

THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY**(A Central University Established by an Act of Parliament)****NOTIFICATION**

Hyderabad, the 25th August, 2016

(Accredited 5 Stars in 2000 and Re-accredited with 'A' grade by NAAC in 2016)**No. E.F.L.U./O/R&R/2016.**—The following is published for general information**PARLIAMENT ACT****THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY ACT 2006****ACT****“MINISTRY OF LAW AND JUSTICE****(Legislative Department)**

New Delhi, the 11th January, 2007/Pausa 21, 1928 (Saka)

The following Act of Parliament received the assent of the President on the 10th January, 2007, and is hereby published for general information:—

THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY

ACT, 2006

No. 7 OF 2007

[10th January, 2007]

An Act to establish and incorporate a teaching University for promotion and development of English and other Foreign Languages and their Literature, and to provide for matters connected therewith or incidental thereto.

Whereas it is expedient to establish and incorporate a teaching University at Hyderabad, to dissolve the "Central Institute of English and Foreign Languages, Hyderabad", a Society registered under the Hyderabad Societies Registration Act, 1350 (Fasli) and to transfer to and vest in the said University all properties and rights of the said Society;

Be it enacted by Parliament in the Fifty-seventh Year of the Republic of India as follows:—

1. Short Title and Commencement: (1) This Act may be called the English and Foreign Languages University Act, 2006.

(2) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint.

2. Definitions: In this Act, and in all Statutes made hereunder, unless the context otherwise requires: -

- (a) "Academic Council" means the Academic Council of the University;
- (b) "academic staff" means such categories of staff as are designated as academic staff by the Ordinances;
- (c) "Board of Studies" means the Board of Studies of the University;
- (d) "Chancellor". "Vice-Chancellor" and "Pro-Vice-Chancellor" mean, respectively, the Chancellor, Vice-Chancellor and Pro-Vice-Chancellor of the University;
- (e) "College" means a College maintained by the University;
- (f) "Court" means the Court of the University;
- (g) "Department" means a Department of Studies and includes a Centre of Studies;
- (h) "distance education system" means the system of imparting education through any means of communication, such as broadcasting, telecasting, correspondence courses, seminars, contact programmes or the combination of any two or more such means;
- (i) "employee" means any person appointed by the University and includes teachers and other staff of the University;
- (j) "Executive Council" means the Executive Council of the University;
- (k) "Hall" means a unit of residence or of corporate life for the students of the University, or of a College or an Institution, maintained by the University;

- (l) "Institution" means an academic institution, not being a College, maintained by the University;
- (m) "Principal" means the head of a College or an Institution and includes where there is no Principal, the person for the time being duly appointed to act as Principal, and, in the absence of the Principal or the acting Principal, a Vice-Principal duly appointed as such;
- (n) "recognised institution" means an institution of higher learning recognised by the University;
- (o) "recognised teachers" means persons working in any recognised institution and recognised by the University for the purpose of imparting instruction or conducting research or both;
- (p) "School" means a School of Studies of the University;
- (q) "Statutes", "Ordinances" and "Regulations" mean, respectively, the Statutes, Ordinances and Regulations of the University for the time being in force;
- (r) "teachers of the University" means Professors, Readers, Lecturers and such other persons as may be appointed for imparting instruction or conducting research in the University or in any College or Institution maintained by the University and are designated as teachers by the Ordinances;
- (s) "University" means the Central Institute of English, Hyderabad Society founded by the Central Government at Hyderabad in 1958 as a Society registered under the Hyderabad Society Registration Act, 1350 (Fasli) which was renamed as Act I of 1350 Central Institute of English and Foreign Languages, Hyderabad Society in 1972 and declared in 1973 as an Institution deemed to be a University under section 3 of the University Grants Commission Act, 1956; and which is incorporated as a university

3. Establishment of the University: (1) There shall be established, in the State of Andhra Pradesh, a University by the name of "The English and Foreign Languages University".

(2) The headquarters of the University shall be at Hyderabad, campuses at Lucknow and Shillong; and it may establish campuses at such other places as it may deem fit.

(3) The first Chancellor, the first Vice-Chancellor and the first members of the Court, the Executive Council and the Academic Council, and all persons who may hereafter become such officers or members, so long as they continue to hold such office or membership, shall constitute the University.

(4) The University shall have perpetual succession and a common seal and shall sue and be sued by the said name.

4. Dissolution of the Central Institute of English and Foreign Languages, Hyderabad Society and Transfer of all the Properties and effect of Establishment of the University: On and from the commencement of this Act:-

(i) the Society known as the Central Institute of English and Foreign Languages, Hyderabad Society, shall be dissolved, and all properties, movable or immovable, and all rights, powers and privileges of the said Society shall be transferred to and vest in the University and shall be applied to the objects and purposes for which the University is established;

(ii) all debts, liabilities and obligations of the said Society shall be transferred to the University and shall thereafter be discharged and satisfied by it;

(iii) all references in any enactment to the said Society shall be construed as references to the University;

(iv) any will, deed or other document, whether made or executed before or after the commencement of this Act, which contains any bequest, gift or trust in favour of the said Society shall be construed as if the University was therein named instead of the Society;

(v) subject to the provisions of this Act, every person employed immediately before the commencement of this Act in the Central Institute of English and Foreign Languages, Hyderabad, shall hold such employment in the University by the same tenure and on the same terms and conditions and with the same rights and privileges as to pension and gratuity as he would have held under the Central Institute of English and Foreign Languages, Hyderabad, if this Act had not been passed.

5. Objects of the University: The objects of the University shall be to disseminate and advance knowledge by providing instructional, research and extension facilities in the teaching of English and Foreign Languages and Literature in India; to train language teachers in methods and approaches appropriate to the Indian context; to provide expertise in language and teacher education to foreign professionals; to evolve indigenous ways of testing of languages proficiency; to make provisions for innovative teaching-learning materials in both print and electronic media; to take appropriate measures for inter-disciplinary studies and research in Literary and Cultural Studies; and to develop critical intercultural understanding of the civilizations.

6. Powers of the University: The University shall have the following powers, namely:-

- (i) to provide for instructions in the relevant branches of learning and to make provision for the advancement and dissemination of knowledge for furtherance of its objects;
- (ii) to grant, subject to such conditions as the University may determine, diplomas or certificates to, and confer degrees or other academic distinctions on the basis of examinations, evaluation or any other method of testing, on persons, and to withdraw any such diplomas, certificates, degrees or other academic distinctions for good and sufficient cause;
- (iii) to organise and to undertake extramural studies, training and extension services;
- (iv) to confer honorary degrees or other distinctions in the manner prescribed by the Statutes;
- (v) to provide facilities through the distance education system to such persons as it may determine;
- (vi) to institute Principalships, Professorships, Readerships, Lecturerships and other teaching or academic positions, required by the University and to appoint persons to such Principalships, Professorships, Readerships, Lecturerships or other teaching or academic positions;
- (vii) to recognise an institution of higher learning for such purposes as the University may determine and to withdraw such recognition;
- (viii) to appoint persons working in any other University or educational institution as teachers of the University for a specified period;
- (ix) to create administrative, ministerial and other posts and to make appointments thereto;
- (x) to co-operate or collaborate or associate with any other University or authority or institution of higher learning in such manner and for such purposes as the University may determine;
- (xi) to establish, with the prior approval of the Central Government, such Campuses, Centres and specialised laboratories or other units for research and instruction, within or outside India, as are, in the opinion of the University necessary for the furtherance of its objects;
- (xii) to institute and award fellowships, scholarships, studentships, medals and prizes;
- (xiii) to establish and maintain Colleges, Institutions and Halls;
- (xiv) to make provision for research and advisory services and for that purpose to enter into such arrangements with other institutions, industrial or other organisations, as the University may deem necessary;
- (xv) to organise and conduct refresher courses, workshops, seminars and other programmes for teachers, evaluators and other academic staff;
- (xvi) to recognise, guide, supervise and control Halls not maintained by the University and other accommodation for students, and to withdraw any such recognition;
- (xvii) to appoint on contract or otherwise visiting Professors, Emeritus Professors, Consultants, Scholars and such other persons who may contribute to the advancement of the objects of the University;
- (xviii) to confer autonomous status on a College or an Institution or a Department, as the case may be, in accordance with the Statutes;
- (xix) to determine standards of admission to the University, which may include examination, evaluation or any other method of testing;
- (xx) to demand and receive payment of fees and other charges;
- (xxi) to supervise the residences of the students of the University and to make arrangements for promoting their health and general welfare;
- (xxii) to lay down conditions of service of all categories of employees, including their code of conduct;
- (xxiii) to regulate and enforce discipline among the students and the employees, and to take such disciplinary measures in this regard as may be deemed by the University to be necessary;
- (xxiv) to make arrangements for promoting the health and general welfare of the employees;
- (xxv) to receive benefactions, donations and gifts and to acquire, hold and manage, and to dispose of, with the previous approval of the Central Government, any property, movable or immovable, including trust and endowment properties for the purposes of the University;

(xxvi) to borrow, with the approval of the Central Government, on the security of the property of the University, money for the purposes of the University;

(xxvii) to do all such other acts and things as may be necessary, incidental or conducive to the attainment of all or any of its objects.

7. Jurisdiction: The jurisdiction of the University shall extend to the whole of India.

8. University Open to all Classes, Casters and Creeds: The University shall be open to persons of either sex and of whatever caste, creed, race or class, and it shall not be lawful for the University to adopt or impose on any person, any test whatsoever of religious belief or profession in order to entitle him to be appointed as a teacher of the University or to hold any other office therein or be admitted as a student in the University or to graduate thereat or to enjoy or exercise any privilege thereof:

Provided that nothing in this section shall be deemed to prevent the University from making special provisions for the employment or admission of women, persons with disabilities or of persons belonging to the weaker sections of the society and, in particular, of the Scheduled Castes and the Scheduled Tribes.

9. Visitor: (1) The President of India shall be the Visitor of the University.

(2) The Visitor may, from time to time, appoint one or more persons to review the work and progress of the University, including Colleges and Institutions maintained by it, and to submit a report thereon; and upon receipt of that report, the Visitor may, after obtaining the views of the Executive Council thereon through the Vice-Chancellor, take such action and issue such directions as he considers necessary in respect of any of the matters dealt with in the report and the University shall be bound to comply with such directions.

(3) The Visitor shall have the right to cause an inspection, to be made by such person or persons as he may direct, of the University, its buildings, libraries, laboratories and equipment and of any College or Institution maintained by the University; and also of the examinations, teaching and other work conducted or done by the University and to cause an inquiry to be made in like manner in respect of any matter connected with the administration or finances of the University, Colleges or Institutions.

(4) The Visitor shall, in every matter referred to in sub-section (3), give notice to the University of his intention to cause an inspection or inquiry to be made, and the University shall have the right to make such representations to the Visitor, as it may consider necessary.

(5) After considering the representations, if any, made by the University, the Visitor may cause to be made such inspection or inquiry as is referred to in sub-section (3).

(6) Where any inspection or inquiry has been caused to be made by the Visitor, the University shall be entitled to appoint a representative, who shall have the right to be present and be heard at such inspection or inquiry.

(7) The Visitor may address the Vice-Chancellor with reference to the result of such inspection or inquiry together with such views and advice with regard to the action to be taken thereon, as the Visitor may be pleased to offer, and on receipt of address made by the Visitor, the Vice-Chancellor shall communicate, to the Executive Council, the views of the Visitor with such advice as the Visitor may offer upon the action to be taken thereon.

(8) The Executive Council shall communicate through the Vice-Chancellor to the Visitor such action, if any, as it proposes to take or has been taken upon the result of such inspection or inquiry.

(9) Where the Executive Council does not, within a reasonable time, take action to the satisfaction of the Visitor, the Visitor may, after considering any explanation furnished or representation made by the Executive Council, issue such directions as he may think fit and the Executive Council shall comply with such directions.

(10) Without prejudice to the foregoing provisions of this section, the Visitor may, by order in writing, annul any proceeding of the University which is not in conformity with the Act, the Statutes or the Ordinances:

Provided that before making any such order, he shall call upon the Registrar to show cause why such an order should not be made, and, if any cause is shown within a reasonable time, he shall consider the same.

(11) The Visitor shall have such other powers as may be prescribed by the Statutes.

10. The Chief Rector: The Governor of the State of Andhra Pradesh shall be the Chief Rector of the University.

11. Officers of the University: The following shall be the officers of the University:-

(1) the Chancellor;

(2) the Vice-Chancellor,

- (3) the Pro-Vice-Chancellor,
- (4) the Deans of Schools;
- (5) the Registrar;
- (6) the Finance Officer;
- (7) the Controller of Examinations;
- (8) the Librarian; and
- (9) such other officers as may be declared by the Statutes to be officers of the University.

12. The Chancellor: (1) The Chancellor shall be appointed by the Visitor in such manner as may be prescribed by the Statutes.

(2) The Chancellor shall, by virtue of his office, be the head of the University and shall, if present, preside at the Convocations of the University held for conferring degrees and meetings of the Court.

13. The Vice-Chancellor: (1) The Vice-Chancellor shall be appointed by the Visitor in such manner and on such terms and conditions of service as may be prescribed by the Statutes.

(2) The Vice-Chancellor shall be the principal executive and academic officer of the University and shall exercise general supervision and control over the affairs of the University and give effect to the decisions of all the authorities of the University.

(3) The Vice-Chancellor may, if he is of opinion that immediate action is necessary on any matter, exercise any power conferred on any authority of the University by or under this Act and shall report to such authority at its next meeting the action taken by him on such matter:

Provided that if the authority concerned is of opinion that such action ought not to have been taken, it may refer the matter to the Visitor whose decision thereon shall be final:

Provided further that any person in the service of the University who is aggrieved by the action taken by the Vice-Chancellor under this sub-section shall have the right to represent against such action to the Executive Council within three months from the date on which decision on such action is communicated to him and thereupon the Executive Council may confirm, modify or reverse the action taken by the Vice-Chancellor.

(4) The Vice-Chancellor, if he is of the opinion that any decision of any authority of the University is beyond the powers of the authority conferred by the provisions of this Act, the Statutes or the Ordinances or that any decision taken is not in the interest of the University, may ask the authority concerned to review its decision within sixty days of such decision and if the authority refuses to review the decision either in whole or in part or no decision is taken by it within the said period of sixty days, the matter shall be referred to the Visitor whose decision thereon shall be final.

(5) The Vice-Chancellor shall exercise such other powers and perform such other duties as may be prescribed by the Statutes or the Ordinances.

14. The Pro-Vice-Chancellor: The Pro-Vice-Chancellor shall be appointed in such manner and on such terms and conditions of service, and shall exercise such powers and perform such duties, as may be prescribed by the Statutes.

15. The Deans of Schools: Every Dean of School shall be appointed in such manner and shall exercise such powers and perform such duties as may be prescribed by the Statutes.

16. The Registrar: (1) The Registrar shall be appointed in such manner and on such terms and The Registrar conditions of service as may be prescribed by the Statutes.

(2) The Registrar shall have the power to enter into agreements, sign documents and authenticate records on behalf of the University and shall exercise such powers and perform such duties as may be prescribed by the Statutes.

17. The Finance Officer: The Finance Officer shall be appointed in such manner and on such terms and conditions of service, and shall exercise such powers and perform such duties, as may be prescribed by the Statutes.

18. The Controller of Examination: The Controller of Examinations shall be appointed in such manner and shall exercise such powers and perform such duties, as may be prescribed by the Statutes.

19. The Librarian: The Librarian shall be appointed in such manner and on such terms and conditions of service, and shall exercise such powers and perform such duties, as may be prescribed by the Statutes.

20. Other Officers: The manner of appointment and powers and duties of other officers of the University shall be prescribed by the Statutes.

21. Authorities of the University: The following shall be the authorities of the University: -

- (1) the Court;
- (2) the Executive Council;
- (3) the Academic Council;
- (4) the Schools of Studies;
- (5) the Finance Committee; and
- (6) such other authorities as may be declared by the Statutes to be the authorities of the University.

22. (1) The Court: The constitution of the Court and the term of office of its members shall be The Court prescribed by the Statutes:

Provided that such number of members as may be prescribed by the Statutes shall be elected from among the teachers, employees and students of the University.

(2) Subject to the provisions of this Act, the Court shall have the following powers and functions, namely:-

(a) to review, from time to time, the broad policies and programmes of the University and to suggest measures for the improvement and development of the University;

(b) to consider and pass resolutions on the annual report and the annual accounts of the University and the audit report on such accounts;

(c) to advise the Visitor in respect of any matter which may be referred to it for advice; and

(d) to perform such other functions as may be prescribed by the Statutes.

23. (1) The Executive Council shall be the principal executive body of the University.

(2) The constitution of the Executive Council, the term of office of its members and its powers and functions shall be prescribed by the Statutes:

Provided that such number of members as may be prescribed by the Statutes shall be from among the elected members of the Court.

24. (1) The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of this Act, the Statutes and the Ordinances, coordinate and exercise general supervision over the academic policies of the University.

(2) The constitution of the Academic Council, the term of office of its members and its powers and functions shall be prescribed by the Statutes:

Provided that such number of members as may be prescribed by the Statutes shall be from among the elected members of the Court who are teachers of the University.

25. The Schools of Studies: The constitution, powers and functions of the Schools of Studies shall be prescribed by the Statutes.

26. The Finance Committee: The constitution, powers and functions of the Finance Committee shall be prescribed by the Statutes.

27. Other Authorities: The constitution, powers and functions of other authorities, as may be declared by the Statutes to be the authorities of the University, shall be prescribed by the Statutes.

28. Powers to make Statutes: Subject to the provisions of this Act, the Statutes may provide for all or any of the following matters, namely:—

(a) the constitution, powers and functions of authorities and other bodies of the University, as may be constituted from time to time;

(b) the appointment and continuance in office of the members of the said authorities and bodies, the filling up of vacancies of members, and all other matters relating to those authorities and other bodies for which it may be necessary or desirable to provide;

(c) the appointment, powers and duties of the officers of the University and their emoluments;

(d) the appointment of teachers, academic staff and other employees of the University, their emoluments and conditions of service;

- (e) the recognition of persons as recognized teachers;
- (f) the appointment of teachers, academic staff working in any other University or organisation for a specific period for undertaking a joint project;
- (g) the conditions of service of employees including provision for pension, insurance and provident fund, the manner of termination of service and disciplinary action relating to employees of the University;
- (h) the principles governing the seniority of service of the employees of the University;
- (i) the procedure for arbitration in cases of dispute between employees or students and the University;
- (j) the procedure for appeal to the Executive Council by any employee or student against the action of any officer or authority of the University;
- (k) the conferment of autonomous status on a College or an Institution or a Department;
- (l) the establishment and abolition of Schools, Departments, Centres, Halls, Colleges and Institutions;
- (m) the grant and withdrawal of recognition to Institutions;
- (n) the conferment of honorary degrees;
- (o) the withdrawal of degrees, diplomas, certificates and other academic distinctions;
- (p) the management of Colleges and Institutions established by the University;
- (q) the delegation of powers vested in the authorities or officers of the University;
- (r) the maintenance of discipline among the employees and students;
- (s) all other matters which by this Act are to be or may be provided for by the Statutes.

29. (1) Statutes how to be made: The first Statutes are those set out in the Schedule.

(2) The Executive Council may, from time to time, make new or additional Statutes or may amend or repeal the Statutes referred to in sub-section:

Provided that the Executive Council shall not make, amend or repeal any Statutes affecting the status, powers or constitution of any authority of the University until such authority has been given an opportunity of expressing an opinion in writing on the proposed changes, and any opinion so expressed shall be considered by the Executive Council.

(3) Every new Statute or addition to the Statutes or any amendment or repeal of a Statute shall require the assent of the Visitor who may assent thereto or withhold assent or remit to the Executive Council for re-consideration.

(4) A new Statute or a Statute amending or repealing an existing Statute shall have no validity unless it has been assented to by the Visitor.

(5) Notwithstanding anything contained in the foregoing sub-sections, the Visitor may make new or additional Statutes or amend or repeal the Statutes referred to in subsection (1), during the period of three years immediately after the commencement of this Act:

Provided that the Visitor may, on the expiry of the said period of three years, make, within one year from the date of such expiry, such detailed Statutes as he may consider necessary and such detailed Statutes shall be laid before both Houses of Parliament.

(6) Notwithstanding anything contained in the foregoing sub-sections, the Visitor may direct the University to make provisions in the Statutes in respect of any matter specified by him and if the Executive Council is unable to implement such direction within sixty days of its receipt, the Visitor may, after considering the reasons, if any, communicated by the Executive Council for its inability to comply with such direction, make or amend the Statutes suitably.

30. Power to make Ordinances: (1) Subject to the provisions of this Act and the Statutes, the Ordinances may provide for all or any of the following matters, namely:—

- (a) the admission of students to the University and their enrolment as such;
- (b) the courses of study to be laid down for all degrees, diplomas and certificates of the University;
- (c) the medium of instruction and examination;
- (d) the award of degrees, diplomas, certificates and other academic distinctions, qualifications for the same and the means to be taken relating to the granting and obtaining of the same;
- (e) the fees to be charged for courses of study in the University and for admission to the examinations, degrees and diplomas of the University;

- (f) the conditions for award of fellowships, scholarships, studentships, medals and prizes;
 - (g) the conduct of examinations, including the term of office and manner of appointment and the duties of examining bodies, examiners and moderators;
 - (h) the conditions of residence of the students of the University;
 - (i) the special arrangements, if any, which may be made for the residence and teaching of women students and the prescribing of special courses of studies for them;
 - (j) the manner of co-operation and collaboration with other Universities, institutions and other agencies not involving the carrying on of any activity for profit including learned bodies or associations;
 - (k) the creation, composition and functions of any other body which is considered necessary for improving the academic life of the University;
 - (l) the institution of fellowships, scholarships, studentships, medals and prizes;
 - (m) the setting up of a machinery for redressal of grievances of employees;
- and
- (n) all other matters which by this Act or the Statutes, are to be or may be, provided for by the Ordinances.

(2) The first Ordinances shall be made by the Vice-Chancellor with the previous approval of the Central Government and the Ordinances so made may be amended, repealed or added to at any time by the Executive Council in the manner prescribed by the Statutes:

Provided that till such time as the first Ordinances are not so made by the Vice-Chancellor, in respect of the matters that are to be provided for by the Ordinances under this Act and Statutes, the relevant provisions of the rules and the bye-laws of the Central Institute of English and Foreign Languages, Hyderabad in force immediately before the commencement of this Act shall be applicable in so far as they are not inconsistent with the provisions of this Act and the Statutes.

31. Regulations: The authorities of the University may make Regulations, consistent with this Act, the Statutes and the Ordinances for the conduct of their own business and that of the Committees, if any, appointed by them and not provided for by this Act, the Statutes or the Ordinances, in the manner prescribed by the Statutes.

32. Annual Report: (1) The annual report of the University shall be prepared under the directions of the Executive Council, which shall include, among other matters, the steps taken by the University towards the fulfilment of its objects and shall be submitted to the Court on or after such date as may be prescribed by the Statutes and the Court shall consider the report in its annual meeting.

(2) The Court shall submit the annual report to the Visitor along with its comments, if any.

(3) A copy of the annual report, as prepared under sub-section (1), shall also be submitted to the Central Government, which shall, as soon as may be because the same to be laid before both Houses of Parliament.

33. Annual Accounts: (1) The annual accounts and balance-sheet of the University shall be prepared under the directions of the Executive Council and shall, once at least every year and at intervals of not more than fifteen months, be audited by the Comptroller and Auditor-General of India or by such persons as he may authorise in this behalf.

(2) A copy of the annual accounts together with the audit report thereon shall be submitted to the Court and the Visitor along with the observations of the Executive Council.

(3) Any observations made by the Visitor on the annual accounts shall be brought to the notice of the Court and the observations of the Court, if any, shall, after being considered by the Executive Council, be submitted to the Visitor.

(4) A copy of the annual accounts together with the audit report as submitted to the Visitor, shall also be submitted to the Central Government, which shall, as soon as may be, cause the same to be laid before both Houses of Parliament.

(5) The audited annual accounts after having been laid before both Houses of Parliament shall be published in the Gazette of India.

34. Returns and Information: The University shall furnish to the Central Government such returns or other information with respect to its property or activities as the Central Government may, from time to time, require.

35. Conditions of Service of Employees: (1) Every employee of the University shall be appointed under a written contract, which shall be lodged with the University and a copy of which shall be furnished to the employee concerned.

(2) Any dispute arising out of the 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.

(3) 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:

Provided that nothing in this sub-section shall preclude the employee from availing of the judicial remedies available under articles 32 and 226 of the Constitution.

(4) Every request made by the employee under sub-section (2), shall be deemed to be a submission to arbitration upon the terms of this section within the meaning of the Arbitration and Conciliation Act, 1996.

(5) The procedure for regulating the work of the Tribunal shall be prescribed by the Statutes.

36. Procedure of Appeal and Arbitration in Disciplinary Case against Students:

(1) Any student or candidate for an examination whose name has been removed from the rolls of the University by the orders or resolution of the Vice-Chancellor, Discipline Committee or Examination Committee, as the case may be, and who has been debarred from appearing at the examinations of the University for more than one year, may, within ten days of the date of receipt of such orders or copy of such resolution by him. Appeal to the Executive Council and the Executive Council may confirm, modify or reverse the decision of the Vice-Chancellor or the Committee, as the case may be.

(2) Any dispute arising out of any disciplinary action taken by the University against a student shall, at the request of such student, be referred to a Tribunal of Arbitration and the provisions of sub-sections (2), (3), (4) and (5) of section 35 shall, as far as may be, apply to a reference made under this sub-section.

37. Right to Appeal: Every employee or student of the University or a College or an Institution maintained by the University shall, notwithstanding anything contained in this Act, have a right to appeal within such time as may be prescribed by the Statutes, to the Executive Council against the decision of any officer or authority of the University or of the Principal of any College or an Institution, as the case may be and thereupon the Executive Council may confirm, modify or reverse the decision appealed against.

38. Provident and Pension Funds: (1) The University shall constitute for the benefit of its employees such provident or pension fund or provide such insurance schemes as it may deem fit in such manner and subject to such conditions as may be prescribed by the Statutes.

(2) Where such provident fund or pension fund has been so constituted, the Central Government may declare that the provisions of the Provident Funds Act, 1925 shall apply to such fund, as if it were a Government provident fund.

39. Disputes as to Constitution of University Authorities and Bodies: If any question arises as to whether any person has been duly elected or appointed as, or is entitled to be, a member of any authority or other body of the University, the matter shall be referred to the Visitor whose decision thereon shall be final.

40. Filling of Casual Vacancies: All casual vacancies among the members (other than *ex officio* members) of any authority or other body of the University shall be filled, as soon as may be, by the person or body who appoints, elects or co-opts the member whose place has become vacant and person appointed, elected or co-opted to a casual vacancy shall be a member of such authority or body for the residue of the term for which the person whose place he fills would have been a member.

41. Proceedings of University Authorities or Bodies Not Invalidated by Vacancies: No act or proceedings of any authority or other body of the University shall be invalid merely by reason of the existence of a vacancy or vacancies among its members.

42. Protection of Action Taken in Good Faith: No suit or other legal proceeding shall lie against any officer or other employee of the University for anything which is in good faith done or intended to be done in pursuance of any of the provisions of this Act, the Statutes or the Ordinances.

43. Mode of Proof of University Record: Notwithstanding anything contained in the Indian Evidence Act, 1872 or in any other law for the time being in force, a copy of any receipt, application, notice, order, proceeding or resolution of any authority or other body of the University, or any other document in possession of the University, or any entry in any register duly maintained by the University, if certified by the Registrar, shall be received as *prima facie* evidence of such receipt, application, notice, order, proceeding, resolution or document or the existence of entry in the register and shall be admitted as evidence of the matters and transactions therein where the original thereof would, if produced, have been admissible in evidence.

44. Power to Remove Difficulties: (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions, not inconsistent with the provisions of this Act, as appear to it to be necessary or expedient for removing the difficulty:

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

(2) Every order made under sub-section (7) shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the order or both Houses agree that the order should not be made, the order shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that order.

45. Statutes Ordinance and Regulations to be Published in the Official Gazette and to be laid before Parliament:

(1) Every Statute, Ordinance or Regulation made under this Act shall be published in the Official Gazette.

(2) Every Statute, Ordinance or Regulation made under this Act shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the Statute, Ordinance or Regulation or both Houses agree that the Statute, Ordinance or Regulation should not be made, the Statute, Ordinance or Regulation shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that Statute, Ordinance or Regulation.

(3) The power to make Statutes, Ordinances or Regulations shall include the power to give retrospective effect, from a date not earlier than the date of commencement of this Act, to the Statutes, Ordinances or Regulations or any of them but no retrospective effect shall be given to any Statute, Ordinance or Regulation so as to prejudicially affect the interests of any person to whom such Statute, Ordinance or Regulation may be applicable.

46. Transitional Provision: Notwithstanding anything contained in this Act and the Statutes:

(a) the first Chancellor and the first Vice-Chancellor shall be appointed by the Central Government in such manner and on such conditions as may be deemed fit and each of the said officers shall hold office for such term, not exceeding five years, as may be specified by the Central Government;

(b) the first Registrar and the first Finance Officer shall be appointed by the Central Government and each of the said officers shall hold office for a term of three years;

(c) the first Court and the first Executive Council shall consist of not more than thirty members and eleven members, respectively, who shall be nominated by the Central Government and shall hold office for a term of three years;

(d) the first Academic Council shall consist of not more than twenty-one members, who shall be nominated by the Central Government and they shall hold office for a term of three years:

Provided that if any vacancy occurs in the above offices or authorities, the same shall be filled by appointment or nomination, as the case may be, by the Central Government, and the person so appointed or nominated shall hold office for so long as the officer or member in whose place he is appointed or nominated would have held office, if such vacancy had not occurred.

STATUTES AMENDED ENGLISH

SCHEDULE

(See section 29)

THE STATUTES OF THE UNIVERSITY

(As amended and approved by the Visitor and communicated by MHRD vide letter No. F.No.34-8/2013-Desk U, dated 19.08.2015* and by Letter No. F.No.34-8/2013-Desk U, dated 08.08.2016**

1. The Chancellor: (1) The Chancellor shall be appointed by the Visitor from a panel of not less than three persons recommended by the Executive Council from amongst persons of eminence in the academic or public life of the country:

Provided that if the Visitor does not approve of any of the persons so recommended, he may call for fresh recommendations from the Executive Council.

(2) The Chancellor shall hold office for a term of five years and shall not be eligible for re-appointment:

Provided that notwithstanding the expiry of his term of office, the Chancellor shall continue to hold office until his successor enters upon his office.

2. The Vice-Chancellor: (1) The Vice-Chancellor shall be appointed by the Visitor from a panel of not less than three persons who shall be recommended by a Committee as constituted under clause (2):

Provided that if the Visitor does not approve of any of the persons included in the A panel, he may call for an extended or a fresh panel.

(2) The Committee referred to in clause (1) shall consist of three persons, out of whom two shall be nominated by the Executive Council and one by the Visitor and the nominee of the Visitor shall be the convener of the Committee:

Provided that none of the members of the Committee shall be an employee of the University or a College or an Institution maintained by the University or a member of any ' authority of the University.

(3) The Vice-Chancellor shall be a whole-time salaried officer of the University.

** (4) The Vice-chancellor shall hold office for a term of five years from the date on which he/she enters upon his/her office, or until he/she attains the age of seventy years whichever is earlier, and he/she shall be eligible for reappointment.

Provided that notwithstanding the expiry of the said period of five years, he/she shall continue in office until his/her successor is appointed and enters upon his/her office.

Provided further that the Visitor may direct any Vice-Chancellor after his/her term has expired, to continue in office for such period, not exceeding a total period of one year, as may be specified by him or till his/her successor is appointed and enters upon his/her office, whichever is earlier.

(5) The emoluments and other conditions of service of the Vice-Chancellor shall be as follows: -

- (i) the Vice-Chancellor shall be paid a monthly salary and allowances, other than house rent allowance, at the rates fixed by the Central Government from time to time and he shall be entitled, without payment of rent, to use a furnished residence throughout his term of office and no charge shall fall on the Vice-Chancellor in respect of the maintenance of such residence;
- (ii) the Vice-Chancellor shall be entitled to such terminal benefits and allowances as may be fixed by the Central Government from time to time:

Provided that where an employee of the University, or a college or an institution maintained by, or admitted to the privileges of the University, or of any other University or any college or institution maintained by or admitted to the privileges of such other University, is appointed as the Vice-Chancellor, he may be allowed to continue to contribute to any provident fund of which he is a member and the University shall contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his appointment as the Vice-Chancellor:

Provided further that where such employee had been member of any pension scheme, the University shall make the necessary contribution to such scheme;

- (iii) The Vice-Chancellor shall be entitled to TA/DA as per GOI rules for the officers of his/her rank. In special circumstances, not covered under GOI rules, the rates shall be as decided by the Executive Council;
- (iv) the Vice-Chancellor shall be entitled to leave on full pay at the rate of thirty days in a calendar year and the leave shall be credited to his account in advance in two half-yearly instalments of fifteen days each on the first day of January and July every year:

Provided that if the Vice-Chancellor assumes or relinquishes charge of the office of the Vice-Chancellor during the currency of a half year, the leave shall be credited proportionately at the rate of two and-a-half days for each completed month of service;

- *(v) in addition to the leave referred to in sub- clause (iv), the Vice-Chancellor shall also be entitled to half-pay leave at the rate of twenty days for each completed year of service, and half-pay leave may also be availed of as commuted leave on full pay on medical certificate:

Provided that when such commuted leave is availed of, twice the amount of half-pay leave shall be debited against half-pay leave due.

Provided further that the Vice-Chancellor shall also be entitled to en-cash the leave earned during the tenure of his/her office.

- *(vi) the Vice-Chancellor shall be entitled to the facility of a free official car. She/he shall be entitled to mobile phone and free telephone (with STD and ISD) service at his/her residence;
- *(vii) the Vice-Chancellor shall be entitled to one cook and two attendants at his/her residence;
- *(viii) The Vice-Chancellor shall be entitled to the reimbursement of medical expenses incurred on the medical treatment of himself/herself and his/her family members obtained from the Private OPD/Private Wards of any approved Hospital/Nursing Home as approved by the University;
- *(ix) The Vice-Chancellor shall be entitled for HTC/LTC as per Govt. of India rules.

(6) If the office of the Vice-Chancellor becomes vacant due to death, resignation or otherwise, or if he is unable to perform his duties due to ill-health or any other cause, the Pro-Vice-Chancellor shall perform the duties of the Vice-Chancellor:

Provided that if the Pro-Vice-Chancellor is not available, the senior most Professor shall perform the duties of the Vice-Chancellor until a new Vice-Chancellor assumes office or until the existing Vice-Chancellor resumes the duties of his office, as the case may be.

(7) Powers and Duties of the Vice-Chancellor:

- (i) The Vice-Chancellor shall be the ex officio Chairman of the Executive Council, the Academic Council and the Finance Committee and shall, in the absence of the Chancellor, preside at the Convocations held for conferring degrees and at meetings of the Court.
- (ii) The Vice-Chancellor shall be entitled to be present at, and address, any meeting of any authority or other body of the University, but shall not be entitled to vote thereat unless he is a member of such authority or body.
- (iii) It shall be the duty of the Vice-Chancellor to see that this Act, the Statutes, the Ordinances and the Regulations are duly observed and he shall have all the powers necessary to ensure such observance.
- (iv) The Vice-Chancellor shall have all the powers necessary for the proper maintenance of discipline in the University and he may delegate any such powers to such person or persons as he deems fit.
- (v) The Vice-Chancellor shall have the power to convene or cause to be convened the meetings of the Executive Council, the Academic Council and the Finance Committee.
- *(vi) The Vice-Chancellor shall have the authority to delegate his/her powers for day-to-day work to the Pro-Vice Chancellor(s)/Directors, Deans, Heads of the Departments and other officers who should act on the basis of clear rules laid down in this regard.
- *(vii) As the Chairman of the authorities, bodies and committees of the University, the Vice-Chancellor shall be empowered to suspend a member from the meeting of the authority, body or committees for persisting to obstruct or stall the proceedings or for indulging in behaviours unbecoming of a member.
- *(viii) The Vice-Chancellor shall be responsible to allocate responsibilities and to audit the performance of the Officers, faculty members, staff and students against the expected standards.
- *(ix) The Vice-Chancellor shall pass such orders and take such measures that are necessary to implement any of the above.

3. The Pro-Vice-Chancellor: (1) The Pro-Vice-Chancellor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor:

Provided that where the recommendation of the Vice-Chancellor is not accepted by the Executive Council, the matter shall be referred to the Visitor who may either appoint the person recommended by the Vice-Chancellor or ask the Vice-Chancellor to recommend another person to the Executive Council:

Provided further that the Executive Council may, on the recommendation of the Vice-Chancellor, appoint a Professor to discharge the duties of a Pro-Vice-Chancellor in addition to his own duties as a Professor.

(2) The term of office of a Pro-Vice-Chancellor shall be such as may be decided by the Executive Council but it shall not in any case exceed five years or until the expiration of the term of office of the Vice-Chancellor, whichever is earlier:

Provided that a Pro-Vice-Chancellor whose term of office has expired shall be eligible for re-appointment:

Provided, further that a Pro-Vice-Chancellor, shall retire on attaining the age of seventy years.

Provided also that a Pro-Vice-Chancellor shall, while discharging the duties of the Vice-Chancellor under clause (6) of Statute 2, continue in office notwithstanding the expiration of his term of office as Pro-Vice-Chancellor, until the Vice-Chancellor resumes office or a new Vice-Chancellor assumes office, as the case may be.

(3) The Pro-Vice Chancellor shall assist the Vice-Chancellor in respect of such matters as may be specified by the Vice-Chancellor in this behalf, from time to time and shall also exercise such powers and perform such duties as may be assigned or delegated to him by the Vice-Chancellor.

*(4) The emoluments and other terms and conditions of service of a Pro-Vice Chancellor shall be the following:

- *(i) The Pro-Vice Chancellor shall receive a salary and other allowances as notified by the Central Government from time to time.

Provided where an employee of this University or any other Institution/Government and its organizations is appointed as Pro-Vice Chancellor, she/he shall continue to be governed by the same retirement benefit scheme, (namely General Provident Fund/Contributory Provident Fund/Pension/Gratuity/Transfer TA) to which she/he was entitled prior to his appointment as Pro-Vice Chancellor, and till she/he continues to hold her/his lien on the post.

- * (ii) The Pro-Vice Chancellor shall be entitled to the reimbursement of medical expenses incurred on the medical treatment of himself/herself and his/her family members obtained from the Private OPD/Private Wards of any approved Hospital/Nursing Home as approved by the University.
- * (iii) The Pro-Vice Chancellor shall be entitled to the reimbursement of the expenses on account of TA/DA while on official duty, and HTC/LTC as per Govt. of India norms.
- * (iv) The Pro-Vice Chancellor shall be entitled to have water, power and rent free furnished residential accommodation. The premises of his/her lodging will be maintained by the University.
- * (v) The Pro-Vice Chancellor shall be entitled to the facility of a staff car for journey performed between office and her/his residence. She/he shall also be entitled to a mobile phone and free telephone (with STD and ISD) service at her/his residence.
- * (vi) The Pro-Vice Chancellor shall be entitled to an attendant at her/his residence.

* (5) Leave

- * (i) The Pro-Vice Chancellor shall be entitled to leave on full pay at the rate of 30 days in the calendar year. The leave shall be credited to his/her account in advance in two half yearly installments of 15 days each on the first day of January and the first day of July every year.

Provided that if the Pro-Vice Chancellor assumes or relinquishes the charge of the Office of the Pro-Vice Chancellor during the currency of half year, the leave shall be credited proportionately at the rate of 2.5 days for each completed month of service.

- * (ii) The leave at the credit of the Pro-Vice Chancellor at the close of the previous half year shall be carried forward to the new half year, subject to the condition that the leave, so carried forward plus the credit for that half year, does not exceed the maximum limit of 300 days.
- * (iii) The Pro-Vice Chancellor on relinquishing the charge of his/her office, shall be entitled to receive a sum equivalent of the Leave Salary admissible for the number of days of Leave on Full Pay due to him at the time of her/his relinquishing of charge, subject to a maximum of 300 days, including encashment benefit availed of elsewhere.
- * (iv) The Pro-Vice Chancellor shall also be entitled to Half-Pay Leave at the rate of 20 days for each completed year of service. The Half-Pay Leave may also be availed of as Commuted Leave on production of medical certificate, provided that when such commuted leave is availed of, twice the amount of Half-Pay Leave shall be debited against the Half-Pay Leave due.
- * (v) In case the Pro-Vice Chancellor is appointed for further term, the leave period mentioned above, shall apply separately to each term.
- * (vi) During the period of such Leave, the Pro-Vice-Chancellor shall be entitled to the same salary, honorarium and allowances and such other facilities of services as may have been provided.
- * (vii) In case of absence of the Pro-Vice Chancellor occasioned by any call by the Central or State Government, Public Service, or on Deputation on behalf of the University for any public purpose, the period so spent shall be treated as on duty.

- * (viii) Where an employee of the university is appointed as the Pro-Vice Chancellor, she/he shall be allowed to avail herself/himself of any leave at his credit before her/his appointment as the Pro-Vice Chancellor. Similarly, on her/his relinquishing the post of the Pro-Vice Chancellor and in the event of re-joining her/his old post, she/he shall be entitled to carry back the leave at her/his credit to the new post.

Further she/he may be allowed to contribute to any provident fund of which she/he is a member and the University shall contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before her/his appointment as Pro-Vice Chancellor.

- * (ix) If a person, employed in another institution, is appointed as the Pro-Vice Chancellor on Deputation, he/she shall be entitled to Salary, Allowance, Leave and leave Salary as per deputation Rules of the institution to which he/she was entitled prior to his/her appointment as the Pro-Vice Chancellor and till he/she continues to hold her/his lien on this post. The University shall also pay Leave Salary, Provident Fund, and Pension Contributions to the Institution, where she/he is permanently employed, as admissible under the Rules.

4A. Directors of Campuses – Powers and Functions:

1. Each campus of the University, other than the main campus at Hyderabad, will be headed by a Director. The Director of Campus of the University will be appointed by the Executive Council on the recommendations of the Vice-Chancellor.

2. The term of the Director of a campus shall be co-terminus with that of the Vice-Chancellor.

*The Vice-Chancellor at his/her discretion may recall the Director at any time of his/her term.

3. The Director shall be a Member of the University Court. He/she shall also be a Member of the Academic Council of the University.

4. The Director shall be the administrative head of the Campus concerned. He/she shall superintend and control the staff (both academic and non-academic) assigned to the Campus and for that purpose exercise such disciplinary control as may be necessary.

5. The Director shall have full powers to sanction all kinds of leave, such as casual leave, special casual leave, earned leave, half-pay leave and medical leave to members of staff.

6. With the prior permission of the Vice-Chancellor, the Director can appoint temporary staff.

7. The Director will have the freedom and full powers to incur expenditure within the financial estimates of the university ear-marked for the Campus according to norms, forms, rules and regulations of the English and Foreign Languages University.

8. He/she shall conduct all the academic programmes/courses of the university at the campus as per the academic schedule of the university.

9. The Director shall select students for admission to different courses at the campus, regulate their boarding, lodging and discipline.

10. The Director shall send a brief report about the working of the Campus for inclusion in the Annual Report of the University.

11. The Director shall prepare draft Budget estimates/Revised Estimates by September every year for inclusion in the Budget/Financial Estimates of the University. He/she shall also send proposals for inclusion in the Five Year Plan Proposals of the University.

12. The Director shall with the help of accounts department of the campus prepare annual accounts of the campus and send the same to the main campus at Hyderabad for the purpose of audit.

13. The Director will carry out such other duties/tasks that will be assigned to him/her by the Vice-Chancellor from time to time.

14. The emoluments and service conditions of a Director will be at par with those of Pro-Vice-Chancellor.

*15. ----DELETED-----

5. Deans of Schools: (1) Every Dean of School shall be appointed by the Vice-Chancellor from amongst the Professors in the School by rotation in the order of seniority for a period of three years.

Provided that in case there is only one Professor or no Professor in a School, the Dean shall be appointed, for the time being, from amongst the professor, if any, and the Associate Professors in the School by rotation in the order of seniority:

*Provided further that a Dean on attaining the age of 65 years shall cease to hold office as such.

(2) When the office of the Dean is vacant or when the Dean is, by reason of illness absent or due to any other cause unable to perform duties of his office, the duties of the office shall be performed by the senior-most Professor or Associate Professor, as the case may be in the School.

(3) The Dean shall be the Head of the School and shall be responsible for the conduct and maintenance of the standards of teaching and research in the School and shall have such other functions as may be prescribed by the Ordinances.

(4) The Dean shall have the right to be present and to speak at any meeting of the Boards of Studies or Committees of the School, as the case may be, but shall not have the right to vote thereat unless he is a member thereof.

5A. Heads of Departments: (1) The Head of the Department shall be appointed by rotation in order of seniority by the Vice-Chancellor from among the Professors and Associate Professors.

(2) Provided that it shall be open to a Professor or Associate Professor to decline the offer of appointment as the Head of the Department.

(3) A person appointed as the Head of the Department shall hold office as such for a period of Three years and shall be eligible for reappointment.

Provided further that a Head of the Department on attaining the age of sixty-five years shall cease to hold office as such.

(4) A head of a Department may resign his office at any time during his tenure of Office.

(5) A Head of a Department shall perform such functions as may be prescribed by the Ordinances.

6. The Registrar: (1) The Registrar shall be appointed by the Executive Council on the recommendation of a Selection Committee constituted for the purpose and shall be a whole-time salaried officer of the University.

(2) He shall be appointed for a term of five years or a part thereof and shall be eligible for re-appointment.

(3) The emoluments and other terms and conditions of service of the Registrar shall be such as may be prescribed by the Executive Council from time to time:

Provided that the Registrar shall retire on attaining the age of sixty-two years:

*Provided further if an employee of this University or any other Institution/Govt. and its organizations is appointed as Registrar, she/he shall continue to be governed by the same retirement benefit scheme (namely General Provident Fund/Contributory Provident Fund/Pension/Gratuity/Transfer TA) to which she/he was entitled prior to her/his appointment as Registrar and till she/he continues to hold her/his lien on the post.

* (4) Selection and appointment of the Registrar.

- * (i) The post of the Registrar shall be advertised upon falling vacant and the requirements in terms of minimum qualification, experience etc. shall be as per UGC Regulation and guidelines amended from time to time. A Registrar may be appointed on Deputation.
- * (ii) The terms and conditions of service of the Registrar shall be such as prescribed for other non-vacational employees of the University.
- * (iii) If the services of the Registrar are borrowed from Government or any other organization/institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.
- * (iv) A Registrar on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendation of the Vice-Chancellor.
- * (v) The Registrar appointed on selection may be removed before the completion of her/his tenure on the recommendation of the Vice-Chancellor by the Executive Council approving the same by at least two third of its members present and voting. On approval of the Executive Council, the Registrar shall hand over the charge before she/he seeks redressal avenues or makes an appeal for review of the decision of the Executive Council.
- (vi) The Registrar shall be entitled to unfurnished residential accommodation for which she/he shall pay prescribed license fee as also to mobile phone and free telephone (with STD and ISD) service at his/her residence.
- (vii) The Registrar shall be entitled to such Leave, Allowances, Provident Fund and other terminal benefits as prescribed by the University from time to time for its own non-vacational staff.
- (viii) Registrar shall be entitled to the facility of a staff car between the Office and her/his residence.

5 (a) The Registrar shall have power to take disciplinary action against such of the employees, excluding teachers and other academic staff, as may be specified in the order of the Executive Council and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment:

Provided that no such penalty shall be imposed unless the person 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 power of the Registrar is called for, the Registrar shall, upon the concluding 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.

(6) The Registrar shall be the ex officio Secretary of the Executive Council and the Academic Council, but shall not be deemed to be a member of any of these authorities and he shall be the ex officio Member-Secretary of the Court.

(7) It shall be the duty of the Registrar: -

- (a) to be the custodian of the records, the common seal and such other property of the University as the Executive Council shall commit to his charge;
- (b) to issue all notices convening meetings of the Court, the Executive Council, the Academic Council and of any Committees appointed by those authorities;
- (c) to keep the minutes of all the meetings of the Court, the Executive Council, the Academic Council and of any Committees appointed by those authorities;
- (d) to conduct the official correspondence of the Court, the Executive Council and the Academic Council;
- (e) to supply to the Visitor copies of the agenda of the meetings of the authorities of the University as soon as they are issued and the minutes of such meetings;
- (f) to represent the University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings or depute his representative for the purpose; and
- (g) to perform such other duties as may be specified in the Statutes, the Ordinances or the Regulations or as may be required from time to time by the Executive Council or the Vice-Chancellor.

7. The Finance Officer: (1) The Finance Officer shall be appointed by the Executive Council on the recommendations of a Selection Committee constituted for the purpose and he shall be a Officer, whole-time salaried officer of the University.

(2) The Finance Officer shall be appointed for a term of five years and shall be eligible for re-appointment.

*Provided that if the Finance Officer is appointed on deputation basis from an organization/Accounts/Audit Service/Cadre, her/his salary shall be such as admissible to her/him according to the rules of deputation of service to which she/he belongs.

- *(i) If the services of the Finance Officer are borrowed from Government or any other organization/institution, the terms and condition her/his service shall be governed by the Deputation Rules of the Government of India.
- *(ii) The terms and conditions of service of the Finance Officer shall be such as prescribed for other non-vacational employees of the University.
- *(iii) The Finance Officer on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendation of the Vice-Chancellor.
- *(iv) The Finance Officer appointed on selection may be removed before the completion of her/his tenure on the recommendation of the Vice-Chancellor by the Executive Council approving the same by at least two-third of its members present and voting. On approval of the Executive Council, the Finance Officer shall hand over the charge before she/he seeks any redressal avenue or makes an appeal for review of the decision of the Executive Council.

(3) The emoluments and other terms and conditions of service of the Finance Officer shall be such as may be prescribed by the Executive council from time to time.

Provided that the Finance officer shall retire on attaining the age of sixty-two years.

(4) When the office of the Finance Officer is vacant or when the Finance Officer is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

*(5) Selection and appointment of the Finance Officer

- *(i) The post of the Finance Officer shall be advertised upon falling vacant and the requirements in terms of minimum qualification, experience etc., shall be as per UGC Regulation and guidelines amended from time to time. The Finance Officer may be appointed on Deputation.
- *(ii) Where an employee of this University or any other institution/Government and its organizations is appointed as Finance Officer, she/he shall continue to be governed by the same retirement benefit scheme, (namely General Provident Fund/Contributory Provident Fund/Pension/Gratuity/Transfer TA) to which she/he was entitled prior to his appointment as Finance Officer and till she/he continues to hold her/his lien on the post.

(6) The Finance Officer shall be the ex officio Secretary of the Finance Committee, but shall not be deemed to be a member of such Committee.

- (7) (i) The Finance Officer shall be entitled to unfurnished residential accommodation for which she/he shall pay prescribed license fee as also to mobile phone and free telephone (with STD and ISD) service at her/his residence.
- (ii) The Finance Officer shall be entitled to such Leave, Allowances, Provident Fund and other terminal benefits as prescribed by the University on time to time for its own non-vacational staff.
- (iii) The Finance Officer shall be entitled to the facility of a staff car between the office and his/her residence.

(8) The Finance Officer shall—

- (a) exercise general supervision over the funds of the University and shall advise it as regards its financial policy; and
- (b) perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by the Statutes or the Ordinances.

(9) Subject to the control of the Executive Council, the Finance Officer shall: -

- (a) hold and manage the property and investments of the University including trust and endowed property;
- (b) ensure that the limits fixed by the Executive Council for recurring and nonrecurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted;
- (c) be responsible for the preparation of annual accounts and the budget of the University and for their presentation to the Executive Council;
- (d) keep a constant watch on the state of the cash and bank balances and on the state of investments;
- (e) watch the progress of the collection of revenue and advise on the methods of collection employed;
- (f) ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, Departments, University, Institutes, Centres and Specialised Laboratories;
- (g) bring to the notice of the Vice-Chancellor unauthorised expenditure and other financial irregularities and suggest disciplinary action against persons at fault; and
- (h) call for from any office, Department, Centre, Laboratory, College or Institution maintained by the University any information or returns that he may consider necessary for the performance of his duties.

(10) Any receipt given by the Finance Officer or the person or persons duly authorised in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for payment of such money.

8. The Controller of Examinations: (1) The Controller of Examinations shall be appointed by the Executive Council on the recommendations of a Selection Committee constituted for the purpose and he shall be a whole-time salaried officer of the University.

(2) The Controller of Examinations shall be appointed for a term of five years or part thereof and shall be eligible for re-appointment.

- (i) The post of the Controller of Examinations shall be advertised upon falling vacant and the requirements in terms of minimum qualification, experience etc., shall be as per UGC Regulations/guidelines and finalized by the Executive Council and amended from time to time. A Controller of Examinations may be appointed on Deputation.
- * (ii) The Controller of Examinations on Deputations may be repatriated earlier than the stipulated period by the Executive Council on the recommendation of the Vice-Chancellor.
- * (iii) The Controller of Examinations may be removed before the completion of her/his tenure on the recommendation of the Vice-Chancellor by the Executive Council with at least two third of its members present and voting. The Controller of Examinations thus removed shall hand over the charge before she/he seeks any redressal avenue or makes an appeal for review of the decision of the Executive Council.

(3) (i) The emoluments and other terms and conditions of service of the Controller of Examinations shall be such as may be prescribed by the Executive Council from time to time:

Provided that the Controller of Examinations shall retire on attaining the age of sixty-two years:

Provided further that the Controller of Examinations shall, notwithstanding his attaining the age of sixty-two years, continue in office until his successor is appointed and enters upon his office of until the expiry of a period of one year, whichever is earlier.

- (ii) Where an employee of this University or any other institution/Government and its organizations is appointed as Controller of Examinations, she/he shall continue to be governed by the same retirement benefit scheme, (namely General Provident Fund/Contributory Provident Fund/Pension/Gratuity/Transfer TA) to which she/he was entitled prior to his appointment as Controller of Examinations and till she/he continues to hold his/her lien on the post.

(4) When the office of the Controller of Examinations is vacant or when the Controller of Examinations is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

(5) (i) The Controller of Examinations shall be entitled to unfurnished residential accommodation for which she/he shall pay prescribed license fee as also to mobile phone and free telephone (with STD and ISD) service at her/his residence.

(ii). The Controller of Examinations shall be entitled to such Leave, Allowances, Provident Fund and other terminal benefits as prescribed by the University from time to time for its own non-vacational staff.

(iii) The Controller of Examinations shall be entitled to the facility of a staff car between the Office and her/his residence.

(6) Responsibilities and Duties

The Controller of Examinations shall arrange for and superintend the examinations of the University in the manner prescribed by the Ordinances.

- (i) The Controller of Examinations shall be responsible for coordination and conduct of examinations and timely publication of results.
- (ii) The Controller of Examinations shall, any matter arising out of any conflict regarding marks/grades, expulsion from examination, non-cooperation of faculty in conducting examination related duties etc., place before the Vice-Chancellor all such matters following due procedure as given in the Ordinances. The Vice-Chancellor's decision on the matter shall be final and binding.
- (iii) The Controller of Examinations shall organize for the moderation of the question papers before each examination in consultation with the concerned Deans and Heads.
- (iv) The Controller of Examinations shall organize a meeting of the Moderation Committee for declaration of Result. The Committee shall consist of five members nominated by the Vice-Chancellor for a term of two years.
- (v) The Controller of Examinations shall ensure that confidentiality in all matters of examination is maintained. Any breach of confidentiality in this regard shall invite severe punishment.
- (vi) The Controller of Examinations shall be responsible for arranging all stationery for the purpose of examinations, grade cards and certificates with care and confidentiality. She/he has to maintain the record of the use of the stationery items.

9. The Librarian: (1) The Librarian shall be appointed by the Executive Council on the recommendations of the Selection Committee constituted for the purpose and he shall be a whole-time salaried officer of the University.

(2) Selection of Librarian

- (i) Upon falling vacant the post of Librarian may be advertised with minimum qualification, experience etc., as per UGC regulation/guideline as approved by the Executive Council. The short listed candidates may be called for to appear before the Selection Committee.
- (ii) If the Librarian is appointed on deputation basis from any organization, her/his salary shall be such as admissible to her/him according to the rules of deputation of service to which she/he belongs.
- (iii) If the services of the Librarian are borrowed from Government or any other organization/institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.
- (iv) The Librarian on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendation of the Vice-Chancellor.
- (v) When the office of the Librarian is vacant or when the Librarian is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

*** (3) Service Conditions**

- * (i) Where an employee of this University or any other institution/Government and its organizations is appointed as the Librarian, she/he shall continue to be governed by the same retirement benefit scheme, (namely General Provident Fund/Contributory Provident Fund/Pension/Gratuity/Transfer TA) to which she/he was entitled prior to his appointment as Librarian and till she/he continues to hold her/his lien on the post.
- * (ii) The Librarian shall be entitled to unfurnished residential accommodation for which she/he shall pay prescribed license fee as also to mobile phone and free telephone (with STD and ISD) service at her/his residence.
- * (iii) The Librarian shall be entitled to such Leave, Allowances, Provident Fund and other terminal benefits as prescribed by the University from time to time for its own non-vacational staff.
- * (iv) The other terms and conditions of service of the Librarian shall be such as prescribed for other non-vacational employees of the University.

(4) Duties and Responsibilities

The Librarian shall exercise such powers and perform such duties as may be assigned to him by the Executive Council.

- (i) The Librarian shall be responsible for preservation and maintenance of the holdings, assets and properties of the library.
- (ii) The Librarian shall be responsible for the maintenance of discipline inside the library premises.
- (iii) Purchase orders for books and subscription of journals and periodical including e-resources shall be placed by the Librarian.

Expenditure on these and other heads shall be maintained by the Librarian and she/he shall keep an account of these and submit the same to the Finance Officer from time to time. All payments on expenditure of the Library shall be done by the Finance Department only on the recommendation of the Librarian.

- (iv) In coordination with the Library Committee, the Librarian shall take necessary steps for the improvement of the library services.

Taking into account the mandate given to the English and Foreign Languages University by the English and Foreign Languages University Act 2006, as also the understanding that the English and Foreign Languages University will be called upon to emerge as one of the most significant seats of teaching, training, learning, research, inter-disciplinary and inter-cultural studies in the fields of English and Foreign Languages, there shall have such Schools of Studies and Departments/Centres under each School as may be specified in the Ordinance from time to time.

The Statutory provision (15) be brought under the purview of the Ordinances.

10. The Court: (1) An annual meeting of the Court shall be held on a date to be fixed by the Executive Council unless some other date has been fixed by the Court in respect of any year.

(2) At the annual meeting of the Court, a report on the working of the University during the previous year, together with a statement of the receipts and expenditure, the balance sheet as audited, and the financial estimates for the next year shall be presented.

(3) A copy of the statement of receipts and expenditure, the balance sheet and the financial estimates referred to in clause (4) shall be sent to every member of the Court at least seven days before the date of the annual meeting.

(4) Special meetings of the Court may be convened by the Executive Council or the Vice-Chancellor or if there is no Vice-Chancellor, the Pro-Vice-Chancellor or if there is no Pro-Vice-Chancellor, by the Registrar.

(5) Eleven members of the Court shall form a quorum for a meeting of the Court.

(6) The Court shall consist of the following members, namely:

- i) The Chancellor
- ii) The Vice-Chancellor
- iii) The Pro-Vice-Chancellor
- iv) The remaining members of the Executive Council who are not otherwise members of the Court
- v) Librarian
- vi) Proctor

- vii) Dean, Students' Welfare
- viii) Directors of the Campuses
- ix) All Deans of Schools
- x) Heads of Departments
- xi) All Professors
- xii) Two Readers } to be elected by teachers of the University
- xiii) Two Lecturers } for a period of two years
- xiv) Two non-teaching employees to be elected by the non-teaching staff
- xv) Two students to be elected by students for a period of one year
- xvi) Two Members of Parliament (one each from Lok Sabha and Rajya Sabha) to be nominated by the Speaker of Lok Sabha and Chairman of Rajya Sabha respectively); provided further that if a Member of Parliament becoming a Minister or Speaker/Deputy Speaker/Deputy Chairman his nomination on the Statutory Body shall be deemed to be terminated.
- xvii) 5 persons to be nominated by the Visitor
- xviii) One person to be nominated by the Chief Rector
- xix) One of the old students of EFL-U (Alumni) to be nominated by Vice-Chancellor
- xx) Finance Officer
- xxi) Registrar (Member Secretary)

Save as otherwise expressly provided, a member of the Court shall hold office for a period of three years.

11. The Executive Council: Seven members of the Executive Council shall form a quorum for a meeting of the Executive Council.

(1) The Executive Council shall consist of the following members, namely:

- i) The Vice Chancellor
- ii) The Pro-Vice-Chancellor
- iii) Proctor
- iv) Dean, Research
- v) Dean, Planning
- vi) Two Deans of Schools by rotation according to seniority to be appointed by the Vice-Chancellor.
- vii) One Director of a Campus by rotation in order of seniority
- viii) One Professor, who is not a Dean or Head by rotation according to seniority to be appointed by the Vice-Chancellor.
- ix) One Reader and one Lecturer from amongst the elected members of the Court, to be nominated by the Court.
- x) Four persons of distinction in academic and public life, to be nominated by the Visitor.

(2) All members of the Executive Council other than the Vice-Chancellor and the Pro-Vice-Chancellor shall hold office for a term of three years.

12. Powers and Functions of the Executive Council: (1) The Executive Council shall have the power of management and administration powers and of the revenues and property of the University and the conduct of all administrative affairs functions of the University not otherwise provided for.

(2) Subject to the provisions of the Act, the Statutes and the Ordinances, the Executive Council shall, in addition to all other powers vested in it, have the following powers, namely:—

- (i) to create teaching and other academic posts, to determine the number and emoluments of such posts and to define the duties and conditions of service of Professors, Readers, Lecturers and other academic staff: Provided that no action shall be taken by the Executive Council in respect of the number and qualifications of teachers and other academic staff otherwise than after consideration of the recommendations of the Academic Council;

- (ii) to appoint such Professors, Readers, Lecturers and other academic staff, as may be necessary, and the Directors of University, Institutes and Heads of independent Centres on the recommendation of the Selection Committee constituted for the purpose and to fill up temporary vacancies therein;
- (iii) to recognise persons as University recognised teachers in the manner prescribed by the Ordinances;
- (iv) to create administrative, ministerial and other necessary posts (including Chairs) and to make appointments thereto in the manner prescribed by the Ordinances;
- (v) to grant leave of absence to any salaried officer of the University other than the Vice-Chancellor, and to make necessary arrangements for the discharge of the functions of such officer during his absence;
- (vi) to regulate and enforce discipline among employees in accordance with the Statutes and the Ordinances;
- (vii) to manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the University and for that purpose to appoint such agents as it may think fit;
- (viii) to fix limits on the total recurring and the total non-recurring expenditure for a year on the recommendation of the Finance Committee;
- (ix) to invest any money belonging to the University, including any unapplied income, in such stocks, funds, share or securities, from time to time as it may think fit or in the purchase of immovable property in India, with the like powers of varying such investment from time to time;
- (x) to transfer or accept transfers of any movable or immovable property on behalf of the University;
- (xi) to provide buildings, premises, furniture and apparatus and other means needed for carrying on the work of the University;
- (xii) to enter into, vary, carry out and cancel contracts on behalf of the University;
- (xiii) to entertain, adjudicate upon, and if thought fit, to redress any grievances of the employees and students of the University who may, for any reason, feel aggrieved;
- (xiv) to appoint examiners and moderators and, if necessary, to remove them, and to fix their fees, emoluments and travelling and other allowances, after consulting the Academic Council;
- (xv) to select a common seal for the University and provide for the custody and use of such seal;
- (xvi) to make such special arrangements as may be necessary for the residence of women students;
- (xvii) to institute fellowships, scholarships, studentships, medals and prizes;
- (xviii) to provide for the appointment of Visiting Professors, Emeritus Professors, Consultants and Scholars and determine the terms and conditions of such appointments; and
- (xix) to exercise such other powers and perform such other duties as may be conferred or imposed on it by the Act or the Statutes.

13. The Academic Council : Nine members of the Academic Council shall form a quorum for a meeting of the Academic Council.

(1). The Academic Council shall consist of the following members, namely:

- i) The Vice-Chancellor
- ii) The Pro-Vice-Chancellor
- iii) Proctor
- iv) Deans of Schools of Studies
- v) Directors of the EFL-U Campuses
- vi) Heads of Teaching Departments
- vii) Dean, Research/Chairman/Board of Research Studies
- viii) Dean, Planning
- ix) Two Professors by rotation according to seniority to be appointed by the Vice-Chancellor
- x) One Reader and one Lecturer from amongst the elected members of the Court, to be nominated by the Court.
- xi) Dean of Students Welfare
- xii) Librarian

xiii) Two students representative, to be nominated by the Vice-Chancellor, on merit basis, one from among the research scholars and the other from among the post-graduate students from the various Schools/Departments of the University on rotation basis;

(2). All members of the Academic Council, other than the ex-officio members, shall hold office for a term of three years. Provided that the tenure of student members shall be one academic year.

(3). The student members shall not be allowed to participate in discussions in respect of matters relating examinations, selection committees, appointments and conditions of service of teaching staff.

14. Powers and Functions of the Academic Council: Subject to the provisions of the Act, the Statutes and the Ordinances, the Academic Powers and Council shall, in addition to all other powers vested in it, have the following powers, functions of namely:

- (a) to exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, co-ordination of teaching among the Colleges and the Institutions, evaluation of research and improvement of academic standards;
- (b) to bring about and promote inter-School co-ordination and to establish or appoint such committees or boards as may be deemed necessary for the purpose;
- (c) to consider matters of general academic interest either on its own initiative, or on a reference by a School or the Executive Council, and to take appropriate action thereon; and
- (d) to frame such regulations and rules consistent with the Statutes and the Ordinances regarding the academic functioning of the University, discipline, residence, admissions, award of fellowships and studentships, fees, concessions, corporate life and attendance.

***15. Schools of Studies and Departments:** Taking into account the mandate given to The English and Foreign languages University by The English and Foreign languages University Act 2006, as also the understanding that The English and Foreign languages University will be called upon to emerge as one of the most significant seats of teaching, training, learning, research, inter-disciplinary and inter-cultural studies in the fields of English and Foreign Languages, there shall have such Schools and Departments Centres under each School as may be specified in the Ordinance from time to time.

