.	PG Courses (Arts,Science,Commerce) including M.Sc.(Bio-Chemistry), M.Sc. (Medical Entomology)	9/-

3.	M.Phil/Pre-Ph.D	9/-
4.	Certificate Courses	5/-
5.	MBBS/BDS/BSc.(Nursing)/BPT/BVSc/B.Pharm.	20/- (divided by No. of Examiners)
6.	MD/MS/MCh/DM/PG Dip.	60/- (divided by No. of Examiners)
7.	Chairman's Fee for Valuation (All UG,PG,Arts & Science and Professional Courses)	100/-
8.	Convenor's Fee for Result-Passing Board- Medical Courses	100/-

III. CONDUCT OF WRITTEN EXAMINATIONS - REMUNERATION

<u>Sl.No</u>	<u>Category</u>	<u>Rates</u>
1	Chief Superintendent /Observer	Rs.75/- per session
2	Additional Chief Superintendent	Rs.70/- (only one in excess of 250 students)
3	Assistant Superintendent	Rs.50/- per session (one for every 25 candidates)
4	Clerical Assistant	Rs.25/- per 100 candidates or part there of Minimum Rs25/- Maximum Rs.175/-
5	Servant/Peon	Rs.18/- per session (for every 50 candidates or part thereof)
6	Waterman No.of Watermen	Rs.15/- per session (one for every 300 candidates or part thereof)
	1 -	300 Students
	2 -	301 to 400
	3 -	401 to 600
	4 -	601 to above
7	General Arrangements (including Preliminary arrangements and arrangements during the Exam)	Rs.20/- (per 100 candidates or part thereof calculated on the largest No. of candidates who sat on any one session of the Examinations)
8	Charges for sewing Cloth-Covers for despatch of answer books only	Rs.1.75 per bag

9	<u>Central Valuation</u>	
	Camp Officer	Rs.135/-
	Camp Superintendent	Rs.115/-
	Clerical Assistant	Rs.100/-
	Group 'D' Staff	Rs. 30/-

IV. B.A/B.Sc/B.Sc(MLT) - PRACTICAL

<u>Sl.No</u>	<u>Category</u>	<u>Revised Rates</u>
1.	Prescribing work :	For one batch only -Rs.75/-* For more than one batch Rs.60/-* *(divided by No.of Examiners engaged both Main & Ancillary)
2.	Preparation	Rs.2/- per candidate per Examiner (Registered Candidates)
3.	Evaluation	Rs.6.50/- per candidate per Examiner
4.	Records Major only	Rs.2/- per Record per Examiner
5.	Practical UG Viva-Voce	Rs.2/- per candidate

V. M.A/M.Sc.PRACTICALS:

<u>Sl.No</u>	<u>Category</u>	<u>Revised Rates</u>
1.	Prescribing Work	For one batch only -Rs.75/-* For more than one batch Rs.60/-* *(divided by No. of Examiners engaged)
2.	Preparation	Rs.2.50/- per candidate per Examiner (Registered Candidates)
3.	Evaluation	Rs.9/- per candidate per Examiner
4.	PG Viva	Rs.4/- per candidate per Examiner
5.	Record	Rs.9/- per record per Examiner

VI. B.A/B.Sc. PRACTICALS

<u>Sl.No</u>	<u>Category</u>	<u>No. of Person Admissible</u>	<u>Revised Rates</u>
1.	Skilled Assistant	1	Rs.6/- per candidate for number

			registered (a minimum of Rs.60/- per session) Rs.50/- per session
2.	Asst.Superintendent/ Hall Superintendent	2	
3.	Attender-Others -Chemistry	3 4	Rs.18/- per session
4.	Mechanic for Physics/ Electrician for CSE	1	Rs.18/- per session
5.	Waterman	1	Rs.15/- per session
6.	Gas Superintendent (for Chemistry only)	1	Rs.18/- per session
7.	Sweeper	1	Rs.15/- per session

VII. M.Sc. PRACTICALS:

<u>Sl.No</u>	<u>Category</u>	<u>No. of Persons</u>	<u>Rates</u>
1.	Skilled Assistant a) Physics, Chemistry, Geology and Computer Science	2	Rs.6/- per candidate (a minimum of Rs.75/- per session for each skilled Assistant)
	b) Botany, Zoology Geography and Home Science	2	Rs.6/- per candidate (a minimum of Rs.75/- per session for each skilled Assistant)
2.	Asst.Superintendent/ Hall Superintendent	2	Rs.50/- per session
3.	Attender-Others	3	Rs.18/- per session
	-Chemistry	4	
4.	-Mechanic	1	Rs.18/- per session
5.	Waterman	1	Rs.15/- per session
6.	Sweeper	1	Rs.15/- per session
7.	Gas Superintendent	1	Rs.18/- per session

CONDUCT OF PRACTICALS

<u>Sl.No</u>	<u>Category</u>	<u>Rates</u>
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VIII. UG PRACTICALS

1.	B.Sc.(Botany & Zoology)
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	Purchase of Specimen	Rs. 6/- per candidate per Practical
2.	B.Sc (Chemistry) Cost of Chemicals including fuel for making gas	Rs.8/- per candidate per Practical

IX. PG PRACTICALS

<u>Sl.No</u>	<u>Category</u>	<u>Rates</u>
1.	M.Sc.(Botany & Zoology) Purchase of Specimen	Rs.10/- per candidate per Practical
2.	M.Sc. (Chemistry) Cost of Chemicals	Rs.10/- per candidate per Practical
3.	B.Ed Practical	Rs.150/- per day per Examiner
	Scribe Remuneration for Blind Candidate	Rs.25/- per session
	BFA/BPA Practicals - Music	Rs.3/- per candidate per Examiner

X. MEDICAL COURSES - PRACTICAL / CLINICAL/ORAL -REMUNERATION FOR EXAMINERS

<u>Sl.No</u>	<u>Category</u>	<u>Rates</u>
1	UG-MBBS/BDS/BPT/B.Sc (Nursing) B.Pharm/BVSc. - PRACTICAL -ORAL MINIMUM	- Rs. 12/- per candidate - Rs. 7/- per candidate - Rs.200/- for each day of Examination which includes PRACTICAL & ORAL
2	PG-M.D./M.S/MCh./D.M./PG Dip. - PRACTICAL -ORAL MINIMUM	- Rs. 40/- per candidate per examiner - Rs.10/-per candidate per examiner - Rs.200/- for each day of Examination which includes PRACTICAL & ORAL
3.	General Minimum: For all the UG/PG Medical Courses, General Minimum of Rs.200/- for an Examiner if he is involved in only one part of the Examinations whether THEORY or PRACTICAL.	

XI. MEDICAL COURSES PRACTICAL EXAMINATIONS

<u>Sl.No</u>	<u>Category</u>	<u>No. of Persons admissible</u>	<u>Rates</u>
	MBBS - I Year to Final Year		
	BDS/B.Sc(Nursing)/BPT/B.Sc.(MLT)/BVSc & AH		
	M.D./M.S/M.Ch. - Skilled Persons		
1.	Chief Supervisor	1	Rs.60/- per day
2.	Skilled Assistant	1	Rs.40/- per day
3.	Asst. Supdt./Hall Supdt. (Practical -1, Oral -1)	2	Rs.40/- per day
4.	Nurse	1	Rs.20/- per day
5.	Technician	1	Rs.20/- per day
6.	Senior Attender	1	Rs.20/- per day
7.	Junior Attender	1	Rs.10/- per day
8.	Coolie	1	Rs.10/- per day
9.	Patient		Rs.10/- per day
9(a).	No.of Patients eligible per candidate	4	Patients for MBBS 8 Patients for MD/MS
10.	Diet Charges	1	Rs.15/- per patient per day
11.	Waterman	1	Rs.10/- per day
12.	Sweeper	1	Rs.10/- per day
13.	Gas Man (for Bio-Chemistry)	1	Rs.20/- per day
14.	Clerical Remuneration for Written Examinations:		
	(i) I,II MBBS		Rs.25/- per day
	(ii) Final MBBS		Rs.75/- per day

XII. B.TECH ENGINEERING (BOTH NON-ENGINEERING & ENGINEERING SUBJECTS) - PRACTICALS

<u>Sl.No</u>	<u>Category</u>	<u>Rates</u>
1.	Prescribing Work	For one batch only -Rs.75/-* For more than one batch Rs.60/-* *(divided by No. of Examiners engaged)
2.	Preparation	Rs.2/- per candidate per Examiner (Registered Candidates)
3.	Evaluation	Rs.6.50/- per candidate per Examiner (Actually examined)
4.	Record	Rs.5/- per record per Examiner
5.	Project Evaluation	Rs.12/- per project
6.	Project Viva	Rs.2/- per candidate

XIII. ENGINEERING COURSES - SKILLED PERSONS - B.TECH/DCA/MCA/M.TECH.

<u>Sl.No</u>	<u>Category</u>	<u>No. of Persons</u>	<u>Rates</u>
1.	Skilled Assistant	1	Rs.6/- per candidate (a minimum of Rs.60/- per session)
2.	Hall.Superintendent/ Asst.Superintendent	1	Rs.35/- per session Rs.30/- per session
3.	Store Superintendent	1	Rs.20/- per session
4.	Attender	1	Rs.10/- per session
5.	Mechanic	1	Rs.18/- per session
6.	Electrician	1	Rs.18/- per session
7.	Waterman	1	Rs.10/- per session
8.	Cleaner	1	Rs.6/- per session

XIV. THESIS AND DISSERTATION VALUATION RATES:

<u>Sl.No</u>	<u>Category</u>	<u>Rates</u>
1.	MA/MSc/MCom/PGDCA/MCA/MBA/MIM	Rs. 40/- per examiner per thesis
2.	M.Phil/M.Ed/LL.M/M.E/M.TECH/MPED	Rs. 75/- per examiner per thesis
3.	M.Sc. (Medical Entomology) & M.Sc.(Medical Bio-Chemistry)	Rs. 125/- (for external examiner only)
4.	UG Courses : B.A/B.C.S., etc.,	Rs. 8/- per project
5.	B.Tech/B.L/B.Ed./B.V.Sc & other Professional Courses (Project & Viva)	
	- Project	Rs. 12/-
	- Viva	Rs. 2/-
6.	Ph.D	Rs. 400/- per examiner 75 US Dollars (for Foreign Examiners)
7.	Medical Diploma	Rs.125/- per thesis

8. M.D./M.S./M.Ch./D.M Rs.100/- per Examiner

XV. THESIS VIVA-VOCE- REMUNERATION

<u>Sl.No</u>	<u>Category</u>	<u>Rates</u>
1.	UG Courses:B.Com/B.Tech/B.C.S., etc.,	Rs.2/- per candidate Per examiner
2.	PG Courses	Rs.4/- per candidate per examiner
3.	M.Phil	Rs.4/- per candidate per examiner
4.	Ph.D	Rs.175/- (for External examiner) Rs. 175/- (for guide who is not an adjudicator of the Thesis) Rs.100/-(for Co-guide for Viva)

XVI. MINIMUM REMUNERATION PAYABLE TO EXAMINERS THEORY & PRACTICAL /VIVA -VOCE

<u>Sl.No</u>	<u>Category</u>	<u>Rates</u>
1.	All UG Courses	Rs.50/-
2.	All PG Courses	Rs.60/-
3.	M.Phil/Pre-Ph.D.	Rs.75/-
4.	M.Tech/M.L./M.P.Ed/M.Ed/P G Diploma in Law	Rs.150/-

XVII. TRAVELLING ALLOWANCE PAYABLE TO THE EXAMINERS:

<u>Sl.No</u>	<u>Category</u>	<u>Rates</u>
1.	T.A. for Central Valuation/Board Meeting /Viva-Voce/Practical/Squad Members.	1 1/4 times of First Class Railway Fare each way

XVIII. TRANSPORT

1.	Taxi/own car use for conducting Practicals for Medical Courses only	Rs.3.80 per k.m. (Mileage rate per k.m. as approved by Govt. of India from time to time.)
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XIX. DAILY ALLOWANCE

<u>Sl.No</u>	<u>Category</u>	<u>Rates</u>
1.	Daily Allowances payable to the Examiners for Central Valuation/ Practicals/Squad Members, etc.,	Local Conveyance Allowance -Rs.75/- per day DA(for local examiners) - Rs.75/- per day

DA (for External Examiners)
- Rs120/- per day

XX. WORKING LUNCH

1. Working Lunch provided for Examiners Rs.10/- per Examiner per day
Central Valuation on duty days

XXI. REFRESHMENT

1. Refreshment provided to the Examiners Rs.9/- per Examiner per day
during Central Valuation

PONDICHERRY UNIVERSITY, PONDICHERRY

ORDINANCES

GOVERNING ADMINISTRATIVE MATTERS

CONTENTS

1. ORDINANCES GOVERNING THE TERMS AND CONDITIONS OF SERVICE OF ALL EMPLOYEES OF THE UNIVERSITY OTHER THAN TEACHERS

Rule No.	Title	Page
01	Short title and commencement	01
02	Extent of application	01
03	Definitions and interpretations	01
04	Posts, Recruitment and Appointments	03
4(1)(A)	Emoluments, terms and conditions of service of the Registrar	04
4(1)(B)	Emoluments, terms and conditions of service of the Finance Officer	07
05	Employees absent from duty	09
06	Probation and Confirmation	09
07	Seniority	10
08	Temporary and Permanent service	10
09	Termination of service	10
10	Retirement	10
11	Resignation	12
12	Special Provision for existing employees	12
13	Service books	12
14	Confidential reports	12
15	Tests or Examinations	12
16	Residuary conditions of service	12
17	Maintaining of essential service	13
18	Power to relax	13
19	Removal of doubts	13
20	Scales of pay	13
21	Initial pay	14
22	Increments	15
23	Service counting for increments	15
24	Pay during suspension	17
25	Special pay, Personal pay, Honorarium and Fee	17
26	Drawal of pay	17
27	Pay and allowances for holding additional charge of posts	17
28	Compensatory allowance	18
29	Amendments	18

**2. ORDINANCES GOVERNING THE CONDUCT OF
THE EMPLOYEES OF THE UNIVERSITY**

01	Short title and commencement	
02	Definitions	19
03	General	19
04	Employment of near relatives of University employees in companies or firms	20
05	Taking part in politics and elections	20
06	Joining of associations by the employees	21
07	Demonstration and strikes	21
08	Connection with press or radio	21
8A	Representation	22
09	Criticism of Government and/or University	22
10	Evidence before a committee or any other authority	22
11	Unauthorized communication of information	22
12	Subscriptions	22
13	Gifts	22
13 A	Dowry	24
14	Public demonstration in honour of employees of the University	24
15	Private trade or employment	24
16	Investment, lending and borrowing	25
17	Insolvency and habitual indebtedness	26
18	Movable, immovable and valuable property	26
19	Vindication of acts and character of employment	28
20	Canvassing of non-official or other outside influence	28
21	Restrictions regarding marriages	28
22	Consumption of intoxicating drinks and drugs	28
23	Interpretation	29
24	Amendments	29

**3. ORDINANCES GOVERNING THE CONTROL AND APPEAL
OF THE EMPLOYEES OF THE UNIVERSITY**

01	Short title and commencement	30
02	Definitions	30
03	Application	30
04	Protection of rights and privileges conferred by Agreement	30
05	Suspension	30
06	Penalties	32
07	Disciplinary authorities	33
08	Authority to institute proceedings	33
09	Procedure for imposing major penalties	34

10	Action on the inquiry report	39
11	Procedure for imposing minor penalties	39
12	Communication of orders	40
13	Common proceedings	40
14	Special procedure in certain cases	40
15	Provisions regarding employees lent to outside authority	41
16	Provision regarding persons borrowed from outside authorities	41
17	Orders against which an appeal does not lie	42
18	Orders against which appeal lie	42
19	Appellate authorities	43
20	Period of limitation for appeals	43
21	Form and contents of appeal	44
22	Consideration of appeal	44
23	Implementation of orders in appeal	45
24	Review	45
25	Service of orders, notices, etc.	46
26	Power to relax time-limit and to condone delay	46
27	Amendment	46
28	Removal of doubts	46

4. ORDINANCES GOVERNING LEAVE OF ALL EMPLOYEES OF THE UNIVERSITY OTHER THAN TEACHERS

01	Short title and extent of application	47
02	Right to leave	47
03	Effect of dismissal, removal or resignation on leave at credit	47
04	Commutation of one kind of leave into another	47
05	Combination of different kind of leave	47
06	Maximum amount of continuous leave	48
07	Application for leave	48
08	Leave account	48
09	Grant of leave on medical certificate	48
10	Return from leave	48
11	Commencement and termination of leave	48
12	Combination of holidays with leave	48
13	Absence without leave and absence after expiry of leave	49
14	Earned leave	49
15	Calculation of earned leave	49
16	Half pay leave	50
17	Commuted leave	50
18	Leave not due	51
19	Extraordinary Leave	51
20	Leave to Probationer and Apprentice	52

21	Persons re-employed after retirement	52
22	Leave preparatory to retirement	53
23	Cash payment in lieu of leave beyond the date of retirement or quitting of service	53
24	Cash equivalent of leave salary in case of death in service	53
25	Leave salary	54
26	Casual Leave	54
27	Special Casual Leave	54
28	Maternity leave	58
29	Quarantine leave - Deleted	56
30	Authorities competent to grant leave	56
31	Conditions for grant of study leave	57
32	Maximum amount of study leave	57
33	Applications for study leave	58
34	Sanction of study leave	58
35	Accounting of study leave and combination with leave of other kinds	58
36	Regulation of study leave extending beyond course of study	58
37	Leave salary during study leave	58
38	Conditions for grant of study allowance	59
39	Rates of study allowance	60
40	Procedure for payment of study allowance	60
41	Admissibility of allowances in addition to study allowance	61
42	Traveling allowance during study leave	61
43	Cost of fees for study	61
44	Resignation or retirement after study leave or non-completion of the course of study	61
45	Amendments	62
	Form 1 Application for leave or for extension of leave	62
	Form 2 form of leave account	63
	Form 3 Medical certificate for leave or Extension of leave or Commutation of leave	64
	Form 4 Medical Certificate of fitness to return to duty	65

6. ORDINANCES GOVERNING THE TRAVELLING ALLOWANCE OF THE EMPLOYEES OF THE UNIVERSITY

01	Short title and commencement	66
02	Extent of application	66
03	Definitions	66
04 to 06	Grades of University employees	66
07 to 13	General	67
14	Journey on Tour	68
15 to 18	Mileage allowance: General	68

19	Mileage allowance for Journey by rail	68
19 A (i) to 22	Mileage allowance for journey by Air	69
23 to 25	Mileage allowance for Journey by Road	71
26 to 32	Daily allowance	72
33 to 35	Journey on Transfer	75
36 to 38	Advance of Traveling allowance on Tour/Transfer	77
39 to 42	Miscellaneous	78
43 to 45	T.A. to persons not in the services of the University	78
46	General	80
47	Amendments/Saving clause	81

**6. ORDINANCES GOVERNING THE LEAVE TRAVEL
CONCESSION TO THE EMPLOYEES OF THE UNIVERSITY**

01	Short title and commencement	82
02	Extent of application	82
03	Definitions	82
04	Journey to home - town	83
05	Journey to any place in India	83
06	General	86
07	Amendments	87

**7. ORDINANCES GOVERNING THE REIMBURSEMENT OF
MEDICAL EXPENSES TO THE EMPLOYEES OF THE UNIVERSITY**

Rule No.	Title	Page
01	Short title and extent of application	88
02	Definitions	88
03	Medical attendance	89
04	Medical treatment	89
05	Treatment at residence	90
06	Special treatment	90
07	Concession for families	90
08	Guiding Principles for regulating medical claims	91
09	Cash memo and Essentiality certificate	92
10	Time limit for medical claims	92
11	Consultation / Visiting fees and injection fees	93
12	Maintenance of Sub -Register in respect of individual employees	93
13	Amendments	94

**8. ORDINANCES GOVERNING THE CODE OF CONDUCT AND DISCIPLINE
FOR PROTECTION OF WOMEN AGAINST SEXUAL HARASSMENT**

	Preamble	95
1.	Short Title and Commencement	95
2.	Definitions	95
3.	Prohibition of Sexual Harassment	97
4.	Sexual Harassment Prevention Committee [Committee for short]	97
5.	Complaint and enquiry by Sexual Harassment Prevention Committee	98
6.	Penalties	99
7.	False Complaint/Deposition	100
8.	Protection against Victimisation	100

1. ORDINANCES GOVERNING THE TERMS AND CONDITIONS
OF SERVICE OF ALL EMPLOYEES OF THE
UNIVERSITY OTHER THAN TEACHERS

PART—I

EXTENT OF APPLICATION

1. These rules may be called the "Pondicherry University (Non-Teaching Employees Terms and Conditions of Service) Rules". Significance and
Commencement

These rules shall be deemed to have come into force from 18th October 1985.

2. Subject to the provisions in the Act and Statutes, these rules shall apply to the employees of the Pondicherry University other than the University teachers. Extent of
application

PART—II

DEFINITIONS AND INTERPRETATIONS

3. Unless the context otherwise requires, the various terms used in these rules will have the meanings as explained below: Definitions
and interpreta-
tions

- (i) Average Pay means the average monthly pay earned during the 10 complete calendar months immediately preceding the month in which the event occurs which necessitates the calculation of average pay.
- (ii) Cadre means the strength of a service or a part of a service sanctioned as a separate unit.
- (iii) Compensatory Allowance means an allowance granted to an employee to meet the personal expenditure necessitated by the special circumstances in which duty is performed. It includes travelling allowance.
- (iv) Duty includes (a) service on probation provided that such service is followed by confirmation; (b) joining time. An employee may be treated as on duty during the course of instruction or training.
- (v) Employee (non-teaching) means a University Employee other than Teaching Staff.
- (vi) Fee means a recurring or non-recurring payment made to an employee from a source other than the funds of the University whether made directly to the employee or indirectly through the intermediary of the University but it does not include un-earned income such as income from property, dividends and interests on securities and income from literary, artistic, cultural, scientific and technological efforts.
- (vii) Honorarium means a recurring or non-recurring payment granted to an employee from the funds of the University as remuneration for special work of an occasional or intermittent character.

- (viii) **Foreign Service** means service in which an employee receives his pay with the sanction of the University from a source other than the funds of the University.
- (ix) **Joining Time** means the time allowed to an employee to travel to or from a station to which he is posted or transfer from one station to another within the jurisdiction of the University.
- (x) **Leave Salary** means the monthly amount paid by the University to an employee who is on leave.
- (xi) **Lien** means the title of an employee to hold substantively either immediately, or on the termination of a period or periods of absence, a permanent post, including a tenure post, to which he has been appointed substantively.
- (xii) **Month** means a calendar month. In calculating a period expressed in terms of months and days, complete calendar months, irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently.
- (xiii) **Officiating** means an employee officiates in a post when he performs the duties of a post on which another employee is holding a lien. An employee may also officiate in a vacant post on which no other employee holds a lien.
- (xiv) **Pay** means the amount drawn monthly by an employee as :
 (a) The pay other than special pay or pay granted in view of his personal qualifications which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre; and
 (b) Special pay and personal pay.
- (xv) **Personal Pay** means additional pay granted to an employee—
 (a) to save him from loss of substantive pay in respect of a permanent post, other than a tenure post, due to revision of pay or to any reduction of such substantive pay, otherwise than as a disciplinary measure; or
 (b) in exceptional circumstances on other personal considerations.
- (xvi) **Probation** : A person on probation in a post is one appointed to that post for determining his fitness for eventual substantive appointment to the post.
- (xvii) **Special Pay** means an addition of the nature of pay, to the emoluments of a post or of an employee, granted in consideration of,
 (a) the specially arduous nature of the duties or
 (b) a specific addition to the work or responsibility.
- (xviii) **Permanent Post** means a post carrying a definite rate of pay sanctioned without limit of time.
- (xix) **Substantive Pay** means the pay other than special pay or personal pay to which an employee is entitled to on account of a post to which he has been appointed substantively.

- (xx) **Subsistence Grant** means monthly grant made to an employee who is not in receipt of pay or leave salary.
- (xvi) **Temporary Post** means a post carrying a definite rate of pay sanctioned for a limited time.
- (xvii) **Time Scale Pay** means pay which rises by periodical increments from a minimum to a maximum.
- (xviii) **Travelling Allowance** means an allowance granted to an employee to cover the expenses which he incurs in travelling in the interests of the University.
- (xix) **University** means the Pondicherry University.

PART - III
GENERAL CONDITIONS OF SERVICE

4 (1) The non-teaching posts in the University shall be subject to such classifications as Government by any general order or special order make from time to time be classified as follows:-

Posts
Recruitment
and appointments

Sl. No.	Description of Posts	Classification of posts
1	A post carrying a pay or a scale of pay with a maximum of not less than Rs.13500/-	Group - 'A'
2	A post carrying a pay or a scale of pay with a maximum of not less than Rs.9000/- but less than Rs.13500/-	Group - 'B'
3	A post carrying a pay or a scale of pay with a maximum of over Rs.4000/- but less than Rs.9000/-	Group - 'C'
4	A post carrying a pay or a scale of pay with a maximum of which is Rs.4000/- or less	Group - 'D'

EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE
OF THE REGISTRAR, under Statute 4(2)

4 (1) (A)

1. The Registrar shall be a whole-time salaried officer of the University and he/she shall receive pay besides allowances as admissible to the University staff, in the scale of pay of Rs. 16400-450-20900-500-22400 or as revised from time to time by the Executive Council. His/her appointment shall be for a term of five years and it may be renewed for similar terms.

Provided that in the event of the Office of the Registrar being filled by obtaining the services of a person on deputation / absorption, the salary and other service conditions shall be such as may be admissible to him according to the terms and conditions finalized in consultation with the parent Organisation.
2. Registrar shall perform his/her functions and duties as laid down in the Statutes and Ordinances.
3. Registrar shall be provided with unfurnished University accommodation for which he/she shall pay rent at the usual rate.
4. Other conditions of service of the Registrar shall be as provided in the "Contract of Service of Officers" (enclosed) and approved by the Executive Council, subject to such other additional conditions as may be specified by the Executive Council.
5. The contract of service of the Registrar shall be signed, on behalf of the University, by the Officer performing the duties of the Registrar at that time or by the Finance Officer of the University.

Form of Contract of Service for Officers

Memorandum of Agreement made this the day of between (hereinafter called the 'Officer') of the first part, and the Pondicherry University being a body corporate constituted under the Pondicherry University Act, 1985 (No. 53 of 1985) (hereinafter called the 'University') of the second part.

It is hereby agreed as follows:

1. That the University hereby appoints to be an officer of the University with effect from the and the said hereby accepts the engagement and undertakes to take such part in the activities of the University and perform such duties in the University as may be required by and in accordance with the said Act, Statutes and Ordinances framed there under, for the time being in force.

2. The officers pay will be fixed in the scale of Rs. In accordance with rules applicable for the University employees and he/she/it will be eligible for normal increments as applicable in the rule.

3. That the said shall be a whole time Officer of the University and unless the contract is terminated by the Executive Council or by the Officer before the expiry of the term of his/her/er appointment for which he/she/she is appointed or is terminated as hereinafter provided, shall continue in the service of the University for the period of his/her appointment as aforesaid.

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

5. That the Officer shall devote his/her/er whole time to the service of the University and shall not, without the written permission of the University, engage directly or indirectly, in any trade or business whatsoever, or other work to which any emolument or honorarium is attached.

6. It is further agreed that his/her/er engagement shall not be liable to be terminated before the expiry of the aforesaid period of appointment by the University except on the ground of misconduct as laid down in Statute 27 of the Statutes of the University.

7. Any dispute arising out of this contract shall be settled in accordance with the clause (7), of Section 31 (reproduced below):

"Any dispute arising out of a contract between the University and any employee shall at the request of the employee, be referred to a Tribunal of Arbitration consisting of one member

appointed by the Executive Council, one member nominated by the employee concerned and an umpire appointed by the Visitor. The decision of the Tribunal shall be final, and no suit shall lie in any Civil Court in respect of the matters decided by the Tribunal. Every such request shall be deemed to be a submission to arbitration upon the terms of this section within the meaning of the Arbitration Act, 1940".

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

9. On the termination of this engagement, from whatever cause, he/she shall handover to the University all records and such other articles belonging to the University as may be due from him/her.

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

Signature :

Designation :

In presence of

1. Signature

Designation

2. Signature

Designation

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

Signature

Designation

Signature

Designation

In the presence of

1. Signature

Designation

2. Signature

Designation

EMPLOYMENT TERMS AND CONDITIONS OF SERVICE
OF THE FINANCE OFFICER Under Statute 5 (2)

1. The Finance Officer shall be a whole-time salaried officer of the University and he/she shall receive pay and other allowances admissible in the pay scale of Rs. 16400-450-20900-560-22400 or as revised from time to time by the Executive Council. His/her appointment shall be for a maximum period of five years.
Provided that the Finance Officer shall be appointed on deputation basis from an organized Accounts/Audit service/cadre. His/her salary shall be such as admissible to him/her according to the rules of deputation of service to which he/she/she belongs.
2. The Finance Officer shall perform his/her duties and functions as laid down in the Statutes and Ordinances of the University.
3. The Finance Officer shall be provided with unfurnished University accommodation for which he/she/she shall pay rent at the usual rates.
4. Other terms and conditions of service of the Finance Officer shall be as prescribed in the "Contract of Service of the Officers" and approved by the Executive Council subject to such other, additional conditions as may be specified by the Executive Council.
5. The contract of service of the Finance Officer shall be signed by the Registrar on behalf of the University.

(2) Qualifications for Appointment:

The age, qualifications and method of recruitment for appointment to various posts in the University shall be such as may be prescribed in the relevant recruitment rules or as determined by the Executive Council from time to time.

(3) Fitness:

(4) Appointment of persons by direct recruitment for a period for more than 3 months shall be subject to their being found medically fit by the Medical Officer of the University or any other Medical Authority authorized for the purpose or by a Medical Officer not below the rank of a Civil Surgeon.

(b) No person shall be appointed to any post unless the appointing Authority is satisfied that he possesses good character and conduct.

(4) Methods of Recruitment :

Recruitment to posts may be made—

- (i) by direct recruitment or
- (ii) by promotion or
- (iii) by transfer or
- (iv) by deputation from Government Departments and other institutions.

(5) Recruitment by Promotion :

- (i) Appointment to a post in any grade by promotion shall be made, whether in a permanent or officiating capacity, from amongst employees serving in posts in the next lower grade.
- (ii) Every appointment by promotion shall be on the basis of suitability due regard being paid to seniority.

(6) Appointment :

- (i) Appointment to a post shall be made by the Executive Council or by the Officer authorised by it for the purpose on the recommendations of Selection Committee constituted for the purpose from time to time.
- (ii) The age, educational and other qualifications for appointment to the post and the methods of recruitment shall be such as may be determined by the Executive Council from time to time.

(7) Ad hoc Appointments :

Notwithstanding anything contained in the above rules, the Executive Council may by a general or special order and subject to such conditions as it may specify in such order delegate to any authority in the University the power to make *ad hoc* appointments.

(8) Appointments in the place of employees dismissed or removed or reduced :

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

(9) Re-employment in service beyond the date of superannuation :

Notwithstanding anything contained in these rules, the Executive Council shall have power:

- (i) to extend the services of the employees of the University beyond the age of superannuation;

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- (ii) to re-employ persons who have worked under the Central Government or State Government or Union Territory Government or other Universities and who have retired from service on superannuation or on other grounds except on invalid grounds.
- (iii) to absorb permanently Government servants who have been on deputation to the University and to retain them on re-employment basis.

The over-riding consideration by the Executive Council for the grant of extension of service/re-employment is that it must be in the interest of the University and in addition satisfy one of the following two conditions:

- (a) that no suitable person could be made available from the lower cadre on promotion or there is shortage in that cadre;
- (b) that the retiring officer is of outstanding merit. Provided that no Officer shall be retained in the service of the University beyond two years from the date of superannuation prescribed by the University.

(10) Except as otherwise provided in these rules, the whole time of the employee of the University is at the disposal of the University which pays him and he may be employed in any manner required by proper authority without claim for additional remuneration.

- 5. (a) The absence of an employee of the University from duty, whether on leave or on foreign service shall not render him ineligible to the privileges in respect of seniority, promotion and confirmation which he would have enjoyed but for his absence if he is fit, otherwise. Employee absent from duty
- (b) No permanent employee shall be granted leave of any kind for a continuous period exceeding five years.
- (c) When an employee does not resume duty after remaining on leave for a continuous period of five years or where an employee after the expiry of his leave remains absent from duty, otherwise than on foreign service or on account of suspension, or for any period which together with the period of the leave granted to him exceeds five years, he shall unless the Executive Council, in view of the exceptional circumstances of the case otherwise determines, be deemed to have resigned and shall accordingly cease to be in the University service.

TENURE

6. (1) Every person appointed on regular basis to a post in the University, whether by promotion or by direct recruitment, shall be on probation in that post for a period of two years. Provided that the appointing authority may, in any individual case, extend the period of probation for a further period not exceeding 2 years the reasons thereof to be recorded in writing. Probation and confirmation

(2) Where a person appointed to a post in the University on probation is, during his regular period of probation, or extended period of probation found unsuitable for holding that post or has not completed his period of probation satisfactorily the appointing authority may:

- (i) in the case of person appointed by promotion revert him to the post held by him immediately before such appointment; and

(1) In the case of a person appointed by direct recruitment terminate his services under the University without notice.

(2) Every person appointed to a permanent post under the University by promotion or by direct recruitment shall, on satisfactory completion of his period of probation be eligible for confirmation in that post.

(4) No employee shall be confirmed in any post unless—

(1) the service of the employee under the University is approved by the Appointing Authority.

Seniority

7. The seniority of an employee regularly appointed to a post according to rule shall be determined by the order of merit indicated at the time of initial appointment, provided that the relative seniority of all direct recruits shall be determined by the order of merit in which they are selected for such appointment on the recommendation of the duly constituted selecting authority irrespective of date of joining the post, persons appointed as a result of an earlier selection being senior to those appointed as a result of subsequent selection.

Temporary and permanent service

8. (1) An Employee shall be a temporary employee of the University until he is confirmed in a post under the University.

(2) An Employee confirmed in any post under the University shall be a permanent employee of the University.

Termination of service

9. (1) The Services of a temporary employee may be terminated by the Vice-Chancellor/ Executive Council without assigning any reason at any time by a notice of one month in writing given to the employee or forthwith by payment to him of a sum equivalent to the amount of his pay plus allowances for the period of the notice at the same rates at which he was drawing them immediately before the termination of his services, or as the case may be, for the period by which such notice falls short of one month.

(2) The services of a permanent employee may be terminated by the Vice-Chancellor/ Executive Council at any time by a notice of three months or on payment of pay and allowances drawn by him immediately before the termination of his service for such period as the notice falls short of three months, or without notice on payment of three months' pay plus allowances drawn by him immediately before the termination of his service, if the post in which he was confirmed is abolished.

(3) An employee who is given notice of termination of service under clause (2) may be granted, during the period of notice, such earned leave, as may be admissible to him, and, where the leave so admissible and granted is more than three months, his services shall be terminated on the expiry of such leave.

Retirement

10. (1) Except as otherwise provided in this rule, every employee of the University shall retire from service on the afternoon of the last day of the month in which he attains the age of 60 years provided that an employee whose date of birth is the first of a month shall retire from service on the afternoon of the last day of the preceding month on attaining the age of sixty years.

(2) No employee shall be granted extension in service beyond the age of retirement of 60 years (save under special circumstances with the sanction of Executive Council).

However, in any case of service exigencies, the services of any employee are required, beyond the age of superannuation, such employee, on a case to case basis may be allowed to continue in service on "re-employment terms & conditions" for a maximum period of two years or till such time, such exigencies ceases, whichever ever is earlier with the approval of Executive Council.

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(3) Notwithstanding anything contained in this rule, the Vice-Chancellor shall, if he is of the opinion that it is in the interest of the University so to do, have the absolute right to retire any employee by giving him notice of not less than three months in writing or three months' pay and allowances *in lieu* of such notice.

(i) If he is in Group A or Group B service or post and had entered the University service before attaining the age of thirty-five years, after he has attained the age of fifty years;

(ii) In any other case after he has attained the age of fifty-five years.

(4) Any employee may, by giving notice of not less than three months in writing to the Vice-Chancellor, retire from service after he has attained the age of fifty years if he is in Group A or Group B service or post and had entered the University service before attaining the age of thirty-five years and in all other cases after he has attained the age of fifty-five years:

Provided that it shall be open to the Vice-Chancellor to withhold permission to an employee under suspension who seeks retirement under this clause.

(5) At any time after an employee has completed thirty years qualifying service—

(a) he may retire from service, or

(b) he may be required by the Appointing Authority to retire in the interest of the University and in the case of such retirement the employee shall be entitled to a retiring pension.

Provided that—

(a) an employee shall give notice in writing to the Vice-Chancellor at least three months before the date on which he wishes to retire.

(b) the Vice-Chancellor may also give a notice in writing to an employee at least three months before the date on which he is required to retire in the interest of the University or three months' pay and allowances *in lieu* of such notice:

Provided further that where the employee giving notice under clause (a) of the preceding proviso is under suspension, it shall be open to the Vice-Chancellor to withhold permission to such employee to retire under this rule.

(6) (i) At any time after an employee has completed twenty years qualifying service, he may, by giving notice of not less than three months in writing to the Vice-Chancellor, retire from service.

(ii) The notice of voluntary retirement given under sub-rule (1) shall require acceptance by the Vice-Chancellor;

Provided that where the Vice-Chancellor does not refuse to grant the permission for retirement before the expiry of the period specified in the said notice, the retirement shall become effective from the date of expiry of the said period.

(iii) An employee, who has elected to retire under this rule and has given the necessary notice to that effect to the Vice-Chancellor, shall be precluded from withdrawing his notice except with the specific approval of such authority:

Provided that the request for withdrawal shall be made before the intended date of his retirement.

Resignation

11. Subject to the acceptance of resignation by the Vice-Chancellor a permanent/temporary employee may, by notice of three months/one month as the case may be, in writing addressed to the Vice-Chancellor resign from the service of the University, or by payment of salary in lieu thereof;

Provided that the Vice-Chancellor may, if it deems proper in any case, permit a permanent/temporary employee to resign from service on notice of less than three months/one month

MISCELLANEOUS

Special provision for existing employees

12. Every person holding a post under the University after the commencement of these rules but before the publication of these rules shall be deemed to have been appointed under the provisions of these rules and shall draw the pay drawn by him immediately before the issue of these rules.

Service Books

13. (i) The University shall maintain a Service Book for each employee in such form as may be prescribed by the Executive Council.

(ii) The entries in the Service Book of an employee shall be made by the officer authorised in this behalf by the Vice-Chancellor.

Confidential reports

14. (i) Such officers of the University as may be prescribed by the Executive Council, shall report confidentially each year in the form prescribed by the University on the work and conduct of the employees who had served under them for periods not less than three months in the financial year immediately preceding and forward their reports to the Registrar or any other officer authorised for the purpose.

(ii) The Reviewing Officer, the next higher authority, will have the discretion to determine which unfavourable reports or portions thereof are weight enough to be communicated to the officer reported against. All adverse entries should be communicated within a specific period to the officer concerned. Any representation against the adverse remarks will have to be made within two months and would lie to the next higher authority than the Reviewing Officer.

Tests or examinations

15. University employees shall be required to pass such departmental and other tests or examinations as may be prescribed by the Executive Council. The Executive Council may also lay down rules regarding the periods within which the tests should be passed, the consequences of not passing the tests and other cognate matters.

Residual conditions of Service

16. Any matter relating to the conditions of service of an employee for which no provision is made in these rules shall be determined by the Executive Council.

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17. Notwithstanding anything contained in these Rules the Vice-Chancellor may, if he is satisfied that there existed an extraordinary situation, notify certain categories and number of employees as he may deem necessary, as essential to perform certain duties for maintaining services considered indispensable for a period not exceeding 90 days. Refusal to attend to such duties will render them liable for major penalty including dismissal from service.

Maintaining of essential service

18. Notwithstanding anything contained in these Rules, the Executive Council may, in the case of any employee, relax any of the provision of these rules to relieve him of any undue hardship arising from the operation of such provisions, or in the interests of the University.

Power to relax

19. Where a doubt arises as to the interpretation or application of any of the provisions of these rules, the matter will be referred to the Executive Council and its decision shall be final.

Removal of doubts

PART - V
PAY AND ALLOWANCES

20. The standard scales of pay for the posts created in the University service shall be as detailed below.

Scale of pay

Classification (1)	Scale of Pay	
	Pre-revised (2)	Revised (3)
Group A	Rs. 4500-150-5700-200-7300	Rs. 16400-450-20000-500-22400
Group A	Rs. 3700-125-4850-150-5700	Rs. 12000-420-18300
Group A	Rs. 2200-75-2800-100-4000	Rs. 8000-275-13500
Classification	With effect from 1.1.86	
Group B	Rs. 2000-60-2300-EB-75-3200-100-3500	Rs. 6500-200-10500
Group B	Rs. 2000-60-2300-EB-75-3200	Rs. 6500-200-10500
Group C	Rs. 1640-60-2800-EB-75-2900	Rs. 5500-175-9000
Group C	Rs. 1400-40-1800-50-2300-EB-60-2600	Rs. 5000-150-8000
Group C	Rs. 1400-40-1800-EB-50-2300	Rs. 4500-125-7000
Group C	Rs. 1320-30-1580-EB-40-2040	Rs. 4000-100-6000
Group C	Rs. 1200-30-1580-EB-40-2040	Rs. 4000-100-6000
Group C	Rs. 975-25-1150-EB-30-1540	Rs. 3200-85-4900
Group C	Rs. 950-20-1150-EB-30-1500	Rs. 3050-75-3850-80-4580
Group C	Rs. 950-20-1150-EB-25-1400	Rs. 3050-75-3850-30-4580
Group C	Rs. 825-15-900-EB-20-1200	Rs. 2750-70-3800-75-4400
Group D	Rs. 800-15-1010-EB-20-1150	Rs. 2850-55-3300-70-4000
Group D	Rs. 750-12-870-EB-14-840	Rs. 2850-55-2850-60-3200

Note - The pay scales which have been extended to the existing incumbents with prior permission of the competent authorities, but are different from those approved by the Government, shall be given as personal to the current incumbents of those posts on the consideration that they have already been drawing benefits of the grade in the pre-revised scale. Once the incumbents vacate the post, the pay scales would be reverted to the approved level, which exists in the Government.

No Post shall ordinarily be created in a scale of pay other than those mentioned above.

21. An employee shall, on his appointment to a post on a time-scale of pay, draw pay at the minimum of the time-scale unless the Appointing Authority decides that he shall draw pay at any higher stage :

Provided that, when such appointment is made by promotion—

- (i) The pay of the employee will first be increased by one increment in the lower scale and then fixed in the higher scale at the stage next above. The employee shall, however, have the option to be exercised in writing within a period of three months of his promotion, either to have his pay fixed in the higher scale of pay from the date of promotion or from the date on which his next annual increment falls due. The option, once exercised, shall be final.
- (ii) If he had previously served in the same post or in any other post under the University on the same or identical time-scale of pay, and was drawing pay higher than the pay admissible to him under clause (i) he shall draw such higher pay and the period of his duty in such post on such pay shall also count for purpose of increment in the higher post.
- (iii) Fixation of pay of re-employed pensioners. The initial pay of a pensioner including officers pensioned off and retired on contributory provident fund and from the services of State Government, Railways and Defence Establishments, etc., re-employed in the University should be fixed at the minimum stage of the scale of pay prescribed for the post in which the individual is re-employed. In addition he may be permitted to draw separately any pension sanctioned to him and to retain any other form of retirement benefit (G.P. Fund, Gratuity commuted value of pension, etc.) provided the total amount of initial pay plus the gross amount of pension and/or the pension equivalent of other forms of retirement benefits does not exceed :—

- (1) The pay he draw before his retirement (Pre-retirement pay) or
(2) Rs. 26,000/- whichever is less

Note: (1) In all cases where either of these limits is exceeded the pension and other retirement benefits may be paid in full and the necessary adjustment made in the pay so as to ensure that the total of pay and pensionary benefits is within the prescribed limits.

After the pay is fixed either at the minimum or higher stage, or below the minimum as a result of the said adjustments, increase in pay may be allowed after each year of service at the rate of increments admissible, as if the pay had been fixed at the minimum or the higher stage as the case may be.

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Note: (2) Pay last drawn before retirement will be taken to be substantive pay plus special pay, if any; pay drawn in an officiating appointment may be taken into account if it was drawn continuously for at least one year before retirement.

In case where the minimum pay of the post in which the officer is re-employed is more than the last pay drawn, the officer concerned may be allowed the minimum of the prescribed scale of the post less pension and pension equivalent of other retirement benefits.

Once initial pay of re-employed pensioner has been fixed in the manner indicated above he may be allowed to draw normal increments in the time scale of the post to which he is appointed provided that the pay and gross pension/pension equivalent of the retirement benefit taken together does not at any time exceed Rs.26,000/-.

In the case of Officers holding Group A post who retire before attaining of 55 years their last Rs. 1500/- of Pension, shall be ignored in fixing their initial pay on re-employment.

Persons who were in re-employment in the University service as on 1.1.86 and who were drawing pay in the pre-revised scale of pay, the initial pay of such re-employed employees of the University, shall be fixed in the manner indicated in the Govt. of India O.M. Dept. of Personnel & Training O.M.No.3/1287, Estt.-6L18.11.1987.

Notwithstanding anything contained in the foregoing paragraphs the Vice-Chancellor, in special circumstances, shall have the power to fix the pay of the re-employed pensioner at a higher stage and permit him to draw the normal increments in the time-scale of the post to which he is appointed.

22. (i) An increment shall ordinarily be drawn as a matter of course unless it is withheld by the competent authority if the conduct of the employee has not been good or his work has not been satisfactory.

Increments

(ii) When an efficiency bar is prescribed in the time-scale, the increment next above that bar shall not be given to an employee without specific sanction of the Vice-Chancellor.

23. (a) All duty in a post on a time-scale of pay counts for increments in that time-scale.

Service counting for increments

(b) Service in another equivalent or higher post, foreign service and joining time will count for increments.

(c) All leave except extraordinary leave taken without medical certificate will also count for increments.

(d) The ~~extraordinary leave sanctioned~~ for the following purposes shall automatically count as qualifying service for pension and increments without any further sanctions :-

(i) Extraordinary leave granted due to inability of a University employee to join or rejoin duty on account of civil commotion.

(ii) Extraordinary leave granted to a University employee for prosecuting higher technical and scientific studies.

24. (1) An employee under suspension shall, during the period of suspension, draw subsistence allowance equivalent to half the rate of pay which is admissible to him immediately before the commencement of the suspension and in addition the dearness allowance as admissible on the basis of that pay and such compensatory allowances admissible from time to time on the basis of pay which he was in receipt on the date of suspension, subject to fulfillment of other conditions laid down for the drawal of such allowances.

Pay during suspension

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 :

- (i) The amount of subsistence allowance may be increased by a suitable amount, not exceeding 50 per cent 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 for reasons, to be recorded in writing, not directly attributable to the employee.
- (ii) 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 authority, the period of suspension has been prolonged for reasons to be recorded in writing, directly attributable to the employee.
- (iii) The rate of the dearness allowance will be based on the increased or, as the case may be the decreased amount of subsistence allowance admissible under sub-clause (i) and (ii) above.

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(2) No payment under sub-rule (i) shall be made unless the employee furnishes a declaration that he is not engaged in any other employment, business, profession or vocation during the period of suspension. Provided that in the case of an employee dismissed/terminated from service 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 termination of service or compulsory retirement and who fails to produce such a declaration for any period or periods during which he is deemed to be placed or to continue to be under suspension, he shall be entitled to the amount by which his 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, where the subsistence allowance and other allowances admissible to him are equal to or less than the amount earned by him, nothing in this proviso shall apply to him.

(3) The permissible deductions from the subsistence allowance will be of the following two categories :

- (a) Compulsory deductions
- (b) Optional deductions

Compulsory deductions :

- (i) Income-tax and Super-tax (Provided the employee's yearly income calculated with reference to subsistence allowance is taxable).
- (ii) House rent and allied charges, i.e., electricity, water, furniture, etc.
- (iii) Repayment of loans and advances other than from provident fund taken from University at such rates as the Registrar may decide.

Optional deductions :

The deductions falling under this category should not be made except with the employee's written consent :

- (i) Premium due on Life Insurance Policies.
- (ii) Amount due to Co-operative Stores and Co-operative Credit Societies.
- (iii) Refund of advance taken from Provident fund.
The deduction of the following nature should not be made from the subsistence allowance.
- (l) Subscription to Provident Fund.
- (ii) Recovery of loss to University in which an employee is responsible.

25. The University may sanction to an employee, in any special circumstances, such special pay, personal pay, honorarium or fee on such conditions as may be prescribed by regulations. Special pay, personal pay, honorarium and fee
26. (i) An employee shall be entitled to draw the pay of the post to which he is appointed from the date on which he assumed charge of the post, if joining on the morning of that day; otherwise, from the next day. Drawal of pay
- (ii) Unless the Vice-Chancellor, in view of special circumstances, otherwise orders, pay in respect of any month shall become payable on the last working day of the month to which it relates; except for the month of March which will be disbursed only on the first working day of April.
- (iii) Unless the Vice-Chancellor otherwise directs an employee resigning from service of the University without giving the prescribed notice shall not be allowed to draw pay due but not drawn.
27. (i) An employee appointed to hold full additional charge of the duties of a higher post will receive pay of the higher post. Pay and allowance for holding additional charge of post.
- (ii) An employee placed in charge of the full duties of a post of status equivalent to his own basic post will receive allowances at the rate of 10% of the presumptive pay of the additional post.
- (iii) No allowance will be admissible when an employee holding one post is placed in charge of the current duties of a post of equivalent status of his own basic post. The employee concerned will receive pay in his basic post only.
- (iv) An employee holding one post when placed in charge of the current duties of a lower post will not receive any allowance for the additional work.
- Note : (1) The additional pay or allowance will not be admissible if the period of additional charge is 30 days or less.
- (2) The additional pay or allowance will not be admissible for any period exceeding six months at a time.

Compensatory allowance

28. The employees of the University will be eligible to draw Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Travelling Allowance and other allowances as sanctioned by the University according to the rules in force from time to time and subject to the conditions prescribed for the drawal of these allowances.

Amendments

29. Unless there is anything repugnant in the Pondicherry University Act, Statutes, Ordinances, any amendments to ~~Principal Rules and Supplementary Rules~~ shall be deemed to be the amendments of the relevant provisions of these rules or any order or any administrative instructions already issued/to be issued by the Central Government shall be deemed to be the orders or administrative instructions under these rules with effect from the date of such amendments/orders brought into force by the Central Government.

30. The reservation in recruitments to non teaching posts shall be made as per reservation policy of UGC / Government of India as communicated by UGC from time to time.

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2. ORDINANCES GOVERNING THE CONDUCT OF
THE EMPLOYEES OF THE UNIVERSITY

PART—I

1. (1) These rules may be called the "Pondicherry University (Conduct) Rules".
(2) These rules shall be deemed to have come into force from 16th October 1985.
2. In this chapter, unless the context otherwise requires,—
- (a) "Employee" means teaching and non-teaching employees of the University.
(b) "Members of family" in relation to an employee includes:
(i) The wife or husband, as the case may be, of the employee whether residing with the employee or not, but does not include a wife or husband, as the case may be, separated from the employee by a decree or orders of a competent court.
(ii) Son or daughter or stepson or step-daughter of the employee wholly dependent on him, but does not include a child or step-child who is no longer in any way dependent on the employee, or of whose custody the employee has been deprived by or under any law;
(iii) Any other person related whether by blood or marriage to the employee or to the employee's wife or husband, and wholly dependent on the employee.
(c) "Prescribed Authority" means the Vice-Chancellor or the authority prescribed by the Executive Council for the purpose of these rules as a whole or for any particular rule.

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Definitions

PART—II

3. (1) Every employee shall at all times:
- (i) Maintain absolute integrity;
(ii) Show devotion to duty and
(iii) Do nothing which is unbecoming of an employee of the University.
- (2) (i) Every employee, holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority:
(ii) (a) No employee shall, in the performance of his official duties, or in the exercise of powers conferred on him, act otherwise than in his best judgment except when he is acting under the direction of his official superior.

General

(b) The direction of the official superior shall ordinarily be in writing. Oral direction to subordinates shall be avoided, as far as possible. Where the issue of oral direction becomes unavoidable, the official superior shall confirm it in writing immediately thereafter.

(c) An employee who has received oral direction from his official superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the direction in writing.

(iii) Unless otherwise stated specifically in the terms of appointment and the contract, every whole-time employee shall be called upon to perform such duties as may be assigned to him by the competent authority, beyond scheduled working hours and on closed holidays and Sundays.

(iv) An employee shall observe the scheduled hours of working during which he must be present at the place of his duty.

(v) Except for valid reasons and/or unforeseen contingencies, no employee shall be absent from duty without prior permission. If an employee is absent from duty without permission for a continuous period of 90 days, he shall be treated as absconding from duty and his service shall be deemed as terminated.

Explanation: Nothing contained in clause (ii) of sub-rule 3.2 shall be construed as empowering an employee to evade his responsibilities, by seeking instructions from or approval of, or superior officer or authority, where such instructions are not necessary under the scheme of distribution of powers and responsibilities.

4. (i) No employee shall use his position or influence, directly or indirectly to secure employment for any member of his family in any company or firm having official dealings with the University.

(ii) No employee shall, in the discharge of his official duties deal with any matter or give or sanction any contract to any company or firm or any other person if any member of his family is employed in that company or firm or under that person or if he or any other member of his family is interested in such matter or contract in any other manner.

5. (1) No employee shall be a member of, or be otherwise associated with any political party or any organisation which takes part in politics nor shall he take part in, subscribed in aid of, or assist in any other manner, any political movement or activity.

(2) It shall be the duty of every employee to endeavour to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any other manner any movement or activity which is, or tends directly or indirectly to be, subversive of the Government or the University as by law established and where an employee is unable to prevent a member of his family from taking part in, or subscribing in aid of, or assisting in any other manner, any such movement or activity, he shall make a report to that effect to the authority.

(3) If any question arises whether a party is political party or whether any organisation takes part in politics or whether any movement or activity falls within the scope of sub-rule 5.2, the decision of the University thereon shall be final.

- (4) No employee shall canvass or otherwise interfere with or use his influence in connection with or take part in, an election to any legislature or local authority:

Provided that—

- (i) An employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted;
- (ii) An employee shall not be deemed to have contravened the provisions of this sub-rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

Explanation: The display of an employee on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub-rule.

5. No employee shall join or continue to be a member of an association, the object or activities of which are prejudicial to the interests of the sovereignty and integrity of India, public order, decency or morality.

Joining of associations by the employees

6. No employee shall—

- (i) engage himself or participate in any demonstration or strike which is prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with foreign states, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence; or
- (ii) resort to or in any way abet in any form of strike or coercion or physical duress in connection with any matter pertaining to his services or the service of any other employee.

Demonstration and strikes

- B. (i) No employee shall, except with the previous sanction of the University, own wholly or in part, or conduct, or participate in the editing or management of any newspaper or other periodical publication.

Connection with press or radio

- (ii) No employee shall, except with the previous sanction of the University, or of the prescribed authority or except the *bona fide* discharge of his duties—

- (a) publish a book himself or through a publisher, or contribute an article to a book or a compilation of articles;
- (b) participate in a radio broadcast or contribute any article or write a letter to any newspaper or periodical either in his own name or anonymously or in the name of any other person;

Provided that no such sanction shall be required—

- (i) if such publication is through a publisher and is of a purely literary, artistic or scientific character, or
- (ii) such broadcast or such contribution or writing is of a purely literary, artistic or scientific character.

Representation

- B.A. (i) Whenever an employee wishes to put forth any claim or to seek redress of any grievance or any wrong done to him, he must forward his case through proper channel and shall not forward any advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.
- (ii) No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.

Publication of
University
Journal

9. No employee shall, in any radio broadcast or in any document published in his own name or in anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion,—

- (i) which has the effect of an adverse criticism of any current or recent policy or action of the University or the University Grants Commission or the Government; or
- (ii) which is capable of embarrassing the relations between the University and the Commission or the Government;

Provided that nothing in this rule shall apply to any statements made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

Evidence
before a
Committee or
by other
authority

10. (1) Save as provided in sub-rule 10.3 below, no employee shall except with the previous sanction of the University give evidence in connection with any enquiry conducted by any person, committee or authority,

(2) Where any sanction has been accorded under sub-rule 10.1 no such employee giving such evidence shall criticise the policy or any action of the University or Commission or the Government.