The Statutory provision (15) be brought under the purview of the Ordinances.

16. Boards of Studies: (1) Each Department shall have a Board of Studies.

(2) The constitution of the Board of Studies and the term of office of its members shall be prescribed by the Ordinances.

(3) Subject to the overall control and supervision of the Academic Council, the functions of a Board of Studies shall be to approve subjects for research for various degrees and other requirements of research degrees and to recommend to the concerned School Board in the manner prescribed by the Ordinances: -

- (a) courses of studies and appointment of examiners for courses, but excluding research degrees;
- (b) appointment of supervisors for research; and
- (c) measures for the improvement of the standard of teaching and research:

Provided that the above functions of a Board of Studies shall, during the period of three years immediately after the commencement of the Act, be performed by the Department.

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

- (i) the Vice-Chancellor;
- (ii) the Pro-Vice-Chancellor;
- (iii) one person to be nominated by the Court;
- (iv) three persons to be nominated by the Executive Council, out of whom at least one shall be a member of the Executive Council; and
- (v) three persons to be nominated by the Visitor.

(2) Five members of the Finance Committee shall form a quorum for a meeting of the Finance Committee.

(3) All the members of the Finance Committee, other than the ex officio members, shall hold office for a term of three years.

(4) A member of the Finance. Committee shall have the right to record a minute of dissent if he does not agree with any decision of the Finance Committee.

(5) The Finance Committee shall meet at least thrice every year to examine the accounts and to scrutinise proposals for expenditure.

(6) All proposals relating to creation of posts, and those items which have not been included in the Budget, shall be examined by the Finance Committee before they are considered by the Executive Council.

(7) The annual accounts and the financial estimates of the University prepared by the Finance Officer shall be laid before the Finance Committee for consideration and comments and thereafter submitted to the Executive Council for approval.

(8) The Finance Committee shall recommend limits for the total recurring expenditure and the total non-recurring expenditure for the year, based on the income and resources of the University (which, in the case of productive works, may include the proceeds of loans).

18. Selection Committees: (1) There shall be Selection Committees for making recommendations to the Executive Council for appointment to the posts of Professor, Reader, Lecturer, Registrar, Finance Officer, Librarian and Principals of Colleges and Institutions maintained by the University.

(2) The Selection Committee for any appointment specified: in column (1) of the Table hereto annexed shall consist of the Vice-Chancellor, the Pro-Vice-Chancellor, a nominee of the Visitor, and the persons specified in the corresponding entry in column (2) of the said Table:

TABLE

1	2
Professor	(i) The Dean of the School (ii) The Head of the Department concerned, if he is a Professor. If the Head is a Reader, then the Professor, if any, in that Department (iii) Three persons not connected with the University nominated by the Vice-Chancellor, out of the panel approved by the Academic Council for their special knowledge of, or interest in, the subject with which the Professor will be concerned.
Reader/Lecturer	(i) The Head of the Department (ii) One Professor nominated by the Vice-Chancellor (iii) Three persons not connected with the University nominated by the Vice-Chancellor, out of the panel approved by the Academic Council for their special knowledge of, or interest in, the subject with which the Reader or Lecturer will be concerned.
Registrar/Finance Officer/Controller of Examinations	(i) Two members of the Executive Council nominated by it. (ii) One person not in the service of the University nominated by the Executive Council.
Librarian	(i) Two persons not in the service of the University who have special knowledge of the subject of the Library Science/Library Administration nominated by the Executive Council. (ii) One person not in the service of the University nominated by the Executive Council.
Principal of College or Institution maintained by the University	Three persons not in the service of the University of whom two shall be nominated by the Executive Council and one by the Academic Council for their special knowledge of, or interest in, a subject in which instruction is being provided by the College or Institution.

Note 1. Where the appointment is being made for an inter-disciplinary project the head of the project shall be deemed to be the Head of the Department concerned.

Note 2. The Professor to be nominated by the Vice-Chancellor shall be a Professor concerned with the speciality for which the selection is being made and the Vice-Chancellor shall consult the Head of the Department and the Dean of School before nominating the Professor.

(2a). The Selection Committee for the recognition of teachers of the Institution as Professor/Reader/Lecturer shall consist of the following members:

- (i) Vice-Chancellor,
- (ii) Pro-Vice-Chancellor,
- (iii) Nominee of the Visitor appointed under Statute 18,
- (iv) Dean of the School concerned
- (v) Head of the Department concerned if he is a Professor. If the Head is a Reader, then the Professor, if any, in that Department.
- (vi) Three persons not connected (having no conflict of interest, meaning thereby that they should not be members of University authorities and statutory committees as also they should not be the retired teachers of the University) with the University, nominated by the Vice-Chancellor out of the panel approved by the Academic Council for their special knowledge of, or interest in, the subject with which the Professor/Reader/Lecturer will be concerned.

(3) The Vice-Chancellor, or in his absence the Pro-Vice-Chancellor, shall convene and preside at the meeting of the Selection Committee:

Provided that the meeting of the Selection Committee shall be fixed after prior consultation with, and subject to the convenience of Visitor's nominee and the experts nominated by the Executive Council:

Provided further that the proceedings of the Selection Committee shall not be valid unless: -

- (a) where the number of Visitor's nominee and the persons nominated by the Executive Council is four in all, at least three of them attend the meeting; and
- (b) where the number of Visitor's nominee and the persons nominated by the Executive Council is three in all, at least two of them attend the meeting.
- (4) The procedure to be followed by the Selection Committee shall be laid down in the Ordinances.
- (5) If the Executive Council is unable to accept the recommendations made by the Selection Committee, it shall record its reasons and submit the case to the Visitor for final orders.
- (6) Appointments to temporary posts shall be made in the manner indicated below: -

- (i) If the temporary vacancy is for duration longer than one academic session, it shall be filled on the advice of the Selection Committee in accordance with the procedure indicated in the foregoing clauses:

Provided that if the Vice-Chancellor is satisfied that in the interests of work it is necessary to fill the vacancy, the appointment may be made on a purely temporary basis on the advice of a local Selection Committee referred to in sub-clause (ii) for a period not exceeding six months.

- (ii) If the temporary vacancy is for a period less than a year, an appointment to such vacancy shall be made on the recommendation of a local Selection Committee consisting of the Dean of the School concerned, the Head of the Department and a nominee of the Vice-Chancellor:

Provided that if the same person holds the offices of the Dean and the Head of the Department, the Selection Committee may contain two nominees of the Vice-Chancellor:

Provided further that in the case of sudden casual vacancies of teaching posts caused by death or any other reason, the Dean may, in consultation with the Head of the Department concerned, make a temporary appointment for a month and report to the Vice-Chancellor and the Registrar about such appointment.

- (iii) No teacher appointed temporarily shall, if he is not recommended by a regular Selection Committee for appointment under the Statutes, be continued in service on such temporary employment unless he is subsequently selected by a local Selection Committee or a regular Selection Committee, for a temporary or permanent appointment, as the case may be.

19. Special Mode of appointment: (1) Notwithstanding anything contained in Statute 18, the Executive Council may of appoint- invite a person of high academic distinction and professional attainments to accept a post of Professor or any other equivalent academic post in the University on such terms and conditions as it deems fit and on the person agreeing to do so appoint him to the post.

(2) The Executive Council may appoint a teacher or any other academic staff working in any other University or organisation for undertaking a joint project in accordance with the manner laid down in the Ordinances.

20. Appointment for a fixed tenure:

The Executive Council may appoint a person selected in accordance with the tor a fixed procedure laid down in Statute 18 for a fixed tenure on such terms and conditions as it deems fit.

21. Recognised teachers: (1) The qualifications of recognised teachers shall be such as may be prescribed by the Ordinances.

(2) All applications for the recognition of teachers shall be made in such manner as may be laid down by the Ordinances.

(3) No teacher shall be recognized as a teacher except on the recommendation of a Selection Committee constituted for the purpose in the manner laid down in the Ordinances.

(4) The period of recognition of a teacher shall be determined by the Ordinances made in that behalf.

(5) The Academic Council may, by a special resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw recognition from a teacher:

Provided that no such resolution shall be passed until notice in writing has been given to the person concerned calling upon him to show cause, within such time as may be specified in the notice, why such resolution should not be passed and until his objections, if any, and any evidence he may produce in support of them have been considered by the Academic Council.

22. Committees: (1) Any authority of the University may appoint as many standing or special Committees as it may deem fit, and may appoint to such Committees persons who are not members of such authority.

(2) Any Committee appointed under clause (1) may deal with any subject delegated to it subject to subsequent confirmation by the authority appointing it.

23. Terms and Conditions of Service and Code of Conduct of the Teachers etc.:

(1) All the teachers and other academic staff of the University shall, in the absence of any agreement to the contrary, be governed by the terms and conditions of service and code of conduct as are specified in the Statutes, the Ordinances and the Regulations.

(2) The emoluments of members of the academic staff shall be such as may be prescribed by the Ordinances.

(3) Every teacher and other member of the academic staff of the University shall be appointed on a written contract, the form of which shall be prescribed by the Ordinances.

(4) A copy of every contract referred to in clause (J) shall be deposited with the Registrar.

24. Terms and Conditions of Service and Code of Conduct of Other Employees:

(1) All the employees of the University, other than the teachers and other academic staff, shall, in the absence of any contract to the contrary, be governed by the terms and conditions of service and code of conduct as are specified in the Statutes, the Ordinances and the Regulations.

(2) The manner of appointment and emoluments of employees, other than the teachers and other academic staff, shall be such as may be prescribed by the Ordinances.

25. Seniority List: (1) Whenever, in accordance with the Statutes, any person is to hold an office or be a member of an authority of the University by rotation according to seniority, such seniority shall be determined according to the length of continuous service of such person in his grade and in accordance with such other principles as the Executive Council may, from time to time, prescribe.

(2) It shall be the duty of the Registrar to prepare and maintain in respect of each class of persons to whom the provisions of these Statutes apply, a complete and up-to- date seniority list in accordance with the provisions of clause (1).

(3) If two or more persons have equal length of continuous service in a particular grade or the relative seniority of any person or persons is otherwise in doubt, the Registrar may, op his own motion and shall, at the request of any such person, submit the matter to the Executive Council whose decision thereon shall be final.

26. Removal of Employees of the University: (1) Where there is an allegation of misconduct against a teacher, a member of the academic staff or other employee of the University, the Vice-Chancellor, in the case of the teacher or a member of the academic staff, and the authority competent to appoint (hereinafter referred to as the appointing authority) in the case of other employee may, by order in writing, place such teacher, member of the academic staff or other employee, as the case may be, tinder 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 the contract of appointment or of any other terms and conditions of service of the employees, the Executive Council in respect of teachers and other academic staff, and the appointing authority in respect of other employees, shall have the power to remove a teacher or a member of the academic staff or other employee, as the case may be, on grounds of misconduct.

(3) Save as aforesaid, the Executive Council, or as the case may be, the appointing authority, shall not be entitled to remove any teacher, member of the academic staff or other employee except for a good cause and after giving three months' notice or on payment of three months' salary in lieu thereof.

(4) No teacher, member of the academic staff or other employee shall be removed under clause (2) or clause (3) unless 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, member of the academic staff or other employee shall take effect from the date on which the order of removal is made:

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

(6) Notwithstanding anything contained in the foregoing provisions of this Statute, a teacher, member of the academic staff or other employee may resign: -

- (a) if he is a permanent employee, only after giving three months' notice in writing to the Executive Council or the appointing authority, as the case may be, or by paying three months' salary in lieu thereof;
- (b) if he is not a permanent employee, only after giving one month's notice in writing to the Executive Council or, as the case may be, the appointing authority or by paying one month's salary in lieu thereof:

Provided that such resignation shall take effect only on the date on which the resignation is accepted by the Executive Council or the appointing authority as the case may be.

27. Honorary Degrees: (1) The Executive Council may, on the recommendation of the Academic Council and by a resolution passed 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 motion, make such proposals.

(2) The Executive Council may, by a resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw, with the previous sanction of the Visitor, any honorary degree conferred by the University.

28. Withdrawal of Degrees, etc.: The Executive Council may, by a special resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw a degree or academic distinction conferred on, or any certificate or diploma granted to, any person by the University for good and sufficient cause:

Provided that no such resolution shall be passed until a notice in writing has been given to that person calling upon him to show cause within such time as may be specified in the notice why such a resolution should not be passed and until his objections, if any, and any evidence he may produce in support of them, have been considered by the Executive Council.

29. Maintenance of Discipline amongst Students of the University: (1) All powers relating to the maintenance of discipline and disciplinary action in relation to the students of the University shall vest in the Vice-Chancellor.

(2) There shall be a Proctor of the University to assist the Vice-Chancellor in the exercise of the powers referred to in clause (1), who shall be appointed by the Executive Council from amongst the Professors and Readers in the manner prescribed by the Ordinances.

(3) The Vice-Chancellor may delegate all or any of the powers referred to in clause (1), as he deems proper, to the Proctor and to such other officers as he may specify in this behalf.

(4) Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action, as may seem to him appropriate for the maintenance of discipline, the Vice-Chancellor may, in exercise of such powers, by order, direct that any student or students be expelled or rusticated, for a specified period, or be not admitted to a course or courses of study in a College, Institution or Department or a School of the University for a stated period, or be punished with fine for an amount to be specified in the order, or be debarred from taking an examination or examinations conducted by the University, College, Institution or Department or a School for one or more years, or that the results of the student or students concerned in the examination or examinations in which he or they have appeared be cancelled.

(5) The Principals of College, Institutions, Deans of Schools of Studies and Heads of teaching Departments in the University shall have the authority to exercise all such disciplinary powers over the students in their respective Colleges, Institutions, Schools and teaching Departments in the University, as may be necessary for the proper conduct of such Colleges, Institutions, Schools and teaching Departments.

(6) Without prejudice to the powers of the Vice-Chancellor and the Principal and other persons specified in clause (J), detailed rules of discipline and proper conduct shall be made by the University.

(7) The Principals of College, Institutions, Deans of Schools of Studies and Heads of teaching Departments in the University may also make such supplementary rules as they deem necessary for the purposes stated therein.

(8) At the time of admission, every student shall be required to sign a declaration to the effect that he submits himself to the disciplinary jurisdiction of the Vice-Chancellor and other authorities of the University.

30. Convocations: Convocations of the University for the conferring of degrees or for other purposes shall be held in such manner as may be prescribed by the Ordinances.

31. Acting Chairman of Meetings: Where no provision is made for a President or Chairman to preside over a meeting of any authority of the University or any Committee of such authority or when the President or Chairman so provided for is absent, the members present shall elect one from among themselves to preside at such meeting.

32. Resignation: Any member, other than an ex officio member, of the Court, the Executive Council, the Academic Council or any other authority of the University or any Committee of such authority may resign by letter addressed to the Registrar and the resignation shall take effect as soon as such letter is received by the Registrar.

33. Disqualifications: (1) A person shall be disqualified for being chosen as, and for being, a member of any of the authorities of the University: -

- (i) if he is of unsound mind;
- (ii) if he is an undischarged insolvent;
- (iii) if he has been convicted by a court of law of an offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than six months.

(2) If any question arises as to whether a person is or had been subjected to any of the disqualifications mentioned in clause (1), the question shall be referred to the Visitor and his decision shall be final and no suit or other proceeding shall lie in any civil court against such decision.

34. Residence Condition for Membership and Office: Notwithstanding anything contained in the Statutes, a person who is not ordinarily resident in India shall not be eligible to be an officer of the University or a member of any authority of the University.

35. Membership of Authorities by Virtue of Membership of Other Bodies: Notwithstanding anything contained in the Statutes, a person who holds any post in the University or is a member of any authority or body of the University in his capacity as a member of a particular authority or body or as the holder of a particular appointment shall hold such office or membership only for so long as he continues to be a member of that particular authority or body or the holder of that particular appointment, as the case may be.

36. Alumni Association: (1) There shall be an Alumni Association for the University.

(2) The subscription for membership of the Alumni Association shall be prescribed by the Ordinances.

(3) No member of the Alumni Association shall be entitled to vote or stand for election unless he has been a member of the Association for at least one year prior to the date of election and is a degree holder of the University of at least five years standing:

Provided that the condition relating to the completion of one year's membership shall not apply in the case of the first election.

37. Students Council: 1. There shall be constituted in the University, a Students' Council for every academic year, consisting of: -

- (i) the Dean of Students' Welfare who shall be the Chairman of the Students' Council;
- (ii) twenty students to be nominated by the Academic Council on the basis of merit in studies, sports and extra curricular activities; and
- (iii) such number of elected representatives of students as may be prescribed by the Academic Council:

Provided that any student of the University shall have the right to bring up any matter concerning the University before the Students' Council if so permitted by the Chairman, and he shall have the right to participate in the discussions at any meeting when the matter is taken up for consideration.

2. The functions of the Students' Council shall be to make suggestions to the appropriate authorities of the University in regard to the programmes of studies, students' welfare and other matters of importance, in regard to the working of the University in general and such suggestions shall be made on the basis of consensus of opinion.

3. The Students' Council shall meet at least once in an academic year preferably in the beginning of that year.

38. Ordinances How made: (1) The first Ordinances made under sub-section (2) of section 30 may be amended. Ordinances repealed or added to at any time by the Executive Council in the manner specified in the following sub-sections.

(2) No Ordinance in respect of the matters enumerated in sub-section (1) of section 30 shall be made by the Executive Council unless a draft of such Ordinance has been proposed by the Academic Council.

(3) The Executive Council shall not have power to amend any draft of any Ordinance proposed by the Academic Council under clause (2), but may reject the proposal or return the draft to the Academic Council for re-consideration, either in whole or in part, together with any amendment which the Executive Council may suggest.

(4) Where the Executive Council has rejected or returned the draft of an Ordinance proposed by the Academic Council, the Academic Council may consider the question afresh and in case the original draft is reaffirmed by a majority of not less than two-thirds of the members present and voting and more than half the total number of members of the Academic Council, the draft may be sent back to the Executive Council which shall either adopt it or refer it to the Visitor whose decision shall be final.

(5) Every Ordinance made by the Executive Council shall come into effect immediately.

(6) Every Ordinance made by the Executive Council shall be submitted to the Visitor within two weeks from the date of its adoption.

(7) The Visitor shall have the power to direct the University to suspend the operation of any Ordinance.

(8) The Visitor shall inform the Executive Council about his suspending the Ordinance referred to in clause (7) and may, after receiving the comments of the University, either withdraw the order suspending the Ordinance or disallow the Ordinance, and his decision shall be final.

39. (1) The authorities of the University may make Regulations consistent with the Regulations Act, the Statutes and the Ordinances for the following matters, namely:—

- (i) laying down the procedure to be observed at their meetings and the number of members required to form a quorum;
- (ii) providing for all matters which are required by the Act, the Statutes or the Ordinance to be prescribed by Regulations;
- (iii) providing for all other matters solely concerning such authorities or committees appointed by them and not provided for by the Act, the Statutes or the Ordinances.

(2) Every authority of the University shall make Regulations providing for the giving of notice to the members of such authority of the dates of meeting and of the business to be considered at meetings and for the keeping of a record of the proceedings of meetings.

(3) The Executive Council may direct the amendment in such manner as it may specify of any Regulation made under the Statutes or the annulment of any such Regulation.

40. Delegation of Powers: Subject to the provisions of the Act and the Statutes, any officer or authority of the University may delegate his or its powers to any other officer or authority or person under his or its respective control and subject to the condition that overall responsibility for the exercise of the powers so delegated shall continue to vest in the officer or authority delegating such powers.

K. N. CHATURVEDI

Secy. to the Govt. of India”

ORDINANCES**ORDINANCE – 1***

Schools of Study and Assignment of Departments and Centres to Schools of Study

(Section 30 (n) of the Act and Statute 15(1) (5) (a) of the Statutes)

The University shall have the following Schools of Study and departments assigned thereto shall be as follows:

1. School of Language Sciences

- i) Department of Phonetics and Spoken English
- ii) Department of Linguistics and Contemporary English
- iii) Department of Computational Linguistics

2. School of Literary Studies

- i) Department of English Literature
- ii) Department of Comparative Literature and India Studies
- iii) Department of Hindi
- iv) Department of Indian and World Literatures
- v) Department of Translation Studies

3. School of Inter-disciplinary Studies

- i) Department of Cultural Studies
- ii) Department of Aesthetics and Philosophy
- iii) Department of Communication
- iv) Department of Film Studies
- v) Department of Social Exclusion Studies

4. School of English Language Education

- i) Department of English as Second Language Studies
- ii) Department of Materials Development, Testing and Evaluation
- iii) Department of Training and Development
- iv) Department of Education

5. School of Distance Education

- i) Department of English Language Teaching
- ii) Department of Linguistics and Phonetics
- iii) Department of Literatures in English

6. School of European Languages

- i) Department of Russian Studies
- ii) Department of Germanic Studies
- iii) Department of French and Francophone Studies
- iv) Department of Hispanic and Italian Studies

7. School of Arab and Asian Studies

- i) Department of Arab Studies
- ii) Department of Asian Languages

(Chinese, Korean, Japanese, Persian and Turkish)

* No objection conveyed by the University Grants Commission vide letter No.F.33-7/2007(CU) dated 3rd January 2014)

ORDINANCE-2**Powers and Functions of the Deans of the Schools of Study****(Section 30 (1) (k) (n) of the Act)**

2.1 The Dean shall have the following powers and functions:

- I. to co-ordinate and supervise the teaching and research work in the School through the Heads of Departments;
- II. be ex-officio Chairperson of the School Board;
- III. be responsible for convening the meeting of the School at least once in each semester;
- IV. to recommend to the higher authorities all proposals (academic and non-academic) and leave applications originating from Departments.
- V. to take steps to promote interdisciplinary research;
- VI. to maintain discipline in the Schools through the Heads of Departments;
- VII. to keep a record of the evaluation of sessional work and of the attendance of the students at lectures, tutorials, seminars or practicals where these are prescribed through the Heads of the Departments/Centres;
- VIII. to co-ordinate with the Controller of Examinations for conducting examinations of the University and declaring the results on time in respect of the students of the School in accordance with such directions as may be given by the School Board or by the Academic Council;
- IX. to take steps to give effect to the decisions and recommendations of the School Board; and present to the Vice-Chancellor any conflict arising on matters relating to students and faculty in the School for a final decision;
- X. to perform such other duties as may be assigned to her/him by the Academic Council, Executive Council or the Vice Chancellor.
- XI. The Dean shall be allotted an office with supporting staff for discharging his/her responsibilities and duties.

2.2 Campus Deans

- i. Each Campus of the University shall have a Dean for each School.
- ii. The powers, functions and terms of appointment of Campus Deans shall be as per the provisions of the Statutes. However, a campus Dean may be appointed by the Vice-Chancellor on the recommendation of the Director of the Campus. If no Professor is available, an Associate Professor may be appointed as In-Charge. If no Associate Professor is available the Deanship of the School shall be with the Director until a Professor/Associate Professor is available.
- iii. The Campus Dean/Deputy Dean shall place before the Director any conflict arising on matters relating to students and faculty in the School. The Director shall take suitable action as per the situation. However, if the matter remains unresolved then the Director shall forward the case to the Vice-Chancellor for a final decision.
- iv. A Campus Dean shall perform such other duties as may be assigned to her/him by the Academic Council, Executive Council, the Vice-Chancellor and the Director of the Campus.

ORDINANCE-3**Composition, Powers and Functions of the School Board****[Section 15(3) of the Statutes]**

3.1.1 Each School shall have a School Board.

3.1.2 The composition, powers and functions of the School Board shall be as follows:

i. The School Board shall consist of :

- a) Dean of the School as the ex-officio Chairperson;
- b) All Professors in the School;
- c) Heads of the Departments/Centres assigned to the School as the ex-officio members.
- d) One Associate Professor and one Assistant Professor from each Department in the School by rotation on the basis of seniority;

- e) One representative each of the Boards of other Schools which have interdisciplinary work with the School, to be nominated by the Vice-Chancellor on the recommendations of the School Board concerned; and
- f) Not more than five persons, not in the service of the University, nominated by the Vice-Chancellor for their special knowledge and expertise in the subject concerned. However, not more than one person per subject shall be nominated.

Provided that ordinarily at least one person from the field of higher education shall be nominated from the State where the University is located.

3.2) Terms of Office:

The term of office of members, other than that of the Dean and the Heads, shall be three years.

3.3) Chairperson:

The Dean of the School shall be the Chairperson of the Board and shall convene and preside over the meetings of the Board.

3.4) Powers and Functions:

The powers and functions of the Board shall be as follows:

1. To prescribe the qualifications and modes of evaluation of candidates to the various postgraduate programmes in the Departments of the School;
2. to interview the candidates short-listed by the Admissions Committee for admission to research programmes by the School;
3. to co-ordinate the teaching, evaluation and research work in the Departments/Centres in the School and to submit reports of such activities to the Dean, Research
4. to approve the syllabi of PG programmes, and topics and course work of research for various research degrees;
5. to coordinate and approve the time tables of the Departments of the School for allotment of classroom space;
6. to constitute committees to address issues pertaining to academic grievances;
7. to constitute committees to organise the teaching and research work of Centres, in subjects or areas which do not fall within the sphere of any Department and to supervise the work of such Committees in coordination with the Dean, Research ;
8. to recommend to the Academic Council the creation or abolition of teaching posts, and to consider proposals received from the Departments or Committees mentioned in Clause (6/7) above;
9. to consider schemes for the advancement of the standards of teaching and research, and to submit proposals in this regard to the Academic council through the Dean, Research;
10. to formulate arrangements for the School to participate in the work of the different Departments of the University;
11. to promote and review research within the School and to submit reports on research to the Academic council through the Dean, Research;
12. to frame general rules for continuous internal evaluation and end-semester examinations;
13. to recommend to the Academic Council to the Academic Council, through the Dean, Research, the panel of examiners for the evaluation of Ph.D theses after considering proposals received in this regard from Board of Studies;
14. to recommend to the Academic Council, the award of research degrees to candidates who have been found qualified to receive such degrees;
15. 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;
16. 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 upon by the Board from time to time.

3.5 Meetings

- I. The Board shall hold at least two ordinary meetings in an academic year, one in each semester.
- II. (b) The Dean may convene special meetings of the Board at his/her initiative or at the suggestion of the Vice-Chancellor or on a written request from at least one fifth of the members of the Board.
- III. (c) Quorum: The quorum for the meeting of the Board shall be one member more than a half of its total members.

- IV. (d) Notice: Notice for any meeting of the Board shall be issued at least 7 days before the date fixed for the meeting.

ORDINANCE-4

Functions of the Departments Centres in the School

[Section 30 (1) (k) (n) of the Act]

4.1 Each School shall consist of such Departments/Centres as decided by the Academic Council and approved by the Executive Council from time to time.

4.1.1 Functions of a Department shall be:

- (i) to admit students to the various Programmes and Courses offered as per the University rules and to suggest the procedures for such admissions;
- (ii) to suggest the pattern and the schedule of sessional evaluation for each Course offered by the Department/Centre;
- (iii) to allocate teaching work to the teachers and frame the time-table in accordance with the general time-table of the School or Schools concerned;
- (iv) to make proposals to the Academic Council through the School Board regarding the creation and abolition of teaching posts;
- (v) to make proposals to the Board of Studies (BoS) regarding research projects to be taken up by the members of the Department/Centre either individually or in groups;
- (vi) to propose and suggest the curriculum and reference and other reading materials for the Programmes of Study to BoS;
- (vii) to constitute Committees from its members and to assign to these Committees specific functions falling within its competence;
- (viii) to appoint from among its teachers advisers to students;
- (ix) to propose schemes including UGC schemes for the Department/Centre and to help in the maintenance and improvement of the standards of various programmes of study and research of the subjects in the department/Centre; and
- (x) to perform such other functions as may be assigned to it by the Vice-Chancellor or Board of the School concerned, the Dean Research, Academic Council or the Executive Council.

ORDINANCE-5

Terms of Appointment, Powers and Functions of the Head of the Department/Centre

(Statute 5A (1-5) of the Statutes of the EFL University Act 2006)

5.1 Terms of Appointment and powers and functions of the Head of the Department/Centre.

- (i) The Vice-Chancellor shall appoint the Head from among the Professors/Associate Professors (as per Statute 5.A) in the Department/Centre on seniority for a period of three years on rotation.
- (ii) In case there is no Professor or only one Professor in the Department/Centre the Headship shall rotate among the Professors and Associate Professors on the basis of seniority.
- (iii) In case no Professor or Associate Professor is available in the Department/Centre, an Assistant Professor may be designated as Coordinator by the Vice-Chancellor to discharge the duties of the Head of the Department under the general supervision of the Dean.
- (iv) The Coordinator shall not be a Member of the Academic Council or any other body of the University. In his/her place the Dean shall represent the Department/Centre in such bodies.

5.2 Powers and Functions of the Head

The Head of the Department/Centre shall:

- 5.2.1 convene and preside over the meetings of the Department/Centre;
- 5.2.2 organise the teaching and research work in the Department/Centre;
- 5.2.3 frame the time-table in conformity with the allocation of the teaching work made by the Department/Centre;
- 5.2.4 maintain discipline in the class rooms and laboratories through teachers;
- 5.2.5 assign to teachers in the Department/Centre such duties as may be necessary for the proper functioning of the Department/Centre; and assign work to and exercise control over the non-teaching staff in the Department/Centre;
- 5.2.6 recommend to the Academic Council the creation and abolition of teaching posts after approval of the Board of Studies and School Board;
- 5.2.7 frame general rules for the evaluation of sessional work;
- 5.2.8 submit panel of examiners and moderators to the Vice-Chancellor through Board of Studies.
- 5.2.9 recommend leave application of the teaching and non-teaching staff of the Department/Centre to the Dean of the School concerned according to the Ordinance (2.1.IV) framed for the purpose;
- 5.2.10 be responsible for maintaining the records, equipment and furniture of the Department/Centre and the books of the Department/Centre library, if any;
- 5.2.11 operate the Budget of the Department/Centre through Purchase Committee of the Department/Centre;
- 5.2.12 be responsible for observance of the Provisions of the Act/Statute/Ordinances and Regulations relating to the Department/Centre; and
- 5.2.13 perform such other functions as may be assigned to him/her by the Board of Studies, Dean of School concerned, the Vice Chancellor, the Academic Council and the Executive Council.
- 5.2.14 be ex-officio member in the committees as stipulated in the Statutes, Ordinances and Regulations.
- Draft of Revised Ordinances of EFL University

ORDINANCE-6

Constitution of the Board of Studies and Term of Office of its Members

(Statute 16 (1-3) of the Statutes of the EFL University Act 2006)

BOARD OF STUDIES

Note: Wherever applies a Centre shall have a BoS if PG and/or Research Programmes are offered.

- 6.1 There shall be a Board of Studies in each Department/Centre of the University including Campus Departments. The composition of the Board of Studies, the terms of office of its members and its functions shall be as follows:
- a. Head of the Department/Centre shall be the ex-officio Chairperson and Convener;
 - b. all Professors of the Department/Centre shall be members;
 - c. the senior most Associate Professor and the senior most Assistant Professor by rotation shall be a member of the Board of Studies to be nominated by the Vice Chancellor;
 - d. two faculty members to be nominated by the Vice-Chancellor from among the faculty members of allied/cognate subjects;
 - e. two subject experts not in the service of the University to be nominated by the Vice Chancellor;
 - f. two experts to be invited by the Chairperson for receiving inputs in specialised area, if required, with the approval of the Vice Chancellor.
- 6.2 The appointment of members specified at c,d, and e shall be for a period of three years.
- 6.3 A teacher of the University Department/Centre shall cease to be a member if he/she ceases to be a teacher of the concerned Department/Centre.
- 6.4 Any casual vacancy may be filled in for the residual period.
- 6.5 The Board of Studies shall ordinarily meet at least twice in a year and on such occasions as may be required by the Vice Chancellor.

6.6 The quorum for the Board of Studies meetings shall be one number more than half of the total membership of the Board including at least one outside expert.

6.7 In the absence of the Chairperson, the senior most member present shall act as the Chairperson for that meeting.

6.8 If in the opinion of the Dean of the School concerned, it is necessary or expedient to convene a meeting of the Board of Studies to consider any item and if he/she considers that a matter could be disposed of by circulation among the members of Board of Studies, he/she may issue necessary instruction to that effect.

6.9 All notices stating the time and place of the meeting along with the agenda papers shall be issued not less than 3 days before the date of the meeting.

6.10 Subject to the overall control and supervision of the School Board and the Academic Council the functions of the Board of the Studies shall be:

- (a) to approve the syllabus for the Programme/Course(s) offered by the Department/Centre;
- (b) to prepare a panel of examiners, paper setters and moderators for the examinations conducted by the Department/Centre and forward them to the School Board;
- (c) to approve the pattern and schedule of sessional evaluation for each course offered by the Department/Centre and forward the recommendations to the School Board;
- (d) to approve the topics of project work of PG courses wherever opted for and forward them to the School Board;
- (e) to approve research proposals and forward them to the School Board;
- (f) to appoint supervisors and to approve panel of examiners for research evaluation and forward them to the School Board;
- (g) to take such measures as necessary for the improvement of the standard of teaching and research;
- (h) the Board of Studies shall perform such other functions as may be assigned to it by the Dean Research, School Board, Academic Council and the Executive Council from time to time.

ORDINANCE-7

Board of Undergraduate Studies

(Section 28 (a,b) Section 30 (k) of the Act of the EFL University Act 2006)

7.1 There shall be a Board of Undergraduate Studies at the University for coordinating the administrative and academic activities of BA (Honours) and all other UG programmes. The Board shall function under the overall supervision of the Officer on Special Duty (Academics) and the Academic Council.

7.2 The composition of the Board shall be as follows:

- (a) a Chairperson to be appointed by the Executive Council from among the Professors on the recommendation of the Vice-Chancellor for a period of three years;
- (b) Heads of the Departments/Centres contributing to the programme;
- (c) two persons nominated by the Vice-Chancellor from among the Professors and Associate Professors;
- (d) four external experts nominated by the Vice-Chancellor having expertise in the area of study.

7.3 Tenure of the members, other than the ex-officio members, shall be three years.

7.4 The Board shall meet at least once in each semester. However, special meetings may be convened whenever required.

7.5 Powers and Functions of the Board:

- (a) The Board shall organize and administer all Undergraduate Programmes of the University.
- (b) The Board shall appoint the following committees for BA (Honours) Programme:
 - (i) The Programme Committee.
 - (ii) The Syllabus Committee
- (c) The Programme Committee shall coordinate activities of the programme, prepare the time table, arrange the classroom space, specify sessional evaluation modes, prepare panels of paper setters/examiners and moderators, and other related activities with the approval of the Board.

(d) The Syllabus Committee shall design the syllabus for programme for the approval of the Board and Academic Council.

7.6 The Board of Undergraduate Studies shall have similar provisions regarding convening of the meetings, quorum and, tenure of its members as in the case of the School Board.

The Board shall perform all other functions and consider such matters as may be referred to it by the Executive Council, Academic Council and the Vice-Chancellor from time to time.

7.7 A Coordinator for UG Studies will work in coordination with the Departments, the OSD Academics and the Controller of Exams office.

ORDINANCE-8

Board of Research Studies

(Section 28 (a,b,l,k) 30(k) of the Act of the EFL University Act 2006)

BOARD OF RESEARCH STUDIES

8.1 There shall be a Board of Research Studies comprising of the following:

- (i) Vice Chancellor PVC – Chairperson-Ex-officio;
- (ii) Dean Research (to be nominated by the Vice Chancellor);
- (iii) Deans of Schools of Study- Members -Ex-officio;
- (iv) Heads of Departments/Centres (not exceeding 5 by rotation)-Members-Ex-officio;
- (v) Professors other than Deans of Schools and Heads of Departments/Centres (not exceeding 5 by rotation)-Members-Ex-officio
- (vi) four Associate Professors to be nominated by the Vice-Chancellor representing different disciplines in the University -Members
- (vii) Four external experts to be nominated by the Vice-Chancellor representing different disciplines in the University -Members;
- (viii) Registrar-Secretary-Ex-officio
- (ix) Campus Deans

8.1.1 Subject to the overall guidance of the Dean Research, the Academic Council, the Board of Research Studies shall perform, interalia, the following functions:

- (i) To prepare a perspective of research and major thrust areas for research, if any, in the disciplines under its purview;
- (ii) to evaluate institutional research projects for funding by national international agencies;
- (iii) to review the current status of research in each department and critically examine the progress thereof from time to time;
- (iv) to indicate the priority areas of research in the departments particularly with reference to the role and responsibility of the University under Section 6 (1) (i) and (xi) of the University Act taking into account the facilities available in the University and also create facilities wherever necessary in keeping with the major thrust areas accepted for the concerned Departments/Centres and individual interest of the members of the faculty;
- (v) to evolve norms for consultancy and sharing of revenue between the Principal Investigator and the University for approval of the Executive Council;
- (vi) to recommend Honorary Degrees for eminent scholars;
- (vii) To perform such other functions as may be assigned to it by the Academic Council through the Dean Research.

8.2 The Board of Research Studies shall meet regularly at least twice a year.

8.3 The Board of Research Studies may determine its own procedures for working.

8.4 The quorum of the Board shall be one more than half of the total members.

8.5 The term of Office of the members other than ex-officio members shall be for a period of three years.

ORDINANCE-9**Curricular Framework and Academic Programmes****(Excluding Research)****(Section 6 (i)(ii)(v)28 (l) 30(a)(b)(d)(k) of the Act of EFL University Act 2006)****9.1 Programmes of Study:**

9.1.1 All Programmes and Courses of Study leading to award of Degrees/Diplomas/Certificates shall be conducted by the Boards/Schools/Departments/Centres established by the University subject to the approval of the Academic Council, through the OSD (Academic) from time to time.

9.2 Semester System:

All Programmes of Study offered by the University shall be based on the Semester System. There shall be a minimum of 13 weeks of teaching in a semester.

9.3 Choice Based Credit System (CBCS):

(i) All Programmes of Study in the University shall be based on a Comprehensive Choice-Based Credit System (CBCS). The School Boards shall specify the Programme/Course requirements which shall orient the choice and combination of courses for a programme.

(ii) A student shall earn prescribed credits as approved by the Academic Council from time to time to be qualified for the Certificate, Diploma and Degree Programmes.

(iii) Students admitted shall opt for their choice across Schools which will be a minimum of 15 credits and a maximum of 25 credits each semester. Students on MA programmes under this scheme shall have to choose the degree that they wish to obtain by the end of the Second Semester.

II. They are permitted to change their option once. BoS shall supervise the progress of the students and ensure that they take

(i) core modules

(ii) elective modules in the area they opt for and

(iii) modules across the Schools. Modules which are offered by individual teachers should have prior approval by the BoS/School Board.

(iv) Each School through its Boards of Studies/School Board/shall finalize the modules to be offered during the semester at the beginning of the semester and obtain the approval of the Vice-Chancellor through the OSD (Academic). The same will be reported to the Academic Council at its next meeting. Modules cross-listed, if any, for different courses should be clearly stated in the Course Catalogue. All the modules should have numbers and fixed number of credits (five credits each as a uniform standard), which will not be changed without the permission of the Academic Council/Vice Chancellor.

9.4 The University (School Boards) shall prepare a Course Catalogue which will provide a comprehensive listing and a brief outline of all Courses offered across all Departments/Centres/Schools of the University. The Catalogue shall contain all the Courses approved by the School Boards and the Academic Council.

9.5 Course Registration:

i) After admission to a Programme and at the commencement of each Semester, a student shall be required to register for the Courses he/she intends to study during the Semester.

ii) The registration for Courses shall be made in consultation with the Faculty Advisor(s) and on the prescribed format and shall be duly signed by the Student, Faculty Advisor and Head of the Department.

iii) A student shall be permitted to change the Course within 7 days from the date of Course registration.

iv) The minimum and maximum number of credits that a student can register for in a semester shall be such as prescribed by the School Board/Academic Council.

9.6 Audit of Course:

(i) Subject to the permission of the teacher handling the Course, a student may be permitted, on payment of prescribed fees, to audit a maximum of two Courses in addition to the registered Courses.

(ii) For an audited module, the student is not required to write any assignments/examinations. Audited modules carry no credits, but shall be mentioned on the Grade Card as value addition.

9.7 Detailed Course Outline:

- (i) Faculty members shall be required to prepare detailed Course Outline for each Course to be taught by them in a particular semester and shall make the same available to each student registered to take the Course, at the commencement of each semester.
- (ii) The detailed Course Outline shall include such specific details about a particular course as Course description, aims of the Course, Course requirements, assessment criteria, prescribed texts, reading list, planned activities for Students.
- (iii) Every Department shall maintain semester-wise lists of Course outlines prepared by its members to be submitted to the OSD Academic.

9.8 Assignment of Credits:

- i) A unit of credit is calculated as follows and all Programmes and Courses of study shall follow this method of calculation:
 - ii) As a general rule, a Course of 1 Credit shall require a workload of 30 Hours per semester comprising:
 - a. 10 Hours of Lectures/Organised classroom activity
 - b. 05 Hours of Tutorials/Contact Hours
 - c. 15 Hours of other workload such as independent individual/group work; obligatory/optional work placement; literature survey/library work; data collection/field work; writing of papers/projects/dissertation/thesis; seminars etc.
 - iii) As all Courses/modules offered at the university shall be 5 credit units, Course/activity design and workload shall be calculated as per the above unit specification.

9.9 The University shall offer Courses in Face-to-Face Mode and in the Distance Mode.

- (i) The following programmes shall be offered under the Face-to-Face Mode:
 - (a) Undergraduate programmes
 - (b) Postgraduate programmes
 - (c) Research programmes

(a) Certificate Programmes (CREDITS 20)

- (i) Programme Duration: One semester.
- (ii) Admission process and minimum qualification to the programme shall be decided by the Department/Centre, approved by the BoUGS and Academic Council.
- (iii) The syllabus for such a Programme shall be prepared by the Department/Centre Board of Studies and submitted to Board of Undergraduate Studies (BoUgs) and the Academic Council for approval through the OSD Academic.

(b) Diploma Programmes

- (i) Programme Duration: two Semesters. (CREDITS 40)
- (ii) Admission process and minimum qualification for the Programme shall be decided by the Department Centre approved by the BoUGS and Academic Council.
- (iii) The syllabus for such a programme shall be prepared by the Board of Studies of the concerned Department/Centre and submitted to the BoUgs and Academic Council for approval through the OSD Academic.

(c) Advanced Diploma (CREDITS 80)

- (i) Programme Duration: 4 Semesters.
- (ii) Admission process and minimum qualification for the Programme shall be decided by the Department Centre approved by the BoUGS and Academic Council.
- (iii) The syllabus for such a programme shall be prepared by the Board of Studies of the concerned Department/Centre and submitted to the BoUgs and Academic Council for approval through the OSD Academic.

(d) B.A. (Hons) programmes: (CREDITS 120)

- (i) Programme Duration: Six Semesters
- (ii) Admission to all the BA (Hons) programmes shall be made on the basis of an All India entrance test. However there shall be a second entry point to the third semester of the BA (Hons.) Programme for students in Foreign Languages through a special entrance test.
- (iii) The syllabus for the B.A (Hons) Programmes exclusively organized by specific Departments (in Foreign Languages) shall be prepared by the concerned Boards of Studies and approved by the BoUgs., subject to ratification of the Academic Council.
- (iv) The syllabus for the B.A. (Hons) programme(s) collectively organized by various Departments shall be prepared by the BoUgs and submitted to the Academic Council for approval through the OSD Academic.
- (v) BoUgs shall revise the syllabus from time to time for the Undergraduate Programmes.
- (vi) The number of seats in each of the Undergraduate Programmes shall be decided by the Board of Undergraduate Studies with the approval of the Academic Council.

e) A student admitted to the B.A. (Hons.) English programme shall compulsorily do one course in one of the Foreign Languages/Hindi/Sanskrit/Social Exclusion Studies/Education chosen by him/her at the beginning of the Programme in each of the first four semesters.

g) A student admitted to the B.A. (Hons.) Programme in one of the Foreign Languages on offer shall compulsorily do one Course in English/Hindi/Sanskrit/Social Exclusion Studies/Education in the first two semesters. In the next four semesters s/he shall do either a language Course or a Course in other disciplines on offer.

vi) Postgraduate Programmes**a) Postgraduate Diploma: (CREDITS 40)**

- (i) Programme Duration: Two (Post PG)Four Semesters (Post UG).
- (ii) Admission process and minimum qualification to the programme shall be decided by the Department/Centre approved by the Bo S and Academic Council.
- (iii) The syllabus for the programme shall be recommended by the Board of Studies of the concerned Department with approval of the School Board and shall be submitted to the Academic Council for final approval through the OSD Academic.

(b) B.Ed.

- (i) Programme Duration: Two Semesters. (CREDITS-40)
- (ii) Admission process and minimum qualification to the programme shall be decided by the Department/Centre approved by the BoS and Academic Council.
- (iii) The syllabus for the programme shall be prepared by the Board of Studies of the Department of Education with the approval of the School Board and shall be submitted to the Academic Council for final approval through the OSD Academic.

(c) M.Ed.

- (i) Programme Duration: Two Semesters. (CREDITS 40)
- (ii) All admissions to the Course shall be through an All India Entrance Test conducted by the University.
- (iii) The syllabus for the Programme shall be recommended by the Board of Studies of the Department of Education with the approval of the School Board and shall be submitted to the Academic Council for the approval through the OSD Academic.

(d) M.A.

- (i) Programme Duration: Four Semesters (CREDITS 80)
- (ii) All admissions to the PG programmes shall be through the All India Entrance Test conducted by the University each year.
- (iii) Minimum Eligibility Condition: A minimum of 55% Marks or an equivalent grade in Bachelors/UG degree of a recognised University or an equivalent examination in any discipline;
- (iv) **Relaxation in Minimum Qualifying Marks**

a. Relaxation in minimum qualifying marks up to a maximum of 5% shall be made in case of candidates belonging to the SC, ST and Persons with Disabilities Categories.

b. Subject to the fulfilment of the minimum cut- off marks as prescribed from time to time by the Academic Council and as per the prevailing guidelines of the UGC MHRD in the matter.

(v) The syllabus for the Programme shall be prepared by the Board of Studies of the Department concerned with the approval of the School Board submitted to the Academic Council for approval.

(vi) Number of seats for each programme shall be decided by the Board of Studies of the Department. In case of B.ED and M. Ed the decision of the BoS shall be subject to the decision of the NCTE and final approval of the Academic Council through the OSD Academic.

(vii) The University shall revise and introduce new UG and PG programmes from time to time.

(viii) Matters pertaining to evaluation, sessional assessment, grade improvement and examination shall be as per Ordinance 10, subject to revision from time to time.

xii) **Part-Time Courses:** The University shall offer Part- Time Courses up to Diploma level in Foreign Languages. The modalities of operating these courses shall be determined by the concerned BoS and subject to the approval of BoUGs.

xiii) **Training and Outreach programmes:** The University shall design and organize training and outreach programmes from time to time.

xiv) **Distance Mode**

(a) Under the Distance Mode the University shall offer the following programmes:

NAME OF THE COURSES (Distance Mode)	DURATION ELIGIBILITY
Certificate in all courses including FL	Two semester
Diploma in all courses including FL	Two Semesters PGCTE (40)
Advanced Diploma in FL and PGDTE	Two Semesters (CREDITS 40)
M.A.	Four semesters (including) (CREDITS 80)
E-French	As decided by the department

(b) Admission to these programmes shall be decided by the Board of Studies of the Department and approved by the School Board and Academic Council.

(c) The Courses of study for these Programmes shall be prepared by the Board of Studies and approved by the School Board and Academic Council through the OSD Academic.

xv) **M.A. (English) (Distance Mode)**

(3 years, correspondence-cum-attendance)

a) A participant of MA Distance Mode is required to pursue a minimum of 8 Courses depending on the languages/he chooses.

b) Students who fail in more than two (50%) Courses of a semester will not be promoted to the next semester and their admission stands cancelled. However, if a student is unable to complete all the required assignments within one year, his/her name will be retained on the rolls for another year.

c) Students whose admission is cancelled are required to re-register for the programme. Re-registration shall be permitted subject to the following conditions:

- a) Re-registered students shall pay 50% of the fee, except postal expenses, they paid at the time of their admission. This shall apply to foreign nationals as well.
- b) Re-registration shall be valid for one academic year. Total period of registration (including re- registration period) shall not exceed three years.
- c) No new material shall be provided to the re-registered students.
- d) They shall be required to do new assignments for the ones they have not completed earlier.

xvi) Contact Sessions for M.A. (English) (Distance mode)

- a) In all there will be two contact sessions in January/February of each year.
- b) The contact programmes may be conducted in one or more centres depending on student strength and other considerations. The allotment of students to each centre shall be made by the School Board on the basis of proximity and/or other administrative factors. The decision of the School Board in this regard shall be final.
- c) There shall be a contact-cum-examination programme as part of the M. A. Programme. Contact classes shall be held in January/February every year for Part – I and Part – II. Contact classes shall be immediately followed by the examinations for each Part. Attendance at the contact classes as per the general norms of the University. To be eligible to take the final examination the student shall have to put in the minimal 75% of attendance and submit all the assignments by the deadline stipulated by the School Board.
- d) Students shall complete all the internal assignments before the submission of the final assignments and taking the final examination. Failure to do so shall disqualify them for the final examination. Students who secure less than (pass) 50% marks in each of the assignments shall be required to repeat the assignment(s). Fresh assignments in the courses in which they have failed shall be given to them. If a student fails in the term-end examination, s/he shall reappear for the exam in the next term-end examination session. Regular students shall get two chances to reappear for the examinations and SC/ST students shall get one extra chance to reappear.

ORDINANCE-10

Medium of Instruction, Examination and Evaluation

Pattern, Attendance and Teacher Assessment (Section 6 (i)(ii)(v)(ix) 30 (c)(d)(g)(k)(m)of the Act of the EFL University Act 2006)

10.1 Medium of Instruction:

- i) The medium of instruction in respect of all Programmes of Study offered by the Schools, Departments and Centres of Study shall be English and in various (Foreign) European, Arabic and Asian Languages as applicable.
- ii) Question Papers of all examinations shall be set and answered in English and Foreign Language as applicable and as specified in the programmes and courses.
- iii) Project Work/Project Report/Dissertation/FieldWork Report/Training Report etc, if any, shall have to be written in English and Foreign Languages as per the requirements of the assignment.

10.2 Attendance

- (i) A Student shall be required to attend at least 75% of the classes actually held in each subject and such seminars, sessionals and practicals as may be prescribed to the satisfaction of the teachers/tutors concerned. No student shall be permitted to sit for the End-semester examination in the course in which he/she has secured less than 75% attendance.

(ii) The teacher/tutor handling a course shall be responsible for maintaining a record of attendance of students who have registered for the course and shall display on the Notice Board of the Department the monthly attendance record of each student at the end of every month.

(iii) All teachers shall intimate to the Head of the Department at least seven calendar days before the last instruction day in the semester particulars of all students who have secured less than 75% attendance in one or more courses and send a copy of the same to the Dean of the School Board, BoUGs concerned and to the Controller of Examinations.

(iv) The Head of the Department/Centre shall display on the Notice Board of the Department names of all students who shall not be eligible to take the End-semester examinations in the various courses and send a copy of the same to the Dean of the School Board, BoUGs concerned and to the Controller of Examinations.

(v) However, the Dean of the School concerned and Director of the Campuses on the recommendations of the Head of the Department/Centre may condone the shortage in attendance not exceeding 5% for valid and convincing reasons.

Provided further that students deputed by the University to take part in the extra co-curricular events be given a concession of up to 5% attendance, if necessary, in addition to the relaxation in the attendance requirement as provided above. Such concessions would be available for the days of actual participation in the event, including journey time, with the prior approval of the Dean of Students' Welfare.

(vi) Notwithstanding the above, the Vice-Chancellor may, based on the recommendation of the Dean through the OSD Academic and the DSW, or the campus Director (as the case may be) condone the shortage of attendance of a student on genuine grounds maximum upto 10%

(vii) However the minimum attendance requirement shall not fall below 60%.

10.3 Removal of Students from the Courses

The Dean of the School/Proctor/Dean Student's Welfare/Dean (Research) may recommend to the Vice-Chancellor the removal of a student from a Programme/Course on the basis of unsatisfactory academic performance and or misconduct (as defined in the Regulations) or non-payment of fees on time.

10.4 Examination System:

- (i) Examinations of the University shall be open to regular, distance, part-time and all eligible students in the discipline and in allied subjects wherever specified.
- (ii) All Programmes of Studies of the University shall be offered under Semester System and Examination and evaluation of students shall be through Comprehensive Continuous Assessment (CCA).
- (iii) The medium of instruction in respect of all courses conducted in the Schools, Centres and Departments admitted to the privileges of the University shall be English and other languages taught including Foreign Languages.
- (iv) The format of the entrance examination shall be decided by the Central Admissions Committee in consultation with School Boards/Campuses. The Entrance Examination shall be held at centres that the Central Admissions Committee decides and approved by the Vice Chancellor.
- (v) Provided further that the Heads of Departments/Centres concerned shall prepare the question bank for the entrance examination to be forwarded to the Controller of Examinations through the Dean of the School concerned. The Deans of the Schools nominated by the Vice-Chancellor shall set the question papers from the question banks received in confidential manner and forward them to the Controller of Examinations for conducting the entrance examination.
- (vi) Question papers of all examinations shall be set and answered in the respective languages or as decided by the Central Admissions Committee in consultation with School Boards and BoUGs.
- (vii) All matters pertaining to the conduct of examinations and student discipline are as specified in Ordinance (26)
- (viii) All examinations of the University (except entrance examinations) shall be conducted at all the campuses of the university through internal assessment by the faculty members concerned. The format and timing of continuous internal assessment shall be decided by the concerned Department/Centre and the format and timing of the end-semester examinations shall be decided by the School Boards/Campus School Boards and BoUGs.

- (ix) Continuous assessment may comprise class tests, assignments, presentations or response papers. There shall be a minimum of three continuous assessment events. The best two out of these three will be considered for the final grade. Record of continuous test answer sheets/assignments etc. will be kept in the Department office for a period of two years.
- (x) All continuous assessment grades shall be submitted to the Chairperson, BoS along with the results of the semester-end examinations no later than the seventh day after the end of each semester, which shall be forwarded to the Controller of Examinations through the School Board.
- (xi) Semester-end assessment may comprise sit-down/open-book/take-home examinations, or term paper or long assignment/project at the discretion of the teacher concerned.
- (xii) Since the University follows Choice Based Credit System (CBC S) and CCA, the question paper for examination of a course shall be set by the faculty member who is teaching that course and he/she shall also be the evaluator.
- (xiii) In cases where the whole course is a project, assessment will be based only on the evaluation of the project submitted by the student.
- (xiv) All semester-end oral examinations shall be conducted by two teachers, one of whom shall be the course teacher and the other shall be recommended by the concerned BoS.

10.5 Evaluation Pattern

- i) As a general principle, the Comprehensive Continuous Assessment shall comprise the following components:
- a. Continuous Internal Assessment..... 40%
- b. End-Semester Examination Project.....60%
- ii) Depending upon the nature and requirements of a particular course, individual Departments/Centres shall, within the overall framework of Comprehensive Continuous Assessment (CCA) prescribed by the School Board concerned, have freedom to prescribe additional/different components and weightage for different components. Provided that the weightage of the End-Semester Examination shall not be less than 50%.
- iii) Detailed distribution and break-up of the Comprehensive Continuous Assessment (CCA) shall be specified by the teacher concerned in the detailed Course outline for each course taught by him/her during a semester.
- iv) No teacher shall leave headquarters without having submitted results of all examinations/courses where he/she is an examiner/co-examiner to the Chairperson, BoS. The Chairperson shall forward the results to the Controller of Examinations through the School Board and BoUgs.
- v) For evaluating students' performance in a given course, the following 8- point grading scale shall be used.

O A+ A B+ B C d F

Letter Grade	Grade Point Equivalent	Grade Point Range for computation of Overall Grade	Marks Equivalence (Out of 100)	Quality Descriptor	Class Corresponding to Overall Grade
O	8	7.50 and above	75-100	Outstanding	Distinction
A+	7	7.00 to 7.40	70-74	Excellent	High First
A	6	6.00 to 6.90	60-69	Very good	First
B+	5	5.50 to 5.90	55-59	Good	High second
B	4	5.50 to 5.40	50-54	Fair	Second
C	3	4.50 to 4.90	45-49	Satisfactory	Pass
D	2	4.00 to 4.40	40-44	Pass	
F	0	0 to 3.9	Below 39	Fail	Fail

Note: An OGPA of 5.5 or B+ is equal to 55% marks.

vi) A student has to secure at least a 'D' Grade in all modules/courses to qualify in the course and shall be awarded the Certificate, Diploma and the Degree.

10.6 Calculation of Grade Points (GP) and Grade Point Average (GPA)

i) Calculation of Final Grade Point of a Course for a given course [Continuous Assessment (40%) and Semester-end Examination (60%)]

a. Continuous Assessment Grade

Point (40%)

$$\frac{\text{GP of Best Test1} + \text{GP of Best Test2}}{2} = \text{GP of Final Continuous Assessment}$$

b. Grade Point of Semester-end Examination (60%)

c. Final Grade Point Calculation of the Course

$$\frac{\text{Final Continuous Assessment GP} \times 40}{100} + \frac{\text{Semester-end Examinations GP} \times 60}{100}$$

OR

$$\frac{\text{Final Continuous Assessment GP} \times 60}{100} + \frac{\text{Semester-end Examinations GP} \times 40}{100}$$

ii) Calculation of Semester Grade Point Average (SGPA) and Overall Grade Point Average (OGPA) for Programmes with Credits

The Final Overall Grade will be calculated on the GPA earned over all the semesters of the programme. The GPA will be calculated as follows:

iii) SGPA Calculation for Programmes with credits

$$\text{SGPA} = \frac{T1+T2+T3+T4+\dots+Tn}{\text{Total credits for the semester}}$$

where

T1 = Course 1 Final Grade Points x Course 1 Credits
T2 = Course 2 Final Grade Points x Course 2 Credits
T3 = Course 3 Final Grade Points x Course 3 Credits
T4 = Course 4 Final Grade Points x Course 4 Credits

iv) **OGPA Calculation for Programmes with Credits**

$$\text{OGPA} = \frac{\text{Sem1 SGPA} + \text{Sem2 SGPA} + \text{Sem3 SGPA} + \text{Sem4 SGPA} + \dots + \text{Sem..n SGPA}}{\text{Total number of semesters in the Programme}}$$

Total number of semesters in the Programme

v) Calculation of Semester Grade Point Average (SGPA) and Overall Grade Point Average (OGPA) for programmes with only grades.

vi) Calculation of Semester Grade Point Average (SGPA) for programmes with only grades

SGPA =

$$\frac{\text{GP1} + \text{GP2} + \text{GP3} + \text{GP4} + \dots + \text{GP..n}}{\text{Total Number of Courses in the Semester}}$$

Total Number of Courses in the Semester

Where

GP1 = Course 1 Final Grade Points

GP2 = Course 2 Final Grade Points

GP3 = Course 3 Final Grade Points

GP4 = Course 4 Final Grade Points

vii) Calculation of Overall Grade Point Average (OGPA)

for programmes with only grades

OGPA

Sem1 SGPA + Sem2 SGPA + Sem3 SGPA + Sem4 SGPASem..n SGPA =

Total Number of Semesters in the Programme

viii) Grade Points shall be rounded off only at the final stage of calculation of OGPA at the end of the last semester of the programme

ix) A student who has successfully completed all the courses to accumulate the minimum specified number of credits under the Comprehensive Choice Based Credit System shall be deemed to have completed the Programme for which s/he has registered.

10.7 Promotion to the next Semester

- a) For promotion to the next semester, a student should not have a backlog of more than two Courses/papers at the beginning of any given semester.
- b) Students who accumulate a backlog of more than two Courses/papers at any point will have to exit the Programme.
- c) The maximum permissible period for clearing backlog of Courses is as under:

Programme Maximum Permissible Period in semesters

(from the date of admission)

	General/OBC/all others	SC/ST/PH students
Undergraduate	7	8
Postgraduate	5	6
PG Diploma	3	4

d) In all the above cases ex- students shall cease to be eligible for hostel accommodation, stipend, book allowance and library facilities beyond their regular stipulated period of admission to the programme.

10.8 Grade Improvement and Repeat Examination

10.9.1 Students who obtained a grade B or below and are desirous of improving their grades in any module/course may take a Grade Improvement/Repeat Examination.

10.9.2 Such an examination is allowed only once for each module/course and shall be conducted once in a year along with the relevant semester-cycle. This means that a student who has passed from 3rd to 4th semester desires to improve his 3rd semester marks, he will have to wait till the 3rd semester exams are held for the ensuing batch. However SC/ST students shall be given one extra chance subject to the same rule.

Supplementary examinations shall serve as repeat examinations. Supplementary examinations shall be scheduled around 20th of June and 5th of Jan (for Hyderabad and Lucknow Campuses) and 20th June and 28th February (for Shillong Campus) every year. Only those students who fulfil the attendance, discipline and academic requirements of the programme shall be allowed to exercise the option of Grade Improvement/repeat examination.

10.9.3 Supplementary/Grade Improvement option shall not be available for courses that employ project work in lieu of semester end examination. The same shall be applicable where there is group work for internal/final assessment and MA dissertation work.

10.9.4 For Postgraduate Diploma Students there is no grade improvement or supplementary examination for the Practice teaching course. Students who wish to appear for this examination will have to repeat the course in semester one of the following year.

10.9.5 Students are required to apply to the Controller of Examinations through the concerned Chairperson BoS within seven days of commencement of the ensuing semester or declaration of results whichever is later for Grade Improvement/Repeat examination paying a fee of Rs.100/- subject to revision from time to time for each paper.

10.10 Part-time Proficiency Programmes (Foreign Languages)

- (i) In the case of part-time Proficiency Programmes (in Foreign Languages) for promotion to the second semester a student must have at least a 'D' grade in each of the individual courses in the first semester, failing which he/she will not be eligible to continue with the Programme and his/her registration will stand cancelled.

Generally, there is no provision for continuing in the Programme in case a student is absent for the semester-end examination.

- (ii) However, a student who is not able to take the semester-end examination of the first semester owing to accident/medical reasons/other untoward incidents will be allowed to continue in the second semester. He/she will be required to take a make-up examination within 15 days from the commencement of the second semester in order to obtain a regular grade, provided he/she fulfils the attendance and continuous evaluation requirements of the Programme.
- (iii) In order to avail of this facility, he/she must apply within one week after the said examination to the concerned Chairperson, BoS of the concerned Department.
- (iv) There is no provision for Supplementary/Grade Improvement/Make-up examination or Re-evaluation for students of part-time programmes.

10.11 Re-evaluation

- (i) Students are eligible to apply for Re-evaluation of their answer scripts of any course by paying a fee of Rs. 200/- per course (for SC/ST students Rs.100/- and differently abled students are exempted from payment of this fee).
- (ii) A student must apply to the Controller of Examinations through the concerned BoS for Re-evaluation of his/her answer script of a particular course within fifteen days of the commencement of the semester or announcement of results, whichever is later.
- (iii) The Controller of Examinations shall send the answer script under reference to two examiners other than the original examiner recommended by the Chairperson of the School Board concerned, from the same University.
- (iv) Under exceptional circumstances, with the explicit direction of the Vice Chancellor, external examiner(s) can be appointed for Re-evaluation.
- (v) The examiners shall submit their evaluation sheet within a week of receiving these answer scripts.
- (vi) The average of the grades given by these two examiners shall constitute the final grade irrespective of its being higher or lower than the original grade and cannot be subjected to any further consideration.
- (vii) A student can apply for Re-evaluation of an answer script of any course only once.

10.12 Certificates

Degree certificate shall be awarded to a participant indicating the overall grade obtained by him/her.

10.13 Assessment of Teachers by Students

- (i) With a view to making teaching- learning processes more transparent, there shall be a continuous Assessment of Teachers by their students. The Assessment shall be done in the prescribed proforma and shall be submitted by all students mandatorily in a confidential cover directly to the Vice-Chancellor before the semester examinations. A special Teacher Assessment Cell in the Vice Chancellor's office will handle the confidential Assessment Reports under the direct supervision of the Vice Chancellor. The OSD

(Academic), in coordination with the Controller of Examinations shall make sure that all registered students submit the duly filled proforma in the Cell located in the Vice Chancellor's office every semester.

- (ii) The Assessment Reports will remain confidential and shall be kept in a sealed cover in the Assessment Report Cell in the Vice Chancellor's office
- (iii) The confidential Assessment Reports will be opened personally by the Vice-Chancellor for the following purposes only:
 - a) For communicating to the teachers concerned in confidence annually without disclosing the identity of the student.
 - b) while considering a teacher's case for re-employment etc.;
 - c) while considering a teacher for some special awards important assignments and conferment of the status of "Professor Emeritus" and the like.

PROFORMA

The proforma for submission of Assessment Reports in respect of teachers to be submitted by students attending the respective Course/s conducted by the teachers shall be as given below:

1. Name of the teacher:
2. Course:
3. Subject/Paper taught/M.Phil/Ph.D. research guided:
4. Semester and year in which the Course was conducted:
5. Assessment Grades must be supported by a brief (not more than three lines) justification:
 - 5.1 Quality of the content of lectures: A/B/C/D
 - 5.2 Quality of delivery: A/B/C/D
 - 5.3 Degree of updating the materials/content delivered: A/B/C/D
 - 5.4 Promptness in checking papers/chapters drafts Assignment: A/B/C/D
 - 5.5 Regularity and punctuality in meeting the classes: A/B/C/D
 - 5.6 Empathy for the problems faced by students: A/B/C/D
 - 5.7 Overall Assessment: A/B/C/D
 - 5.8 Any remarks/suggestions for the teachers given by the student.
6. Quality of research guidance: A/B/C/D
7. The Grades A = Outstanding/B = Good C= Satisfactoryd = Poor
8. Dummy No. of the student (to be given by Vice Chancellor's Teachers' Assessment Cell).
9. In case a teacher feels aggrieved on account of a biased report allegedly filed against him/her, the Vice-Chancellor shall refer the written appeal by the teacher concerned to an Appellate committee consisting of the following persons:
 - i. Dean of the School concerned/OSD (academic.)/Dean (Research) Chairperson
 - ii. Senior-most woman teacher
 - iii. SC/ST/OBC representative

The decision of the Committee shall be final.