(3) Nothing in this rule shall apply to—

- (a) The evidence given at an enquiry before an authority appointed by the University, Commission, Government, Parliament or any State Legislature; or
- (b) The evidence given in any judicial enquiry; or
- (c) The evidence given in any departmental enquiry ordered by authorities subordinate to the Vice-Chancellor.

Authorised
communication
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information

11. 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, communicate, directly or indirectly any official document, or any part thereof or information to any other employee or any other person to whom he is not authorised to communicate such document or information.

Contributions

12. No employee shall, except with the previous sanction of the University or of the prescribed authority, ask for or accept contribution 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.

Gifts

13. (1) Save as otherwise provided in these rules, no employee shall accept, or permit any member of his family or any other person acting on his behalf to accept any gift.

Explanation : The expression "gift" shall include ~~fare~~ transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with employee.

Note 1. A casual meal, lift or other special hospitality shall not be deemed to be a gift.

Note 2. An employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firm, organisations, or from Universities and Colleges, etc.

(2) On occasions, such as weddings, anniversaries, funerals or religious functions, when the making of gift is in conformity with the prevailing religious or social practice, an employee may accept gifts from his near relatives but he shall make a report to the University if the value of any such gift exceeds—

- (i) Rs. 500 in the case of an employee holding any Class I (Group A) or Class II (Group B) post;
- (ii) Rs. 250, in the case of an employee holding any Class III (Group C) post; and
- (iii) Rs. 100, in the case of an employee holding any Class IV (Group D) post.

(3) On such occasions as are specified in sub-rule 13.2 an employee may accept gifts from his personal friends having no official dealing with him, but he shall make a report to the University if the value of any such gift exceeds—

- (i) Rs. 200, in the case of an employee holding any Class I (Group A) or Class II (Group B) post;
- (ii) Rs. 100, in the case of an employee holding any Class III (Group C) post; and
- (iii) Rs. 50, in the case of an employee holding any Class IV (Group D) post.

(4) In any other case, an employee shall not accept or permit any member of his family or any other person acting on his behalf to accept, any gift without the sanction of the University, if the value thereof exceeds—

- (i) Rs. 75, in the case of an employee holding any Class I (Group A) or Class II (Group B) post; and
- (ii) Rs. 25, in the case of an employee holding any Class III (Group C) or Class IV (Group D) post.

(5) Notwithstanding anything contained in sub-rules 13.2, 13.3 and 13.4 an employee may receive gifts of symbolic nature from foreign dignitaries and retain such gifts.

(6) Gifts from foreign dignitaries which are not of symbolic nature may be retained by an employee if the market value of the gift in the country of origin does not exceed Rs. 3,000.

(7) Where there is doubt whether a gift received from a foreign dignitary is of symbolic nature or not, or where the market value of the gifts in the country of origin apparently exceeds Rs. 3,000 or where there is any doubt about the actual market value of the gifts, the acceptance of such gifts and retention thereof by the employee shall be regulated by the instructions issued by the Government/University in this regard from time to time.

(8) An employee shall not accept any gift from any foreign firm which is either contracting with the University or is one with which the employee has or is likely to have, official dealings. Acceptance of gifts by an employee from any other foreign firm shall be subject to the provisions of sub-rule 13.4.

Downy

13. A. No employee shall—

- (i) give or take or abet the giving or taking of downy; or
- (ii) demand, directly or indirectly, from the parents or guardian of a bride or bridegroom, as the case may be, any downy.

Explanation : For the purpose of this rule, 'downy' has the same meaning as in the Dowry Prohibition Act, 1961 (28 of 1961).

Public
Demonstration
in honour
of employees
of the
university

14. No employee shall except with the previous sanction of the Vice-Chancellor, receive any complimentary or valedictory address or accept any invitation to attend any meeting or entertainment held in his honour, or in the honour of any other employee.

Provided that nothing in this rule shall apply to—

- (i) a farewell entertainment of a substantially private and informal character held in honour of an employee on the occasion of his retirement or transfer or any person who has recently quitted the service of the University; or
- (ii) the acceptance of simple and inexpensive entertainments arranged by public bodies or institutions.

Note : Exercise of pressure or influence of any sort on any employee to induce him to subscribe towards any farewell entertainment even if it is of a substantially private or informal character and the collection of subscriptions from Group "C" or Group "D" employees under any circumstances for the entertainment of any employee not belonging to Group "C" or Group "D" is forbidden.

Private trade
or employ-
ment

15. (1) No employee shall except with the previous sanction of the University, engage directly or indirectly in any trade or business or undertake any other employment:

Provided that an employee may, without such sanction—

- (i) undertake honorary work of a social or charitable nature; or
- (ii) undertake occasional work of a literary, artistic or scientific character; or
- (iii) participate in sports activities as amateur subject to the condition that in all the cases his official duties do not thereby suffer. He shall not undertake or shall discontinue such work or activity, if so directed by the University.

Explanation : Canvassing by an employee in support of the business of insurance agency, commission agency, etc. carried on or managed by his wife or any other member of his family shall be deemed to be in breach of this sub-rule.

(2) Every employee shall report to the University if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.

(3) No employee shall, without the previous sanction of the University except in the discharge of his official duties, take part in the registration, promotion or management of any bank or other company which is required to be registered under the Companies Act, 1956 (1 of 1956) or any other law for the time being in force or any co-operative society for commercial purposes:

Provided that an employee may take part in the registration, promotion or management of—

(i) a co-operative society substantially for the benefit of the employees registered under the Co-operative Societies Act, 1912 (2 of 1912) or any other law for the time being in force; or

(ii) a literary, scientific or charitable society registered under the Societies Registration Act, 1960 (2 of 1960) or any other law for the time being in force.

(4) No employee may accept any fee for any work done by him for any private or public body or any private person without the sanction of the competent authority of the University.

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

Investment
lending and
borrowing

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 employee shall make or permit any member of his family or any person acting on his behalf, to make, any investment which is likely to embarrass or influence him in the discharge of his official duties.

(3) If any question arises whether any transaction is of the nature referred to in sub-rule 16.2 the decision of the University thereon shall be final.

(4) (i) No employee shall, save in the ordinary course of business with a bank or a public limited company, either himself or through any member of his family or any other person acting on his behalf—

(a) lend or borrow or deposit money, as a principal or an agent, to, or from, or with any person or firm or private limited company within the local limits of his authority or with whom he is likely to have official dealings, or otherwise place himself under any pecuniary obligation to such person or firm or private limited company; or

(b) lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid;

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

Provided further that nothing in this sub-rule shall apply in respect of any transaction entered into by an employee with the previous sanction of the University.

(ii) When an employee is appointed to a post of such nature as would involve him in the breach of any of the provisions of sub-rule 16.2 or sub-rule 16.4, he shall forthwith report the circumstances to the prescribed authority and shall thereafter act in accordance with such order as may be made by such authority.

Insolvency and financial indebtedness

17. An employee shall be responsible for any debt or liability, including indebtedness or insolvency. An employee against whom any legal proceedings is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceedings to the University.

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

Movable, immovable and valuable property

18. (1) Every employee shall on his first appointment to any University service or post submit a return of his assets and liabilities in such form and in such manner as may be prescribed by the University, giving the full particulars regarding—

- (a) the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in the name of any member of his family or in the name of any other person;
- (b) shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired, or held by him;
- (c) other movable property inherited by him or similarly owned, acquired or held by him; and
- (d) debts and other liabilities incurred by him directly or indirectly.

Note 1: Sub-rule 18.1. shall not ordinarily apply to Class IV (Group D) servants but the University may direct that it shall apply to any such employee or class (Group) of such employees.

Note 2: In all returns, the value of immovable property worth less than Rs. 2,000 may be added thereto. The value of articles of daily use such as clothing, meals, brocade, etc., need not be included in such return.

Note 3: (i) Where an employee already belonging to a service, or holding a post is appointed to any other civil service or post he shall not be required to submit a fresh return under this clause.

(ii) Every employee belonging to any service or holding any post included in Group A or Group B shall submit an annual return in such form as may be prescribed by the University in this regard giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family, or in the name of any other person.

(2) No employee shall, except with the previous knowledge of the University, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family;

Provided that the previous sanction of the University shall be obtained by the employee if any such transaction is—

(i) with a person having official dealings with the employee.

(3) Where an employee enters into a transaction in respect of movable property either in his own name or in the name of a member of his family, he shall, within one month from the date of such transaction, report the same to the University, if the value of such property exceeds Rs. 10,000 in the case of an employee holding any Class I (Group A) or Class II (Group B) post or Rs. 5,000, in the case of an employee holding any Class III (Group C) or Class IV (Group D) post;

Provided that the previous sanction of the University shall be obtained if any such transaction—

(i) with a person having official dealings with the employee.

(4) The University may, at any time by general or special order, require an employee to furnish, within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or on his behalf or by any member of his family as may be specified in the order. Such statement shall if so required by the University, include the details of the means by which, or the source from which, such property was acquired.

(5) The University may exempt any category of employee belonging to Class III (Group C) or Class IV (Group D) from any of the provisions of this rule except sub-rule (4). No such exemption shall, however, be made without the concurrence of the Executive Council.

Explanation 1: For the purpose of sub-rule (1) the expression movable property includes

(a) Jewellery, insurance policies the annual premium of which exceeds Rs. 2,000 or one sixth of the total annual emoluments received from the University, whichever is less, shares, securities and debentures;

(b) Loans advanced by such employees whether secured or not;

(c) motor cars, motor cycles, horses, or any other means of conveyance; and

(d) refrigerators, radios, radiograms and television sets.

Explanation 2: For the purposes of this rule, "lease" means, except where it is obtained from or granted to a person having official dealings with the employee, a lease of immovable property from year to year or for any term exceeding one year or receiving a yearly rent.

18-A Restrictions in relation to acquisition and disposal of immovable property outside India and transactions with foreigners, etc.

Notwithstanding anything contained in sub-rule 18.2, no employee shall, except with the previous sanction of the prescribed authority:—

(a) acquire by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, any immovable property situated outside India;

- (b) dispose of by sale, mortgage, gift or otherwise, or grant any lease in respect of any immovable property situated outside India which was acquired or is held by him either in his own name or in the name of any member of his family;
- (c) enter into any transaction with any foreigner, foreign Government, foreign organisation or concern—
 - (i) for the acquisition by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, of any immovable property;
 - (ii) for the disposal of, by sale, mortgage, gift or otherwise, or the grant of any lease in respect of, any immovable property which was acquired or is held by him either in his own name or in the name of any member of his family.

19 (1) No employee shall, except with the previous sanction of the University, have recourse to any court or to the press for the 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 an employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the employee shall submit a report to the University regarding such action.

20. No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the University.

21 (1) No employee shall enter into or contract a marriage with a person having a spouse living; and

(2) No employee having a spouse living shall enter into or contract a marriage with any person.

Provided that the University may permit an employee to enter into or contract any such marriage as is referred to in clause 1 or clause 2, if it is satisfied that—

- (a) such marriage is permissible under the personal law applicable to such employee and the other party to the marriage; and
- (b) there are other grounds for so doing.

(3) An employee who has married or marries a person other than of Indian Nationality shall forthwith intimate the fact to the University.

22. An employee shall—

- (a) strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
- (b) not be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug;

Vindication of acts and character of employment

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force

Conveying of non-official or other outside influence

Restrictions regarding marriages

Consumption of intoxicating drinks and drugs

(bb) refrain from consuming any intoxicating drink or drug in a public place;

(c) not appear in a public place in a state of intoxication;

(d) not use any intoxicating drink or drug, to excess.

Explanation : For the purpose of this rule, 'public place' means any place or premises (including a conveyance) to which the public have, or are permitted to have access, whether on payment or otherwise.

23. If any question arises relating to the interpretation of these rules, it shall be referred to the Executive Council whose decision thereon shall be final.

24. Unless there is anything repugnant in the Pondicherry University Act, Statutes, Ordinances, any amendments to the Central Civil Services (Conduct) Rules, 1954 shall be deemed to be the amendments of the relevant provisions of these rules or any order or administrative instructions already issued/to be issued by the Central Government shall be deemed to be the orders or administrative instructions under these rules with effect from the date of such amendments/orders are brought into force by the Central Government.

**3. ORDINANCES GOVERNING THE CONTROL AND APPEAL
OF THE EMPLOYEES OF THE UNIVERSITY**

**PART—I
GENERAL**

1. (1) These rules shall be called the "Pondicherry University (Control and Appeal) Rules" Short title and commencement
(2) They shall be deemed to have come into force from 16th October 1985.

2. In these rules unless the context otherwise requires,—

Definitions

- (a) "Appointing Authority" means the authority empowered to make appointments,
(b) "Disciplinary Authority" in relation to the imposition of penalty on an employee means the authority as such competent under these rules to impose on him any of the penalties specified in rule 8,
(c) "Employee" means any person in the service of the University who is a member of a cadre or one of the categories of posts created under the University and includes any such person on foreign service or whose services are temporarily placed at the disposal of another University or any other authority by the University and also any person in the service of a State Government or Central Government or a local or other authority or any other autonomous body whose services are temporarily placed at the disposal of the University.

3. These rules shall apply to all the employees of the University except persons on daily wages/consolidated. Application

If any doubt arises as to whether these rules or any of them apply to any person or person to whom these rules apply belongs to a particular cadre, the matter shall be referred to the Executive Council which shall decide the same.

4. Nothing in these rules shall operate to deprive any employee of any right or privilege to which he is entitled by the terms of any agreement subsisting between any such person and the University on the commencement of these rules. Protection of rights and privileges conferred by agreement

**PART—II
SUSPENSION**

5. (1) The appointing authority or any disciplinary authority to which it is subordinate or any other authority empowered by the University in that behalf may place an employee under suspension— Suspension

- (a) where a disciplinary proceeding against him is contemplated or is pending or
(b) where a case against him in respect of any criminal offence is under investigation, enquiry or trial ;

Provided that where the order of suspension is made by an authority lower than the appointing authority, such authority shall forthwith report to the appointing authority the circumstances in which the order was made.

(2) ~~An employee shall be deemed to have been placed under suspension by an order of appointing authority—~~

- (a) with effect from the date of his detention if he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours;
- (b) with effect from the date of his conviction, if, in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

Explanation : The period of forty-eight hours referred to in clause (b) of this sub-rule shall be computed from the commencement of the imprisonment after the conviction and for this purpose intermittent period of imprisonment, if any, shall be taken into account.

(3) Where a penalty of dismissal, removal or compulsory retirement from service, imposed upon an employee under suspension is set aside on appeal or on review under these rules and the case is remitted for further enquiry or action or with any direction, the orders of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

(4) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee is set aside or declared or rendered void in consequence of, or by a decision of a court of law and the disciplinary authority, on a consideration of the circumstances of the case, decides to hold further enquiry against him on the allegation which the penalty of dismissal, removal or compulsory retirement was originally imposed, the employee shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

Provided that no such further enquiry shall be ordered unless it is intended to meet a situation where the court has passed an order purely on technical grounds without going into the merits of the case.

(5) (a) An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority competent to do so.

(b) Where an employee is suspended or is deemed to have been suspended (whether in connection with any disciplinary proceeding or otherwise) and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the authority competent to place him under suspension may, for reasons to be recorded by him in writing, direct that the employee shall continue to be under suspension until the termination of all or any such proceedings.

(f) An order of suspension made or deemed to have been made under this rule may at any time be modified or revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

PART-III

PENALTIES AND DISCIPLINARY AUTHORITIES.

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

Penalties

Minor Penalties

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

Major penalties

- (v) Reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the employee 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 further increments of his pay.
- (vi) Reduction to a lower time-scale of pay, grade or post or service shall ordinarily be a bar to the promotion of the employee to the time-scale of pay grade, post or service from which he was reduced with or without further directions regarding conditions of restoration to the grade or post or service from which such reduction has been made.
- (vii) Compulsory retirement
- (viii) Removal from service
- (ix) Dismissal from service

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

- (i) Stoppage of an employee at the efficiency bar in the time-scale of pay on the ground of his unfitness to cross the bar;
- (ii) Non-promotion of an employee, whether in a substantive or officiating capacity, after consideration of his case for promotion to a grade or post to which the employee is eligible;
- (iii) Reversion of an employee appointed on probation to any other grade or post to his permanent grade or post during or at the end of the period of probation in accordance with the terms of his appointment, or the rules and orders governing such probation.

Disciplinary
authorities

Authority to
impose
penalties

Penalties

- (iv) Reversion of an employee officiating in a higher grade or post to a lower grade or post on the ground that the employee is considered to be unsuitable for such higher grade or post or on any administrative ground unconnected with the conduct.
- (v) Replacement of the services of an employee, whose services had been borrowed from outside authority, at the disposal of such authority.
- (vi) Compulsory retirement of an employee in accordance with the provisions relating to his superannuation or retirement.
- (vii) Termination of the services—
 - (a) of an employee appointed on probation during or at the end of the period of his probation, in accordance with the terms of his appointment or the rules and orders governing such probation; or
 - (b) of a temporary employee in accordance with the terms of appointment; or
 - (c) of an employee employed under an agreement, in accordance with the terms of such agreement.

Disciplinary authorities

7. (1) The Executive Council may impose any of the penalties specified in rule 6 on any employee.

(2) The Vice-Chancellor may impose on an employee any of the penalties specified in clauses (i), (ii), (iii) and (iv) of rule 6.

(3) (a) The Registrar shall have power to take disciplinary action against such of the employees, excluding teachers and academic staff, as may be specified in the orders of the Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of the censure or the withholding of increments:

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

(b) An appeal shall lie to the Vice-Chancellor against any order of the Registrar imposing any of the penalties specified in sub-clause (a).

(c) In a case where the inquiry discloses that a punishment beyond the powers of the Registrar is called for, the Registrar shall, upon conclusion of the inquiry, make a report to the Vice-Chancellor along with his recommendations:

Provided that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.

Authority to institute proceedings

8. (1) The Executive Council or any other authority empowered by it by general or special order may —

- (a) institute disciplinary proceedings against any employee;

(b) direct a disciplinary authority to institute disciplinary proceedings against any employee on whom that disciplinary authority is competent to impose under these rules any of the penalties specified in rule 6.

(2) A disciplinary authority competent under these rules to impose any of the penalties specified in clauses (i) to (iv) of rule 6 may institute disciplinary proceedings against any employee for the imposition of any of the penalties specified in clause (v) to (ix) of rule 6 notwithstanding that such disciplinary authority is not competent under those rules to impose any of the latter penalties.

PART—IV

PROCEDURE FOR IMPOSING PENALTIES

9. (1) No order imposing any of the penalties specified in clauses (v) to (ix) of rule 6 shall be made except after an enquiry held as may be, in the manner provided in this rule and rule 11.

Procedure for imposing major penalties

Inq

(2) Whenever the disciplinary authority is of the opinion that there are grounds for enquiry into the truth of any imputation of misconduct or misbehaviour against any employee, it may itself enquire into or appoint under this rule an authority to enquire into the truth thereof.

Explanation: Where the disciplinary authority itself holds the enquiry, any reference in sub-rule (7) to sub-rule and in sub-rule (20) (22) to the enquiring authority shall be construed as a reference to the disciplinary authority.

(3) Where it is proposed to hold an enquiry against an employee under this rule and rule 11, the disciplinary authority shall draw up or cause to be drawn up—

- (i) the substance of the imputations of misconduct or misbehaviour into definite and distinct articles of charge;
- (ii) a statement of the imputations of misconduct or misbehaviour in support of each article of charge which shall contain—
 - (a) a statement of all relevant facts including any admission or confessions made by the employee;
 - (b) a list of documents by which and a list of witnesses by whom the articles of charge are proposed to be sustained.

(4) The disciplinary authority shall deliver or cause to be delivered to the employee a copy of the articles of charge, the statement of the imputations of misconduct or misbehaviour and a list of documents and witnesses by which each article of charge is proposed to be sustained, and shall require the employee to submit, within such time as may be specified, a written statement of his defence and to state whether he desires to be heard in person.

(5)(*) On receipt of the written statement of defence the disciplinary authority may itself enquire into such of the articles of charge as are not admitted, or if it considers it necessary to do so, appoint under sub-rule (2) an inquiring authority for the purpose and where all the articles of charge have been admitted by the employee in his written statement of defence the disciplinary authority shall record its findings on each charge after taking such evidence as it may think fit and shall act in the manner laid down in Rule 10.

(b) If no written statement of defence is submitted by the employee, the disciplinary authority may itself inquire into the articles of charge, or may, if it considers it necessary to do so, appoint, under sub-rule (2) an inquiring authority for the purpose.

(c) Where the disciplinary authority itself inquires into any article of charge or appoints an inquiring authority for holding an inquiry into such charge, it may by an order, appoint an employee to be known as the "presenting officer" to present on its behalf the case in support to the articles of charge.

(6) The disciplinary authority shall, where it is not the inquiring authority forward to the inquiring authority:

- (i) a copy of the articles of charge and the statement of the imputations of misconduct or misbehaviour;
- (ii) a copy of the written statement of defence, if any, submitted by the employee;
- (iii) a copy of the statements of witnesses, if any, referred to in sub-rule (3)
- (iv) evidence proving the delivery of the documents referred to in sub-rule (3) to them;
- (v) a copy of the order appointing the Presenting Officer.

(7) The employee shall appear in person before the enquiring authority on each day and at such time within fifteen working days from the date of receipt by him of the articles of charge and the statement of the imputations of misconduct or misbehaviour as the inquiring authority may, by a notice in writing specify in this behalf, or within such further time, not exceeding fifteen days, as the inquiring authority may allow.

(8) The employee may take the assistance of any other employee to present the case on his behalf but shall not engage a legal practitioner for this purpose.

(9) If the employee who has not admitted any of the articles of charge in his written statement of defence, appears before the inquiring authority, such authority shall ask him whether he is guilty or has any defence to make and if he pleads guilty to any of the articles of charge, the inquiring authority shall record the plea, sign the record and obtain the signature of the employee thereon.

(10) The inquiring authority shall return a finding of guilt in respect of those articles of charge to which the employee pleads guilty.

(11) The inquiring authority shall, if the employee fails to appear within the specified time or refuses or omits to plead guilty, require the Presenting Officer to produce the evidence by which he proposes to prove the articles of charge and shall adjourn the case to a later date not exceeding thirty days, after recording an order that the employee may for the purpose of preparing his evidence;

(i) Inspect within five days of the order or within such further time not exceeding five days as the Inquiring authority may allow, the documents specified in the list referred to in sub-rule (3).

(ii) Submit a list of witnesses to be examined on his behalf.

Note: If the employee applies orally or in writing for the supply of copies of the statement of witnesses mentioned in the list referred to in sub-rule (2) the Inquiring authority shall furnish to the employee with such copies as early as possible and in any case not less than three days before the commencement of the examination of the witnesses on behalf of the disciplinary authority.

(iii) Give a notice within ten days of the order or within such further time not exceeding ten days as the Inquiring authority may allow, the production of any documents which are in the possession of the University but not mentioned in the list referred to in sub-rule 3.

Note: The employee shall indicate the relevance of the documents required by him to be produced by the University.

(12) The Inquiring authority shall, on receipt of the notice for the production of documents forward the same or copies thereof to the authority in whose custody or possession the documents are kept with a requisition for the production of the documents by such date as may be specified in such requisition.

Provided that the Inquiring authority may, for reasons to be recorded by it in writing, refuse to requisition such of the documents as are, in its opinion, not relevant to the case or not in the best interests of the University.

(13) On receipt of the requisition referred to in sub-rule (12) every authority having the custody or possession of the requisitioned documents shall produce the same before the Inquiring authority:

Provided that, if the authority having the custody or possession of the requisitioned documents is satisfied for reasons to be recorded by it in writing that the production of all or any of such documents could be against the public interest of the University, it shall inform the Inquiring authority accordingly and the Inquiring authority shall, on being so informed, communicate the information to the employee and withdraw the requisition made by it for the production of such documents.

(14) On the date fixed for the inquiry the oral and documentary evidence by which the articles of charge are proposed to be proved shall be produced by or on behalf of the disciplinary authority. The witnesses shall be examined by or on behalf of the employee. The Presenting Officer shall be entitled to re-examine the witnesses on any points on which they have been cross examined. The Inquiring authority may also put such questions to the witnesses as it thinks fit.

(15) If it shall appear necessary before the close of the case on behalf of the disciplinary authority the Inquiring authority may in its discretion, allow the Presenting Officer to produce evidence not included in the list given to the employee, or may itself call for new evidence or recall and re-examine any witnesses and in such case the employee shall be entitled to give, if he demands it,

a copy of the list of further evidence proposed to be produced and an adjournment of the inquiry for at least three clear days before the production of such new evidence, exclusive of the day of adjournment and the day to which the inquiry is adjourned. The inquiring authority shall give the employee an opportunity of inspecting such documents before they are taken on the record. The inquiring authority may also allow the employee to produce new evidence if it is of the opinion that the production of such evidence is necessary in the interests of justice.

Note : New evidence shall not be permitted or called for or any witness shall not be recalled to fill up any gap in the evidence. Such evidence may be called for only when there is an inherent lacuna or defect in the evidence which has been produced originally.

(16) When the case for the disciplinary authority is closed, the employee shall be required to state his defence, orally or in writing as he may prefer. If the defence is made orally, it shall be recorded and the employee shall be required to sign the record. In either case a copy of the statement of defence shall be given to the Presenting Officer, if any, appointed.

(17) The evidence on behalf of the employee shall then be produced. The employee may examine himself in his own behalf if he so prefers. The witnesses produced by the employee shall then be examined and shall be liable to cross-examination, re-examination and examination by the inquiring authority.

(18) The inquiring authority may, after the employee closes his case, and shall if the employee has not examined himself generally question him on the circumstances appearing against the employee in the evidence for the purpose of enabling the employee to explain any circumstances appearing in evidence against him.

(19) The inquiring authority may, after the completion of the production of evidence, hear the Presenting Officer, if any, appointed, and the employee, or permit them to file written briefs of their respective case, if they so desire.

(20) If the employee to whom the copy of the articles of charge has been delivered, does not submit the written statement of the defence on or before the date specified for the purpose, or does not appear in person before the inquiring authority or otherwise fails or refuses to comply with the provisions of this rule, the inquiring authority may hold the inquiry *ex-parte*.

(21) (a) Where a disciplinary authority competent to impose any of the penalties specified in clauses (i) to (iv) of rule 6 but not competent to impose any of the penalties specified in clauses (v) to (ix) of the rule has itself enquired into or caused to be enquired into the articles of any charge and that authority having regard to its own findings or having regard to its decision on any of the findings of any inquiring authority appointed by it, is of the opinion that the penalties specified in clauses (v) to (ix) of rule 6 should be imposed on the employee, that authority shall forward the records of the inquiry to such disciplinary authority as is competent to impose the last mentioned penalties.

(b) The disciplinary authority to which the records are so forwarded may act on the evidence on the record or may, if it is of the opinion that further examination of any of the witnesses is necessary in the interests of justice, recall the witness and examine, cross-examine and re-examine the witnesses and may impose on the employee such penalty as it may deem fit in accordance with these rules.

(22) Whenever any inquiring authority, after having heard and recorded the whole or any part of the evidence in an inquiry ceases to exercise jurisdiction therein, and is succeeded by another inquiring authority which has, and which exercises such jurisdiction, the inquiring authority so succeeding may act on the evidence so recorded by its predecessor, or partly recorded by its predecessor and partly recorded by itself;

Provided that if the succeeding inquiring authority is of the opinion that further examination of any of the witnesses whose evidence has already been recorded is necessary in the interests of justice, it may recall, examine, cross-examine and re-examine any such witnesses as herein before provided.

- (23) (i) After the conclusion of the inquiry, report shall be prepared and it shall contain—
- (a) the articles of charge and the statement of the imputations of misconduct or misbehaviour;
 - (b) the defence of the employee in respect of each article of charge;
 - (c) an assessment of the evidence in respect of each article of charge;
 - (d) the findings on each article of charge and reasons therefor.

Explanation :

If in the opinion of the inquiring authority the proceedings of the inquiry establish any article of the charge different from the original articles of the charge, it may record its findings on such article of charge;

Provided that the findings on such article of charge shall not be recorded unless the employee has either admitted the facts on which such articles of charge is based or has had a reasonable opportunity of defending himself against such article of charge.