ORDINANCE-11**Admission, Enrolment, Reservations and Migration of Students****(Section 8 (para 2) 30(a) of the Act of the EFL University Act 2006)****11.1 Admissions**

- i) The University shall be open to persons of either sex and of whatever caste, creed, race or class and gender, and it shall not be lawful for the University to adopt or impose on any person, any test whatsoever of religious belief or profession in order to entitle him/her to be admitted as a student in the University or to graduate thereat or to enjoy or exercise any privilege thereof.
- ii) Notwithstanding anything above, the University reserves the right not to admit any student if he/she is found to have indulged in any act that is unbecoming of a student, including vandalism, staging dharna, aggression, defamation, instigation, unruly behavior or any such act that is construed to be unlawful, illegal and unbecoming and that harms the interest, name and reputation of a member of the University or of the University as an academic body. Such cases shall be recorded in writing and proof of valid reason submitted.
- iii) The University reserves the right to withdraw, defer or cancel programme of study initially offered based on valid and cogent reasons which shall be recorded in writing.
- ii) The University shall maintain an all-India and global character and high standards of teaching and research and shall admit students strictly on merit (even in the context of reservations) as determined through a common national level entrance examination conducted by the University.
- iii) Minimum qualifications for admission to the Programmes in various Departments shall be prescribed by the Academic Council each year, subject to the concessions provided for by the Ordinance Regulations. Candidates shall be admitted to the various Programmes in order of merit.
- iv) There shall be a cut-off mark in the entrance tests for admissions to all programmes as follows:

Unreserved Category: 50% OBC : 45% SC/ST/PWD: 30%

- v) In cases where entrance test for admission involves a written exam and interview/orals, students must get the minimum percent in both. The ratio of marks in written test and interview is fixed at 70:30 across the board.
- vi) Such candidates who satisfy the requisite qualifications may be considered for admission on the basis of the academic record, and/or performance of an applicant at national entrance test/viva voce as may be prescribed in respect of each Programme from time to time.
- vii) Only such candidates who have passed an examination of an Indian University incorporated by any law for the time being in force, or such other examinations as has been recognised equivalent thereto by EFL University, shall be considered for admission.

Equivalence of Programmes/Courses and Degrees of Foreign and Indian students would be established wherever necessary by the Equivalence Committee. Provisional admission can be allowed for a maximum period of sixty days subject to equivalence being established by the Equivalence Committee. A student shall abide by the decision of the Equivalence Committee.

- viii) In the case of seats reserved by the Government of India for students from backward states and foreign students who approach the University for admission through the Ministry of HRD/MEA/ICCR or through individual initiative, the candidates may be admitted if they fulfill the minimum qualification prescribed for admission by the university in various Departments. However, these admissions shall be considered under supernumerary category.
- ix) Consideration of Foreign students' applications received after the expiry of the last date shall be at the discretion of the Vice Chancellor.
- xii) No student shall be allowed to apply for more than two programmes at a time.
- xiii) However, Students admitted to a regular programme in the University are permitted to pursue part-time Certificate Diploma Programmes in EFLU or other institutions.

- xiv) If a student, who has been admitted, is found medically unfit subsequently, his/her admission shall be cancelled.
- xv) A candidate shall be admitted to a Programme in a Department on his/her enrolment as a student of the University after paying the enrolment fee prescribed by the University.
- xvi) If at any time it is discovered that a candidate has made a false or incorrect statement, concealed any culpable information and used fraudulent means to secure admission, his/her name shall be removed from the rolls of the University.
- xvii) No student shall be eligible for admission to any Undergraduate, Postgraduate or Research Programmes under this University without migration from any other University or Board. A maximum period of ninety days shall be provided to students to produce Migration Certificate.
- xviii) The application for admission shall be supported by duly attested copies of the following documents:
 - a. Relevant qualifying Degree and Board certificate,
 - b. Transfer and Character Certificates from the Institution last attended,
 - c. Grade Cards or Marks Sheets.
 - d. Caste/Tribe/OBC/PH certificates and certificates for other reserved categories under GOI rules.
- xix) All the relevant original documents shall be submitted at the time of admission for verification.
- xx) All admissions are provisional and could be terminated on misconduct, reasons of ragging and other reasons considered against the interest of the University as enunciated at (ii) above.

11.2 Prospectus:

The University shall annually prepare and publish a Prospectus detailing the Programmes offered, duration of Programmes and Courses, eligibility criteria, Fee, Deposit structure, availability of seats, outlines of course content, evaluation pattern, disciplinary provisions, accommodation and other infrastructural facilities for women, international students, provisions of enablement and all such other relevant information to pursue studies at the University. The Prospectus shall be made available on the University website as well.

11.3 Reservation of Seats

Reservation of seats shall be in accordance with the provisions of the Central Educational Institutions (Reservation in Admission) Act 2006 and Circulars of Government of India issued and amended in this regard from time to time. Besides, the University shall also follow reservation in admission in all Programmes of studies in accordance with the Persons With Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.

- a. Candidates seeking admission under the reserved categories shall be required to fulfil the prescribed eligibility conditions for admission to the Programme.
- b. The relaxation in the minimum prescribed percentage of marks in the qualifying examination for admission to a Programme shall be permissible only in one of the categories.
- c. If a candidate in the reserved category qualifies for admission in the general category he/she shall be transferred to the general category without prejudice to the number of seats already allocated in that category which will be offered to the next eligible candidate in that category.
- d. If sufficient number of candidates are not available in OBC category, such vacant seats shall be transferred to the general category.
- e. The relaxation of marks as given in Para 4.1 (c) and 4.2 (a) below will not be applicable to the candidates applying for the admission to Part-time/Evening Courses/Programmes in the University.

11.4 Scheduled Castes and Scheduled Tribes

- i. 22.5% of seats in all Programmes will be reserved for Scheduled Castes and Scheduled Tribes candidates in the following order:

15% of seats will be reserved for Scheduled Castes and 7.5% for Scheduled Tribes.

- ii. 27% of seats will be reserved for OBC.
- iii. The reservation, as mentioned in sub-para (11.3i) above, is interchangeable, i.e., if sufficient number of candidates are not available to fill up the seats reserved for Scheduled Tribes, they may be filled up by suitable candidates from Scheduled Castes and vice-versa.
- iv. Candidates belonging to Scheduled Castes and Scheduled Tribes will be given relaxation to the extent of 5% in the aggregate of marks obtained in the qualifying examination.
- v. The Application Form of a candidate in this category must be submitted along with a Certificate of Verification from one of the following authorities:
 - a. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/City Magistrate (not below the rank of First Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
 - b. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
 - c. Revenue Officer not below the rank of Tehsildar.
 - d. Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.
 - e. Administrator/Secretary to Administrator/Development Officer (Laccadive and Minicoy Islands).
 - f. An Application Form received without certificate is liable to be rejected.
- vi) The vacant seats of SC/ST which could not be filled, due to non-availability of either Scheduled Caste or Scheduled Tribe candidates or both, with the pass marks in the entrance test, if any, may be thrown open to the general category in that year provided this has been notified to the Special Commission for Scheduled Castes/Tribes of University Grants Commission and Ministry of Human Resource Development and concurrence has been obtained.
- vii) The University reserves the right to fill the non-reserved seats from amongst the general/OBC candidates as applicable without any infringement of the reservation quota.

11.5 Reservation for Persons with Disabilities.

03.0% of seats in all the courses shall be reserved for Persons with Disabilities (PWD)

11.6 Supernumerary Reservations

Upto three seats shall be made available each year in undergraduate and post-graduate programmes only for Children of Defense personnel, NCC (certificate holders) and Kashmir Migrants (as per UGC/GOI Guidelines.) provided such candidates exist and have applied for such quota. This quota shall not be converted to any other quota and shall be operationalised only on approval of the Vice-Chancellor or his/her nominee as the case may be.

11.7 Special provision for Admission

Outstanding Players and Sportspersons

- a) A specified number of seats, and normally not exceeding two, in both the Undergraduate and Postgraduate Programmes, may be earmarked by the Academic Council for admission of outstanding players and sports persons, who have represented in the University/Region/State, provided that they fulfill the minimum eligibility requirements prescribed for seeking admission to various Programmes
- b) Relaxation to the extent of 5% of marks in the aggregate or in the subject, as the case may be, will be given to such candidates.
- c) Such students will be nominated by the Vice-Chancellor over and above the seats allotted to each Programme, on the recommendation of the Games and Sports Committee.

11.8 Foreign Students

- i. Foreign nationals and NRIs will be admitted without an Entrance Examination subject to fulfilment of the eligibility criteria.
- ii. All Foreign students selected for provisional admission shall be issued admission letters ninety days before the commencement of the session for obtaining visas.
- iii. The University shall organize an Orientation session for all the Foreign students admitted a week before the commencement of the sessions.
- iv. The University shall organize remedial programme for English language proficiency for Foreign students wherever necessary.
- v. Remedial teaching may be conducted for foreign students admitted to the University either through official channels or individually in those cases where the concerned Department is of the opinion that there is a need for such a student to undergo remedial teaching for a specific period (from one month to one year). Such a remedial teaching shall be for payment of an appropriate fee to be laid down by the University from time to time.

11.9 University Admissions Committee

1. There shall be a University Admissions Committee for all Programmes comprising the following members appointed by the Vice-Chancellor for a period of three years.

2. The University Admissions Committee shall consist of:

a) Vice Chancellors nominee Chairperson

b) Directors of Campuses -Ex- officio members c) Heads of Departments/Centres-Ex-officio members

One Professor and One Associate Professor nominated by the Vice Chancellor

One Member of SC/ST/OBC/PWD/Woman/Minority category as observers without the right to vote and mark any candidate to be nominated by the Vice-Chancellor if not already represented otherwise.

3. The Controller of Examinations shall be the Secretary of the Committee.

4. 50% of the members of the committee plus one shall form quorum.

5. The members of the Committee other than ex-officio members shall hold office for a period of three years.

The Committee shall

a) scrutinize the application forms for admission of the candidates in accordance with the conditions of admission prescribed by the Academic Council from time to time;

b) offer specific recommendations on 11.1 (ii and iii above)

c) decide on the last date of receipt of applications, entrance exam dates, centres of examinations and administer conducting of entrance tests;

d) decide the cut off marks and prepare a list of candidates to be called for interviews wherever necessary for admissions;

e) send lists of shortlisted candidates of research Programmes to concerned School Boards for conducting personal interviews.

f) prepare merit list based on the marks obtained by the candidates in the Admission Test and/or Interview;

g) prepare the list of candidates selected for admission to various programmes;

h) design and modify the application forms for admission in soft and hard copies wherever applicable.

i) Suggest methods to improve reliability and standard of the entrance test(s) periodically.

ORDINANCE – 12**Curricular Framework of Research Programmes [Section 6 (i)(ii)(v)28 (l) 30(a)(b)(d)(k) of the Act of EFL University Act 2006]****12.1 PhD. Programme: Duration**

- i) Minimum three years (6 Semesters);
- ii) Maximum five years (10 Semesters).

12.2 Minimum Eligibility Requirements:

Master's Degree with a minimum of 55% Marks in the subject concerned or an M.Phil. degree in the discipline relevant to the subject concerned as notified by the University School Boards and approved by the Dean Research Academic Council from time to time;

12.3. Relaxation in Minimum Qualifying Marks

Relaxation in minimum qualifying marks up to a maximum of 5% shall be made in case of candidates belonging to the SC, ST, Persons with Disabilities Categories and Outstanding Players and Sports persons.

12.4 Criteria for Selection of Students for Admission:

- a) Admission to Research Programmes (Ph.D.) shall be made on the basis of (a) the eligibility criteria mentioned above, (b) a qualifying written test and (c) an interview based on the research proposal.
- b) Subject to the fulfillment of the minimum cut-off marks as prescribed from time to time by the Academic Council, candidates equivalent to four times the number of seats for Unreserved and OBC categories and eight times for SC and ST categories shall be called for Personal Interview.
- c) Interviews shall be conducted by the School Boards on the recommendation of Admissions Committee.
- d) Subject to the fulfillment of the minimum cut off Marks as prescribed in (b) above, final selection for admission shall be made on the basis of the merit of the composite scores as per the specified ratio of 70:30 in written test and interview respectively.
- e) Members of the teaching staff of the EFL University are exempted from taking the entrance test, interview and taught courses. They shall do reading courses in lieu thereof. Procedure for registration of topic etc., will be the same as for full-time researchers. The rules determining the eligibility for admission shall be the same as those for full-time researchers mentioned above.
- f) Foreign nationals seeking admission to the Research Programme shall be selected on the basis of the eligibility criteria mentioned above. They are not required to undergo the written entrance test. However, they are required to submit a written (1000 word) research proposal. They shall be interviewed telephonically by the concerned Department on the basis of their proposals.
- g) The maximum enrolment in the Ph.D. programme of a School/Department/Campus shall be laid down by the BoS and based on the vacancy list provided by the faculty/School to the Admission Committee subject to the approval of the School Board, the Dean (Research) and the Academic Council and shall strictly be in accordance with the UGC guidelines as issued from time to time

12.5 Credit Requirements:

For PhD: For successful completion of the Research Programme leading to the award of the PhD degree, a student shall be required to accumulate a total of 120 Credits as specified below:

Coursework: 40 Credits

Thesis: 60 Credits

Publications/Paper presentations at Conferences/Seminars: 20 Credits

Although the maximum credit requirement for Ph.D. programme is 120, students may accrue additional credits (through participation in seminars, conferences and publications). The extra credits shall be shown as value additions in the transcripts as per regulations to be framed in the matter.

A candidate admitted to the Research Programme shall be required to complete the prescribed course work in the first two Semesters of his/her admission.

No exemption of course work will be granted to those who have an M. Phil. All Ph.D. admissions will be to the first semester of the programme.

12.6 Computation of Credits for Publication Work:

Computation of Credits for Published Work for the Research Programme (Ph.D. degree) would be made as under:

- i) 2 credits for each popular article published (related to the field of research)/paper presented in national seminars/conferences/workshops
- ii) 4 credits for each paper presented in international seminars/conferences/workshops
- iii) 4 credits for each paper in approved refereed national journal
- iv) 10 credits for each paper in approved refereed international journal

12.7 Full-time Ph.D. scholars who are unable to continue the research without interruption owing to personal or career reasons may deregister themselves for a minimum period of one semester (six months). However, deregistration is permissible only after successful completion of course work. Further, the total period of registration (including the period of deregistration) shall in no case exceed ten semesters (five years). During the deregistration period, researchers shall not be entitled to hostel or library facilities.

12.8 Full-time researchers are required to be in residence for the entire duration of course work and shall be required to put in attendance for a minimum of 75% of the working days during the course work period.

12.9 The BoS concerned shall appoint, subject to the approval of the School Board a Supervisor for each research scholar. The Supervisor shall be chosen from among the members of the Department/Centre/School. A co Supervisor, may also be appointed from another Department/Centre or School or from another university if so required based on a written request of the student and recommended by the Dean (Research).

12.10 The BoS and the School Board concerned shall also appoint for each research scholar an Advisory Committee consisting of 2 to 4 members including the Supervisor. The Advisory Committee, which may also include members from other Schools/Departments/Centres/Campuses, shall guide the researcher during the period of course-work.

12.12 The term of the Advisory Committee shall extend to the entire period of the Programme, that is, until the submission of the thesis.

12.13 The Ph.D. research work shall consist of two parts:

- i. There shall be four courses spread over the first two semesters. Of these, one shall be a taught course on research methodology. Other courses may be taught or reading courses, as recommended by the Advisory Committee and approved by the Dean (Research), the BoS and School Board. In addition to the four courses the researcher shall submit a detailed research proposal at the end of the second semester.
- ii. The course work evaluation shall be based on a term paper in each course to be submitted to the course instructor(s) and an end semester examination. Number of questions to be answered may be decided by the instructor. The examination shall be an open book (take-home) examination. All course-work papers must be completed before the end of the second semester.
- iii. The courses shall be awarded grades and the University shall issue to each researcher a course work transcript at the end of the successful completion of course-work. However, the grades for course work shall not appear in the final degree certificate.
- iv. On the completion of course-work, the researcher shall prepare a detailed research proposal and submit it to the Advisory Committee. This document should reflect the researcher's knowledge of the field in general, background literature, current issues and the like. The proposal shall be evaluated by the Advisory Committee. If the Advisory Committee accepts the proposal, the proposal shall be placed before the BoS which in turn shall forward it to the School Board, through the Dean (Research) for final approval. After the approval of the Advisory Committee, the researcher shall make an open presentation of his/her research proposal. The School

Board shall formally permit the researcher to commence writing the thesis. No grade will be awarded for the submission and presentation of research proposal. (Normally this entire process shall be completed by the end of the second semester).

- v. If the proposal is not accepted by the Advisory Committee, the researcher shall be given one month to revise and resubmit the proposal.
- vi. If the revised proposal fails to get the approval of the Committee, the researcher's admission to the programme stands cancelled.
- vii. The second part of Ph.D. programme comprises of writing the thesis. Thesis shall be submitted only on completion of the stipulated coursework period.

12.14 Progress reports

- i. All researchers enrolled in a Ph.D. Programme at the University are expected to maintain a satisfactory standard of performance during the coursework period.
- ii. All researchers shall be required to record their attendance during the period of course-work, fulfilling a minimum of 75% attendance.
- iii. After completion of the coursework, however, there shall be no need to record daily attendance except in cases of such students who receive National/State/UGC fellowships. Every researcher shall submit a quarterly progress report endorsed by the supervisor to the Advisory Committee, for the entire period of active registration.
- iv. The Advisory Committee of each researcher shall scrutinize the progress report to ensure satisfactory progress made by the researcher. If the reports are satisfactory the Chairpersons of the BoS concerned shall forward them through the School Board concerned to the Controller of Examinations. If the Committee feels that the progress is not satisfactory, it shall be conveyed to the researcher in writing. Two consecutive non-satisfactory reports shall result in the immediate and automatic withholding/cancellation of fellowship, and other punitive measures (including the cancellation of registration) as recommended by the BoS and the School Board.

12.15 Scheme of Evaluation

Evaluation of Part I (Course-work) shall be done on the following 8-point grading scale:

O A+ A B+ B C d F

Letter Grade	Grade Point Equivalent	Grade Point Range for computation of Overall Grade	Marks Equivalence (Out of 100)	Quality Descriptor	Class Corresponding to Overall Grade
O	8	7.50 and above	75-100	Outstanding	Distinction
A+	7	7.00 to 7.40	70-74	Excellent	High First
A	6	6.00 to 6.90	60-69	Very good	First
B+	5	5.50 to 5.90		Good	High second
B	4	5.50 to 5.40		Fair	Second
C	3	4.50 to 4.90		Satisfactory	
D	2	4.00 to 4.40	40-44	Pass	Pass
F	0	0 to 3.9	Below 39	Fail	Fail

The Grade Point Average (GPA) is computed as follows:

a. Total points gained in Part I

----- =
GPA Number of courses done in that semester

b. The minimum required GPA for a pass in Part I shall be

5.50 with a minimum Grade C in each course/module. A scholar who has a Graded or F in any of the courses in Part-I shall not be eligible to continue in the programme.

c. A scholar who gets a Grade C in more than one course will be required (i) to redo those courses in order to improve the grades or (ii) submit additional assignment(s) or (iii) take exam(s) (wherever applicable) to improve the GPA.

12.16 Leave Provision

i. Maternity Leave: Women research scholars are eligible for maternity leave with full fellowship/scholarship for a period not exceeding three months once during the tenure.

ii. Paternity Leave: Male researchers with less than two children are eligible for 15 days Paternity Leave during wife's confinement.

iii. Duty Leave: Duty Leave is granted for a maximum of two months every academic year for fieldwork on the recommendation of the supervisor. The researcher shall submit the details of the proposed fieldwork along with the application for duty leave. A report signed by the supervisor shall be submitted on completion of fieldwork.

Researchers shall also be eligible for academic leave upto a maximum of 15 days per academic year to participate in conferences, seminars and workshops wherever their proposals for presentations are accepted after approval for the same from the School Dean. Such applications have to be recommended by the Supervisor concerned.

12.17 Recognition and Allotment of Supervisor

(i) All full-time faculty members of the University possessing Ph.D. with at least three years of teaching experience (either in their previous organization or at EFLU) and a minimum of three publications in peer-reviewed journals in the relevant area(s) shall be recognized as Supervisors to guide Ph.D. Such recognition shall formally be accorded by the School Board based on a written application by the concerned to the Dean and recommended by the Dean (Research) and shall be based on the actual number of teachers actually present that academic year in the Department on the ratio of supervisor- student allotment as prescribed by the UGC. (ii) The primary supervisor shall necessarily be a full time faculty of the Department Centre concerned with the prescribed qualification as detailed earlier.

(iii) Provided that if a faculty member, who has been allotted research students proceeds on deputation to another institution, he/she may, subject to his/her availability, to be communicated in writing and approved by the current employer and proposed by the Dean (Research), be continued as a Co-Supervisor to guide the student on the recommendations of the Department and approval of the Dean concerned. No new students shall be admitted to such supervisor in terms of the total quota of students calculated based on allotment as per UGC rules and his/her existing students shall be transferred to the existing full-time faculty. Subsequent admission to Ph.D. in that department will be made only if vacancies are available after the above transfer.

(iv) Provided further that in case a faculty member ceases to be a teacher of the University due to death, resignation, dismissal etc. the School Dean, on the recommendations of the Research Advisory Committee, shall allot the continuing students to another supervisor.

(v) Provided also that in case a faculty member retires, he/she may continue to guide the currently allotted students till the completion of their work provided that they have completed their coursework and defended their theses proposal. Faculty members who are due to retire will not be allotted any new students one year prior to the date of the retirement.

Notwithstanding any of the above, the UGC guidelines on permissible quota of Ph.D. students for each faculty member shall be strictly adhered to in the best interests of maintaining research quality and output.

12.18 Thesis Submission Requirements

i) All Ph.D. scholars shall, two months before submitting the thesis, give a Pre-Submission Seminar to be attended by all the members of the BoS, the School Board and any other research scholar of the University. The suggestions made at the Seminar may be incorporated in the thesis before submission.

ii) Requests for final approval of the title of the thesis should be made at least two months before the submission of the dissertation. Titles shall be approved by the Chairperson, School Board, on the recommendation of the Supervisor, Advisory Committee and the Chairperson of the BoS concerned.

iii) Change of Supervisor(s) may be approved by the Chair person School/Board concerned on the recommendations of BoS concerned on a request received in writing from the researcher and/or the Supervisor(s) or if the Supervisor(s) retire(s) or go(es) on long leave (for over six months), or for any other justifiable reason.

iv) Ph.D. scholars shall not be permitted to submit the thesis unless the Supervisor is satisfied that the thesis presented is worthy of consideration for the award of the Ph.D. Degree.

v) When the thesis is ready for submission, the application for the award of the Degree, to be submitted to the Controller of Examinations, should be accompanied by

- a) Five hard copies (including one for the Supervisor) of the thesis along with a soft copy.
- b) Six copies of the title page, abstract and the table of contents of the thesis along with a soft copy
- c) A certificate from the researcher and countersigned by the Supervisor and/or Dean to the effect that the thesis embodies the research work done by the researcher during the period of study and that the thesis is acceptable in all respects and that it be considered for the award of the degree Ph.D.
- d) Two passport size photographs.
- e) A No Dues Certificate from different departments and sections of the University.
- f) A copyright declaration by the researcher giving the University permission to take photocopies of the thesis and/or parts thereof and make digital use of it for academic purposes.
- vi. The thesis shall be typed on one side of A4 size paper. It shall be in 1.5 space and in Times New Roman font (12 pt). The margin on the left shall be 3.5 cm and 2.5 cm on the other three sides.
- vii. The normal upper limit is around 500 pages for a Ph.D. thesis, excluding appendices and other supplementary material.
- viii. The thesis should have a title page, abstract and table of contents.
- ix. The copy of the thesis to be kept in the library should be bound in rexine or leather. The title of the thesis and the name of the author should be embossed on the front cover of the thesis. The Degree, the year, the name of the author, and the initials "EFL-U" should be embossed on the spine.
- x. Every Ph.D. thesis submitted shall be evaluated by three external examiners selected by the Vice-Chancellor from a panel of six names to be submitted by the Supervisor and recommended by the Chairperson BoS concerned and approved by the Chairperson of the School Board. The Supervisor shall not be an examiner for the thesis.
- xi. The examiners of each Ph.D. thesis shall be asked to indicate clearly whether
 - (a) they recommend the award of the degree on the basis of its present form subject to the satisfactory performance of the candidate at the Viva Voce Examination, or
 - (b) they recommend revision of the thesis, or (c) they recommend rejection of the thesis. (d) recommended publication of the thesis.

The recommendation shall in all cases be accompanied by a detailed report.

- xii. When the reports of the examiners are received by the Controller of Examinations, he/she shall place them before a Sub-Committee consisting of
 - (a) the Chairperson of the School Board
 - (b) the Chairperson of BoS concerned and
 - (c) the Supervisor concerned.
- xiii. This Sub-Committee shall consider the reports and make suitable recommendations to the Controller of Examinations for further action. The reports of the examiners may be provided to the researcher without disclosing the identity of the examiners. The Chairperson, School Board, shall convene this meeting.
- xiv. The degree of Doctor of Philosophy shall be awarded only if
 - (a) it is recommended for the award unanimously by all the three examiners and
 - (b) if the candidate performs satisfactorily at the Public VivaVoce Examination
- xv. The Viva Voce Examination shall be held only if the reports of the examiners on the thesis submitted unanimously recommend award of the Degree.
- xvi. The Viva Voce Examination shall be conducted by a Board of Examiners which shall consist of the Supervisor, the Advisory Committee and one External Examiner of the thesis who shall be from within the country.
- xvii. The Viva Voce Examination shall be held in public with a notice of two weeks in advance.
- xviii. In cases where the reports of the examiners of the thesis are not unanimous, i.e. where one or two of the examiners recommend(s) revision of the thesis while the other(s) recommend(s) the award, the detailed report(s) that recommend(s) the award shall be sent to the examiner(s) who recommended revision. If the latter reconsider(s) his/her/their decision and recommend the award, the Viva Voce Examination may then be held. If the examiner(s) concerned still maintain(s) his/her/their earlier recommendation for revision of the thesis, it will be open to the School Board, on the recommendation of the BoS concerned, to (a) call for revision and resubmission of the thesis or

(b) to send the thesis to a fourth examiner whose decision shall be taken to be final. The fourth examiner in such cases shall be chosen from the panel submitted earlier and shall be appointed by the Vice-Chancellor on the recommendation of the School Board. In case such an examiner is not available or not willing to evaluate the thesis once again, the Vice-Chancellor may appoint another examiner from the panel submitted earlier.

xix. The date on which the results are approved by the Vice-Chancellor will be treated as the date of the award of the Ph.D. Degree.

xx. In case the School Board calls for revision, the candidate shall be asked to revise and resubmit the thesis within a maximum period of one year or earlier (as decided by the School Board). The revised thesis shall be sent only to the examiner(s) who called for revision.

xxi. If the examiner(s) to whom the revised thesis is sent is/are still not satisfied with the revised thesis, the thesis (in its original form) shall be sent to a fourth examiner to be selected from the original panel of examiners and appointed by the Vice Chancellor.

12.19 Part-time research for University faculty

i) Members of the EFL University faculty are eligible for admission to part-time Ph.D. Programmes at the EFL University. If full-time research scholars registered at the EFL University are appointed faculty members at the University, they can convert their registration from full- time to part- time.

ii) A member of the teaching staff who goes on study leave will not be treated as a part-time researcher at the University.

iii) When faculty members who are part- time researchers cease to be on the teaching staff, they shall not be allowed to continue as part-time researchers. They may, however, be treated as full- time researchers if they give an application within a month after they cease to be on the teaching staff.

iv) Faculty members whose registration is cancelled after the expiry of the period of registration may apply for a fresh registration. The fresh registration, if granted by the School Board, shall be valid for two years for the Ph.D. Programme.

12.20 Deregistration and Validity of Registration of Part- Time Researchers

i. The validity of registration (total span) shall be six years. However, the actual period of registration shall be restricted to four years.

ii. A member of the faculty is required to complete the coursework within two consecutive semesters.

iii. (a) A member of the faculty shall be eligible for de- registration after completion of coursework. No deregistration shall be permitted in the last two semesters of active registration.

(b) Deregistration shall be allowed for those who are on long leave or on deputation. However, it shall not be allowed for those who are on Study Leave.

iv. Re-registration shall be possible anytime during the remaining period. De-registration shall be valid for a maximum period of two semesters.

A student admitted to the Research Programme shall be awarded a Ph.D. if he/she successfully completes the requirements of minimum specified number of semesters and accumulation of required number of credits prescribed for the degree of Ph.D.

12.21 Doctor of Letters (D.Litt)

(i) The University, as part of its commitment to fostering the highest standards of academic excellence, shall confer a degree of Doctor of Letters (D.Litt) on persons deserving of the title and honour.

(ii) The Degree of Doctor of Letters shall be awarded on the merit of the published work of a scholar which he/she has produced independently. The scholar shall present in support of his/her candidature published/unpublished work done by himself/herself alone, or jointly with others. The candidate's work must contain such results as mark an advance in knowledge in his/her particular field.

(iii) A candidate shall be eligible to submit his/her work as specified hereinafter for the Degree of Doctor of Letters when,

(iv) Three years have elapsed after the candidate obtained the Degree of Doctor of Philosophy either : (a) of EFL University or (b) of any other Statutory University, provided that he/she is a teacher at a University and has served in that capacity for at least three consecutive years after obtaining such a degree, and

- (v) He/she has engaged himself/herself in active research work for which sufficient documentary proof be submitted to the School Board concerned.
- (vi) The candidate shall not submit for consideration any work for which a degree has already been conferred on him/her in this or any other University.
- (vii) Application for submitting a work shall be made to the Registrar and shall be accompanied by
- (a) a list of the candidate's publications;
- (b) a statement showing in what respect the candidate's investigations appear to him/her to advance the cause of his/her particular field of study;
- (c) a statement indicating if he/she had submitted the work to any other University for such a degree giving the name of the University and the time of submission.
- viii) The Chairperson, School Board shall seek such advice as he/she may deem necessary to satisfy himself/herself that the conditions for submission of the work have been fulfilled by the applicant. The Chairperson, School Board, shall constitute a committee of three experts from the field concerned which shall be called upon to submit its report and recommendation within a month to the Chairperson, School Board concerned.
- ix) The application shall then be considered by the School Board and if approved the candidate shall be permitted to submit four copies of his/her work to the Controller of Examinations.
- x) Every work shall be referred to a board of three external examiners. In this respect the names of examiners for examining the work for the award of the degree of Doctor of Letters shall be recommended by a Committee appointed by the Vice-Chancellor on the recommendation of the School Board of the field concerned. The composition of the Committee shall be similar to the Committees which recommend examiners for Ph.D. theses.
- xi) The examiners shall declare that the work submitted by the candidate is a distinguished and substantial contribution to learning and that it merits the award of the Degree of Doctor of Letters.
- xii) The candidate whose work is not approved by the examiners shall not be allowed to re-submit his/her thesis for the degree.
- xiii) The reports of the examiners shall be placed before a Committee of the Academic Council consisting of: a. Pro-Vice Chancellor, or any other senior professor nominated by the Vice Chancellor shall be the Chairperson, b. Dean of the School concerned, c. Chairperson of Board of Research Studies, d. Head of department concerned, e. One Professor to be appointed by the Vice Chancellor. The supervisor, if any, of the candidate shall be a special invitee. The Committee shall recommend the award of the Degree when the examiners are unanimous in their recommendations.

ORDINANCE-13

Conferment of Honorary Degrees and Convocation (Section 6 (iv) 28(n) 30(d) of the Act and Statute 27 (1)(2) 30 of the Statutes of the EFL University Act 2006)

13.1 Conferment of Honorary Degrees

- i) The Executive Council may, on the recommendation of the Academic Council and by resolution passed by a majority of not less than two-thirds of the members present and voting, make proposal to the Visitor for the conferment of Honorary Degrees.
- ii) Provided that in case of emergency, the Executive Council may on its own, make such proposals.
- iii) The following Honorary Degree 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:
- iv) Doctor of Letters (Honoris Causa)

Degrees, including Honorary Degrees, shall be conferred at convocation special Convocation and may be taken in person or in absentia.

13.2 Convocation

- i) Convocation for the purpose of conferring Degrees shall be held annually at Hyderabad on such date as the Chancellor may fix.

- ii) Provided that in case the Convocation is not held in a particular year, the Vice-Chancellor shall be competent to authorise admission of successful candidates in the year to respective degrees in absentia and authorise the Registrar to issue the Degrees on payment of the prescribed fee.
- iii) Special Convocation for conferring honorary Degrees may be held on such date as may be fixed by the Chancellor, on the recommendation of the Vice-Chancellor.
- iv) The Academic Council shall, from time to time, determine as to the Degrees, which may be conferred on graduates in person, and the Degrees to be conferred in absentia, at the convocation.
- v) Provided that the Vice-Chancellor may confer Degree in advance of the Annual Convocation on students proceeding to Universities abroad for further studies.
- vi) The Diplomas and Degrees shall be signed by the Registrar and shall bear the printed signature of the Vice-Chancellor.
- vii) The procedure to be followed at the convocation shall be laid down by the regulations.
- viii) The students of the campuses shall be conferred the Degrees by a Guest through visual communication media (as in case of IGNOU) on the day of Convocation.

ORDINANCE-14

Fees Payable By Students Of The University

(Section 6(xx) 30(e) of the Act of the EFL University Act 2006)

14.1 Fee Provision

- i) The Executive Council on the recommendations of the Academic Council shall, from time to time, prescribe the fees payable by students.
- ii) Details of fees and other charges payable by an applicant and students admitted to different Programmes and Courses shall be specified in the Admission Brochure/Prospectus issued by the University from time to time.
- iii) Students admitted to various Programmes of Studies shall pay the fees as prescribed.

14.2 Due date and mode of payment:

- a. The students shall deposit fees as prescribed by the University from time to time.
- b. Fees shall be paid on or before the date fixed by the University.

14.3 Delay or default in payment:

If a student does not pay fee on time, a fine shall be levied as follows:

- a) 10% of the fees for the first 10 days b) 20% of the fees for the next 10 days c) 30% of the fees thereafter up to the last date of the month in which the fees are due.
- i) The Vice-Chancellor or any other officer to whom his/her power has been delegated may on the recommendations of the Dean of the School concerned, relax any of the conditions for payment of fees in special cases provided the student concerned submits a written application stating the reasons for late payment of fee. Such applications should be submitted well ahead of the due dates, so that a decision may be taken.
- ii) Names of the defaulters, which shall be put up on the Notice Board shall be removed from the rolls of the University with effect from the first day of the following month.
- iii) A student whose name has been struck off from rolls of the University may be re-admitted on the recommendations of the Dean of the School concerned and on payment of arrears of fees in full and other dues together with a re-admission fee as fixed by the University. However, such re-admission shall be within the same semester and subject to the student fulfilling the minimum attendance criteria.
- iv) Whenever a student proposes to withdraw from the University, s/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. S/he shall pay all fees/charges due till the date of withdrawal from the University.

14.4 Exemption of fees, applicable as per UGC/GOI guidelines and regulations. Fee Concessions and Freeships offered by the University shall be as per Regulation (20).

i) The following factors shall be taken into account while making recommendations on the applications of students for grant of freeships:

a. Academic record of the student;

b. his/her progress in studies in the case of renewal of free- ships;

c. his/her financial position; and

d. any other factor, which shall also be recorded. The list of students to whom concessions have been awarded ordinarily shall be notified by 30th September.

ii) Free-ships granted during the academic year shall not be renewed automatically in the following year. The students in need of such concession shall submit fresh applications every year, which shall be considered along with new applications received in the year.

iii) A freeship 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 is no longer in need of fee concession.

14.5 Refund of fees, security deposit etc.:

i) Security deposit or caution money is refundable, on an application from the student on his/her leaving the University, after deducting all dues, fines and other claims against him/her.

ii) A student shall forfeit any refund if not claimed within one calendar year after leaving the University.

iii) On cancellation of admission, before the commencement of the academic session a student shall be eligible for full refund of all fee paid for admission.

. If the admission is cancelled within two weeks after the commencement of the academic session, s/he shall lose a month's tuition fee. After expiry of two weeks the student shall not be eligible to any refund.

14.6 The fees for the various University

Courses shall be as follows: I. Administrative process fee

(a) Application Form Fee (with Brochure & Examination Fee)

(b) Registration Fee

(c) Examination Fee

(d) Grade Card and ID fee

(e) Practicals Fee

II. Extra Curricular Activities Fee

(a) Sports Fee

(b) Cultural Activities Fee

(c) Students' Welfare Fee

(d) Medical Fee (for Medical Insurance)

(e) Student Welfare Fund

III. Course Fees

(a) Tuition Fee

(b) Computer/Laboratory Fee

(c) Library Fee

IV. Deposits (Refundable)

(a) Caution Money (Laboratory) (b) Caution Money (Library)

(c) Caution Money (Hostel)

V. Miscellaneous Fee as may be decided by the University from time to time.

VI. Fees for re-checking of Examination results. VII. Fees for the supply of Statement of Marks:

- a) Every candidate shall pay along with the examination fee, a fee as fixed by the University for the supply of statement of marks for each examination.
- b) Duplicate copies of Statement of Marks shall be supplied on payment of a fee as fixed by the University for each statement of marks.

VIII. Fees for issuing of transfer, provisional, duplicates and other certificates.**IX. Fee for change of name in the records. X. Fee particulars shall be as per Regulations.****XI. Fees for SAARC and other Foreign students as decided by the Academic Council.****XII. Students shall not be issued Hall Tickets or allowed to appear at the Examinations unless they have cleared their dues and paid the examination fee.****14.7 Certificates to be Issued:**

- i) Transfer Certificate/Duplicate Copies of the Transfer Certificates
- ii) Provisional certificate of having passed an examination of the University/duplicate copy of the above.
- iii) Degree certificate (in person)
- iv) Degree Certificate (in absentia)
- v) Duplicate copies of the Degrees
- vi) Bonafide Certificate
- vii) Any other certificate as prescribed by the University

XIII. A student or candidate, who wishes to add or to alter his her name as originally recorded in the University Registers shall pay a fee fixed for the purpose by the University. Such addition or alteration shall be made to his her original name as alias in the University Enrollment Register after he has fulfilled the necessary formalities of submitting the matriculation marks card and a notarized affidavit to this effect along with clipping of newspaper notice issued.

XIV. A student who applies for alteration of the record of his/her date of birth as entered in the University Registers shall pay fees fixed for the purpose by the University. No change in the date of birth shall be made unless approved by the competent authority.

XV. Fees for SAARC and other Foreign students shall be decided by the Executive Council from time to time.

Draft of Revised Ordinances of EFL University

ORDINANCE-15**Academic Calendar****15.1 Academic Calendar**

The Academic Calendar of the University shall be as laid down by the Academic Council at the end of each Academic year.

15.2 For Hyderabad and Lucknow Campuses:

- from 16th June to 30th November -1st Semester
from 1st December to 2nd January (Winter vacation)
from 3rd January to 30th April (2nd Semester)
from 1st May to 15th June (Summer vacation)

15.3 Contact-cum Examination sessions of the Distance Education Programme (Hyderabad Campus)

- a) MA Programme : January/February
- b) PGCTE : June/July
- c) PGDTE : November

15.4 For Shillong Campus

From 8th July to 15th December- 1st Semester

From 16th December to 10th February (Winter Vacation)

From 11th Feb to 15th June -II semester

From 16th June to 7th July : Summer vacation. Provided that variations in the calendar may be made at different Campuses of EFL University, depending on the climatic and other local condition.

15.5 List of Holidays

The University shall prepare an academic holiday list taking four local holidays recommended by the campuses in lieu of holidays approved for the Hyderabad campus. This list shall be approved by the Academic Council.

ORDINANCE 16**BOARD OF RESEARCH STUDIES**

16.1 There shall be a Board of Research Studies (BRS) to regulate all research studies in the university. The Board of Studies shall function subject to the general guidance of the Academic Council of the University.

16.2 Subject to feasibility, research programmes shall be offered either by Schools or by Departments of Schools. In the former case, the programme shall be organized by a Research Committee of the School, called School Research Committee (SRC), under the overall control of the Board of Research Studies (BRS). In such cases, the SRC shall conduct the entrance tests and interviews for admission to the programmes and send its recommendations to the BRS for scrutiny and approval.

16.3 In cases where research programmes are offered by a Department, the Department concerned shall have a Department Research Committee (DRC), which will organize the research programmes. In such cases, the DRC shall conduct the entrance tests and interviews for admission to the programmes. The DRC will then make its recommendations directly to the BRS for scrutiny and approval.

16.4 The Campuses (Lucknow and Shillong) which run research programmes will have a Campus Research Committee which will be on par with the School Research Committees in the Hyderabad Campus. The Campus Research Committees (CRCs) will have the same powers and functions as the SRCs. The Director of the Campus shall be the Chairperson of the CRC. All faculty members of the Campus who are eligible to guide research will be members of the CRC. The Committee can also co-opt some members from local universities with the approval of the Vice-Chancellor, if need be.

16.5 The term of the BRS shall be two years.

16.6 The composition of the BRS shall be as follows:

1. Chairperson: Dean, Research (ex-officio)

Members:

2. Deans of all Schools

3. Directors of the Campuses (other than Hyderabad)

4. Heads of all Departments

5. One Professor from each Department

6. (other than Dean Head) by rotation according to seniority

7. Two Readers from each Department (other than Head) by rotation according to seniority

8. Two Lecturers (Ph.D. holders) from each Department by rotation according to seniority

9. Two SC/ST Representatives (Ph.D. holders), one each from the English and Foreign Languages streams, to be nominated by the Vice-Chancellor.

16.7. The powers and functions of the Board of Research Studies (BRS) shall be:

1. to consider applications for admission and approve admissions to the programmes of research leading to M.Phil. and Ph.D. degrees on the recommendations of the DRCs/SRCs/CRCs;

2. to consider and approve the M.Phil. and Ph.D. programmes offered by DRCs/SRCs/CRCs;

3. to approve research topics, appoint Supervisors or Advisory Committees and to approve courses for students enrolled for M.Phil. and Ph.D. programmes on the recommendations of the DRC/SRC/CRC concerned;

4. to recommend to the Vice-Chancellor the appointment of internal examiners for course work and (in the case of Ph.D.) for the Pre- Ph.D. Comprehensive Examination on the recommendations of the DRC/SRC/CRC concerned.
5. to grant extensions as provided in the rules on the recommendation of the DRC/SRC/CRC concerned.
6. to consider and approve titles for dissertations/theses on the recommendation of the Supervisor and the DRC/SRC/CRC concerned;
7. to consider and approve change of Supervisors on the recommendation of the DRC/SRC/CRC concerned;
8. to consider and approve requests for transfer of research scholars from one mode to the other;
9. to consider applications from research scholars for grant of exemption from residence at Hyderabad or the station where the EFL Campus is situated and for permission to reside outside Hyderabad or the other EFL Campuses as the case may be, for the purpose of collecting materials relevant to their research;
10. to recommend to the Vice-Chancellor the names of examiners for the evaluation of dissertations/theses submitted by the candidates for research degrees;
11. to recommend the award of research degrees on the basis of reports/results forwarded by the DRCs/SRCs/CRCs.
12. to consider schemes for the advancement of the standards of research, and to submit such proposals to the Academic Council;
13. to promote research within and across the Schools/Campuses/Departments under its purview and to submit reports on research to the Academic Council.

The Chairperson of the BRS shall be authorized to exercise the powers and perform the functions listed under (3) to (11) above on behalf of the BRS.

16.8. (i) The term of the SRCs/DRCs shall be two years.

(ii) The Campuses (Lucknow and Shillong) which run research programs will have a Campus Research Committee which will be equivalent to School Research Committee. CRCs (Campus Research Committees) will have the same powers and functions as an SRC. All faculty members who are eligible to guide research will be members of the CRCs. The Committee can also co-opt some members from local universities with the approval of the Vice Chancellor, if need be.

16.9. The composition of each SRC (in cases where Schools offer research programmes)

1. Chair: Dean of the School Members:
2. Heads of all Departments in the School
3. Two Professors (other than Dean/Head) in order of seniority by rotation from each of the Departments of the School
4. Two Readers (other than Head) in order of seniority by rotation from each of the Departments of the School
5. Two Lecturers (Ph.D. holders) in order of seniority by rotation from each of the Departments of the School
6. One SC/ST Representative (Ph.D. holder) from the same School or any other School, to be nominated by the Vice-Chancellor
7. One member (Ph.D. holder) from any other School, to be recommended by the host SRC.

16.10 The composition of each DRC (in all cases where Departments offer research programmes) shall be as follows:

1. Chair: Head of the Department Members:
2. Two Professors (other than Head) from the Department in order of seniority by rotation
3. Two Readers (other than Head) from the Department in order of seniority by rotation
4. Two Lecturers (Ph.D. holders) from the Department in order of seniority by rotation
5. One SC/ST Representative (Ph.D. holder) from the same Department or any other Department of the School or any other School, to be nominated by the Vice-Chancellor
6. One member from any other Department of the School, to be recommended by the host DRC
7. One or more Associate Members from any other School, to be recommended by the host DRC.

16.11. The SRCs DRCs/CRCs shall

- i. receive and scrutinize applications for admission to the research programmes offered by the School/Dept., design the question papers and appoint examiners for the entrance test, conduct the interviews and recommend to the BRS candidates for admission to the programme
- ii. appoint an Advisory Committee for each research scholar
- iii. forward to the BRS for its approval the research topic and course work for each researcher as designed by his/her Advisory Committee
- iv. recommend Supervisors for appointment by the BRS
- v. recommend persons for appointment as internalexternal examiners for approval by the BRS.
- vi. conduct course work and monitor other requirements related to research programmes of the university such as pre-submission seminars etc. They shall conduct examinations and forward the results thereof to the BRS for its approval.
- vii. recommend to the BRS reports of examiners on dissertations theses for approval by the BRS.

16.12. Research programmes may be offered (a) full time, (b) part-time or (c) through the distance mode, or all three, depending on the facilities available in the School/Department/Campus.

ORDINANCE 17

Doctor of Letters (D.Litt)

(1) The University, as part of its commitment to fostering the highest standards of academic excellence, shall confer a degree of Doctor of Letters (D.Litt) on persons deserving of the title and honour.

(2) The Degree of Doctor of Letters will be awarded on the merit of the published work of a scholar which he/she has produced independently. The scholar should present in support of his/her candidature published/unpublished work done by himself/herself alone, or jointly with others. The candidate's work must contain such results as mark an advance in knowledge in his/her particular field.

(3) A candidate shall be eligible to submit his/her work as specified hereinafter for the Degree of Doctor of Literature when.

(i) three years have elapsed since the candidate obtained the Degree of Doctor of Philosophy either : (a) of EFL University or (b) of any other Statutory University, provided that he/she is a teacher at a University and has served in that capacity for at least three consecutive years after obtaining such a degree, and

(ii) he/she has engaged himself/herself in active research work for which sufficient documentary proof be submitted to Board of Research Studies.

(4) The candidate shall not submit for consideration any work for which a degree has already been conferred on him/her in this or any other University.

(5) (a) Application for submitting a work shall be made to the Registrar and shall be accompanied by

- (i) a list of the candidate's publications and
 - (ii) a statement showing in what respect the candidate's investigations appear to him/her to advance the cause of his/her particular field of study
 - (iii) a statement indicating if he/she had submitted the work to any other University for such a degree giving the name of the University and the time of submission.
- (b) The Chairperson, Board of Research Studies shall seek such advice as he/she may deem necessary to satisfy himself/herself that the conditions for submission of the work have been fulfilled by the applicant. The Chairperson, Board of Research Studies, shall constitute a committee of three experts from the field concerned which shall be called upon to submit its report and recommendation within a month to the Chairperson, Board of Research Studies.
- (c) The application will then be considered by the Board of Research Studies and if approved the candidate shall be permitted to submit four copies of his/her work to the Controller of Examinations.

(6) Every work shall be referred to a board of three examiners all of whom shall be external examiners, In this respect the names of examiners for examining the work for the award of the degree of Doctor of Letters shall be recommended by a Committee appointed by the Vice-Chancellor on the recommendation of the SRC/DRC of the

field concerned. The composition of the Committee shall be similar to the Committees which recommend examiners for Ph.D. theses.

(7) The examiners shall declare that the work submitted by the candidate is a distinguished and substantial contribution to learning and that it merits the award of the Degree of Doctor of Letters.

(8) The candidate whose work is not approved by the examiners shall not be allowed to re-submit his/her thesis for the degree.

(9) The reports of the examiners shall be placed before a Committee of the Academic Council consisting of: a. Pro-Vice-Chancellor, Chairperson, b. Dean of the School concerned, c. Chairperson of Board of Research Studies, d. Head of department concerned, e. One Professor to be appointed by the Vice-chancellor. The supervisor, if any, of the candidate shall be a special invitee. The Committee shall recommend the award of the Degree when the examiners are unanimous in their recommendations.

18.1 POST DOCTORAL FELLOWSHIP

The University shall institute a scheme of post doctoral fellowships to promote research at post-doctoral level. The Vice-Chancellor is authorized to workout details of the scheme.

ORDINANCE 18

One-year Intensive Higher Advanced Diploma Course in Foreign Languages (Arabic/French/German/Japanese/Russian/Spanish)

There shall be a One-year full-time Intensive Advanced Diploma course that will be conducted by the University. This will be a full time course for which the teaching will be conducted at least 4 clock hours daily on all the week days. The Course will be a self-financing programme. The fee structure will be laid down in the same way as it would be done in respect of other course in the University.

Eligibility: 10+2 or a higher degree and one-year Intensive Advanced Diploma in the foreign language concerned.

OR

10+2 or a higher degree and three-year (Part- time) Advanced Diploma in the foreign language concerned.

The course structure of the course will be as given below:

Course Structure

I Semester

Paper II : Higher Language (Written)

Paper II : Higher Language (Oral)

Paper III : Translation from English into the foreign language and vice-versa

Paper IV : Introduction to literary terms through the Reading Literary Texts (Poem, Stories etc.)

II Semester

Paper I : Higher Language (Written)

Paper II : Higher Language (Oral)

Paper III : Translation from English into the Foreign Language and vice-versa

Paper IV : Introduction to literary terms through the Reading Literary Texts (Poem, Stories etc.)

One-Year Intensive Higher Advanced Diploma in Russian (OY IHADR)

There will be a One Year Intensive Higher Advanced Diploma in Russian to be conducted by the School of Russian Studies of the University. This will be a full time course for which the teaching will be conducted at least 4 clock hours daily on all week days. The fee structure will be laid down in accordance with the relevant ordinances of the University.

Eligibility: 10 + 2 or an equivalent qualification thereto or a Bachelors degree plus One-year Intensive Advanced Diploma in Russian.

OR

10 + 2 or an equivalent qualification thereto or a Bachelors degree plus three-year (Part-time) Advanced Diploma in Russian.

Course Structure

The structure of the above course will be given below:

Semester 1

Paper 1 : Advanced Russian Grammar 1 (written)

Программа:

1. Глаголы движения с приставками
2. Деепричастия и сослагательное наклонение
3. Причастия и их образование
4. Способы выражения времени
5. Неопределенные местоимения
6. Значения глагольных приставок
7. Употребление различных союзов
8. Склонение числительных
9. Прямая и косвенная речь
10. Активные и пассивные конструкций
11. Степени сравнения
12. Употребление вида в форме инфинитива
13. Употребление несовершенного вида с отрицанием

Paper 2: Development of Speech Skills 1 (oral)

Программа:

1. Формы привлечения внимания и формы обращения
2. Формы приветствия и прощания
3. Формы представления (при знакомстве)
4. Формы выражения благодарности
5. Формы поздравления и пожелания
6. Формы приглашения и формы предложения
7. Формы выражения просьбы
8. Формы выражения желания
9. Формы выражения совета

Paper 3: Translation 1 (English-Russian-English) (written)

Paper 4: Introduction to simple literary texts 1 (poems, Short stories, etc.) (oral)

Semester 2

Paper 1: Advanced Russian Grammar 2 (written)

Программа:

1. Употребление односоставных предложений
2. Употребление сложносочиненных предложений с разными союзами.
3. Употребление сложноподчинённых предложений с разными союзами.

Paper 2: Comprehension (oral)

Программа:

Примерно 10-15 маленьких рассказов/сочинений. Сказок

Paper 3: Translation 2 (English-Russian-English) (written)

Paper 4: Introduction to Simple Literary texts 2 (3 poems, 3 Short stories, 2 Fables) (oral)

ORDINANCE 19

Fee Structure

The English and Foreign Languages University should break new grounds in striving to achieve the ends of ensuring social justice and providing higher education on an egalitarian basis while at the same time earning sufficient revenue for its developmental and welfare programmes. With a view to realising this goal the EFL University has decided that the fee and fund structure and modalities of exemption from the payment of fees will be laid down as given below:

1. No fee, including the Student Welfare Fund, shall be charged from SC/ST students. In addition, they will get adequate stipend for meeting the expenses on course books, board and lodging partially.
2. Differently-abled (physically challenged) students will be exempt from payment of fees. Depending on the degree of being physically challenged such students will also be eligible for adequate grants/stipends that could cover their board, lodging and other expenses.
3. Following categories of students will be eligible for exemption from payment of tuition fee if they apply and a case for the same is made out:

(a) those, who had passed out from schools run by Government (other than Kendriya Vidyalayas, Sainik Schools etc.)/Municipalities/Panchayats or other governmental local bodies;

Or

(b) whose family income falls below the limit to be fixed from time to time by the Vice-Chancellor of the university on the recommendation of a Standing Committee of the Academic Council.

All needy students, if they apply and make a case for assistance, will be given adequate stipends for meeting the expenses on board and lodging.

Those receiving UGC or other scholarships including those who otherwise would have been eligible for tuition fee exemption, may not be eligible for scholarships/stipends to be granted by EFL University from the resources generated by it through its own channels and savings. If the amount of scholarship being received by such students exceeds a limit to be laid down by the Vice-Chancellor on the recommendation of the Standing Committee of the Academic Committee, they will not be eligible for exemption of fees.

4. Students who had studied in private/public schools (i.e. those schools not covered under clause (3) above) shall pay fees and funds not more than what they paid at the school level. However, the quantum of the fees and funds will be as approved by the Vice-Chancellor on the recommendation of the Standing Committee of the Academic Council to be reported to the Academic Council/Executive Council at the next meeting. However, students of this category can apply for fee exemption by making a case for the same if:

- (a) they had paid to schools fees less than a limit of amount to be fixed from time to time by the Vice-Chancellor of the university on the recommendation of a Standing Committee of the Academic Council. The same will be reported to the Academic Council/Executive Council at the next meeting.
- (b) their family income falls below the limit to be fixed from time to time by the Vice-Chancellor on the recommendation of a Standing Committee of the Academic Council. The same will be reported to the Academic Council/Executive Council at the next meeting.
- (c) Those who are not eligible for exemption under 4(a) and (b) above but who make out a case for an exemption shall be examined by the Standing Committee which will assess each case on its merit and make recommendations about the extent of exemption, if any, to be given with the approval of the Vice-Chancellor.

With reference to clause (4) for all the courses (except self-financing, part-time and distance mode courses), the fees will be ordinarily be an average of the ones paid at the school level. Accordingly for different courses the fees and funds will be worked out by the Standing Committee of the Academic Council and the same will be published in the annual prospectus or office orders of the University with the approval of the Vice-Chancellor. The fees and funds for foreign students of all categories, students of self-financing courses, part-time courses, courses of distance teaching

mode shall be worked out by the Standing Committee of the Academic Council which also will be published in the annual Prospectus or office orders of the University with the approval of the Vice-Chancellor. The Vice-Chancellor will be empowered to introduce changes at his/her discretion in the quantum of all kinds of fees and funds recommended by the Standing Committee of the Academic Council as stated above. Such decisions of the Vice-Chancellor shall be reported to Academic Council/Executive Council at the next meeting.

ORDINANCE 20

Establishment of New Campus/es of the University

1. According to The English and Foreign Languages Universities Act, 2006, the University may establish campuses at such other places as it may deem fit. The University already has three campuses functioning at Hyderabad, Lucknow and Shillong. Since the University has an all-India mandate, in the coming years, it shall be endeavour of the University to set up more campuses in different parts of the country, thereby becoming India's first truly multi-campus university. The idea behind opening new campuses is to reach out to the people who live outside the metropolitan cities, and did not have access to higher education hitherto a vast majority of Indians have until now been deprived of English and foreign languages and have therefore been unable to match steps with those educated in urban public/convent schools. By setting up new campuses within their reach, the University will help them to overcome an age-old handicap.
2. As and when a request is received from any State (where there is no campus of EFL-University), the Vice-Chancellor will appoint an Inspection Committee to work-out the modalities for establishing a campus in that State. For establishing such a campus, the University requires, primarily, adequate land and, if possible, some buildings.
3. The proposal shall be considered by the Academic Council/Executive Council and the same shall be sent to Visitor/MHRD for approval. At the initial stage the proposal of State Government for setting up a campus of the University may be considered by the Executive Council straight away subject to subsequent positive report of the Inspection Committee.
4. Each campus will be headed by a Director to be appointed by the Executive Council on the recommendation of the Vice-Chancellor. The campus will be provided with the required Academic and other Non-Academic staff.
5. The administration will be headed by a Deputy Registrar.
6. There will be a Deputy Finance officer for managing finances of the campus.
7. Budget will be provided in the financial estimates of the University. The Director will have the freedom to incur expenditure within the Financial estimates of the University ear-marked for the campus according to norms, forms, rules, regulations and procedures of EFL University.
8. The term of Director of each campus shall be co-terminus with that of the Vice-Chancellor.

However, the existing incumbent will continue in his/her office till the new appointee, if any, joins his/her duty as Director of the Campus concerned. The Vice-Chancellor at his/her discretion may recall the Director at any time of his/her term.

ORDINANCE 21

REMEDIAL TEACHING

1. Remedial Teaching shall be provided to students belonging to SC/ST and other needy students in each department.
2. Remedial Teaching is also provided to students, belonging to Minority categories.
3. Students belonging to SC/ST and Minority Communities get coaching for preparation of UGC's NET Examinations.
4. The University proposes to conduct Remedial Teaching to SC/ST and Minority Communities for preparation of All India Service Examinations.
5. Remedial teaching may be conducted in case of those foreign students admitted to the University either through official channels or individually in whose case the concerned department is of the opinion that there is a need for such a student to undergo remedial teaching for a specific period (from one month to one year). Such a remedial teaching will be for payment of an appropriate fee to be laid down by the University from time to time.

ORDINANCE 22**Government of India Schemes**

1. The University may be called upon to conduct different Government of India Schemes like District Centre Schemes and others.
2. The other influential outreach programme, the ELTI support scheme also sponsored by Government of India as a project through which the University monitors the Academic Programmes of the 14 English Language Teaching Institutes in India (including the regional Institutes of English in Bangalore and Chandigarh and provides academic support to them in the form of syllabus design, material development and train-the-trainer courses).
3. Such schemes shall be conducted by EFL University, Hyderabad under the direct supervision of the Vice-Chancellor.
4. The Vice-Chancellor will appoint an advisory committee for running each scheme. This committee will be headed by a Co-ordinator to be appointed by the Vice-Chancellor for a period of 2 years.
5. The Co-ordinator will implement the schemes taking prior approval of the Vice-Chancellor.
6. The correspondence with different organisations and individual in respect of the Government of India Schemes shall be done through the Registrar. However, the draft letters will be put up by the Co-ordinator to the Vice-Chancellor for approval.
7. The appointment of persons in-charge of different District and other Centres will be made with the prior approval of the Vice-Chancellor.
8. The Co-ordinator of GOI schemes shall submit a bi-annual report of his/her work to the Vice-Chancellor.
9. All financial transactions under the schemes shall be subject to annual auditing.

ORDINANCE 23**CONVOCATION**

1. Convocation for the purpose of conferring degrees shall be held annually at Hyderabad on such date as the Chancellor may fix.
Provided that in case the Convocation is not held in a particular year, the Vice-Chancellor shall be competent to authorise admission of successful candidates in the year respective degrees in absentia and authorise the Registrar to issue the degrees on payment of the prescribed fee.
2. Special Convocation for conferring honorary degrees may be held on such date as may be fixed by the Chancellor, on the recommendation of the Vice-Chancellor.
3. The Academic Council shall, from time to time, determine as to the degrees, which may be conferred on graduates in person, and the degrees to be conferred in absentia, at the convocation.
Provided that the Vice-Chancellor may confer a degree in advance of the Annual Convocation on studies proceeding to Universities abroad for further studies.
4. The Diplomas and Degrees shall be signed by the Registrar and shall bear the printed signature of the Vice-Chancellor.
5. The procedure to be followed at the convocation shall be laid down by the regulation

ORDINANCE 24**Emoluments, Terms and Conditions of Service of the Pro- Vice-Chancellor**

1. The Pro-Vice-Chancellor shall be appointed in the manner laid down by the Statutes.
2. (a) The Salary of the Pro-Vice-Chancellor shall be fixed by the Executive Council in the scale of pay of Rs.18,400-500-22,400 p.m. w.e.f. 01.01.1996 or laid down by the Government/UGC from time to time. In case a Professor is appointed to discharge the duties of the Pro-Vice-Chancellor in addition in his own duties as a Professor, he shall draw his pay in the substantive post plus a special pay as decided by the Executive Council. In cases where Pro-Vice Chancellor is re-employed/appointed after attaining the age of

superannuation, his/her initial pay on re-employment shall be fixed at the same stage as the last pay drawn before superannuation. However, the pension drawn by him will be deducted each month from his/her salary. Dearness Allowance at the rates applicable from time to time is also admissible on the pay fixed in terms of the orders on the subject. He/she will, however, not be entitled, in addition, to any Dearness Relief on his/her pension. The University shall provide him/her with unfurnished residential accommodation for which he/she will pay rent at the usual rate. The grounds of the Pro-Vice-Chancellor's lodging will be maintained by the University. The Pro-Vice-Chancellor shall be provided with all facilities such as telephone, car, secretarial facilities, entertainment to officials etc.

- (b) In addition to the salary prescribed in Clause (a) above, the Pro-Vice-Chancellor will also be entitled to Dearness Allowance, City Compensatory Allowance and other allowances as are admissible to University employees from time to time.
- (c) The Pro-Vice-Chancellor shall be entitled to such terminal benefits as may be fixed by the Executive Council from time to time.
- (d) The Pro-Vice-Chancellor shall be entitled to subscribe to the Contributory Provident Fund of the University till the end of his tenure :

Provided that where an employee of any University or Institution maintained by or affiliated to University is appointed as Pro-Vice-Chancellor, he/she shall continue to be governed by the same retirement benefit scheme (namely, General Provident Fund/Contributory Provident Fund/Pension/Gratuity) to which he/she was entitled prior to his/her appointment as Pro-Vice-Chancellor and till he/she continues to hold his/her lien on that post. But even in a case covered under this proviso the pay for the purpose of subscription to the General Provident Fund and Subscription to and contribution of the University to the Contributory Provident Fund shall be the pay which is drawn by him/her as Pro-Vice-Chancellor.

Note : For the purpose of calculating University Contribution to Provident Fund, means pay including Dearness pay as is admissible in the case of other University Employees.

- (e) When an incumbent to the post of the Pro-Vice-Chancellor is not an employee of :
 - (i) The English and Foreign Languages University, or
 - (ii) any other University or institution maintained by or affiliated to the University, or he was re- employed with any of these organisations prior to his/her appointment as Pro-Vice-Chancellor, he/she shall be entitled to subscribe to the Contributory Fund of the University.

Provided further that in both the cases covered under sub-Clauses (d) and (e) above, the pay for the purpose of subscription to the Contributory Provident Fund and subscription to and contribution of the University to the Contributory Provident Fund shall be the pay drawn by him as Pro-Vice-Chancellor.

3(1)(a) The Pro-Vice-chancellor shall be entitled to leave on full pay at the rate of 30 days in a Calendar year. The leave shall be credited to his/her account in advance in two half- yearly installments of 15 days each on the first January and July every year:

Provided that if the Pro-Vice-chancellor assumes/relinquishes charge of the office of the Pro-Vice-Chancellor during the currency of a half year, leave shall be credited proportionately @ 2-1/2 days for each completed month of service.

- (b) The leave at credit at the close of the previous half year shall be carried forward to the new half year subject to the leave so carried forward plus the credit for that half year not exceeding the maximum limit of 300 days or as applicable from time to time.
- (c) The entitlement of leave under sub-Clause (a) above shall be reduced by 1/10th of the period of extra- ordinary leave availed of during the previous half year, subject to a maximum of 15 days.
- (2)(a) In addition to the leave noted in sub-Clause (1), the Pro-Vice Chancellor shall be entitled to half-pay leave at the rate of 20 days for each completed year of service.
- (b) The half pay leave may be availed of as commuted leave on full pay on medical certificate. When commuted leave is availed, twice the amount of half pay leave shall be debited against the half pay leave due.
- (3) Where an employee of the English and Foreign Languages University is appointed as Pro-Vice-Chancellor, he/she shall be allowed to avail himself/herself of any leave at his/her credit before his/her appointment as Pro-Vice-Chancellor. Similarly, on his/her relinquishing the post of the Pro-Vice-Chancellor and in the event of his/her re-joining his old post, he/she shall be entitled to carry back the leave at his credit to the new post.

ORDINANCE 25**Terms and Conditions of Service of Proctor**

The Proctor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor. He/she shall exercise such powers and perform such duties in respect of the maintenance of discipline among students, law and order, security and legal matters obtaining in the University. He/she shall perform any other task/work to be assigned to him/her by the Vice-Chancellor from time to time. The Proctor shall hold office for a term of two years. He/she will be eligible for reappointment. He/she will hold Proctorship as an additional charge, thus, making him/her eligible for additional allowances as per rules for holding additional charge.

ORDINANCE 26**Terms and Conditions of Service of Provost**

A Professor of the University can be appointed Provost by the Executive Council on the recommendation of the Vice-Chancellor. He/she shall exercise such powers and perform such duties in respect of running the Hostel as may be decided by the Managing Committee (MC) of Hostel concerned from time to time. The rules regarding the governance as laid down by the Managing Committee will be published in the Information-cum-Rule Book of the hostel to be published before the start of an academic session every year. He/she will be assisted by a Warden and Deputy Warden. He/she will be the Administrative head of the University Hostel. He/she shall also perform such other duties as may be assigned to him/her by the Vice-Chancellor from time to time. The Provost shall hold office for a term of two years, and he/she will be eligible for re-appointment. He/she shall be provided with residence-cum-office and other facilities to enable him/her to discharge his/her duties. He/she will be paid suitable allowance or he/she will be provided with facilities to be laid down by the Managing Committee in lieu thereof.

ORDINANCE 27**Terms and Conditions of Service of Warden**

A Reader of the University may be appointed Warden by the Executive Council on the recommendation of the Vice-Chancellor. He/she shall exercise such powers and perform such duties in respect of the governance of the Hostel as would be decided by the Managing Committee/Provost of the hostel concerned. In the absence of Provost he/she will be the Administrative head of the University Hostel. He/she shall also perform such other duties as may be assigned to him/her by the Vice-Chancellor/Provost. The Warden shall hold office for a term of two years, and he/she will be eligible for re- appointment. He/she shall be provided with a residence-cum- office and other facilities to enable him/her to discharge his/her duties. He/she will be paid suitable allowance or appropriate facilities in lieu thereof to be laid down by the Managing Committee of the Hostel concerned.

ORDINANCE 28**Terms and Conditions of Service of Deputy Warden**

A Lecturer of the University may be appointed as Deputy Warden by the Executive Council on the recommendation of the Vice-Chancellor. He/she shall exercise such powers and perform such duties in respect of the governance of the Hostel as would be decided by the Managing Committee/Provost of the Hostel concerned from time to time. He/she will assist the Provost and Warden in all their duties. In the absence of Provost and Warden, he/she will be the Administrative head of the University Hostel. He/she shall also perform such other duties as may be assigned to him/her by the Vice-Chancellor/Provost. The Deputy Warden shall hold office for a term of two years, and he/she will be eligible for re-appointment. He/she shall be provided with residence- cum-office and other facilities to enable him/her to discharge his/her duties. He/she will be paid suitable allowance or appropriate facilities in lieu thereof.

ORDINANCE 29**Terms and Conditions of Service of**

The Dean, Students' Welfare shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor. He/she shall exercise such powers and perform such duties as may be assigned to him/her by the Vice-Chancellor.

- (i) He/she will attend to day-to-day and long-term problems of students.
- (ii) He/she will help in resolving problems of students in respect of Admission, studies, examination, hostel, scholarships, fees and so on.
- (iii) He/she will advise the Vice-Chancellor about different Welfare schemes and ideas that could be implemented in the interest of students of the University.
- (iv) He/she will perform such other duties as the Vice-Chancellor may assign to him/her from time to time.

The DSW shall hold office for a term of two years and he/she will be eligible for reappointment. He/she will be provided with an office and other facilities to enable him/her to discharge his/her duties. He/she may also be paid allowance as per rules for holding an additional charge.

ORDINANCE 30

Terms and Conditions of Statuary Deans

30.1 The Dean, Research shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor. He/she shall exercise such powers and perform such duties as may be assigned to him/her by the Vice-Chancellor.

- (i) Dean, Research shall be ordinarily ex-officio Chairperson, Board of Research Studies of the University.
- (ii) He/she shall facilitate research in the University through minor/major research projects, joint/individual research projects/expeditions, conference, seminars, symposia, workshops, research lectures, publication of papers, journals and monographs etc.
- (iii) He/she shall assist the Vice-Chancellor in all endeavours related to research and academic updating.
- (iv) Any other task/work to be indicated or assigned by the Vice-Chancellor from time to time.

The Dean, Research shall hold office for a term of two years and he/she will be eligible for re-appointment. He/she will be provided with an office and other facilities to enable him to discharge his/her duties.

30.2 The Dean, Planning shall be appointed by the Executive

Council on the recommendation of the Vice-Chancellor.

- (i) He/she shall advise the Vice-Chancellor about the short/long term planning in terms of academic programmes, development and financial projections.
- (ii) He/she will assist the Vice-Chancellor in dealing with different funding agencies/organizations like MHRD, UGC and others.
- (iii) He/she will advise the Vice-Chancellor in matters pertaining to financial, academic and other kinds of allocations to be made to different components of the University.
- (iv) He/she will have such other duties/tasks that will be assigned to him/her by the Vice-Chancellor from time to time.

30.3 The Dean, Publication shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor and shall exercise such powers and perform such duties as may be assigned to him/her by the Vice-Chancellor. The Dean, Publication shall hold office for a term of two years and he/she is eligible for re-appointment. He/she will be provided with an office and other facilities to enable him/her to discharge his/her duties.

- i. Dean, Publication will plan and oversee the execution of work of publication of books, journals and other literature.
- ii. He/she will advise the Vice-Chancellor with regard to the work of further consolidating and expanding all the processes linked to the publication and distribution of literature published by the Publication Division of the University.
- iii. He/She will undertake any other task assigned to him/her by the Vice-Chancellor from time to time.

30.4 The Dean, Library shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor and shall exercise such powers and perform such duties as may be assigned to him/her by the Vice-Chancellor. The Dean, Library shall hold office for a term of two years and he/she is eligible for re-appointment. He/she will be provided with an office and other facilities to enable him/her to discharge his/her duties.

- i. He/she will plan and get the processes of acquisition of books efficiently through the librarian.
- ii. He/she will advise the Vice-Chancellor about further augmenting and strengthening various facilities in the library.
- ii. He/she will undertake any other task assigned to him/her by the Vice-Chancellor from time to time.

30.5 The Dean, International Relations shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor.

- (i) He/she will assist the Vice-Chancellor in developing collaboration with different national and international Universities/Organisations through mutual agreements/MoUs etc.

- (ii) He/she will put up the draft agreements/MoUs for approval of the Vice-Chancellor so that the same could be signed by him/her with the national/international counter-parts.
- (iii) He/she will monitor the execution of MoUs/agreements signed by the University with different Universities and organizations and keep the Vice-Chancellor informed about the same on regular basis.
- (iv) He/she will assist the Vice-Chancellor in planning and executing visits to different Universities/organizations for negotiating and signing the agreements/MoUs.
- (v) He/she will carry out such other duties/tasks to be assigned to him/her by the Vice-Chancellor from time to time.

30.6. The Dean, Campus Planning and Development shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor.

- (i) He/she will be responsible for undertaking planning and execution of the development programmes of the University campus and facilities thereat.
- (ii) He/she will in consultation with the Dean, Planning recommend to the Vice-Chancellor proposal/s for different components and facilities in the University campus.
- (iii) He/she will be responsible for getting the developmental projects executed with the assistance of works department of the University.
- (iv) He/she, with the assistance of works department, will get the maintenance, repair and renovation work done in respect of different facilities including class-rooms, laboratories, guest house, hostels, auditoria, residential quarters, lawns and gardens.
- (v) He/she will also plan and assist the Vice-Chancellor in planning/preparing proposals with regard to future development of the Campus and facilities.
- (vi) He/she will carry out such other duties/tasks that will be assigned to him/her by the Vice-Chancellor from time to time.

30.7 The Dean, Non-Formal Courses and Resources shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor.

- (i) He/she will plan and execute short and long term Non-Formal courses with a view to generate resources for the University in different subjects of study prevalent in the University.
- (ii) He/she with the help of a committee will work-out detailed proposals for the execution of short/long term teaching courses for different categories/levels.
- (iii) He/she will recommend to the Vice-Chancellor about the appointment of Co-ordinator/Deputy Co-ordinators and teachers from within and outside the University for teaching in different short/long term courses.
- (iv) He/she will recommend to the Vice-Chancellor for approval the rates of remuneration to be given to teachers and assistants associated with the courses.
- (v) He/she will, with the help of a committee and different colleagues, prepare teaching aids/produce text books and audio visual aids for the conduct of different courses to be organized from time to time.
- (vi) He/she will carry out such other duties/tasks to be assigned to him/her by the Vice-Chancellor from time to time.

30.8 The Dean, Technical Infrastructure shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor.

- (i) He/she shall work-out diverse needs in terms of Technical equipment for different sections of the University and organizations with the help of the committee constituted by the Vice-Chancellor for this purpose.
- (ii) He/she will be responsible for the procurement of different equipments and provide technical/technological infrastructural facilities by strictly following rules, regulations and procedures prevalent in this regard from time to time.
- (iii) He/she will be responsible for the maintenance and use of technical infrastructural facilities in the University at the optimum level.
- (iv) He/she will be responsible for planning short/long term technological needs of different sections of the University and future development of the University in terms of technological advancement.

- (v) He/she will recommend for the approval of Vice-Chancellor different proposals for award of contracts regarding maintenance/purchase of equipments after getting them worked out through the committee appointed by the Vice-Chancellor for this purpose from time to time.
- (vi) He/she will carry out such other duties/tasks that will be assigned to him/her by the Vice-Chancellor from time to time.

30.9 The Dean, Culture shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor.

- (i) He/she will plan and execute different cultural activities with the prior approval of the Vice-Chancellor/Pro-Vice-Chancellor from time to time.
- (ii) He/she will take initiative in inviting different cultural figures, artists and performers from different fields of performing arts and culture for giving performances for the University community and public at large.
- (iii) He/she will work out financial aspects for executing cultural activities in the University and put up the same by the Pro-Vice-Chancellor.
- (iv) He/she will be in-charge of different cultural facilities like auditoria, theatres etc.
- (v) He/she will be responsible for the maintenance of these facilities at an optimum functional level.
- (vi) He/she will advise the Vice-Chancellor and submit proposal for getting the University campus culturally vibrant.
- (vii) He/she will recommend funds to be approved by the Pro-Vice-Chancellor to different cultural organizations of the University.
- (viii) He/she will be responsible to recommend to the Pro-Vice-Chancellor different proposals for receiving sponsorship and grants etc., for cultural functions to be organized in the University.
- (ix) He/she will recommend to the Pro-Vice-Chancellor in respect of entrance fee, if any, to be levied for different performance/s and shows to be organized at the University.
- (x) He/she will carry out such other duties/tasks that will be assigned to him/her by the Vice-Chancellor/Pro-Vice-Chancellor from time to time.

30.10 The Dean, Guest Houses shall be appointed by the Executive Council on the recommendation of Vice-Chancellor.

- i. He/she will be responsible for making of uniform policies and programmes of governance and redressal of problems of Hostels and Guest House/s.
- ii. He/she will recommend to the Vice-chancellor the appointment of officials for different Hostels, that is, Provosts, Wardens and Deputy Wardens from time to time.
- iii. He/she will co-ordinate with the administrative teams of the Hostel with a view to maintain uniformity, as far as possible, in the governance and rules in respect of admission, residence, discipline etc., in the university hostels.
- iv. He/she will address and attend such problems of residents, officials and employees etc., which the hostel concerned is unable to solve.
- v. He/she will advise the Vice-Chancellor in all matters concerning the Governance of Hostels and provide necessary amenities therein subject to the approval of the Vice-Chancellor.
- vi. He/she will be the appellate authority in respect of all disputes, conflicts and problems that may arise in the Hostels and Guest Houses.
- vii. He/she will assess the requirement in terms of Hostel seats and will propose construction of additional Hostels, if need be. Till such time when additional Hostels are constructed, he/she will take necessary action to arrange private accommodation near the University campus and provide facilities for the convenient stay of the students with the approval of the Vice-Chancellor.
- viii. He/she shall propose the Guest House charges and revision thereof etc., on the recommendation of Guest House Managing Committee to the Vice-Chancellor.
- ix. He/she will carry out any other tasks or jobs assigned to him/her by the Vice-Chancellor from time to time.

30.11 The Dean, Foreign Students shall be appointed by the Executive Council on the recommendation of Vice-Chancellor

- (i) He/she will assist the Vice-Chancellor in developing collaboration with different national and international Universities/Organisations through mutual agreements/MoUs etc. for drawing foreign students to the University
- (ii) He/she will be the Head of International Students' Centre and facilitate the admission to courses of studies to be pursued by foreign students in different schools/departments of the University.
- (iii) Issue letters of admission to foreign student-applicants after verifying the documents that satisfying the minimum eligibility conditions for admission to the course that the applicant/s wishes/wish to pursue.
- (iv) If necessary, she/he shall advise the HOD/Dean/Programme-Coordinator to conduct diagnostic test for student/s admitted to the department/programmes concerned.
- (v) With the help of a Hospitality Coordinator and staff of the International Students' Centre he/she will facilitate the registration with Foreign Relations Office (FRO), issuance of Visa/permission to stay and travel etc. in respect of the foreign students admitted to the University.
- (vi) With a view to make the University more attractive for foreign students, he/she will undertake/participate in promotional measures both in India and abroad if necessary, together with the participation of Vice-Chancellor, Dean, Non-Formal Courses and Resources/Dean, International Relations/HOD's/Teachers of the University and/or other official of the University.
- (vii) If need be, she/he will make arrangements for conducting remedial/bridge/proficiency course/s in English for students who may be found deficient in English.
- (viii) With the help of Dean Hostels/Guest House/Registrar she/he will try to provide adequate hostel accommodation to foreign students to the extent possible and on terms and conditions to be approved by the Vice-Chancellor on the recommendation of Dean, Foreign Students' and Dean, Hostels and Guest House.
- (ix) With the help of staff of International Students' Centre and concerned Dean/HOD he/she will monitor the progress of foreign students in studies.
- (x) With the help of Dean, Culture, DSW and other officials of the University she/he will try to provide opportunities to foreign students for enriching their cultural life.
- (xi) She/he will actively interact with Indian missions abroad, MHRD, MEA, MHA and the UGC with a view to addressing the problems of foreign students, improving the conditions of foreign students in India/University and achieving the goals of internationalization of Indian higher education.
- (xii) She/he will facilitate the student exchange with foreign universities through Inter-University MoU's etc.

(xiii) International Students Centre

1. There will be an International Students Centre which will be headed by Dean, Foreign Students.
2. The Centre will have adequate support staff and infrastructural facilities required for running the Centre.
3. The Centre will assist the Dean, Foreign Students for carrying all the work as described above to be done by the Dean, Foreign Students.

ORDINANCE 31

Terms and Conditions of Service of Teaching Staff

- 1 Teachers appointed by the University shall be in the following grades, that is to say, Professors, Readers and Lecturers in so far as they take part in the teaching of the University and shall, except in the case of re-employed teachers, be paid salaries on such scales as the Executive Council may, from time to time, determine.
2. The conditions of service of teachers appointed by the University shall be those embodied in the Agreement of Service annexed hereto or, an Agreement substantially to like effect, and every teacher shall sign the Agreement before he enters upon his duties or as soon as possible thereafter.
3. A teacher shall be entitled to leave, leave salary, allowances and Provident Fund benefits, as prescribed in this behalf, by the University from time to time.
4. Subject to the provisions of Clauses 7, 8 and 9 of the Agreement of Service, a person appointed as a permanent teacher of the University shall be entitled to be in the service of the University until he/she completes the age of sixty five.

5. The Executive Council may, on the recommendation of the Vice-Chancellor, re-employ any distinguished teacher after he/she has attained the age of sixty five years for a period not exceeding 5 years on the whole but not beyond his/her completing the age of 70 years. If the Council is satisfied that the services of such a teacher are required in the interest of the University and a substantive vacancy of the same post is available at the time of the application for re-employment. The re-employment of a superannuated teacher will be according to the guidelines issued by the UGC which presently are as given below:

5.1 Eligible Category:

The category of superannuated teachers eligible for re-employment shall be:

- (a) Professors only, in the case of Universities, and,
- (b) Professors, Readers and Lecturers (Selection Grade) only, in the case of Colleges.

5.2 Tenure of Appointment:

The tenure of appointment of a superannuated teacher shall be for a maximum period of three years at a time or up to the teacher reaching the age of 70 years. However, it shall be open for the University to make appointments for shorter periods at a time, like one/two years, or for a further maximum period of three years, as the case may be, so long as the teacher is below the age of 70 years with a proviso that the screening as per the UGC guidelines will be applicable in all cases. In case the number of claimants in the category of superannuated teachers who had not attained 65 years as on 15.03.2007, is more than available sanctioned posts, it shall be left to the University to make selection of teachers from amongst the claimants, based on the requirements and availability of regular sanctioned vacancies.

5.3 Principals to be Followed:

While taking up the cases of superannuated teachers for re-employment the University shall follow the following principles:

- (a) There shall be vacancies of teachers at the University Department, remaining unfilled for at least one year.
- (b) The number of teachers to be re-employed in the University Department at a any given time shall be limited to 50% of the vacancies identified, as above.
- (c) Re-employment of superannuated Teachers may be made only against regular sanctioned posts, which could not be filled up.
- (d) Re-employment of superannuated teacher/s shall be in the best interest of the concerned University Department.
- (e) There shall be adequate work load for the re-employed teacher/s at the concerned University Department to justify the appointment.
- (f) Re-employment of superannuated teacher/s shall be possible either at the University where the teacher had served before superannuating or at any other institution.
- (g) The expenditure towards re-employment shall be met by the University from its budget allocation.

5.4 Selection Criteria:

The University shall follow the following principles, while taking up the cases of superannuated teachers for re-employment:

- (a) The University Department shall have identified the subject areas wherein superannuated teachers need to be appointed.
- (b) Superannuated teachers, either from the same institution or elsewhere, shall have appropriate qualifications, experience and excellent record in the concerned subject area.
- (c) Superannuated teachers shall be distinguished scholars and shall have been productive during their service and in particular, in the last five years in activities, like:
 - (i) Guidance of research scholars (M. Phil/Ph. D);
 - (ii) Research work done and publications in learned journals;
 - (iii) Publication of books and other learning material;
 - (iv) Filing of patents and/or obtaining intellectual property rights;
 - (v) Launching of new academic programmes/courses;

- (vi) Introducing innovations in teaching and/or examinations;
- (vii) Undertaking sponsored research projects;
- (viii) Rendering knowledge based advice/consultancy;
- (ix) Taking up inter-Departmental collaboration;
- (x) Organizing of National/International Conferences and/or participating in them;
- (xi) Conducting continuing education programmes and/or associating in them;
- (xii) Undertaking of extension and/or field outreach activities.

(d) Superannuated teachers shall be medically fit to undertake the new appointment.

(e) The service record of superannuated teachers shall be highly satisfactory and they be both morally and ethically sound.

5.5 Re-employment Procedure

The procedure to be followed for the re-employment of superannuated teachers at a University, shall be as given below:

(a) The University Department desirous of filling any vacancies by superannuated teachers shall obtain their CV for considering their cases.

(b) Each CV shall include a detailed account of all the contributions made by the teacher, highlighting his/her achievements during the last five years.

(c) The CV shall be discussed at a formal meeting of the Departmental Council/Committee of the University as the case may be, before making the Departmental recommendations.

(d) The departmental recommendation shall be forwarded to the Vice-Chancellor through the Dean of Faculty for consideration at his end.

(e) The Vice-Chancellor shall constitute the following

Expert Committees for evaluating the proposals:-

1. Vice-Chancellor (In the Chair)
2. Two Subject Experts* (Members)
3. Dean of the Faculty (Member)
4. Head of the Department (Member)

*To be nominated by the Vice-Chancellor from the approved panel of experts for the Selection Committees in the University Department.

(f) Each of the above Committees shall consider the full papers put up before it and also call any candidate for discussion, if necessary, before arriving at its recommendation on the appointment.

(g) The recommendation of the Committee and the terms of appointment shall be placed before Executive Council of the University.

(h) The decision of the Executive Council shall be final and binding on the teacher.

5.6 Emoluments and Other Privileges:

(a) A re-employed teacher shall be eligible to draw emoluments equivalent to the last pay drawn minus pension as a consolidated amount which shall remain the same throughout the tenure of re-employment.

(b) The University may consider the re-employed teachers for campus housing on prevailing terms, if available, or compensate them to the extent possible towards the house rent.

(c) A re-employed teacher shall be entitled to casual/Special Casual/Duty leave on a par with teaching faculty in regular service.

(d) The institution shall provide all the essential academic facilities to the reemployed teacher.

5.7 Duties and Responsibilities:

(i) A re-employed superannuated teacher shall be treated on a par with regular teachers at the University and have the following duties and responsibilities, with no additional financial liability to the University:

- (a) Academic work, like teaching courses, conducting examinations and research guidance;
 - (b) Conducting research and/or taking up sponsored research projects;
 - (c) Launching continuing education programmes in new and emerging areas;
 - (d) Organizing/Attending national/international Conferences/Seminars/Symposia/Workshops;
 - (e) Undertaking knowledge-based advisory consultancy assignments;
 - (f) Accepting invitations and delivering Guest Lectures at other institutions;
 - (g) Participation in academic/research Committees at the Institution and elsewhere, when required.
- (ii) However, a re-employed superannuated teacher shall not be eligible for holding administrative or financial responsibilities at the University or elsewhere.

5.8 Review:

The performance of a re-employed teachers shall be reviewed periodically, by the University. If the performance is found unsatisfactory, his/her services may be terminated by the appointing authority by giving one month notice.

6. No teacher (Reader/Lecturer) shall ordinarily be appointed by the University on probation for a longer period than twelve months, but in no case it shall exceed two years. If no letter about the confirmation is received by the teacher concerned on the expiry of first eleven months, he/she will automatically deemed to have been confirmed. However, there shall be no probation in the case of Professor.

7. A teacher may, wherever and whenever necessary, be required to participate in the teaching of day as well as night classes according to the work-load to be laid down by the UGC from time to time. A teacher will be expected to take part in the teaching and research programme of University (in any Department) and do such other work as may be assigned to him/her from time to time by the Vice-Chancellor.

8. Retired Teacher attached with the University under the University Grants Commission's Scheme of Utilization of Services of Retired Teachers, Pool-Officers of C.S.I.R. and Research Associates/Fellows and such other categories of persons, may from time to time assigned by the Vice-Chancellor, on the recommendation of the Head of the Department concerned, to participate in teaching as casual teachers. All such teaching will be deemed to be recognised teaching under the control of the Academic Council.

9. (1) All substantive posts of teachers shall be filled through advertisements and by open recruitment save in cases specified in the Statute 18 or in respect of the posts appointment to which may be required to be made urgently in the interest of organisation of teaching in the departments concerned for a period not exceeding six months at a time.

Provided that the University may appoint Professor and Readers under the Career Advancement Schemes (CAS) as accepted by the Executive Council in accordance with the eligibility conditions under the relevant scheme.

Provided further that the University may also promote Lecturers to Lecturers in Senior Scale/Lecturers in Reader's Grade (Selection Grade) under the CAS as accepted by the Executive Council in accordance with the eligibility conditions under the relevant Scheme.

10. (1-A) The Selection Committee for recommending promotion of Lecturer to Lecturer in Senior Scale under the relevant Merit Promotion Scheme, shall consist of the following :

1. Vice-Chancellor/Pro Vice-Chancellor (Chairperson);
2. Dean of the School concerned;
3. Head of the Department concerned;
4. Two members of the University Department in the subject concerned from amongst the Professors and Readers to be nominated by the Vice-Chancellor.

In case of non-availability of any internal experts, the Vice-Chancellor may nominate external experts.

Note : (1) At least 4 persons present at the meeting including the Chairperson and at least two persons from categories 2,3 and 4 shall form the quorum.

(2) The Selection Committee may at its discretion, require any candidate to appear for interview.

10. (1-B) The selection committee for the appointment of a Professor, Reader and Lecturer against open/substantive posts will be according to the Statute 18.

10. (1-C) (1) The Selection Committee (including requirement of quorum) for recommending promotion of Lecturer/Lecturer in Senior Scale to Lecturer in Reader's Grade (selection Grade) and for designating a Lecturer in Reader's Grade (Selection Grade) as Reader and for recommending promotion of a Reader as Professor shall be the same as provided under Statute.

18 for appointment to the post of Reader and Professor respectively.

Provided that in case the Selection Committee finds that a candidate is not suitable for promotion as Reader, it may consider him/her for promotion in Reader's Grade (Selection Grade). However, he/she can apply for being considered for Reader's designation after one year and in case of his/her promotion in the second attempt the applicant will be promoted w.e.f. the date of expiry of the one year period from the date of first attempt for promotion.

Every candidate will be required to appear for interview before the Selection Committee. However, on a request from any candidate the Selection Committee may agree to consider him/her in absentia.

(2) Nothing in sub-Clause (1) shall be deemed to prevent a Selection Committee from considering any other candidate who may not have applied for appointment to the teaching post in question.

11. In case members of the teaching staff are appointed on probation or on temporary basis, the employment may be terminated by giving one month's notice on either side or by payment of a sum equivalent to one month's salary by the party choosing to terminate such engagement, provided that where engagement is for a period of less than one month or where the duration of engagement has already been specified or notified to the teacher concerned in advance, and his/her engagement is terminated in accordance with terms so specified or notified, neither notice nor payment of salary in lieu of notice shall be necessary.

12 (1) The temporary or ad-hoc appointment of a teacher shall not be made to terminate before the end of the term in which it is made or continue.

(2) If a teacher has been in service in a Department of the University on or before the first day of its re-opening in the second term and has continued to be in service without any break, he/she shall be entitled to an ex-gratia payment equivalent to the amount of emoluments he/she would have received had his/her appointment continued till the end of the vacation, if he is not holding any salaried post elsewhere during the period. Such ex-gratia payment shall be made by the University.

(3) A teacher who has been in service up to the last day of the preceding session shall be entitled to vacation salary provided he has been reappointed and is in position on the reopening day after the vacation. In such case the vacation will not constitute a break in service.

10. The Seniority of a teacher in a particular discipline, for membership of the Committee of Courses, of Departmental Committees, and such other Committees shall be determined in, accordance with the following principles:

- (i) Where two or more teachers are selected at the same time for appointment, then according to the ranking given by the Selection Committee provided that the date of joining in case of the teacher who has been ranked higher is not later than 3 months from the date of issue of the appointment letter to him.
- (ii) Where no ranking has been indicated by the Selection Committee and two or more teachers join on one and the same date :
 - (a) in such case teachers are appointed from a lower post to a higher post, then according to their seniority interse in the immediate lower cadre, and
 - (b) in any other case, according to the age of the person's joining, the older person to be deemed senior to the younger one.
- (iii) Save in the cases covered by sub-Clauses (i) and
- (v) according to the date of joining of the teacher concerned.

ORDINANCE 32**Annexure to Ordinance:****FORM OF AGREEMENT OF SERVICE FOR ENGLISH AND FOREIGN LANGUAGES UNIVERSITY TEACHERS**

Memorandum of Agreement made this the day of..... two thousandbetween Dr/Prof/.... (hereinafter called the 'Teacher') of the first part, and the English and Foreign Languages University being a body corporate constituted under Act No. 7, 2007, hereinafter called the University of the second part.

It is hereby agreed as follows :

1. That the University hereby appoints Dr/Prof/.... to be a member of the teaching staff of the University with effect from the date the saidtakes charge of the duties of his/her office and the said.....hereby accepts the engagement, and undertakes to take such part and perform such duties in the University as may be required by and in accordance with the Act, Statutes and Ordinances, for the time being in force, of the University, whether the same relate to organisation of instruction, or teaching, 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 Teacher shall be on probation for a period of one year and this probationary period may further be extended by not more than 12 months by the Executive Council. The teacher shall be confirmed in this appointment on the expiration of his/her probationary period, unless not later than one month before the expiration thereof the University inform him/her in writing of its intention not to confirm him/her.
3. That the said..... shall be a whole-time teacher of the University and subject to Clause 2 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 such age as may be prescribed by the Ordinance of the University.
4. That the University shall pay Dr/Prof/.....during the continuance of his/her engagement hereunder as a remuneration for his/her service salary of Rs..... per mensem, raising by annual increment of Rs..... to a maximum salary of Rs..... per mensem :

Provided that wherever there is any change in the nature of the appointment or the emoluments of the teacher, particulars of the change shall be recorded in Schedule 1 annexed hereto, under the signatures of both 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 written representation.

5. That the said.....agree to be bound by the Ordinance and Regulations from time to time in force in the University, and in particular by those relating to Provident Fund, provided that no change in the Ordinances and Regulations in this regard shall be deemed to have adversely affected the teacher.
6. That the teacher shall devote his/her whole time to the service of the University and shall not without the 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 examinations of Universities or Public Service Commissions, and where the permission of the Vice-Chancellor has been obtained ; to any other examination work, nor shall the prohibition be applicable to any literary and critical work or publication.
7. That the teacher shall submit every year self appraisal report performance of previous year for reporting and reviewing of his/her performance.
8. (1) Notwithstanding anything hereinbefore contained, the Executive Council of the University shall be entitled summarily to determine the engagement of the teacher on the ground of misconduct in accordance with the provisions hereinafter set forth.
 - (2) The Vice-Chancellor may, when he deems it necessary, suspend the teacher on the ground of misconduct. When he suspends the teacher, he shall report it to the next meeting of the Executive Council. A teacher under suspension cannot hold any administrative position in the Department/University.
 - (3) The Executive Council shall investigate all matters reported to it by the Vice-Chancellor about the misconduct of the teacher whether he has been suspended or not. The Executive Council may appoint a Committee for the purpose. The teacher shall be notified in writing of the charges against him and shall be given not less than three week's time to submit his explanation in writing.

The Committee may hear the teacher and take such evidence as it may consider necessary. The Executive Council may determine the engagement of the teacher where it deems that the misconduct of the teacher deserves to be dealt within that manner, after it has considered the explanation and the evidence, if any and/or the report of the committee, if one has been appointed.

(4) Where the termination of the service on the ground of misconduct is after suspension by the Vice-Chancellor as aforesaid, the termination of service may be from the date of suspension, if the Executive Council so directs.

(5) The procedures to be followed in disciplinary case/s are as per CCS(CCA) Rules of the (Central) Government where rules have been laid down in detail with regard to Disciplinary Proceedings, Suspension, Subsistence Allowance, Penalties, Procedure to be followed in the case of Minor Penalties/Major Penalties; Appeal, Revision and Review; Reinstatement; Proceedings after Retirement etc., as indicated in detail in Rules 1.2 and 1.3.

9. The engagement under these provisions shall not, save as aforesaid be determined by the Executive Council except by a resolution passed by a vote of not less than a two-thirds majority of the members present at the meeting, provided that the two thirds majority is not less than half the total number of members of the Executive Council. The resolution shall state the reasons for the termination. Before a resolution, under this clause is passed the Executive Council shall give notice to the teacher of the proposal to determine the engagement and not less than three weeks' to make such representation as the teacher may like to make. Every resolution terminating service under this clause shall be passed only after consideration of representation, if any, of teacher. The teacher whose services are terminated under this clause shall be given not less three month's notice from the date on which he/she is notified of the resolution of the of service or not less than three months' salary in lieu of notice.

10. The teacher may, at any time, terminate his/her engagement by giving the Executive Council three months' notice in writing, or by payment of an amount equal to three months' salary in lieu of notice.

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.

SCHEDULE 1

Name of Teacher in full

.....Address.....
 Designation..... Salary Rs.....in the grade
 of

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

Change of designation of grade

Signature of Teacher

Date of approval of E.C.

Date from which change takes effect

Signature of Officer for University.

ORDINANCE 33

Teachers

Work-load:

The workload of the teacher in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the University for which necessary space and infrastructure should be provided by the University. The direct teaching hours should be as follows:

Lecturers/Sr. Lecturers Lecturers (Sel. Grade)

16 hours

Readers & Professors

14 hours

However, a relaxation of two hours in the workload may be given to the Professors who are actively involved in Research, Extension and Administration.

A. Ad-hoc Lecturer

(i) The practice of temporary appointments against permanent posts will be discontinued. In case of vacancies, as a stop gap arrangement – Visiting Professors/Visiting Fellows and Guest Teachers, will be appointed as per the UGC Guidelines.

(ii) The appointment of Visiting Fellow/Visiting Professor may be made as per UGC guidelines governing the scheme. The University also has its own scheme in addition to UGC Scheme.

B. Guest Lecturer

(i) Guest Lecturers may be appointed in exceptional circumstances in such specialised fields/subjects where professional expertise is required to strengthen and supplement the teaching, as also in cases where the workload does not justify the appointment of a full-time regular teacher throughout the academic year.

(ii) Guest Lecturers may not be treated like regular members of the Faculty for becoming member of Committee of Courses/Board of Research Studies and other statutory Committees.

(iii) Guest Lecturers will be paid an honorarium of Rs.250/- per lecture, subject to a ceiling of honorarium being Rs. 10,000/- p.m. The rates of honorarium may be changed in accordance with the directions of the UGC issued from time to time.

Joint appointment may be made in the case of teachers of one institution participating in the teaching and research programmes of another institution in the same town. Teachers of one institution may not be appointed as Guest Lecturers in another institution. Their participation may, however, be encouraged under the scheme of Visiting Fellow.

ORDINANCE 34

Standing Committees/Special committees

1. Any authority of the University may appoint as many committees/standing committees/special committees as it may deem fit.
2. The Vice-Chancellor would appoint the Chairperson and the Secretary of the Committee. If no Chairperson is appointed for any committee, the Committee may elect a person to function as Chairperson. In such cases the Chairperson would keep the record of the Proceedings.
3. A written notice of every meeting shall be issued by the Chairperson/Secretary, indicating the venue, date and time of the meeting. Adequate notice may be given to the members, unless the meeting is convened as an emergent one.
4. Agenda may be circulated, if possible.
5. One third of the members present shall form the quorum for a meeting. Minutes of the meeting may be circulated among members and ratified in the subsequent meeting and the proceedings/recommendations submitted to the Vice-Chancellor.

ORDINANCE 35

LIBRARY COMMITTEE

1. There shall be a standing committee of the Academic Council called the Library Committee.
2. The Library Committee shall consist of the following
 - i. Vice-Chancellor or Nominee (Chairperson)
 - or
 - Dean, Library
 - ii. Deans of Schools
 - iii. Dean, Students' Welfare
 - iv. Proctor

- v. One person from each of the Schools nominated by the Vice-Chancellor, but not necessarily members of the Academic Council.
 - vi. Two research Scholars, including M. Phil. students and two post-graduate students, to be nominated by the Vice-Chancellor.
 - vii. Librarian (Ex-officio Member and Secretary)
3. The nominated members under (v) and (vi) shall hold office for two years and one year respectively, and shall be eligible for reappointment.
4. One third of the members shall form a quorum.
5. Subject to the general control of the Academic Council the duties and functions of the Library Committee shall be:
- a) to frame general rules for the management of the Library;
 - b) to advise the Librarian regarding general library development;
 - c) to prepare the annual budget estimates of the Library for submission to the Executive Council, through the Finance Officer;
 - d) to allocate funds, from the sanctioned annual budget of the library, to the Schools. Departments for the purchase of books journals and periodicals;
 - e) to arrange for the stock taking of the Library;
 - f) to prepare and submit to the Academic Council, through the Vice-Chancellor an Annual Report summarizing the activities and achievements of the library;
 - g) to perform such other duties as may be assigned to it by the Academic Council/Vice-Chancellor.

ORDINANCE 36

Provident Fund Committee

1. There shall be a Provident Fund Committee consisting of the following:-
- (i) Vice-Chancellor/Pro-Vice-Chancellor or Nominee (Chairperson)
 - (ii) Registrar
 - (iii) Two Members of the Executive Council from amongst its own members nominated by it
 - (iv) Two Members of the staff representing one each from Teaching and Non-Teaching staff of the University to be appointed by the Vice-Chancellor
 - (v) Finance Officer (Secretary)
2. The PF Committee shall advise the Executive Council in the matters relating to investments, payments and other matters in respect of the Provident Fund.
3. All members of the Provident Committee, other than ex-officio Members, shall hold office for a term of two years.

ORDINANCE 37

QUALIFICATIONS OF UNIVERSITY TEACHERS (DIRECT RECRUITMENT)

37.1 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.

In exceptional cases, the teachers with 15 years of UG teaching/research experience could also be considered.

37.2 READER

Good academic record with a doctoral degree or 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, and 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 a definite mark in the areas of scholarships as evidenced by quality of publications, contribution to educational innovation, design of new courses and curricula.

37.3 LECTURER

38.3.1 English, Humanities, Social Sciences, Education, Physical Education and Foreign Languages.

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

37.4 Journalism and Mass Communication

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

At least 55% marks, or an equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E and F at the Master's degree level in English, Humanities, Social Sciences with at least a second class Bachelor's Degree, or Post-graduate Diploma in communication/mass communication or journalism, from a recognised Indian University/National Institute.

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

• Qualifications and exemption from NET will be given as per the UGC guidelines/regulations issued from time to time.

“NET shall remain the compulsory requirement for appointment as Lecturer for those with post-graduate degree. However, the candidates having Ph.D. degree in the concerned subject are exempted from NET for PG level and UG level teaching. The candidates having M.Phil. degree in the concerned subject are exempted from NET fro UG level teaching only.”

37.5 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	0-0.49	0-24

37.6 INCENTIVES FOR Ph.D./M.Phil.

1. Four and two advance increments will be admissible to those who hold Ph.D. and M.Phil. degrees, respectively, at the time of recruitment as Lecturers. Candidates with D.Litt should be given benefit on par with Ph.D. and M.Litt. on par with M.Phil.

2. One increment will be admissible to those teachers with M.Phil. who acquire Ph.D., within two years of recruitment.

3. A Lecturer with Ph.D. will be eligible for two advance increments when he/she moves into Selection Grade/Reader.

4. A teacher will be eligible for two advance increments as and when he/she acquires a Ph.D degree in his/her service career.

Note: Protection of pay may be granted to senior person/s in case junior/s getting more pay consequent to the grant of such advance increment/s subject to fulfillment of all the conditions laid down in the MHRD letter No. F.1-4/99-U.I dated 22nd July, 1999.

ORDINANCE 38

CAREER ADVANCEMENT SCHEME

38.1 Eligibility conditions

1. Minimum length of service for 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. For movement into grades of Reader and above, the minimum eligibility criterion would be Ph.D. Those without Ph.D. can go up to the level of Lecturer (Selection Grade).

3. A Reader with a minimum of eight years of service in that grade will be eligible to be considered for appointment as a Professor.

4. The Selection Committee for Career Advancement shall be the same as those for Direct Recruitment for each category.

5. The existing scheme of Career Advancement for non- academic staff namely, Assistant Director of Physical Education, Assistant Registrar, Assistant Librarian would continue.

38.2 LECTURER (SENIOR SCALE)

A Lecturer will be eligible for placement in a senior scale through a procedure of selection, if he/she 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.

38.3 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 fulfil 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, examination work, or through extension activities, will be placed in the Selection Grade, subject to the recommendations of the Selection Committee which in this case will be 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 from the date of their receiving the Ph.D. degree.

38.4. READER (PROMOTION)

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

i. completed 5 years of service in the Senior Scale;

ii. obtained a Ph.D. degree or has equivalent published work;

iii. made a definite 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, designing of new courses and curricula 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.

Note: Promotion to the post of Reader will be through a process of selection by a Selection Committee to be set up under the Statutes/Ordinances of the concerned University exactly in the same way and form as it is laid down in case appointment of a Reader against an open post.

38.5 PROFESSOR (Promotion)

In addition to the sanctioned position of Professors, which must be filled in through direct recruitment through all India advertisements, promotions may be made from the post of Reader to that of a Professor after 8 years of service as Reader.

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) any other academic contributions.

The best three written books or research papers of the teacher (as defined by him/her) may be sent in advance to the Experts to review before coming for the selection. The candidate should be asked to submit such published works in 3 sets with the application.

- c) Seminars/Conferences attended.
- d) contribution to teaching/academic environment/institutional corporate life.
- e) extension and field outreach activities.

38.6 PRE-CONDITIONS

38.6.1. 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); wherever the requirement of orientation/refresher courses has remained incomplete, the promotions would not be held up but these must be completed in the nearest future to be specified by the Vice-Chancellor in individual case/s.

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 with a view to fulfilling one of the conditions for their promotion/selection to higher level or attend refresher courses to be offered by Academic Staff College/s for this level.

If the number of years required in a feeder cadre are less than those stipulated in this ordinance, 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 was more than the one envisaged under this ordinance.

38.7 COUNTING OF PAST SERVICE

38.7.1 Previous service, without any break as a Lecturer or equivalent, in a university, college, national laboratory, or other scientific organisations, e.g. CSIR, ICAR, DRDO, UGC, ICSSR, ICHR and as a UGC Research Scientist, should be counted for placement of lecturer in senior scale/selection grade provided that;

- a) the post was in an equivalent grade/scale of pay as the post of a Lecturer;
- b) the qualifications for the post were not lower than the qualifications prescribed by the UGC for the post of Lecturer;
- c) the candidates who apply for direct recruitment should apply through proper channels;
- d) the concerned Lecturers possessed the minimum qualifications prescribed by the UGC for appointment as Lecturers;
- e) the post was filled in accordance with the prescribed selection procedure as laid down by the University/State Government/Central Government/Institution's regulations;

38.7.2 The appointment was not ad-hoc or in a leave vacancy of less than one year duration. Ad-hoc service of more than one year duration can be counted provided:-

- a) the ad-hoc service was of more than one year duration;
- b) the incumbent was appointed on the recommendation of duly constituted selection committee; and
- c) the incumbent was selected to the permanent post in continuation to the ad-hoc service, without any break.

38.8 MERIT PROMOTION

Merit promotion Scheme of 1983 which was terminated in 1987 for those who did not opt for it, stands abolished. However, Professors who were governed by the old merit promotion scheme of 1987 would be eligible for full scale of Professor w.e.f. 01.01.1996. The University may discuss in its academic body and decide inter-se-seniority between the merit promotees and direct recruits, based on the date of selection, and as per the existing/amended Acts and Statutes of the University.

38.9 ACCOUNTABILITY

The self-appraisal of performance is a mandatory part of the Career Advancement Scheme. The evaluation of teachers by students as a method of assessment of the teacher will be implemented according to the stipulations laid down in the ordinance/s

38.10 ANOMALIES

Anomalies, if any, will be brought to the notice of the UGC which could consider them with the help of a Committee to be constituted by it.

ORDINANCE 39

University Hostels

1. The University may maintain such and so many Hostels as it may determine from time to time, for the residence of the graduate, P.G. and research students of the University.
2. Each of the Hostels may be given such name as the University may think proper; the name may be changed whenever the University desires to do so.
3. The internal administration and discipline of the Hostels shall be vested in a Provost.

The Provost shall be appointed by the Executive Council for a period of two years. The person appointed as Provost shall be eligible for re-appointment.

The Provost may be assisted by a Warden and a Deputy Warden. The Warden and the Deputy Warden shall be appointed by the Executive Council. They shall hold office for a period of two years and shall be eligible for re-appointment.

4. Every Hostel maintained by the University shall be managed by a Managing Committee constituted as follows:

- i. One Professor, Chairperson
- ii. Two persons nominated by the Executive Council, Members.
- iii. The Provost who shall be ex-office Secretary
- iv. The Warden who shall be the Assistant Secretary of the Managing Committee.
- v. The Deputy Warden, Member (ex-officio)
- vi. The Proctor (ex-officio)
- vii. The Dean, Students' Welfare (ex-officio)
- viii. The President of the Resident Students' Union of Hostel (ex-officio)
- ix. Chairperson/Secretary, whosoever designated, of the Hostel Mess Committee (ex-officio) as long as he/she continues to be a resident of the Hostel.

The Chairperson, of the Managing Committee shall be a person nominated by the Vice-Chancellor from among its members. He/she shall hold office for a period of two years.

5. The members of the Managing Committee, other than the ex-officio members, shall hold office for a term of two years.

6. Subject to the control of the Executive Council, the Managing Committee shall have the following powers and duties:

- (a) to prescribe rules for admission of students to the hostel concerned, the fees to be paid and the mode of payment and the residence and discipline of the residents of the Hostels;
- (b) to lay down rules of residence for Students;
- (c) to lay down terms and conditions in respect of Provost, Warden and Deputy Warden taking in to account the fact that the Residence of Provost, Warden, Deputy Warden will be treated as office- cum-Residence;
- (d) to submit to the Executive Council an estimate of the income and expenditure of the Hostel other than the one relating to the mess of the Hostel Non-Formal- Funds raised by the Hostel and to incur expenditure within the limits fixed in the budget approved by the Executive Council;
- (e) to consider the Annual Accounts along with the Audit Report and after approval to submit the same to the Executive Council for information along with its comments;
- (f) to grant leave to the staff according to the rules framed for the purpose;
- (g) to exercise administrative control over the staff of the Hostel;
- (h) to do such other acts as may be necessary for the exercise of the above functions;
- (i) to deal with such matters relating to the Hostel as may be assigned to it by the Executive Council;
- (j) to write off losses and to exempt the payment of late fee fine;

7. Every Hostel shall comply with the relevant Statutes, Ordinances and Regulations of the University.

8. Every Hostel shall maintain such registers and records as may be prescribed by the University, and shall furnish such statistical information as the University may, from time to time, require.

9. Every Hostel shall submit each year by a date to be fixed by the University, a report on the working of Hostel for the previous year, the number of residents and a statement of income and expenditure and such further information as may be required.

10. The University may also hire private accommodation for lodging Indian and Foreign students whenever there is a need.

ORDINANCE 40

Prohibition of and Punishment for Ragging

1. Ragging in any form is strictly prohibited, within the premises of Hostel/Department or Institution and any part of the University system.
2. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.
3. 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 practice 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 Schedules Castes and Tribes;
 - d) expose students to ridicule and contempt and affect their self esteem;
 - e) entail verbal abuse and aggression, indecent gestures and obscene behavior.

The Dean/Head of the Department or Director Regional Campuses, Warden, University Hostel or Hostels in consultation with the Proctor/Dean of Students Welfare/Vice-Chancellor shall take immediate action on any information of the occurrence of ragging.

4A Anti-ragging Committee shall consist of Head of the Department, Proctor, Dean Students Welfare, Provost, Warden, One Teacher nominated by the Vice-Chancellor, one representative from N.G.O. and One parent of the fresher.

4B Anti-ragging squad shall consist of Proctor, Provost, Warden/Deputy Warden and Dean of Students' Welfare.

4C Mentoring Cell consists of:

1. A Professor to be appointed as Chairperson
2. Dean of Students' Welfare
3. Provost/Warden/Deputy Warden
4. Two Senior Students, one of whom a representative of SC/ST students
5. Notwithstanding anything in Clause (4) above, the Proctor may also suo-moto enquire into any incident of ragging and make a report to the Vice-Chancellor of the identity of those who have engaged in ragging and the nature of the incident.
6. The Proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident.
7. If the Dean/Head of the Department or Institution or the Proctor 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.
8. When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry, his/her decision shall be final.
9. On the receipt of a report under Clause (5) or (6) or a determination by the relevant authority under Clause (7) disclosing the occurrence of ragging incidents described in Clause 3 (a), (b) and (c) the Vice-Chancellor shall direct or order rustication of a student or students for a specific number of years.
10. 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 Department, Departmental examination for one or more semesters or that the results of the student or students concerned in examination or examinations in which they appeared be cancelled. The Vice-Chancellor may also award one or more of the following punishments: cancellation of admission, suspension from attending the classes, with- holding/withdrawing Scholarships/Fellowships and other benefits, individual or collective fines, debarring from representing the Institution in any national and international meet, tournament, youth festival etc., suspension/expulsion from the hostel.
11. In case any student who has obtained degrees of EFL University is found guilty under this Ordinance appropriate action under Statute for withdrawal of degrees conferred by the University shall be initiated.
12. 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.
13. All institutions within the University system shall be obligated to carry out instructions/directions issued under this Ordinance, and to give implementation of the Ordinance.

ORDINANCE 41

Disorderly conduct and use of unfair means in examinations.

1. For the purposes of this Ordinance-
 - (a) Examination means an examination conducted by the English and Foreign Languages University, its campuses and other Examination centres.
 - (b) The year means the academic year.
 - (c) Candidate includes an examinee taking any examinations in a particular year/semester and, wherever the context so permits, every student on the rolls of the University.
 - (d) The use of dishonest or unfair means in the examination includes:
 - (i) assisting in any manner whatsoever any other candidate in answering the question paper during the course of the examination;
 - (ii) taking assistance from any other candidate or any other person or from any book, paper notes or other material in answering the question paper during the course of the examinations;
 - (iii) carrying into the examination room any book, paper, notes, or other material whatsoever likely to be used directly or indirectly by the candidate in connection with the examination;
 - (iv) smuggling in an answer book or a continuation sheet;
 - (v) taking out or arranging to send out an answer book or its any page or continuation sheet;
 - (vi) replacing or getting replaced an answer book or its any page or continuation sheet during or after the examination;

- (vii) getting impersonated by any person in examination;
- (viii) deliberately disclosing one's identity or making any distinctive mark in the answer book for that purpose;
- (ix) communicating with or talking to any other candidate or unauthorized person in or around the examination room during the course of the examination;
- (x) communicating or attempting to communicate directly or through a relative, guardian and friend with an examiner with the object of influencing him in the award of marks;
- (e) Disorderly conduct in the examinations includes:
 - (i) misbehavior in connection with the examination, with the Superintendent, the Invigilator on duty or the other staff working at the Examination Centre, or with any other candidate, in or around the examination centre, before, during or after the examination hour;
 - (ii) leaving the examination room before the expiry of half an hour or without handing over the answer book to the Invigilator -in-charge or without signing the attendance sheet;
 - (iii) intentionally tearing off the answer book or a part thereof or a continuation sheet;
 - (iv) disturbing or disrupting the examination;
 - (v) inciting others to leave the examination room or to disturb or disrupt the examination;
 - (vi) carrying into the examination centre mobile phones, un-authorised electronic gadgets or any weapon of offence.

2. No candidate shall make use of any dishonest or unfair means or indulge in disorderly conduct in the examinations.

3. A candidate found guilty of the use of dishonest or unfair means or disorderly conduct in the examination may be disqualified from passing the examination for which he was a candidate, and may, in addition, be debarred from appearing at any future examination of the University for a further period to be stated or be expelled from the University and declared not a fit and proper person to be admitted to any further examinations of the University.

4. (a) Any candidate who, in the opinion of the Invigilator on duty or the Examiner conducting a practical or oral examination or the Superintendent of the Examinations Centre, contravenes or is suspected of contravening the provisions of clause 2 in the examinations room, shall be forthwith challenged by such Invigilator, Examiner or Superintendent who shall ask for a signed statement from the candidate.

The candidate may be subjected to a search of his person to recover any incriminating material from him by the examination staff on duty.

(b) Without prejudice to the provision contained in sub-clause (a) above the Superintendent of an Examination Centre or the Examiner conducting practical or oral examination shall also have the power to expel a candidate who in his/her opinion, has contravened the provisions of clause 2, from the examination centre for the remaining duration of the paper.

5 (a) The Superintendent of the examination centre or the Examiner or any officer of the University, as the case may be, shall report in writing to the Controller of Examinations the case of every student who has contravened the provision of clause 2.

(b) The reporting authority shall give full facts of the case in his/her report and forward with it the statements, if any, made on the occasion by the candidate and the Invigilator on duty and papers, books and other material recovered from the candidate, if any.

6. There shall be one or more Examinations Disciplinary Committee. Each such Committee, hereinafter referred to as the Examination Disciplinary Committee shall be constituted as under:

(a) On the recommendation of the Vice-Chancellor, the Executive Council shall, at the beginning of each year, draw up a panel of teachers of the University to be nominated on the Examination Disciplinary Committee.

(b) Each Examination Disciplinary Committee shall consist of two teachers to be nominated by the Vice-Chancellor from amongst the panel, one of them being of the status of at least a Reader.

(c) The Controller of Examinations or any person authorised by him, of the rank of not less than an Assistant Controller of Examinations/Assistant Registrar will function as non-member Secretary of the Examination Disciplinary Committee.

7. The Vice-Chancellor shall determine from time to time the number of Examination Disciplinary Committees.

8. (a) The Controller of Examinations or any person authorised by him/her in this behalf shall communicate to the candidate, in respect of whom a report has been received pursuant to clause 5(a) the precise nature of allegations against him/her and shall require him/her to furnish his/her written explanation within a stipulated period.

(b) On receipt of the explanation from the candidate or on the expiry of the period stipulated for submitting explanation if no explanation is received from him the Vice-Chancellor shall assign his case for consideration to the Examination Disciplinary Committee and, where there are more Committee than one, such Examination Disciplinary Committee as he may deem fit.

9. After considering all the material on record including the explanation, if any, submitted by the candidate, the Examination Disciplinary Committee if satisfied that the candidate is guilty of the use of dishonest or unfair means or disorderly conduct in the examination, shall recommend to the Executive Council the punishment that may be imposed on the candidate as per clause 3 according to the nature of the offence.

10. The Executive Council may, after considering the report, of the Examination Disciplinary Committee, take such action against the candidate under clause 3 as it may deem fit.

11. A candidate on whom any punishment has been imposed under clause 3 may, within 30 days from the date of the receipt of the communication in that behalf, make a representation to the Vice-Chancellor for review of his case and the Vice-Chancellor, if satisfied that the case is fit for reconsideration, refer the same to the Executive Council. The Executive Council may thereupon review the case and pass such orders as it may consider fit.

12. In the case of a candidate who has been expelled from the University in terms of provisions of Clause 3, the Executive Council may, on the recommendation of the Vice-Chancellor, on the expiry of three years after such expulsion including the examination in connection with which he was punished, exempt a candidate from further operation of the punishment awarded.

13. If within four months of the publications of the results, it is brought to the notice of the Controller of Examinations that a candidate was guilty of the use of dishonest or unfair means at the examinations in respect of which his result was declared, the provisions of this Ordinance shall apply mutatis mutandis to the case of such a candidate provided that before imposing any penalty including the penalty including of cancellation of his result, he shall be given another opportunity, to show cause against the proposed punishment and his explanation, if any, shall be considered by the Executive Council.

14. A candidate against whom an enquiry is pending about his allegedly having resorted to the use of dishonest or unfair means or disorderly conduct in the examination or against whom action is initiated under the provisions of the preceding clause shall, if he takes or has taken any subsequent examination, be deemed to have been only provisionally admitted to that subsequent examination. That examination will stand cancelled and his result thereof would not be declared if on account of the punishment imposed on him as a result of the said enquiry or action, he would not have been entitled to take that examination but for his provisional admission thereto.

15. If a person, not otherwise covered by these provisions, is found guilty of having impersonated a candidate or of having written, outside the examination hall, an answer book or its any page or a continuation sheet which he knows or has reason to believe will be smuggled into the examination hall for the benefit of any candidate, or of having managed otherwise to replace the answer book or its any page of the candidate after the examination, he shall be disqualified from appearing in any University examination for a period to be stated. The provisions of this Ordinance relating to the manner of imposition of penalty shall, in so far as they may be applicable, apply to the case of such a person.

ORDINANCE 42

Writer/Critic/Scholar in Residence

1. With a view to achieving the blending of theory with practice, experience of practical work with what is being taught and learnt in the class rooms and lecture halls of the University, EFL University may invite distinguished writers to come, stay at the Campus for a mutually agreed- upon period of time and interact with the University students and faculty in informal as well as formal contexts. The purpose for having this kind of provision is: The appointment/Award of Writer in Residence status may be made on a semester or yearly basis so that an interface with the Writer/s in respect of his/her creative works and other innovative experiments could be organized for the benefit of students, researchers, faculty and University community in general. A series of public readings and renderings on specific recommendations of the Head of the Department might also be organized for the benefit of the general public. The Writers would demonstrate to their interlocutors the technique/s and tools of their creative writing/work. The entire process should become a live and vibrant interaction between a practicing Writer/Critic or a scholar-in-Residence and the budding scholars, creative writers and critics would be exposed to the experience and/styles of different writers being invited to the University.

2. The writers/critics/scholars-in-residence will be provided full boarding and lodging facilities at a level that would match the international standards.
3. The writers/critics/scholars-in-residence would be given a reasonable amount of honorarium per day/month to be decided by the Vice-Chancellor. The funding of the "Writers/critics/scholars-in-residence can be done out of budget head of the University provided for special appointments laid down in the Statutes. Provision shall be made in the annual budget of the University for implementing this Ordinance. If, need be, with the approval of the Vice-Chancellor the financial commitment for running this programme could be met from out of the Non-Formal Funds provided under the rubric "Academic updating".

ORDINANCE 43

Associate Membership of Departments

Faculty Members are appointed in a particular Department. Many-a-time, Faculty Member/s of one Department is/are required to be associated with other Department/s to meet the special needs. It is particularly so, in the case of teachers belonging to the areas of inter-disciplinary and inter-cultural studies.

A teacher will belong to his/her parent department for the purpose of staff strength, payment of salary etc, s/he could also be associated with other Departments for teaching/research. Such teachers shall be designated as Associate Members of the Department concerned. The Vice-Chancellor may approve the proposal of a department or an individual for making/becoming an Associate Member of another Department. If need be, the Vice-Chancellor may suo-motu appoint a Teacher as an Associate Member of another Department.

To formalise this, while issuing appointment letters, it shall be indicated that "You will be expected to take part in the teaching and research programme of the University (in any Department) and do such/other work as may be assigned to you from time to time". The Associate Membership or the work involved in being an associate member of another department shall not be considered as additional charge/work and ordinarily no financial benefit will accrue to the teacher on account of his/her associate membership of another department except in those situations when the work carried out in the capacity of an Associate Member of another Department is over and above the full work load carried out by Member concerned in his/her parent department. The Vice-chancellor shall have the power of appointing/removing a teacher from the position of Associate Membership of another department at his discretion. The Vice-Chancellor will decide the quantum of remuneration/honorarium/incentive in respect of each individual case of an Associate Member on the recommendation of the Head of the addressee department.

An Associate Member shall not hold any statutory position in the department where he/she is an Associate Member.

ORDINANCE 44

Memorandum of Understanding

1. The EFL-University shall sign Memorandums of Understanding with universities/Institutions in India and abroad.
2. Memorandums of Understanding shall be in line with the objectives of the University
3. Memorandums of Understanding shall facilitate exchange of Teachers and Students and joint research project, conferences, seminars, symposia etc. between the two Institutions.
4. The two sides could provide teaching/research facilities to each others students and teachers on mutually agreed upon terms and conditions.
5. Two sides could execute the projects of writing books, monographs, text-books etc.
6. The forms of collaboration and co-operation between the sides could change from time to time through mutual consultations and negotiations.
7. The sides signing the Agreement/MoU could have an exchange literature on reciprocal basis or in any other mutually agreed upon form.
8. The Vice-Chancellor or his/her nominee shall sign the Memorandum of Understanding on behalf of EFL-University.
9. The expenses on negotiating, signing and execution of Memoranda of Understanding will be met out of International Collaboration Fund.
10. Memorandum/s of Understanding signed by the Vice-Chancellor shall be reported to Executive Council from time to time.

ORDINANCE 45**Guidelines for Appointment of Consultants/Specialist**

The appointment of Consultants/Specialists will be made according to the Govt. of India rules.

ORDINANCE 46**Medical facilities to Retired employees of the English and Foreign Languages University**

The medical facilities to retired employees of the English and Foreign Languages University will be provided according to the Govt. of India rules.

ORDINANCE 47**Guest House**

1. There will be a number of Guest Houses, both national and International, in different Campuses of the University
2. The Management of the Guest House system shall be administered by a Managing Committee to be appointed by the Vice-Chancellor as given below:
 - I. A Professor to be nominated by Vice-Chancellor (Chairperson)
 - II. Proctor
 - III. Dean Students' Welfare
 - IV. One Dean } to be nominated by
 - V. One Teacher } Vice-Chancellor
 - VI. Registrar's/nominee
 - VII. Finance Officer's/nominee
 - VIII. Dean, Guest House – Member Secretary
3. The Guest House system may frame its rules and regulations for its smooth functioning
4. The Guest House will function on Self-Financing basis. The Managing Committee shall open an account with the State Bank of Hyderabad. The account shall be operated by any two members of the following: Chairman, Managing Committee and Assistant Registrar (Accounts)
5. The profit generated, if any, shall be used for its improvement of the Guest House and rest will be credited to different Non-Formal Funds in the stipulated proportion.
6. The Managing Committee shall send a brief report annually to the Executive Council, through the Vice-Chancellor

ORDINANCE 48**Assessment of Teachers by Students**

With a view to making teaching-learning processes more vibrant it is imperative that there be a provision for continuous Assessment of Teachers by their students. The Assessment shall be done in the prescribed proforma and shall be submitted by all students compulsorily in a confidential cover directly to the Vice-Chancellor before the semester examinations.

1. A special cell in the Vice-Chancellor's office will handle the confidential Assessment Reports under the direct supervision of the Vice-Chancellor.
2. The Assessment Reports will remain confidential and shall be kept in a sealed cover in the Assessment Report Cell in the Vice Chancellor's office.
2. The confidential Assessment Reports will be opened personally by the Vice-Chancellor for the following purposes only:
 - a. For communicating to the teachers concerned in confidence annually without disclosing the identity of the student.
 - b. while considering a teacher's case for re- employment etc.;

- c. while considering a teacher for some special awards, important assignments and conferment of the status of "Professor Emeritus" and the like.

PROFORMA

The proforma for submission of Assessment Reports in respect of teachers to be submitted by students attending the respective course/s conducted by the teachers shall be as given below:

1. Name of the teacher:
2. Course:
3. Subject/Paper taught/M.Phil/Ph.D. research guided:
4. Semester and year in which the course was conducted:
5. Assessment along the following parameters:
 - 5.1 Quality of the content of lectures: A/B/C/D
 - 5.2 Quality of delivery: A/B/C/D
 - 5.3 Degree of updating the materials/content delivered: A/B/C/D
 - 5.4 Promptness in checking papers/chapters drafts Assignment: A/B/C/D
 - 5.5 Regularity and punctuality in meeting the classes: A/B/C/D
 - 5.6 Empathy for the problems faced by students: A/B/C/D
 - 5.7 Overall Assessment: A/B/C/D
 - 5.8 Any remarks/suggestions for the teachers given by the student.
6. Quality of research guidance: A/B/C/D
7. Dummy No. of the student (to be given by Vice-Chancellor's Teachers' Assessment Cell);
8. In case of a teacher feels aggrieved on account of a biased report allegedly filed against him/her, the Vice-Chancellor shall refer the written appeal by the teacher concern to an Appellate committee consisting of the following person:
 1. Dean of the School concerned Chairperson
 2. Senior-most woman teacher
 3. SC/CT representative

The decision of the Committee will be final
9. A will mean Outstanding/B will mean Good C will mean Satisfactoryd will mean Poor

ORDINANCE 49

Programmes Conducted under Ford Foundation and other Grants.

1. The University will enter into such arrangements with different foundations from time-to-time in the interest of the University.
2. For running the programmes defined under such agreements the Vice-Chancellor will appoint a Co-ordinator from amongst the professors of the University.
3. The Co-ordinator will be assisted by an Advisory Committee to be constituted by the Vice-Chancellor.
4. All policy decisions, financial transactions and academic programmes will be discussed by the Advisory Committee which will make recommendations to Vice-Chancellor for approval.
5. Any long-term or short-term appointments will be recommended by the Advisory Committee for approval by the Vice-Chancellor.
6. Scholarships, fellowships, if any, will be recommended by a Selection Committee to be appointed by the Vice-Chancellor.

7. The day-to-day correspondence in respect of the issues related to the scheme or programme will be carried out by Co-ordinator under intimation to Vice-Chancellor.

However, any major commitment to be made on behalf of the University will be done with prior approval of the Vice-Chancellor.

8. Proposals to hold conferences/seminars/symposia/workshops can be organized with the approval of the Vice-Chancellor on the recommendation of Advisory Committee.

9. All purchases under the scheme will be made as per the procedures of the University.

10. Travel abroad under the scheme will be approved by the Vice-Chancellor on the recommendation of the Advisory Committee.

11. Publications, if any, will be authorised by the Vice-Chancellor on the recommendation of the Advisory Committee.

ORDINANCE 50

Programmes Sponsored by ITEC Division of Ministry of External Affairs, ICCR of (MEA) and other Government and Non-Governmental Organisations.

1. The University has been conducting short-term English language teaching courses for learners sponsored by ITEC Division of Ministry of External Affairs.

2. Similarly the University has been admitting students sponsored by ICCR.

3. The University will continue implementing formal or non-formal academic/teaching programmes on being commissioned by government and non-government organisations.

4. The programmes will be conducted by the University on the terms and conditions that will be agreed upon through mutual discussions with the sponsoring organisations from time to time.

5. The Vice-Chancellor shall appoint a Chief Co-ordinator for a period of two years (renewable) from amongst the professors of the University. The Chief Co-ordinator may recommend the appointment of a hospitality co-ordinator for approval by the Vice-Chancellor for a period of two years (renewable).

6. The University will provide good quality hospitality to the learners coming under the programmes in terms of the agreement with the sponsoring organisation/s.

7. Chief Co-ordinator will carry out day-to-day correspondence in respect of the programme under intimation to Vice-Chancellor.

8. Chief Coordinator will organise the teaching programme in consultation with an Advisory Committee to be appointed by the Vice-Chancellor.

9. All major policy decisions will be taken and recommended for approval to the Vice-Chancellor by the Advisory Committee.

10. All purchases will be made as per procedure/s prevalent in the University in this regard.

11. Chief Co-ordinator will be responsible for efficient conduct of teaching programme. Similarly, all the conditions or stipulations laid down by the sponsoring organisation will be implemented by Chief Co-ordinator meticulously.

12. The learners of the programme will be issued appropriate certificates.

ORDINANCE 51

Short/Long Term Need-based Teaching Programmes for Foreign Learners.

1. The University will organise short/long term need based programmes for foreign learners.

2. The fees for undergoing a short/long term programmes by foreign learners will be approved by the Vice-Chancellor from time-to-time on the recommendation of an Advisory Committee to be constituted by Vice-Chancellor for running such programmes.

3. The Advisory Committee of the programme will be headed by a Chief Co-ordinator to be appointed by Vice-Chancellor for a period of two years (renewable).
4. Chief Co-ordinator will organise the teaching programme in consultation with the Advisory Committee to be appointed by Vice-Chancellor.
5. All major policy decisions will be taken and recommended to Vice-Chancellor by the Advisory Committee.
6. Chief Co-ordinator will be responsible for the efficient conduct of the teaching programme. Similarly, all the conditions or stipulations laid down by the sponsoring organisation will be implemented by Chief Co-ordinator meticulously.
7. The learners of the programme will be issued appropriate certificates by the University.
8. In case of incompetent handling of the programme, Vice-Chancellor may replace the Chief Co-ordinator and the Advisory Committee before the expiry of their term.
9. Chief Co-ordinator will carry out day-to-day correspondence in respect of the programme under intimation to Vice-Chancellor.
10. All Purchases will be made as per procedure prevalent in the University in this regard.

ORDINANCE 52

Conduct of English Language Teaching Abroad under Agreement with MEA and other Government and Non- Government Organisations.