- (ii) The inquiring authority, where it is not itself the disciplinary authority shall forward to the disciplinary authority the records of inquiry which shall include—
- (a) The report prepared by it under clause (i)
 - (b) the written statement of defence, if any submitted by the employee;
 - (c) the oral and documentary evidence produced in the course of the enquiry;
 - (d) written briefs, if any, filed by the Presenting Officer or the employee or both during the course of the inquiry and
 - (e) the order, if any made by the disciplinary authority and the inquiring authority in regard to the inquiry.

Action on the inquiry report

10. (1) The disciplinary authority, if it is not itself the inquiring authority may, for reasons to be recorded in writing, remit the case to the inquiring authority for further inquiry and report and the inquiring authority shall thereupon proceed to hold the further inquiry according to the provisions of rule 9 as far as may be.

(2) The disciplinary authority shall, if it disagrees with the findings of the inquiring authority on any article of charge record its reasons for such disagreement and record its own findings on such charge, if the evidence on record is sufficient for the purpose.

(3) If the disciplinary authority having regard to its findings on all or any of the articles of charge is of the opinion that any of the penalties specified in clauses (i) to (iv) of rule 6 should be imposed on the employee, it shall, notwithstanding anything contained in rule 11, make an order imposing such penalty.

(4) If the disciplinary authority having regard to its findings on all or any of the articles of charge and on the basis of the evidence adduced during the inquiry is of the opinion that any of the penalties specified in clauses (v) to (ix) of rule 6 should be imposed on the University employee, it shall make an order imposing such penalty and it shall not be necessary to give the University employee any opportunity of making representation on the penalty proposed to be imposed.

Procedure for imposing minor penalties

11. (1) Subject to the provision of sub-rule (3) of rule 10 no order imposing on an employee any of the penalties specified in clauses (i) to (iv) of rule 6 shall be made except after—

- (a) informing the employee in writing of the proposal to take action against him and of the imputations of misconduct or misbehaviour on which it is proposed to be taken and giving him a reasonable opportunity of making such representation as he may wish to make against the proposal;
- (b) holding an inquiry in the manner laid down in sub-rule (3) to (23) of rule 9 in every case in which the disciplinary authority is of the opinion that such inquiry is necessary;
- (c) taking the representation if any, submitted by the employee under clause (a) and the record of inquiry, if any, held under clause (b) into consideration, and
- (d) recording a finding on each imputation of misconduct or misbehaviour;

(1 A) Notwithstanding anything contained in clause (b) of sub-rule (1) if in a case it is proposed, after considering the representation, if any, made by the employee under clause (a) of that sub-rule to withhold increments of pay and such withholding of increments is likely to affect adversely the amount of pension payable to the employee or to withhold increments of pay for a period exceeding three years or to withhold increments of pay with cumulative effect for any period, an inquiry shall be held in the manner laid down in sub-rule (3) to (23) of rule 9, before making any order imposing on the employee any such penalty.

(2) The record of the proceedings in such cases shall include—

- (i) a copy of the intimation to the employee of the proposal to take action against him,

- (ii) a copy of the statement of imputations of misconduct or misbehaviour delivered to him;
- (iii) his representation, if any;
- (iv) the evidence produced during inquiry;
- (v) the findings on each imputation of misconduct or misbehaviour; and
- (vi) the orders on the case together with the reasons thereof.

12. Orders passed by the disciplinary authority shall be communicated to the employee who shall also be supplied with a copy of the report of the inquiry, if any, held by the disciplinary authority and a copy of its findings, on each article of charge, or where the disciplinary authority is not the inquiring authority a copy of the report of the inquiring authority and a statement of the findings of the disciplinary authority together with brief reasons for its disagreement, if any, with the findings of the inquiring authority unless they have already been supplied to him.

Communi-
cation of
orders

13. (1) Where two or more employees are concerned in any case, the Executive Council or any other authority competent to impose the penalty of dismissal from service on all such employees may make an order directing that disciplinary action against all of them may be taken in a common proceeding.

Common
proceedings

Note: If the authorities competent to impose the penalty of dismissal on such employees are different an order for taking disciplinary action in a common proceeding may be made by the highest of such authorities with the consent of the others.

- (2) Subject to the provisions of sub-rule (2) of rule 7 any such order shall specify—
 - (i) the authority which may function as the disciplinary authority for the purpose of such common proceedings;
 - (ii) the penalties specified in rule 6 such disciplinary authority shall be competent to impose;
 - (iii) whether the procedure laid down in rule 9 and rule 10 or rule 11 shall be followed in the proceedings.

14. Notwithstanding anything contained in rule 9 to rule 13—

Special
procedure
in certain
cases.

- (i) where any penalty is imposed on an employee on the ground of conduct which has led to his conviction on a criminal charge, or
- (ii) where the disciplinary authority is satisfied, for reasons to be recorded by it in writing that it is not reasonably practicable to hold an inquiry in the manner provided in these rules, the disciplinary authority may consider the circumstances of the case and make such orders thereon as it deems fit.

Proviso
regards
employ-
ees to
outside
tribunal

Proviso
regards
person
born on
foreign
territory

Provisions regarding employee lent to outside authority

15. (1) Where the services of an employee are lent to an outside authority (hereinafter in this rule referred to as the 'borrowing authority') the borrowing authority shall have the power of the appointing authority for the purpose of placing such employee under suspension and of the disciplinary authority for the purpose of conducting a disciplinary proceeding against him:

Provided that the borrowing authority shall forthwith inform the University which lent the services of the employee of the circumstances leading to the order of suspension of such employee or the commencement of disciplinary proceeding, as the case may be.

(2) In the light of the findings in the disciplinary proceedings conducted against the employee.

(i) If the borrowing authority is of the opinion that any of the penalties specified in clauses (i) to (iv) of rule 5 should be imposed on the employee, it may after consultation with the lending authority, make such orders on the case as it deems necessary:

Provided that in the event of a difference of opinion between the borrowing authority and the lending authority the services of the employee shall be replaced at the disposal of the lending authority.

(ii) If the borrowing authority is of the opinion that any of the penalties specified in clauses (v) to (ix) of rule 5 should be imposed on the employee it shall replace his services at the disposal of the lending authority and transmit to it the proceedings of the inquiry and thereupon the lending authority may pass such orders thereon as it may deem necessary:

Provided that, before passing any such order, the disciplinary authority shall comply with the provisions of sub-rule (3) and (4) of rule 10.

Explanation: The disciplinary authority may make an order under this clause on the record of the inquiry transmitted to it by the borrowing authority, after holding such further inquiry as it may deem necessary, as far as may be, in accordance with rule 9.

16. (1) Where an order of suspension is made or a disciplinary proceeding is conducted against an employee whose services have been borrowed from outside authority lending his services (hereinafter in this rule referred to as 'the lending authority') shall forthwith be informed the circumstances leading to the order of the suspension of the employee or of the commencement of the disciplinary proceedings, as the case may be.

(2) If, in the light of the findings in the disciplinary proceedings conducted against the employee, the disciplinary authority is of the opinion that any of the penalties specified in clauses (i) to (iv) of rule 5 should be imposed on him, it may, subject to the provisions of sub-rule (3) of rule 10, after consultation with the lending authority, pass such orders on the case as it may deem necessary:

(i) Provided that, in the event of a difference of opinion between the borrowing authority and the lending authority, the services of the the employee shall be replaced at the disposal of the lending authority.

Provision regarding services borrowed from outside authority

- (ii) If the disciplinary authority is of the opinion that any of the penalties specified in clauses (v) to (ix) of rule 8 should be imposed on the employee it shall replace the services of such employee at the disposal of the landing authority, and transmit to it the proceedings of the inquiry for such action as it may deem necessary.

PART-V

APPEAL

17. Notwithstanding anything contained in this part, no appeal shall lie against—

- (i) any order made by the Executive Council;
- (ii) any order of an interlocutory nature or of the nature of a step-in-aid or the final disposal of a disciplinary proceeding other than an order of suspension;
- (iii) any order passed by an inquiring authority in the course of an inquiry under rule 9.

Orders against which an appeal does not lie

18. Subject to the provisions of rule 17 an employee may prefer and appeal against all or any of the following orders, namely:—

- (i) an order of suspension made or deemed to have been made under rule 5.
- (ii) an order imposing any of the penalties specified in rule 8 whether made by the disciplinary authority or by an appellate or reviewing authority;
- (iii) an order enhancing any penalty imposed under rule 8;
- (iv) an order which—
 - (a) denies or varies to his disadvantage his pay, allowances, pension or other conditions of service as regulated by rules or by agreement; or
 - (b) interprets to his disadvantage the provisions of any such rule or agreement;
- (v) an order—
 - (a) stopping him at the efficiency bar in the time scale of pay on the ground of his unfitness to cross the bar;
 - (b) reducing or withholding the pension or denying the maximum pension admissible to him under the rules;
 - (c) reverting him, while officiating in a higher grade or post to a lower grade or post otherwise than as a penalty;
 - (d) determining the subsistence and other allowances to be paid to him for the period of suspension or for the period during which he is deemed to be under suspension or for any portion thereof;

Orders against which appeal lies

App
All

Per
tim
for

- (e) determining his pay and allowances:
 - (i) for the period of suspension; or
 - (ii) for the period from the date of his dismissal, removal, or compulsory retirement from service or from the date of his reduction to a lower grade, post, time-scale or stage in a time-scale of pay, to the date of his reinstatement or restoration to his grade or post or
- (f) determining whether or not the period from the date of his suspension or from the date of his dismissal, removal, compulsory retirement, or reduction to a lower grade, post, time-scale of pay or stage in a time-scale of pay to the date of his reinstatement to his service, grade or post shall be treated as a period spent on duty for any purpose.

Explanation: In this rule, the expression 'employee' includes a person who has ceased to be in the service of the University.

The expression 'pension' includes additional pension, gratuity and any other retirement benefits.

Appellate
Authority

19. An employee, including a person who has ceased to be in the service of the University may prefer an appeal against all or any of the orders specified in rule 18 to the authority specified in this behalf by a general or special order of the University or where no such authority is specified:

- (a) to the appointing authority, where the order appealed against is made by an authority subordinate to it;
- (b) to the Executive Council where such order is made by any other authority;
- (c) notwithstanding anything contained in sub-rule (1)—

- (i) An appeal against an order in common proceeding held under rule 13 will lie to the authority to which the authority functioning as the disciplinary authority for the purpose of that proceeding is immediately subordinate.
- (ii) Where the person who made the order appealed against becomes by virtue, of his subsequent appointment or otherwise, the appellate authority in respect of such order, an appeal against such order shall lie to the authority to which such person is immediately subordinate.

Provided that the Executive Council may appoint a Committee of Appeals to which all appeals against major penalty of removal or dismissal referred to in rule 8 (viii) and (ix) or against the orders of the Executive Council would lie for final decision.

The composition and terms of the Committee of Appeals and also the rules for the conduct of its business would be determined by the Executive Council.

- (iii) Any dispute arising out of a contract between the University and an Employee shall, at the request of the employee, be referred to a Tribunal of Arbitration as provided in section 37 (2) of the Act.

Period of
limitation
for appeals

20. No appeal preferred under this part shall be entertained unless such appeal is preferred within a period of forty-five days from the date on which a copy of the order appealed against is delivered to the appellant.

Provided that the appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

Form and contents of appeal

Implications of appeal

21. (1) Every person preferring an appeal shall do so separately and in his own name.

(2) The appeal shall be presented to the authority to whom the appeal lies, a copy being forwarded by the appellant to the authority which made the order appealed against. It shall not contain any disrespectful or improper language and shall be complete in itself.

(3) The authority which made the order appealed against shall on receipt of copy of the appeal, forward the same with its comments thereon together with the relevant records, to the appellate authority without any avoidable delay, and without waiting for any direction from the appellate authority.

Review

22. (1) In the case of an appeal against an order of suspension the appellate authority shall consider whether in the light of the provisions of rule 5 and having regard to the circumstances of the case, the order of suspension is justified or not and confirm or revoke the order accordingly.

Consideration of appeal

(2) In the case of an appeal against an order imposing any of the penalties specified in rule 8 or enhancing any penalty imposed under the said rule the appellate authority shall consider—

- (a) Whether the procedure laid down in these rules has been complied with,
- (b) Whether the findings of the disciplinary authority are warranted by the evidence on the record; and
- (c) Whether the penalty or the enhanced penalty imposed is adequate or inadequate, or severe and pass orders—
 - (i) Confirming, enhancing, reducing, or setting aside the penalty; or
 - (ii) remitting the case to the authority which imposed or enhanced the penalty or to any other authority with such direction as it may deem fit in the circumstances of the case.

Provided that—

- (i) if such enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in clauses (v) to (ix) of rule 6 and an inquiry under rule 9 has not already been held in the case, the appellate authority shall subject to the provisions of rule 14 itself hold such inquiry or direct that such inquiry be held in accordance with the provisions of rule 9 and thereafter on a consideration of the proceedings of such inquiry and after giving the appellant a reasonable opportunity as far as may be in accordance with the provisions of sub-rule (4) of rule 10 of making a representation against the penalty proposed on the basis of the evidence adduced during such inquiry, make such orders as it may deem fit.
- (ii) no order imposing an enhanced penalty shall be made in any case unless the appellant has been given a reasonable opportunity as far as may be, in accordance with the provisions of rule 11 of making a representation against such enhanced penalty.

- (iii) In an appeal against any other order specified in rule 18, the appellate authority shall consider all the circumstances of the case and make such orders as it may deem just and equitable.

23. The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.

PART—VI

REVIEW

24. (1) Notwithstanding anything contained in these rules:—

(i) The Executive Council; or

(ii) The appellate authority: within six months of the date of the orders proposed to be reviewed, may, at any time, either on its own motion or otherwise call for the records of any inquiry and review any order made under these rules from which an appeal is allowed but from which no appeal has been preferred or from which no appeal is allowed and may—

(a) confirm, modify or set aside the order; or

(b) confirm, reduce, enhance or set aside the penalty imposed by the order or impose any penalty where no penalty has been imposed; or

(c) remit the case to the authority which made the order or to any other authority directing such authority to make such further inquiry as may consider proper in the circumstances of the case; or

(d) pass such other orders as it may deem fit;

Provided that no order imposing or enhancing any penalty shall be made by a reviewing authority unless the employee concerned has been given a reasonable opportunity of making a representation against the penalty proposed and where it is proposed to impose any of the penalties specified in clauses (v) to (ix) of rule 8 or enhance the penalty imposed by the order sought to be reviewed to any of the penalties specified in those clauses, no such penalty shall be imposed except after an inquiry in the manner laid down in rule 9 and after giving a reasonable opportunity to the employee concerned of showing cause against the penalty proposed on the basis of the evidence adduced during the enquiry.

(2) No proceeding for review be commenced until after—

(i) the expiry of the period of limitation for an appeal, or

(ii) the disposal of the appeal, where any such appeal has been preferred.

(3) An application for review shall be dealt with in the same manner as if it were an appeal under these rules.

PART VI
MISCELLANEOUS

25. Every order, notice and other process made or issued under these rules shall be served in person on the employee concerned or communicated to him by registered post and such communication if delivered at the address recorded in the official records of the University, is deemed to be a proper service.

Service of orders, notices, etc.

26. Save as otherwise expressly provided in these rules, the authority competent under these rules to make an order may for good and sufficient reasons or if sufficient cause is shown, extend the time specified in these rules or condone any delay.

Power to relax time-limit and to condone delay

27. Unless there is anything repugnant in the Pondicherry University Act, Statutes, Ordinances, any amendments to the Central Civil Services (Classification, Control and Appeal) Rules, 1965 shall be deemed to be the amendments of the relevant provisions of these rules, or any order or administrative instructions already issued/to be issued by the Central Government shall be deemed to be the orders or administrative instructions under these rules with effect from the date of such amendments/orders are brought into force by the Central Government.

Amendments

28. If any doubt arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to the Executive Council which shall decide the same and its decision shall be final.

Removal of doubts

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4. ORDINANCES GOVERNING LEAVE OF ALL EMPLOYEES
OF THE UNIVERSITY OTHER THAN TEACHERS

PART—I

PRELIMINARY

1. These rules may be called the "Pondicherry University (Leave) Rules".

These rules shall be deemed to have come into force on 15th October 1985.

Short title
and
extent of
application

PART—II

GENERAL CONDITIONS

2. (i) Leave cannot be claimed as a matter of right.
(ii) When the exigencies of service so require, leave of any kind may be refused or revoked by the authority empowered to sanction leave but it shall not be open to that authority to alter the kind of leave due and applied for except at the written request of the employee.

Right to
leave

3. (i) Any claim to leave to the credit of an employee who is dismissed or removed or who resigns from the service of the University ceases from the date of such dismissal or removal or resignation ;

Effect of
dismissal,
removal or
resignation
on leave as
credit

Provided that the University may, in any case, grant terminal leave to an employee prior to his resignation which may extend beyond the date on which the resignation becomes effective, if in the opinion of the University, the circumstances justify the grant of such leave.

4. (i) At the request of an employee, the sanctioning authority may commute any kind of leave retrospectively into leave of a different kind which was due and admissible to him at the time the leave was granted, but the employee cannot claim such commutation as a matter of right.

Commutation
of one kind
of leave into
another

- (ii) The commutation of one kind of leave into another shall be subject to adjustment of leave salary on the basis of leave finally granted to the employee, that is to say, any amount paid to him in excess shall be recovered or any arrears due to him shall be paid.

Note : Extraordinary leave granted on medical certificate or otherwise may be converted retrospectively into "leave not due" subject to the provisions of Rule 18.

5. Except otherwise provided in these rules, any kind of leave these rules may be granted in combination with or in continuation of any other kind of leave.

Combination
of different
kinds of
leave

Explanation : Casual leave which is not recognised as leave under these rules shall not be combined with any other kind of leave admissible under these rules.

- Maximum amount of continuous leave
6. No employee shall be granted leave of any kind for a continuous period exceeding five years.

PART—III

GRANT OF AND RETURN FROM LEAVE

- Application for leave
7. Any application for leave or for extension of leave shall be made in Form 1 to the authority competent to grant leave. It should be applied for before it is actually availed of except in special cases of emergency and for reasons to the satisfaction of the sanctioning authority.

- Leave account
8. A leave account will be maintained in Form 2 for each employee.

- Grant of leave on medical certificate
9. (i) An application for leave on medical certificate shall be accompanied by a medical certificate in Form 3 given by the Authorized Medical Attendant of the University or any Registered Medical Practitioner defining as clearly as possible the nature and probable duration of illness.

- (ii) The authority competent to grant leave may, at its discretion, secure a second medical opinion by requesting another medical officer either appointed by the University or of the Government to have the applicant medically examined on the earliest possible date.

- (iii) The grant of medical certificate under this rule does not in itself confer upon the employee concerned any right to leave: the certificate shall be forwarded to the authority competent to grant leave and orders of that authority awaited.

- (iv) An employee who is declared by a medical authority to be completely and permanently incapacitated for further service shall—

- (a) if he is on duty, be invalidated from service from the date of relief of his duties which should be arranged without delay on receipt of the report of the medical authority; if, however, he is granted leave, he shall be invalidated from service on the expiry of such leave.

- (b) if he is already on leave, be invalidated from service on the expiry of that leave or extension of leave, if any, granted to him.

- Return from etc
10. (i) An employee on leave shall not return to duty before the expiry of the period of leave granted to him unless he is permitted to do so by the authority which granted him leave.

- (ii) An employee who has taken leave on medical certificate may not return to duty until he has produced a medical certificate of fitness in Form 4.

- Interruption and resumption of leave
11. Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day on which the employee resumes his duty.

- Utilization of holidays with etc
12. (i) When the day(s) immediately preceding the day on which an employee's leave other than leave on medical certificate begins or immediately following the day on which his leave expires is/are holiday or one of a series of holidays, the employee shall be deemed to have been permitted to prefix and/or suffix the holiday/holidays.

(d) In the case of leave on medical certificate :

(a) When an employee is certified medically unwell to attend office, holiday(s), if any, succeeding the day he is so certified including that day shall be treated as part of the leave; and:

(b) When an employee is certified medically fit for joining duty, holiday(s), if any, succeeding the day he is so certified including that day shall automatically be allowed to be added to the leave, and holiday(s), if any preceding the day he is so certified shall be treated as part of the leave.

13. (i) Unauthorised absence from duty, i.e., absence without prior sanction of leave shall normally constitute a break in service and the employee is not entitled to any salary for the period of such absence:

Absence without leave and Absence after expiry of leave

Provided, however that the competent authority may, in exceptional cases, convert the unauthorised absence into extraordinary leave or any other kind of leave which may be due to the employee keeping in view the circumstances of each case and kind of leave due to the employee.

(ii) Unless, the authority competent to grant leave extends the leave, an employee who remains absent after the expiry of leave is entitled to no leave salary for the period of such absence and that period shall be debited against his leave account as though it were half pay leave.

(iii) Willful absence from duty renders an employee liable to disciplinary action.

PART—IV

KINDS OF LEAVE DUE AND ADMISSIBLE

14. (i) The leave account of every employee shall be credited with earned leave in advance, in two instalments of 15 days each on the 1st day of January and July of every calendar year.

Earned leave

(ii) The leave at credit of an employee at the close of the previous half year shall be carried forward to the next half year subject to the condition that the leave so carried forward plus the credit for the half year do not exceed the maximum limit of 180 days. This limit is increased to 300 days with effect from 1-7-97.

(iii) The maximum earned leave that can be granted to an employee at a time shall be 120 days. Earned leave may be granted for a period exceeding 120 days, if the entire leave so granted or any portion thereof is spent outside India, Bangladesh, Bhutan, Burma, Sri Lanka, Nepal and Pakistan:

Provided that where earned leave for a period exceeding 120 days is granted, the period of such leave spent in India shall not, in the aggregate, exceed 120 days.

15. (i) Earned leave shall be credited to the leave account of an employee at the rate of 2½ days for each completed calendar month of service which he is likely to render in a half year of the calendar year in which he is appointed.

Calculation of Earned Leave

- (ii) The credit for the half year in which an employee is due to retire or resigns from the service shall be afforded only at the rate of $2\frac{1}{2}$ days per completed calendar month up to the date of retirement or resignation.
- (iii) When an employee is removed or dismissed from service or dies while in service, credit of earned leave shall be allowed at the rate of $2\frac{1}{2}$ days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service.
- (iv) If an employee has availed of ~~any leave~~ ~~or~~ ~~some~~ period of absence has been treated as ~~die-non~~ in a half year, the credit to be afforded to his leave account at the commencement of the next half year shall be reduced by $1/10$ th of the period of such leave and or ~~die-non~~ subject to a maximum of 15 days.
- (v) While affording credit of earned leave, fractions of a day shall be rounded off to the nearest day.

18

Half Pay Leave

- 16. (i) The half pay leave account of every employee shall be credited with half pay leave in advance, in two instalments of ten days each on the first day of January and July of every calendar year, with effect from 1-1-88.
- (ii) (a) The leave shall be credited to the said leave account at the rate of $5/3$ days for each completed calendar month of service which he is likely to render in the half year of the calendar year in which he is appointed.
- (b) The credit for the half year in which an employee is due to retire or resigns from the service shall be allowed at the rate of $5/3$ days per completed calendar month up to the date of retirement or resignation.
- (c) When an employee is removed or dismissed from service or dies while in service credit of half pay leave shall be allowed at the rate of $5/3$ days per completed calendar month in which he is removed or dismissed from the service or dies in service.
- (iii) The leave under this rule may be granted on medical certificate or on private affairs.
- (iv) No half pay leave can be granted to an employee in temporary appointment except on medical certificate.

Commutated leave

- 17. (i) Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate to an employee, subject to the following conditions:—
 - (a) The authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry.
 - (b) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.
- (ii) Half pay leave up to a maximum of 180 days may be allowed to be commuted during the entire service (without production of medical certificate), where such leave is utilised for an approved course of study certified to be in the interest of the University by the leave sanctioning authority.

19

- (iii) Where an employee who has been granted commuted leave resigns from service or at his request permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered:

Provided that no such recovery shall be made if the retirement is by reason of ill-health incapacitating the employee for further service or in the event of his death.

16. (i) Leave not due shall be granted on half pay to an employee in permanent employment only on medical certificate subject to the following conditions:—

Leave Not Due

- (a) Leave not due shall not be granted unless the sanctioning authority is satisfied that there is reasonable prospect of the employee returning to duty on its expiry.
- (b) The leave not due shall be limited to 180 days during his entire service.
- (c) It shall not exceed the amount of half pay leave he is likely to earn thereafter.
- (d) It shall be debited against the half pay leave the employee may earn subsequently.

- (ii) (a) Where an employee who has been granted leave not due resigns from service or at his request permitted to retire voluntarily without returning to duty, the leave not due shall be cancelled, his resignation or retirement taking effect from the date on which such leave had commenced, and the leave salary shall be recovered.

- (b) Where an employee who, having availed himself of leave not due returns to duty but resigns or retires from service before he has earned such leave, he shall be liable to refund the leave salary to the extent the leave has not been earned subsequently:

Provided that no leave salary shall be recovered under clause (a) or clause (b) if the retirement is by reason of ill-health incapacitating the employee for further service or in the event of his death.

18. (i) Extraordinary leave may be granted to an employee in special circumstances:—

- (a) When no other leave is admissible;
- (b) When other leave is admissible, but the employee applies in writing for the grant of extraordinary leave.

Extra-ordinary Leave

- (ii) Unless the Vice-Chancellor, in view of the exceptional circumstances of the case otherwise determines, no employee, who is not in permanent employment shall be granted extraordinary leave on any one occasion in excess of the following limits:

- (a) Three months.

(b) Six months, where the employee has completed one year's continuous service on the date of expiry of leave of the kind due and admissible under these rules including three months extraordinary leave under clause (a) and his request for such leave is supported by a medical certificate from the Authorised Medical Attendant of the University.

(c) Eighteen months, where the employee who has completed one year's continuous service is undergoing treatment for—

1. Pulmonary tuberculosis or pleurisy of the tubercular origin in a recognised sanatorium,
2. Tuberculosis of any other part of the body by a qualified tubercular specialist or by a civil surgeon or staff surgeon; or
3. Leprosy in a recognised leprosy institution or by a civil surgeon or staff surgeon or a specialist in leprosy
4. Cancer or 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 disease

(d) Twenty four months, where the leave is required for the purpose of prosecuting studies certified to be in the interest of the University provided the employee has completed three years continuous service on the date of expiry of leave of the kind due and admissible under these rules, including three months extraordinary leave under clause (a)

(iii) Two spells of extraordinary leave, if intervened by any other kind of leave shall be treated as one continuous spell of extraordinary leave for the purpose of sub-clause (ii).

(iv) The authority competent to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

Leave to
Probationer
and
Apprentice

20. (i) A probationer shall be entitled to leave under these rules as if he had held his post substantively otherwise than on probation.

(ii) An apprentice shall be entitled to—

(a) leave, on medical certificate, on leave salary equivalent to half pay for a period not exceeding one month in any year of apprenticeship;

(b) extraordinary leave under rule 19.

Persons
Re-Employed
After
Retirement

21. In case of a person re-employed after retirement, the provisions of these rules shall apply as if he had entered service in the University for the first time on the date of his re-employment.

22. An employee may be permitted by the authority competent to grant leave to take leave preparatory to retirement to the extent of earned leave due not exceeding 300 days together with half pay leave due subject to the condition that such leave extends up to and includes the date of retirement.

Leave preparatory to retirement

Notes: The leave granted as leave preparatory to retirement shall not include extraordinary leave.

23. (i) No leave shall be granted to an employee beyond—

- (a) the date of his retirement, or
- (b) the date of his final cessation of duties, or
- (c) the date of his resignation from service.

Cash payment in lieu of leave beyond the date of Retirement or quitting of service

(ii)(a) Where an employee retires on attaining the normal age prescribed for retirement, he will be paid cash equivalent of leave salary for earned leave, if any, at the credit of the employee on the date of his retirement subject to a maximum of 300 days.

(b) The cash equivalent under clause (a) shall be calculated as follows and shall be payable in one lump sum as a one time settlement. No house rent allowance or city compensatory allowance shall be payable

Cash equivalent—	$\frac{\text{Pay admissible on the date of retirement plus dearness allowance}}{30}$	Number of days of unutilized earned leave at credit on the date of retirement subject to a maximum of 300 days
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(iii) Where the service of an employee are terminated by notice or by payment of pay and allowances in lieu of notice; or otherwise in accordance with the terms and conditions of his appointment he may be granted cash equivalent in respect of earned leave at his credit on the date on which he ceases to be in service subject to a maximum of 300 days.