1. The University is presently engaged in creating English Language Teaching Centres in ASEAN countries under agreement with MEA(Indo-ASEAN Co-operative Fund).
2. The University will continue implementing formal or non-formal academic/teaching programmes on being commissioned by government and non-government organisations.
3. The programmes will be conducted by the University on terms and conditions that will be agreed upon through mutual discussions with sponsoring organisations from time-to-time.
4. Vice-Chancellor shall appoint a Chief Co-ordinator for a period of two years (renewable) from amongst the professors of the University. The Chief Co-ordinator may recommend the appointment of a Co-ordinator for approval by the Vice-Chancellor for a period of two years (renewable). The Vice-Chancellor will appoint an Advisory Committee that will assist the Chief Co-ordinator in conducting the programmes.
5. Chief Co-ordinator will carry out day-to-day correspondence in respect of the programme under intimation to Vice-Chancellor.
6. Vice-Chancellor/nominee and/or the Chief Co-ordinator will visit the host country under sponsorship of MEA/ASEAN Secretariat for an on the spot study of conditions for conducting the programme in the host country.
7. Vice-Chancellor will select the teachers on the recommendation of the Advisory Committee for being deputed to run the teaching programme in the host country.
8. Terms and conditions for the teachers being deputed for the programme will be to the satisfaction of the University. The teachers so deputed will be given adequate foreign allowance, two-way travel cost twice in 2 years, satisfactory accommodation, medical facilities and incidental charges during their stay and work in the host country. The teachers will continue to get their salary (basic pay + D.P.) from the University. The University shall deduct @ \$500 (five hundred US dollars) p.m. from the foreign allowance of teachers being deputed with a view to partially meet the expenditure on substitute teacher/s. This amount may change under approval of the Vice-Chancellor, to be ratified by the Executive Council subsequently, from time to time. The teacher/s so deputed shall have the right to retain the University accommodation, if any, on the existing terms and conditions.
9. The University shall get at least the salary for substitute teachers to be appointed in place of teachers deputed to the host country for the entire period of their deputation.
10. The teachers deputed for organising the teaching programmes abroad shall function as goodwill ambassadors of the University in the host country. They will carry out any assignment aimed at disseminating information about the academic programmes of the university given to them by the Vice-Chancellor in the interest of University.

ORDINANCE 53**Short/Long Term Need-based Courses of Proficiency/Preparatory Courses in English and Foreign Languages.**

1. The University will organise need-based short or long- term courses for learners who wish to either improve their existing knowledge of the language concerned or for those who want to learn a language from scratch.
2. The responsibility to run such courses will be entrusted to Dean, Non-Formal Courses and Resources who would be assisted by an Advisory Committee to be appointed by the Vice-Chancellor for a term of 2 years.
3. The course content, the teaching materials, the teachers, the class rooms and other infrastructural facilities etc. will be taken care of by Dean, Non-formal Courses and Resources or by a person to be appointed by her/him from and amongst the Advisory Committee Members or any other person from the University under intimation to the Vice-Chancellor.

The teachers appointed to teach Non-formal Courses should be adequately equipped both in terms of methods and competence for conducting such courses.

4. If the teachers commissioned to teach in Non-Formal Course undertake this work over and above their officially stipulated work-load, they will be paid an honorarium/conveyance charges to be fixed by the Dean (in Committee), Non-Formal Courses and Resources with the approval of Vice-Chancellor.

Non-University teachers, retired or otherwise, could also be commissioned for carrying out the teaching in Non-Formal Courses. Competent Ph.D. and M.Phil. scholars could also be assigned such a job. Such teachers/scholars will be paid an honorarium and or conveyance charges to be fixed by the Vice-Chancellor on the recommendation of the Dean, NFC&R..

5. All major policy decisions will be taken and recommended to the Vice-Chancellor by the Advisory Committee.
6. The learners of the programme will be issued appropriate certificates by the University.
7. The Dean, Non-Formal Courses and Resources may be entrusted with the task of getting the Remedial teaching organised for foreign students or teaching of foreign languages (including preparatory course) for Indian students or learners going abroad for different purposes. The Dean, NFC&R will be assisted by the Department concerned most positively in this assignment. However, depending on a whole gamut of circumstances the Vice-Chancellor may appoint a separate Co-ordinator for each need based/Preparatory/Remedial Teaching Course on terms and conditions to be approved by the Vice-Chancellor from time-to-time. The teaching materials and aids to be used for such courses will be provided by an Advisory Committee to be constituted by the Vice-Chancellor to assist the Dean, NFC and R/Co-ordinator under intimation to Vice-Chancellor.
8. The fee/charges to be paid by the learners for the courses under reference will be approved by the Vice-Chancellor on the recommendation of the Dean Co-ordinator in committee.
9. University will provide adequate classroom space and other infrastructural facilities for conducting the course at an optimum level.
10. The University will carry out an appropriate publicity campaign both in Indian and abroad with a view to attract foreign students in good number.

Appropriate publicity materials should be prepared and disseminated for this purpose. If need be, the university may commission its representative/s on short or long term basis on terms and conditions to be approved by the Vice-Chancellor.

The officials/teachers of the University may undertake lecture-cum-publicity tours to foreign countries with a view to attract more foreign students. The expenses for such tours and campaigns will be met out of the Non-Formal Fund "International Collaboration". The officials abroad will be entitled to TA/DA/Diem as per rules.

ORDINANCE 54**Agreement on Writing Academic Books with Private Publishers and other Organisations:**

1. The University may enter into agreement/s with different publishing houses in the interest of the University.
2. The agreement with publishing houses may be signed by the Vice-Chancellor subject to the following broad guidelines:
 - a) that The English and Foreign Languages University (EFL-U) will form a single author/collective from amongst its teachers, who will prepare the manuscript of the proposed work. This author/group will be paid a definite amount as an incentive along with a certain percentage of royalty.

- b) the authors so appointed will be responsible for writing the manuscripts of books.
 - c) if need be, the manuscripts will be edited by an Editorial Board to be constituted by EFL University. The Members of the Editorial Board will get a definite amount as remuneration for editing.
 - d) production of each one of such works in the book form will be undertaken either by EFL University or by the publisher or else EFL University will handover a camera ready copy of the manuscript of each work to the publisher.
 - e) all expenses upto the stage of production of the book will be shared by EFL University and the publisher on equal footing.
 - f) the Contract for distribution of the book/s will automatically be given to the publisher/distributor on specific terms and conditions to be agreed upon between the two sides.
 - g) two sides will share equally the profits to be made from sale proceeds of the book/s.
 - h) the copyright will vest with EFL University.
3. Dean, Publication will be in-charge of such projects. If need be, for specialised projects the Vice-Chancellor may appoint a separate Co-ordinator.
 4. University may also enter into text-book/s writing projects with government and non-govt. organisations.
 5. The Vice-Chancellor will appoint a Co-ordinator for each such project.
 6. The Chief Co-ordinator will carry out day-to-day correspondence in respect of the programme under intimation to Vice-Chancellor.
 7. The Chief Co-ordinator will be responsible for the successful execution of the project agreed upon.

ORDINANCE 55

Direct Admission of Foreign Students to Regular Courses

Leading to University Degrees.

1. Foreign students can be admitted to different courses of the University directly according to the admission procedure laid down in the ordinances.
2. The fees, lodging and other charges to be paid by foreign students will be decided by the Vice-Chancellor on the recommendation of Dean (in committee), International Relations.
3. The foreign students will be admitted to courses against seats that will be over and above the number of seats earmarked for Indian students.
4. Depending on the number of foreign students taking admission to a course, a class may consist entirely of foreign students. The number of seats in such a case will not be restricted.
5. For conducting the teaching exclusively for foreign students teachers will be commissioned either from the University or from outside (retired teachers, teachers of other organisations), M.Phil./Ph.D. students of the University etc.
6. Teachers of EFL University, teaching the groups of foreign learners over and above their stipulated work load will be paid appropriate honorarium/conveyance charges to be approved by the Vice-Chancellor on the recommendation of Dean (in committee), International Relations.
7. The Vice-Chancellor may appoint a Co-ordinator for an efficient conduct of programmes for foreign students leading to the regular degrees of the University.
8. If need be, there will be hospitality Co-ordinator/s who would be entrusted with the job of looking after all the aspects of the stay (including the registration, with FRO, Visa, travel and other aspects).
9. The Co-ordinator, Hospitality Co-ordinators and other personnel working for such programmes may be paid appropriate emoluments/honorarium/contingent charges to be approved by the Vice-Chancellor of the University.
10. The course content and Examination scheme of courses run for foreign students leading to the University degrees will be the same as for regular courses meant for Indian students. However, in case of need, special/remedial/reinforcement programmes could be conducted for foreign learners with a view to help them in the successful pursuance of their studies.
11. Board and lodging facilities would be provided to foreign student will be of international standards. The hostel room should be equipped with air-conditioners, if need be. The cuisine would be organised taking into account the

specificity of food habits of foreign students. While dealing with foreign students due consideration would be given to their cultural background and traditions.

12. If need be, support staff could be augmented adequately from the earnings accruing from foreign learners for providing the most efficient handling and care of the foreign guests.

13. Foreign students will be subject to the discipline of the university and law of the land.

14. The University will carry out an appropriate publicity campaign both in India and abroad with a view to attracting foreign students in good number.

Appropriate publicity materials should be prepared and disseminated for this purpose. If need be the university may commission its representative/s on short or long term basis on terms and conditions to be approved by the Vice-Chancellor.

Under approval of the Vice-Chancellor the officials/teachers of the University may undertake lecture-cum-publicity tours to foreign countries with a view to attract more foreign students. The expenses for such tours and campaign will be met out of the Non-Formal Fund "International Relations". The officials abroad will be entitled to TA/DA/Diem as per rules.

ORDINANCE 56

All India English Language Testing Authority" (AIELTA)

"One of the objectives of EFL University as laid down in "The English and Foreign Languages University Act, 2006" is "to evolve indigenous ways of testing of language proficiency". With a view to realise this objective, the Executive Council of The English and Foreign Languages University at its first meeting held on 19.09.2007 had resolved that the proposal with regard to the institution of the All India English Language Testing Authority as part of the academic programmes of the University be approved and the same be instituted at the earliest. Accordingly, in terms of Statute 15(5)(a) there shall be an "All India English Language Testing Authority" (AIELTA) which will function as given below:

There will be an AIELTA unit and a teacher appointed by the Vice-Chancellor of the University will be its Coordinator for a term of two years. The Coordinator will be assisted by an Advisory Committee to be appointed by the Vice-Chancellor. The teachers associated with AIELTA will get credit to be counted towards official teaching work load to be defined by the Vice-Chancellor from time to time in lieu of the work done by them for AIELTA. The teachers working for AIELTA will be its Associate Members.

The AIELTA unit of the university shall conduct general proficiency tests in English with a view to determine how well an individual can use English for communication by assessing a candidate's proficiency in reading, writing, grammar and vocabulary.

The Coordinator of AIELTA and other experts to be commissioned by the Coordinator with the approval of the Vice-Chancellor will design tests, prepare necessary material, market and conduct the tests and the evaluation of examinees with the help of specialists drawn from different departments.

The AIELTA Coordinator will ensure the tests are adequately publicised in India and abroad with a view to attract learners of English to take the tests organised by AIELTA.

The fee to be charged from applicants would be approved by the Vice-Chancellor on the recommendation of the AIELTA Coordinator.

The AIELTA will be a self-financing programme. After meeting the expenditure on paper setting, conducting tests and evaluation etc, surplus funds generated, if any, will be deposited into various accounts created under the rubric "Non- formal Funds".

The AIELTA Coordinator will conduct tests at centres other than EFL University headquarters provided there is sufficient number of students appearing in the examination at these centres.

The Vice-Chancellor may approve the proposal/s of the Coordinator AIELTA for granting suitable remuneration to teachers of the University carrying out AIELTA work over and above their official teaching work load. With the permission of the Vice-Chancellor the Coordinator AIELTA may engage experts/personnel for organizational/evaluation work to be done by persons not belonging to the University on terms and conditions to be approved by the Vice-Chancellor."

ORDINANCE 57**Research and Creative Sources Generation Centre**

1. An enormous amount of valuable Research and Creative output is being done through the medium of different foreign languages. However, owing to the language barrier, valuable research sources and creative works (published books, papers, etc) in foreign languages, such as Russian, cannot be accessed by our scholars. It is with a view to overcome such a handicap it has been conceived that there will be a Centre "Research and Creative Sources Generation Centre" in terms of Statute 15(5)(a) the centre will translate such sources into English and Indian Languages and the same will be made available to researchers.
2. The Centre will have Resource persons who would be experts in foreign, English and some Indian Languages and who would be responsible for acquiring, translating/getting the translation done of the latest research sources/monographs, papers and creative and scholarly works into English and Indian Languages as far as it would be possible.
3. The Centre will create mechanisms for disseminating the translated literature among different users on the following terms
 - i. on subsidised rates to Government and University scholars or research organizations
 - ii. on viable commercial terms to private and foreign personnel and organizations
4. The translation work will be done either by the personnel of the Centre or it can be got done by private translators on terms and conditions to be approved by the Vice-Chancellor on the recommendation of the Head of the Centre from time to time and on case to case basis.
5. The Centre will create an elaborate mechanism (website etc.) for disseminating the information about the translation of the sources and availability of the same for sending/selling to its clients both in India and abroad.
6. The Centre will be provided with initial support in terms of personnel and infrastructural facilities by the University. However, gradually it should develop not only into a self-financing and self- sustaining unit, but also into a resource generation centre as well for the University.
7. The staff structure of the Centre will be decided by the University from time to time with the approval of the UGC.

ORDINANCE 58**Medical Attendance and Treatment Rules in respect of the University Employees, Teachers, Members of their Families and students of the University.****1. Definitions**

1.1. "Hospital" means a Government hospital and includes:

a. Hospitals approved by the University for the purpose of these rules including hospitals maintained by a local body situated within the limits of District Tehsil/State within the vicinity where the beneficiary is ordinarily reside.

Note: Local Body means a Municipal Committee or a District Board.

b. Hospitals/polyclinics (including private hospitals) recognized by the Government of India under the CGHS. However, treatment in the recognized hospitals will be for the diseases as approved under the CGHS.

c. Health Centre of the English and Foreign Languages University

d. Any other hospitals, which may be recognized by the government under its CGHS or by the University from time to time for the purpose.

1.2. "Family" means wife or husband of a member of staff, as the case may be, and parents, children and step-children wholly dependent on the member.

1.3 "Government" means the Government of India or the State Government, as the case may be.

1.4. "Student" means a candidate enrolled for study in regular course and not part-time course.

1.5. "Leave" includes vacations.

1.6. "Medical Treatment" means the use of all medical and surgical facilities available to private individuals at the Hospital in which the patient is treated as an indoor or outdoor patient, as well as supply of drugs prescribed (strictly as per the CGHS formulary) by the Authorised Medical Attendant who considers' them to be essential for the recovery or prevention or deterioration in the condition of the patient..

1.7 "Employee" Regular serving employee of the University.

1.8 “Patient” means a beneficiary taking medical treatment under these rules.

1.9 “Medical Attendance” means consultation with the authorised Medical Attendant including the consultation at the private clinic of the Medical officers of the University and the bills will be regularized as per rules.

1.10. “Authorised Medical Attendant” CMO of the Health Centre of the EFL University and in his/her absence a medical officer or a Specialist of a Hospital where the patient is under medical treatment.

1.11 “Specialist” Means any one employed and working in a Hospital including a Specialist officer and for the time being attached to any polyclinic or Specialist Department of a Government Hospital

Note: “Specialist” does not include any intern, resident, house surgeon or Registrar attached to any Government hospital.

1.12. “Medical Treatment” means the use of all medical and surgical facilities available to private individuals at the Hospital in which the patient is treated as an indoor or outdoor patient, as well as supply of drugs prescribed (strictly as per the CGHS formulary) by the Authorised Medical Attendant who considers’ them to be essential for the recovery or prevention or deterioration in the condition of the patient.

1.13. “Residence” means the place of residence where the employee or members of his family ordinarily reside.

1.14. “Scheme” means the facilities available under these Rules.

2. Applicability

2.1. These rules shall apply to all the employees, teachers and students of the University.

2.2. These rules are also applicable to the employees who are residing in area which are not covered under the CGHS Scheme. Validity of Rates the rates will remain in force till such time the same are not revised by the Govt. of India, MH&FW. Further, any changes made in the rates will be adopted by the University w.e.f. the date these are implemented by the Government.

3. Authorised Medical Attendant

The Medical Officer of the Health Centre of the University, or in his absence the Medical Officer or the Officer-in-Charge of the CGHS Dispensary concerned will act as the Authorised Medical Attendant for certifying that the staff member concerned needs hospitalization. This certificate should ordinarily be obtained before actual hospitalization and will have to be submitted along with the medical reimbursement claim.

4. Commencement:

4.1 These Rules shall come into force with effect from the date these are approved by the Executive council of the University.

5. Admission to the Scheme:

5.1 Admission to the scheme is automatic for the serving employees and students.

6. Income of Dependents:

6.1 The declaration about income of dependent members of the family as per government of India rules shall be furnished by the Members to the Registrar.

7. Approved Facilities – The following shall be the approved facilities:

7.1 Approved X-Ray Laboratory and other diagnostic facilities, which are provided at a Government laboratory or hospital recognized under the CGHS, or recognized by the University.

7.2 Administration of injections, dressing wounds and minor surgical procedures in which facilities exist in the dispensary or specialist centres and or polyclinics approved under the CGHS.

7.3 Hospitalization facilities, including surgical facilities, whenever referred by an AMA to another recognized hospital for hospitalization.

7.4 Any treatment at a specialized Government hospital or any other specialized institution recognized by the University which is considered essential for the recovery or prevention of deterioration in the condition of the patient.

7.5 Special facilities for disease like coronary by-pass surgery, complicated Heart Surgery, Kidney Transplantation, Bone Marrow Transplantation, T.B., Cancer, Poliomyelitis etc:

Provided that the medical treatment shall not include treatment in non-recognised hospitals/private nursing homes.

8. Reimbursable Items in accordance with the CCMA (Rules)

8.1 Cost of appliances purchased by the beneficiary for treatment on the advice of a Specialist (in case of any doubt, the chief Medical officer, Health Centre shall be consulted who may, if required, obtain advice from the Director General of Health Services, Government of India).

8.2 Cost of heart pacemaker and replacement of its pulse generator and cost of replacement of diseased heart valves as per the rules of the Government of India in force or as may be amended by it from time to time.

8.3 Cost of Pathological tests, X-ray and other examinations conducted at the hospital for diagnosis on the advice of the Specialist attached to the Hospital.

9. Reimbursement of Expenses

9.1. All claims for reimbursement of medical expenses incurred by the employee on medical attendance and/or treatment for themselves and their families should be preferred on the standard form obtained from the Accounts Section/Health Centre EFLU.

9.2. Medical, Surgical and other facilities under the medical treatment available to employees at the hospital shall include:

(a) Employment of such pathological, bacteriological, radiological or other methods as are considered necessary by the authorised medical attendant or the medical authorities in the hospital during hospitalisation;

(b) The supply of such medicines, vaccines, sera or other therapeutic substances as are ordinarily available in the hospital;

(c) The supply of such medicines, vaccines, sera or other therapeutic substances which are considered to be essential by the medical authorities in the hospital, but are not available in the hospital;

(d) Such accommodation as is ordinarily provided in the hospital and is suited to the status of the employee;

(e) Such nursing as is ordinarily provided to in-patients by the hospital; and

(f) Specialist consultation on the advice of the authorised medical attendant or medical authorities in the hospital during hospitalisation.

9.3. Reimbursement of charges for special nursing facility will be admissible provided it is certified by the Medical Superintendent of the hospital that such a facility was absolutely essential.

NOTE: Cases of special nursing shall be decided on merits of each case having regard to the nature of the disease and where hardship is involved. The amount to be reimbursed to the employee in respect of such special nursing shall be limited to the amount which is in excess of 25% of the pay (Basic Pay in VIth Pay Commission Pay Scale) of the employee for the period for which special nursing was necessary.

The ceiling rate of special nurse and ayah/attendant for re-imburement are:

Special Nurse : Rs.150 per shift of 12 hours *

Ayah/Attendant : Rs. 75 per shift of 12 hours *

* May be changed with the approval of the Vice-Chancellor ordinarily to be given on the recommendation of Health Advisory Committee.

9.4. Registrar of the University will decide the cases of re-imburement of medical claims in respect of treatment obtained in emergency at Private hospital/private nursing home/private clinic subject to itemwise ceiling as per the rates prescribed for the C.G.H.S. beneficiaries without financial limit on the total amount to be reimbursed. (Deptt. of Health O.M. No.S-12020/4/97/CGHS(P) dated 7.3.2000).

10. OPD Services

1. Full-time or empanelled doctors of the University Health Centre provide primary health care. The students can just walk in for consultations and treatment.

2. Specialists: Consultations with the specialists in the faculties of internal medicine, ophthalmology, dentistry, psychiatrist and skin are available at the U.H.C. Prior appointments are required.

3. Homoeopathic physician provides services in homoeopathic system of medicine.

4. Medicines are provided free of cost from the pharmacy of the Health Centre.

5. Laboratory facility provides moderate spectrum of routinely available hematological and biochemical tests to students and employees.

6. Routine Immunizations.

7. Referral services to public hospitals for specialists' treatment/hospitalization and other services which are not covered by the U.H.C.

8. Medical examinations for academic pursuits in the university.

9. The families (wife and children only) of married students can avail of such medical facilities as are available at the Health Centre on payment of medical fees for the family fixed from time to time. The Students may contact the Health Centre to get further information.

11. Services not Covered:

1. Dental services like making of denture, root canal treatment etc.

2. Medical examination certifications for employment, insurance, legal and other non-academic purposes.

3. Laboratory tests and X-rays for purposes other than diagnosis and treatment.

4. Transportation by ambulance taxi unless emergent or authorized by doctors for chronic disabling diseases.

12. Item/treatment not permissible:

The following shall be the items/treatments not permissible:

12.1 . Treatment outside India

12.2. Any medicine for which cheaper substitutes of equal value are available, unless otherwise considered essential by the A.M.A.

12.3. Spectacles, contact-lens, and artificial denture,

12.4. Treatment taken in a private hospital/nursing home, not approved under these Rules;

12.5. Orthodontic treatment;

12.6. Treatment for obesity due to inoponous factors;

12.7. Medicines and preparation excluded from the Central Government compilation of Medical Attendance Rules and orders in forces and as may be amended by the Government from time to time.

12.8. Diet or provision therefore or accommodation superior to the statues of the employee.

Note: Reckoning of diet charges where hospital charges are all inclusive. In the case of hospitals the tariffs of which indicate a flat inclusive charge per diet, the diet charges should be regulated as follows;

12.8.1. Where the flat charges made by the hospital include (1) diet (2) accommodation (3) ordinary nursing and (4) medical and surgical services, 20% (twenty percent of the flat charges will be reckoned as diet charges.)

12.8.2. Where the flat charges made by the hospital include (1) diet (2) accommodation and (3) ordinary nursing, 50% (fifty per cent of the flat charges will be reckoned as diet charges.)

12.9. Items, which are not medicines but are primarily foods, tonics, toilet preparations or disinfectants.

12.10. Medicines, which may be declared inadmissible by the Government of India/University from time to time.

13. Non-Reimbursement of Expenses

Reimbursement of expenses in respect of the following items shall not be permissible:

(a) Medicines and preparations excluded from the Central Government Compilation of Medical Attendance Rules and Orders, as amended from time to time.

(b) 'Diet' or provision therefore or accommodation superior to the status of the employee.

NOTE: In the case of hospitals the tariffs of which indicate a flat inclusive charge per diet, the diet charges should be regulated as follows:

(i) where the flat charges made by the hospital include (1) diet, (2) accommodation, (3) ordinary nursing and (4) medical and surgical services, 20% (twenty per cent) of the flat charge will be reckoned as diet charges; and

(ii) Where the flat charges made by the hospital include (1) diet, (2) accommodation and (3) ordinary nursing only, 50% (fifty per cent) of the flat charge will be reckoned as diet charges.

(c) Preparations which are not medicines but are primarily foods, tonics, toilet preparations or disinfectants.

(d) Expensive drugs, tonics, laxatives or other elegant and proprietary preparations for which drugs of equal therapeutic value are available.

14. Accommodation on Hospitalization:

14.1 The type of accommodation in a hospital shall depend upon the status of the employee. The entitlement in case of hospitalization shall be as per GOI/CGHS, CCMA(Rules):

15. Submission of Bills

15.1 All medical claims shall be submitted on the prescribed claim form available in the Accounts Section/Health Centre, EFLU.

15.2. It should be ensured that medical claim bills for treatment in a hospital as an indoor and/or outdoor patient are submitted in respect of the admissible items only.

15.3 It should be ensured that hospital bills for treatment as in-patient show the allocation of charges under

- a. Medical attendance b. bedding
- c. nursing
- d. special nursing
- e. medicine and diet

15.4. The bills should be duly supported by receipts, cash memos, prescriptions, essentiality certificate and other relevant documents as prescribed by the University from time to time in respect of claims for reimbursement. All the supporting documents should be signed (with official stamp) by the Medical officer incharge of the case in the hospital and countersigned by the Medical Superintendent.

15.5. No medical claim shall be considered for reimbursement if it is submitted after three month from the date of discharge from the hospital.

15.6. For out-door treatment, the medical claims shall be submitted at the end of the 3 month period where the treatment is likely to continue beyond 3 months.

16. Controlling Officer: The Registrar shall be the controlling officer for pass claims for reimbursement of medical expenses in respect of all employees except Vice-Chancellor, Pro-Vice-Chancellor, Deans, Registrar, Controller of Examinations, Librarian and Finance Officer for whom the Vice-Chancellor shall be the Controlling Officer.

17. Interpretation of Rules: If any question arises regarding the interpretation of these Rules, the controlling officer may refer such cases to the Vice-Chancellor whose decision shall be final.

18. Central Services (Medical Attendance) Rules shall be applied to all University employees in full except otherwise specified as amended by the Govt. of India, Ministry of Health & Family Welfare, Information Booklet on CGHS, and other directives issued from time to time in this regard.

Medical Forms

1. CGHS CARD NO (if any). :

2. RTD. EMP. MED. CARD :

3. VALIDITY OF CARD : FROM TO

3. NAME OF THE CARD HOLDER :

4. The following documents are submitted Please tick () the relevant columns;

- (a) Medical 2004 Form : YES /NO
- (b) Photocopy of CGHS/I CARD : YES/NO
- (c) Essentiality Certificate : YES/NO
- (d) No. of Original Bills :
- (e) Whether Original Bills/Vouchers
- (i) Original papers have been lost the following documents are submitted:
 - (i) photocopies of claim papers : YES/NO
 - (ii) Affidavit on Stamp Paper : YES / NO

(j) In case of death of card holder, the following documents are submitted :

- (i) Affidavit on Stamp Paper by Claimant : YES/NO
 (ii) No objection from other legal heirs on Stamp Papers : YES/NO
 (iii) Copy of death Certificate : YES/NO

MEDICAL FORM FOR REIMBURSEMENT OF MEDICAL CLAIMS AS WELL AS FOR RETIRED EMPLOYEE

1. CGHS CARD NO.(if any) :
 2. RETIRED EMP. MEDICAL CARD NO:
 2. VALIDITY OF CARD : FROM TO
 3. ENTITLEMENT : Pvt./Semi Pvt./General Ward
 4. NAME OF THE CARD HOLDER :
 5. FULL RESIDENTIAL ADDRESS :
 6. TELEPHONE NO. :
 7. E-MAIL ADDRESS IF ANY :
 8. STATUS TICK(-/) : IN SERVICE /RETIRED
 9. BASIC PAY/BASIC PENSION :
 7. NAME OF THE HOSPITAL WITH ADDRESS :
 (a) OPD TREATMENT AND INVESTIGATIONS :
 (b) INDOOR TREATMENT :
 8. DATE OF ADMISSION : DATE OF DISCHARGE :
 9. TOTAL AMOUNT CLAIMED :
 (A) OPD TREATMENT :
 (B) INDOOR TREATMENT :
 10. DETAILS OF MEDICAL ADVANCE IF ANY :

DECLARATION

I hereby declare that the statements made in the application are true to the best of my knowledge and belief and the person for whom medical expenses were incurred is wholly dependent on me. I am a CGHS/RETIRED EMPLOYEES MEDICAL FACILITY beneficiary and the card was valid at the time of treatment. I agree for the reimbursement as is admissible under the rules.

DATED: SIGNATURE

NAME Designation: Department:

ESSENTIALITY CERTIFICATE-CUM-STATEMENT OF EXPENDITURE CERTIFIED BY TREATING SPECIALIST FOR OPD TREATMENT

1. Name of the patient and : _____
 relationship with card holder
2. Details of expenditure : _____
- (A) OPD Treatment Diagnosis : _____
1. Name of the Hospital : _____
2. Total No. of Vouchers : _____
3. Total Amount Claimed : _____

- a Medicines : _____
- b. Consultation fees (Nos.) : _____
- c. Laboratory Charges : _____
- d. Disposable Surgi-surendries : _____
- e. Artificial Appliances : _____
- f. Miscellaneous : _____

1. Certified that the relevant bills/vouchers have been verified by me and the expenditure shown above is correct and the treatment services provided are essential and minimum that is required for the recovery of the patient.

2. Certified that the services of special Nurse/Ayah were required from _____ to _____ that were absolutely essential for the recovery of the patient.

3. The patient was suffering from _____ and Specific procedure/Operation performed on _____

Signature of the Treating Specialist with official seal

Countersigned by Medical Superintendent of the Hospital with seal

ESSENTIALITY CERTIFICATE-CUM-STATEMENT OF EXPENDITURE CERTIFIED BY TREATING SPECIALIST FOR INDOOR TREATMENT

A. INDOOR TREATMENT DIAGNOSIS : _____

a) Name of the Patient and relationship with card holder : _____

b). Name of the Hospital with Address : _____

c). Period of Bill : From _____ to _____

d). Total Amount Claimed : _____

(i) Room Rent (ICU/ICCU/Ward) : _____

(ii) Charges for

a) O.T : _____

b) O.T. Consumables : _____

c) Anesthesia : _____

d) Procedure : _____

(iii) Medicines : _____

(iv) Implants like Pacemaker, Joint replacement, Coronary Stent, etc. : _____

(v) Artificial Devices : _____

(vi) Lab charges : _____

(vii) Special Nurse/Ayah if any : _____

(viii) Miscellaneous : _____

Total Amount Claimed : _____

1. Certified that the relevant bills/vouchers have been verified by me and the expenditure shown above is correct and the treatment services provided are essential and minimum that is required for the recovery of the patient.
2. Certified that the services of special Nurse/Ayah were required from to that were absolutely essential for the recovery of the patient.
3. The patient was suffering from _____ and Specific procedure/Operation performed on _____

Signature of the Treating Specialist with official seal

Countersigned by Medical Superintendent of the Hospital with seal

ORDINANCE 59

Medical Attendance and Treatment Rules (2009) for Retired Employees and Teachers of EFL University and erstwhile CIEFL

1. These rules may be called the Medical Attendance and Treatment Rules (2009) for Retired University Employees and members of their families.

2. Applicability

2.1 These rules shall apply to all the retired employees except:

- a. The retired employees drawing salary and/or covered under a medical or reimbursement scheme elsewhere by virtue of the office, which they are holding after retirement from the University;
- b. The retired employees who are re-employed by the University in continuation of regular employment (because they will remain under the Central Government Health Scheme (CGHS) till such re-employment expires)
- c. Those retired employees whose spouses or children are serving the University or any other Government department/organisation and are covered under the CHGS or any other medical or reimbursement scheme.

3. Definition: Under these Rules unless the Context otherwise require:

3.1 "Hospital" means a Government hospital and includes:

a. Hospitals approved by the University for the purpose of these rules including hospitals maintained by a local body situated within the limits of District Tehsil/State within the vicinity where the beneficiary is ordinarily reside.

Note: Local Body means a Municipal Committee or a District Board.

b. Hospitals/polyclinics (including private hospitals) recognized by the Government of India under the CGHS. However, treatment in the recognized hospitals will be for the diseases as approved under the CGHS.

c. Health Centre of the English and Foreign

Languages University

d. Any other hospitals, which may be recognized by the government under its CGHS or by the University from time to time for the purpose

3.2 "Government" means the Government of India or the State Government, as the case may be.

3.3 "Retired employee" means a retired University/erstwhile CIEEL employee who has retired with contributory/General Provident Fund, but shall not include an employee of the University who has been re-employed after the age of superannuation in continuation of regular employment in the University

3.4. "Family" includes only wife (or husband) and children and parents wholly dependent on the employee.

3.5 "Patient" means a beneficiary taking medical treatment under these rules.

3.6. "Medical Attendance" means consultation with the authorised Medical Attendant including the consultation at the private clinic of the Medical officers of the University and the bills will be regularized as per rules.

3.7. "Authorised Medical Attendant" CMO of the Health Centre of the EFL University and in his/her absence a medical officer or a Specialist of a Hospital where the patient is under medical treatment.

3.8 "Specialist" Means any one employed and working in a Hospital including a Specialist officer and for the time being attached to any polyclinic or Specialist Department of a Government Hospital

Note: “Specialist” does not include any intern, resident, house surgeon or Registrar attached to any Government hospital.

3.9 “Medical Treatment” means the use of all medical and surgical facilities available to private individuals at the Hospital in which the patient is treated as an indoor or outdoor patient, as well as supply of drugs prescribed (strictly as per the CGHS formulary) by the Authorised Medical Attendant who considers them to be essential for the recovery or prevention or deterioration in the condition of the patient.

3.10 “Dependent” means a family member, other than husband and wife, as the case may be, having income of not more than Rs. 2000/- p.m. from all sources, and that he/she normally resides with the beneficiary. This ceiling of Rs. 2000/- p.m. is subject to revision as may be notified by the Government of India from time to time and that such revision shall be effective from a date notified by the Government.

3.11 “Residence” means the place of residence where the retired employee or members of his family ordinarily reside.

3.12 “Scheme” means the facilities available under these Rules.

4. Commencement:

4.1 These Rules shall come into force with effect from the date these are approved by the Executive council of the University.

5. Admission to the Scheme:

5.1 Admission to the Scheme is not automatic for retired employee. They shall have to make a request in writing for admission to the scheme. No expenses incurred by the retired employee on treatment prior to his admission to the Scheme shall be reimbursed under these Rules.

a. Application in the prescribed form for admission to the Scheme shall be submitted by the retired employee to the Registrar of the University either personally or by Registered post.

5.3. The retired employee shall furnish separately a certificate (in the prescribed format) in duplicate in respect of dependent members of his family as defined in Rule 3.10.

5.4 He shall also inform the University of any change in the status of dependence of his family members as well as change in his residential address as soon as it occurs.

5.5 Each retired employee admitted to the Scheme shall be issued an Identity Card by such an officer of the University under his signature and official

seal as may be empowered by the Registrar in this behalf.

5.6 The medical facilities under these Rules shall be provided to the beneficiaries only on the authority of the Identity Card issued by the University.

b. If both husband and wife were employees of the University before retirement and are entitled to the benefits under these Rules, the Card will be issued in the name of the one whose last pay or pension is more.

6. Contribution: The retired employees shall have to pay the contribution per month as indicated below which is subject to the revision as deemed fit by the University as and when required.

Pay Range/Pension/Family Pension Rate of Contribution*

(6 Pay Commission)

Upto Rs. 3000/-

Rs. 15/- p.m.

Rs. 3001/- to Rs. 6000/- Rs. 40/- p.m.

Rs. 6001/- to Rs. 10000/- Rs. 70/- p.m.

Rs. 10,000/- to Rs. 15,000/- Rs. 100/- p.m.

Rs. 15,000/and above

Rs. 150/- p.m.

*subject to change with the approval of the Vice-Chancellor to be ordinarily done on the recommendation of a Health Advisory Committee.

6.2 The contribution shall be deducted in advance from the pension of the retired employees on a financial year basis. However, those employees who retire or opt to become members of the Scheme w.e.f. a month other than the

month of April in a financial year, the amount for the remaining months of such financial year shall be deposited in lump-sum by the retired employee along with his application for admission to the Scheme.

6.3 The employees who retired under the C.P.F. shall deposit their contributions as under Clauses 6.1 through crossed Bank drafts payable to the Finance Officer of the University and forwarded to the Registrar.

6.4 No retired employee shall be admitted to the Scheme with effect from a retrospective date even paying arrears.

7. Income of Dependents:

7.1 The declaration about income of dependent members of the family as defined in Rule 3.10 shall be furnished along with the application for admission to the scheme and shall be renewed thereafter in the month of April every year.

7.2 Recurring monthly income from all sources such as house. Land holdings, etc., shall be taken into account for the purpose of assessing income. Lump-sum non-recurring income e.g. contributory provident Fund benefits, Gratuity/Commuted Gratuity, Insurance benefits, etc. shall not be regarded as income for this purpose.

8. Approved Facilities – The following Shall be the approved facilities:

8.1 Approved X-Ray Laboratory and other diagnostic facilities which are provided at a Government laboratory or hospital recognized under the CGHS, or recognized by the University.

8.2 Administration of injections, dressing wounds and minor surgical procedures in which facilities exist in the dispensary or specialist centres and or polyclinics approved under the CGHS.

8.3 Hospitalization facilities, including surgical facilities, whenever referred by an AMA to another recognized hospital for hospitalization.

8.4 Any treatment at a specialized Government hospital or any other specialized institution recognized by the University which is considered essential for the recovery or prevention of deterioration in the condition of the patient.

8.5 Special facilities for disease like coronary by-pass surgery, complicated Heart Surgery, Kidney Transplantation, Bone Marrow Transplantation, T.B., Cancer, Poliomyelitis etc:

Provided that the medical treatment shall not include treatment in non-recognised hospitals/private nursing homes

9. Reimbursable Items in accordance with the CCMA (Rules)

9.1 Cost of appliances purchased by the beneficiary for treatment on the advice of a Specialist (in case of any doubt, the chief Medical officer, Health Centre shall be consulted who may, if required, obtain advice from the Director General of Health Services, Government of India).

9.2 Cost of heart pacemaker and replacement of its pulse generator and cost of replacement of diseased heart valves as per the rules of the Government of India in force or as may be amended by it from time to time.

9.2 Cost of Pathological tests, X-ray and other examinations conducted at the hospital for diagnosis on the advice of the Specialist attached to the Hospital.

10. Item/treatment not permissible:

The following shall be the items/treatments not permissible:

a. Treatment outside India

b. Any medicine for which cheaper substitutes of equal value are available, unless otherwise considered essential by the A.M.A.

c. Spectacles, contact-lens, and artificial denture,

d. Treatment taken in a private hospital/nursing home, not approved under these Rules;

e. Orthodontic treatment;

f. Treatment for obesity due to inopenous factors;

g. Medicines and preparation excluded from the Central Government compilation of Medical Attendance Rules and orders in forces and as may be amended by the Government from time to time.

h. Diet or provision therefore or accommodation superior to the statues of the employee.

Note: Reckoning of diet charges where hospital charges are all inclusive. In the case of hospitals the tariffs of which indicate a flat inclusive charge per diet, the diet charges should be regulated as follows;

- i. Where the flat charges made by the hospital include (1) diet (2) accommodation (3) ordinary nursing and (4) medical and surgical services, 20% (twenty percent of the flat charges will be reckoned as diet charges.)
- ii. Where the flat charges made by the hospital include (1) diet (2) accommodation and (3) ordinary nursing, 50% (fifty per cent of the flat charges will be reckoned as diet charges.)
- i. Items, which are not medicines but are primarily foods, tonics, toilet preparations or disinfectants.
- j. Medicines, which may be declared inadmissible by the Government of India/University from time to time.

11. Accommodation on Hospitalization:

11.1 The type of accommodation in a hospital shall depend upon the status of the retired employee. The entitlement in case of hospitalization shall be as prescribed under CCMA (Rules) GOI/CGHS:

11.2. On the recommendation of the Health Advisory Committee the Vice-Chancellor may modify the provision from time to time.

11.3. All patients suspected to be suffering from pulmonary tuberculosis shall take treatment in the local approved T.B. clinic/Hospital. Antituberculosis treatment in such cases shall be carried out only under the guidance and instructions of a T.B. specialist.

12. Submission of Bills

12.1 All medical claims shall be submitted on the prescribed claim form available in the Accounts Section/Health Centre, EFLU.

12.2. It should be ensured that medical claim bills for treatment in a hospital as an indoor and/or outdoor patient are submitted in respect of the admissible items only.

12.3 It should be ensured that hospital bills for treatment as in-patient show the allocation of charges under

- a. Medical attendance
- b. bedding
- c. nursing
- d. special nursing
- e. medicine and diet

12.4. The bills should be duly supported by receipts, cash memos, prescriptions, essentiality certificate and other relevant documents as prescribed by the University from time to time in respect of claims for reimbursement.

All the supporting documents should be signed (with official stamp) by the Medical officer incharge of the case in the hospital and countersigned by the Medical Superintendent.

12.5. No medical claim shall be considered for reimbursement if it is submitted after three month from the date of discharge from the hospital.

12.6 For out-door treatment, the medical claims shall be submitted at the end of the 3 month period where the treatment is likely to continue beyond 3 months.

13. Controlling Officer: The Registrar shall be the controlling officer for passing claims for reimbursement of medical expenses of any amount.

14. Interpretation of Rules: If any question arises regarding the interpretation of these Rules, the controlling officer may refer such cases to the Vice-Chancellor whose decision shall be final.

ORDINANCE 60

The Health Advisory

1. The Health Advisory Committee will be constituted by the Vice-Chancellor as given below:
 - 1.1 Pro Vice-Chancellor ..Chairperson
 - 1.2 Registrar .. Member Secretary
 - 1.3 Finance Officer
 - 1.4 Dean, Campus Development
 - 1.5 Dean, Hostels
 - 1.6 Dean, Foreign Students

- 1.7 Dean, Students Welfare
 - 1.8 President, Students Council
 - 1.9 One Teacher Representative
 - 1.10 One Representative of Non-Teaching staff
 - 1.11 One SC/ST representative to be nominated by the Vice-Chancellor
 2. The Health Advisory Committee will perform the following functions:
 - 2.1 It will advise the Vice-Chancellor on all matters concerning in respect of the functioning of Health Centre of the University.
 - 2.2 It will constitute a Purchase Committee for the purchase of medicines and other items.
 - 2.3 It will supervise the work of different functionaries in the Health Centre.
 - 2.4 It will do the necessary planning for the future development of the Health Centre.
- It will carry out the directions to be given by the Vice-Chancellor from time to time regarding all matters concerning the Health Centre.

ORDINANCE 61

Rules of Discipline and Proper Conduct of Students of the English and Foreign Languages University* PREAMBLE

Whereas by virtue of article 29 (1)* “of the Statutes: English and Foreign Languages University 2006, No.7 of 2007, the Vice-Chancellor has been vested with all the powers relating to discipline and disciplinary action and in relation to the students and whereas Statute 29 (6)**” empowers the University to frame detailed rules of discipline and proper conduct, and now in pursuance of the same, the Executive Council approved the following rules of discipline and proper conduct among the students of the University.

1. SHORT TITLE AND COMMENCEMENT

- (i) These Rules shall be called. “The EFL-University Students’ Discipline and conduct rules”, hereafter referred to as the “Rules”.
- (ii) These rules shall come into force with effect from the date of approval by the Executive Council of the University.

2 APPLICATION OF RULES

- (1) These rules shall apply to all students of the University (including part-time students) whether admitted prior to the commencement of these Rules or after the commencement of these Rules.
- (2) Any breach of discipline and conduct committed by a student inside or outside the EFL-University campus shall fall under the purview of these Rules.
- (3) Without prejudice to the generality of the power to enforce discipline under Article 29 of the Statute of the EFL-University, the acts mentioned in Rule 3 shall amount to act of misconduct or indiscipline or both.

3. CATEGORIES OF MISCONDUCT AND INDISCIPLINE CATEGORY – I

- (i) All acts of violence and all forms of coercion such as gheraos, sit-ins or any variation of the same which disrupt the normal academic and administrative functioning of the University and/or any act which incites or leads to violence.
- (ii) Gherao, laying siege or staging demonstrations around the residence of any member of the University Community or any other form of coercion, intimidation or disturbance of right to privacy of the residents of the campus.
- (iii) Sexual Harassment: (Refer Ordinance No.9 of the EFL University)

CATEGORY -II

- iv. Committing forgery, tampering with the Identity Card or University records, impersonation, misusing University property (movable or immovable), documents and records, tearing of pages, defacing, burning or in any way destroying the books, journals, magazines and any material of library or unauthorized photocopying or possession of library books, journals, magazines or any other material.

- v. Hunger strikes, dharnas, group bargaining and any other form of protest by blocking entrance or exit of any of the academic and/or administrative complexes or disrupting the movements of any member of the University Community.
- vi. Furnishing false certificates or false information in any manner to the University.
- vii. Any act of moral turpitude.
- viii. Eve-teasing or disrespectful behavior or any misbehavior with a girl student, woman staff member visitor.
- ix. Arousing communal, caste or regional feeling or creating disharmony among students.
- x. Use of abusive, defamatory, derogatory or intimidatory language against any member of University Community, through speeches, posters, pamphlets or any other means.
- xi. Pasting of posters or distributing of pamphlets or handbills of an objectionable nature or writing on walls and disfiguring buildings.
- xii. Causing or colluding in the unauthorized entry of any person into the Campus or in the unauthorized occupation of any portion of the University premises, including halls of residences, by any person.
- xiii. Unauthorised occupation of the hostel room or unauthorized acquisition and use of University furniture in one's hostel room or elsewhere.
- xiv. Indulging in acts of gambling in the University premises.
- xv. Save with the permission of the appropriate authority, use of the title of the University or the title of any body which includes the name of EFL-University when sending any letter or communication to the press or when distributing any document other than academic work outside the University for any purpose.
- xvi. Consuming or possessing dangerous drugs or other intoxicants in the University premises.
- xvii. Damaging or defacing in any form, any property of the University or the property of any member of the University Community.
- xviii. Not disclosing one's identity when asked to do so by a faculty member or employee of the University who is authorized to ask for such identity.
- xix. Improper behavior while on tour or excursion.
- xx. Coercing the medical staff to render medical assistance to persons not entitled for the same or any other disorderly behavior in the Health Centre.
- xxi. Non-payment of University and other dues including mess charges.
- xxii. Blockade or forceful prevention of any normal movement of traffic, violation of security, safety rules notified by the University.
- xxiii. Any other offence under the law of the land. xxii Ragging in any form.
- xxiv (i) "The word 'ragging' means the action of teasing, playing a practical joke upon someone or holding comic parades and other activities. Ragging includes display of noisy, disorderly conduct, teasing excitement by rough or rude treatment or handling, including in rowdy in disciplined activities which cause or likely to cause annoyance undue hardship, physical or psychological harm or raise apprehension or fear in a fresher or asking the students to do any act or perform something which cause him/her shame or embarrassment or danger to his/her life; Insisting or forcing freshers to address seniors as 'Sir'; to perform mass drills; to copy class notes for the seniors; to serve various errands; to do menial jobs for the seniors; to ask/answer vulgar questions; to force to look at pornographic pictures; to drink alcohol; scalding tea, etc.; to do acts which can lead to physical injury, mental torture or death; to strip kiss or indulge in other obscenities.
- xxv. Accommodating unauthorized guests or other persons in the halls of residence.
- xxvi. Engaging in any attempt at wrongful confinement of any member of the faculty, staff, student or anyone camping inside the campus.
- xxvii. Refusal to obey the direction of officers of the University proctorial staff and the academic staff.
- xxviii. Any intimidation or insulting behavior towards a student, staff, or faculty or any other person.
- xxix. Unauthorised collection of funds for any students programme, project or activity without the permission of the appropriate authority.

xxx. Any other act which may be considered by the VC or any other competent authority to be an act of violation of discipline and conduct.

4. PUNISHMENT

The competent authority may impose any of the following punishments on any student found guilty of any of the acts of indiscipline or misconduct mentioned in Category – I or Category – II, as the case may be, in rule 3.

CATEGORY I:

- (i) Cancellation of admission or withdrawal of degree or denial of registration for a specified period.
- (ii) Rustication• upto four semester period and/or declaring any part or the entire EFL-U Campus out of bounds.
- (iii) Expulsion*•.

CATEGORY II

1. Admonition reprimand.
2. Fine upto Rs. 20,000/-
3. Recovery of any kind, such as scholarship fellowship, any dues, cost of damages etc.
4. Withdrawal of any or all facilities available to a student as per EFL-University rules (such as Scholarship/Fellowship, hostel etc.).
5. Stoppage of any or all academic processes.
6. Declaring any Halls of Residences, premises, building or the entire EFL-University Campus out of bounds.
7. Rustication upto two semesters.

5. GENERAL

- (1) No punishment shall ordinarily be imposed on a student unless he/she is found guilty of the offence for which he/she has been charged by a proctorial or any other inquiry after following the normal procedure and providing due opportunity to the student charged for the offence to defend himself.
- (2) In case the Vice-Chancellor or any competent authority is of the opinion that on the basis of the available material and evidence on record, a prima facie case exists against a student, he may order suspension of the student including withdrawal of any or all facilities available to a bona fide student pending proctorial or any other inquiry.
- (3) Notwithstanding any punishment mentioned in Rule 4, the Vice-Chancellor may, keeping in view the gravity/nature of misconduct/act of indiscipline, the manner and the circumstances in which the misconduct/ indiscipline has been committed, award a punishment in excess of or less than or other than what has been mentioned thereon for reasons to be recorded.

6. INTERPRETATION

In case any dispute arises with regard to the interpretation of any of these rules the matter shall be referred to the Vice-Chancellor, whose decision thereon shall be final.

ORDINANCE 62

CONTEXTURES: A Journal of Literature and Culture

The Department of Literature, Department of Culture and Departments of School of Inter-disciplinary Studies will publish a journal of literary and culture studies as defined below:

1. The title of the Journal: CONTEXTURES: A Journal of Literature and Culture.
2. Periodicity of the journal: two issues of the Journal will be brought out every year.
3. The Advisory Board of the Journal will consist of all teachers of literature as members and their names will be printed on the inside back-cover.

• Rustication means debarring the student from studying in any University, college or educational institution.

*• Expulsion means debarring the student from studying in EFL- University.

The Editorial Board will consist of one teacher from each Department of Literature, Department of Culture Studies, Department of Comparative Literature and one teacher of literature each, if any, from the Departments of School of Inter-disciplinary Studies. The members of the Editorial Board will be appointed in order of seniority for a period of two years. The names of the members of the Editorial Board will be printed on the inside front-cover.

In case the Editorial Board is not in a position to adhere to the stipulations of the Ordinance-14(A) in terms of periodicity and other aspects, the Vice-Chancellor may change the Editorial Board fully, or partially by appointing new members of the Editorial Board from

amongst the teachers of Literature and Culture of the University.

4. The copyright for all contributions will rest with the University. The views expressed by the contributors need not necessarily be similar to those of the University.

5. CONTEXTURES will be a refereed journal. A panel of referees will be prepared by the Advisory Board at the earliest.

6. Contributions will not be paid for. However, a contributor will receive two free copies of the issue and 25 reprints in which their article appears. Referees will be paid an honorarium of Rs. 2000/- for a round of refereeing.

7. The journal will be published by the Publication Unit of the University as an official publication of the University.

8. The subscription rates of the journal will be fixed by the Vice-Chancellor on the recommendation of the Advisory Board of the journal from time to time.

ORDINANCE 63

LANGUAGING: Journal of Languages and Linguistics

1. **Preamble** : LANGUAGING is a scholarly journal intended to serve as a lively forum for the exchange of critical ideas in the study of English and Foreign Languages. It will include research articles, book reviews, reports of research projects, and transcribed interviews, dealing with developments in language education and language acquisition. To ensure a wide readership, a recurring theme of the major articles will be the illumination of valuable classroom practices that have tangible benefits for the language teacher.

2. **Periodicity** : LANGUAGING will be published twice a year, in January and July.

3. **Advisory Board** : Twenty EFL U faculty members (drawn from the pool of specialists in language teaching and language sciences at the University) as well as five non-EFL U academics (preferably those teaching in local universities) will comprise the Advisory Board. The Shillong and Lucknow Campuses of the University should be represented on the Advisory Board.

4. **Editorial Board**: One faculty member each from the language teaching and language sciences department in English and Foreign Languages at the University will constitute the Editorial Board, One-third of the members, by rotation, should function as members of Executive Editors for each issue of the journal.

In case the Editorial Board is not in a position to adhere to the stipulations of the Ordinance in terms of periodicity and other aspects the Vice-Chancellor may change the Editorial Board fully, or partially by appointing new members of the Editorial Board from amongst the teachers of Languages and Linguistics of the University.

5. **Editor** : The Editorial Board will nominate one of its members as Editor. The Editor will have a term of two years.

6. **Guest Editor** : The Editorial Board may request a member of the Advisory Board or the faculty to edit a special issue of the journal.

7. **Quality control** : To maintain high standards with regard to the contents, all contributions will be refereed. The Editorial Board will constitute a panel of referees for the purpose.

8. **Subscription rates** : The Editorial Board will decide the cost of the journal for individual and institutional subscribers.

9. **Honorarium** : Contributions will not be paid for.

However, a contributor will receive two free copies of the issue in which their article appears. Referees will be paid an honorarium of Rs.2000/- for a round of refereeing.

10. **Publication** : The journal will be published by the Publications Unit of the University. It will be an official publication of the University.

11. **Copyright** : The copyright for all contributions will rest with the University. The views expressed by the contributors though need not necessarily be similar to those of the University.

ORDINANCE 64

The English and Foreign Languages Journal

(The EFL Journal)

1. Preamble:

It is imperative that The English and Foreign Languages University, the only Central University in the fields of English and Foreign Languages, publishes a journal which could synthesise the research efforts of two main academic streams of the University, i.e., literature and culture on the one hand and languages and linguistics on the other. Moreover, the journals: “Contextures” and “Languaging” do not cover several aspects of university’s academic programmes, e.g. exclusion studies, philosophy and so on. Accordingly, it will be in the fitness of things that University publishes a journal titled: “The English and Foreign Languages Journal” (“The EFL Journal”).

2. **Periodicity** : “The EFL Journal” will be published twice a year, in January and July.

3. **Advisory Board** : Twenty teachers drawn from all the academic streams of the University.

4. **Editorial Board** : The Vice-Chancellor will appoint the Editorial Board from amongst the faculty of the University.

5. **Editor** : The Vice-Chancellor will nominate one of the members of the Editorial Board as Editor. The Editor will have a term of two years.

6. **Guest Editor** : The Editorial Board may request a member of the Advisory Board or the faculty to edit a special issue of the journal.

7. **Quality control** : To maintain high standards with regard to the contents, all contributions will be refereed. The Editorial Board will constitute a panel of referees for the purpose.

8. **Subscription rates** : The Editorial Board will recommend the cost of the journal for individual and institutional subscribers to the Vice-Chancellor for approval.

9. **Honorarium** : Contributions will not be paid for.

However, a contributor will receive two free copies of the issue and 25 reprints in which their article appears. Referees will be paid an honorarium of Rs.2000/- for a round of refereeing.

10. **Publication** : The journal will be published by the Publications Unit of the University. It will be an official publication of the University.

11. **Copyright** : The copyright for all contributions will rest with the University. The views expressed by the contributors though need not necessarily be similar to those of the University.

ORDINANCE 65

Work of Controller of Examinations in terms of Statute- 8(5).

In accordance with the Statute-8(5) the functioning of the Controller of Examinations is to be governed as prescribed by the Ordinances.

The following Ordinance is proposed stipulating the functions of the Controller of Examinations (CoE) and the manner in which the functions should be carried out by him/her.

1. All the matters pertaining to items of Academic and Examinations. conduct of Academic Council’s meetings, conduct of the meetings of Central disciplinary-cum- Grievances committee for students related to academic issues, conduct of committees constituted by the Vice-Chancellor for preparing a draft Academic Calendar, conduct of University Convocations, processing of Project Reports/Research Reports of the students, furnishing of information to UGC/MHRD, information required for academic functioning, issuance of official transcripts to the students, issuance of degrees, printing of prospectus and submission of forms every year for admission to all programmes and bringing out year book concerning students.

2. The CoE will perform the above specified and other functions as laid down below:

- (i) He will keep the record of the attendance of students, wherever applicable. However, the attendance in different Departments and Schools will be maintained by the Heads of Departments/Deans of Schools, (in case

the course is jointly conducted by the constituent Departments of a School) or Programme Course Coordinators. A copy of monthly attendance will be sent to the CoE. The offices of HoDs/Deans/Course Coordinators will circulate the attendance on monthly basis and communicate the same to students by displaying it on notice boards.

- (ii) The CoE will ensure the filling in of examination forms and issuance of Admit Passes for each semester in time through HoDs/Deans/Programme Coordinators by following the procedure of “No Dues” certificate to be issued by concerned Department/Hostels etc.
- (iii) The CoE will ensure the conduct of semester-end exams (according to the rules prevalent in this regard). He shall also ensure in-course examinations aimed at an internal assessment to be conducted by the Departments/Schools/Programme Coordinators as per the rules and procedures of the University.
- (iv) The Controller, after receiving answer scripts of different examination from Departments/Schools/Campuses will hand them over to the examiners appointed by the Vice Chancellor.
- (v) The CoE, after the receipt of the award sheets from the examiners, will get the results tabulated in his office and forward them to the respective School/Department boards for their consideration. He will then place the results before the Examination Committee appointed by the Vice-Chancellor from time to time. He will announce the results after the approval to be given by a competent authority.
- (vi) The Entrance Tests for admission to various programmes/courses for all the Campuses will be planned and executed fully by the Controller of Exams with the help of the teachers and non-teaching staff of the University. He shall apprise the Vice-Chancellor of the progress of such work on day-to-day basis, as far as possible.
- (vii) The AIELTA tests will be conducted by the Controller of Exams in coordination with AIELTA centre, its staff and AIELTA Committee. The CoE will ensure that the AIELTA Tests become fully successful by planning and executing them meticulously.
- (viii) He/she shall be responsible for the evaluation of M.Phil. dissertations and Ph.D. theses once they are submitted in his/her office. He/she shall follow all the procedures prescribed in the Ordinances for the award of research degrees in coordination with Dean, Research.
- (ix) He/she should carry out all tasks or responsibilities to be assigned by the Vice-Chancellor from time to time.

ORDINANCE 66

SENSITIZATION, PREVENTION AND REDRESSAL OF SEXUAL HARASSMENT (SPARSH)

Sensitization, Prevention, and Redressal of Sexual Harassment (SPARSH) (formerly known as GSCASH) as a body was set up in EFL University in the year 2014. The body was constituted under the recommendations and guidelines laid down by the historic judgment of Supreme Court of India in the writ petition Vishakha vs. State of Rajasthan.

The EFL University maintains a ‘zero-tolerance’ on the policy on Sexual Harassment, discrimination of women and seeks to maintain and wishes to create an academic and work environment free of sexual harassment for women associated with the University as students, teaching and non-teaching staff members.

SPARSH has two committees devoted to these two-fold purposes:

- the University Complaints Committee (UCC)

and

- the Apex Body of SPARSH (ABS)

1. University Complaints Committee (UCC)

The UCC considers complaints regarding sexual harassment, and conducts enquiries, suggesting suitable action.

Constitution of the UCC

The following is the constitution of the members of UCC:

- i. Five (at least three women) teacher representatives.
- ii. One non-teaching staff representative of the University.
- iii. One person, with known contribution to women’s issues, to be co-opted from outside the University, who could be an NGO representative.
- iv. The chairperson elected from amongst the above-mentioned members.
- v. One member-secretary elected from amongst the above-mentioned members.

The (iii) representative on SPARSH-UCC is Dr. Sarah Mathews who heads an NGO called 'SANKALP' which is dedicated to supporting women who have suffered sexual violence with comprehensive counselling, medical and legal support and to creating social change in community through advocacy, education and training. Functions, powers and duties of UCC.

(a) To fulfil the directives of the Supreme Court enjoining all employees to develop and implement a policy against sexual harassment at the workplace.

(b) To evolve a permanent mechanism for prevention and redressal of gender based discrimination, sexual harassment and other acts of gender-based violence.

2. Apex Body of SPARSH (ABS)

The Apex Body of SPARSH (ABS) aims to sensitize and work to prevent sexual harassment in the university.

Constitution of ABS

The ABS committee has the following members:

- i. The Chairperson, a woman nominated by the Vice Chancellor, English and Foreign Languages University from amongst the faculty members.
- ii. Five members representing various faculties/centers of the University, of which at least three shall be women.
- iii. Two student representatives of which at least one be girl student
- iv. Two members from non-teaching staff, of which at least one should be woman.
- v. One woman NGO representative
- vi. One woman counselor.
- vii. Legal Advisor (special invitee) Functions of the ABS

Functions of the ABS

(a) to uphold the commitment of The English and Foreign Languages University to provide campus environment free of gender-based discrimination, sexual harassment and other acts of gender-based violence.

(b) to promote a social and psychological environment which will raise awareness about gender based discrimination and prevent sexual harassment and other acts of gender based violence.

(c) to generate awareness about gender based discrimination, sexual harassment and other acts of gender based violence.

Information about committee members was made available on all notice boards and the university webpage.

SPARSH members (2014-2016)

1.	Prof. Javashree Mohanraj	Chairperson (July 2015 onwards)
2.	Prof. Malathy Krishnan	Chairperson (Nov 2014 to May 2015)
3.	Prof. Surabhi Bharati	Dean, Students' Welfare
4.	Dr. Anjali V Bagde	Teaching staff representative
5.	Dr. Shruti Sircar	Teaching staff representative
6.	Dr. Sujatha Mukiri	SC/ST representative
7.	Dr. Mathew John	Warden representative
8.	Mr. T. Vijay Suryakanth	Warden representative
9.	Mrs. Javashree	Non teaching staff representative
10.	Ms. Amrutha	Non teaching staff representative
11.	Ms. Jyothi Priya	PhD student representative
12.	Ms. Sinchana	MA student representative
13.	Dr. Sarah Matthews	NGO, SANKALP (for rape victims)
14.	Dr. Uma Rangan	Counsellor
15.	Ms. Rachna Reddy	Advocate (Special Invitee)

Office Staff

Ms. Bhavana, Secretarial Assistant

Mr. Sathaiah, Office Assistant

Mr.G Praveen Kumar, Peon

4. SPARSH meetings, activities, and programmes

Meetings

S.No.	Committee's Meeting held on
1	11 March 2014
2	4 December 2014
3	25 February 2015
4	25 March 2015
5	10 April 2015
6	22 July 2015 (to be held)

Gender Sensitization Activities and Programmes

A week-long sensitization programme (March 11-15, 2015) was organized by the members of SPARSH covering almost the entire student community in different sessions. The orientation involved participation and a small discussion with SPARSH members and other faculty members of the University. The discussions were led by Dr. Sarah Mathew, Dr. Uma Rangan, and Ms. Rachna Reddy. This was followed by videos provoking discussion around stereotypes and stigma in society. Activities were planned so that there is discussion about stereotypes, harassment and taboos with respect to women. The sessions were attended by both male and female students of the University.

Lecture

A talk by Carolyn Danckaert and Aaron Smith on "Using Textbooks and Videos to achieve Gender Inclusiveness" was organized for research scholars and faculty on March 18, 2015.

Street plays

Two street plays written and dramatized by students was organized as part of the Gender Sensitization Week.

Poster Competition

A poster competition was held where student were engaged portraying positive directions in the face of violence against women.

3. Formal Enquiry and Redressal of Complaints

A rape case reported on 2 November 2014 and the case was forwarded to police without delay by the University.

Following is a summary of the cases received and acted on by the UCC.

S.No.	Name	Date of filing	Allegation	Status of complaint
1	Student vs Ex-student	7 March 2014	Misbehaviour	Inquiry completed
2	Students vs Outsider	15 September 2014	Lewd comments and sexual remarks	Complaint withdrawn
3	Students (F &M) vs Teacher (M)	4 December 2014	Use of obscene and pornographic language in class	Inquiry completed

4	Student (F) vs Retd. Faculty (M)	25 February 2015	Sending indecent and unwelcome text messages, calls at odd hours, calling the student by an indecent name	Inquiry Completed
5	Student (F) vs Faculty (M)	6 April 2015	Sexual advances and physical contact	Inquiry completed

The following actions were taken in respective cases wherever applicable:

- a. Warning
- b. Written apology
- c. Bond of good behaviour
- d. Adverse remarks in the confidential report
- e. Debarring from supervisory duties
- f. Denial of membership of statutory bodies

4. Other facilities for women on campus

1. Counselling centre

Confidential counselling service is an important service at the University as it provides a safe space to speak about the incident and how it has affected the victim because sexual harassment cases are rarely reported and is a sensitive issue.

Dr. Uma Rangan is the University counsellor who visits the campus twice a week and as is on call 24/7, even during vacations. All communication with her is strictly confidential.

In the case of the rape case registered with the police, the rape victim was counselled for a period of three months.

2. Proctor (Woman)

The University has a Proctorial system where administration of student related matters pertaining to all acts of indiscipline are delegated to the Chief Proctor. The Proctor is assisted by three additional deputy proctors; one of the proctors is a woman. The Lady Proctor is available on call 24/7 and resides on the campus.

3. Woman staff in Health Clinic

There is a permanent woman staff in the University Health clinic to address medical issues for women.

RULES AND REGULATIONS

1. Rules Governing Service Matters

1.1 Terms and Conditions of service of Non-teaching employees of the University

GENERAL

1.1.1 These rules may be called the “The English and Foreign Languages University Employees Terms and Conditions of Service Rules”, hereinafter, ‘EFL University’.

These Rules shall be deemed to have come into force from the date of approval of these Rules by the Executive Council.

1.1.2. Subject to the provisions in the Act and Statutes, these rules shall apply to the employees of the EFL University.

DEFINITIONS AND INTERPERETATIONS

1.1.3 Unless the context otherwise requires, the various terms used in these rules will have the meanings as explained below:

- (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 traveling 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** means a University Employee (both Teaching and Non-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 unearned 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 in which an employee receives his/her 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/she is posted on transfer from one station to another within the jurisdiction of the University.
- (x) **Leave Salary** means the monthly amount paid by 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/she 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 who officiates in a post when he/she 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/her personal qualifications which has been sanctioned for a post held by him/her substantively or in an officiating capacity or to which he/she is entitled by reason of his/her 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/her from loss of substantive pay in respect of a permanent post, other than a tenure post, due 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/her 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 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 except the retirement age.
- (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/she has been appointed substantively.
- (xx) **Subsistence Grant** means monthly grant made to an employee who is not in receipt of pay or leave salary.
- (xxi) **Temporary Post** means a post carrying a definite rate of pay sanctioned for a limited time.
- (xxii) **Time Scale Pay** means pay which rises by periodical increments from a minimum to a maximum.
- (xxiii) **Traveling Allowance** means an allowance granted to an employee to cover the expenses which he/she incurs in traveling in the interests of the University.
- (xxiv) **University** means The English and Foreign Languages University.

1.1.4 GENERAL CONDITIONS OF SERVICE

(Non-Teaching)

As per the provisions contained in Statute 24 of the Statutes of the University, terms and conditions of service and code of conduct of other employees (non-teaching staff) have been provided in these Rules:

- a) The non-teaching posts in the University may be classified into four categories as below;

Group A: (Rs.13500 and above which may be revised by the UGC or Government from time to time)

Registrar, Finance Officer, Librarian, Controller of Examinations, Deputy Registrar/Deputy Finance Officer, Deputy Librarian/Deputy Controller of Examinations Assistant Registrar/Assistant Finance Officer/Assistant Controller of Examinations/Assistant Librarian/ Engineer/ Programmer /System Analyst and such other equivalent posts that may be created in future.

Group B: (Rs.9000-13500 which may be revised by the UGC or Government)

Section Officer, Secretary to The Vice-Chancellor, Senior PA/Senior Assistant/Professional Assistant and such other equivalent posts that may be created in future.

Group C: (Rs. 4000- 9000 which may be revised by the UGC or Government)

Office Assistant./Computer Operator/Stenographer/Junior Office Assistant Drivers/Library Attendant and such other equivalent posts that may be created in future.

Group D: (Rs. 4000 or less which may be revised by the UGC or Government)

All other posts carrying a pay or a scale of pay, the maximum of which is Rs.4000/- or less.

- (b) the University will make all appointments by direct recruitments through open advertisement except the promotion posts as per Recruitment Rules approved by Executive Council
- (c) The Selection Committee shall comprise the following:
 - (i) Selection Committee for the post of Group A and B (except statutory posts for which constitution is provided in Statute 18)
 1. The Vice-Chancellor: Chairperson
 2. The Pro-Vice-Chancellor
 3. Two members from among the members of the Executive Council to be nominated by the Vice-Chancellor.
 4. Two experts not in service of this University to be nominated by the Vice-Chancellor.
 5. One SC/ST member to be co-opted, if he/she is not already in the Selection Committee.

6. Registrar (Member-Secretary)

(Note: In the absence of the Vice-Chancellor, the Pro-Vice-Chancellor shall be the Chairperson of the Selection Committee)

(ii) Selection Committee for the posts of Group C and D.

1. Registrar: Chairperson
 2. One member of Executive Council to be nominated by the Vice-Chancellor
 3. Two members of the teaching staff of the University to be nominated by the Vice-Chancellor
 4. One expert not in service of this University, to be nominated by the Vice-Chancellor
 5. One SC/ST member to be co-opted, if he/she is not already in the Selection Committee.
- (i) The candidates for selection to the posts of Group A will be selected by the Selection Committee.
 - (ii) A competitive written test will be held for selection to the posts under Group B and C.
 - (iii) Candidates for selection to the posts of Group D will be selected by the Selection Committee through personal interview.
 - (iv) The Chairperson will be entitled to vote at the meeting and shall have an exercise to cast a vote in case of a tie.
 - (v) The recommendations of the Selection Committee in respect of the posts of Groups A and B will be submitted to the Executive Council and orders of appointments will be issued only after the approval of the Executive Council except in case of emergency wherein in The Vice-Chancellor may issue orders as per the recommendations of the Selection Committee and report the matter to the Executive council at its next meeting for ratification.
 - (vi) The rules and procedure laid down by the Govt. of India in regard to Reserved Categories shall be followed. The candidates will have to produce the Caste Certificate from the concerned authorities. The rules of Govt. of India in regard to Pay and Allowances, Leave, Pension and Provident Fund shall be followed subject to amendments if any, from time to time.
 - (vii) The selection committee may decide its own method of evaluating the performance of the candidates in interview.
 - (viii) If two or more candidates are selected, the recommendations shall be made in order of merit of the selected candidates.
 - (ix) No recommendation should be made with a condition attached to the occurrence of the future events.
 - (x) The University will have the right to relax any of the qualifications, experience, age, etc., in deserving cases of all posts on the recommendations of the Selection Committee.
 - (xi) Selection Committee will consider the relaxation in age, qualification etc. applicable to the SC,ST, Physically Challenged and OBC candidates as per rules.
 - (xii) If any candidate is recommended by the Selection committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age, etc. it shall be so stated and recorded.
 - (xiii) When the Selection Committee considers it fit to recommend a higher initial pay or advance increment to be offered, the same may be mentioned clearly on the recommendation by the Selection Committee.
 - (xiv) The University may fix qualifications and experience higher than the minimum prescribed to restrict the number of candidates to be called for interviews.
 - (xv) It would be open to the University to consider for post of category A, the names of persons who may not have applied.
 - (xvi) The Selection Committee after considering the candidate for the post applied for, may, if it is of the opinion that he/she or she will be suitable choice for the next lower post, make such recommendations.
 - (xvii) The in-service candidates should apply through proper channel. The conditions of Age, Qualification and experience will be relaxed for in-service candidates, on the recommendations of the Selection Committee.
 - (xviii) Outstation candidates belonging to SC/ST/Physically Challenged categories called for interview will be paid equivalent to return single second class railway fare towards journey expenses on production of Ticket numbers/proof.

- (xix) The Chairperson shall have the power to lay-down the procedure in respect of any matter not mentioned in the Statutes/ Ordinances/ Regulations.
- (xx) Canvassing in any form on behalf of any candidate will disqualify such candidate.
- (xxi) The Selection committee's recommendations, when approved shall remain valid for a period of six months from the date of such approval.
- (xxii) The application forms will be sold and the registration fee will be collected as prescribed by the University from time to time. The SC/ST/Physically Challenged candidates and in-service candidates of the EFL University need not pay registration fee.

1.1.4.A. (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:-

Sl. No.	Description of posts	Classification of No.
1.	A post carrying a pay or a scale of pay with a maximum of not less than Rs.13,500/-*.	Group 'A'
2.	A post carrying a pay or a scale of pay with a maximum of not less than Rs.9,000/-* but less than Rs.13,500/-*.	Group 'B'
3.	A post carrying a pay or a scale of pay with a maximum of over Rs. 4,000/-* but less than Rs.9,000/-*.	Group 'C'
4.	A post carrying a pay or a scale of pay with a maximum of which is Rs.4,000/-* or less. (Ref.DOPT.F.No. 13012/1/98-Estt (D) dt. 20.4.1998).	Group 'D'

*subject to change

(2) Qualifications for Appointments:

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:

- (a) 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/she 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 Educational 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) Appointments:

- (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 rule, 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 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/her 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 employees of the University beyond the age of superannuation;
- (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 an employee of the University is at the disposal of the University which pays him/her and he/she may be employed in any manner required by proper authority without claim for additional remuneration.

1.1.5 (a) the absence of an employee of the University from duty, whether on leave or on foreign service shall not render him/her ineligible to the privileges in respect of seniority, promotion and confirmation which he/she would have enjoyed but for his/her absence if he/she is fit otherwise.

- (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 periods of five years, or where an employee after the expiry of his/her 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/her exceeds five years, he/she 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.

1.1.6 TENURE

1. Every Non-Teaching employee 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 two years the reasons thereof to be recorded in writing.

2. Where a person appointed to a post in the University on probation is, during his/her regular period of probation, or extended period of probation found unsuitable for holding that post or has not completed his/her period of probation satisfactorily the appointing authority may;

- (i) in the case of person appointed by promotion revert him/her to the post held by him/her immediately before such appointment; and
- (ii) in the case of a person appointed by direct recruitment terminate his/her services under the University without notice.

3 Every person appointed to a permanent post under the University by promotion or by direct recruitment shall, on satisfactory completion of his/her period of probation be eligible for confirmation on that post.

4. No employee shall be confirmed in any post unless the service of the employee under the University is approved by the Appointing Authority.

1.1.7 The seniority of an employee in a particular grade shall be determined with reference to the date of satisfactory completion of probation, provided that the relative seniority of all direct recruits shall be determined by the order of merit in which they are selected for such appointments; persons appointed as a result of earlier selection being senior to those appointed as a result of a subsequent selection.

1.1.8 (i) an employee shall be a temporary employee of the University until he/she is confirmed in a post under the University.

- (ii) An employee confirmed in any post under the University shall be a permanent employee of the University.

1.1.9 (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/her of a sum equivalent to the amount of his/her pay plus allowance for the period of the notice at the same rates at which he/she was drawing them immediately before the termination of his/her 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/her immediately before the termination of his/her service for such period as the notice fall short of three months, or without notice on payment of three month's pay plus allowances drawn by him/her immediately before the termination of his/her service, if the post in which he/she 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/her, and, where the leave so admissible and granted is more than three months, his/her services shall be terminated on the expiry of such leave.

1.1.10 (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/she attains the age of 60 years provided that an employee whose date of birth is 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 and conditions" for a maximum period of two years or till such time, such exigencies ceases, whichever is earlier with the approval of Executive Council.

Provided that no extension under this clause shall be granted beyond the age of sixty-two years.

(3) Notwithstanding anything contained in this rule, the Vice-Chancellor shall, if he/she is of the opinion that it is in the interest of the University to do so, have the absolute right to retire any employee by giving him/her notice of not less than three months in writing or three months pay and allowances in lieu of such notice;

- (i) If he/she is in Group A or Group B service or post and had entered the University service before attaining the age of thirty-five years
- (ii) In any other case after he/she 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/she has attained the age of fifty years if he/she 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/she 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/she may retire from service, or
- (b) he/she 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/she 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/she 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/she 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/her notice except with the specific approval of such authority;

Provided that the request for withdrawal shall be made before the intended date of his/her retirement.

1.1.11 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

1.1.12 Every person holding a post under the University shall be deemed to have been appointed under the provisions of these rules and shall draw the pay drawn by him/her immediately before the issue of these rules.

1.1.13 (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 authorized in this behalf by The Vice-Chancellor.

1.1.14 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 employee 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 unfavorable reports or portions thereof are weighty enough to be communicated to the officer reported against. All adverse entries should be communicated within a specific period to the officials 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.

1.1.15 University employee shall be required to pass such departmental and other tests or examination 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.

1.1.16 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.

1.1.17 Notwithstanding anything contained in these Rules the Vice-Chancellor may, if he/she is satisfied that there existed an extraordinary situation, notify certain categories and number of employees as he/she 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.

1.1.18 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/her of any undue hardship arising from the operation of such provisions, or in the interest of the University.

1.1.19 Where a doubt arises as to the interpretation of application of any of the provisions of these rules, the matter will be referred to the Executive Council and its decision shall be final.

1.1.20 PAY AND ALLOWANCES*

The standard scales of pay for the posts created in the University service shall be as detailed below:

Classification	Scale of pay Revised (w.e.f.01.01.96)
Group A	Rs.25000 (fixed)*
Group A	Rs.18400-500-22400/-
Group A	Rs.16400-450-20900-500-22400
Group A	Rs.12000-420-18300
Group A	Rs.10000-325-15200
Group A	Rs.8000-275-13500
Group B	Rs.6500-200-10500
Group B	Rs.5500-175-9000
Group C	Rs.5000-150-8000
Group C	Rs.4500-125-7000
Group C	Rs.4000-100-6000
Group C	Rs.3200-85-4900
Group C	Rs.3050-75-3950-80-4590
Group D	Rs.2750-70-3800-75-4400
Group D	Rs.2650-65-3300-70-4000
Group D	Rs.2550-55-2660-60-3200

* Subject to change

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 approved by UGC.

1.1.21 An employee shall, on his/her 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/she 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/her promotion, either to have his/her pay fixed in the higher scale of pay from the date of promotion or from the date on which his/her next annual increment falls due. The option, once exercised shall be final.
- (ii) If he/she had previously served in the same post or in any other 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/her under clause (i) he/she shall draw such higher pay and the period of his/her duty in such post on such pay shall also count for purpose of increment in the higher post.
- (iii) Fixation of pay of superannuated persons: The initial pay of a pensioner including officers pensioned off and retired on contributory provident fund and from the service of State Government, Railways and Defence

Establishments, etc., re-employed in the University should be fixed in such a way that the total amount of 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/she drew before his/her 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 retirements 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.

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.

- May change

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/she may be allowed to draw normal increments in the time scale of the post to which he/she 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 1st 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 1.1.96 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.3/12/97-Esst,dt.19.11.1997.

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/her to draw the normal increments in the time-scale of the post to which he/she is appointed.

1.1.22 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/her work has not been satisfactory.

1.1.23 (a) All duty in a post on a time-scale of pay counts for increments in that time-scale.

- (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.
 - (iii) Extraordinary leave for taking up an academic/educational assignment.

1.1.24 (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/her 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/she was in receipt on the date of suspension, subject to fulfillment of other conditions laid down for the drawl of such allowances.

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 percent 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.

(2) No payment under sub-rule (i) shall be made unless the employee furnishes a declaration that he/she 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/she is deemed to be placed or to continue to be under suspension, he/she shall be entitled to the amount by which his/her earnings during such period or periods as the case may be, fall short of the amount of subsistence allowance and other allowances that would otherwise be admissible to him/her; where the subsistence allowance and other allowances admissible to him/her are equal to or less than the amount earned by him/her, nothing in this proviso shall apply to him/her.

(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 (Provided the employee's yearly income calculated with reference to subsistence allowance is taxable.)
- (ii) House Rent and allied charges, i.e., electricity, water 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.
- (iv) Subscription to Provident Fund. Recovery of loss to University in which an employee is responsible.

1.1.25 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 Rules/ Regulations.

1.1.26 (i) an employee shall be entitled to draw the pay of the post to which he/she is appointed from the date on which he/she assumed charge of the post, if joining on the forenoon of that day; otherwise, from the next day.

- (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.

1. 1.27 (i) An employee appointed to hold full additional charge of the duties of a higher post will receive pay of the higher post.

- (ii) An employee placed in charge of the full duties of a post of status equivalent to his/her 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/her own basic post. The employee concerned will receive pay in his/her 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: The additional pay or allowance will not be admissible if the period of additional charge is 30 days or less.

1.1.28 The employees of the University will be eligible to draw Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Traveling 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 drawl of these allowances.

1.1.29 Unless there is anything repugnant in the English and Foreign Languages 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 orders or any administrative instructions already issued/to be issued by the UGC/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 UGC/Central Government.

1.2. CONDUCT RULES OF THE EMPLOYEES OF THE UNIVERSITY, INCLUDING TEACHERS

1.2.1 These rules may be called the "EFL University (Conduct) Rules".

1.2.2 These rules shall be deemed to have come into force from the date of approval of these Rules by the Executive Council.

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 step-son or step-daughter of the employee wholly dependent on him/her, 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.

1.2.3 (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/her control and authority;

- (ii) (a) No employee shall, in the performance of his/her official duties, or in the exercise of powers conferred on him/her, act otherwise than in his/her best judgement except when he/she is acting under the direction of his/her official superior.
- (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/her 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 may be called upon to perform such duties as may be assigned to him/ her 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/she must be present at the place of his/her 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/she shall be treated as absconding from duty and his/her 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/her responsibilities, by seeking instructions from or approval of, as superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.

1.2.4 (i) No employee shall use his/her position or influence directly or indirectly to secure employment for any member of his/her family in any company or firm having official dealings with the University.

- (ii) No employee shall, in the discharge of his/her 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/her family is employed in that company or firm or under that person or if he/she or any other member of his/her family is interested in such matter or contract in any other manner.

1.2.5 No employee shall:

- (i) join or continue to be a member of an association, the object or joining of activities of which are prejudicial to India, public order, decency or morality.
- (ii) engage himself/herself or participate in any demonstration or strike directed against the 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
- (iii) abet any form of coercion or physical duress to join a strike or any other form of agitation in connection with any matter pertaining to his/her services or the service of any other employee.
- (iv) except with the previous sanction of the University give evidence in connection with any enquiry conducted by any person, committee or authority.

Nothing in this rule shall apply to –

- (a) the evidence given at an enquiry before an authority appointed by the University, UGC, 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.

1.2.6 No employee shall, except in accordance with any general or special order of the university or in the performance in good faith of the duties assigned to him/her, communicate, directly or indirectly any official document, or any part thereof or information to any other employee or any other person to whom he/she is not authorised to communicate such document or information.

1.2.7 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/herself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.

1.2.8 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/her official duties do not thereby suffer. he/she shall not undertake or shall discontinue such work or activity, if so directed by the University.

1.2.9 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, educational, scientific or charitable society registered under the Societies Registration Act, 1960 (2 of 1960) or any other law for the time being in force.

1.2.10 No employee may accept any fee for any work done by him/her for any private or public body or any private person without the sanction of the competent authority of the University.

1.2.11 An employee shall so manage his/her private affairs so as to avoid habitual indebtedness or insolvency. An employee against whom any legal proceedings is instituted for the recovery of any debt due from him/her or for adjudging him/her as an insolvent shall forthwith report the full facts of the legal proceedings to the University.

1.2.12 No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his/her interests in respect of matters pertaining to his/her service under the University.

1.2.13 An employee shall not be under the influence of any intoxicating drinks or drug during the course of his/her duty and shall also take due care that the performance of his/her duties at any time is not affected in any way by the influence to such drink or drug;

1.2.14 No employee shall indulge in forgery, fraud, misconduct and insubordination

1.2.15 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.

1.3 RULES REGARDING CONTROL AND APPEAL OF THE EMPLOYEES OF THE UNIVERISTY, INCLUDING TEACHERS

1.3.1 (1) These rules shall be called the EFL University (Control and Appeal) Rules

(2) They shall be deemed to have come into force from the date of approval of these Rules by the Executive Council.

1.3.2 In these rules unless the context otherwise requires -

- (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/her any of the penalties specified in rule 6.
- (c) "Employee" means any person in the service of the University who is a member of a cadre on 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.

1.3.3 These rules shall apply to all the employees of the University except persons on daily wages/consolidated.

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.

1.3.4 Nothing in these rules shall operate to deprive any employee of any right or privilege to which he/she is entitled by the terms of any agreement subsisting between any such person and the University on the commencement of these rules.

SUSPENSION

1.3.5 (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 -

- (a) where a disciplinary proceeding against him/her is contemplated or is pending or
- (b) where a case against him/her 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/her detention if he/she is detained in custody, whether on a criminal charge, for a period exceeding forty-eight hours;
- (b) with effect from the date of his/her conviction, if, in the event of a conviction for an offence, he/she 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/her 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/her 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/her during the continuance of that suspension, the authority competent to place him/her under suspension may, for reasons to be recorded by him/her in writing, direct that the employee shall continue to be under suspension until the termination of all or any such proceedings.

(c) 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.

1.3.6 The following penalties may for good and sufficient reasons and as he/she here in after provided, be imposed on an employee namely -

Minor penalties

- (i) Censure/Debaring from holding any administrative position in the University, ex-officio or otherwise
- (ii) Withholding of promotion
- (iii) Recovery from the pay of the whole or part of any pecuniary loss caused him/her to the University by negligence or breach of rules of the University or direction 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/her 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/she 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) Non-promotion of an employee, whether in a substantive or officiating capacity, after consideration of his/her case for promotion to a grade or post to which the employee is eligible;
- (ii) Reversion of an employee appointed on probation to any other grade or post, to his/her permanent grade or post during or at the end of the period of probation in accordance with the terms of his/her appointment, or the rules and orders governing such probation.
- (iii) 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.
- (iv) Replacement of the services of an employee, whose services had been borrowed from outside authority, at the disposal of such authority.

- (v) Compulsory retirement of an employee in accordance with the provisions relating to his/her superannuation or retirement.
- (vi) Termination of the services –
 - (a) of an employee appointed on probation during or at the end of the period of his/her probation, in accordance with the terms of his/her appointment or the rules and orders governing such probation; or
 - (b) of a temporary 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.

1.3.7 (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 increment.

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/her.

- (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/her recommendations.

Provided that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.

1.3.8 (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.

1.3.9. PROCEDURE FOR IMPOSING PENALTIES

(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.

(2) Whenever the disciplinary authority is of the opinion that there are grounds for enquiry into the truth of any imputation of misconduct or misbehavior 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 misbehavior into definite and distinct articles of charge;
- (ii) a statement of the imputations of misconduct or misbehavior 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 misbehavior and a list of documents and a 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/her defence and to state whether he/she desires to be heard in person.

(5) (a) 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/her 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 misbehavior;
- (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 such day and at such time within fifteen working days from the date of receipt by him/her of the articles of charge and the statement of the imputations of misconduct or misbehavior 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/her behalf but shall not engage a legal practitioner for the purpose.

(9) If the employee who has not admitted any of the articles of charge in his/her written statement of defence, appears before the inquiring authority, such authority shall ask him/her whether he/she is guilty or has any defence to make and if he/she 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/she 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 employee may for the purpose of preparing his/her 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/her 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/her 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, communicated 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 witness 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 have, if he/she 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/her defence, orally or in writing as he/she 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/herself in his/her own behalf if he/she 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/her case, and shall if the employee has not examined himself/herself generally question him/her 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/her.

(19) The inquiring authority shall record the proceedings on day-to-day basis, whenever an inquiry is held and such proceedings are signed by the employee concerned, the presenting officer and the inquiring authority.

(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 (v) of the rule has itself enquired into or caused to be inquired 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) 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 of 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 misbehavior;
 - (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 therefore.

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/herself 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.

1.3.10 (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 clause (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.

1.3.11 (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/her and of the imputations of misconduct or misbehavior on which it is proposed to be taken and giving him/her a reasonable opportunity of making such representation as he/she 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 misbehavior

(1) 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 /her.
- (ii) A copy of the statement of imputations of misconduct or misbehavior delivered to him/her;
- (iii) his/her 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

1.3.12 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/her.

1.3.13 (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.

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.

1.3.14 Notwithstanding anything contained in rule 9 to rule 13-

- (i) where any penalty is imposed on an employee on the ground of conduct which has led to his/her 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.

1.3.15 (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/her.

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 6 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 6 should be imposed on the employee it shall replace his/her 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.

1.3.16 (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/her 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 6 should be imposed on him/her, 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 employee shall be replaced at the disposal of the lending authority.
- (ii) If the disciplinary authority is of the opinion that any of the penalties specified in clauses (v) to (ix) of rule 6 should be imposed on the employee it shall replace the services of such employee at the disposal of the lending authority, and transmit to it the proceedings of the inquiry for such action as it may deem necessary.

Appeal

1.3.17 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.

1.3.18 Subject to the provisions of rule 17 an employee may prefer and appeal against all or any orders 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 6 whether made by the disciplinary authority or by an appellate or reviewing authority;
- (iii) an order enhancing any penalty imposed under rule 6;
- (iv) an order which –
 - (a) denies or varies to his/her disadvantage his/her pay, allowances, pension or other conditions of service as regulated by rules or by agreement;
 - or
 - (b) interprets to his/her disadvantage the provisions of any such rule or agreement
- (v) an order –
 - (a) reducing or withholding the pension or denying the maximum pension admissible to him/her under the rules;
 - (b) reverting him/her, while officiating in a higher grade or post to a lower grade or post otherwise than as a penalty;
 - (c) determining the subsistence and other allowances to be paid to him/her for the period of suspension or for the period during which he/she is deemed to be under suspension or for any portion thereof;
 - (d) determining his/her pay and allowances –
 - (i) for the period of suspension; or
 - (ii) for the period from the date of his/her dismissal, removal, or compulsory retirement from service or from the date of his/her reduction to a lower grade, post, time-scale or stage in a time-scale of pay, to the date of his/her reinstatement or restoration to his/her grade or post or

(e) determining whether or not the period from the date of his/her suspension or from the date of his/her 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/her reinstatement to his/her 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.

1.3.19 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/her 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 6 (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 the Act.

1.3.20 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.

1.3.21 (1) Every person preferring an appeal shall do so separately and in his/her 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.

1.3.22 (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.

(2) In the case of an appeal against an order imposing any of the penalties specified in rule 6 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.

1.3.23 The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.

REVIEW

1.3.24 (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 6 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.

- (1) 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.
- (2) An application for review shall be dealt with in the same manner as if it were an appeal under these rules.

MISCELLANEOUS

1.3.25 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/her by registered post, speed post and such communication if delivered at the address recorded in the official records of the University or pasted at his/her residence, is deemed to be a proper service.

1.3.26 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.

1.3.27 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.

1.4 LEAVE RULES OF NON-TEACHING EMPLOYEES OF THE UNIVERSITY

1.4.1 These rules may be called the “The English and Foreign Languages University (Leave) Rules. These rules shall be deemed to have come into force from the date of approval of these Rules by the Executive Council.

- 1.4.2 (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.

1.4.3. 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:

Provided that the University may, in any case, grant terminal leave to an employee prior to his/her 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.

- 1.4.4 (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/her at the time the leave was granted, but the employee cannot claim such commutation as a matter of right.
- (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/her in excess shall be recovered or any arrears due to him/her 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.

1.4.5 Except otherwise provided in these rules, any kind of leave, may be granted in combination with or in continuation of any other kind of leave.

Casual leave which is not recognized as leave under these rules shall not be combined with any other kind of leave admissible under these rules.

1.4.6 No employee shall be granted leave of any kind for a continuous period exceeding five years.

1.4.7 Any application for leave or for extension of leave shall be made in an application form (see Annexure) prescribed by the EFL University 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.

1.4.8 A leave account will be maintained in respect of each employee.

1.4.9 (i) An application for leave on medical certificate shall be accompanied by a medical certificate given by the Authorised Medical Officer 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/she is on duty, be invalidated from service from the date of relief of his/her duties which should be arranged without delay on receipt of the report of the medical authority; if, however, he/she is granted leave, he/she shall be invalidated from service on the expiry of such leave.
- (b) If he/she is already on leave, be invalidated from service on the expiry of that leave or extension of leave, if any, granted to him/her

1.4.10 (i) An employee on leave shall not return to duty before the expiry of the period of leave granted to him/her unless he/she is permitted to do so by the authority which granted him/her leave;

(ii) An employee who has taken leave on medical certificate may not return to duty until he/she has produced a medical certificate of fitness;

1.4.11 Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the preceding day on which the employee resumes his/her duty.

1.4.12 (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/her leave expires is a holiday or of series of holidays the employee shall be deemed to have been permitted to prefix and or suffix the holidays/holiday.

(ii) 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/she is so certified including that day shall be treated as part of the leave; and when an employee is certified medically fit for joining duty, holiday(s), if any, succeeding the day he/she is so certified including that day shall automatically be allowed

to be suffixed to the leave, and holiday(s), if any preceding the day he/she is so certified shall be treated as part of the leave.

1.4.13 (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:

Provided, however, that the competent authority may, in exceptional cases, convert the unauthorized 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/her leave account as though it were half pay leave.
- (iii) Willful absence from duty renders an employee liable to disciplinary action.

1.4.14 (i) The leave account of every employee shall be credited with earned leave in advance, in two installments of 15 days each on the first day of January and July of every calendar year.

- (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 300 days.
- (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..

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.

1.4.15 (i) Earned leave shall be credited to the leave account of an employee at the rate of 2 ½ days for each completed calendar month of service which he/she is likely to render in a half year of the calendar year in which he/she is appointed.

- (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 ½ days per completed calendar month upto 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 ½ days per completed calendar month upto the end of the calendar month preceding the calendar month in which he/she is removed or dismissed from service or dies in service.
- (iv) If an employee has availed of extraordinary leave and/or some period of absence has been treated as dies-non in a half year, the credit to be afforded to his/her leave account at the commencement of the next half year shall be reduced by 1/10th of the period of such leave and or dies-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.

1.4.16 (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 1.1.1997.

- (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/she is likely to render in the half year of the calendar year in which he/she 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/she 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.

1.4.17 (i) Commuted leave not exceeding half the number of days 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 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 utilized for an approved course of study certified to be in the interest of the University by the leave sanctioning authority.
- (iii) Where an employee who has been granted commuted leave resigns from service or at his/her 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/her death.

1.4.18 (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:

- (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/her entire service.
- (c) It shall not exceed the amount of half pay leave he/she is likely to earn thereafter.
- (d) It shall not exceed the amount of half pay leave he/she is likely to earn thereafter;

- (ii) (a) Where an employee who has been granted leave not due resigns from service or at his/her request permitted to retire voluntarily without returning to duty, the leave not due shall be cancelled, his/her 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/herself of leave not due returns to duty but resigns or retires from service before he/she has earned such leave, he/she 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/her death.

1.4.19 (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.

(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/her request for such leave is supported by a medical certificate from the Authorised Medical Officer 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 recognized sanatorium
 2. Tuberculosis of any other part of the body by a qualified tuberculosis specialist or by a civil surgeon or staff surgeon; or
 3. Leprosy in a recognized leprosy institution or by a civil surgeon or staff surgeon or a specialist in leprosy.
 4. Cancer or mental illness, in an institution recognized for the treatment of such disease or by a civil surgeon or staff surgeon or a specialist in such 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 period of absence without leave into extraordinary leave.

1.4.20 (i) A probationer shall be entitled to leave under these rules as if he/she had held his/her 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.

1.4.21 In case of a person re-employed after superannuation, the provisions of these rules shall apply as if he/she had entered service in the University for the first time on the date of his/her re-employment.

1.4.22 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.

Note: The leave granted as leave preparatory to retirement shall not include extraordinary leave.

1.4.23 (i) No leave shall be granted to an employee beyond-

- (a) the date of his/her retirement, or
- (b) the date of his/her final cessation of duties, or
- (c) the date of his/her resignation from service.

(ii) (a) Where an employee retires on attaining the normal age prescribed for retirement, he/she will be paid cash equivalent of leave salary for earned leave, if any, at the credit of the employee on the date of his/her superannuation, 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

Pay admissible on the Date of retirement plus Dearness allowance	Number of days of unutilized earned leave at credit on the date of Retirement subject of a Cash equivalent ----- X maximum of 300 days
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(iii) Where the services 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/her appointment he/she may be granted cash equivalent in respect of earned leave at his/her credit on the date on which he/she ceases to be in service subject to a maximum of 300 days.

(iv) If an employee resigns or quits service, he/she may be granted cash equivalent in respect of earned leave at his/her credit on the date of cessation of service, to the extent of half of such leave at his/her credit, subject to a maximum of 150 days encashment of unutilized EL at the time of retirement.

An employee who is re-employed after retirement may on termination of re-employment be granted cash equivalent of EL at his/her 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.

For purpose of computation of cash equivalent, the pay on the date of termination of re-employment shall be the pay fixed in the scale of post of re-employment before adjustment of pension and pension equivalent of other retirement benefits and the dearness allowance appropriate to that pay.

1.4.23-A (i) An employee is eligible for encashment of 10 days of EL at his/her credit at the time of availing of LTC. The calculation of cash equivalent of leave salary may be done in the manner prescribed under Rule 23 (ii) (b) provided he/she should avail EL of at least and equivalent duration simultaneously to the extent of leave encashed. Provided balance of at least 30 days of EL at his/her 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 60 days in aggregate.

(iii) The period of EL encashed shall be deducted from the quantum of leave this can be normally encashed by him/her at the time of superannuation.

1.4.24 In case an employee dies while in-service the cash equivalent of the leave salary in respect of earned leave at his/her credit on the date of death subject to a maximum of 300 days shall be paid to his/her family.

1.4.25 (i) An employee who proceeds on earned leave is entitled to leave salary equal to the pay drawn immediately before proceedings on earned leave.

(ii) An employee on half pay leave or leave not due is entitled to leave salary 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.

1.4.26 (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

1.4.27 (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/her 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 of 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 sterilization 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 of which he/she or she is hospitalized on account the production of a certificate from the post-operational complications, subject to the production of a certificate from the concerned hospital authorities/an authorized Medical Officer.
- (ix) The aforesaid provisions may also be applied to cases where the sterilization 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.

1.4.28 (i) Maternity leave may be granted to a woman employee (including an apprentice) for a period of 135 days 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 condition that the leave does not exceed six weeks and the application for the leave is supported by a medical certificate from an authorized Medical Officer.

(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.

1.4.29 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 (with effect from 7.10.1997).

1.4.30 The following authorities are competent to grant leave

Kinds of Leave	Authority competent to grant leave	
Earned Leave, Half Pay Leave, Leave Not Due, Extraordinary Leave, Maternity Leave, Paternity Leave, Special Casual Leave and Casual Leave	A	Deputy Registrar (Administration) in respect of all Group B, C & D employees
	B	Registrar – in respect of all Group A Officers except Registrar/Finance Officer/Controller of Examinations/Superintending Engineer/ Librarian and equivalent cadres.
	C	The Vice-Chancellor in respect of Pro-Vice-Chancellor/ Registrar/ Finance Officer/ Controller of Examinations/ Superintending Engineer/Librarian and equivalent cadres.

STUDY LEAVE

- 1.4.31 (1) Study leave may be granted to an employee with due regard to the exigencies of service of the University to enable him/her to undergo, in or out of India, a special course of study consisting of higher studies or specialized training in a professional or a technical subject having a direct and close connection with the sphere of his/her duty.
- (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 administration 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/her return, a full report on the work done by him/her 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/her mind in a manner likely to improve his/her abilities as an employee and to equip him/her 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/she 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/her from contact with his/her regular work or to cause cadre difficulties owing to his/her absence on leave.
- 1.4.32 The maximum amount of study leave, which may be granted to an employee shall be :
- (a) twelve months at any one-time, and
 - (b) during his/her entire service, twenty-four months in all (inclusive of similar kind of leave for study or training granted under any other rule).
- 1.4.33 1. (a) Every application for study leave shall be submitted through proper channel to the Vice-Chancellor/Executive Council;
- (b) The course or courses of study contemplated by the employee and any examination which he/she 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/her application, or if, after leaving India, he/she is to make any change in the programme which has been approved in India, he/she shall submit the particulars as soon as possible to the Vice-Chancellor and shall not, unless prepared to do so at his/her own risk, commence the course of study or incur any expenses in connection therewith until he/she receives the approval of the Vice-Chancellor.
- 1.4.34 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/her commence.
- (b) The bond shall be signed by two sureties who are holding posts of equal or higher status.
2. 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.
- 1.4.35 (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/she so desires, undertake or commence a course of study during any other kind of leave and subject to the other conditions laid down in rule 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.

1.4.36 When the course of study falls short of study leave granted to an employee, he/she 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.

1.4.37 (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.

(2) (a) During study leave availed of in 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 and house rent allowance as admissible in accordance with the provisions of Rule 41.

(b) Payment of leave salary at full rate under clause (a) shall be subject to furnishing a certificate by the employee to the effect that he/she is not in receipt of any scholarship stipend or remuneration in respect of any part-time employment.

(c) The amount, if any, received by an employee during the period of study leave as scholarship or stipend or remuneration in respect of any part-time employment as envisaged in sub-rule (2) of Rule 38, shall be adjusted against the leave salary payable under this sub-rule subject to the condition that the leave salary shall not be reduced to an amount less than that payable as leave salary during half pay leave.

(d) No study allowance shall be paid during study leave for courses of study in India.

1.4.38 (1) A study allowance shall be granted to an employee who has been granted study leave for studies outside India for the period spent in prosecuting a definite course of study at recognized institution or in any definite tour of inspection of any special class of work, as well as for the period covered by any examination at the end of the course of study.

(2) Where an employee has been permitted to receive and retain, in addition to his/her leave salary any scholarship or stipend that may be awarded to him/her from any sources, or any other remuneration in respect of any part-time employment -

(a) no study allowance shall be admissible in case the net amount of such scholarship or stipend or remuneration (arrived at by deducting the cost of fees, if any paid by the employee from the value of the scholarship or stipend or remuneration) exceeds the amount of study allowance otherwise admissible.

(b) In case the net amount of scholarship or stipend or remuneration is less than the study allowance otherwise admissible, the difference between the value of the net scholarship or stipend or any other remuneration in respect of any part-time employment and the study allowance may be granted by the Vice-Chancellor.

(3) Study allowance shall not be granted for any period during which an employee interrupts his/her course of study to suit his/her own convenience:

Provided that the Vice-Chancellor may authorise the grant of study allowance for period not exceeding 14 days at a time during such interruption if it was due to sickness.

(4) Study allowance shall also be allowed for the entire period of vacation during the course of study subject to the conditions that -

(a) the employee attends during vacation any special course of study or practical training under the direction of the University; or

(b) in the absence of any such direction, he/she produces satisfactory evidence to the Vice-Chancellor that he/she has continued his/her studies during the vacation:

Provided that in respect of vacation falling at the end of the course of study it shall be allowed for a maximum period of 14 days.

- (5) The period for which study allowances may be granted shall not exceed 24 months in all.
- 1.4.39 (1) The rates of study allowance shall be determined by the Executive Council on the recommendation of the Standing Committee of the Executive Council or as per the rates applicable to a Central Government employees from time to time in each case.
- 1.4.40 (1) Payment of study allowance shall be subject to the furnishing of a certificate by the employee to the effect that he/she 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/she would refund to the University any over-payment consequent on his/her failure to produce the required certificate of attendance or on his/her 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 recognized 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/she 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 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 report show that the time of the employee was properly utilized and shall determine accordingly for what periods study allowance may be granted.
- 1.4.41 (1) For the first 120 days of the study leave, house rent allowance shall be paid at the rates admissible to the employee from time to time at the station from where he/she 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.
- (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/her.
- 1.4.42 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.
- 1.4.43 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:
- 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/her leave salary, any remuneration in respect of part-time employment.
- 1.4.44. (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/she shall be required to refund:
- 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/her resignation is accepted or permission to retire is granted or his/her 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/her 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/she 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.
- 1.4.45 Unless there is anything repugnant in the EFL University Act, Statutes, Ordinances 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.

Annexure**LEAVE APPLICATION FORM****(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/s of the Controlling Officer.

Signature (with date)

Designation

13. Orders of the Leave sanctioning authority.

Signature (with date)

Designation

FORM**(See Rule 9)**

MEDICAL CERTIFICATE FOR LEAVE OR EXTENSION OF LEAVE OR COMMUTATION OF LEAVE

Signature of the

Employee.....

I.....after carefulpersonal
examination of the case hereby certify that Dr/Shri/Smt/Kumari.....

.....whose signature is given above, is suffering
from..... and I consider that a period of absence from duty of
..... with effect

fromis absolutely necessary for the restoration of his/her health.

Authorised Medical Officer

.....Hospital/Dispensary or other Registered Medical Practitioner

Date.....

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/she 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/her, 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/she/she may either require the Employee to appear before himself/herself or before a medical officer nominated by himself/herself.

Note-4: No recommendation contained in this certificate shall be evidence of a claim to any leave not admissible to the Employee.

FORM**(See rule 10)****MEDICAL CERTIFICATE OF FITNESS TO RETURN TO DUTY**

Signature of University

employee.....

We, the members of Medical Board

I.....

Civil Surgeon/Staff Surgeon
University Medical Officer

Authorised Medical Officer
Registered Medical Practitioner

do hereby certify that we/I have carefully examined Shri/Smt/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 Office
Civil Surgeon/Staff Surgeon
Authorised Medical Officer
Registered Medical
Practitioner

Dated.....

Note : The original medical certificate 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.

1.5. TRAVELLING ALLOWANCE OF THE EMPLOYEES OF THE UNIVERSITY, INCLUDING TEACHERS

1.5.1 These rules shall be called the EFL University (Traveling Allowance) Rules”.

1.5.2 These rules shall be deemed to have come into force from the date of approval of these Rules by the Executive Council. These rules shall apply to all employees of this University.

1.5.3 In these rules, unless there is something repugnant on the subject or context:-

- (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/her 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 Basic pay, Dearness Pay, Dearness Allowance and Interim Relief’.
- (2) “Day” means a calendar day, beginning and ending at midnight.
- (3) “Family” means wife or husband of the employee as the case may be children, step children, parents, step mother, sisters including widowed sisters and minor brothers residing with and wholly dependent upon the employee.

Note: Children includes adopted child, major sons and married daughters and widowed daughters residing with and wholly dependent upon the employee.

1.5.4 Persons in the service of the University shall be classified in grades according to the pay ranges as detailed below for the purpose of T.A. and Halting Allowance.

Grade I(a)	:	The 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

1.5.5 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.

1.5.6 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 pensioners 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 provision 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.

1.5.7 A University employee is on tour when absent on duty from his/her 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.

1.5.8 Transfer means the movement of the University employee from one headquarters station in which he/she 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.

1.5.9 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/she will be granted tour traveling allowances under these rules for the onward journey only.

1.5.10 A University employee proceeding on leave, other than casual leave, while on tour will not be paid traveling allowance for the return journey.

1.5.11 No traveling allowance shall ordinarily be allowed to any person for a journey to join his/her first appointment.

1.5.12 Persons on deputation on foreign service terms serving the University shall be governed by the traveling allowance Rules of their parent department, so far as their transfer traveling 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.

1.5.13 Unless there is anything repugnant in the EFL University Act, Statutes, Ordinances, any amendments to the Central Government rules relating to traveling 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.

1.5.14 An employee on tour will draw the actual fare for journey by rail, or air or the UGC's 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 outstation. For the time spent in journey the daily allowance will be admissible at the rate applicable for ordinary localities.

1.5.15 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/her destination by the ordinary mode of traveling. If an employee travels by a route which is not the shortest, but is cheaper than the shortest, his/her mileage allowance should be calculated on the route actually used.

1.5.16 An employee is required to travel by the class of accommodation for which traveling allowance is admissible to him/her. If he/she travels in a lower class of accommodation, he/she shall be entitled to the fare of the class of accommodation actually used.

1.5.17 When a University employee is compulsorily recalled to duty before the expiry of his/her leave and the leave is thereby curtailed he/she is entitled to draw mileage allowance for the journey from the place at which the order of recall reaches him/her.

1.5.18 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.

1.5.19 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/she should travel and may not be drawn except while on tour.

1.5.20 Daily allowance may not be drawn for any day on which an employee does not reach a point outside a radius of eight kilometers (16 kilometers, in the case of those getting conveyance allowance) from the duty point i.e. the place/office of employment at his/her 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 kilometers by the shortest practicable route by which a traveler can reach his/her destination by the ordinary mode of travelling.

Note 2: “For local journeys (i.e. those beyond 8 kilometers 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/she will draw 50% of 70% daily allowance and so on.

1.5.21 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 at least a portion of the particular Sunday or holiday in camp).

1.5.22 (A) (i) Daily allowance admissible to the Vice-Chancellor shall be as determined by the Executive Council from time to time.

(ii) Daily allowance admissible to other Group A, B, C and D categories of employees of the University shall be the rates as prescribed by the Government to its employees from time to time.

1.5.22 (B) When an employee does not stay in a hotel or makes his/her own arrangement:

Pay Ranges	*Localities other than mentioned in Col. 3, 4 & 5	B-1 Class Cities & expensive localities	A-Class Cities & specially expensive localities	A-1 Class Cities
(1)	(2)	(3)	(4)	(5)
Rs.16,400 and above	Rs.135	Rs.170	Rs.210	Rs.260**
Rs.8,000 and above but less than Rs.16,400	Rs.120	Rs.150	Rs.185	Rs.230
Rs.6,500 and above but less than Rs.8,000	Rs.105	Rs.130	Rs.160	Rs.200
Rs.4,100 and above but less than Rs.6,500	Rs.90	Rs.110	Rs.135	Rs.170
Below Rs.4,100	Rs.55	Rs.70	Rs.85	Rs.105

*As specified by the Government from time to time.

** Subject to change

1.5.22(C) When an employee stays in a hotel or other establishment providing board and/or lodging at scheduled tariffs:

Pay Ranges	*Localities other than mentioned in Col. 3, 4 & 5	B-1 Class Cities & expensive localities	A-Class Cities & specially expensive localities	A-1 Class Cities
(1)	(2)	(3)	(4)	(5)
Rs.16,400 and above	Rs.335	Rs.425	Rs.525	Rs.650**
Rs.8,000 and above but less than Rs.16,400	Rs.225	Rs.330	Rs.405	Rs.505
Rs.6,500 and above but less than Rs.8,000	Rs.200	Rs.250	Rs.305	Rs.380
Rs.4,100 and above but less than Rs.6,500	Rs.130	Rs.160	Rs.195	Rs.245
Below Rs.4,100	Rs.65	Rs.85	Rs.100	Rs.125

* As specified by the Government from time to time.

** Subject to change

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/her 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/she will draw only 1/4 D.A., for that (those) day(s). If he/she is provided with only free board he/she will draw 1/2 D.A. for that (those) day(s). If he/she is provided with only free lodging he/she 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.

1.5.23 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% exceed 12 hours. |
| (iii) If the absence from headquarters exceeds 12 hours | – Full |

In case the period of 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.

1.5.24 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.

1.5.25 (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 01.01.99

- (ii) This will not be applicable to those employees who have more than two children prior to 01.01.99.
- (iii) The restriction of claim to only two children shall not be applicable in respect of those employees who are presently issue less 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, 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 mileages 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 Effect By Rail

Pay Ranges	Personal effects that can be carried
Rs.16,400 and above	Full four wheeler wagon or 6000 kg by goods Train or one double container
Rs.8,000 and above but less than Rs.16,400	Full four wheeler wagon or 6000 kg by goods Train or one double container
Rs.6,500 and above but less than Rs.8,000	3000 kg by goods train
Rs.4,100 and above but less than Rs.6,500 and	1500 kg by goods train
Below Rs.4,100	1000 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 of 1500 kg of personal effects by goods train.

(ii) Transportation of Personal Effect By Road

The rates of allowances for carriage of personal effects between places connected by road only shall be as indicated below:

Pay Ranges	A1/A/B1 Class Cities (Rs. Per Km.)	Other Cities (Rs. Per Km.)
Rs.8,000 and above	Rs.30.00	Rs.18.00
Rs.6,500 and above but less than Rs.8,000	Rs.15.00	Rs.9.00
Rs.4,100 and above but less than Rs.6,500 and	Rs.7.60	Rs.4.60
Below Rs.4,100	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/A/B1 class cities.

Note (2): An employee in the revised pay of Rs.3,350 per month and above shall be entitled to the rates of allowances prescribed for employees in the pay range of Rs.4,100 and above but less than Rs.6,500.

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 1 ¼ 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.

Transport by rail:

- By Passenger Train: Actual freight charged by the railway.
- By Goods Train: Cost of packing, cost of transporting the packed, 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:

Actual amount spent, 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.

The family of an employee who dies in harness may draw traveling 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.

Finance Officer may sanction to an employee who is required to proceed on tour/transfer an advance to cover his/her personal traveling expenses. The Vice-Chancellor may sanction tour advance in his/her favour.

1.5.26 Transport of Conveyance

The scales for transportation of conveyance at University expenses will be as follows with effect from 01.10.97.

Pay Range	Entitlement
Rs.6,500 and above	One Motor Car, or one Motorcycle/Scooter
Less than Rs.6,500	One Motorcycle/Scooter/moped or one Bicycle

1.5.27(i) Except on resignation, dismissal and removal from services, an employee, who on retirement from University service settled 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.

(ii) 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/her subject to the condition that a change of residence is actually involved.

(iii) In the case of transportation of conveyance by employees on their retirement, the expenditure shall be reimbursable 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.

1.5.28 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.

1.5.29 The amount of advance granted shall be adjusted within one month from the date of completion of the tour or by 31 st 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.

1.5.30 No claim of traveling allowance which is not preferred within six months of the completion of journey shall be paid without the specific sanction of the Vice-Chancellor.

1.5.31 No revision of traveling allowance, once drawn, shall ordinarily be permissible.

1.5.32 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.

1.5.33 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/she may, notwithstanding anything contained in these rules, deal with the case of such employee in such manner as may appear to him/her to be just and equitable subject to approval of the Executive Council.

1.5.34 Members of the University Bodies (Executive Council, High Power Committees, Finance Committees, Court, Academic Council and other authorities) are entitled to Travelling Allowance indicated in the following rules:

(i) Journey by rail: Normally, a member should travel by first class by rail. In respect of such journeys, he/she will be treated at par with Government servant of the First Grade and will be entitled to first class rail or equivalent class.

Where, however the Vice-Chancellor considers that a non-official should travel by A.C.C, he/she may, at his/her discretion, allow A.C.C. travel, where this concession is, in his/her 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 organization to which he/she 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 the University Bodies, etc. will be entitled to travel by Second Class A.C. tier sleeper coach while performing journeys to attend meetings of University Bodies. However, this concession would not be available for travel by Second Class A.C. 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, as per rules, or conveyance charges (by own car) as per rates approved by Executive Council from time to time or actual taxi charges incurred by him/her.

- (iii) T.A. and D.A. to members will be admissible on production of a certificate that they have not drawn any traveling or daily allowance for the same journey and halts from any other source.
- (iv) 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 traveling allowance for onward journey and return journey will be included in the bill and the payment will be treated as final.
- (v) Members are eligible for traveling 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/her permanent residence to attend a meeting or returns to a place of his/her permanent residence after the termination of the meeting, traveling allowance shall be worked out on the basis of the distance residence and the venue of the meeting, whichever is less.

1.5.35 Road mileage is admissible to a member if he/she traveled by own car/taxi [see para 5.34(ii)] subject to the approval of the Vice-Chancellor.

1.5.36 It shall be the duty of a Controlling Officer before signing or countersigning a traveling allowance bill:-

- a. to scrutinize the frequency and duration of journeys and halts for which traveling allowance is claimed, and to disallow the whole or any part of the traveling allowance claimed for any journey was unnecessary or unduly protracted or that a halt was of excessive duration.
- b. to scrutinize carefully, the distance entered in traveling allowance bill.
- c. to satisfy himself/herself (i) that the mileage allowance for journeys by railways 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/her guidance.
- e. to satisfy himself/herself 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/her to get a through ticket at a cheaper rate by paying only for the appropriate class for accommodation over that portion of the journey where accommodation of that class was available.

1.5.37 Unless there is repugnant in EFL 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 order or administrative instructions under these rules with effect from the date of such amendments/orders brought into force by the Central Government.

1.6 LEAVE TRAVEL CONCESSION (LTC) RULES FOR THE EMPLOYEES OF THE UNIVERSITY, INCLUDING TEACHERS

1.6.1 These rules may be called the "EFL University (Leave Travel Concession) Rules: They shall be deemed to have come into force from the date of approval of these Rules by the Executive Council.

1.6.2 (a) They have rendered a continuous service of more than one year on the date of commencement, shall apply to all employees in whole time employment of this University who have rendered a continuous service 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/she is likely to continue to serve under this University for a period of 2/4 years from the date joining the post in the University

1.6.3 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 step children residing with and wholly dependent upon the employee, whose income from all sources does not exceed Rs.1,500/- 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 (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 quilts after exchild.

Note: 2 - Not more than one wife is included in the terms family for the purpose of these rules. However, if a Government servant has two legally wedded wives and the 2nd marriage is with the specific permission of the University, the 2nd wife shall be included in the definition of "Family".

- (b) "Home town" means the permanent home town or village as entered in the Service Book or other appropriate office record or such other place as has been declared by him/her duly supported by reasons such as ownership of immovable property, permanent residence of close relatives, etc. or the place where the employee would normally reside but for his/her 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 year 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.
- (f) "Shortest route" is that by which the traveler can most speedily reach his/her destination by the ordinary mode of traveling.

1.6.4 (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 hometown from headquarters and back limited to the eligible Air/Rail/Road mileage, etc., as on tour:

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 times:

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/her or own entitlements:

Provided further if the family perform 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.

1.6.5 (1) (i) An employee of this university shall avail Leave Travel Concession for self and members of his/her family to visit any place in India once in a block of four years and he/she shall be eligible for full reimbursement of the entire actual fare for the journey from head quarters to a place of visit in India as declared by the employee in advance and back.

(ii) The actual fare is limited to the eligible Air/Rail/Road Mileage as on tour as per entitlement.

Provided further that between places not connected by rail, where a recognized 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 head quarters 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.18,400/-Air Economy (Y). and above. (Travel by private Air line permitted w.e.f. 24.04.06)
- (b) Other first grade Officers (Travel by train as per their entitlement/ as per TA/DA Rules)
- (c) Second grade - do -
- (d) Third grade - do -

(e) Fourth grade - do -

However the Vice-Chancellor may permit Grade I Officers to travel from the nearest Point in mainland to Port Blair by Air

1.6.6 (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 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 home town 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 Indian Railway Station or port nearest to his/her hometown.
- (5) A child/children of an employee studying at a place other than the home town residing in hostels he/she they 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/her 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/her 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-imburement 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 return journey.
- (13) All other cases not covered by these rules shall be dealt with in accordance with the general or specific order of the 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 himself/herself and his/her family members 65 days before the proposed date of onward journey. However he/she should produce the outward railway tickets within 10 days of the drawal of advance to the competent authority to whom that he/she was 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 LTC 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 of 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 LTC has been violated, a penal interest @ 2% over and above the rate of interest for purchase of conveyance shall be charged.

1.6.7 Unless there is anything repugnant in the English and Foreign Languages 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 instruction under these rules with effect from the date of such amendments/ orders are brought into force by the Central Government

1.7 REIMBURSEMENT OF MEDICAL EXPENSES TO THE EMPLOYEES OF THE UNIVERSITY, INCLUDING TEACHERS.

1.7.1 “These rules may be called EFL 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 also apply to those who are on deputation from Government Departments Central or State. These rules shall be deemed to have come into force from the date of approval of these Rules by the Executive Council.

1.7.2 In these rules unless there is anything repugnant in the subject or context:-

- (i) “Authorised Medical Officer” means the Medical Officer appointed by the University.
- (ii) “Employees of the University” means all officers and employees of the University under its administrative control and employees of the various centers under the control of then University but will not include a part-time employee, casual daily labourer and employees on contract basis.
- (iii) “Medical Attendance” means Attendance in the consulting room of the Authorised Medical Officer or Government Hospital or any other hospital or recognised by the University or at the residence of the employee, including such pathological, bacteriological radiological or other methods of examination for the purpose of diagnosis as are available in the hospital or consulting room and are considered necessary by the Authorised Medical Officer and such consultation with a specialist or other Medical Officer as the Authorised Medical Officer certifies to be necessary to such extent and in such manner as the Specialist for the Medical Officer may, in consultation with the Authorised Medical Officer, 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 recognized hospital or any other Government hospital in which the employee is treated and includes:
 - a. The employment of such pathological, bacteriological, radiological, or other methods as are considered necessary by the Authorised Medical Officer.
 - b. The supply of such medicines, vaccines, sera or other therapeutic substances as are ordinarily available in the hospital.
 - c. The supply of such medicines, vaccines, sera or other therapeutic substances not ordinarily so available as the authorized Medical Officer 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:
 1. preparation 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/her status and such nursing as is ordinarily provided to in-patients by the hospital.

1.7.3 (1) A University employee shall be entitled, free of charge to medical attendance by the Authorised Medical Officer of the University or at the University recognized hospital or at the Government hospital or at his/her residence when in the opinion of the Authorised Medical Officer, 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/her on account of such medical attendance shall, on production of a certificate in writing by the authorised Medical Officer in this behalf be reimbursed to him/her by the University.

Provided that the Finance Officer shall reject any claim if he/she is not satisfied with its genuineness on facts and circumstances of each case. While doing so, he/she 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 Officer 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/she 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 Officer may apply to the Vice-Chancellor for permission to refer the patient to a Specialist at another station or call him/her from

other station. The fee and traveling allowance of the Specialists (in station or outside) and the cost of medicines prescribed by him/her and purchased by the employee shall be reimbursed to him/her. 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 Officer 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/her for approval.

1.7.4(i) A University employee shall be entitled free of charge to treatment :

- (a) in the University recognized hospital or any other Government hospital at or near the place where he/she falls ill as can, in the opinion of the Authorised Medical Officer, 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 Authorised Medical Officer, provide the necessary and suitable treatment.
- (ii) Where an employee is entitled, free of charge, to treatment in hospital, any amount paid by him/her on account of such treatment shall, on production of a certificate in writing by the Authorised Medical Officer in this behalf, be reimbursed to him/her by the University.

Note-1 : Expenses incurred by an employee or a member of his/her 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.

1.7.5 (1) If the Authorised Medical Officer is of the opinion that owing to the severity of the illness, an employee cannot move to the hospital, he/she may receive treatment at his/her residence.

(2) Such employee receiving treatment at his/her residence shall be entitled to receive towards the cost of such treatment incurred by him/her a sum equivalent of the cost of such treatment as he/she would have been entitled to receive had he/she been treated in the University recognized 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 Authorised Medical Officer stating his/her reasons for the treatment at the residence of the patient and the cost of similar treatment in the hospital.

1.7.6 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.

1.7.7 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.

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 dependent 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 organizations which provide medical facilities provided by the organizations 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 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 parent should be regarded as “wholly/mainly dependent’ upon an employee who normally reside with employee concerned and whose total monthly income does not exceed Rs.1500 p.m. (or the amount which the GOI may prescribe from time to time)

1.7.8. (a) For the purpose of medical attendance, up to four consultation 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 recurrence 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 claim.
- (d) Case/s which are definitely not prolonged, treatment (limited to the administration of injections only) prescribed, while Medical Officer 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 ailment of the patient as in the opinion of the Authorised Medical Officer is essential for the patients, 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/she 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 TB 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 employees concerned is not more than,-
 - I) Rs.3000 per month in the case of patients suffering from diseases other than TB and mental; and
 - II) Rs.4000 per month in the case of patients suffering from TB and mental diseases.
- (ii) In the case of reimbursement of medical expenses incurred by University employees on hospitalization 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:

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.

1.7.9. 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.

1.7.10. 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 Authorised Medical Officer.

1.7.11 The rates of consultation/visiting fees reimbursable are as prescribed by the Government from time to time.

1.7.12 The pay bill section should maintain a register 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.

1.7.13 Unless there is anything repugnant in the EFL University Act, Statutes, Ordinances any amendment to the CCS (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 w.e.f. the date of such amendments/ orders are brought into force by the Central Government.

1.8 LEAVE RULES OF TEACHERS OF THE UNIVERSITY*

These rules may be called The English and Foreign Languages University Leave rules of Teachers. These rules shall be deemed to have come in to force from the date of approval of these Rules by the Executive Council.

1.8.1 Leave admissible to permanent teachers:

The following kinds of leave would be admissible to permanent teachers-

* UGC letter No.F.3-1/94(PS) dated 24-12-1998

- (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 Commuted 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

1.8.1(A) 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.

1.8.2 Casual Leave

- (i) Total Casual Leave granted to a teacher shall not exceed eight(8) 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 Sundays. Holidays or Sundays falling within the period of Casual leave shall not be counted as Casual leave.

1.8.3 Special Casual Leave

- (i) Special Casual leave, not exceeding ten days in an academic year, may be granted to a teacher:
 - (a) To conduct examination of a University/Public Service Commission/ Board of Examination or other similar bodies/ institutions; and
 - (b) 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.

1.8.4 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 organisation, 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 allowance; and
- (iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.
- (v) Duty leave should be given also for attending meetings in the UGC, DST etc. Where a teacher invited to share expertise with academic bodies, government or NGO.

1.8.5 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 60 days. Earned leave exceeding 60 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.

Note-3

Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of Central/State Governments.

- May change from time to time

1.8.6 Half-pay Leave

Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on the basis of medical certificate from a registered medical practitioner, for private affairs or for academic purposes.

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.

1.8.7 Commuted Leave

Commuted leave, not exceeding half the amount of 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.

1.8.8 Extraordinary 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 applies in writing for the grant of extraordinary leave.
- (ii) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:
- (a) Leave taken on the basis of medical certificates;
 - (b) Cases where the Vice-Chancellor 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/her credit;
 - (c) Leave taken for pursuing higher studies; and
 - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
- (iii) 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 vacations 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.
- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

1.8.9 Leave Not Due

- (i) Leave not due, may, at the discretion of the Vice-Chancellor, 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 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 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.

1.8.10 Study Leave

- (i) Study leave may be granted after a minimum of 3 years of 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 3 years, but 2 years may be given in the first instance which could be extended 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 Council 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. The leave shall not be granted for more that 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) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.

- (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 shall be permitted to alter substantially the course of study or the programme of research without permission of the Executive Council. 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 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 up to 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 scholarships/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 amount will be deducted.
- (viii) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, 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 re-joining 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 cancelled in case it is not availed of within 12 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 in favour of the university, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause (xiii) and (xiv) and give security of immovable property to the satisfaction of the Finance Officer 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).
- (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. This report 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.

1.8.11 Sabbatical Leave/Academic Leave

- (i) Permanent, whole-time teachers of the university who have completed two years of service as professor, may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system.
- (ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- (iii) 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) 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 ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular 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-1:

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-2:

On return from leave, the teacher shall report to the university the nature of studies, research or other work undertaken during the period of leave.

1.8.12 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.

1.8.13 Paternity Leave

Paternity leave of 15 days may be granted to male teacher during the confinement of their wives, provided, the limit is up to two children.

1.8.14 Adoption leave

Adoption leave may be provided as per the rules of the Central Government

1.9 Retirement Benefit Rules

The Rules constitute the following two alternative schemes

- (1) G.P.Fund cum Pension cum Gratuity scheme (Given in Appendix 'A')
- (2) C.P.Fund-cum-Gratuity scheme (given in Appendix 'B').

Note: The Contributory Provident Fund-cum-Gratuity Rules are already in existence in the University with effect from 1.4.1971. Appendix B contains the revised rules on the lines of the Central Universities Retirement Benefit Rules relating to CPF-cum-Gratuity scheme.,

SHORT TITLE DEFINITION, SCOPE AND APPLICATION OF THE RULES .**1.9.1 TITLE AND COMMENCEMENT**

- (i) These rules shall be called the 'The English and Foreign Languages University Retirement Benefit Rules, 1985
- (ii) These rules shall come into force with effect from 15th April 1985 (15.4.1985)

1.9.2 DEFINITIONS

In these rules unless there is anything repugnant in the subject or context ;

- 2.1. 'University' means The English and Foreign Languages University, Hyderabad.
- 2.2. 'Board' means the Executive Council.
- 2.3. 'Vice-Chancellor' means the Vice-Chancellor of the University or in his absence any person who may officiate for him.
- 2.4. 'Employee' means member of the staff (both academic and non – academic) who is appointed to a post in the University other than a borrowed employee.
- 2.5. 'Emoluments' means emoluments which a member of the staff was receiving immediately before his retirement or relinquishment of office and include :
 - (a) Substantive pay in respect of a permanent post other than a tenure post held in a substantive capacity;
 - (b) Dearness pay admissible in respect of (a) above ;
 - (c) Personal allowance which is granted in lieu of loss of substantive pay in respect of a permanent post other than a tenure post ;

- (d) Fees or commission if they are authorised emoluments of an appointment and are in addition to pay (in this case emoluments means the average earning, for the last six months of service) ;
- (e) Special pay attached to the permanent post other than a tenure post when the special pay has been sanctioned permanently and the post is held in a substantive capacity;
- (f) Save as otherwise provide in Rule 2.5.1 one half of :
- i) The difference between the emoluments referred to in Clauses (a), (c) and (e) above the pay actually drawn in higher officiating or temporary appointments;
 - ii) Special pay other than referred to in Clause (e) above;
 - iii) pay drawn in temporary or officiating appointments ;
 - iv) personal allowance other than that referred to in Clause (c) above.
 - v) the difference between the substantive pay and the pay actually drawn in higher tenure appointments whether held in substantive or officiating capacity, provided that service in the tenure appointments does not qualify for the grant of a special additional pension.

Note:1 In respect of employees who retire on or after 1st Jan.1973 emoluments for the purpose of determining pension and death-cum-retirement gratuity, in respect of the period prior to 1st Jan 1973, shall include besides pay and dearness pay (where admissible):

- i. The dearness allowance where dearness pay is not admissible;
- ii. The balance of dearness allowance where dearness pay is admissible;
- iii. The interim relief.

2. In respect of employees who continue to draw dearness allowance and interim relief on or after 1st Jan 1973 , by virtue of opting for the revised scales of pay on the decisions of the GOI on the recommendations of the 3rd Pay Commission in case of non-teaching staff and the revised scales of pay accepted by the GOI w. e. f 1st Jan 1973 in case of teaching staff (Professors, Readers and Lecturers) from the date subsequent to 1st Jan 1973 besides pay and dearness pay and the interim relief as admissible on such pay under the orders in force on 31.12.1972 and drawn by the employee for the period beyond 31.12.1972 till the date the revised scales of pay as mentioned above become applicable to him shall be treated as emoluments for the purpose of determining pension and death – cum - retirement gratuity the dearness allowance granted from 1st May 1973 and thereafter shall not be treated as emoluments. These rules will also apply to the employees who opt for the existing rules of pay and retire from service without coming over to the revised scales of pay.

2.5.1* Provided that if an employee holding a permanent post in a substantive capacity ;

- (i) Officiates in a higher post (other than a tenure post) continuously for not less than 3 years and retires or dies while holding the higher post or is confirmed in such higher post at any time during the last three years of his service after having officiated in that post continuously for three years or more; his emoluments for pension in respect of the higher post for any period beyond three years continuous service in that post shall be determined under rule 2.5 as if he held that post in a substantive capacity.
- (ii) For computing the length of continuous service in respect of a higher post under clause (i) above, all kinds of leave all periods during which an employee officiated in a higher post, and the time spent on deputation and Foreign service shall be included provided that it is certified that but for his proceeding on leave or serving in other post for going on deputation on Foreign service , as the case may be, the employee concerned would have officiated in or hold the higher post.

* As substituted vide UGC letter No. F.8-16/72 (CU-1) dated 9th April 1974

Note : For extending the benefit of clause (i) in respect of a temporary post, the temporary post should be borne on a cadre which includes permanent post in the same time scale as the temporary post.

2.5.2. Provided further that for purposes of calculation of the amount of gratuity admissible to an employee in receipt of emoluments in excess of Rs.1,800 p.m., his emoluments shall be reckoned at Rs.1,800 p.m. (** in respect of employees who retire on or after the 1st January 1973, the maximum ceiling of emoluments to be taken into account for calculation of gratuity has been revised to Rs.2,500/- p.m.)

Provided further that if immediately before retirement or relinquishment of service, an employee has been absent from duty on leave with allowance, his emoluments for the above purpose shall be taken at what they would have been had he not been absent from duty.