(iv) If an employee resigns or quits service, he may be granted cash equivalent in respect of earned leave at his credit on the date of cessation of service, to the extent of half of such leave at his credit subject to a maximum of 150 days.

(v) An employee who is re-employed after retirement may on termination of his re-employment be granted cash equivalent of EL at his credit on the date of termination of re-employment subject to a maximum of 300 days including encashment of unutilized EL at the time of retirement.

23(A) (i) An employee is eligible for encashment of 10 days of EL at his credit at the time of availing of L.T.C. The calculation of cash equivalent of leave salary may be done in the manner prescribed under Rule 23(ii)(b)

Provided he should avail EL of at least an equivalent duration /simultaneously to the extent of leave encashed.

Provided a balance of at least 30 days of EL at his credit should be available after deducting the total of leave availed plus leave for which encashment was availed.

(ii) The total leave encashed for availing LTC during the entire service should not exceed 8 days in aggregate.

(iii) The period of EL encashed shall be deducted from the quantum of leave that can be normally encashed by him at the time of superannuation.

Cash equivalent of leave salary in case of death in service

24. In case an employee dies while in service, the cash equivalent of the leave salary in respect of earned leave at his credit on the date of death subject to a maximum of 300 days shall be paid to his family.

Leave Salary

26. (i) An employee who proceeds on earned leave shall be entitled to leave salary equal to the pay drawn immediately before proceeding on leave.
- (ii) An employee on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in sub-rule (i).
- (iii) An employee on commuted leave is entitled to leave salary equal to the amount admissible under sub-rule (i).
- (iv) An employee on extraordinary leave is not entitled to any leave salary.

PART—V

LEAVE NOT DEBITABLE TO LEAVE ACCOUNT

Casual Leave

26. (i) Casual leave is granted to an employee as and when required at the discretion of the sanctioning authority subject to a maximum of 8 days in a calendar year.
- (ii) Casual leave cannot be claimed as a matter of right and its grant is always subject to the exigencies of service.
- (iii) An employee on casual leave is treated as on duty.
- (iv) Persons who join in the middle of the calendar year shall be eligible to proportionate casual leave.
- (v) The total period of leave at one time including Sundays and other holidays shall not exceed 8 days.
- (vi) Casual leave cannot be combined with any other kind of leave.
- (vii) Unavailed casual leave at the close of the year shall lapse.

Note : Holidays and Sundays falling between will not count as Casual leave.

Special
Casual Leave

27. (i) An employee summoned to serve as Juror or Assessor or to give evidence before the court of law as a witness in a civil or criminal case in which his private interests are not at issue may be given special casual leave sufficient to cover the period of absence necessary.
- (ii) It may also be granted when an employee is deputed to attend reference libraries or other institution and conference or educational gathering of learned and professional society in the interests of the University or other academic work which will include working on the committees appointed by the University/Government/University Grants Commission.
- (iii) The period of such leave admissible in a year shall not exceed 15 days.
- (iv) Male employees who undergo vasectomy operation under the Family Welfare Programme for the first time may be granted special casual leave not exceeding six working days. Sundays and closed holidays intervening should be ignored while calculating the period of special casual leave. If any employee undergoes vasectomy operation for the second time on account of the failure of the first operation, special casual

leave not exceeding six days may be granted again on production of a certificate from the medical authority concerned to the effect that the second operation was performed due to the failure of the first operation.

- (v) (a) Female employees who undergo tubectomy operations - whether puerperal or non-puerperal - may be granted special casual leave not exceeding 14 days.
- (b) In the case of female employees who undergo tubectomy operation for the second time on account of the failure of the first operation, special casual leave not exceeding 14 days may be granted again on production of a medical certificate from the prescribed medical authority concerned to the effect that the second operation was performed due to the failure of the first operation.
- (c) Female employees who have insertions of intra-uterine contraceptive devices may be granted special casual leave on the day of the IUCD insertion.
- (d) Female employees who have re-insertion of IUCD may be granted special casual leave on the day of the IUCD re-insertion.
- (e) Female employees who undergo salpingectomy operation after Medical Termination of Pregnancy (MTP) may be granted special casual leave not exceeding 14 days.
- (vi) (a) Male employees whose wives undergo either puerperal or non-puerperal tubectomy operations for the first time or for the second time due to failure of the first operation (under Family Welfare Programme) may be granted special casual leave for 7 days subject to the production of a medical certificate stating that their wives have undergone tubectomy operation for the second time due to the failure of the first operation. It shall not be necessary to state in the certificate that the presence of the employee is required to look after the wife during her convalescence.
- (b) Male employees whose wives undergo tubectomy/salpingectomy operation after Medical Termination of Pregnancy (MTP) may be granted special casual leave up to 7 days subject to the production of the medical certificate stating that their wives have undergone tubectomy/salpingectomy operation after Medical Termination of Pregnancy. It shall not be necessary to state in the certificate that the presence of the employee is required to look after the wife during her convalescence.
- (vii) The special casual leave will necessarily have to follow the date of operation and there cannot be any gap between the date of operation and the date of commencement of special casual leave.
- (viii) An employee who requires special casual leave beyond the limits laid down for undergoing sterilisation operation owing to the development of post-operation complications may be allowed at the discretion of the Vice-Chancellor, special casual leave to cover the period for which he or she is hospitalised on account of the production of a certificate from the concerned hospital authorities/en Authorised Medical Attendant, subject to the production of a certificate from the concerned hospital authorities/en Authorised Medical Attendant.
- (ix) The aforesaid provisions may also be applied to cases where the sterilisation operation is performed by laproscopic method.

(x) Special casual leave may be combined either with casual leave or regular leave. It cannot be combined with casual leave and regular leave.

Special casual leave may also be granted for any other purpose in the interest of the University by the Vice-Chancellor subject to the approval of the Executive Council.

28. Maternity leave may be granted to a women employee (including an apprentice) for a period of 135 days (Date effect from 7.10.97) from the date of its commencement. During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave

(ii) Maternity leave may also be granted in case of miscarriage, including abortion, subject to the conditions that the leave does not exceed six weeks and the application for the leave is supported by a medical certificate from an Authorized Medical Attendant.

(iii) (a) Maternity leave may be combined with leave of any other kind.

(b) Any leave (including commuted leave) for a period not exceeding sixty days, applied for in continuation of maternity leave may be granted without production of medical certificate.

(iv) Leave in further continuation of leave granted under clause (b) of sub-rule (iii) may be granted on production of a medical certificate for the illness of the female employee. Such leave may also be granted in case of illness of the newly born baby, subject to the production of medical certificate to the effect that condition of the ailing baby warrants mother's personal attention and that her presence by the baby's side is absolutely necessary

29. Paternity Leave

(i) A male employee (including an apprentice) with less than two surviving children may be granted Paternity Leave for a period of 15 days during the confinement of his wife. During the period of such leave, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

(ii) Paternity leave may be combined with leave of any kind and it shall not be debited against the leave account.

(iii) Paternity leave may not be normally refused under any circumstances (Date of effect from 7.10.97).

30. The following authorities are competent to grant leave:

Sl. No.	Kinds of Leave	Authority competent to grant leave
1.	Earned leave, Half Pay leave, Leave not due, Extraordinary Leave, Maternity Leave, and Special Casual Leave.	<p>a) Deputy Registrar (Administration) - in respect of all Group 'B', 'C' & 'D' employees.</p> <p>b) Registrar - in respect of all Group 'A' officers except Registrar/Finance Officer/ Controller of Examinations/ Superintending Engineer/Librarian.</p> <p>c) Vice-Chancellor in respect of Registrar/ Finance Officer/ Controller of Examinations/ Superintending Engineer/Librarian.</p>

STUDY LEAVE

31. (1) Study leave may be granted to an employee with due regard to the exigencies of service of the University to enable him to undergo, in or out of India, a special course of study consisting of higher studies or specialised training in a professional or a technical subject having a direct and close connection with the sphere of his duty.

Conditions
for grant
of study
leave

(2) Study leave may also be granted —

- (i) for a course of training or study tour in which an employee may not attend a regular academic or semi-academic course if the course of training or the study tour is certified to be of definite advantage to the University from the point of view of its interests and is related to the sphere of duties of the employee; and
- (ii) for the purposes of studies connected with the framework or background of public administrative subject to the conditions that
 - (a) the particular study or study tour should be approved by the Executive Council; and
 - (b) the employee should be required to submit, on his return, a full report on the work done by him while on study leave.
- (iii) for the studies which may not be closely or directly connected with the work of an employee, but which are capable of widening his mind in a manner likely to improve his abilities as an employee and to equip him better to collaborate with those employed in other branches of the public service.

(3) Study leave shall not be granted unless—

- (i) it is certified by the Vice-Chancellor that the proposed course of study or training shall be of definite advantage from the point of view of the interests of the University;
- (ii) it is for prosecution of studies in subjects other than academic or literary subject.

(4) Study leave out of India shall not be granted for the prosecution of studies in subjects for which adequate facilities exist in India.

(5) Study leave shall not be granted to an employee

- (i) Who has rendered less than five years' service under the University;
- (ii) Who is due to retire or has the option to retire, from the University service within three years of the date on which he is expected to return to duty after the expiry of the leave.

(6) Study leave shall not be granted to an employee with such frequency as to remove him from contact with his regular work or to cause cadre difficulties owing to his absence on leave.

32. The maximum amount of study leave, which may be granted to an employee shall be —

Maximum
amount of
study leave

(a) ~~subject to the following conditions, and~~

(b) ~~during his entire service, twenty-four months in all (inclusive of similar kind of leave for study or training granted under any other rule).~~

Applications for study leave

33. 1. (a) Every application for study leave shall be submitted through proper channel to the Executive Council

(b) The course or courses of study contemplated by the employee and any examination which he proposes to undergo shall be clearly specified in such application.

2. Where it is not possible for the employee to give full details in his application, or if, after leaving India, he is to make any change in the programme which has been approved in India, he shall submit the particulars as soon as possible to the Vice-Chancellor and shall not, unless prepared to do so at his own risk, commence the course of study or incur any expenses in connection therewith until he receives the approval of the Vice-Chancellor

Sanction of study leave

34. 1. (a) Every employee who has been granted study leave or extension of such study leave shall be required to execute a bond in the prescribed form before the study leave or extension of such study leave granted to him commences.

(b) The bond shall be signed by two sureties who are holding posts of equal or higher status.

2. (a) On completion of the course of study, the employee shall submit to the Vice-Chancellor the certificates of examinations passed or special courses of study undertaken, indicating the date of commencement and termination of the course with the remarks, if any, of the authority in charge of the course.

35. (1) Study leave shall not be debited against the leave account of the employee.

(2) Study leave may be combined with other kinds of leave, but in no case the grant of this leave in combination with leave, other than extraordinary leave, shall involve a total absence of more than twenty-eight months from the regular duties of the employee.

Explanation : The limit of twenty-eight months of absence prescribed in this sub-rule includes the period of vacation.

(3) An employee granted study leave in combination with any other kind of leave may, if he so desires, undertake or commence a course of study during any other kind of leave and subject to the other conditions laid down in rules being satisfied, draw study allowance in respect thereof:

Provided that the period of such leave coinciding with the course of study shall not count as study leave.

Regulation of study leave including award the course of study

36. When the course of study falls short of study leave granted to an employee, he shall resume duty on the conclusion of the course of study, unless the previous sanction of the Vice-Chancellor has been obtained to treat the period of shortfall as ordinary leave.

Leave salary during study leave

37. (1) During study leave availed of outside India, an employee shall draw leave salary equal to the pay that the employee drew while on duty with the University immediately before proceeding on such leave and in addition the dearness allowance, house rent allowance, and study allowance as admissible in accordance with the provisions of rules 38 to 41.

(5) The period for which study allowances may be granted shall not exceed 24 months in all.

39. (1) The rates of study allowance shall be as follows :

Name of the country	Study allowance per diem
Australia	£ 1.00 (Sterling)
Continent of Europe	£ 1.66 (")
New Zealand	£ 1.20 (")
United Kingdom	£ 2.00 (")
United States of America	£ 2.75 (")

(2) The rates of study allowance prescribed in sub-rule (1) may be revised from time to time when the Central Government revise them.

(3) The rates of study allowance to be granted to an employee who takes study leave in any country other than the one specified in sub-rule (1) shall be such as may be specially determined by the Executive Council in each case.

40. (1) Payment of study allowance shall be subject to the furnishing of a certificate by the employee to the effect that he is not in receipt of any scholarship, stipend or any other remuneration in respect of any part-time employment.

(2) Study allowance shall be paid at the end of every month provisionally subject to an undertaking in writing being obtained from the employee that he would refund to the University any over-payment consequent on his failure to produce the required certificate of attendance or on his failure to satisfy the Vice-Chancellor about the proper utilization of the time spent for which study allowance is claimed.

(3)(a) In the case of a definite course of study at a recognised institution, the study allowance shall be payable by the Vice-Chancellor on claims submitted by the employee from time to time, supported by proper certificates of attendance.

(b) The certificate of attendance required to be submitted in support of the claims for study allowance shall be forwarded at the end of the term, if the employee is undergoing study in an educational institution, or at intervals not exceeding three months if he is undergoing study at any other institution.

(4)(a) When the programme of study approved does not include or does not consist entirely of such a course of study, the employee shall submit to the Vice-Chancellor a diary showing how his time has been spent and a report indicating fully the nature of the methods and operations which have been studied and including suggestions as to the possibility of adapting such methods or operations to conditions obtaining in India.

(b) The Vice-Chancellor shall decide whether the diary and report show that the time of the employee was properly utilised and shall determine accordingly for what periods study allowance may be granted.

41. For the first 120 days of the study leave, house rent allowance shall be paid at the rate admissible to the employee from time to time and thereafter from where he proceeded on study leave. The continuance of payment of house rent allowance beyond 120 days shall be subject to the production of a certificate to the effect that the employee continues to occupy the accommodation and has not sub-let either in whole or in part from time to time.

Admissibility of allowance in addition to study allowance

(2) Except for house rent allowance as admissible under sub-rule (1) and the dearness allowance and the study allowance, where admissible, no other allowance shall be paid to an employee in respect of the period of study leave granted to him.

42. An employee to whom study leave has been granted shall not ordinarily be paid travelling allowance but the Executive Council may in exceptional circumstances sanction the payment of such allowance.

Travelling allowance during study leave

43. An employee to whom study leave has been granted shall ordinarily be required to meet the cost or fees paid for the study but in exceptional cases, the Executive Council may sanction the grant of such fees:

Cost of fees for study

Provided that in no case shall the cost of fees be paid to an employee who is in receipt of scholarship or stipend from whatever source or who is permitted to receive or retain, in addition to his leave salary, any remuneration in respect of part-time employment.

44. (1) If an employee resigns or retires from service or otherwise quits service without returning to duty after a period of study leave or within a period of three years after such return to duty or fails to complete the course of study and is thus unable to furnish the certificates as required under Rule 40 he shall be required to refund :-

Registration or refund after study leave or non-completion of the course of study

the actual amount of leave salary, study allowance, cost of fees, travelling and other expenses, if any, incurred by the University, together with interest thereon at rates for the time being in force on Government loans, from the date of demand, before his resignation is accepted or permission to retire is granted or his quitting service otherwise:

Provided that except in the case of employees who fail to complete the course of study nothing in this rule shall apply to an employee who, after return to duty from study leave, is permitted to retire from service on medical grounds.

(2) (a) The study leave availed of by such employee shall be converted into regular leave standing at his credit on the date on which the study leave commenced, any regular leave taken in continuation of study leave being suitably adjusted for the purpose and the balance of the period of study leave, if any which cannot be so converted, treated as extraordinary leave.

(b) In addition to the amount to be refunded by the employee under sub-rule (2) he shall be required to refund any excess of leave salary actually drawn over the leave salary admissible on conversion of the study leave.

(3) Notwithstanding anything contained in this rule, the Executive Council may, if it is necessary or expedient to do so, either in the interest of the University or having regard to the peculiar circumstances of the case or classes of cases, by order waive or reduce the amount required to be refunded under sub-rule (1) by the employee concerned or class of employees.

amendments 45. Unless there is anything repugnant in the Pondicherry University Act, Statutes, Ordinances or any amendments to the Central Civil Services (Leave) Rules, 1972 shall be deemed to be the amendments of the relevant provisions of these rules or any order or administrative instructions already issued/ to be issued by the Central Government shall be deemed to be the orders or administrative instructions under these rules with effect from the date of such amendments/orders are brought into force by the Central Government.

FORM 1
(See Rule 7)

APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE

1. Name of Applicant :
2. Post held :
3. Department, office and section :
4. Pay :
5. House rent and other compensatory allowances drawn in the present post :
6. Nature and period of leave applied for and date from which required :
7. Sundays and holidays, if any, proposed to be prefixed/suffixed to leave :
8. Grounds on which leave is applied for :
9. Date of return from last leave, and the nature and period of that leave :
10. I propose/do not propose to avail myself of leave travel concession for the block years during the ensuing leave :
11. Address during leave period :

Signature of Applicant
(with date)
12. Remarks and/or recommendation of the Controlling Officer.

Signature (with date)
Designation
- *13. Orders of the authority competent to grant leave.

Signature (with date)
Designation

*If the applicant is drawing any compensatory allowance, it should also be indicated in the orders on the expiry of leave, the Government servant is likely to return to the same post or to another post carrying similar allowance.

FORM OF LEAVE ACCOUNT

Name of the University employee

Date of commencement of continuous service

Permanent employment

EARNED LEAVE							HALF PAY LEAVE							LEAVE														
Particulars of service in the half year of a calendar year		Completed months of service in the half year of a calendar year		E.L. credited at the beginning of half year		No. of days of E.O.L. availed of and dis-non during the previous calendar half year		E.L. to be deducted (1/10th of the period in col. 5)		Total E.L. at credit in days (col. 4 + 11 - 6)		Leave taken		Balance of E.L. on return from leave (col. 7-10)		Completed month of service in the half year of a calendar year		H.P.L. credited at the beginning of half year		No. of days treated as <i>dis-non</i> during the previous half year		H.P.L. to be deducted (1/18th of period in Col. 14)		Total H.P.L. at credit in days (col. 15 + 13 - 15)		Against the earning on half pay		
From	To											From	To											From	To			
1	2											8	9											17	18			

Date of birth

Date of retirement..... /resignation.....

(On Private Affairs and M.C. including Commuted Leave and LND)

Taken						LND Limited to 360 days in entire service																
Commuted leave on medical certificate on full pay			Commuted leave w/o M.C. for studies certified to be in public interest (Limited to 180 days H.P.L. Converted into 90 days commuted leave			Commuted leave converted into half pay leave (Twice of col. 22 and 25)			On medical certificate			Otherwise than on M.C. limited to 180 days			Total of leave not due (col. 29-32)		Total half pay leave (col. 19-33)		Balance of half pay leave on return from leave (col. 16-34)		Other kinds of leave taken	
From	To	No. of days	From	To	No. of days	From	To	No. of days	From	To	No. of days	From	To	No. of days	Total of leave not due (col. 29-32)	Total half pay leave (col. 19-33)						
30	21	22	25	24	25	26	27	28	29	30	31	32	33	34	35	36						

FORM 3
(See Rule 9)

MEDICAL CERTIFICATE FOR LEAVE OR EXTENTION OF LEAVE OR COMMUTATION OF LEAVE

Signature of the Employee:

I, after careful personal examination of the case hereby certify that Shri/Shrimathi/Kumari and whose signature is given above, is suffering from with effect from I consider that a period of absence from duty of is absolutely necessary for the restoration of his/her health.

Authorised Medical Attendant,
Hospital/Dispensary
or other Registered Medical
Practitioner.

Dated:

- Note :—1 The nature and probable duration of the illness should be specified.
- Note :—2 This form should be adhered to as closely as possible and should be filled in after the signature of the Employee has been taken. The certifying officer is not at liberty to certify that the Employee requires a change from or to a particular locality, or that he is not fit to proceed to a particular locality. Such certificates should only be given at the explicit desire of the administrative authority concerned, to whom it is open to decide, when an application on such grounds has been made to him, whether the applicant should go before a Civil Surgeon or Staff Surgeon to decide the question of his/her fitness for service.
- Note :—3 Should a second medical opinion be required, the authority competent to grant leave should arrange for the second medical examination to be made at the earliest possible date by a medical officer not below the rank of a Civil Surgeon or Staff Surgeon, who shall express an opinion both as regards the facts of illness and as regards the necessity for the amount of leave recommended and for this purpose he may either require the Employee to appear before himself or before a medical officer nominated by himself.
- Note 4 :—No recommendation contained in this certificate shall be evidence of a claim to any leave not admissible to the Employee.

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FORM 4
(See rule 10)

MEDICAL CERTIFICATE OF FITNESS TO RETURN TO DUTY

Signature of University employee

We, the members of Medical Board

.....
Civil Surgeon/Staff Surgeon,
University Medical Officer
Authorised Medical Attendant
Registered Medical Practitioner } of.....

do hereby certify that we/I have carefully examined Shri/Shrimati/Kumari.....
whose signature is given above, and find that he/she recovered from his/her illness and is now
fit to resume duties in University service. We/I also certify that before arriving at this decision, we/I
have examined the original medical certificate(s) and statement(s) of the case (or certified copies
thereof) on which leave was granted or extended and have taken these into consideration in arriving
at our/my decision.

Member of the Medical Board

- (1)
- (2)
- (3)

University Medical Officer
Civil Surgeon/Staff Surgeon
Authorised Medical Attendant
Registered Medical Practitioner

Dated

Note: The original medical certificate(s) and statement(s) of the case on which the leave was originally
granted or extended shall be produced before the authority required to issue the above Certificate.
For this purpose, the original certificate(s) and statement(s) of the case should be prepared in
duplicate, one copy being retained by the University employee concerned.

**5. ORDINANCES GOVERNING THE TRAVELLING
ALLOWANCE OF THE EMPLOYEES OF
THE UNIVERSITY**

PRELIMINARY

1. (1) These rules shall be called the "Pondicherry University (Travelling Allowance) Rules".
(2) These rules shall be deemed to have come into force on the 1st Day of January 1987.

Rules and
enforcements
thereof

2. These rules shall apply to all employees of this University.

Extent of
application

3. In these rules, unless there is something repugnant on the subject or context :-

Definitions

(1) "Pay" means basic pay excluding special pay, personal pay and any other emoluments specially classed as pay, to which the employee is entitled at the commencement of his journey. In case of employee who opt to retain the pre-revised scales of pay or continue to draw pre-revised scale on account of non-announcement of revised scale or non-finalisation of revised pay, the "Pay" includes besides pay in the pre-revised scale appropriate Dearness Pay, Dearness Allowance and Interest Relief thereon at the rate applicable under the orders in force prior to 1-1-1986.

(2) "Day" means a calendar day, beginning and ending at midnight.

(3) "Family" means wife or husband of the employee or the case may be legitimate children, step children, parents, step mother, sisters including widowed sisters and minor brothers residing with and wholly dependent upon the employee.

Note 1 : Children includes adopted child, major sons and married daughters and widowed daughters residing with and wholly dependent upon the employee.

Note 2 : Any family member whose income from all sources does not exceed Rs. 500 p.m. is deemed to be wholly dependent on the employee.

4. Persons in the service of the University shall be classified in grades according to the pay ranges as detailed below for the purpose of TA & Halt Allowance.

Grades of
University
Employee

Grade I	(a) :	Vice Chancellor
Grade I	(b) :	Rs.16,400 and above
Grade II	:	Rs.8,000 and above but less than Rs.16,400
Grade III	:	Rs.6,500 and above but less than Rs.8,000
Grade IV	:	Rs.4,100 and above but less than Rs.6,500 and
Grade V	:	below Rs.4,100

5. Honorary and part-time employees whose whole-time is not retained for the University service or who are remunerated wholly or partly by fees, or honorary workers rank in such grade as the Vice-Chancellor may with due regard to their status declare.

6. The gradation of re-employed pensioners will be determined on the following basis :

- (a) Where the pension is held in abeyance during the period of re-employment, the grade of the re-employed pensioner shall be determined in accordance with the pay actually received from time to time.
- (b) Where the pension is allowed to be drawn in addition to pay, the re-employed pensioner should for the purpose of Rule 11 be deemed to be in receipt of actual pay plus the pension, subject to the proviso that if the sum of such pay plus pension exceeds the pay of the post, if it is on fixed rate of pay, or the maximum pay of the post, if it is on a time-scale of pay such excess shall be ignored.

7. A University employee is in tour when absent on duty from his headquarters with proper sanction. Travelling allowance on tour is admissible from duty point at headquarters to the duty point at the distant station and vice versa.

8. Transfer means the movement of the University employee from one headquarters station in which he is employed to another such station either to take up the duties of a new post or in consequence of change of headquarters involving change of residence of the employee.

9. If an employee of a vacation Department combines tour with vacation i.e., proceeds on tour and then avails of vacation without returning to headquarters, he will be granted tour travelling allowances under these rules for the onward journey only.

10. A University employee proceeding on leave other than casual leave, while on tour will not be paid travelling allowance for the return journey.

11. No travelling allowance shall ordinarily be allowed to any person for a journey to join his first appointment.

12. Persons on deputation on foreign service terms serving the University shall be governed by the travelling allowance Rules of their parent department, so far as their transfer travelling allowance is concerned. For other journeys, they will be governed by the University rules, unless otherwise specified in the terms and conditions of their deputation.

13. Unless there is anything repugnant in the Pondicherry University Act, Statutes, ordinances, any amendments to the Central Government Rules relating to travelling allowances shall be deemed to be the amendments of the relevant provisions of these rules, or any order or administrative instructions already issued/to be issued by the Central Government; shall be deemed to be the orders or administrative instructions under these rules with effect from the date such amendments/orders are brought into force by the Central Government.

14. An employee on tour will draw the actual fare for journey by rail, sea or air or the revised rates of road mileage, as the case may be, and in addition draw daily allowance for the entire absence from headquarters starting with departure from headquarters and ending with arrival at headquarters to cover both on the way expenses as well as expenses for halt at quistation. For the time spent in journey the daily allowance will be admissible at the rate applicable for ordinary localities.

Journer's
allow

Note : 1. If available, return tickets at reduced rates should always be purchased when an officer expects to perform the return journey by rail within the period for which a return ticket is available.

Note : 2. Tax levied on railway passenger fare and collected by railways in addition to the rail fare by inclusion in the cost of passenger tickets should be reimbursed.

Note : 3. When through booking involves the payment, for part of a journey, of rates for accommodation of a class higher than that to which the University employee is entitled, he may draw a single railway fare for the whole journey at the rate at which he is actually required to pay for the through booking.

Miles
Allow
for jo
by air

15. A mileage allowance is an allowance calculated on the distance travelled which is given to meet the cost of a particular journey.

Mileage
Allowance
General

16. A journey between two places is held to have been performed by the shortest of two or more practicable routes or by the cheapest of such routes as may be equally short. The shortest route is that by which the traveller can most speedily reach his destination by the ordinary mode of travelling. If an employee travels by a route which is not the shortest, but is cheaper than the shortest, his mileage allowance should be calculated on the route actually used.

17. An employee is required to travel by the class of accommodation for which travelling allowance is admissible to him. If he travels in a lower class of accommodation, he shall be entitled to the fare of the class of accommodation actually used.

18. When a University employee is compulsorily recalled to duty before the expiry of his leave and the leave is thereby curtailed he is entitled to draw mileage allowance for the journey from the place at which the order of recall reaches him, or if the journey involves travelling by sea from the port he lands in India.

Mileage
Allowance
for journey
by sea

19. The employees, when travelling by rail, shall be entitled to accommodation as follows :—

Mileage
Allowance
for journey
by rail

- (a) Grade I - Vice-Chancellor - Accommodation of the highest class by whatever name it may be called including air conditioned accommodation provided on the railway by which he travels.