‘Average emoluments ’ means the average of the emoluments as defined above, calculated in respect of the last three years of service. * In respect of employees who retired or may retire on or after the 29th Feb. 1976, the ‘average

emoluments ' will be determined with reference to emoluments drawn by the employee concerned during the last ten complete months.

2.6. 'Family' for the purpose of General Fund and

Contributory Provident Fund means :

- (a) In the case of a male subscriber, the wife or wives and children of a subscriber and the widows and children of a deceased son of the subscriber.

Provided that if a subscriber proves his wife has been judicially separated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance, she shall hence forth be deemed to be no longer a member of the subscriber's

family in matters to which these rules relate, unless the subscriber subsequently intimates in writing to the Registrar that she shall continue to be so regarded.

- (b) In the case of a female subscriber, the husband and children of the subscriber, and the widows and children of deceased son of the subscriber.

Provided that if a subscriber by notice in writing to the Registrar expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the subscriber's family in matter to which these rules relates: unless the subscriber subsequently cancels such notice in writing.

Note ' Child ' means a legitimate child and includes an adopted child where adoption is recognised by the personal law governing the subscriber.

2.7 ' Fund ' means the General Provident Fund or the Contributory Provident Fund of the University as per context.

2.8 ' Leave ' means any variety of leave recognised by the University

* Authority : UGC letter No. F.26-21/77 D (5c) dated the 21st September 1978.

** Inserted vide UGC letter No.F.8-6/74 (D-5C) dated the 30th April 1976.

2.9 'Pay ' means the amount drawn monthly by an employee as pay which has been sanctioned for the post held by him substantively or in an officiating capacity and includes special pay and personal pay if any.

2.10 'Personal Pay 'means additional pay granted to an employee :-

- a) to save him from a loss of substantive pay in respect of a permanent post owing to a 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 consideration.

2.11. 'Qualifying Service' means service rendered as a member of the staff of the University in a substantive capacity including periods spent on probation. All service rendered to the University on a full time basis in a temporary or officiating capacity followed without interruption by confirmation in the same or another post shall count as qualifying service except in respect of periods of service paid from 'Contingencies'.

Note 1: • An employee may add to his service qualifying for superannuation pension but not for any other class of pension.

The actual period not exceeding one fourth of the full length of his service or the actual period by which his age at the time of recruitment exceeds twenty-five years or a period of five years whichever is least , if the post is one :-

- a) for which post-graduate research of specialist qualifications, or experience in scientific, technological or professional field is essential, and
b) to which candidates of more than twenty –five years of age are normally recruited.

Provided that this concession shall not be admissible to any such employee unless his qualifying service at the time he quits University service is not less than ten years. The decision to grant this concession shall be taken by the Executive Council at the time of recruitment of the employee.

Note (2): ••The powers of condonation of break in service will ordinarily rest with the Executive Council of Governors of the University. The condonation of break in service can be done under the following circumstances ;

- Inserted vide UGC letter No.F.8-11/72 (CU – 1) dated the 31st October 1973.
- Inserted vide UGC letter No. F.6-5/71 (CU-1) dated the 26th September 1977

- 1) The interruptions should have been caused by reasons beyond the control of the employee concerned.
- 2) Service preceding the interruption should not be less than of five years' duration and in cases where there are two or more interruptions, the total service, pensionary benefits in respect of which will be lost if the interruption are not condoned should not be less than five years.

- 3) The interruption should not be of more than one years' duration. In cases where there are two or more interruptions the total of the period of all the interruptions that are condoned should not exceed one year.

Provided that, in exceptional cases the Executive Council shall recommend to the Chairman of the Executive Council for condonation of break in service for a period exceeding one year : in case of an employee who has put in ten years qualifying service preceding the interruptions or the first of the interruption of the service, when there are more than one, in such condonation is considered necessary in the interest of the University.

(The period of break even though condoned by the Executive Council shall not count as qualifying service).

(The benefit is admissible to those employees who were in service on 11.7.1973 as well as those who are recruited subsequently vide UGC letter No. F.8-11/72 (CU -1/D-5c) dated 19-2-1977)

EXPLANATION - I COUNTING OF PERIOD OF LEAVE AS QUALIFYING SERVICE

- (a) All periods of leave with pay and allowance shall count as qualifying service.
- (b) The period spent on deputation for training or deputation for any special purpose including periods of travel to and from the country of deputation shall count as qualifying service : provided that if the employee has availed himself of any extraordinary leave without allowances during the period of deputation, the period of such extra - ordinary leave shall be excluded.

EXPLANATION - II COUNTING OF PERIOD OF LEAVE AS QUALIFYING SERVICE

The following periods in the service of a member of the staff shall not count as qualifying service :

- i) Time passed under suspension by a member of the staff pending enquiry into his conduct. If the suspension is not immediately followed by reinstatement.
- ii) Extraordinary leave without allowances.
- iii) Unauthorised absence in continuation of authorised leave of absence.
- iv) Service below the age of 18 years.

***Note:** Provided that the extra- ordinary leave may be allowed to count at the discretion of the Executive Council in the following circumstances : -

- i) If it is taken for academic pursuits directly connected with the teaching /research job of the employee in the University.
- ii) If it is taken on medical certificate.
- iii) If it is taken due to the inability of the employee concerned to join or re-join duty due to civil commotion or a natural calamity provided that he has not any other type of leave at his credit.
- iv) If it is taken to take full time assignments in another University/Institution or any other Authority and that the University/Institution/Authority or the person concerned makes necessary contribution towards pension.

This takes effect from 11.3.1973, vide UGC letter No.F.26-34/76-D (5C) dated 27-4-1977.

2.12. ' Registrar ' means the Registrar of the University or other person appointed by the Executive Council to discharge the duties of the Registrar.

2.13. ' Special Pay ' means an addition of the nature of pay to emoluments of a post or of a member of the staff of the University granted in consideration of the specially arduous nature of his duties or of a specific addition to his work or responsibility.

2.14. ' Year ' means the financial year of the University.

2.15. ' Injury ' means bodily injury resulting from violence, accident or disease assessed by the Consulting Medical Officer of the University as being not less than severe loss of earning Power.

Note : Examples of injuries of certain categories are given in Schedule ' F '

2.16. ' Accident ' means :-

- a) A sudden and unavoidable mishap, or

*Inserted vide UGC letter No. F.8-11/72 (CU-1) dated the 31st October 1973.

**Inserted vide UGC letter No. F.6-5/71 (CU-1) dated the 26th September, 1977.

- b) A mishap due to an act of devotion to duty in an emergency arising otherwise than by violence out of and in the course of service.

2.17 'Disease' means :-

- a) disease solely and directly attributable to an accident, or
- b) in consequence of his being ordered on duty to an area in which such disease is prevalent, or in consequence of his attending voluntarily, out of humanitarian motives, upon any patient suffering from any such disease in an area where he happens to be the performance of his duties or
- c) venereal disease or septicemia where such disease or septicemia is contracted by a medical officer as a result of attendance in the course of his official duty on an infected patient or of conducting a post-mortem examination in the course of that duty.

2.18 'Risk Office' means any risk, not being a special risk of accident or disease to which an employee is exposed in the course of and as a consequence of his duties, but nothing shall be deemed to be a risk of office which is a risk common to human existence in modern conditions in India, unless such risk is definitely enhanced in kind or degree by the nature, conditions, obligations or incidents of service.

Note : The term 'risk office' shall include risk of death or injury to which a member of the staff is exposed where he attends on a working day, or is required to attend on a holiday, the place of his employment for the performance of his duties during any riot or civil commotion in the locality and while proceeding from his residence to the place of his employment or vice versa, becomes a part of the said riot or civil commotion.

2.19 'Special risk' means :-

- a) a risk of suffering injury by violence;
- b) a risk of injury by accident to which an employee is exposed in the course of and as a consequence of the performance of any particular duty which has the effect of materially increasing his liability to such injury beyond the normal risks of his office;
- c) a risk of contracting disease to which a medical officer is exposed as a result of attending in the course of his official duty to a venereal or septicaemia patient or conducting a post-mortem examination in pursuance of that duty.

2.20 'Violence' means the act of a person who inflicts an injury on an employee

- a) by assaulting or resisting him in the discharge of his duties or in order to deter or prevent him from performing his duties, or,
- b) because of anything done or attempted to be done by such member of the staff or by another member of the staff in the lawful discharge of his duty as such, or
- c) because of his official position.

1.9.3 APPLICATION OF THE RULES

- (i) (a) These rules shall apply to all the employees of the Central University of English and Foreign Languages both 'academic and non-academic' (other than contract officers, part-time employees, re-employed pensioners, deputation lists and purely temporary and daily wage staff), who joined the University service on or after the 1st April 1974. They shall be entitled to opt one of the two alternative schemes set out in Appendices 'A' & 'B' to these rules.

Provided that the employees who do not exercise their option within the period prescribed under These rules, shall be deemed to have opted for the scheme set-out in appendix 'A' despite the fact that they have been permitted to contribute to the C.P.F. benefit prior to the promulgation of these rules.

- (b) Employees who joined the University service before the 15th April 1985 may continue to be covered by the provisions of the C.P.F. Scheme in the University prior to the promulgation of these rules or may at their option elect to be covered by either of the two schemes referred to above.
- i) Those who joined the University service on or after the 15th April 1985, before the enforcement of these rules and who were, therefore, permitted to contribute to the G.P. Fund obtaining in the University, will not be entitled to continue under the provisions of these rules.
- ii) The service of the employees who joined the University service before 15.4.85 and who opt for General Provident Fund-cum-Pension-cum-Gratuity scheme shall be deemed to have been in pensionable posts from the commencement of the employees' service in the University irrespective of the period of service for which the employees might have subscribed to the University Contributory Provident Fund.

- iii) Such of the employees of the University who joined the University service before the 15-4-1985 and have retired on or after 15-4-1985 before having an opportunity of exercising option under this clause shall be entitled to exercise their option for the scheme set out in appendices 'A' and 'B'.
- iv) Employees who hold temporary appointment in the service of the University on the 15-4-1985 shall after continuous service of one year be entitled to the retirement benefits from the date of commencement of service or from the 15-4-1985, whichever is earlier.
- v) In the case of employees in service prior to 15-4-1985 who have retired from the University service on or after the 15-4-1985 and died before having an opportunity of exercising option under these rules, the nominee or nominees as Validly nominated under the existing University C.P.F. Rules an make a specific request for option to choose one of the schemes, and either the University will have discretion to give the benefit of either of the two schemes to & validly nominated nominee or nominees of the deceased.

EXPLANATION : The cases of these employees who died while in service after 15-4-1985 before exercising the option can also be covered under rule 3 (V) provided the benefit is restricted to families of employees of the University who died without exercising the option during the time prescribed for exercising option. In their case the existing nominee who have been validly nominated can be permitted to exercise the option.

1.9.4 EXERCISE OF OPTION*

- i) All the employees who joined the University service before 15-4-1985 and are in service on 15-4-1985, have to send their option in writing to the Registrar within three months of the date of notification of these rules, employees failing to exercise their option within the aforesaid three months shall be treated to have opted for the existing rules obtaining before 15-4-1985, provided that the University may at its discretion extend the date in any individual case on its merits.

Option once exercised shall be final.

- ii) An employee who is initially appointed on contract basis and is subsequently continued permanently will have on cancellation of his contract terms, the option to choose either of the two schemes and he will have for the purpose of theses schemes the benefit of the service rendered under the contract terms are paid back by him to the University.

5. i) When an employee of a reputed Institution / authority is permanently absorbed in the University and vice-versa.

The past services in this case will count as in other categories under this rule and with the same conditions provided that the University Grants Commission gets the names of such Institutions /Authorities approved in advance from the Central Government.

- ii) When an employee of an autonomous organisation under the Central Government is permanently absorbed in the University:

On his permanent absorption in the University such of the past services of an employee of an autonomous organization set up by the Central Government as would have counted for retirement benefits in that autonomous body, should count for retirement benefit payable by the University provided that the transfer is certified to be in the public interest, of which the Executive Council of the University shall be the sole judge subjects to the following:-

- a) The transfer is with the consent of the autonomous organisation.
- b) The autonomous organisations concerned pays to the Central University at the time of his permanent absorption in the University, the capitalised value of the retirement benefits in respect of the past service of the employee in that organsation.
- c) In case the employee in question is on C.P.F. Scheme, the accumulations in his C.P.F. account and the capitalised value of gratuity, shall be transferred by the autonomous organisations to the University at the time of permanent absorption.

- iii) When an employee of the University is transferred to an autonomous organisation :

The past service of an employee of the University will count for retirement benefits in the case of his permanent absorption in an autonomous organisation provided that the transfer is certified to be in the public interest and the service rendered is qualifying, subject to the following ;

* Substituted vide UGC letter No. F.33 - 19/62 (CU-1) Vol. v dated 1st July 1970.

- a) The transfer should be with the agreement of the University through the autonomous organization will be the sole judge to decide whether a transfer is in public interest;
- b) The University pays the capitalised value of the pension and gratuity in respect of the past service of the employee in the University to the autonomous organisation at the time of his permanent absorption therein.
- c) In case the employee in question is on C.P.F. Scheme, the accumulations in his C.P.F. account and the capitalized value of gratuity will be transferred by the University to the autonomous organisations concerned.
- iv) When an employee of a State Government / University is permanently absorbed in the University and vice-versa.

The past service will count for retirement benefits provided that the transfer is certified to be in the public interest and also subject to the following conditions :

- a) The transfer is made with the consent of parent Institution.
- b) The institution to which the employee is transferred shall be the sole judge to decide as to whether the absorption is in the public interest or not.
- c) The parent Institution pays the capitalized value or pension and gratuity in respect of past service of the employee in that Institution to the latter employer at the time of his permanent absorption, and
- d) In case the employee in question is on C.P.F. Scheme, the accumulations in the C.P.F. account and the capitalized value of gratuity be transferred by the parent organisation to the new employer.

1.9.5. Transfer of Central Government employees to the University•

The past service of a Central Government employee on transfer to the “University” will count for retirement benefits where a Central Government employee is transferred to any of the Central Universities and his absorption in the University is made in consultation with his parent organisation namely, the Central Government. It is also for the Central Government to decide whether the transfer is in the public interest or not. As regards the payment of pension /DCR Gratuity which becomes due to the Central Government employee on account of his qualifying Service under the Central Government, on his permanent absorption in the University, there would be no objection to the transfer of such pension/gratuity to the University with the consent of the employee concerned.

This item (v) takes effect from the 29th April 1974.

The above decisions will apply both to the academic and non-academic employees.

In cases where the liability of retirement benefits is to be borne by a body other than University prior approval of that body to the arrangements proposed should be obtained.

Note : A resignation shall not entail forfeiture of past service if it has been submitted, to take up, with prior and proper permission of the previous organisations, another appointment under the University or any other organisation mentioned in this clause. This shall take effect from 31.3.1977 and cases prior to this date will not be reopened.

1.9.6. General (Miscellaneous)

- i) The sanction and payment of retirement benefits admissible under these Rules shall be regulated by such procedural instructions as would be issued by the Executive Council.
- ii) Interpretation - If any question arised relating to the interpretation of these rules, it shall be referred to the Chairman of the Executive Council whose decision thereon shall be final.

• Inserted vide UGC Letter No. F.26 - 12/77 (D -5c) dated 22.6.77

APPENDIX 'A'**1.10 GENERAL PROVIDENT FUND – CUM PENSION– CUM GRATUITY SCHEME****SECTION I****GENERAL PROVIDENT FUND****1.10.1 NOMINATIONS**

1.1. A subscriber shall, at the time of joining the Fund, send to the Registrar, a nomination in the prescribed form conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund, in the event of his death, before that amount has become payable or having become payable has not been paid :

1.1.1. Provided that if, at the time of making nomination, the subscriber has a family the nomination shall not be in favour of any person or persons other than the members of his family.

1.1.2. Provided further that the nominations made by the subscriber in respect of any other fund to which he was subscribing before joining the Provident Fund shall, if the amount to his credit, in such other Fund, has been transferred to his credit, in the Fund, be deemed to be a nomination duly made under this rule until he makes a nomination in accordance with this rules.

1.2. If a subscriber nominates more than one person under Rule

1.1. he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.

1.3. Every nomination shall be in such one of the forms appended hereto as is appropriate in the circumstances (vide forms I to IV in Annexure).

1.4. A subscriber may at any time cancel a nomination by sending notice in writing to the Registrar. The subscriber shall, along with such notice or separately, send a fresh nomination made in accordance with the provisions of this rule.

1.5. A subscriber may provide in a nomination :

a) In respect of any specified nominee, that in the event of his predeceasing the subscriber, the right conferred upon that nominee shall pass to such other person or persons as may be specified in the nomination, provided that such other person or persons shall if the subscriber has other members of his family, be such other member or members. Where the subscriber confers such a right on more than one person under this clause, he shall specify the amount of share payable to each of such person in such a manner as to cover the whole of the amount payable to the nominee in the event of the happening of a contingency specified therein ;

b) That the nominations shall become invalid in the event of the happening of a contingency specified therein :

Provided that if at the time of making the nomination the subscriber has no family. he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family;

Provided further that if at the time of making the nomination subscriber has only one member of the family he shall provide in the nomination that the right conferred upon the alternate nominee under clause (a) shall become invalid in the event of his subsequently acquiring other member or members of his family.

1.6. Immediately on the death of a nominee in respect of when no special provision has been made in the nomination under clause (a) of Rule 1.5 or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (b) of Rule 1.5 or the provision thereto, the subscriber shall send to the Registrar a notice writing canceling the nomination, together with a fresh nomination, made in accordance with the provisions of this rule.

1.7. Every nominations made, and every notice of cancellation given, by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Registrar.

1.10.2 The University will not be bound by nor will recognise any assignments or encumbrance executed or attempted to be created which effects the disposal of the amount standing to the credit of a subscriber who dies before the amount becomes payable.

1.10.3 SUBSCRIBER'S ACCOUNT

3.1. An account shall be opened in the name of each subscriber to which shall be credited to the subscriber's subscription and interest as provided by these rules on subscription.

*3.2 If an employee admitted to the benefit of the fund was previously a subscriber to any contributory/ non – contributory provident fund of the Central Government/State Government, or of a body corporate, owned or controlled by Government of Universities/Institutions of University Status or an autonomous organisation registered under the

Societies Registration Act 1860, the amount of his accumulations in such contributory or non-contributory provident fund shall be transferred to his credit in the fund.

1.10.4 CONDITIONS AND RATES OF SUBSCRIPTION :

4.1. Every subscriber shall subscribe monthly to the Fund when on duty in the service of the University or on Foreign service.

4.1.1. Provided that a subscriber shall not subscribe during the period when he is under suspension and may at his option not subscribe during any period of leave other than leave on average pay or earned leave of less than thirty 'days' duration, as the case may be

4.1.2. Provided further that a subscriber on reinstatement after a period passed under suspension shall be allowed the option of paying in one sum or in installments any sum not exceeding the maximum amount of arrears of subscription payable for that period.

4.2. The subscriber shall intimate his election not to subscribe during leave by a written communication addressed to the Registrar before he proceeds on leave. Failure to make due to timely intimation shall be deemed to constitute an election to subscribe. The option of a subscriber intimated under this sub-rule shall be final .

1.10.5 RATES OF SUBSCRIPTION

5.1. The rate of subscription shall be fixed by subscriber himself subject to the following conditions :

•5.1.1. The rate of subscription may not be less than 6% of his emoluments and not more than his total emoluments, the amount so calculated being rounded off to the nearest rupee, provided that in the case of subscription at the minimum or maximum rates, the rounding off will be to the next higher or the next lower rupee respectively.

5.2. For the purpose of this rule, the emoluments of a subscriber shall be :

5.2.1. In the case of a subscriber who was in service on 31st March of the proceeding year, the emoluments to which he was entitled on that date, provided as follows:

- i) If the subscriber was on leave on the said date and elected not to subscribe during such leave or was under suspension on the said date, his emoluments shall be the emoluments to which he was entitled on the first day after his return to duty :
- ii) If the subscriber was on deputation out of India on date the said or was on leave on the said date and continues to be on leave and has elected to subscribe during such leave, his emoluments shall be the emoluments to which he would have been entitled had he been on duty in India;
- iii) If the subscriber joined the fund for the first time on a day subsequent to the said date, his emoluments shall be the emoluments to which he was entitled on such subsequent date.

5.2.2. In the case of a subscriber who was not in service on the 31st March of the proceeding year, the emoluments to which he was entitled on the first day of his service or, if he joined the Fund for the first time on a date subsequent to the first date of his service, the emoluments to which he was entitled on such subsequent date.

5.3 The amount of subscription so fixed may be enhanced or reduced once at any time during the course of a year provided that when the amount of subscription is so reduced it shall not be less than the minimum prescribed under Rule 5.1.1.

1.10.6 INTEREST

6.1. The University shall pay to the Credit of the account of each subscriber, interest at such rate as may be determined by the Executive Council for each year at the beginning of the year.

6.2 Interest shall be credited with effect from the last day in each year in the following manner.

6.2.1. On the amount at the credit of a subscriber on the 31st March of the preceding year less any sums withdrawn during the current year – Interest for twelve months.

6.2.2 On same withdrawn during the current year – Interest from the 1st of April of the current year up to the last date of the month preceding the month of withdrawal:

6.2.3 On all sums credited to the subscriber's account after the 31st of March of the preceding year interest from the date of credit up to the 31st March of the current year;

-
- UGC letter No. F.8-1/72 (C.U-1) dated 26th April 1973.

6.2.4 The total amount of interest shall be rounded to the nearest rupee (50 p. and above counting as the next higher rupee)

6.3. Provided that when the amount standing at the credit of a subscriber has become payable, interest thereon shall be credited under this sub-rule in respect only of the period from the beginning of the current year or from the date of credit as the case may be, up to the date on which the amount standing to the credit of a subscriber becomes payable.

6.4. For the purpose of this rule, the date of credit shall be deemed to be the first day of the month in which it is credited.

6.5. In all cases interest shall be paid in respect of balance at the credit of a subscriber up to the close of the month preceding that in which payment is made or up to the end of sixth month after the month in which such amount becomes payable whichever of these periods is less, provided that no interest shall be paid in respect of any period after the date on which the Registrar has intimated to the subscriber or his agent as the date on which he is prepared to make payments.

NOTE : Payments of interest on the Fund balance beyond a period of six months upto a period of one year may be authorised by the Registrar in the University after he has personally satisfied himself that the delay in payment was occasioned by circumstances beyond the control of the subscriber and in every such cases the administrative delay involved in the matter shall be fully investigated and, if any, required taken.

1.10.7 ADVANCES FROM THE FUND

7.1. The payment of advance from the fund may be sanctioned by the Vice-Chancellor to a subscriber from the amount of his subscription and interest thereon standing to his credit subject to the following conditions :

7.1.1 No Advance shall be granted unless the sanctioning authority is satisfied that the applicant's pecuniary circumstances justify it, and that it will be expended on the following object or objects and not otherwise;

- i) to pay expenses incurred in connection with the illness of the applicant, applicant's wife, legitimate children. step children, parents, sisters and minor brothers actually dependent on him;
- ii) to pay for the overseas passage for reasons of health or education of the applicant or the applicant's wife, legitimate children, step children, parents, sisters and minor brothers actually dependent on him ;
- iii) to meet the cost of higher education of any person actually dependent on the applicant. Such persons need not necessarily be a member of the applicants family.
- iv) to pay obligatory expenses on a scale appropriate to the applicant's status in connection with marriages, funeral or ceremonial which by his religion it is incumbent on him to perform;
- v) to meet the cost of legal proceedings University by the applicant of vindication his position in regard to any allegations made against him in respect of any act done or purporting to be done by him in the discharge of his official duty ;

Provided that the advance under this sub- rule shall not be admissible to an applicant who Universities legal proceedings in any court of law wither in respect of any matter unconnected with his official duty or against the University in respect of any condition of service of penalty imposed on him.

- vi) to meet the cost of his defence where the applicant is prosecuted by the University in any court of law in respect of any alleged official misconduct on his part.
- vii) • To meet the cost of travel abroad of the applicant when permitted by the Executive Council to attend scientific conferences, symposia or for scientific/ technical work.

7.1.1(a) •• The Executive Council may in special circumstances sanction the payment to any subscriber of an advance if it is satisfied to any subscriber concerned requires the advance for reason other than those mentioned in sub-rule 7.1.1.

7.1.2 An advance shall not exceed the following ceiling limits :

- i) When sanction for any of the objects mentioned in (vii) Clauses (i) to (vi) of Rule 7.1.1. - 3 months pay of the subscriber.

Provided, however, that in no case shall the amount of advance exceed 50 percent of the amount of advance exceed 50 percent of the amount of the member's subscription and interest thereon standing to the credit of the subscriber in the Fund.

• Authority: UGC letter No. F.33-19/62 (CU-1) Vol. V, dated 2nd November, 1970

•• Authority: Government of India Ministry of Education and Social Welfare NO.2-8/79 desk (v) dated 19.6.1979

i) ••• An advance shall not, except for special reason to be recorded in writing, be granted to any subscriber in excess of the limit laid down in Rule. 7.1.2 herein or until repayment of the last installment of any previous advance.

•ii) When an advance is sanctioned under this Rule before repayment of last installment of any previous advance is completed, the balance of any previous advance not recovered shall be added to the advance so sanctioned and the installments for recovery shall be fixed with reference to the consolidated amount.

7.1.4. The sanctioning authority shall record in writing its reason for granting the advance. Provided that if the reason is of a confidential nature, it may be communicated to the Registrar personally and /or confidentially.

7.1.5. The amount of advance shall be recovered in not more than twenty-four equal monthly installments, the advance was sanctioned for any of the objects mentioned in clauses (i) to (v i i) or Rule 7.1.1. In special cases where the amount of the advance exceeds three months pay of the subscriber the sanctioning authority may fix such number of installments to be more than 24 but in no case more than 36. Each installments shall be a number of whole rupees, the amount of advance being raised or reduced, if necessary, to admit of the fixation of such installments. A subscriber may at his option repay in a smaller number of installments than that agreed upon at the time of grant of advance or in a lump sum.

7.1.6 Recovery of advance shall be made from the emoluments of a subscriber and shall commence on the first occasion after the advance is made on which the subscriber draws emoluments for a full month.

7.2. Notwithstanding anything contained in these rules, if the Vice-Chancellor is satisfied that money withdrawn as an advance from the Fund under Rule 7.1. has been utilized for a purpose other than that for which sanction was given to the drawal of the money the amount in question shall be repaid by the subscriber to the fund, or in default be ordered to be recovered by deduction in one sum from the emoluments of the subscriber. If the total amount to be repaid be more than half the subscriber's emoluments, the recoveries shall be made in monthly installments of moieties of his emoluments till the entire amount recovered be repaid.

Note: The term 'emoluments' as used in this rule does not include subsistence allowance, if any, granted in cases of suspension of an employee pending an enquiry into his alleged misconduct.

1.10.8 WITHDRAWAL FROM THE FUND :

8.1. Subject to the conditions specified therein, withdrawals from the Fund may be sanctioned by the Vice-Chancellor at any time.

After the completion of twenty years of service (including broken periods of service , if any) of a subscriber or within ten years before the date of his retirement on superannuation, whichever is earlier, from the amount standing to his credit in the Fund, for one or more of the following purposes ;

(a) Meeting the cost of higher education, including where necessary, the traveling expenses of the subscriber or any child of the subscriber in the following cases ;

- (i) For education outside India for academic, technical, professional or vocational course beyond the High School stage, and
 - (ii) For any medical, engineering or other technical or specialised course in India beyond the High School stage.
- (b) Meeting the expenditure in connection with the betrothal marriage of the subscriber or his sons or daughters and any other female relations actually dependent on him.
- (c) Meeting the expenses in connection with the illness, including where necessary, the travelling expenses, of the subscriber and any member of his family, or any person actually dependent on him.
- (d) Building or acquiring a suitable house or ready-built flat for his residence including the cost of the site.
- (e) Repaying an outstanding amount on account of loan expressly taken for building or acquiring a suitable house or ready-built flat for his residence.
- (f) For his residence or repaying any outstanding amount on account of Loan expressly taken for this purpose.
- (g) Reconstructing or making additions or alterations to a house already owned or acquired by a subscriber.
- (h) Renovating, additions or alterations or upkeep of an ancestral house at a place other than the place of duty or to a house built with the assistance of loan from Government at a place other than the place of duty.
- (i) Constructing a house on a site purchased under clause (f).
- (j) Acquiring a farm land or business premises or both within six months before the date of the subscriber's retirement.

••• Authority : UGC letter No. F.8-11/72 (CU-1) /D-5c dated 28th September 1974.

• Authority : UGC letter No. F.8-11/72 (Cu-1) /D-5c dated 28th September 1974.

Note 1: A subscriber who has availed himself of an advance or has been allowed any assistance for the grant of advance for house building purpose from any Government source, shall be eligible for the grant of final withdrawal under clause (d), (f), (g) and (i) for the purpose specified therein and also for the purpose of repayment of any loan taken from any Government source subject to the limit specified in rule 8.2.

If a subscriber has an ancestral house or built a house at a place other than the place of his duty with the assistance of loan taken from the Government he shall be eligible for the grant of a final withdrawal under clauses (d), (f) and (i) for purchase of house site or for construction of another house or for acquiring a ready built flat at the place of his duty.

Note 2: Withdrawal under clauses (d), (g), (h) or (i) shall be sanctioned only after a subscriber has submitted a plan of the house to be constructed or of the additions or alterations to be made duly approved by the local municipal body of the area where the site or house is situated and only in cases where the plan is actually got to be approved.

Note 3: The amount of withdrawal sanctioned under clause (e) shall not exceed 3/4th of the balance of date of application together with the amount of previous withdrawal under clause (d), reduced by the amount of previous withdrawal. The formula to be followed is : 3/4th of balance (as on date plus amount of previous withdrawal (s) for the house in question) minus the amount of the previous withdrawal (s).

Note 4: Withdrawal under clause (d) or (g) shall also be allowed where the house site or house is in the name of wife/husband provided she/he is the first nominee to receive Provident Fund money in the nomination made by the subscriber.

Note 5: Only one withdrawal shall be allowed for the same purpose under rule 8.1. But marriage/education of different children or illness on different occasions shall not be treated as the same purpose. Second or subsequent withdrawal under clause (d) or (i) for completion of the same house shall be allowed upto the limit laid down under Note 3.

Note 6: A withdrawal under rule 8.1 shall not be sanctioned if an advance under rule (7) is being sanctioned for the same purpose and at the same time.

(This takes effect from 3rd July 1976.)

8.2. Any sum withdrawn by a subscriber at any one time for one or more of the purpose specified in Rule 8.1 from the amount standing to his credit in the Fund shall not ordinarily exceed one-half of such amount or six months pay of the subscriber, whichever is less. The Vice-Chancellor may, however, sanction the withdrawal of an amount in excess of these limits up to three-fourths of the balance at his credit in the Fund, having due regard to (i) the object for which the withdrawal is being made, (ii) the status of the subscriber, and (iii) the amount to his credit in the Fund.

8.3 A subscriber, who has been permitted to withdraw money from the fund under Rule 8.1 shall satisfy the Vice-Chancellor within a reasonable period as may be specified by him that the money has been utilised for the purpose for which it was withdrawn and if he fails to do so, the whole of sums of withdrawn, or so much thereof as has not been applied for the purpose for which it was withdrawn, shall forthwith be repaid in one lump sum and in default of such payment it shall be ordered by the Vice-Chancellor to be recovered from his emoluments either in a lump sum or in such number of monthly installments as may be determined by the Executive Council.

8.4. A subscriber who has already drawn or may draw in future an advance under Rule 7 for any of the purposes specified in Rule 8.1 may convert at his discretion by written request to the sanctioning authority, the balance outstanding into a final withdrawal on his satisfying the conditions laid down in Rule 8.1, 8.2 and 8.3.

1.10.9 FINAL WITHDRAWALS OF ACCUMULATIONS IN THE FUND

9.1. When a subscriber quits the service of the University, the amount standing to his credit in the Fund shall become payable to him.

9.1.1. Provided that a subscriber who has been dismissed from the service of the University and is subsequently reinstated in service, shall if required to do so, repay any amount paid to him from the Fund in pursuance of this rule with interest thereon at the rate provided in these rules in the manner provided. The amount so repaid shall be credited to his account in the Fund.

EXPLANATION: A subscriber who is granted refused leave shall be deemed to have quit the service from the date of compulsory retirement or on the expiry of an extension of service.

1.10.10 RETIREMENT OF A SUBSCRIBER:

10.1. When a subscriber (a) has proceeded on leave preparatory to retirement or if he is entitled to vacation, on leave preparatory combined with vacation or (b) while on leave has been permitted to retire or has been declared by the competent Medical Officer of the University or by a competent Medical Authority that may be prescribed by the Executive Council in this behalf to be unfit for further service, the amount standing to his credit in the Fund shall upon an application made by him in that behalf to the Registrar, becomes payable to the subscriber.

10.1.1. Provided that the subscriber if he returns to duty shall, if required to do so, repay to the fund for credit to his account the whole or part of any amount paid to him from the Fund in pursuance of this rule with interest thereon at the rate provided, by installments or otherwise by recovery from his emoluments or otherwise as the Vice-Chancellor may direct.

1.10.11 PROCEDURE ON THE DEATH OF A SUBSCRIBER:

11. 1 On the death of a subscriber before the amount standing to his credit has become payable or where the amount has become payable before payment has been made :

11.1.1 When a subscriber leaves a family :

(a) If a nomination made by the subscriber in accordance with the provisions of Rule 1.1. or of the corresponding rule heretofore in force in favour of a member or members of his family subsists the amount standing to his credit in the Fund or the part there to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination :

(b) If no such nomination in favour of a member or members of the family of the subscriber subsists, if such nomination relates only to a part of the amount standing to his credit in the fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall, notwithstanding any nomination purporting to be in favour of any person or persons other than member or members of his family, become payable to the members of his family, in equal share.

Provided that no share shall be payable to :

- i) sons who have attained majority --
- ii) sons of a deceased son who have attained majority:
- iii) married daughters whose husbands are alive :
- iv) married daughters of a deceased son whose husbands are alive.

If there is any member of the family other than those specified in clause (i), (ii), (iii), and (iv) .

Provided further that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived the subscriber and had been exempted from the provision of clause 1 of the first proviso.

11.1.2. When the subscriber leaves no family –if a nomination made by him in accordance with the provision of Rule 1.1. or of the corresponding rule heretofore in force in favour of any person or persons, subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination..

1.10.12 STATEMENT OF ACCOUNTS

12.1. As soon as possible after the 31st of March of each year, the Registrar shall send to each subscriber a statement of his account in the Fund, showing the opening balance on the 1st April of the year, the total amount credited and debited during the year, the total amount of interest credited as on the 31st of March of the year and the closing balance on the date. The Registrar shall attach to the statement of account an enquiry whether the subscriber :

- (a) desires to make any alternation in any nomination made by the subscriber :
- (c) has acquired a family (in cases where the subscriber has made no nominations in favour of a member of his family under the rules).

12.2. Subscriber should satisfy themselves as to the correctness of the annual statement, and errors should be brought to the notice of the Registrar within six months from the date of receipt of the statement.

12.3 The Registrar shall, if required by a subscriber, once, but not more than once in a year, inform the subscriber of the total amount standing to his credit in the Fund at the end of the last month for which account has been written up.

1.10.13 INVESTMENT OF FUND

13.1. All sums paid into the Fund under the rules shall be credited in the books of the University to an account named "General Provident Fund Account of the University.." A deposit account shall be opened in such Scheduled Bank in ... as the University may decide upon from time to time to be operated in such manner as the Executive Council may direct. The balance of the Fund, after reserving suitable amounts for current needs, shall be invested in the National Savings Certificates and/or other investment covered by section 20 of the Indian Trust Act of 1882, as soon as possible after monthly accounts are closed.

SECTION – II

1.10.14 PENSION

Every employee should have put in minimum of ten years of qualifying service to be eligible for pension subject to such rules as may be applicable to the categories of pension set out below. In case the qualifying service falls below ten years, a gratuity as in schedule 'C' will be admissible.

1.10.14 (a) The minimum age after which service counts for pension shall be eighteen years.

1.10.15 Subject to the minimum qualifying service an employee shall be eligible for one or other of the following pension.

15.1 Compensation Pension – if an employee is discharged owing to the abolition of the permanent post, he shall be granted a compensation pension on the scale prescribed in Rule 16 below:

15.2 Invalid Pension – An invalid pension shall be granted to an employee on retirement from the service of the University for permanent physical or mental disability incapacitating him for further service, if certified by the competent Medical Officer of the University on the scale prescribed in Rule 16 below.

In respect of an employee who retired on invalid pension on or after 1st January 1973 or who may retire as such hereafter, the amount of invalid pension shall not be less than the amount of the contributory family pension mentioned at Clause (C) of Rule (24) in Section IV – family Pension Appendix "A".

[Authority : K.S.R. 36 (c) dated 18.9.76 G.I.M.O.E & S.W. letter No. F.2-20/78 Desk (u) dated 17.2.79]

15.3 Superannuation or Retiring Pension – A superannuation or retiring pension shall be granted to an employee who may retire from service on completion of the age of retirement or on completion of thirty years of qualifying service, whichever is earlier or on completion of 22 years of Service but not until he has completed 50 years of his age.

15.3.1. Provided that in the event of retirement after thirty or twenty years of qualifying service in the manner presented above but before the completion of the age of sixty years the member of the staff concerned shall give in this behalf a notice in writing to the Registrar at least three months before the date on which he wishes to retire.

[Authority G.I.M.O.E. & S.W. letter No. F.2/11/70/U2 dated 31.1.72.]

1.10.16* An employee eligible for pension under any of the categories mentioned above shall be granted on retirement, 1/2 80th of the average emoluments for each complete six monthly period of qualifying service subject to a maximum pension as stipulated in the table appended (Schedule 'A') and subject also to the total pension not exceeding 30/80th of the average emoluments. (Re-numbered as 16. *1. Vide U.G.C. letter No. F.26- 19/77 (D-5c) dated the 21st September 1977) ** [In respect of employees who retire on or after 1st January,1973 or who may retire thereafter the amount of pension in terms of this Rule shall be the appropriate amount set-out in Schedule 'AA']

(** Sub-Clause added vide U.G.C. letter No. F.8-6/74 (D-5C) dated the 30th April '76) 1 [16.1 (a) In case an employee who retires on superannuation retiring, invalid or compensation pension on or after 1st March, 1970, and the amount of pension including ad-hoc increase in accordance with the rules /orders in force at the time of his retirement, is less than Rs.40 p.m. the same shall be raised to Rs.40 p.m. (inclusive of ad-hoc increase, where applicable) with effect from 1.3.1970. (1. Added vide U.G.C. letter No.F.26-19/77 (D-5c) dated the 21st September, 1977).

(b) In case of a pensioner under this scheme, if the amount of pension including ad-hoc increase or temporary increase or both, which the pensioner may be in receipt on 1.3.1970, is less than Rs.40.p.m. the same shall be raised to Rs. 40.p.m. (inclusive of ad-hoc or temporary increase as the case may be, where applicable) with effect from 1.3.1970.

1.10.17 COMMUTATION OF PENSION

17.1. An employee shall, subject to the condition specified below, be allowed to commute for lump sum payment any portion or portions of his pension not exceeding one-third of the pension granted to him.

17.2. No commutation shall be sanctioned unless the competent Medical Officer of the University certifies that the pensioner's health and prospect of duration of life are such as to justify commutation, provided that an employee who applies for commutation of pension within one year of the date of his retirement on superannuation will not be subjected to medical examinations for the purpose of payment of commuted value, subject to the limit prescribed in rule 17.1. This will neither apply to person retiring otherwise than on superannuation nor cover persons retiring on superannuation who apply for commutation of pension after one year of the date of their retirement. Application for commutation of Pension under this provision will be made after the date of retirement and the commutation shall become absolute that is the retired employees shall become entitled to receive the commuted value on the date on which his application is received by the Registrar of the University. An employee who has for commutation of pension under this proviso applied will have no option to withdraw his application. This proviso, will take effect from the 26th December, 1977 and will also apply to those who have retired before this date but have not crossed the age next birthday after superannuation and have not gone before the Competent. Medical authority.

[Authority : The Executive Council –Ref. No. 65 (0) dated 3/4. 12.1978, and the Ministry of Education and Culture (Department of Education) office letter No. F.2(4) 80-Desk (u) dated 7.7.1980.]

17.3. The lump sum payable on commutation shall be calculated in accordance with the table prescribed by the Government of India from time to time.

17.4 Commutation when sanctioned shall take effect on the date to be specified in the order, such date shall be the first of a month and ordinarily about one month later than the date of the order and all calculations shall be made with reference to the date specified.

SECTION – III

1.10.18 GRATUITY

18.1 “ An employee who has completed five years of qualifying service at the University may be granted on additional (Death –cum Retirement) gratuity in accordance with the scale indication in rule (19) . This gratuity shall be payable on his retirement from the service of the University. In the event of his demise, the gratuity shall be payable to the nominee or nominees of the deceased in the manner prescribed (Vide Annexure Forms V to VIII) .

18.2. If there is no such nomination or if the nomination made does not subsist the gratuity shall be paid in the manner indicated below :-

- a) If there are one or more surviving members of the family as in the following sub-clauses (aa) , (bb), (cc) & (dd) to all such member in equal shares ;
 - (aa) wife or wives, in the case of male employee,
 - (bb) husband, in the case of a female employee,
 - (cc) sons including step sons and adopted sons,
 - (dd) unmarried daughters including step daughters, adopted daughters.
- b) if there are no such surviving members of the family as clause (a) above, but there are one or more members as in the following sub-Clause (aa), (bb), (cc) , (dd), (ee), (ff) and (gg) to all such members in equal shares.
 - (aa) widow daughters including step daughters and adopted daughters
 - (bb) father.....including adoptive parents in the case of individuals
 - (cc) mother whose personal law permits adoption
 - (dd) brothers below the age of eighteen years including step brother.
 - (ee) unmarried sisters and widow sisters including step sisters.
 - (ff) married daughter and
 - (gg) children of pre-deceased son.

18.3 No gratuity shall be payable on resignation from the service of the University or dismissal or removal from it for misconduct, insolvency, inefficiency not due to age.

Note-1 The right of a female member of the family, or that of a brother of an employee who dies while in service or after retirement, to receive the share of gratuity shall not be affected if the female member marries or re-marries, or the brother attains the age of eighteen years, after the death of the employee and before receiving her or his share of gratuity.

Note-II Where an employee dies while in service, or after retirement without receiving the amount of gratuity and

- a) leaves behind no family or
- b) has made no nomination: or
- c) the nomination made by him does not subsist :

The amount of death –cum – retirement gratuity payable to him under this rule shall lapse to the University.

[Authority : K.S.R.NO. 36 (b) dated 18.9.76 and G.I.M.O.E. & S.W. No. F,2-20/78-Desk (u) dated 17.2.79]

1.10.19. In respect of employees who retired from service on or after 1st January 1973, or who retire from service thereafter or died while in service on or after the aforesaid date or in the event of their death in service thereafter, for death-cum-retirement gratuity, the existing maximum limit of ‘fifteen’ times the emoluments’ as prescribed in clause (i) above shall be raised to ‘ 16.1/2 times the emoluments.

Provided that the maximum monetary limit of Rs.24,000/-applicable to death –cum –retirement gratuity under proviso to clause (i) above shall in respect of cases falling under clause (ii) above be raised to Rs. 30,000/-’.

[Authority : K.S.R.No. 36 (c) dated 18.9.76 and G.I.M.O.E. & S.W. No. E2-20/78 Desk (u) dated 17.2.79]

1.10.20 If an employee who has become eligible for a pension under section II dies within period of five years after he retires from the service of the University, and the sums actually received by him at the time of death on account of such pension together with the gratuity granted under the above rules and the commutated value of any portion of the pension commutated by him are less than the amount equal to twelve times the emoluments, a gratuity equal to the deficiency shall be granted to the person or persons nominated by him.

1.10.21 If a permanent employee dies before completing five years of qualifying service, his family will be eligible for a gratuity equal to six times his emoluments at the time of his death except in cases in which death occurs in the first year of service, when the gratuity admissible will be equal to two months: emoluments.

1.10.22 TEMPORARY EMPLOYEES

22.1 Terminal gratuity – A temporary employee who retires on superannuation or is discharged on account of retrenchment or is declared invalid for further service will be eligible for a gratuity at the rate of one –third of a months pay for each completed year of service provided that he has completed not less than five years of continuous service at the time of retirement, discharge of invalidment.

22.2 Death gratuity – The family of temporary employees who dies while in service will be eligible for a death gratuity on the scale and subject to the conditions specified below :

- | | | |
|----|---|---|
| a) | On death after completion of one year of service but before completion of three years of service | A gratuity equal to one month's pay |
| b) | On death after completion of Three years of service but before completion of five years of service. | A gratuity equal to two month's pay |
| c) | On death after completion of five amount years of service or more | A gratuity equal to three month's pay or the of terminal gratuity mentioned in Rule 22.1 above whichever is more. |

Note: For the purpose of determining the amount or terminal or death gratuity under Rules 22.1 and 22.2 will mean only basic pay and also dearness pay (if any) at the time of relinquishing service or of death, as the case may be. It will not include special pay, personal pay and other emoluments as pay. In case the employee concerned was on leave with or without allowance immediately before retirement, discharge, invalidment or death, pay for this purpose will be paid which he would have drawn and he not proceeded on such leave.

SECTION-IV

1.10.23 FAMILY PENSION

The family pension scheme as detailed below will be applicable to regular employee in pensionable service – temporary or permanent subject to the provision of Rule 38.

1.10.24 It will be administered as below:

For those who were in service on the 15th April 1985 but retired before the 15th April 1985 and are still alive and who opt for the GPF-cum-Pension -cum-Gratuity Scheme, the following provision will apply :

- (i) The family pension will be admissible in case of death while in service or after retirement, if at the time of death, a retired officer was in receipt of a compensation, invalid, retiring or superannuation pension. In case of death while in service, the employees should have completed a minimum period of one year in service.
- (ii) 'Family' for purpose of this scheme will include the following relatives of the employees :
 - a) wife in the case of male officer :
 - b) husband in the case of female officer :
 - c) Minor sons :
 - d) Unmarried minor daughters.

Note : (i) (c) and (d) will include children adopted legally before retirement.

Note : (ii) Marriage after retirement will not be recognised for the purpose of the scheme.

(iii) The pension will be admissible :

- (a) In the case of widow/widower up to the date of death or re-marriage whichever is earlier.
- (b) In the case of minor son until he attains the age of 18 years.
- (c) In the case of unmarried daughter until he attains the age of 21 years of marries whichever is earlier.

Provided that if the son or daughter of an employee is suffering from any disorder or disability of mind or is physically crippled or disabled so as to render him or her unable to earn a living even after attaining the age of 18 years in the case of the son and 21 years in the case of the daughters, the family pension shall be payable to such son or daughter for life subject to the following conditions namely:

- (i) If such son or daughter is one among two or more children of the employee, the family pension shall be initially payable to the minor children in the order set out in item (c) of sub – para (i v) of this rule until the last minor child attains the age of 18 or 21, as the case may be, and thereafter the family pension shall be resumed in favour of the son or daughter suffering from disorder or disability of mind or she is physically crippled or disabled and shall be payable to him/her for life :
- (ii) If there are more than one such sons or daughters suffering from disorder or disability of mind or who are physically crippled or disabled, the family pension shall be paid in the following order namely :
 - (a) firstly, to the son, and if there are more than one son, the younger of them will get the family only after the life time of the elder :
 - (b) secondly, to the daughter, and if there are more than one daughter, the younger of them will get the family pension only after the life time of the elder :
- (iii) the family pension shall be paid to such son or daughter through the guardian as if he or she were a minor:
- (iv) before allowing the family pension for life to any such son or daughter, the sanctioning authority shall satisfy that the handicap is of such a nature as to prevent him or her livelihood and the same shall be evidenced by a certificate obtained from a medical officer not below the rank of a Civil Surgeon setting out, as far as possible, the exact mental or physical condition of the child :
- (v) the person receiving the family pension as guardian of such son or daughter shall produce every three years a certificate from a medical officer not below the rank of a Civil Surgeon to the effect he or she continues to suffer from disorder or disability of mind or continues to be physically crippled or disabled.

Note: (1) Where an officer is survived by more than one widow, the pension will be paid to them in equal shares. On the death of a widow her share of the pension will become payable to her eligible minor child. If at the time of her death a widow leaves no eligible minor child, the payment of her share of the pension will cease.

(2) Where an officer is survived by a widow but has left behind an eligible minor child from another wife, the eligible minor child be paid the share of the pension which the mother would have received if she had been alive at the time of death of the officer.

- (iv) a. Except as provided in the notes (1) & (2) below sub-para (i i i) the family pension shall not be payable to more than one member of the family at the same time.
- b. If a deceased employee or pensioner leaves behind a widow or widower, the family pension shall become payable to the widow or widower, failing which to the eligible child.
- c. If sons and unmarried daughters are alive, unmarried daughters shall not be eligible for family pension unless the sons attain the age of eighteen years and thereby become ineligible for the grant of family pension.
- (v) In the event of re-marriage or death of the widow /widower the pension will be granted to the minor children through their natural guardian : In disputed cases, however, payments will be made through a legal guardian.
- (vi) Every employee eligible to the benefit of the above scheme will be required to surrender a portion of gratuity where admissible equal to two month's emoluments or 'Pay' as the case may be subject to a maximum of Rs.3,600/- " However, in respect of employees who retired from service on or after 1st January 1973 or who may retire from service thereafter or died while in service or after the aforesaid date or in the event of their death in service thereafter the maximum limit of gratuity required to be surrendered shall be Rs.5,000/- (instead of Rs.3,600/-)

[Authority :K.S.R. No.36 (c) dated 18.9.76 and G.I.M.O.H. & S.W. No. F.2-20/78 Desk (u) dated 17.2.79]

Where an employee governed by this scheme retires, as a bachelor who has not adopted any child, no deduction from his gratuity will be made. In case where the gratuity admissible is less than two months' pay , the same will be resumed by University against the family pension benefit admissible under the scheme.

Note I. In the case of employees retiring without wife/husband or minor children including the adopted children the deduction of two months pay/emoluments from the gratuity will not be made as in the case of bachelor.

II. In respect of employees retiring on or after 22.9.1977, the deduction of two months pay/emoluments, will not, however, be made from the Death-cum Retirement Gratuity as a contribution towards the family pension with effect from that date" (22.9.1977).

[Authority: Ministry of Education & Social Welfare Office letter no. F.2 (17) – Desk (U) dated 8.8.1979]

PROFORMA AFTER IMPLEMENTATION OF FIFTH PAY COMMISSION**Proforma for Calculation of Pension Gratuity and Commutation of Pension and Family Pension**

Sub: Fixation of Terminal benefits in respects of _____ EFL University, Hyderabad – 07

1. Name of the employee :
2. Post held :
3. Date of Birth :
4. Date of Joining at EFL U :
5. Date of retirements :
6. Scale of the pay at the time of retirement :
7. Pay list drawn :
8. Qualifying services from : Years
Months Day
- Deduct Non-qualifying services :
9. Average emoluments (period from to.....)

Period	Emoluments Rs.	Months Rs.	Amounts Rs.
--------	-------------------	---------------	----------------

10. Pension

Pension admissible for 33 years of qualifying service:

50% of average Emoluments subject to a minimum of Rs 1,275 and maximum of Rs. 15,000 p.m.

Pension admissible for Years of qualifying services:

11. Retirement Gratuity :

Pay last drawn: (pay+50% DR merged)

Basic pay Rs. plus DA @ %

of basic pay Rs. plus

Qualifying services..... years, i.e.,

six monthly periods =

Retirement Gratuity admissible:

$\frac{1}{4}$ th of 'emoluments' for each completed six-monthly period of qualifying service subject to a maximum of $1\frac{1}{2}$ times the 'emoluments' limited to Rs. 3.5 lakhs.

12. Family pension, 1964:

30% of 'basic pay' subject to a minimum of Rs. 1,913/-and a maximum of Rs. 9000/- p.m.

Higher rate of family pension

Admissible if the deceased had rendered not less than seven years continuous service. Payable from the date following the date on which he/she would have attained 67 years had he/she survived, which ever is less.

(a) In the case of death in service :

50% of pay plus dearness pay last drawn in other cases.

(b) In the case of death after retirement :

50% of pay plus dearness pay drawn

At the time of retirement.

The amount of pension authorized on retirement, whichever is less. If however, the pension authorized is less than the normal family pension the normal family pension will be continued without any increase or decrease.

In the event of death immediately after retirement, the family Pension is payable at the enhanced rate or Rs.....p.m. (restricted to pension admissible on retirement) from date following in the date of his/ her death up to the on he/she would attain the age of 67/72 years if survived. Thereafter the family pension is payable at the normal per month.

13. Commutation of pension:

Date of Birth :

Date of retirement :

Age next birthday after :

Amount of pension :

Amount of pension offered for

Communication, i.e., 40% of

Rs..... : Rs.....

Commutation value per Re for (fraction ignored) per annum (sec Commutation table):

The commuted portion or Rs..... will be restored after the expiry of 15 years from the date of retirement, if commutation is simultaneous with retirement, i.e., if reduction in pension on account of commutation is effected from the pension of the first month itself. Otherwise, it will be restored after 15 years from the date on which the reduction in pension due to commutation is effected.

Amount of monthly pension after commutation:

Original pension Rs.....

Less: Amount of pension commuted Rs.....

Monthly pension admissible after Rs.....

Commutation

Abstract of payments

a) D C R & Gratuity :

b) Commutation of pension :

Total : Rs.....

The expenditure may be debited to "part-I – N.PSec A Rev. a/c 12 PF and pension" The payment may be made subjection of 'No Dues Certificate'.

Registrar

The amount of the Contributory Family Pension enhanced rates as determined under clause (B) (i) above shall be payable :

- (a) In the event of the death of an employee while in service for a period of seven years or upto the date on which he would attain the age of 65 years had he survived, whichever period is less.
- (b) In the event of the death after retirement the family pension at enhanced rates shall be payable upto the date on which the employee would have attained the age of 65 years had he survived , or for seven years whichever period is less, but in no case the amount of family pension shall exceed the pension sanctioned to the employee at the time of retirement. However, in cases where the amount of family pension admissible as per this Clause (c) exceeds the pension sanctioned at the time of retirement, the amount of family pension sanctioned under this subclause shall not be less than that amount. The pension sanctioned at the time for retirement shall be the pension inclusive of any portion which may have been commuted before death.

[Authority : K.S.R.No. 36 (C) dated 18.9.76 and G.I.M.O.E. & S.W. No. F.2-20/78 Desk (U) dated 17.2.1979]

1.10.25 All employees entitled to the benefit of Family Pension shall be required to furnish details of their Family as defined in sub-para (i i) of para 24 (A) above i.e., the date of birth of each member with his/her relationship with the employee. This statement shall be countersigned by the Registrar and posted in the service record of the employee. The employee will thereafter be required to keep the statement upto date. Additions and alterations in this statement will be made by the Registrar from time to time on receipt of information from the employee concerned.

1.10.26 In cases where death occurs while in service the Registrar on receiving information of death of an employee while in service shall send a letter as prescribed in Form IX to the family of the deceased and ask for necessary

documents mentioned therein. On receiving documents the Registrar shall take necessary action to sanction the pension to the eligible member of the family.

SECTION - V

EXTRAORDINARY PENSION AND GRATUITY

1.10.27 Extraordinary pension and gratuity may be sanctioned by the Executive Council of the University on the advice of an ad-hoc Committee when an employee sustains injury or dies as a result of an injury or is killed. In making the award the Executive Council will take into consideration the degree of the fault or contributory negligence on the part of an employee who sustains injury or dies as a result of an injury or is killed.

The said ad-hoc committee shall consist of five members, four appointed by the Executive Council from amongst themselves and fifth member will be the representative from the Ministry of Finance, Government of India.

1.10.28 For the purpose of these rules, injury shall be classified as follows :

CLASS A: Injuries caused as a result of special risk of office which have resulted in the permanent loss of an eye or limb or are of a more serious nature.

CLASS B: Injuries caused as a result of special risk of office and equivalent in respect of the degree of disablement which they cause to the loss of a limb or are very severe : or injuries caused as a result of risk of office which have resulted in the permanent loss of an eye or a limb, or are of a more serious nature.

CLASS C: Injuries caused as result of special risk of office which are severe, but not very severe, and likely to be permanent or injuries caused as a result of risk of office which are equivalent, in respect of the degree of disablement which they cause, to the loss of a limb or which are very severe or severe and likely to be permanent.

1.10.29 If an employee sustains an injury which falls within Class 'A' he shall be awarded :

- a) a gratuity of the applicable amount specified in Schedule 'D' and
- b) with effect from the date following the expiry of one year from the date of injury :
 - i) if the injury has resulted in the permanent loss of more than one limb or one eye, a permanent pension of the applicable amount specified in Schedule 'D' for a higher scale pension and
 - ii) in other cases, a permanent pension the amount of which shall not exceed the applicable amount specified in Schedule 'D' for a higher scale pension and shall not be less than half that amount.

1.10.30 If an employee sustains an injury which falls within class 'B' he shall be awarded:

a) If the injury has resulted in the permanent loss of any eye or a limb or is of more serious nature, a permanent pension, with effect from the date of the injury, of an amount which shall not exceed the applicable amount specified in Schedule 'D' for a lower scale pension and shall not be less than half that amount :

b) in other cases

- (i) for a period of one year with effect from the date of the injury a temporary pension the amount of which shall not exceed the applicable amount specified in Schedule 'D' for a lower scale pension and shall not be less than half that amount, and thereafter ;
- (ii) a pension within the limit specified in sub-clause (i) if the competent Medical Officer of the University from year to year certifies that the injury continues to be very severe.

1.10.31 If an employee sustains an injury which falls within Class 'C' he shall be awarded a gratuity of the applicable amount specified in Schedule 'D' if the Competent Medical Officer of the University certifies that the employee is likely to be unfit for service for a year, or a proportionate amount subject to a minimum of one-fourth, the amount so specified if he is certified to be likely to be unfit for less than a year.

31.1. Provided that in cases where the injury is equivalent in respect of the degree of disablement which it causes to the loss of a limb, the Executive Council may award, if it thinks fit, in lieu of the gratuity a pension not exceeding the amount admissible under clause (b) of Rule 30.

1.10.32 A temporary pension awarded under this section may be converted into a permanent injury pension ...

a) When the employee is rendered invalid out of service on account of the injury in respect of which the temporary pension was awarded, or

b) When the temporary pension has been drawn for not less than five years, or

c) at any time if the Competent Medical Officer certifies that he sees no reason to believe that there will ever be a perceptible decrease in the degree of disablement.

1.10.33 The award shall be made to the widow and children of an employee as follows :

- a) If the employee is killed or dies of injury received as a result of 'Special risk' of office ---
 - i) a gratuity of the applicable amount specified in Schedule 'B' and
 - ii) a pension the amount of which shall not exceed the applicable amount specified in Schedule 'D'
- b) If the member of the staff is killed or dies of injuries received is a result of 'risk of office' a pension the amount of which shall not exceed the applicable amount specified in Schedule 'E'

Note : The rates in Schedule 'E' are subject to the condition that the pension payable to a child/ children will in no case be less than the amount of pension which would have been admissible to him/them had the provisions of the family pension been applied (Section IV).

33.1.1. Provided that if the pay of the deceased member of the staff was less than Rs.200 the monthly pension or the sum of pension that may be granted under this section, shall not, irrespective of the rates (including the minimum limits) specified in Schedule 'E' exceed the limit of one-half of his pay ; and, if in any case the sum of such pensions calculated under Schedule 'E' exceeds the limit of one-half of his pay, and, if in any case the sum of such pensions calculated under Schedule 'E' exceeds the limit of one -half of his pay, such a prorata reduction shall be made in the amount of each individual pension as will reduce the sum to such limit.

33. 2. " Provided further that for a period of 7 years from the date of death or till the date on which the employee would have reached the normal age of superannuation had he remained alive, whichever period is shorter, the pension payable will be at 50% of the basic pay last drawn subject to a maximum of twice the pension admissible under Rule (Section IV), if the employee has rendered continuous service for not less than 7 years.

Note : This provision is not applicable to those employees who retired before 1.1.1976.

1.10.34 If the deceased member of the staff has left neither a widow nor a child, an award may be made to his father and his mother individually or jointly and in the absence of the father and the mother to minor brothers and sisters, individually or collectively, if they were largely dependent on the employee for support and are in pecuniary need.

34.1 Provided that the total amount of the awards shall not exceed one -half of the pension that would have been admissible to the widow under the preceding rule.

34.2. Provided further that each minor brother's or sister's share shall not exceed the amount of pension specified in Schedule 'E' for a child who is not motherless.

1.10.35 Any award made under Rule 34 will, in the event of an improvement in the pecuniary circumstances of the pensioner, be subject to review in such manner as the Executive Council may be order prescribe.

1.10.36 An Extraordinary family pension will take effect from the day following the death of the employees or from such other date as the Executive Council may decide.

1.10.37 An extraordinary family pension will ordinary be tenable --

- a) in the case of a widow or mother until death or remarriage whichever occurs earlier :
- b) in the case of minor son or minor brother, until the age of 18 :
- c) in the case of an unmarried daughter or minor sister, until marriage or until she attains the age of 21, whichever occurs earlier.
- d) In the case of a father, for life.

1.10.38 ** The family of the employee dying as a result of 'risk of office' or 'special risk of office' who are paid pension etc, under Section 33 will not be entitled to the family pension under Section IV.

39. When a claim for any injury pension or gratuity or family pension arises under any of the rules in this section, the officer in charge of the office or the department or section in which the injured , or the deceased, was employed will forward the claim to the Executive Council through the Registrar with the following documents :

- a) a full statement of circumstances in which the injury was received, the disease was contracted or the death occurred :
- b) the application for injury pension or gratuity in Form X or as the case may be the application for family pension in Form XI, in the Annexure :

- c) in the case of an injured member of the staff or one who has contracted a disease, a medical report in Form XII in the Annexure, In the case of deceased member of the staff, a medical report as to the death or reliable evidence as to the actual occurrence of the death if the member of the staff lost his life in such circumstances that a medical report cannot be secured.

* Introduced vide circular of Ministry of Finance O.M.No.F. 9 (24) - EX (A) 65, dated 5.1.1966

** Opening paragraph of Government of India, Ministry of Finance (Department of Expenditure) OM . No.F.19 (3) – EV (A) 65, dated 9.9.1965.

SECTION – VI

1.10.39 SCHEME OF VOLUNTARY RETIREMENT

The following instructions will regulate the voluntary retirement of The English and Foreign Languages University employees :

39.1 The English and Foreign Languages University Employees who put in not less than 20 years qualifying service may, by giving notice of three months in writing to the appointing authority, retire from service voluntarily, The scheme is purely voluntary, the initiative resting with the employee himself. The University does not have the reciprocal right to retire The English and Foreign Languages University employees on its own, under this scheme.

39.2 The benefit of 'retiring pension' will be admissible to The English and Foreign Languages University employees retiring under this scheme.

39.3 A notice of less than three months may also be accepted by the appointing authority in deserving cases.

39.4 If The English and Foreign Languages University employee retires under the scheme of voluntary retirement while he is on leave not due, without returning to duty, the retirement shall take effect from the date of commencement of the leave not due and the leave salary paid in respect of such leave not due shall be recovered as provided in Rule 31 of the C.C.S. (Leave) Rules, 1972.

39.5 Before The English and Foreign Languages University employee gives notice of voluntary retirement with reference to these instructions, he should satisfy himself by means of a reference to the appropriate administrative authority that he has, in fact, completed 20 years service qualifying for pension.

39.6 A notice of voluntary retirement may be withdrawn subsequently only with the approval of the appointing authority provided the request for such withdrawal is made before the expiry of the notice.

39.7 A notice of voluntary retirement given after completion of 20 years' qualifying service will require acceptance by the appointing authority if the date of retirement on the expiry of the notice would be earlier than the date on which The English and Foreign Languages University employee concerned could have retired voluntarily under the existing rules applicable to him (e.g., FR 56 (k), Rule 48 of the pension Rules, Article 459 (i) of CSRS or any other similar rules. Such acceptance may be generally given in all cases except those (a) in which disciplinary proceedings are pending or contemplated against the employee concerned for the imposition of a major penalty and the disciplinary authority, having regard to the circumstances of the case, is of the view that the imposition of the penalty of removal or dismissal from service would be warranted in the cases of (b) in which prosecution is contemplated or may have been launched in court of law against employee concerned. If it is proposed to accept the notice of voluntary retirement even in such cases, approval of the chairman should be obtained in regard to Group (A) and Group (B) employees and that of the Vice-Chancellor of the University in the cases of Group (C) and Group (D) Employees . Even where the voluntary retirement given by an employee requires acceptance by the appointing authority, the employee giving notice may presume acceptance and the retirement shall be effective in terms of the notice unless the competent authority issues an order to the contrary before the expiry of the period of notice.

39.8 While granting proportionate pension to an employee retiring voluntarily under this scheme, weightage of upto five years would be given as an addition to the qualifying service actually rendered by him, The grant of weightage upto five years will, however, be subject to the following conditions :-

- (a) The total qualifying service after allowing the weightage should not in any event, exceed 30 years qualifying service : and
- (b) The total qualifying service after giving the weightage should not exceed the qualifying services which he would have had, if he had retired voluntarily at the lowest age/ minimum service limit applicable to him for voluntary retirement prescribed under FR 56 (k) or Article 459 (i) of the CSRS of Rule 48 of the CCS (Pension) Rules or any other similar rule applicable to him.

ILLUSTRATION

- (a) If The English and Foreign Languages University employee who could be prematurely retired under FR 56 (j) (i) or could have voluntarily retired under FR 56 (k) seeks voluntary retirement under this scheme after he has

attained the age of 47 years and has rendered 22 years of service, the weightage in pension would be limited only upto three years.

- (b) If The English and Foreign Languages University employee who could be prematurely retired under FR 56 (j) (ii) or could have voluntarily retired under FR56 (k) seeks voluntary retirement under this scheme after he has attained the age of 51 years and has rendered 24 years of service, the weightage in pension would be admissible upto four years.
- (c) If The English and Foreign Languages University employee belonging to group 'C' who could have voluntary retired under rule 48 of the CCS (Pension) Rules, 1972 seeks voluntary retirement under this scheme after he has rendered 25 years of service and has attained the age of 48 years, the weightage in pension would be admissible upto five years.