(b) Other employees :-

Pay Range	Travel entitlement
Rs. 5,100 and above	First Class Air Conditioned
Rs. 2,800 and above but less than Rs. 5,100	Air conditioned two Tier Sleeper/First Class
Rs. 1,900 and above but less than Rs. 2,800	First Class/AC Chair-Car.
Rs. 1,400 and above but less than Rs. 1,900	First class/AC Chair-Car.
Rs. 1,100 and above but less than Rs. 1,400	Second Class (Sleeper)
Below Rs. 1,100	Second Class (Sleeper)

Note :- Employees of all grades will be entitled to reimbursement of reservation charges for a seat (for day journeys) and sleeper berth (for night journeys) in addition to the fare for new second class.

19 (A) (i) Mileage Allowance

By Sea or by River Steamer:

An employee when traveling by Sea or River Steamer shall be entitled to accommodation as follows:

Pay Range	Entitlement
Rs. 8000 and above	Highest class
Rs. 6500 and above but less than 8000	If there be two classes only on the Steamer the lower class
Rs. 4100 and above but less than 6500	If there be two classes only on the Steamer the lower class. If there be three classes, the middle or the second class. If there be four classes the third class
Less than Rs 4100	Lowest Class

(ii) An employee's accommodation entitlement for travel between the main land and Andaman & Nicobar Group of Islands and Lakshadweep Group of Islands by ship operated by Shipping Corporation of India Ltd. will be as follows:

Pay Range	Entitlement
Rs. 8000 and above	Deluxe class
Rs. 6000 and above but less than 8000	First/A Cabin Class
Rs. 4100 and above but less than 6500	Second/B Cabin Class
Less than Rs. 4100	Bunk Class

(B) Other employees

(i) Travel by Rail

Pay Range	Entitlement
Rs. 16,400 and above	AC First Class
Rs. 8000 and above but less than 16,400	II AC two Tier Sleeper
Rs. 6500 and above but less than 8000	First class/II AC 3 Tier Sleeper/AC Chair Car*
Rs. 4100 and above but less than Rs. 6500	First Class/AC 3 Tier Sleeper/AC Chair Car*
Below Rs. 4100	Second Sleeper

Note*: Employees who are entitled to travel on tour/transfer by first class/AC-3 tier sleeper/AC chair car may at their discretion travel by AC 2 Tier sleeper where any of the trains connecting the originating and destination stations concerned by the direct shortest route do not provide these three classes of accommodation.

(ii) Travel by Rajdhani Express Trains

Pay Range	Travel Entitlement
Rs. 18,400 and above	AC First Class
Rs. 8,000 and above but less than 18,400	II AC 2 -Tier Sleeper
All others drawing pay below Rs. 8,000	AC Chair Car*

Note: Travel by AC 3 Tier Sleeper will be permissible in trains in which AC Chair Car accommodation is not provided.

(iii) Travel by Shatabdi Express Trains

Pay Range	Travel Entitlement
Rs. 18,400 and above	Executive Class
All other drawing pay below 18,400	AC Chair Car

Note: Employees of all grades will be entitled to be re-imbursed of reservation charges for a Seat (for day journey) and Sleeper berth (for night journeys) in addition to the fare

20. (i) The Vice - Chancellor may travel by air at his own discretion. Travel by air within the country is permissible on tour in case of Officers in receipt of pay of Rs 18,400/- and above at their discretion, provided that employees drawing pay between Rs.12,300/- and Rs 18,400 may also be permitted to travel by air at the discretion of the Vice- Chancellor if the distance involved is more than 500 kms and journey cannot be performed overnight by direct train service/direct sleeper coach service.

- (i) Vice-chancellor shall be entitled for Travel by air in the case of International Travel by First Class.
- (ii) The employees in the cadre of Registrar and equivalent status shall be entitled to Business/Club Class and all others by Economy Class
- (iv) All others shall be entitled to travel by Economy Class

(Date of effect : 1.10.1997)

21. A person entitled to travel by air on tour is entitled to mileage allowance equal to one standard air fare for the journey plus daily allowance as admissible under these rules. Provided that if at either end of the journey by Air he had to perform a connected journey by rail or road he may draw the mileage allowance admissible for such journey as laid down in these rules:

Provided further that no mileage allowance may be drawn in respect of the surface transport which forms part of the Air Journey and included in the fare for Air Journey.

22. If available, return tickets at reduced rates should always be purchased when a person expects to perform the return journey by air within the period during which a return ticket is available. The mileage allowance for the forward and the return journeys when such return tickets are available will, however, be the actual cost of return ticket.

23. The rates of Road Mileage will be as given below:

Pay Range	Travel Entitlement
(i) Rs.18,400 and above	Actual fare by any type of public bus, including AC bus (or) At prescribed rates for AC Taxi when the journey is actually performed by AC Taxi (or) At prescribed rates for Auto rickshaw for journeys by Auto rickshaw/own Scooter/motor cycles/Moped etc.
(ii) Rs.8000 and above but less than Rs.18,400	Same as at (i) above with the exception that journeys by AC Taxi will not be permissible
(iii) Rs.8,500 and above but less than Rs.8,000	Same as at (ii) above with the exception that journeys by AC bus will not be permissible.
(iv) Rs.4,100 and above but less than Rs.6,500	Actual fare by any type of public bus other than AC bus: (or) At prescribed rates for Auto rickshaw for journeys by Auto rickshaw/own Scooter/Motor cycle, Moped etc.
(v) Below Rs.4,100	Actual fare by ordinary public Bus only (or) At prescribed rates for Auto rickshaw/Own Scooter/Motor Cycle/Moped etc.
<p>Note: The Mileage allowance for Road journey shall be regulated at the following rates in places where no specific rates have been prescribed either by Director of Transport of the concerned state or of the neighboring state</p>	
<p>i For journey performed by Own Car / Taxi Rs.8 per km</p>	
<p>ii For journey performed by Auto rickshaw, Own Scooter, etc. Rs.4 per km.</p>	

23 (A) Mileage Allowance for Journeys on Foot and the Bicycle:

The Mileage allowance for Journey on foot and bicycle on tour and transfer will be 50 paise per Km.

24. Whenever a road journey is performed between places connected by rail, rail being the ordinary mode of travelling, the road mileage prescribed in rule 23 limited to rail mileage will be admissible.

25. When an employee who is supplied with means of conveyance without charge returns to his headquarters on the same day, he will draw daily allowance only and no mileage allowance will be admissible.

26. A daily allowance is a uniform allowance for each day of absence from headquarters which is intended to cover the ordinary daily charges incurred by an employee in consequence of such absence. Daily Allowance

27. Unless in any case, it be otherwise expressly provided in these rules, a daily allowance may be drawn while on tour on duty by every employee whose duties require that he should travel and may not be drawn except while on tour.

28. Daily allowance may not be drawn for any day on which an employee does not reach a point outside a radius of eight kilometres (16 kilometres, in the case of those getting conveyance allowance) from the duty point i.e. the place/office of employment at his headquarters or return to it from a similar point.

Note : 1. The term "radius of eight kms" Should be interpreted as meaning a distance of eight kilometres by the shortest practicable route by which a traveller can reach his destination by the ordinary mode of travelling.

Note : 2. "For local journeys (i.e. those beyond 8 kilometres within the same and/or contiguous Municipality, etc. in which the headquarters of the employee is located) an employee will draw, for the journey involved, mileage allowance and in addition draw 50% of daily allowance calculated at the rates laid down in rule 31 i.e. where the absence from headquarters is less than 12 hours but more than 6 hours, he will draw 50% of 70% daily allowance as so on.

29. Daily allowance may also be drawn during halt on tour or on a holiday occurring during a tour.

Note : 1. An employee who takes leave (including casual leave) while on tour is not entitled to draw daily allowance during such leave.

Note : 2. Daily allowance is not admissible for any day, whether Sunday or holiday unless the officer is actually and not merely constructively on camp (i.e. actually spends atleast a portion of the particular Sunday or holiday in camp).

30. Daily allowance is admissible on the following scales

"A" The daily allowance admissible to the Vice-Chancellor shall be as determined by the Executive Council from time to time.

30 (B) When an employee does not stay in a hotel or makes his own arrangement:

Pay Range (1)	*Localities other than mentioned in Col. 3, 4 & 5 (2)	B-1 Class Cities & Expensive Localities (3)	A Class Cities & Specially Expensive Localities (4)	A-1 Class Cities (5)
Rs. 16400 and above	Rs. 135	Rs. 170	Rs. 210	Rs. 260
Rs. 8000 and above but less than Rs. 16400	Rs. 120	Rs. 150	Rs. 185	Rs. 230
Rs. 6500 and above but less than Rs. 8000	Rs. 105	Rs. 130	Rs. 160	Rs. 200
Rs. 4100 and above but less than Rs. 6500	Rs. 90	Rs. 110	Rs. 135	Rs. 170
Below Rs. 4100	Rs. 55	Rs. 70	Rs. 85	Rs. 105

*As specified by the Government from time to time.

30 (C) When the employee stays in a hotel or other establishment providing board and/or lodging at scheduled tariffs.

Pay Range (1)	*Localities other than mentioned in Col. 3, 4 & 5 (2)	B-1 Class Cities & Expensive Localities (3)	A Class Cities & Specially Expensive Localities (4)	A-1 Class Cities (5)
Rs. 16400 and above	Rs. 335	Rs. 425	Rs. 525	Rs. 650
Rs. 8000 and above but less than Rs. 16400	Rs. 225	Rs. 330	Rs. 405	Rs. 505
Rs. 6500 and above but less than Rs. 8000	Rs. 200	Rs. 250	Rs. 305	Rs. 360
Rs. 4100 and above but less than Rs. 6500	Rs. 130	Rs. 160	Rs. 195	Rs. 245
Below Rs. 4100	Rs. 85	Rs. 85	Rs. 100	Rs. 125

*As specified by the Government from time to time.

Note: 1.(a) When an employee stays in a hotel or other establishment providing board and/or lodging at scheduled tariffs, subject to production of hotel receipt, the D.A. will be 90% of the standard rate plus the lodging charges (exclusive of breakfast/meal) actually incurred for each calendar day but the total of the two should not exceed the corresponding rate prescribed for stay in hotel.

(b) Where an employee stays in government or public sector guest house and pays lodging charges in excess of 25% of daily allowance admissible to him in the concerned localities under Table (B) above, daily allowance shall be payable as under.

(i) The respective rate of daily allowance for the concerned localities as shown in Table (B) shall be reduced by 25% and the lodging charges (exclusive of breakfast meals) paid by the employee to the Government Public Sector guest house authority for each calendar day shall be added thereto.

(ii) Daily allowance equal to the amount calculated in (i) above shall be admissible to the employee concerned subject to the condition that where it exceeds the hotel rate to which the employee is entitled for the respective locality as per Table (C) above, it shall be restricted to the latter rate.

Note: 2. On day(s) when the employee on tour is provided with free board and lodging he will draw only 1/4 D.A. for that (those) day(s). If he is provided with only free board he will draw 1/2 D.A. for that (those) day(s). If he is provided with only free lodging he will draw 3/4 D.A. for that (those) day(s).

Note: 3. For the time spent in journey, only ordinary rate of daily allowance as in the Table at (B) will be admissible. When the total absence from the headquarters is partly spent in Journeys/ordinary locality and partly in expensive locality the total number of daily allowance in terms of rule 31 below will first be calculated. From this, the number of daily allowance for halt in the expensive locality for which daily allowance at special rates allowed will be deducted. The remaining number of daily allowance will then be calculated at ordinary rates as prescribed in column 2 of the Table at (B) above.

Note: 4. When an employee returns to headquarters the same day, the daily allowance admissible will be at ordinary rate only irrespective of the journey to an expensive locality.

31. Daily allowance for the entire absence from headquarters will be regulated as follows :-

Full daily allowance may be granted for each completed calendar day of absence reckoned from mid-night to mid-night. For absence from headquarters for less than 24 hours, the daily allowance will be admissible at the following rates :-

- | | |
|---|------|
| (i) If the absence from headquarters does not exceed 6 hours | Nil |
| (ii) If the absence from Headquarters exceeds 6 hours but does not exceed 12 hours. | 70% |
| (iii) If the absence from headquarters exceeds 12 hours | Full |

In case the period of a absence from headquarters falls on two calendar days, it is reckoned as two days and daily allowance is calculated for each day as above. Similarly, daily allowance for days of departure from and arrival at headquarters, will also be regulated accordingly.

Journey
on
transfer

32. In case of continuous absence from headquarters, full daily allowance will be admissible for the first 180 days. No daily allowance is payable beyond 180 days.

33. (a) (i) An employee on transfer in the interest of the University may draw actual traveling allowance for self and each member of family on the scale admissible, but the claim in respect of dependent children shall be restricted to only two children with effect from 1.1.98.

(ii) This will not be applicable to those employees who have more than two children prior to 1.1.98.

(iii) The restriction of claim to only two children shall not be applicable in respect of those employees who are presently issueless or have only one child and the subsequent pregnancy results in multiple birth as a consequence of which the number of children exceeds two.

(b) For journeys by Rail/Road/Air/Steamer, the admissibility of traveling allowance will be as for journeys on tour both for self and family. Between places not connected by rail, if the journey is performed by public bus, actual bus fare for self and each member of family is admissible. If the journey is performed otherwise than by public bus road mileage at the appropriate rate will be admissible as follows.

One mileage for self or self and one additional member of the family. Two mileages if two members of family accompany, three mileage if more than two members of family accompany.

(c) An employee on transfer is eligible for a composite transfer grant equal to one month's basic pay in the case of transfer involving a change of station located at a distance of or more than 20 kms from each other. In the case of transfer to station which are at a distance of less than 20 kms from the old station and of transfers within the same city, the composite transfer grant shall be restricted to one third of the basic pay, provided a change of residence is actually involved.

(d) An employee on transfer is eligible for cost of transportation of personal effects as detailed below:

(i) Transportation of personal effects by rail:

Pay Range	Personal Effects that can be carried
Rs. 16,400 and above	Full four wheeler wagon or 8000kg by goods train or one Double Container.
Rs. 8,000 and above but less than Rs. 16,400	Full four wheeler wagon or 6000kg by goods train or one Single Container.
Rs. 8500 and above but less than Rs. 8000	3000kg by goods train
Rs. 4100 and above but less than Rs. 8500	1500 kg by goods train.
Below 4100	1000kg by goods train

Note: An employee in receipt of a revised pay of Rs. 3,350/- p.m. and above shall be permitted to transport 1500 kg of personal effects by goods train.

(i) Transportation of Personal effects by Road

The rates of allowances for carriage of personal effects between places connected by road only shall be as indicated below with effect from 1.10.97

Pay Range (1)	A1/AB1 Class Cities (Rs. Per Km) (2)	Other Cities (Rs. Per Km.) (3)
Rs. 8000 and above	Rs. 30.00	Rs. 18.00
Rs. 6500 and above but less than Rs. 8000	Rs. 15.00	Rs. 9.00
Rs. 4100 and above but less than Rs. 6500	Rs. 7.80	Rs. 4.60
Below Rs. 4100	Rs. 6.00	Rs. 4.00

Note (1) : The allowance at higher rates mentioned in Column (2) will be admissible as at present only for carriage of personal effects from one place to another within the limits of A1/AB1 class cities.

Note (2) : An employee in the revised pay of Rs. 3350 per month and above shall be entitled to the rates of allowances prescribed for employees in the pay range of Rs. 4100 and above but less than Rs. 6500

Note (3) : In the case of transport by road, an employee can draw the actual expenditure (or) the amount admissible on transportation of maximum admissible quantity by rail and then an additional amount of not more than 25% thereof, whichever is less.

Personal effects should be transported by goods train at owner's risk between places connected by rail. If transported by road, the actual expenditure or $\frac{3}{4}$ times of the amount admissible for transport by goods train whichever is less will be admissible.

The higher rate of road mileage is admissible for transport of personal effects between one place and another within the limits of A or B1 class cities.

The lower rate of road mileage is admissible for transport of personal effects between stations not connected by rail.

e) Transport of conveyance:

The scales for transportations of conveyance at University expenses will be as follows with effect from 1.10.97

Pay Range	Entitlement
Rs. 6500 and above	One Motor Car, or one Motorcycle/Scooter, or one horse
Less than Rs. 6500	One Motorcycle/Scooter/Moped or one Bicycle

Transport by rail :

- By Passenger train : Actual freight charged by the railway.
- By Goods train : Cost of packing, cost of transporting the packed car, motor cycle to and from the goods shed, cost of crating the car, loading and unloading charges, cost of ropes, etc. are all reimbursable. Claim to be limited to the amount under (a) above.
- One second class fare by the shortest route between the stations from and to which the car is actually transported by rail can be drawn for a chauffeur or cleaner.

Transport by road :

Rs. 1.30 per Km. for motor car Rs. 0.50 per Km. for motor cycle/scooter, limited to freight rate by passenger train.

Between places connected by rail : Actual cost of transportation, limited to the freight charges by passenger train. Between places not connected by rail, 30 paise per Km.

- Except on resignation, dismissal and removal from services, an employee, who on retirement from University service settles down at places other than the last station of their duty located at a distance of more than 20 Km. is eligible for composite transfer grant equal to a month's basic pay last drawn.
 - In case of employee who on retirement settles at the last station of duty itself or within a distance of less than 20 km. the composite transfer grant is equal to one third of the basic pay last drawn by him subject to the condition that a change of residence is actually involved.
 - In the case of transportation of conveyance by employees on their retirement, the expenditure shall be re-imbursable without insisting on the requirement that the possession of the conveyance by them while in service at their last place of duty should have been in public interest.

35. The family of an employee who dies in harness may draw travelling allowance from the last headquarters of the deceased employee to the home town or to another selected place of residence where the family wishes to settle down.

36. Finance Officer may sanction to an employee who is required to proceed on tour/transfer an advance to cover his personal travelling expenses. The Vice-Chancellor may sanction tour advance in his favour.

Advance of
Travelling
Allowance on
tour/
transfer

37. Second advance is not permissible, except under special orders of the Vice-Chancellor until an account has been given of the first advance.

An employee who has taken an advance for any particular journey may not take payment of Travelling Allowance bills before rendering complete accounts of the said advance or any portion of it.

38. The amount of advance granted shall be adjusted within one month from the date of completion of the tour or by 31st March, whichever is earlier. Advances drawn in the month of March, may, however, be adjusted on completion of the tour or by 30th April whichever is earlier.

39. No claim of travelling allowance which is not preferred within six months of the completion of journey shall be paid without the specific sanction of the Vice-Chancellor.

Muzinraous

40. No revision of travelling allowance, once drawn, shall ordinarily be permissible

41. All other cases not covered by these rules shall be dealt with in accordance with the general or specific orders of the Vice-Chancellor after considering the corresponding provisions in the Government Rules on the point.

42. Where it is satisfied by the Vice-Chancellor that the operation of any of these rules causes or likely to cause undue hardship to any employee, he may, notwithstanding anything contained in these rules, deal with the case of such employee in such manner as may appear to him to be just and equitable subject to approval of the Executive Council.

43. Members of the University Bodies (Executive Council, High Power Committee, Finance Committee, Court, Board of School, Board of Governor, Boards of Studies, Academic Council and other authorities) are entitled to Travelling Allowance indicated in the following rules.

I.A. to persons not in the services of the University

(i) Journey by rail: Normally, a member should travel by first class by rail. In respect of such journeys, he will be treated at par with Government servant of the First Grade and will be entitled to first class rail fare.

Where, however the Vice-Chancellor considers that a non-official should travel by A.C.C., he may, at his discretion, allow A.C.C. travel, where this concession is, in his opinion, justified by fulfillment of one or more of the following conditions :-

- 1) When a person is required to travel in air-conditioned accommodation on grounds of health or because of very advanced age and/or infirmity.
- 2) Where a person is or was entitled to travel in air-conditioned coach under the rules of the organisation to which he belongs or might have belonged before retirement.
- 3) Where the Vice-Chancellor is satisfied the A.C.C. travel by rail is the customary mode of travel by the non-official concerned in respect of journeys unconnected with the performance of Government duty.

Note: Non-official members of University Bodies, etc. will be entitled to travel by Second Class AC. 2 tier sleeper coach while performing journeys to attend meetings of University Bodies. However, this concession would not be available for travel by Second Class AC, 2-tier sleeper coach in Rajdhani Express train.

- (ii) **Journey by road :** In respect of journeys by road between places not connected by rail, the member will be entitled to road mileage admissible to an officer of the First Grade under rule 23 above for travel in own car/full taxi or on motor cycle/scooter.

In a case where journey between two places connected by rail, is performed by road, he will be entitled to the prescribed road mileage (limited to first class fare by rail).

However, if, in an individual case, the Vice-Chancellor is satisfied that the journey by road was performed in the public interest, full road mileage allowance may be granted without restricting it to rail fare.

- (iii) **Journey by sea or by River Steamer :** In respect of journey by sea or by river steamer, a non-official member will be entitled to one fare at the lowest rate (exclusive of diet) of the highest class of accommodation.

The non-official members of the University Bodies will be eligible for daily allowances conveyance allowances at the following rates :

(i) **High Powered Committees/Commissions**

Classification of cities	Daily allowance (for outstation non-official members) for stay in a hotel	Conveyance allowance (for local non-official members)
'A' Class cities	Rs. 300 per day	Actual conveyance hire charges subject to a ceiling of Rs. 75 per day.
'B' Class cities	Rs. 250 per day	
'C' Class cities	Rs. 200 per day	Actual conveyance hire charges subject to a ceiling of Rs. 50 per day.

If an outstation non-official member does not stay in a hotel, the above rate will be reduced by Rs. 50 per day, according to the classification of the city.

(ii) **For routine/less important Committees/Commission**

Classification of Cities	Daily Allowance (for outstation non-official members)	Conveyance allowance (for local non-official members)
'A' Class Cities	At a flat rate of Rs. 150 per day if the member stays in a hotel and Rs. 100 per day if the member does not stay in a hotel, irrespective of the classification of the city	Actual conveyance hire charges subject to a ceiling of Rs. 50 per day irrespective of the classification of the city

- (iii) When a non-official appointed to a Committee, Commission or Board of Enquiry, is allowed free board and lodging at the expense of the Central Government or a State Government or an autonomous industrial or commercial undertaking or

corporation, or a Statutory body or a local authority, in which Government funds have been invested or in which Government have any other interest, he shall be entitled to only one-fourth of the daily allowance as admissible otherwise under these orders. If only board is allowed free, daily allowance shall be admissible at three-fourth of the admissible rates.

The entire absence for calculating the D.A. shall be reckoned from and to the ordinary place of residence of the members.

- (iv) T.A. & D.A. to members will be admissible on production of a certificate that they have not drawn any travelling or daily allowance for the same journey and halts from any other source.
- (v) The bills prepared and signed by the members will be countersigned by Finance Officer. Payments will not be made earlier than the last date up to which the allowance is claimed. The travelling allowance for onward journey and return journey will be included in the bill and the payment will be treated as final.
- (vi) Members are eligible for travelling allowance for the journey actually performed in connection with the meeting of the Committee, etc. to the place of their permanent residence. If any member performs a journey from a place other than the place of his permanent residence to attend a meeting or returns to a place of his permanent residence after determination of the meeting, travelling allowance shall be worked out on the basis of the distance actually travelled or the distance between the place of permanent residence and the venue of the meeting, whichever is less.

44. Road mileage is admissible to a member @ Rs. 1.30 per km. if he/she travelled by own car/taxi subject to the approval of the Vice-Chancellor.

45. Deleted.

46. It shall be the duty of a Controlling Officer before signing or countersigning a travelling allowance bill:—

- (a) to scrutinise the frequency and duration of journeys and halts for which travelling allowance is claimed, and to disallow the whole or any part of the travelling allowance claimed for any journey was unnecessary or unduly protracted or that a halt was of excessive duration.
- (b) to scrutinise carefully, the distance entered in travelling allowance bill.
- (c) to satisfy himself (i) that the mileage allowance for journeys by railways or steamer excluding additional fare or fares allowed for incidental expenses, has been claimed at the rate applicable to the class of accommodation actually used and (ii) that concessional return tickets for the journeys charged for in the bill were purchased wherever and whenever possible.
- (d) to observe any subsidiary rules or orders which the Executive Council or the Vice-Chancellor may make for his guidance.

- (e) to satisfy himself before permitting a claim under rule 34 that the individual actually bought a through ticket at the rate claimed and that it was not possible for him to get a through ticket at a cheaper rate by paying only for the appropriate class of accommodation over that portion of the journey where accommodation of that class was available.

47. Unless there is repugnant in Pondicherry University Act, Statutes, Ordinances, any amendments to Fundamental Rules and Supplementary Rules shall be deemed to be the amendments of the relevant provisions of these rules or any order or any Administrative Instructions already issued/to be issued by the Central Government shall be deemed to be the orders or administrative instructions under these rules with effect from the date of such amendments/orders brought into force by the Central Government.

Amendments
Savings
Clause

**6. ORDINANCES GOVERNING THE LEAVE TRAVEL
CONCESSION TO THE EMPLOYEES OF THE
UNIVERSITY**

1. These rules may be called the "Pondicherry University (Leave Travel Concession) Rules". They shall be deemed to have come into force on the first day of January 1988.

Short title and commencement
Extent of application

2. (a) They shall apply to all employees in whole-time employment of this University who have rendered a continuous service of more than one year on the date of commencement of the journey.
- (b) Re-employed officers shall be eligible for the concession on completion of one year continuous service and subject to the condition that the succession block of two/four calendar years in the case of such employees shall be reckoned from the actual date of their joining the post under the University and that he is likely to continue to serve under this University for a period of 2/4 years from the date of joining the post in the University.

Definitions

3. Save as otherwise provided in these rules:

(a) "Family" means an employee's wife or husband. As the case may be residing with the employee and two surviving children or stepchildren residing with and wholly dependent upon the employee, whose income from all sources does not exceed Rs. 1500/- p.m. It includes in addition, parents, step mother, unmarried/ divorced/ abandoned/ separated from husbands or widowed sisters, minor brothers and married daughters, who have been divorced abandoned or separated from their husbands, if residing with and wholly dependent upon the employee. Widowed sisters are also included, if residing with and wholly dependent upon the employee (provided their parents either not alive or they themselves dependent on the employee).

Note 1 - The Restriction of two surviving children as indicated above shall not apply in respect of existing children of an employee and a child born within one year of the restriction coming into force and also in case of multiple quills after ex-child.

Note 2 - Not more than one wife is included in the term family for the purpose of these rules. However, if a Government servant has two legally wedded wives and 2nd marriage is with the specific permission of the University, the 2nd wife shall also be included in the definition of "Family".

(b) "Home town" means the permanent hometown or village as entered in the service book or other appropriate office record or such other place as has been declared by him duly supported by reasons such as ownership of immovable property, permanent residence of close relative, etc., or the place where the employee would normally reside but for his absence on account of service in the University. Declaration once made shall be final.

- (c) "Once in a period of two calendar years" means once in each block of two calendar years commencing from the year 1986 i.e., year 1986 and 1987 constituting one block of two calendar years.
- (d) "Once in a period of four calendar years" means a period of four calendar years 1986 i.e., the years 1986, 1987, 1988 and 1989 constituting one block of four years.
- (e) "Any place in India" will cover, besides the home town of the employee, any place within the territory of India whether it is on the mainland of India or overseas.
- (f) "Shortest route" is that by which the traveller can most speedily reach his destination by the ordinary modes of travelling.

4(1) An employee of this University shall avail leave travel concession for self and family to visit hometown declared by him/her by the shortest route once in a period of two calendar years and he/she shall be eligible for full reimbursement of the entire actual fare for the journey to home town from headquarters and back limited to the eligible Air/Rail/Road mileage, etc., as on tour. Journey to Hometown

Provided that the rate of road mileage between places not connected by rail, fare paid for any type of bus including super deluxe, deluxe, express excluding air-conditioned bus.

(2) When the husband and wife are both employees of this University, the couple should be treated as a single family unit and should declare only one place to be their hometown which should be the same place for both of them for all time.

Provided that if, for any reasons the husband and wife are residing separately they can claim the concession independently as two separate employees according to his or own entitlements.

Provided further if the family performs journeys separately there is no objection to an employee presenting separate claims.

(3) When the spouse of an employee employed in an office other than this University where L.T.C. facilities are available or otherwise not so employed, the claim for spouse should be accompanied by an employment/non-employment certificate in respect of the spouse as in Form (PU)1.

5 (1) (i) An employee of this University shall avail Leave Travel Concession for self and members of his family to visit any place in India once in a block of four years and he shall be eligible for full reimbursement of the entire actual fare for the journey from head quarters a place of visit in India as declared by the employee in advance and back. Journey to any place in India

(ii) The actual fare is limited to the eligible Air/Rail/Road mileage as on tour as per entitlement detailed below.

(A) Journey by Air/Rail:

Pay Range	Entitlement
Rs.16,400 and above	Air Economy (Y) Class by National Carriers or AC First Class by Train, at their option.
Rs.16,400 and above, but less than Rs.18,400.	AC First Class.
Rs.8,000 and above, but less than Rs.16,400	Second AC 2-Tier Sleeper.

Pay Range	Entitlement
Rs.4,100 and above, but less than Rs.8,000	First Class/AC 3-Tier Sleeper/AC Chair Car.*
Below Rs.4,100	Second Sleeper.

* All Government servants who are entitled to travel on LTC by First Class/AC 3-Tier Sleeper/AC Chair Car may, at their discretion, travel by AC 2-Tier Sleeper in cases where any of the trains connecting the originating and destination stations concerned by the direct shortest route do not provide these three classes of accommodation.

Travel by Rajdhani Express Trains:

Pay Range	Entitlement
Rs.18,400 and above.	AC First Class.
Rs.8,000 and above, but less than Rs.18,400	Second AC 2 - tier Sleeper
Rs.4,100 and above, but less than Rs.8,000	AC 3 - tier Sleeper

Travel by Shatabdi Express Trains:

Pay Range	Entitlement
Rs.18,400 and above.	Executive Class.
Rs.4,100 and above, but less than Rs.18,400	AC Chair Car.

NOTE: - Entitlement by Rajdhani/Shatabdi Trains would be applicable in cases where journey is actually undertaken by these trains and not for determining entitlement on notional basis. Both ends of the journey, i.e. place of start of the journey and the destination should be directly connected by Rajdhani/ Shatabdi Express.

(B) Journey by Sea or by River Steamer:

Pay Range	Entitlement
Rs.8,000 and above.	Highest Class
Rs.8,500 and above, but less than Rs.8,000.	If there are two classes only on the steamer, the lower class
Rs.4,100 and above, but less than Rs.6,500	If there are three classes, the middle or the second class
Below Rs.4,100	If there be four classes, the third class. The lowest class.

Accommodation entitlement for travel between the mainland and the Andaman & Nicobar Group of Islands and the Lakshadweep Group of Islands by ships operated by the Shipping Corporation of India Limited will be as follows:

Pay Range	Entitlement
Rs.8,000 and above.	Deluxe Class
Rs.8,500 and above, but less than Rs.8,000	First 'A' Cabin Class.
Rs.4,100 and above, but less than Rs.8,500	Second 'B' Cabin Class
Less than Rs.4,100	Bunk Class.

(C) Journey by Road:

	Pay Range	Entitlement
(i)	Rs. 18,400 and above.	Actual fare by any type of public bus, including air-conditioned bus; OR At prescribed rates for AC Taxi/Taxi (AC Taxi when the journey is actually performed by AC Taxi) for journey to the places not connected by rail, subject to condition that the claim shall be restricted to the bus fare by entitled class or the fare actually paid, whichever is less.
(ii)	Rs.8,000 and above but less than Rs.18,400.	Same as at (i) above with the exception that journeys by AC Taxi will not be permissible.
(iii)	Rs.8,500 and above, but less than Rs.8,000.	Same as at (ii) above with the exception that journeys by air-conditioned bus will not be permissible.
(iv)	Rs.4,100 and above, but less than Rs.8,500.	Actual fare by any type of public bus other than air-conditioned bus; OR At prescribed rate for autorickshaw for journey to places not connected by rail, subject to condition that the claim shall be restricted to bus fare by entitled class or the fare actually paid, whichever is less.
(v)	Below Rs.4,100	As at (iv) above with the condition that the claim shall be restricted to the bus fare by ordinary bus.

NOTE: In all cases of travel by AC Taxi, Taxi or Autorickshaw, production of fare receipt will be necessary.

(2) Journey by road - (i)

(ii) Where a public transport system as aforesaid does not exist the assistance will be regulated as in case of journeys undertaken on transfer.

(iii) Notwithstanding anything contained in sub-rule (1) or Clauses (i) and (ii) of sub-rule (2) where a Government servant travelling by road takes a seat or seats in a bus, van or other vehicle operated by Tourism Development Corporation in the Public Sector, State Transport Corporations and Transport services run by other Government or local bodies to visit any place in India, the reimbursement shall be either the actual hire charges or the amount reimbursable on the journey to the declared place of visit had the journey been undertaken by entitled class by rail by the shortest direct route, whichever is less. Reimbursement shall not be admissible for journey by a private car (owned, borrowed or hired), or a bus, van or other vehicle owned by private operators.

(3) By Air. The Government servant may travel by air between places not connected by rail, where an alternative means of travel is either not available or is more expensive.

(4) In regard to places in territory of India connected by shipping services, the entitlement of a Government servant to travel by ship will be regulated as in the case of journeys by ship undertaken on transfer.

(5) Travel between places not connected by any other means of transport. - For travel between places not connected by any other means of transport, a Government servant can avail of animal transport like pony, elephant, camel, etc. In such cases mileage allowance will be admissible at the same rate as for journeys on transfer.

Provided that the L.T.C. will not be admissible for journeys performed by private car (owned), borrowed (hired) or in a chartered bus, van or other vehicle owned by private operators. However, if the journey is performed by vehicles operated by Tourism Development Corporations in Public Sector State Transport Corporations and Transport Services run by Government or local bodies, the claim will be restricted to the actual expenses limited to the railway fare by the authorised class of accommodation:

Provided further that between places not connected by rail, where a recognised public transport system exists, the fares actually charged by such a system shall be admissible.

(2) When the employee travels in a higher class, the assistance will be restricted to the fare of the appropriate class and if he/she travels by lower class the assistance will be based on the lower class fare actually paid.

(3) For journeys performed by purchasing a circular tour ticket the claim shall be admissible as between the headquarters and the declared place or visit by the shortest direct route by the class of accommodation actually used or entitled class whichever is less.

(4) For journeys to Port Blair the journey up to the port of embarkation shall be admissible as usual. From the port of embarkation to Port Blair the employee will be entitled to the cost of sea passage by the entitled class which is given below:

(a) First grade Officers drawing pay of Rs. 5,100 (Revised) and above	Deluxe cabin
(b) Other first grade Officers	I Class cabin
(c) Second grade	II Class (A) cabin
(d) Third grade	II Class (B) cabin
(e) Fourth grade	Bunk

However the Vice-Chancellor may permit Grade I Officers to travel from the nearest point in mainland to Port Blair by Air

5. (1) The grade of the employee shall be decided on the date of journey.
- (2) The L.T.C. is ordinarily admissible for the journeys performed during regular or casual leave including special casual leave and maternity leave.
- (3) The concession to go to any place in India is in lieu of one of the two concessions to hometown available in a block of four calendar years.
- (4) If a University servant's hometown is outside India the assistance is admissible up to the India Railway station or port nearest to hometown.
- (5) A child/children of an employee studying at a place other than the hometown residing in hostels he/she shall be eligible for L.T.C. as members of the family of the employee from the place of study to the hometown/any place in India and back or from the headquarters of the employee to the hometown/any place in India and back whichever is less.
- (6) The L.T.C. is not admissible to an employee who proceeds on regular leave and then resigns his post without returning to duty.
- (7) The L.T.C. can be combined with journeys on transfer or tour.
- (8) In the case of an employee who is under suspension, the L.T.C. is admissible to his/her family only.
- (9) An employee can change the declared place of visit before the commencement of the journey with the approval of the Registrar.
- (10) The employee or members of his family visit either the same place or different places of the choice under the scheme to visit anywhere in India.
- (11) The L.T.C. admissible for a particular block of two/four years which is not availed of during the block may be availed of in the first year of the next block by the employee and the family independently of each other.
- (12) The right of an employee for re-imbusement of Leave Travel Concession shall stand forfeited or be deemed to have been relinquished if the claim for it is not preferred within six months of the date of completion of the return journey.
- (13) All other cases not covered by these rules shall be dealt with in accordance with the general or specific order of Vice-Chancellor after taking into consideration the corresponding provisions in Government Rules on the subject.
- (14) The Registrar of the University shall be competent to grant advance to the employees of the University to enable them to avail themselves the L.T.C. The amount of such advance shall be limited to 4/5 of the estimated amount which the University would have to re-imburse in respect of the cost of journey both ways.
- (15) If the family of these employees travel separately the advance may also be drawn separately to the extent admissible.
- (16) An employee can draw advance for LTC journey for his family members 65 days before the proposed date of onward journey. However he should produce the outward railway tickets within 10 days of the drawal of advance to the competent authority to show that he has actually utilized the amount to purchase the ticket. The advance drawn for the purpose should be refunded in full if the onward journey is not commenced within 65 days of the grant of advance.

(17) An employee who has taken an advance for L.T.C. should submit the adjustment bill within one month of the completion of return journey.

(18) If the onward journey is not commenced within one month from the date of sanction of advance or if the adjustment bill is not presented within one month of the completion of the return journey or if any of the rules for granting advance for L.T.C. has been violated, a penal interest @ 2½ over and above the rate of interest for purchase of conveyance shall be charged.

Amendments 7. Unless there is anything repugnant in the Pondicherry University Act, Statutes and Ordinances any amendments to the orders regarding the grant of travel concessions to Government servants during regular leave shall be deemed to be the amendments of the relevant provisions of these rules or any order or administrative instructions already issued/to be issued by the Central Government shall be deemed to be the orders or administrative instructions under these rules with effect from the date of such amendments/orders are brought into force by the Central Government.

7. ORDINANCES GOVERNING THE REIMBURSEMENT MEDICAL EXPENSES TO THE EMPLOYEES OF THE UNIVERSITY

1. These rules may be called the "Pondicherry University (Medical Attendance) Rules". They shall apply to all employees of the University both teaching and non-teaching, including those who are on re-employment. They shall not apply to those who are on deputation from Government Departments Central or State.

Short title
and extent
of application

2. In these rules unless there is anything repugnant to the subject or context :—

Medical
attendee

- (i) "Authorised Medical Attendant" means the Medical Officer appointed by the University.
- (ii) "Employee of the University" means all officers and employees of the University under its administrative control and employees of the various centres under the control of the University but will not include a part-time employee, piece-worker, casual daily labourer and employees on contract basis.
- (iii) "Medical Attendance" means Attendance in the consulting room of the Authorised Medical Attendant or Government Hospital or any other hospital recognised by the University or at the residence of the employee, including such pathological, bacteriological, radiological or other methods of examination for the purposes of diagnosis as are available in the hospital or consulting room and are considered necessary by the Authorised Medical Attendant and such consultation with a Specialist or other Medical Officer as the Authorised Medical Attendant certifies to be necessary to such extent and in such manner as the Specialist or the Medical Officer may, in consultation with the Authorised Medical Attendant, determine.
- (iv) "A Specialist" means a Medical Officer in the service of the Government or in private practice who has obtained special proficiency in a particular branch of the science of medicine.
- (v) "Treatment" means the use of all medical and surgical facilities available at the University recognised hospital or any other Government hospital in which the employee is treated and includes:
- The employment of such pathological, bacteriological, radiological or other methods as are considered necessary by the Authorised Medical Attendant.
 - The supply of such medicines, vaccines, sera or other therapeutic substances as are ordinarily available in the hospital.
 - The supply of such medicines, vaccines, sera or other therapeutic substances not ordinarily so available as the authorised medical attendant may certify in writing to be essential for the recovery or for the prevention of serious deterioration in the condition of the employee except in items mentioned below, namely :—

Definition

Medical
practice

1. preparations which are not medicines but are primarily foods, tonics, toilet preparations or disinfectants; and
2. expensive drugs, tonics, laxatives or other elegant and proprietary preparations for which drugs of equal therapeutic value are available.

Note : Sales tax paid by the employees while purchasing medicines from the market is refundable. Packing and postage charges paid by employees for purchasing special medicines from outstations are not refundable.

(d) Such accommodation as is ordinarily provided in the hospital and is suited to his status and such nursing care ordinarily provided to in-patients by the hospital.

Medical
attendance

3. (1) A University employee shall be entitled, free of charge to medical attendance by the Authorised Medical Attendant of the University or at the University recognised hospital or at the Government hospital or at his/her residence when in the opinion of the Authorised Medical Attendant, such employee is unable to attend the hospital.

(2) Where an employee is entitled, free of charge, to receive medical attendance, any amount paid by him on account of such medical attendance shall, on production of a certificate in writing by the authorised medical attendant in this behalf be reimbursed to him by the University :

Provided that the Finance Officer shall reject any claim if he is not satisfied with its genuineness on facts and circumstances of each case. While doing so, he shall communicate to the claimant the reasons, in brief, for rejecting the claim and the claimant may submit an appeal to the Vice-Chancellor within a period of forty-five days of the date of receipt of the order rejecting the claim.

(3) If the Authorised Medical Attendant is of the opinion that the case of an employee is of such a serious or special nature as to require medical attendance by some other Medical Officer or Specialist he shall, with the permission of the Vice-Chancellor, refer the patient to such other Medical Officer or Specialist, appointed by the University as may be available in the station for such attendance. In case no other Medical Officer or Specialist appointed by the University is available in the station or the Medical Officer available is not competent to render assistance or advice of the special type required by the employee or facilities are not available for the special treatment, the Authorised Medical Attendant may apply to the Vice-Chancellor for permission to refer the patient to a Specialist at another station or call him from other station. The fee and Travelling allowance of the Specialist (in station or outside) and the cost of medicines prescribed by him and purchased by the employee shall be reimbursed to him from the Authorised Medical Attendant. In emergent cases when the Vice-Chancellor is out of station any delay is likely to lead to serious impairment of the health of the patient the Medical Attendant may call in a Specialist or summon a Medical Officer from outstation in anticipation of the sanction of the Vice-Chancellor and will report such cases immediately to him for approval.

Medical
treatment

4. (i) A University employee shall be entitled, free of charge to treatment :

(a) in the University recognised hospital or any other Government hospital at or near the place where he is working, in the opinion of the Authorised Medical Attendant, provide the necessary and suitable treatment or

(b) if there is no such hospital as is referred to in sub-clause (a), in such hospital other than a Government hospital at or near the place as can, in the opinion of the Authorized Medical Attendant, provide the necessary and suitable treatment.

(ii) Where an employee is entitled, free of charge, to treatment in hospital, any amount paid by him on account of such treatment shall, on production of a certificate in writing by the Authorized Medical Attendant in this behalf, be reimbursed to him by the University.

Note: 1. Expenses incurred by an employee or a member of his family on treatment for "Venereal Diseases" and "Delirium Tremens" should be regarded as reimbursable.

Note: 2. Reimbursement of expenditure incurred on account of treatment of sterility will be admissible.

Note: 3. Expenses incurred on medical termination of pregnancy is reimbursable provided the medical termination of pregnancy has been performed at Government or other institutions/hospitals/institutions approved under the Medical Termination of Pregnancy Act, 1971:

Provided that the Finance Officer shall reject any claim if he is not satisfied with its genuineness on facts and circumstances of each case. While doing so, he shall communicate to the claimant the reasons, in brief, for rejecting the claim and the claimant may submit an appeal to the Vice-Chancellor within a period of forty-five days of the date of receipt of the order rejecting the claim.

5. (1) If the Authorized Medical Attendant is of the opinion that owing to the severity of the illness, an employee cannot move to the hospital, he may receive treatment at his residence. Treatment at residence

(2) Such employee receiving treatment at his residence shall be entitled to receive towards the cost of such treatment incurred by him a sum equivalent of the cost of such treatment as he would have been entitled to receive had he been treated in the University recognised hospital or any other Government Hospital.

(3) Claims for sums admissible under sub-clause (2) shall be accompanied by a certificate in writing by the Authorized Medical Attendant stating his reasons for the treatment at the residence of the patient and the cost of similar treatment in the hospital.

6. In special cases, the Vice-Chancellor may sanction treatment of a University employee or his/her family at special hospital/clinic/nursing home. In such case, the extent of reimbursement over and above the expenses admissible under these rules will be decided by the Vice-Chancellor. Special treatment

7. Families of the University employees are entitled to medical attendance and/or treatment on the scale and conditions allowed to the employees themselves, subject to such exceptions or restrictions specified in these rules. Concession for families

Definition of Family:

"Family" means wife or husband as the case may be, parents, children and step-children wholly dependent upon the University employees.

Explanations :

- (a) The term "family" does not include any other dependant relations such as brother, sister, widowed sister, etc. The term "Parents" does not include "Step-parents". The term "Children" will include children adopted legally.
- (b) The husband or wife of the employee, as the case may be, employed under the Government or any other corporation, bodies financed partly or wholly by the Central or State Government local bodies and private organisations which provide medical facilities provided by the organisations in which he/she is employed.
- (c) For this purpose, every employee should give a declaration at the commencement of these rules or immediately after appointment, whether his wife or her husband is employed or not. If employed a joint declaration should be furnished, as to who will prefer the claim for reimbursement of medical expenses incurred on the medical attendance and treatment in respect of wife/husband and the children. The above declaration should be submitted in duplicate. It will remain in force till such time as it is revised on the express request in writing by both the husband and wife.
- (d) Such parents should be regarded as "Wholly/mainly dependent" upon an employee who normally reside with the employee concerned and whose total monthly income does not exceed Rs. 500 p.m.

Guiding Principles for regulating medical claims.

6. (a) For the purpose of medical attendance, up to four consultations at the rate of one consultation a day completed within a period of ten days from the date of commencement of treatment is allowed in respect of one single and continuous spell of illness/disease.
- (b) There should be a reasonable gap between the closing of first spell of illness from one disease and recommencement of the same disease for a second time to justify a fresh claim in respect of medical attendance.
- (c) The employees may be required to produce the original prescriptions by the claimants, if considered necessary in order to verify the prescribed ceilings on the number of consultations/visits, etc. and in order to satisfy about the genuineness of the claims.
- (d) In cases which require definitely not prolonged treatment (limited to the administration of injections only) prescribed, while medical attendance is received, may be taken at the consulting room of the Authorized Medical Attendant or at the residence of the patient spread over a period not exceeding ten days. In such cases, normally ten injections in a period of ten days should suffice. These limits may be exceeded slightly (not exceeding five) viz., 15 injections spread over a period of 10 to 15 days depending on the condition of treatment of the patient as in the opinion of the Authorized Medical Attendant is essential for the recovery of the patient, charges for injections will be payable at the prescribed rate.
- (e) (i) Every consultation after the first in respect of the same patient should be treated as "subsequent consultation" and charged for at the prescribed lower rates irrespective of the interval between the two consultations provided that the patient has been under the treatment of the same doctor.

(ii) Where a patient after being cured of a particular illness develops a "fresh" illness and consults the same doctor that consultation should be regarded as a "fresh consultation" and may be charged for at full rates and

(iii) Where a patient consults the same doctor in regard to the super-imposition of another disease during the course of treatment of one disease, that consultation should be regarded as "fresh consultation" and charged for at full rates.

Note: If at the time of consultation the medical officer consulted also administers injections he will be entitled to charge fees both for the consultation and for the injection at the prescribed rates. However if at a later stage the medical officer administers injections prescribed at the previous consultation, fees should be charged for injections only.

(f) (i) Diet-charges paid to hospitals and T.B. Sanatoria, etc. by the University employees and members of their families during the course of their in-door treatment will be reimbursed in full in case where the pay of the employee concerned is not more than,

1) Rs. 400 per month (pre-revised) in the case of patients suffering from diseases other than T.B. and mental; and

ii) Rs. 540 per month (pre-revised) in the case of patients suffering from T.B. and mental diseases.

(ii) In the case of reimbursement of medical expenses incurred by University employees on hospitalisation for themselves and members of their families in hospitals the tariffs of which indicate a flat rate inclusive of diet charge, the diet charges should be regulated as follows:

(a) Where the flat charge made by the hospital includes

(1) diet (2) accommodation, (3) ordinary nursing and (4) medical and surgical services 20% of the flat charges will be reckoned as diet charges; and

(b) Where the flat charge made by the hospital includes

(1) diet (2) accommodation, (3) ordinary nursing only, but not (4) *viz.*, charges for medical and surgical services, 50% of the flat charge will be reckoned as diet charges.

9. Cash memos for purchase of medicines must be countersigned by the doctor prescribing the medicines and the essentiality certificate must contain the names of all the medicines prescribed and the amount incurred on the purchase of each medicine.

Cash memo and essentiality certificate

10. The final claims for reimbursement of medical expenses of University employees and their families in respect of a particular spell of illness should ordinarily be preferred within 3 months from the date of completion of treatment as shown in the Essentiality Certificate issued by the Authorized Medical Attendant.

Time limit for medical claims

Time of 3 months from date of completion of treatment

Consultation
visiting fees
and injection
fee

11. The present rates of consultation/visiting fees are as follows :

Fees for medical attendance/Specialist

	Fees for visit	
	For first consultation	For subsequent consultation
	Rs.	Rs.
a) Civil Surgeon/Senior Specialist	18.00	6.00
b) Junior Specialist	5.00	2.00
c) Assistant Surgeon	2.00	1.50

Fees for Specialist

	For first consultation	For subsequent consultation
	Rs.	Rs.
a) Senior Specialist	16	10
b) Junior Specialist	6	3
c) Assistant Surgeon	3	2

Fees for Injections

Injection	For Civil Surgeons (per injection)	For Assistant Surgeons (per injection)	For Sub-Assistant Surgeons (per injection)
	Rs.	Rs.	Rs.
Intra-venous	5	3	2
Intra-muscular	3	3	2
Subcutaneous	2	2	2

Maintenance
of Sub-
register in
respect of
individual
employees

12. The pay bill section should maintain a register in the form given below in respect of individual University employees claiming reimbursement of medical expenses and claims regarding medical attendance/treatment should be entered therein and attested by the Section Officer.

Sl. No.	Name of the patient	Relationship with the employee	Name of disease	Name of the doctor	Consultation fee
(1)	(2)	(3)	(4)	(5)	(6)

Injection fee	Total	Period of claim	Name of the medical shop	Cost of medicine purchased	Pathological charges
(7)	(8)	(9)	(10)	(11)	(12)

Amount passed for payment	Progressive Total	Remarks
(13)	(14)	(15)

13. Unless there is anything repugnant in the Pondicherry University Act, Statutes, Ordinances, any amendments to the Central Civil Services (Medical Attendance) Rules, 1944 shall be deemed to be the amendments of the relevant provisions of these rules or any other or administrative instructions already issued/to be issued by the Central Government shall be deemed to be the orders or administrative instructions under these rules with effect from the date of such amendments/orders are brought into force by the Central Government.

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8. ORDINANCES GOVERNING THE CODE OF CONDUCT AND DISCIPLINE FOR PROTECTION OF WOMEN AGAINST SEXUAL HARASSMENT

Preamble:

Sexual harassment is a serious criminal offence which can destroy human dignity and freedom. In order to provide an academic and working environment free of sexual harassment, intimidation or exploitation, the Pondicherry University has framed this code of conduct (following the guidelines on the prevention and deterrence of sexual harassment in the workplace laid down by the Supreme Court of India in its 13 August 1997 judgment on the writ petition (criminal) Vishaka vs. State of Rajasthan), to deal with complaints of sexual harassment lodged by students or staff, against a person who may either be a student or a staff or a resident or a service provider or an outsider.

1. Short Title and Commencement:

- (i) These rules may be called the “Pondicherry University rules for protection of women against sexual harassment”
- (ii) These rules shall come into force with immediate effect.
- (iii) These rules shall replace the existing rules on the subject in the Ordinances governing Administrative matters.

2. Definitions:

- (i) Under these rules, unless the context otherwise requires :-
 - (a) “University” means the Pondicherry University and includes all places vested, controlled and/or administered by the University.
 - (b) “Aggrieved person” means any female person/persons, whether major or minor, who alleges that she/they have been subjected to sexual harassment.
 - (c) “Employee” means both the teaching includes research post and non-teaching employees of the University and includes those employed on full time, part-time temporary, deputation, contract, ad-hoc or daily wage basis, either directly or by or through an agent, including a contractor, with or without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a domestic worker, a co-worker, a contract worker, probationer, trainee, apprentice or by any other name called;
 - (d) “Student” means all the students of the Pondicherry University
 - (e) “Resident” means any person who is temporary or a permanent resident occupying any accommodation or premises managed and/or allotted by the University
 - (f) “Service provider” means any person who runs or manages commercial enterprises, or provides services on the campus.
 - (g) “Sexual Harassment” means:

commission of any verbal, physical or other conduct including comment, gesture or conduct of sexual nature, individually or collectively by men against women and includes

- (i) eve teasing
 - (ii) unwelcome remarks
 - (iii) jokes causing or likely to cause awkwardness or embarrassment
 - (iv) innuendos and tauntry
 - (v) gender based insults or sexually coloured remarks or demand / request for sexual favours
 - (vi) unwelcome sexual overtone in any manner such as over telephone and the like
 - (vii) touching or brushing against the body, and the like
 - (viii) displaying pornographic or other offensive or derogatory picture, cartoons, pamphlets or sayings
 - (ix) forcible physical touch or molestation
 - (x) physical confinement against one's will and other acts tending to violate one's privacy
 - (xi) denial of equal opportunity in pursuit of education/career development or
 - (xii) otherwise making the study/work environment hostile or intimidating for students/employees
- (h) "Sexual Harassment of Students" means the use of authority by any person to exploit the sexuality or sexual identity of a student to harass in a manner which prevents or impairs that student's full utilization of educational benefits, climate or opportunities. It includes behaviour that covertly or overtly uses the power inherent in the status of a person of authority as a teaching or a non-teaching staff, to affect adversely a student's educational experience or career opportunities on the basis of sexual identity and or to threaten, coerce or intimidate a student to accept sexual advances or risk reprisal in terms of loss of a grade, a recommendation, a professional growth opportunity or a job.
- (i) "Sexual Harassment of Employee" means use of an authority by any person to exploit the sexuality or sexual identity of a subordinate employee or a colleague to harass in a manner which prevents or impairs the employee's full utilization of employment benefits, climate or opportunities. It includes behaviour of employer / fellow staff/ non-teaching staff that covertly or overtly uses the power inherent in their office to affect negatively an employee's work experience or career opportunities on the basis of sexual identity and or to threaten, coerce or intimidate an employee (Teaching Staff/Non-Teaching Staff) to accept sexual advances or making employment decision affecting the individual or create an intimidating, hostile or offensive working environment.
- (j) "Committee" means the Sexual Harassment Prevention Committee which is also the Internal Complaints Committee of the University.
- (k) "Complaint" means complaints of sexual harassment made by aggrieved persons to the University or to the Committee under these rules.
- (l) "Defendant/Respondent" means a person against whom an allegation of sexual harassment is made.
- (m) "Other persons engaged / employed by the University" means a person employed for any work directly, or by or through any agency (including a contractor), with or without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied, and any person employed as a temporary, contract, casual, badli, piece-rated or contract worker, or by any

other name called; and includes a domestic servant employed in a house or dwelling place.

- (n) "Proceedings" means enquiry proceedings carried out by the Committee.

3. Prohibition of Sexual Harassment:

- (1) No employee or student, within the University or in any place away from University, if such place has a relevance or any bearing on the relationship as employer/employee/student/etc. of the University, shall be subjected to sexual harassment including unwelcome sexually determined behavior, physical contact, advances, sexually coloured remarks, display of pornographic material, sexual demand, request for sexual favours or any other unwelcome conduct of sexual nature whether verbal, textual, physical, graphic or electronic or by any other actions, which may include, -
- (i) implied or overt promise of preferential treatment for sexual favours; or
 - (ii) implied or overt threat of treatment detrimental to one's position, career or educational prospects if sexual advances are resisted or
 - (iii) implied or overt threat about the present or future employment status;
 - (iv) Conduct which interferes with work or creates an intimidating or offensive or hostile work environment; or
 - (v) humiliating conduct constituting health and safety problems.

The University shall, having regard to the location, environment and the like, of the University take every step within his/her means to initiate action to identify spots or places and spheres of activity which are prone to harassment whether between students, or between students and employees (teaching and non-teaching staff) of the University or between employees themselves etc. and shall make adequate arrangements with the view to prevent sexual harassment.

4. Sexual Harassment Prevention Committee [Committee for short]:

The University shall constitute a Sexual Harassment Prevention Committee which shall also function as the Internal Complaints Committee, consisting of the following members namely

- (i) A Woman Professor / Woman Reader in the University who shall be the Chairperson
 - (ii) One male member of the employees on the teaching side
 - (iii) One male member of the employees on non-teaching side
 - (iv) One female student
 - (v) One female representative of non-governmental organizations actively engaged either in the welfare of women or in the field of Education
 - (vi) One female member from Non-teaching side (and)
 - (vii) An officer of the level of Deputy Registrar shall be the Member Secretary
- (a) The members of the Committee shall be nominated by the University
 - (b) The term of office of the Chairperson and the members shall be two years from the date on which they assume office and they shall be eligible for one more term
 - (c) Any casual vacancy in the Committee or absence without written intimation for three consecutive meetings or for two months, whichever is more, shall be filled up by the University from the concerned category

- (d) It will not be open to the complainant or the defendant to question the composition of the Committee or any member of the Committee on the ground of employment seniority / hierarchy.

5. Complaint and enquiry by Sexual Harassment Prevention Committee:

- (a) Any person aggrieved by any contravention of these rules, shall lodge a complaint of sexual harassment with the Committee in writing at the earliest point of time and preferably within 15 days from the occurrence of the alleged contravention:

Provided that where such complaint cannot be made in writing, the Chairperson or any member of the Committee shall render all reasonable assistance to the woman making the complaint to state the same in writing.

- (b) The complaint shall contain all the material and relevant details concerning the alleged contravention including the names of the contravener and the complaint shall be addressed to the chairperson of the Committee.
- (c) If the complainant so prefers for reasons of discretion, the complaint may be addressed to the Vice-Chancellor and handed over in person, or sent in a sealed cover. Upon receipt of any such complaint, the Vice-Chancellor shall retain the original complaint with himself/herself and send a gist of the complaint containing all material and relevant details to the Committee, indicating the complainant's preference for anonymity and a very discrete enquiry.
- (d) The Committee upon receipt of complaint shall conduct an enquiry discreetly by providing reasonable opportunity to the complainant and the defendant for presenting and defending her/his case and keeping in view the sensitivity and safety of the complainant.
- (e) The Committee shall have the right to call any person to appear as witness and seek any official paper or document for purpose of enquiry and also have the right to summon, as many times as required, the defendant/complainant/witnesses for purpose of supplementary testimony and/or clarifications.
- (f) The Committee shall have the right to terminate the enquiry proceedings and give an ex-parte decision on the complaint, if the defendant fails, without valid ground, to present himself for three consecutive hearings or the defendant refuses to cooperate with the Committee in the conduct of the inquiry.
- (g) The Committee shall not permit any behaviour of the defendant during the inquiry that subjects the complainant to mental and physical trauma.
- (h) a) The minutes of all the meetings of the Committee shall be maintained.
b) The statements of all the witnesses shall be recorded.

6. PENALTIES:

Any employee, student, service provider, resident or outsider found guilty of sexual harassment shall be liable for penalties / disciplinary action.

The penalties listed below are indicative and shall not constrain the University authorities from considering other penalties in accordance with the rules governing the conduct of employees and students in practice at the time and in accordance with law.

(1) In Case of Teaching Staff:

- a. Warning, reprimand, or censure or written apology or bond of good behaviour.
- b. Removal from an administrative position at the Centre, School and/ or University levels.
- c. Debarring from holding an administrative position at the Centre /Department, School and/or University levels.
- d. Stopping of increments/promotions.
- e. Reversion/Demotion.
- f. Suspension from service for a limited period.
- g. Compulsory retirement.
- h. Dismissal from service.

Further, the penalty awarded shall be recorded in his/her Confidential Report.

(2) In Case of Non-Teaching Staff:

- a. Warning, reprimand, or censure or written apology or bond of good behaviour.
- b. Stopping of increments/promotions.
- c. Reversion/Demotion.
- d. Suspension from service for a limited period.
- e. Compulsory retirement.
- f. Dismissal from service.

Further, the penalty awarded shall be recorded in his/her Confidential Report.

(3) In Case of Students:

- a. Warning or reprimand or written apology or bond for good behaviour.
- b. Suspension for a specific period of time
- c. Withholding results and certificates.
- d. Debarring from exams/cancellation of exams.
- e. Debarring from holding positions in student bodies.
- f. Debarring entry into hostel or transfer to another hostel or withdrawal of hostel accommodation for a limited or the entire period of study.
- g. Rustication for a specific period or permanently.
- h. Expulsion.

Further, the penalty awarded shall be recorded in his/her Personal File.

(4) In Case of Outsiders:

- a. Warning, reprimand, or censure.
- b. A letter communicating her/his misconduct to her/his institution of education, employment or residence.
- c. Declaration of the campus as out of bounds for her/him for all purposes.
- d. Any other action as may be necessary.

(5) In Case of Service Providers

- a. Warning, reprimand, or censure.
- b. A letter communicating her/his misconduct to her/his place of employment.
- c. Termination of the agreement/contract of engagement to provide the services.
- d. Declaration of the campus as out of bounds for her/him.
- e. Withdrawal of the right to run/manage/work in any commercial enterprise, or to provide services, on the campus.
- f. Any other action as may be necessary.

In addition to the various penalties specified under (1) - (5) above, the person may be advised to undergo counseling and gender sensitization, and to give a written and/or public apology to the complainant.

(6) Penalty in Case of a Second Offence:

A second or repeated offence, may, on the recommendation of Committee normally attract a major penalty like dismissal, expulsion, termination of contract etc.

7. False Complaint/Deposition:

Where the Committee as the case may be, has evidence of the complainant or any of the witnesses having produced forged documents in the inquiry, it may recommend to the University to take action against the person who produced the forged document, in accordance with the provisions of the service rules applicable to her or him or where no such service rules have been made, in such manner as may be prescribed.

8. Protection against Victimisation:

- a. If the complainant is a student and the defendant(s) is a teacher, during the investigation and enquiry, and even after such an enquiry if the teacher is found guilty, the defendant(s) shall not normally be allowed to supervise any academic activity of the student, including but not limited to, evaluation and examination, re-examination, and supervision of research.
- b. If a witness named by the complainant is a student and the defendant(s) is a teacher, during the duration of the investigation and enquiry, and even after such an enquiry if the teacher is found guilty, the defendant shall not normally be allowed to supervise any academic activity of the student, including but not limited to, evaluation and examination, re-examination, and supervision of research.
- c. If both the complainant and the defendant(s) are members of the academic and/or non-teaching staff of the University, during the duration of the investigation and enquiry, and

even after such an enquiry if the defendant is found guilty, the defendant shall not write the Confidential Reports of the complainant, if she/he is otherwise so authorized for the period specified by the competent authority.

- d. If witnesses named by the complainant and the defendant(s) are members of the academic and/or non-teaching staff of the University, the defendant shall not write the Confidential Reports of the complainant, if she/he is otherwise so authorized for the period specified by the competent authority when the enquiry is in progress and even after the conclusion of the enquiry, if the defendant is found guilty.
- e. If the defendant(s) is an outsider, the defendant shall not be allowed to enter the campus when the enquiry is in progress, except for the purpose of attending the present enquiry for the period specified by the competent authority. If the defendant is found guilty, he may be debarred from entering the University campus.
- f. If the defendant(s) is a resident/service provider, the defendant shall not be allowed to enter the campus when the enquiry is in progress, except for the purpose of attending the present enquiry for the period specified by the competent authority. . If the defendant is found guilty, he may be debarred from entering the University campus.

9. Notwithstanding the above, the university may lodge a complaint straightaway with the police in respect of any act amounting to an offence under the Law.

10. The University shall maintain confidentiality in matters concerning complainants and persons against whom the complaints are made, in instances of sexual harassment, in view of the extreme personal sensitivity of issues involved. This shall in no way preclude any statistical report of such incidents as may be required by any local or state agency.

11. The contents of the complaint, the identity and addresses of the aggrieved woman, defendant and witnesses, any information relating to the enquiry proceedings, recommendations of the Committee, and the action taken by the University under the provisions of these rules may be withheld as per relevant provisions of the Right to Information Act.

12. The earlier administrative ordinance 8 stands repealed and replaced by this new ordinance

2020.137.11

TO CONSIDER AND APPROVE THE ENHANCEMENT OF IMMEDIATE RELIEF (RECOVERABLE) FROM RS.15,000/- TO RS.25,000/- TO FAMILY OF GOVERNMENT SERVANT WHO DIE WHILE IN SERVICE

The Ministry of Finance, Government of India has conveyed the amendments to compendium of Rule 80 in its Office Memorandum No.F.N.12(1)/20-16-EII(A), dated 20th June, 2018 (copy enclosed) that the amount of advance which may granted under Rule 79 shall not exceed Rs.25,000/- (Rupees Twenty Five Thousand only) relating to amount of advances to the families of Government Servants who die while in Service with effect from 20th June, 2018 and the cases where the advances have already been sanctioned need not be reopened (Earlier, the amount has been enhanced to Rs.15,000/- from Rs.8,000/- vide EC Resolution No.2010.103.06 of Pondicherry University).

IMMEDIATE RELIEF			
Dept. of Expenditure, Min. of Finance OM No.	Sanctioned earlier (in Rs.)	Enhanced (in Rs.)	Pondicherry University EC Resolution No.
F.No.26(1)EV2009, dated 15.10.2009	8,000/-	15,000/-	No.2010.103.06, dated 01.04.2010
F.N.12(1)/20-16-EII(A), dated 20.06.2018	15,000/-	25,000/-	

Accordingly, the Pondicherry University has decided to implement the order as per OM No.F.N.12(1)/20-16-EII(A), dated 20th June, 2018 of the Ministry of Finance and to enhance the Immediate relief to Rs.25,000/-.

The Immediate Relief is recoverable from the terminal benefits payable to the family.

Submitted for information of the Council.

F.N. 12(1)/2016-EI(A)
Government of India
Ministry of Finance
Department of Expenditure
E.I(A) Branch

North Block, New Delhi
20th June, 2018

Office Memorandum

Sub: Grant of Advance - Amendment to Rule 80 of Compendium of Rules on Advances to Government Servants.

The undersigned is directed to say that in pursuance of a reference received from the Department of Personnel & Training regarding the demand raised by the Staff Side in the National Council (JCM), the existing provisions of Compendium of Rules on Advances - Rule 80 - relating to Amount of Advances to the families of Government Servants who die while in Service, are retained and amended, as per attached annexure.

2. These orders will take effect from the date of issue of this Office Memorandum. The cases where the advances have already been sanctioned need not be reopened.
3. In so far as persons serving in Indian Audit and Accounts Department are concerned, these orders issue in consultation with the Comptroller and Auditor General of India.
4. All the Ministries/ Departments are requested to bring the amendments to the notice of all its attached and subordinate offices for their information.

Hindi version of this Office Memorandum is enclosed.


(H. Atheti)
Director

To

- All the Ministries/ Departments of the Government of India, etc.
- Copy (with usual number of spare copies) forwarded to C&AG, UPSC etc. as per standard endorsement list.

AMENDMENTS TO COMPENDIUM OF RULES ON ADVANCES TO
GOVERNMENT SERVANTS, 2005

Rule 20. *Amount of Advance:* The amount of an advance which may be granted under Rule 79 shall not exceed Rs.25,000 (Rupees Twenty Five Thousand only).

PONDICHERRY UNIVERSITY
PUDUCHERRY



MINUTES OF THE 137TH MEETING OF THE
EXECUTIVE COUNCIL HELD ON 24.02.2020

2020.137.11 TO CONSIDER AND APPROVE THE ENHANCEMENT
OF IMMEDIATE RELIEF (RECOVERABLE) FROM
RS.15,000/- TO RS.25,000/- TO FAMILY OF
GOVERNMENT SERVANT WHO DIE WHILE IN
SERVICE.

Approved.

2020.137.12

TO CONSIDER AND APPROVE ENHANCEMENT OF EX-GRATIA PAYMENT (NON-RECOVERABLE) OF RS.10,000/- TO 20,000/- TO THE FAMILY OF DECEASED EMPLOYEE OF THE UNIVERSITY

The Executive Council has approved the enhancement of ex-gratia of Rs.10,000/- from Rs.2,500/- vide its Resolution 2007.74, dated 20.09.2007 towards funeral expenses to the family of deceased employee from the year 2007.

EX-GRATIA PAYMENT		
Pondicherry University EC Resolution No.	Sanctioned earlier (in Rs.)	Enhanced (Existing) (in Rs.)
No.2001.122, dated 20.11.2001	2,500/-	--
No.2007.74, dated 20.09.2007	2,500/-	10,000/-

It is observed from the day-to-day expenses that the amount of ex-gratia of Rs.10,000/- is very meager and insufficient to meet out the actual funeral related expenses. Accordingly, it is proposed to enhance the payment of ex-gratia from Rs.10,000/- to Rs.20,000/- (Rupees Twenty Thousand only) towards the funeral expenses of the family of deceased employee. The cases where the payments have already been sanctioned need not be reopened.

Submitted for consideration of the Council.

PONDICHERRY UNIVERSITY
PUDUCHERRY



MINUTES OF THE 137TH MEETING OF THE
EXECUTIVE COUNCIL HELD ON 24.02.2020

2020.137.12

TO CONSIDER AND APPROVE ENHANCEMENT OF
EX-GRATIA PAYMENT (NON-RECOVERABLE) OF
RS.10,000/- TO 20,000/- TO THE FAMILY OF
DECEASED EMPLOYEE OF THE UNIVERSITY.

Approved.

File No. TA-2/3302(G-1)/E/2021 TA-11/383
O/o Controller General of Accounts
Ministry of Finance
Department of Expenditure
Mahatma Vignark Bhawan
INA GPO Complex, New Delhi-110023

Dated: 30th April, 2021

OFFICE MEMORANDUM

Subject: Payment of Immediate relief to family of an employee who dies while in service in cash - reg.

All payments to Govt. servants or payments above Rs 5000 to suppliers etc. are to be made by electronically signed payment advices for direct credit to their bank accounts in accordance with the amendment of (Receipts and Payments), Rules, 1983.

2. In order to provide immediate relief in terms of Rule 79 and 80 of Compendium of Rules or Advances to Government Servants, 2005 as expeditiously as possible to the family member of the government servant who dies in service, in the unprecedented situation, DDOs of Ministries/Departments are permitted to draw and disburse the eligible amount of relief in cash either from Imprest or from other sources or by drawing money from the Bank. DDO should ensure adjustment of this advance against the arrears of pay and allowances, leave salary, Death Gratuity balance of GPF/CPF or any other payment due in respect of the deceased Govt. servant.

3. All the Pr.CCAs/ CCAs/CAs (IC) are requested to kindly issue instructions to PAOs under their control for information and necessary action.

This issued with the approval of Controller General of Accounts.



(Ashish Kumar Singh)
Dy. Controller General of Accounts

To

1. All Secretaries of Ministries/Departments
2. All Financial Advisors of the Ministries/Departments
3. All Pr.CCAs/CCAs/CAs (IC) of the Ministries/Departments

Copy for kind information:-

1. Secretary (Expenditure)
2. CGA

ANNEXURE

Name of University: PONDICHERRY UNIVERSITY

Whether University has framed the CRR of non-teaching staff (Yes/No)	Yes
If yes whether CRR has been approved by Competent Authority (as per provision contained in the Act/Statutes of the respective University)	Yes
If yes please give the details of the approval and provide a copy of the same	CRR, 2019 has been ratified in the 141 st Executive Council vide Res.No.2021.141.28 dated 22.12.2021 (ENCLOSURE).


DEPUTY REGISTRAR (ADMN.)

2021.141.28 ✓

TO RATIFY THE ACTION TAKEN ON THE REVISED CADRE RECRUITMENT RULES-2019 FOR NON-TEACHING & OTHER ACADEMIC POSTS

The Meetings of the Recruitment Rule Review Committee were held on various dates i.e. 23.11.2016, 24.11.2018, 29.08.2019 & 30.08.2019 and the Cadre Recruitment Rules, 2019 were drafted. The draft Cadre Recruitment Rules-2019 were kept available in the Registrar's Secretariat inviting suggestions/comments from the stakeholders vide notification dated 23.09.2019. Subsequently the same was hosted in the University website vide notification dated 08.10.2019 inviting suggestions/ comments on or before 22.10.2019.

Flag 'A' ←
Flag 'B' ←
Meanwhile, the Executive Council in its 135th Meeting vide any other Item No.3 dated 17.05.2019 has authorized the Vice-Chancellor to approve the Recruitment Rules recommended by the Committee constituted for this purpose and place it before the next meeting of the Executive Council for ratification. Also the Executive Council in its 136th Meeting under action taken report (SLNo.3) dated 10.10.2019 has taken note that Draft Cadre Recruitment Rules notified calling for remarks from the stakeholders and UGC will be apprised of the revised Recruitment Rules after approval.

Further the Recruitment Rule Review Committee in its meetings held on 25 & 26.11.2019 and also 16 & 17.12.2019 (Annexure-IX(a)) considered suggestions/ comments received from the stakeholders and has recommended changes wherever required in the draft Cadre Recruitment Rules-2019 for Non-Teaching & other Academic posts and finalized the Cadre Recruitment Rules-2019. The Committee also recommended to include two separate provisions under the relevant clause for providing one time exemption from the pre-requisite condition of qualifying written test / skill test as follows:

- 1) for those candidates whose remaining service is more than one year and less than 3 years and are considered for promotion immediately after notification of the recruitment rules and are found eligible for promotion under these rules their promotion shall be subject to the condition that they should pass the required test within a period of 12 months from the date of their promotion, failing which they will be deemed to be revoked to their original posts and
- 2) all persons whose remaining service from the date of conduct of DPC, till the date of their retirement is one year or less, subject to their qualification and eligibility, otherwise in terms of merit, ability, good conduct and seniority, shall be exempted from the condition of qualifying in the test.

However, these relaxations would not be applicable for filling up of vacancies under Limited Departmental Competitive Examination (LDCE) quota.

The Vice-Chancellor has approved the above minutes on 30.12.2019 and accordingly the revised Cadre Recruitment Rules-2019 was hosted in the University website vide notification dated 30.12.2019.

Amendments:

Further the Vice-Chancellor has also approved amendments in the Cadre Recruitment Rules, 2019 for various Non-Teaching and other Academic posts and accordingly the following amendments were notified vide notification dated 06-10-2021 (Annexure-IX(b)):

5/11/21
6/11/21
NT-9

i. Under Schedule-I:

Amendment to Rule 13 - Qualification & Experience [Pg.no.(viii) of CRR, 2019] w.e.f. 06-10-2021

13. The Educational qualification shall be in the formal pattern of 10 + 2 + 3 + 2. Provided that this condition of 10+2+3+2 pattern of formal education under these rules shall apply only for direct recruitment and not for promotion.

Amendment to Rule 30 - Probation [Pg no (xviii) of CRR, 2019] w.e.f. 06-10-2021

- 30.3 Provided that the incumbents those promoted under the CRR, 2019 with relaxation of educational qualifications/technical qualifications under 32.3 or LDCE deferred conditions under 32.4 or promoted without departmental test or skill test as provided under 32.5, for a period of 5 years, they shall be required to successfully undergo 2 training programmes during the period of probation. The period of training shall be stipulated from time to time.

Amendment to Rule 32 - Power to relax [Pg.no.(xx) of CRR, 2019] w.e.f. 06-10-2021

- 32.3 Provided that the educational/technical qualifications prescribed for promotion under CRR, 2019 shall apply only after 5 years and the educational/technical qualifications prescribed for promotion in the pre-revised Recruitment Rules for the post shall apply for a period of 5 years as a one time measure.
- 32.4 Provided that wherever LDCE promotion is a method of promotion under these rules (CRR-2019), such LDCE method of promotion shall be deferred for a period of 5 years and during such period of 5 years the percentage of posts earmarked for LDCE promotion shall also be filled up by promotion subject to fulfilling conditions stipulated for promotion as in 32.3.
- 32.5 Provided that wherever departmental test or skill test has been prescribed for promotion under these rules, such tests shall be deferred for a period of 5 years.

ii. Under Schedule-I:

Amendments in Recruitment Rules of posts:

Deputy Registrar (Sl.No.8 pg.no.11 of CRR, 2019) w.e.f. 20-10-2020:

S.No.		Existing CRR, 2019	Amendments
6.	Age limit for direct recruits	50 Years	50 Years for Direct Recruitment, 56 Years for Deputation
7.	Educational and other qualifications required for direct recruits	<p>i) A Master's Degree with atleast 55% of marks or its equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) Nine years of experience as Lecturer/Assistant Professor in the Academic Level-10 and above with experience in Educational Administration. (or) Comparable experience in Research Establishments and / or other Institutions of Higher Education. (or) Five years of administrative experience as Assistant Registrar or in an equivalent post.</p>	<p>Essential Qualifications:</p> <p>i. Master's Degree with atleast 55% of marks or its equivalent grade in a point scale wherever grading system is followed.</p> <p>ii. Nine years of experience as Assistant Professor in the Academic Level-10 and above with experience in Educational Administration. (or) Comparable experience in Research Establishments and / or other Institutions of Higher Education. (or) Five years of administrative experience as Assistant Registrar or in an equivalent post. (or)</p>

		<p>Desirable :</p> <ol style="list-style-type: none"> Experience in the areas of Establishment / Examination / Academic / Finance/ Planning and Development. Knowledge of Computer Applications 	<p>Five years of administrative experience as Assistant Registrar or in an equivalent post in Govt./Autonomous / Banking / (Deemed) / Defence Organization etc.,</p> <p>Desirable:</p> <ol style="list-style-type: none"> Experience in the areas of Establishment / Examination / Academic / Finance/ Planning and Development. Knowledge of Computer Applications
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Assistant Registrar (Sl.No.9 pg.no.13 of CRR, 2019) w.e.f. 20-10-2020;

S.No.		Existing CRR, 2019	Amendments
6.	Age limit for direct recruits	40 Years	40 Years for Direct Recruitment, 55 Years for Deputation
7.	Educational and other qualifications required for direct recruits	<ol style="list-style-type: none"> A Master's Degree from recognized University with at least 55% of marks or its equivalent grade wherever grading system is followed. At least 5 years' experience in supervisory level in Administration / Establishment / Finance/ Planning & Development / Examination / Academic of the University in the level - 7. <p>Desirable : Knowledge of Computer Applications</p>	<p>Essential Qualification: Master's Degree with atleast 55% marks or its equivalent grade of B in the UGC seven-point scale from a recognized University.</p> <p>Desirable:</p> <ol style="list-style-type: none"> Five years experience in Administration / Accounts / Examination as Section Officer or in an equivalent post in Govt. / Educational / Research Institution / Autonomous / Deemed / Defence Organization etc. Good Knowledge of Computer Application.

Placement Officer (Sl.No.57 pg.no.71 of CRR, 2019) w.e.f. 08-12-2020;

S.No.		Existing CRR, 2019	Amendments
6.	Age limit for direct recruits	50 Years	Maximum 55 Years
7.	Educational and other qualifications required for direct recruits	<p>Essential :</p> <ol style="list-style-type: none"> MBA/M.E./M.Tech/ equivalent with at least 55% of marks or its equivalent grade of B wherever applicable. 5 years of experience at Assistant Professor level, out of which, a minimum of two years in placement related activities. <p>Desirable :</p> <ol style="list-style-type: none"> Ph.D. Experience as Human Resource Manager in reputed organization. Should be dynamic with excellent communication skills & Public Relations. 	<p>Essential Qualification:</p> <ol style="list-style-type: none"> MBA/M.E./M.Tech/ equivalent with at least 55% of marks or its equivalent grade of B wherever applicable. 5 years of experience at Assistant Professor/Lecturer level, <p>Desirable :</p> <ol style="list-style-type: none"> Ph.D. Experience as Human Resource Manager in reputed organization. Should be dynamic with excellent communication skills & Public Relations. Candidates selected through Central/State Recruiting Agencies such as SSC/UPSC Knowledge of English, Hindi & Tamil Two years in placement related activities.

Section Officer (SL.No.11 pg.no.16 of CRR, 2019) w.e.f. 06-10-2021:

S.No.		Existing CRR, 2019	Amendments
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	50% by Direct Recruitment 25% by Promotion subject to qualifying departmental test, failing which by Limited Departmental Competitive Examination 25% by Limited Departmental Competitive Examination, failing which by direct recruitment.	50% by Direct Recruitment / by Deputation 25% by Promotion subject to qualifying departmental test, failing which by Limited Departmental Competitive Examination 25% by Limited Departmental Competitive Examination, failing which by direct recruitment.
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion: From Senior Assistant /Statistical Assistant with a minimum 5 years' of regular service and possessing a Graduate degree. LDCE: Among the Senior Assistant / Statistical Assistant working in the scale of Level-6 with minimum period of 3 years' regular service in the cadre.	Deputation: Individuals with a minimum 5 years' of regular service in the level of Senior Assistant / Equivalent in Level-6 in any recognized University / Autonomous Body / Govt. Department or Organization / Public Sector Undertaking and Possessing the qualifications prescribed under SL.No.7. Promotion: From Senior Assistant /Statistical Assistant with a minimum 5 years' of regular service and possessing a Graduate degree. LDCE: Among the Senior Assistant / Statistical Assistant working in the scale of Level-6 with minimum period of 3 years' regular service in the cadre.

Private Secretary (SL.No.12 pg.no.17 of CRR, 2019) w.e.f. 06-10-2021:

S.No.		Existing CRR, 2019	Amendments
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	50% by Direct Recruitment 25% by Promotion subject to qualifying the skill test, failing which by Limited Departmental Competitive Examination (LDCE). 25% by Limited Departmental Competitive Examination, failing which by direct recruitment.	50% by Direct Recruitment / by Deputation 25% by Promotion subject to qualifying the skill test, failing which by Limited Departmental Competitive Examination (LDCE). 25% by Limited Departmental Competitive Examination, failing which by direct recruitment.
11.	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/deputation/transfer to be made	Promotion: From Personal Assistants with 5 years' regular service in Level 6. LDCE: Among the Personal Assistants working in the scale of Level-6 with minimum period of 3 years' regular service in the post.	Promotion: From Personal Assistants with 5 years' regular service in Level 6. LDCE: Among the Personal Assistants working in the scale of Level-6 with minimum period of 3 years' regular service in the post. Deputation: Individuals with a minimum 5 years' of regular service in the level of Personal Assistant / Equivalent in Level-6 in any recognized University / Autonomous Body / Govt. Department or Organization / Public Sector Undertaking and Possessing the qualifications prescribed under SL.No.7.

Executive Engineer (Sl.No.28 pg.no.38 of CRR, 2019) w.e.f. 06-10-2021:

S.No.		Existing CRR, 2019	Amendments
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	50% by Direct Recruitment failing which by Deputation 50% by Promotion failing which by Direct Recruitment.	The post shall be filled-up by Direct Recruitment and promotion in the ratio of 1:1 failing which by deputation.

Assistant (Sl.No.16 pg.no.21 of CRR, 2019) w.e.f. 06-10-2021:

S.No.		Existing CRR, 2019	Amendments
9.	Period of Probation, if any	Two years for Direct Recruitment One year for Promotees	Two years

Stenographer (Sl.No.17 pg.no.22 of CRR, 2019) w.e.f. 06-10-2021:

S.No.		Existing CRR, 2019	Amendments
9.	Period of Probation, if any	Two years for Direct Recruits	Two years

Submitted for ratification/approval of the Executive Council.

PONDICHERY UNIVERSITY
PUDUCHERRY



MINUTES OF THE 141st MEETING OF THE
EXECUTIVE COUNCIL HELD ON 22.12.2021

2021.141.28 TO RATIFY THE ACTION TAKEN ON THE
REVISED CADRE RECRUITMENT RULES-2019
FOR NON-TEACHING & OTHER ACADEMIC
POSTS.

Ratified

Flag 'A'

**PONDICHERRY UNIVERSITY
PUDUCHERRY**



**MINUTES OF THE 135TH MEETING OF THE
EXECUTIVE COUNCIL HELD ON 17.05.2019**

2019.135.03

TO CONFIRM THE MINUTES OF THE 134TH
EMERGENT MEETING OF THE EXECUTIVE
COUNCIL HELD ON 20.02.2019.

Approved.

PONDICHERRY UNIVERSITY
PUDUCHERRY



MINUTES OF THE 136TH MEETING OF THE
EXECUTIVE COUNCIL HELD ON 10.10.2019

ANY OTHER ITEM:

- Under Action Taken Report (Sl.No.3): Draft Cadre Recruitment Rules notified calling for remarks from the stakeholders. UGC will be apprised of the revised Recruitment Rules after approval.