39.9 The weightage given under this scheme will be only an addition to the qualifying service for purposes of pension and gratuity. It will not entitle The English and Foreign Languages University employee retiring voluntarily to any notional fixation of pay for purpose of calculating the pension and gratuity which will be based on the actual emoluments calculated with reference to the date of retirement.

39.10 The amount of pension to be granted after giving the weightage will be subject to the provisions of Rule 6 of the CCS (Pension) Rules, 1972. The pension will also be subject to the provisions of Rules 8 and 9 of these Rules.

39.11 The scheme of voluntary retirement under these orders will also not apply to those who retire voluntarily under the provisions of Rule 29 of the CCS (Pension) Rules 1972.

39.12 The Scheme of voluntary retirement under these orders will also not apply to those employees on deputation to autonomous bodies/ public sector undertakings etc., who propose to get absorbed in the autonomous bodies/ public undertakings etc. The absorption of the employees on deputation to autonomous bodies/ public sector undertakings etc., who propose to get absorbed in the autonomous bodies/public undertakings etc. The absorption of the employees on deputation to public undertakings /autonomous bodies etc., in such autonomous bodies/ undertakings etc. and the grant of retirement benefits to them in respect of their service under University will continue to be governed by the separate set of instructions issued in this regard.

39.13 An employee giving notice of voluntary retirement may also apply, before the expiry of the notice, for the leave standing to his credit which may be granted to him to run concurrently with the period of notice. The period of Leave, if any, extending beyond the date of retirement on expiry of notice but not extending beyond the date on which the employee should have retired on attaining the age of superannuation may be allowed as terminal leave as per Rule 36 (6) of the CCS (Leave) Rules, 1972. The leave salary for such terminal leave shall be payable in accordance with the provisions of the Para 5 of Ministry of Finance (Department of Expenditure) O.M.No. 16 (1) – E.IV(A) /76 dated 23.12.1976.

39.14 Group (A) employees retiring voluntarily under this scheme would continue to be subject to the provisions in the pension Rules relating to Post-retirement commercial employment. However, in their cases, permission for the post-retirement commercial employment will be granted more liberally than in the case of other employees retiring under the provisions of FR 46 of Rule 48 of the pension Rules.

Commutation Table

Age next birthday	Commutation value expressed as number of years' purchase	Age next birthday	Commutation value expressed as number of years' purchase
17 to 39	<i>Not printed</i>	53	12.35
40	15.87	54	12.05
41	15.64	55	11.73
42	15.40	56	11.42
43	15.15	57	11.10
44	14.90	58	10.78
45	14.64	59	10.46
46	14.37	60	10.13
47	14.10	61	09.81
48	13.82	62	09.48
49	13.54	63	09.15
50	13.25	64	08.82
51	12.95	65	08.50
52	12.66		

SCHEDULE 'F'
CLASSIFICATION OF INJURIES

EQUAL TO LOSS OF LIMB

- Heimiplegia without aphasia..
- Permanent use of tracheotomy tube.
- Artificial anus.
- Total deafness of both ears.

VERY SEVERE

- Complete unilateral facial paralysis, likely to be permanent.
- Lesion of Kidney, urotor or bladder.
- Compound fractures (except phalanges)
- Such gross destruction of soft parts as to lead to
- Permanent disability or loss of function.

SEVERE AND LIKELY TO BE PERMANENT

Ankylosis of or considerable restriction in the movement of one of the following joints: Knee , elbow, shoulder, hip, ankle, temporomaxillary or rigidity of the dorsilumbar or cervical section of the spine.

Partial loss of vision of one eye. Destruction or loss of one testicle. Retention of foreign bodies not causing permanent of serious symptoms.

ANNEXURE
FORM OF NOMINATION
FORM - 1

When the subscriber has a family and wishes to nominate one member thereof
(See rule 1.3 of Appendix 'A')

I hereby nominate the person mentioned below, who is a member of my family as defined in Rule 2.6 of of the General Provident Fund –cum-Pension-cum-Gratuity Rules of the Central University of English and Foreign Languages, Hyderabad to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable, has not been paid:

Name and Address of the nominee	Relationship with subscriber	Contingencies Age on the happening of which the nomination shall become invalid.	Name, address and relationship, if any , to whom the right of the nominee shall pass in the event of the nominee predeceasing the subscriber .

Dated this day of 19
at

(Signature of the subscriber)
Designation
Department

Two witness to signatures :
1
2

ANNEXURE
FORM OF NOMINATION
FORM - 11

When the subscriber has a family and wishes to nominate more than one member thereof.

(See Rule 1.3 of Appendix 'A')

I hereby nominate the persons mentioned below, who are members of my family as defined in Rule 2.6 of the General Provident Fund-cum-Pension-cum Gratuity Rules of the Central University of English and Foreign Languages, Hyderabad to receive the amount that may stand to my credit in the Fund in the event of my death before the amount has become payable, or having become payable distributed among the said persons in the manner shown below against their names :

Name and address of the nominee	Relationship with subscriber	Age	Amount of share of accumulation to be paid to, each	contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of person or persons, if any to whom the right of the nominee shall pass in the event of the nominee's predeceasing the subscriber.
---------------------------------	------------------------------	-----	---	---	--

Dated this day of 19 at

(Signature of the subscriber)

Designation _____

Department _____

Two witness to signature :

* Note : This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

ANNEXURE
Form of Nomination
Form III

When the subscriber has no family and wishes to nominate one person .

(See Rule 1.3 of Appendix 'A')

I having no family as defined in Rule 2.6 of the General Provident Fund-cum-Pension-cum-Gratuity Rules of the Central University of English and Foreign Languages, Hyderabad, hereby nominate the person mentioned below, to receive the amount that may stand to my credit in the event of my death before that amount has become payable, or having become payable, has not been paid :

Name and address of the nominee	Relationship with subscriber	*Contingencies on the happening of which the nomination shall become invalid.	Name, address and relationship of the person or persons, if any to whom the right of the nominee shall pass in the event of the nominee's predeceasing the subscriber .
---------------------------------	------------------------------	---	---

Dated this _____ day of _____ 19 _____ at _____

(Signature of the subscriber)

Designation_____

Department_____

Two witness to signature :

* Note : Where a subscriber who has no family makes a nomination, he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

**ANNEXURE
FORM OF NOMINATION
FORM IV**

When the subscriber has no family and wishes to nominate more than one person .

(See Rule 1.3 of Appendix 'A')

I having no family as defined in Rule 2.6 of the General Provident Fund-cum-Pension-cum Gratuity Rules of the Central University of English and Foreign Languages, Hyderabad hereby nominate the persons mentioned below, to receive the amount that may stand to my credit in the fund, in the event of my death before that amount has become payable or , having become payable has not been paid, and direct that the said amount shall be distributed among the said persons in the manner shown below against their names :

Name and address of the nominee	Relationship with subscriber	Age	*Amount of share of accumulation to be paid to, each	+contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of person, if any, to whom the right of the nominee shall pass in the event of the nominee's predeceasing the subscriber.
---------------------------------	------------------------------	-----	--	--	--

Dated this day of 19 at

(Signature of the subscriber)

Designation_____

Department_____

Two witness to signature :

1. _____
2. _____

*This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

+ Where a subscriber who has no family makes a nomination, he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

ANNEXURE
FORM OF NOMINATION
NOMINATION FOR DEATH-CUM - RETIREMENT GRATUITY
FORM V

When the employee has a family and wishes to nominate one member thereof.

(See Rule 18 of Appendix 'A' and Rule 2 of Appendix 'B')

I hereby nominate the person mentioned below, who is a member receive any gratuity that, may be sanctioned by the Central University the event of my death while in service and the right to receive on admissible to me on retirement may remain unpaid at my death :

Name and address of the nominee	Relationship with the employee	- Age	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person or persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee pre-deceasing the employee or the nominee dying after the death of the employee but before receiving payment of the gratuity	Amount of share of gratuity payable to each

This nomination supersedes the nomination made by me earlier on which stands cancelled.

Dated this day of 19. at.

(Signature of employee)

Two witnesses to signature :

1. _____

2. _____

NOTE : The last column should be filled in so as to cover the whole amount of gratuity.

Nomination by _____

Designation _____

Department _____

(Signature of Registrar)

ANNEXURE FORM OF NOMINATION
FORM VI
NOMINATION FOR GRATUITY

When the member of staff has a family and wishes to nominate more than one member thereof. (See Rule 18 of Appendix 'A' and Rule 2 of Appendix 'B')

I hereby nominate the persons mentioned below, who are members of my family, and confer on them the right to receive, to the extent specified below, any gratuity that may be sanctioned by the University in the event of my death while in service and the right to receive on my death, to the extent specified below, and gratuity which having become admissible to me on retirement may remain unpaid at my death :

Name and address of the nominee	Relationship with the employee	Age	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person or persons, if any, to whom the right conferred on the nominee shall pass in the event of the nominee pre-deceasing the employee or the nominee dying after the death of the employee but before receiving payment of the gratuity	Amount of share of gratuity payable to each
---------------------------------	--------------------------------	-----	---	---	---

This nomination supersedes the nomination made by me earlier on which stands cancelled.

NOTE : The member of staff shall draw line across the blank space below the last entry to prevent the insertion of any name after he has signed.

Dated this day of 19. at

(Signature of employee)

Two witnesses to signature :

1. _____

2. _____

NOTE : 1. Fourth column should be filled in so as to cover the amount of gratuity.

1. The amount/share of gratuity shown in last column should be the whole amount /share payable to the original nominees.

Nomination by _____

Designation _____

Department _____

(Signature of the Registrar)

Dated _____

ANNEXURE FORM OF NOMINATION FORM VII

NOMINATION FOR ADDITIONAL GRATUITY

When the employee has no family and wishes to nominate one person (See Rule 18 of Appendix 'A' and Rule 2 of Appendix 'B')

I, having no family, hereby nominate the person mentioned below and confer on him the right to receive any gratuity that may be sanctioned by the Central University of English and Foreign Languages, Hyderabad in the event of my death while in service and the right to receive on my death any gratuity which having become admissible to me on retirement remains unpaid at my death :

Name and address of the nominee	Relationship with the employee	Contingencies Age on the happening of which nomination shall become invalid	Name, address and relationship of the person or persons, if any to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the employee or the nominee dying after the death of the employee but before receiving payment of the gratuity	Amount or share of gratuity payable to each
---------------------------------	--------------------------------	---	---	---

This nomination supersedes the nomination made by me earlier on _____ Which stand cancelled

Dated the _____ day of _____, 19 _____ at _____

(Signature of employee)

Two witnesses to signature :

1. _____

2. _____

Nomination by _____

Designation _____

Department _____

(Signature of Registrar)

Dated _____

ANNEXURE
FORM OF NOMINATION
FORM VIII
NOMINATION FOR ADDITIONAL GRATUITY

When the employee has no family and wishes to nominate more than one person.

(See Rule 18 of Appendix 'A' and Rule 2 of Appendix 'B')

I, having no family, hereby nominate the persons mentioned below and confer on them the right to receive to the extent specified below, any gratuity that may be sanctioned by the University in the event of my death while in service and the right to receive on my death to the extent specified below any gratuity which having become admissible to me on retirement may remain unpaid at my death.

Name and address of the nominee	Relationship with the employee	Age on the day of happening of which nomination shall become invalid	Contingencies on the happening of which nomination shall become invalid	Name, address and relationship of the person or persons, if any to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the employee or the nominee dying after the death of the employee but before receiving payment of the gratuity	Amount or share of gratuity payable to each
---------------------------------	--------------------------------	--	---	---	---

* Note : 1. This column should be filled in so as to cover the whole amount of gratuity.

2. The amount/share of gratuity shown in last column should cover the whole amount of share payable to the original nominees.

This nomination supersedes the nomination made by me earlier on _____ which stand cancelled.

NOTE : The employee should draw lines across blank space below the last entry to prevent the insertion of any name after he has signed.

Dated the _____ day of _____, 19____ at _____

(Signature of employee)

Date _____

Two witnesses to signature :

1. _____

2. _____

Nomination by _____

Designation _____

Department _____

(Signature of Registrar)

Dated _____

**ANNEXURE
FORM - IX**

FORM OF FAMILY PENSION

(See Rule 26 of Appendix 'A')

Subject: Payment of family pension in respect of the late Shri/Smt _____

The undersigned has learnt with regret the death of Shri/Smt _____

(Designation)

In this university and directed to inform you that under Rule _____ of Appendix A to Central University of English and Foreign Languages, Hyderabad, Retirement Benefit Rules you are entitled to Family Pension for life/till attaining the date of majority.*

I am accordingly to suggest that formal claim of the grant of family pension may be submitted by you in the enclosed form along with the following documents.

1. Death Certificate
2. Two copies of passport size photograph duly attested by a Gazetted Officer
3. Guardianship certificate where pension is admissible to the minor children

(Designation)

To

*Where family pension is admissible to the minor children

ANNEXURE
FORM XI
FORM OF APPLICATION

For family of late _____ died of injuries received, as a result of special risk of office.

(See rule 39 of Appendix 'A')

Submitted by the Description of claimant

1. Name and residence showing village and pergunnah
2. Age _____
3. Height _____
4. Marks for identification _____
5. Present occupation and pecuniary circumstances _____
6. Degree of relationship top deased _____

Description of deceased

7. Name _____
8. Occupation and service _____
9. Length of service _____
10. Pay when killed _____
11. Nature of injury causing death _____
12. Amount of pension or gratuity proposed _____
13. Place of payment _____
14. Date from which pension is to commence _____

Name and 15. Remarks ages of

Name

Surviving	Sons	Date of birth by Christian
kindred of	Widows	era.
deceased	Daughters	
	Father	
	Mother	

NOTE : If the deceased has left no son, widow, daughter, father, or mother surviving him , the word 'none' or 'dead' should be entered opposite to such relative

(Signature of claimant)

Place _____

Date _____

Place _____

Date _____

Signature of the employee Incharge of Department /Section /.Office

ANNEXURE

FORM - XII

FORM TO BE USED BY COMPETENT MEDICAL OFFICER WHEN REPORTING ON INJURIES

(See Rule 29 of Appendix 'A')

CONFIDENTIAL

Report of the Consulting Medical Officer on the present State of injury sustained by /deceased contracted by
_____ (Place of injury etc . On _____ (date of injury, etc)

(a) State briefly the circumstances under which the injury was sustained/decease was contracted.

(b) What is the present condition of the employee

(c) Is the present condition of the employee wholly due to the injury/disease, If not, State to what other causes it is attributable. In the case of disease, from which date does it appear that the employee _____ has been incapacitated

The opinion of the Competent Medical Officer on the questions below is as follows :

PART A - FIRST EXAMINATION

The severity of the injury should be assessed in accordance with the following classification and details given in the remarks column below :

Is the injury

- | | |
|---|--------|
| i) (a) the loss of an eye or a limb | Yes/No |
| (b) the loss of more than one eye or a limb ? | Yes/No |
| ii) more severe than the loss of an eye or limb ? | Yes/No |
| iii) equivalent to the loss of an eye or a limb ? | Yes/No |
| iv) very close | Yes/No |
| v) severe and likely to be permanent | Yes/No |
| vi) severe, but not likely to be permanent | Yes/No |
| vii) slight but likely to be permanent | Yes/No |
| 2. For what period from the date of the injury | |

- (a) has the employee been unfit for duty ?
 (b) is the employee likely to remain unfit for duty ?

REMARKS : - Here the classification above may be amplified, if necessary or details of additional injuries to the main injury may be given.

**PART B - SECOND OR SUBSEQUENT
EXAMINATIONS**

If the original degree of disability of the employee has changed: in which of the above categories should it now be placed ?

REMARKS : - In this space additional details may be given, if necessary.

(Signature of Competent Medical Officer.

Date : _____

Instructions to be observed by the Competent Medical Officer in preparing the report.

1. Before recording his opinion he should invariably consult the previous report, if any, as also all medical documents connected with the employee on previous examinations brought before him for examination.
2. If the injuries be more than one they should be numbered and described separately – and should it be considered that, for instance, though only “serve” or “slight” in themselves, they represent together the equivalent of a single “very severe” injury, such an opinion may be expressed in the columns provided.
3. In answering the questions in the prescribed form he will confine himself exclusively to the medical aspect of the case and will carefully discriminate between the unsupported statements of the employee and the medical and documentary evidence available .
4. He will not express any opinion, either to the employee examined, or in his report, as to whether he is entitled to compensation, or as to the amount of it nor will he inform the employee how the injury has been classified.

APPENDIX ‘B’

CONTRIBUTORY PROVIDENT FUND –CUM-GRATUITY SCHEME

1. The employees who opt for the Contributory Provident Fund-cum-Gratuity scheme will be subject to the rules as contained in part 11 of The English and Foreign Languages University Retirement Benefit Rules 1985.
2. Gratuity admissible under the scheme will, however, be at the said rate and on the same conditions as laid down in Appendix ‘A’ Section III of The English and Foreign Languages University Retirement Benefit Rules, 1985.

PART II

1.11 CONTAINING CONTRIBUTORY PROVIDENT FUND RULES

1.11.1 Application of Rules

These rules shall apply to all the employees of The English and Foreign Languages University both academic and non-academic except the following :-

- (a) Persons appointed against purely temporary vacancies, part-time servants and daily wages staff who are not entitled to this benefit of the fund under their conditions of service
- (b) Employees of the Central Government or any State Government who may be serving with the University on Foreign Service Terms and in respect of whom the University pays leave and pension contributions, unless any decision to the contrary is taken at the time of their appointment.
- (c) Employees appointed on contract and where conditions of service are laid down in the terms of contract, provided that a person who is initially appointed on contract and is subsequently made permanent employee of the University shall be entitled to the benefits of the Fund if the retirement benefits received by him in respect of his contract period are paid back to the University.

Note:(i) A person retired from any Civil or military department or the Central Government or from services of any local funds administered by Government or from any other institutions may on re-employment in the University be admitted to the Fund by the University subject to such instructions as may be issued from time to time by the Executive Council.

- (ii) For the purpose of these Rules, emoluments means pay, leave salary, or subsistence grant and includes
 - (a) Special Pay
 - (b) Personal Pay
 - (c) Dearness Pay appropriate to pay, leave salary or subsistence grant, if admissible.
 - (d) Any wages paid by the University to employees not remunerated by fixed monthly pay.
 - (e) Any remuneration of the nature of pay received in respect of foreign service.

For any other items the definitions as laid down in Part 1 of The English and Foreign Languages University Retirement Benefit Rules, 1985 will apply.

1.1. The amount payable towards Provident Fund balance by a University in respect of an employee on his joining another University, it shall be credited to the Provident Fund account to be opened in the new University.

1.11.2 Nominations

- (i) A subscriber shall, at the time of joining the Fund send to the Registrar, a nomination in the prescribed form conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund, in the event of his death, before that amount has become payable or having become payable has not been paid:

Provided that if, at the time of making nomination, the subscriber has a family, the nomination shall not be in favour of any person or persons other than the members of his family.

Provided further that the nomination made by the subscriber in respect of any other Provident Fund to which he was subscribing before joining the Fund shall if the amount to his credit in such other fund has been transferred to his credit in the Fund, be deemed to be a nomination duly made under this rule until he makes nomination in accordance with this rule.

- (ii) If a subscriber nominates more than one person under Rule (i) he shall specify in the nomination the amount or share payable to each of the nominee in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.
- (iii) Every nomination shall be in such one of the Forms appended hereto as in appropriate in the circumstances (vide forms I to IV in the Schedules).
- (iv) A subscriber may at any time cancel a nomination by sending a notice in writing to the Registrar. The subscriber shall, along with such notice or separately send a fresh nomination made in accordance with the provisions of this rule.
- (v) A subscriber may provide in a nomination :
 - (a) In respect of any specified nominee, that in the event of his predeceasing the subscriber, the right conferred upon that nominee shall pass to such other person or persons as may be specified in the nominations provided that such other person or persons shall, if the subscriber has other members of his family, be such other member or members. Where the subscriber confers such a right on more than one person under this clause he shall specify the amount or share payable to each of such persons in such a manner as to cover the whole of the amount payable to the nominee :
 - (b) that the nomination shall become invalid in the event of the happening of a contingency specified therein :

Provided that if at the time of making the nomination the subscriber has no family he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family :

Provided further that if at the time of making the nomination the subscriber has only one member of the family, he shall provide in the nomination that the right conferred upon the alternate nominee under clause (a) shall become invalid in the event of his subsequently acquiring other member of his family.
- (vi) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) or Rule (2) or on the occurrence of event by reason of which the nomination becomes invalid in pursuance of clause (b) of Rule 2 or the proviso thereto, the subscriber shall send to the Registrar a notice in writing canceling the nomination, together with a fresh nomination made in accordance with the provisions of this rule .

(vii) Every nomination made, and every notice of cancellation given, by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Registrar.

1.11.3 Subscriber's Accounts

An account shall be opened in the name of each subscriber in which shall be credited :

- (i) The subscriber's subscriptions:
- (ii) Contributions made under rule 7 by the University to his account :
- (iii) interest, as provided by rule 8 on subscriptions
- (iv) interest, as provided by rule 8 on contributions : and
- (v) advances and withdrawals from the Fund.

1.11.4 Conditions of subscription

- (i) Every subscriber shall subscribe to the Fund when on duty but not during a period of suspension.
- (ii) A subscriber may at his option not subscribe during leave which either does not carry any leave salary or carries leave salary equally to or less than half pay or half average pay.
- (iii) A subscriber on re-instatement after a period passed under suspension shall be allowed the option of paying in one sum or in installments any sum not exceeding the maximum amount of arrears of subscription permissible for that period.

1.11.5 Rates of subscription

The amount of subscription shall be fixed by the subscriber himself subject to the following conditions namely :

- (i) It shall be expressed in whole rupees :
- (ii) It may be any sum, so expressed, not less than 8.1/3% of his emoluments and not more than his emoluments. The amount of subscription so fixed may be enhanced or reduced, subject to the limit specified in this rule once at any time during the course of a financial year.

1.11.6 Realisation of subscriptions

The recoveries towards subscriptions and advances shall be made in accordance with such procedures as may be laid down by the University.

In the case of subscribers on deputation to another University the subscription should be recovered either from the employee or the University whereto the subscriber has gone on deputation and credited to his account

1.11.7 Contribution by the University

- (i) The University shall with effect from the 31st March of each year made a contribution to the account of each subscriber :

Provided that if a subscriber quit the service or dies during a year contribution shall be credited to his account for the period between the close of the preceding year and the date of the casualty.

Provided that no contribution shall be payable in respect of any period for which the subscriber is permitted under the rules not to, or does not, subscribe to the fund.

Provided that if, through oversight or otherwise, the amount subscribed is less than the minimum subscription payable by the subscriber under rule 5 and if the short subscription together with the interest accrued thereon is not paid by the subscriber within such time as may be specified by the authority competent to sanction an advance for the grant of which special reason are required under sub- rule (2) of rule 9, the contribution payable by the University shall be equal to the amount actually paid by the subscriber or the amount normally payable by University, whichever is less, unless, the University , in any particular case, otherwise directs.

- (ii) The contribution shall be 8% of the subscriber's emoluments drawn on duty during the year or period as the case may be.
- (iii) Should a subscriber elect to subscribe during leave his leave salary for the purpose of this rule, be deemed to be emoluments drawn on duty.

- (iv) The amount of contribution payable shall be rounded to the nearest whole rupee (fifty paise or more counting as the next higher rupee).

1.11.8 Interest

- (i) The University shall pay to the account of subscriber interest as may be prescribed by the Executive Council for each year after taking into account the interest that may be earned on the investment of the Fund.
- (ii) Interest shall be credited with effect from the 31st March of each year in the following manner namely : -
- (a) On the amount at the credit of a subscriber on the 31st March of the preceding year. less any sums withdrawn during current year-interest for twelve months :
- (b) On sums withdrawn during the current year-interest from the 1st of April of the current year to the last day of the month preceding month of withdrawal :
- (c) On all sums credited to the subscriber's account after the 31st March of the preceding year –interest from the date of deposit up to the 31st March of the current year :
- (d) the total amount of interest shall be rounded to the nearest rupee in the manner provided in rule 7 (iv)
- (e) when the amount standing at the credit of a subscriber has become payable interest shall thereon be credited under this sub-rule in respect only of the period from the beginning of the current year or from the date of deposit, as the case may be up to the date on which the amount standing at the credit of the subscriber becomes payable.
- (f) in all cases interest shall be paid in respect of balance at credit of a subscriber up to the close of the month preceding that in which payment is made, or up to the end of sixth month after the month in which the amount becomes payable, whichever of the period is less, provided that no interest shall be paid in respect of any period after the date on which the Registrar has intimated to the subscriber or his agent as the date on which he is prepared to make payments.
- (g) interest shall not be credited to the account of a subscriber if he informs the Registrar that he does not wish to receive it, but if he subsequently desires to receive interest, it shall be credited w.e.f. 1st April of the year in which he asks for the same.

Note 1: For the purpose of this rule the date of deposit shall be deemed to be the first date of the month in which the amount was credited in the Fund account, if this was credited before the fifth day of the month. When the amount is credited after the fifth day of that month, the date of deposit shall be deemed to be the first day of the next succeeding month.

Note 2 : payment of interest on the Fund balances beyond a period of six months upto a period of one year may be authorised by the sanctioning authority in the University after he has personally satisfied himself that the delay in payment was occasioned by circumstances beyond the control of the subscriber and in every such case the administrative delay involved in the matter shall be fully investigated and action, if any required, taken.

1.11.9 Advances from the Fund

(1) The Vice-Chancellor or any other authority to whom the power has been delegated, may sanction the payment to any subscriber of an advance consisting of a sum of whole rupee and not exceeding in amount three months pay or half the amount of subscriptions and interest thereon standing to the credit of the subscriber in the Fund, whichever is less for one or more of the following purposes.

- (a) to pay expenses in connection with the illness, confinement or as disability, including where necessary, the traveling expenses of the subscriber or any person actually dependent on him.
- (b) to meet the cost of higher education, including where necessary, the traveling expenses of the subscriber or any person actually dependent on him in the following cases, namely :
- (i) for education outside India for an academic, technical professional or vocational courses beyond the High School Stage : and
- (ii) for any medical, engineering or other technical specialised course in India beyond the High School stage provided that the course of study is for not less than three years:
- (c) to pay obligatory expenses on scale appropriate to the status which by customary usage the subscriber has to incur in connection with betrothal/ marriages or other ceremonies of himself or of his children or of any other person actually dependence shall not apply in the case of a son or daughter of the subscriber :

Provided further that the condition of actual dependence shall not apply in the case of an advance required to meet the funeral expenses of the parent of a subscriber:

- (d) to meet the cost of legal proceedings University by the subscriber for vindicating his position in regard to any allegations made against him in respect of any act done or purporting to be done by him in the discharge of his official duty, the advance in this case being available in addition to any advance admissible for the same purpose from any other Government source;

Provided that the advance under this sub-clause shall not be admissible to a subscriber who legal proceedings in any court of law either in respect of any matter unconnected with the official duty or against the University in respect of any condition of service or penalty imposed on him.

- (e) to meet the cost of his defence where the subscriber is prosecuted by the University in any court of law or where the subscriber engages a legal practitioner to defend himself in an enquiry in respect of any alleged official misconduct on his part.

(2) An advance shall not, except for special reasons to be recorded in writing be granted to any subscriber in excess of the limit laid down in sub-rule (1) or until repayment of the last installment of any previous advance together with interest thereon.

Provided that an advance shall in no case exceed the amount of subscriptions and interest thereon standing to the credit of the subscriber in the Fund.

(3) When an advance is sanctioned under sub-rule (2) before repayment of last installments of any previous advance is completed, the balance of any previous advance not recovered shall be added to the advance so sanctioned and the installments for recovery shall be fixed with reference to the consolidated amount.

1.11.10 Recovery of Advances

- (1) An advance shall be recovered from the subscriber in such number of equal monthly installments as the Vice-Chancellor may direct : but such number shall not be less than twelve unless the subscriber so elects, or in any case more than twenty-four. In special cases where the amount of the advance exceeds three months pay of the subscriber the sanctioning authority may fix such number of installments to be more than 24 but in no case more than 36. A subscriber may, at his option, make repayment in a smaller number of installments than that prescribed. Each installment shall be a number of whole rupees, the amount of the advance being raised or reduced, if necessary, to admit of the fixation of such installments.
- (2) Recovery shall be made in accordance with the procedure to be laid down by the University under rule 6 and shall commence on the first occasion after the advance is made on which the subscriber draws emoluments, other than leave salary or subsistence grant, for a full month.

Recoveries shall not be made, except with the subscriber's consent, while he is on leave or in receipt of subsistence grant, and may be postponed by the Vice-Chancellor during the recovery of an advance of pay granted to the subscriber.

- (3) Recoveries made under this rule shall be credited as they are made, to the account of the subscriber into Fund.
- (4) Notwithstanding anything confined in these rules, if the Vice-Chancellor is satisfied that money drawn as an advance under rule 9 has been utilised for a purpose other than that for which sanction was given to the drawal of the money, the amount in question shall, forthwith be repaid by the subscriber to the Fund, or in default, be ordered to be recovered by deduction in one sum from the emoluments of the subscriber, even if he be on leave. If the total amount to be repaid be more than half the subscriber's emoluments recoveries shall be made in monthly installments or moieties of his emoluments till the entire amount is repaid by him.

Note : The term emoluments as used in this rule does not include subsistence grant .

1.11.11 Withdrawal from the Fund

- (1) Subject to the conditions specified herein withdrawal may be sanctioned by Vice-Chancellor or any other authority to whom power has been delegated at any time after the completion of twenty years of service (including broken periods of service if any) of a subscriber or within ten years before the date of his retirement on superannuation whichever is earlier, from the amount of subscription and interest thereon standing to the credit of the subscriber in the Fund for one or more of the following purposes, namely:-
- (a) Meeting the cost of higher education, including where necessary the traveling expense of any child of the subscriber in the following cases namely :-
- (i) for education outside India for academic, technical professional or vocational course beyond the High School stage, and
- (ii) for any medical, engineering or other technical or specialised course in India beyond the High School stage provided that the course of study is for not less than three years.

- (b) Meeting the expenditure in connection with the betrothal or marriage of the subscribers' son or daughter and any other female relation actually dependent on him. Meeting the expenses in connection with illness, including where necessary, the traveling expenses of the subscriber or any person actually dependent on him.
- (c) Building or acquiring a suitable house for his residence including the cost of the site or repaying any outstanding amount on account of loan expressly taken for this purpose or reconstruction, or making additions or alterations to a house already owned or acquired by a subscriber.
- (d) purchasing a house –site or repaying any outstanding amount on account of loan expressly taken for this purpose.
- (e) for constructing a house on a site purchased, utilising the sum withdrawn under clause (e)
- (f) for acquiring a farm land or business premises or both within six months before the date of the subscriber's retirement.

(2) (a) Any sum withdrawn by a subscriber at any one time for one or more of the purposes specified in Rule 11 (1) from the amount standing to his credit in the fund shall not ordinarily exceed one-half of the amount of subscriptions and interest thereon standing to the credit of the subscriber in the Fund or six months' pay, whichever is less. The Vice-Chancellor, may, however, sanction the withdrawal of an amount in excess of this limit upto three fourths of the amount of subscriptions and interest thereon standing to the credit of the subscriber in the fund, having due regard to (i) the object for which the withdrawal is being made, (ii) the status of the subscriber and (iii) the amount of subscription and interest thereon standing to the credit of the subscriber in the fund.

A subscriber who has been permitted to withdraw money from the Fund under this rule, shall satisfy the Vice-Chancellor within a reasonable period as may be specified by him that the money has been utilised for the purpose for which it was withdrawn and if he fails to do so, the whole of sums so withdrawn, or so much thereof as has been not applied for the purpose for which it was withdrawn shall forthwith be repaid in one lump sum and in default of such payment it shall be ordered by the Vice-Chancellor to be recovered from his emoluments either in lump sum or in such number of monthly installments as may be determined by the Executive Council.

(b) A subscriber who has been permitted under clause (d) clause (e) or clause (f) of sub-rule (1) of this rule to withdraw money from the amount of subscription, together with interest thereon standing to his credit in the Fund, shall not part with the possession of the house built or acquired or house-site so purchased by way of sale, mortgage (other than mortgage to the Vice-Chancellor of the University of gift, without the previous permission of the Vice-Chancellor,. He shall also not part with the possession of such house or house-site by way of exchange or lease for a term exceeding three years, without the previous permission of the sanctioning authority, the subscriber shall submit a declaration not later than the 31st day of December., of every year to the effect that the house or, as the case may be, the house-site continues to be in this possession and shall, if so required, produce before the sanctioning authority on or before the date specified by that authority in that behalf the original sale deed and other documents on which his title to the property is based.

If at any time before retirement, he parts with the possession of the house or house-site without obtaining the previous permission of the Vice-Chancellor of the University or sanctioning authority, as the case may be, the sum withdrawn by him shall forthwith be repaid one lump sum by the subscriber to the Fund and in default of such repayment he shall be ordered by the sanctioning authority to be recovered from his emoluments either in lump sum or in such number of monthly installments, as may be determined by the Vice-Chancellor.

1.11.12 CONVERSION OF AND ADVANCE INTO A WITHDRAWAL

A subscriber who has already drawn or may draw in future an advance under rule (g) for any of the purpose specified in clause (a), (b) and (c) of rule 12 may convert, at his discretion by written request addressed to the Vice-Chancellor, the balance outstanding against it into a final withdrawal on his satisfying the condition, laid down in rule 11.

1.11.13 PAYMENT TOWARDS INSURANCE POLICIES

- (i) A subscriber may be allowed to withdraw from him subscriptions amount required for payment of annual premium on his Life Insurance Policy provided the Life Insurance Policy for which the premium are so paid is assigned in favour of the University. On the retirement of the subscriber from the service of the University, the policy shall be reassigned to him by the University.
- (ii) In case of maturity of the policy during the service, of the subscriber in the University, the full amount of the policy shall be credited to the fund of the subscriber. In case of the death of the subscriber, during the service of the University, the full amount of the policy shall be paid to the legal representative of the deceased entitled to the Provident Fund

Note : The provision of this rule shall apply only to subscriber who before the date of introduction of these rules have been substituting in whole or in part payments towards policies of life Insurance for subscriptions to the fund or making withdrawal from the fund for such payments provided that such subscribers shall not be permitted to substitute such

payments of subscriptions due to the fund or to withdraw from the fund for making such payments in respect of any new policy.

1.11.14 CIRCUMSTANCES IN WHICH ACCUMULATIONS AND PAYABLE

(1) When a subscriber quits the service, the amount standing to his credit in the Fund shall, subject to any deduction under rule 15 become payable to him ; Provided that a subscriber, who has been dismissed from the service and is subsequently reinstated in the service, shall, if required to do so by the Vice-Chancellor repay any amount paid to him from the fund in pursuance of this rule, with interest thereon at the rate provided in rule 9 in the manner provided in this rule. The amount so repaid shall be credited to his account in the Fund, the part which represents the University contribution with interest thereon, being accounted for in the manner provided in rule 3.

(2) when a subscriber ---

- (a) has proceeded on leave preparatory to retirement. or
- (b) while on leave, has been permitted to retire or declared by competent medical authority to be unfit for further service, the amount of subscriptions and interest thereon standing to his credit in the Fund. shall, upon application made by him in that behalf to the Registrar become payable to the subscriber.

Provided that the subscriber if he returns to duty, shall, if required to do so by the Vice-Chancellor, repay to the Fund for credit to his account, the whole or part of any amount paid to him from the Fund in pursuance of this rule, with interest thereon at the rate provided in rule 10 in cash or securities or partly in cash and partly in securities by installments or otherwise by recovery from his emoluments or otherwise as the Vice-Chancellor may direct.

(3) Subject to any deduction under rule 15 (3) on the death of a subscriber before the amount standing to his credit has become payable. or, where the amount has become payable before payment has been made :

(1) When the subscriber leaves a family :-

- (a) if a nomination made by the subscriber in accordance with the provisions of rule 3 in favour of a member or members of his family subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees on the proportions specified in the nomination :
- (b) if no such nomination in favour of a member or members of the family of the subscriber subsists or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relate, as the case maybe, shall, notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family become payable to the members of his family in equal shares : -

Provided that no share shall be payable to : -

- (i) sons who have attained legal majority
- (ii) sons of a deceased son who have attained legal majority
- (iii) married daughters whose husbands are alive
- (iv) married daughters of a deceased son whose husbands are alive.

If there is any member of the family other than those specified in clauses (i), (ii), (iii), and (iv):

Provided also that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived the subscriber and had been exempted from the provisions of clause (1) of the first proviso.

NOTE 1:Any sum payable under these rules to a member of the family of a subscriber vests in such member under sub-section (2) of section 3 of the Provident Funds Act , XIX of 1925.

(2) When the subscriber leaves no family, if a nomination made by him in accordance with the provisions of rule 2 in favour of any person or persons subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable his nominee or nominees in the proportion specified in the nominations

NOTE (i) When a nominee is a dependent of the subscriber as defined in clause (c) of section (2) of the Provident Fund Act, XIX of 1925 the amount vests in such nominee under sub-section 3 of that Act.

NOTE (ii) When the subscriber leaves no family and no nomination made by him in accordance with the provisions of rule 5 subsists, or if such nomination relates only to part of the amount standing to his credit in Fund, the relevant provision of clause (b) and sub-clause (i i) of clause (c) of sub-section (1) of section 4 of the Provident Fund Act, XIX of 1925 are applicable to the whole amount or the part thereof to which the nomination does not relate.

1.11.15 DEDUCTIONS

Subject to the condition that no deduction may be made which reduces the credit by more than the amount of any contribution by the University with interest thereon credited under Rules 7 and 8 before the amount standing to the credit of a subscriber in the Fund is paid out of the Fund, the Vice-Chancellor, may direct the deduction therefrom and payment to the University of –

- (a) all amounts representing such contribution and interest, if the subscriber is dismissed from service due to misconduct, insolvency or inefficiency.

Provided that where the Vice-Chancellor is satisfied that such deduction would cause exceptional hardship to the subscriber, he may, by order, exempt from such deduction and amount not exceeding two-third of the amount of such contribution and interests which would have been payable to the subscriber, if he had retired on medical grounds; provided further that if any such order of dismissal is subsequently cancelled, the amount so deducted shall on his re-instatement in the service be replaced to his credit in the fund:

- (b) All amounts representing such contribution and interest, if the subscriber within five years of the commencement of his service as such, resigns from the service or ceases to be an employee under University otherwise than by reason of death, superannuation or declaration by a competent medical authority that he is unfit for further service, or the abolition of the post or the reduction of establishment :
- (c) Any amount due from the subscriber under liability incurred by the subscriber to the University.

NOTE ; 1 (a) For the purpose of this rule the period of five years shall be reckoned from the commencement of the subscriber's continuous service under the University.

(b) Resignation from service with proper permission to take up appointment in another University or organisation without break in service will not constitute resignation of service of the purpose of this rule.

1.11.16 PAYMENT

(1) When the amount standing to the credit of a subscriber in the Fund, or the balance thereof after any deduction under rule 15 becomes payable, it shall be duty of the Registrar after satisfying himself, when no such deduction has been directed under that rule, that no deduction is to be made to make payment on receipt of a written application as provided in clause (3).

(2) If the person to whom under these rules, any amount is to be paid is a lunatic for whose estate a manager has been appointed in this behalf under the Indian Lunacy Act, IV of 1912, the payment will be made to such manager, and not to the lunatic :

Provided that no manager has been appointed and the person to whom the sum is payable is certified by a Magistrate to be a lunatic, the payment shall under the orders of the Collector, be made in terms of sub-section

(1) of section 95 of the Indian Lunacy Act, 1912, to the person having charge of such lunatic and the sanctioning authority in the University shall pay only the amount which he thinks fit to the person having charge of the lunatic and the surplus, if any, or such part thereof, as he thinks fit, shall be paid for the maintenance of such member of the lunatics family as are dependent on him for maintenance.

(3) Any person who desires to claim payment under this rule shall send a written application in that behalf to the Registrar. Payment of amounts withdrawn shall be made in India only. The person to whom the amounts are payable shall make their own arrangements to receive payment in India.

NOTE :When the amount standing to the credit of a subscriber has become payable under rule 14 the Registrar shall effect prompt payment of that portion of the amount standing to the credit of a subscriber in regard to which there is no dispute or doubt, the balance being adjusted as soon after as may be.

1.11.17 INVESTMENT OF FUND

All sums paid into the Fund under these Rules shall be credited in the books of the University to an account named "Contributory Provident Fund Account of the University". A deposit account shall be opened in such State Bank of India or any other Nationalised Bank as the University may decide upon from time to time to be operated in such manner as the University may direct. The balance of the Fund, after reserving suitable amount for current need shall be invested in the National Savings Certificates, securities or other investment covered by section 20 of the Indian Trust Act of 1882, as soon as possible after monthly accounts are closed

1.11.18 PROCEDURE RULES

The rules regarding accounting of the sums paid into the Fund, preparation of subscriber's statement of accounts showing the balance as on the beginning of the financial year etc., shall be such as may be laid down by the University.

NEW PENSION SCHEME**Annexure – I****UNIVERSITY GRANTS COMMISSION****(Encl. to UGC letter No. F-1-2/2004 (FA-NPS) dated 15th December, 2004)****SUB: INTRODUCTION OF NEW PENSION SCHEME FOR UNIVERSITY EMPLOYEES (CENTRAL UNIVERSITIES/UGC MAINTAINED DEEMED UNIVERSITIES/DELHI COLLEGES) JOINING ON OR AFTER 01.01.2004.****The salient features of the New Pension Scheme are as follows : -**

1. The New Pension Scheme will work on defined contribution basis and will have two tiers – Tier-I and II. Contribution to Tier-I is mandatory for all University/College employees (termed as employees) joining on or after 01.01.2004, whereas Tier-II will be optional and at the discretion of employees.
2. In Tier-I, employees will have to make a contribution of 10% of his Basic pay + DP + DA, which will be deducted from his salary bill every month by the University/College concerned. The University/College will make an equal matching contribution.
3. Tier-I contributions (and the investment returns) will be kept in a non-withdrawable pension Tier-I Account. Tier-II contributions will be kept in a separate account that will be withdrawable at the option of the employee. The University / College will not make any contribution to Tier-II account.
4. The existing provisions of Defined Benefit Pension and GPF would not be available to new employees joining University / College on or after 01.01.2004.
5. Till the regular Central Record Keeping Agency and Pension Fund Managers are appointed and the accumulated balances under each individual account are transferred to them, it has been decided that such amounts representing the contributions made by the employees and the matching contribution made by the University / College will be kept in the separate account of University / College. This will be purely a temporary arrangement as announced by the Government.
6. It has also been decided that Tier-II will not be made operative during the interim period. In case contribution has been received in this account by this time, the same should be refunded to individuals without interest.
7. An employee can exit at or after the age of 60 years from the Tier-I of the Scheme. At exit, it would be mandatory for him to invest 40 percent of pension wealth to purchase an annuity (from an IRDA, regulated Life Insurance Company), which will provide pension for the lifetime of the employee and his dependent parents/spouse. In the case of employees who leave the Scheme before attaining the age 60, the mandatory annuitization would be 80% of the pension wealth.
8. The following guidelines are issued for the implementation of the New Pension Scheme during the interim arrangement:
 - (a) The new Pension Scheme becomes operational with effect from 01.01.2004. All persons joining University/ College on or after 01.01.2004 will compulsorily be covered by the new Pension Scheme. It must be ensured that appointment orders issued to new recruits mention the applicability of NPS to all new recruits. If this has not already been done, suitable instructions must be issued about the applicability of the New Pension Scheme (NPS).
 - (b) Contributions payable by the employees towards the Scheme under Tier-I, i.e., 10% of the (Basic Pay + DP + DA), will be recovered from the salary bill every month by University / College concerned.
 - (c) The scheme of voluntary contributions under Tier-II will not be made operative during the period of Interim arrangement and therefore no recoveries will be made from the salaries of the employees on this account.
 - (d) Recoveries towards Tier-I contribution will start from the salary of the month following the month in which the employees has joined service. Therefore, no recovery will be effected for the month of joining. For example, for employees joining service in the month of January, 2004 deductions towards Tier-I contribution will start from the salary bill of February, 2004. No deduction will be made for his salary earned in January, 2004. Similarly, deductions for those joining service in the month of February, 2004 will start from the salary bill of March, 2004 and so on.
 - (e) No deductions will be made towards GPF contribution from the employees joining the service on or after 01.01.2004 as the GPF Scheme is not applicable to them. If any recovery is made by this time, the amount of Tier-I contribution may be adjusted and excess, if any may be refunded to the individuals. In case of shortfall, the difference may be recovered and be remitted to the concerned Section of the University/College with complete

details. The University / College will review all such GPF accounts and make necessary adjustments with to the concerned Section on top priority basis.

- (f) The University/college concerned after due deliberations and consideration devise and procedure for implementation of the New Pension Scheme so as to ensure that all kinds of information as envisaged in suggested Formats for implementation of New Pension Scheme may be maintained as detailed below:
- (1) Immediately on joining the University / College, the employees will be required to provide particulars such as his name, designation, scale of pay, date of birth, nominee(s) for the fund, relationship of the nominee etc. in the prescribed format as already circulated vide this office letter No.5-2/97(DU) dated 26.8.2004. The University / College will be responsible for obtaining this information from all employees covered under the New Pension Scheme.
 - (2) To allot a unique 16 digit permanent Pension Account Number * (PPAN). First four digit of this number will indicate the calendar year of joining the service, next seven digit would represent the unique employee code and the last FIVE digit will be the running serial number of the individual employees.
(*Clarifications are being sought for PPAN in case of University/College employees)
 - (3) The University/College may identify a particular section to maintain an Index Register for the purpose of allotment of PPAN to new entrants to University / College service as per prescribed Format as already circulated vide this office letter No.5-2/97(DU) dated 26.8.2004.
 - (4) This PPAN should also be noted on the first page of service book of employee, pay bill register, ledger etc.
 - (5) The identified section of the University / College will prepare separate pay bill registers in respect of its employees joining the service on or after 01.01.2004. The University / College may develop a time schedule for remittances towards Tier-I and Tier-II contributions and interaction among concerned sections (Tier-II recoveries are not to be made during interim period). The University shall prepare a separate bill for drawl of matching contributions to be paid towards the Tier-I by the University / College.
 - (6) The employees contributions under Tier-I and Tier-II>(*Tier-II contributions not to be made during interim period) and University's college contribution towards Tier-I should be posted to the concerned Section in different column of the individual ledger account (to be maintained in the prescribed format as already circulated vide this office letter No.5-2/97(DU) dated 26.08.2004.and broadsheet and tallied with the account figures as being done in the case of GPF/CPF). The remittances received from the concerned section will be deposited by the University / College in the separate bank account to be operated specially for this scheme.
 - (7) These accounts should not be mixed with GPF/CPF accounts and these records/ledger accounts should be independent of GPF/CPF accounts maintained in the case of pre 01.01.2004 entrants.
 - (8) No withdrawal of any amount will be allowed from Tier-I fund during the interim arrangement. Provisions regarding terminal payments in the event of untimely death of an employee or in the event of his leaving the service during the interim period shall be notified in due course.
 - (9) Detailed instructions on the interest payable on Tier-I balances shall be issued in due course.
 - (10) At the end of each financial year, the University / College will prepare annual account of statements for each employee showing the opening balance, details of monthly deductions and government's matching contributions, interest earned if any, and the closing balance and will send these statement to the individual concerned after proper reconciliation with records maintains by the institutions.
 - (11) In case of transfer, the PPA should be mentioned in the LPC and the facts to the effect that the employee is member of new scheme, should be intimated to new (DDO) Drawing & Disbursing Officer.

Sd/-

M.S.Yadav

Co-ordinator

Annexure-II**F.No. 1(7)(2)/2003/TA/245****Government of India****Ministry of Finance****Department of Expenditure****Controller General of Accounts****Lok Nayak Bhawan, Khan Market****New Delhi.**

Dated 20.04.2004

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OFFICE MEMORANDUM

The field office while implementing the New Pension Scheme have raised a number of queries and sought clarifications on various issues. These queries have been examined and the comments of this office are given below:-

Sl. No.	Queries	Replies/Comments
1.	Whether individual is entitled for leave encashment after retirement	The benefit of encashment of leave salary is not a part of the retirement benefits admissible under Central Civil Services (pension) Rules, 1972 it is payable in terms of CCS(Leave)Rules which will continue to be applicable to the Government servants who join the Government service on after 01-01-2004. Therefore, the benefit of encashment of leave salary payable to the Governments/to their families on account of retirement/death will be admissible.
2	Whether retirement gratuity is available to the new entrants.	The matter has been taken up with the Ministry of Finance, Department of Economic Affairs. Reply is awaited.
3.	At exit i.e after age 60 years why 40% of pension wealth to purchase the annuity is mandatory.	This provision is a part of the New Pension Scheme. This provision has been made with an intention that the retired Government servant should get regular monthly income during their retire life.
4.	What benefits will he/she get in the event of death in service.	The matter has been referred to Min of Fin., DEA. Their clarification is still awaited.
5.	Whether any minimum age or minimum service is required to quit from Tier-I	Exit from Tier-I can only take place when an individual leaves Government service.
6.	Whether Dearness pay is counted as basic pay for recovery of 10% for Tier-I	As per the scheme the total Dearness Allowance is to be taken in to account for working out the contributions. Subsequently, a part of the "Dearness Allowance" has been treated as Dearness Pay. Therefore, this should also be reckoned for the purpose of contributions.
7.	When individual is on long leave/HPL/EOL, how the contributions are to be recovered.	This has already been referred to Min. of Finance Department of Economic Affairs. Their reply is awaited.
8.	Whether contribution towards tier-I is taken as income for the purpose of calculation of income Tax or it will be exempted.	The matter has been referred to Ministry of Finance Department of Economic Affairs.
9.	Whether contribution towards Tier-I from arrears of DA is to be deducted.	Yes, Since the contribution is to be worked out at 10% of Pay+DP+DA it needs to be revised whenever there is any change in these elements.

10.	Whether any budget provision to be made for booking the Government contribution under the Functional Major head.	At present the Govt. matching contributions are booked under the minor head '502- BWT' which is a transitory head. No budget provision is required. Before the accounts are closed, the final head. No balance should remain under this head. After the accounting heads are finalized the amount of Government contribution should be debited to a functional major head for which there should be provision of funds.
11.	Can any individual continue to contribute under tier-I even after the age of 60 years.	The matter has been referred to DEA for clarification.
12.	What will be the formula for, rounding off when 10% of (basic+DA) will be recovered from the salary of the Government servant	The contributions payable by the Government servants and those paid by the Government should be rounded off to the nearest rupee in terms of the instructions contained in Apeendix –II of Central Government Accounts (Receipt& Payment) Rules, 1983.
13.	It is presumed that the bill pertaining to the matching contribution would be a 'NIL' bill.	It is confirmed that the bill for drawn of matching contribution by Government will be :NIL" bill. The amount of Governments contributions will be transferred by debit to "502- Expenditure Awaiting Transfer to other Heads/Department for credit to the head "8342-Other Heads Deposits" No amount will be paid on this bill.
14.	For the purpose of simplification basic pay plus D.A may be taken as fixed for the entire year. This would obviate the need for calculation of D.A. arrears twice in a year and increment once and consequent preparation of supplementary bills.	The issue was examined by this office and it was not agreed to. It has been decided that whenever there is any increase or decrease in emoluments of a Government servant during the middle of a month, the change in the rate of contribution (both Government servant and Government) will be given effect only from the first of the following month.
15.	Who will calculate the interest PAO or Central Pension Accounting Office ?	The PAO should calculate the interest.
16.	Since Cheque drawing DDOs are having the budget with them how the PAO will pass the bill and give payment without budget?	The PAOs should be aware of the progressive expenditure in respect of CDDOs. Moreover, they may obtain a certificate with regard to availability of funds on each bill itself.
17.	Instead of preparing a separate bill for the matching contribution the feasibility of incorporating a separate column regarding Government's contribution in the same bill may be explored.	Since the contributions payable by the Government servants and the matching contributions paid by the Government are debitable to different heads, these no items cannot be drawn in the same bill.
18.	Whether the New Pension Scheme is applicable for the officials initially appointed on daily wages and later on conferred 'temporary status' and contributing towards GPF and whose services are regularized on or after 01.01.2004.	The matter is being referred to DOPT.
19.	What happens if an employee gets transferred during the month? Which office will make deduction of contributions?	As in the case of other recoveries, the recovery of contributions towards NPS for the full month (both individual and Government) will be made by the office who will draw salary for the maximum period.
20.	Whether the non- practicing allowance (NPA) payable to medical officers will count towards 'pay' for the purpose of working out contributions to NPS?	Yes, Ministry of Health & Family Welfare has clarified vide their O.M. No. A45012/11/97-CHS.V dated 07.04.98 that the Non- practicing Allowance shall count as 'pay' for all service benefits. Therefore, this will be taken into account for working out the contributions towards the New Pension Scheme.

21.	Whether a Government servant who was already in service prior to 01.01.2004, if appointed in a different post under the Government of India will be governed by the CCS (P) Rules or New Pension Scheme.	In cases where Government servants apply for posts in the same or other departments and on selection they are asked to render technical resignation the past services are counted towards pension under CCS (Pension) Rules, 1972. Since the Government servant had originally joined Government service prior to 01.01.2004, he should be covered under the CCS (Pension) Rules, 1972.
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The Pr.CCAs/CCAs/Cas/DCAs are requested to circulate the above clarifications to the PAOs/DDOs/CDDOs under their Ministry/Department/Offices.

(RAJESH KUMAR)

Dy. Controller General of Accounts

All Pr.CCAs/CCAs/Cas/DCAs

ANNEXURE-I

Format for seeking information with regard to the implementation of New Pension Scheme (NPS) for all University employees joining service on or after 01.01.2004.

1	Name of the Institution:	
2	Nodal Officer identified by the institution for implementation of the NPS Name/designation: Address/Phone No : E-Mail address, if any :	
3	Status of implementation of NPS with reference to the circular issued by UGC <u>Central Universities:</u> Letter No.10-13/2004(CU) dt 31.08.2004 No.F.1-2/2004(FA-NPS) dt 15.12.2004 <u>Deemed to be Universities:</u> No.F.5-2/97(DU) dt.26.8.2004 No.F.1-2/2004(FA-NPS) dt.16.12.2004 <u>Delhi Colleges:</u> No.F.1-6/2004(DC) dt.21.9.2004	
4	Number of employees covered as on date under NPS and status about the contributions towards Tier-I & Tier-II (Please enclose information as per Format already circulated to the Institution).	
5	Queries/difficulties being observed w.r.t. the implementation of NPS	

ANNEXURE-III

FORMAT FOR FURNISHING INFORMATION TO UGC ABOUT CASES COVERED UNDER THE NEW PENSION SCHEME

Unique pension Account No in 16 digits allotted by the university	Name of the employee	Desgn	Date of Joining	Basic Pay+ DP	DA	Total	Contribution Under Tier-I	University's Contribution Under Tier-I	Total Tier-I	Contribution Under Tier-II*	Total	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
Total												

Name of University :

(Amount in Rs.)

* This column is not to be used during the interim period.

Signature and Stamp of the Competent Authority

2. RULES FOR STUDENTS

2.1 AWARD OF FREESHIPS AND HOSTEL FREESHIPS TO THE STUDENTS

1. Freeships to be offered to men & women students should be 20% of the total income from fees and not 25% and 20% of the total enrolment of women and men students respectively (UGC letter dated 25-4-1976 received from Shri V.M. Seth, Assistant Secretary).
2. The University may award freeships to students of part-time courses on the same basis as for full-time students within the limits of such freeships already agreed to (UGC letter No. F.4-27/77(D5-a) dated 7-3-1978).
3. The University approved the grant of freeship and exemption from payment of hostel rent, pending approval of the University Grants Commission, to the students belonging to SCs/STs who are not in receipt of scholarships/fellowships and whose parents/guardians income is upto Rs. 50,000 per annum.
4. Similarly, Physically handicapped students who are not in receipt of fellowship or scholarship and whose guardian/parents income is upto Rs. 50,000/- per annum may be exempted from payment of tuition fee and hostel/fee as in the case of SC/ST students w.e.f. the current Academic Year.

2.2 PAYMENT OF FELLOWSHIP TO THE SCHOLARS DURING THE PERIOD OF SUBMISSION OF Ph.D.THESES AND DECLARATION OF RESULTS

Research scholars be paid fellowship between the period intervening between submission of their theses and the declaration of result provided this does not exceed the maximum period of fellowship including extension, if any.

2.3 CONDITIONS GOVERNING THE FIELD OF RESEARCH GRANT FOR STUDENTS DEPUTED OUTSIDE INDIA

1. In support of the expenditure incurred for the acquisition of research material, a simple account of the books purchased by the student, viz. the titles of the books, their costs, and the amount spent on xeroxing, photocopying etc., duly countersigned by his supervisor, or a certificate to the effect that the amount advanced for the acquisition of research material has been spent for the purpose for which it was given, shall be submitted by the student.
2. The expenditure on internal travel undertaken within the country of field work in connection with research work (only public transport to be used) shall be admissible under the grant. In support of the expenditure incurred, the student shall submit a statement of account within 15 days of the date of his/her return to Hyderabad / EFL-University Centre.
3. The student will:
 - (a) send reports on his/her work to his/her supervisor every month;
 - (b) return to EFL University, Hyderabad immediately after the authorised period of field work is over;
 - (c) complete his/her doctoral thesis within five years from the date of his/her registration or within such period as may be approved by the Board of Research Studies failing which he/she will be liable to refund to the University the entire field research grant;
 - (d) execute a bond on non-judicial stamp paper in connection with the field research grant and furnish the required surety;
 - (e) keep the Officer of the Department concerned informed of any changes in his/her address abroad;
 - (f) not approach any foreign foundation/institution for supplementary scholarship/ fellowship or financial assistance;
 - (g) complete such other formalities as may be required by the Department
 - (h) utilize the grants received from the University for the purpose it has been sanctioned; and
 - (i) shall return to the University the unutilized balance of amount, if any, out of the sanctioned foreign exchange in the foreign currency concerned.

2.4 RATES OF MAINTENANCE ALLOWANCE PAYABLE TO STUDENTS OF THE UNIVERSITY WHO ARE DEPUTED ABROAD FOR FIELD WORK

The Ministry of Education and Culture letter No.F.5-13/76-Nos.3 dated 14.6.1980, has revised the rates of maintenance allowance payable to students of the University who are deputed abroad for field work as under:

All countries US \$ 5,000 per annum. The sum will automatically be revised as and when the Ministry/UGC revises them further.

2.5 DAILY ALLOWANCE TO STUDENTS DEPUTED FOR FIELD WORK

The rate of daily allowance payable to the students deputed for field work is Rs. 300 per day.

2.6 RELAXATION IN THE ELIGIBILITY CONDITIONS FOR THE AWARD OF JUNIOR RESEARCH FELLOWSHIP TO THE BLIND, PHYSICALLY HANDICAPPED AND SC/ST CANDIDATES

The minimum eligibility condition for award of Junior Research Fellowship to the blind and physically handicapped and SC/ST candidates be lowered from 55% to 50% on aggregates in the qualifying examination in numerical system or 5.00 CGPA where CGPA system is followed or B Grade where latter grade system is followed.

2.7 CONCESSION TO PHYSICALLY HANDICAPPED STUDENTS FOR CONFIRMATION TO PH.D. PROGRAMME OF THE UNIVERSITY

Physically handicapped students have also been extended similar concessions in regard to confirmation of admission to the Ph.D. programme as had been extended to the students belonging to the SC/ST categories.

2.8 MEDICAL RULES FOR STUDENTS

(Referral of patients to hospitals/Institutions etc. for admission, investigations, treatment or specialists consultation.)

Medical Officer of the Health Centre may refer such patients who require admissions, investigations, treatment or specialists' consultation (when such facilities are not available at the Health Centre) to the following hospitals/institutions:

- (i) All Central Government Hospitals recognized by Central Government for their employees where non-government employees and the general public are allowed the facility of the hospital.
- (ii) All the hospitals recognised by English and Foreign Languages University for the purpose of inpatient and out patient treatment to the employees of the University, vide letter No. Admn./F.184/2005/566 dt 20-8-2005.

2.9 GRIEVANCE REDRESSAL MECHANISM FOR STUDENTS

1. That all issues within the University community should be resolved through discussions and negotiations and through a Grievance-Redressal Mechanism and that the use of violence, intimidation and coercive methods such as gheraos and dharnas or any other activity which disrupts the normal academic or administrative functioning of the University inside the University buildings, and locking out of the University buildings and shall not be resorted to;

2. That all members of the University community have the right to privacy and that residential areas of the teachers and staff shall in no case be used as venues of protests and agitations.

A. GRIEVANCE-REDRESSAL MECHANISM IN HOSTELS

1. Hostel in the University exist to provide conditions of congenial living to the students, within the constraints of resources and personnel. Routine matters pertaining to the provision of facilities for the day-to-day running of the hostel, therefore, should be attended to by the existing hostel authorities. Redressal of grievances through the proposed special mechanism should be viewed as a last resort.
2. Any grievance from a resident student or students in the first instance be referred to the concerned Provost/Warden who will depending upon the nature of the grievance, ensure that it is processed by him/her as speedily as possible and in no case later than a fortnight from the date of its receipt.
3. In case the resident student or students are not satisfied with the action taken by the Warden the student/students, as the case may be, are free to bring the grievance in writing to the notice of the Provost of the Hostel concerned as soon as the decision of the Warden has been notified and in no case later than three weeks from the date of decision of the Warden.
4. The complaint will be made to the Officer Incharge of the Hostel for transmission to the Provost who will ensure that the grievance is looked into by him as speedily as possible depending upon its nature and in any case within a fortnight from the date the complaint was lodged.
5. Students may appeal against the decision of the Provost in writing to the Grievance Committee of the Hostel which shall consist of:
 1. Dean of Students' Welfare;
 2. Two teachers nominated by the Vice-Chancellor preferably from amongst persons having adequate experience in hostel administration.

The Grievance Committee shall ensure that the grievances referred to it are processed as speedily as possible and in no case later than 14 days from the date the complaint is lodged in writing.

6. The decision of the Grievance Committee shall be final.

7. The Committee shall formulate its own procedure.
8. The term of the Committee shall be two years.
9. Questions relating to the structure of the hostel administration, including Rules and Regulations governing the hostel, will be outside the purview of the Grievance Committee.

B. STUDENTS GRIEVANCES OTHER THAN THOSE PERTAINING TO HOSTELS AND EVALUATION

(a) Individual Grievances

1. Every Department shall have teachers appointed as staff advisers to look after the problems of students in the Department. The complaint of a student will first be referred to the Staff Adviser in the Department. The students' Staff Adviser shall after looking into the complaint, dispose it off at his level.
2. A student not satisfied with the solution suggested by the Staff Adviser may approach the Head of the Department who will give his decision within a period of 4 weeks.
3. A student not satisfied even with the decision of the Department's Head may appeal to the Committee consisting of Pro-Vice-Chancellor/Coordinator/Proctor and two other persons nominated by the Vice-Chancellor from within the University. This Committee shall be Standing Committee for each Department.
4. The decision of the Standing Committee shall be final.

(b) Group Grievances

1. If several students together lodge a complaint with Department's Head, efforts will be made to resolve the problem within the Department. Departments should normally be able to localise the problem of their students.
2. A group of students not satisfied with the decision of the Department's Head, may approach the committee as laid down in (a) 3 mentioned above.
3. The Committee should resolve the Department level issues in consultation with the head and senior faculty of the University/Department.
4. The Committee shall formulate its own rules of functioning and procedures.
5. The term of the Committee shall be two years.
6. The decision of the Committee shall be final and binding.

(c) Miscellaneous Grievances

1. Library

Any grievance about the functioning of the Library should be brought to the notice of the Librarian, Students dissatisfied with his decision may refer the matter to the Pro-Vice-Chancellor.

2. Finance

Any grievance about the working of the Finance Branch should be brought to the notice of the Finance Officer. Students dissatisfied with his decision may appeal to the Pro-Vice-Chancellor.

3. Sports

Any grievance about the working of the sports organization should be brought to the notice of the Chairman Sports Committee. Students dissatisfied with his decision may appeal to the Dean of Students Welfare.

(d) General Consideration

- i. Grievances should be submitted to the appropriate body within a reasonable time but not more than two weeks after the event at issue.
- ii. Report on a grievance submitted to a Committee also should be made within a reasonable time, not exceeding two weeks from the submission of a grievance.
- iii. While enquiries concerning redressal are in progress, executive actions taken will remain in force.
- iv. Prevention of grievances is even more important than their redressal, all primary complaints, if not attended to, may later assume the form of grievance and should, therefore, be looked into at the initial stage itself.
- v. For this purpose, the already existing arrangements like Staff Adviser, Head of the Department should also be activated to localize and resolve the issues, Redressal of Grievances through the special mechanism should be viewed only as a last resort.
- vi. Every institution has to work within the rules and set procedures.

Note: Notwithstanding what is contained in these rules, the question -of interpretation, if any, of a Statute, Ordinance and or Rules will be ordinarily referred to the appropriate body of the University for consideration.

C. MECHANISM FOR REDRESSAL OF ACADEMIC GRIEVANCES OF STUDENTS

1. While it reiterates that actual processes of evaluation are outside the purview of the students participation and that the teacher giving the course should evaluate the performance of the student in it. However, in order to develop healthy student faculty relations it would be desirable to formalize the channels for redressal of academic grievances of students, if any.
2. Only those components of a course which are verifiable such as end semester, mid-semester examinations including quizzes, term papers etc., alone should fall under the purview of this mechanism;
3. So far as continuous evaluation covering aspects other than those specified under 2 above are concerned the course incharge who carried out evaluation throughout the semester will be outside the purview of the mechanism underlined here;
4. A student who feels aggrieved on the grade awarded in a course would be required to make an application in the prescribed form alongwith a fee of Rs.100/- for each course to the Head of the Department giving reasons for his/her feeling aggrieved within one month of the notification of the result. The amount of fees will be utilised for giving loans to the needy students and will form the part of Students Welfare Fund.
5. The students concerned would have also to categorically sign a declaration that he/she undertakes to accept the final grade as result of review which could result in improvement of his/her grade or the grade remaining the same or his/her being awarded a lower grade;
6. On receipt of the application in the prescribed form alongwith requisite fee, the Head of the Department shall refer the case alongwith relevant papers together with the scripts of all the candidates who have taken the course to a committee of faculty members of the Department not exceeding three in each case for their consideration and review;
7. No appeal shall lie against the revised grade arrived at through review;
8. In addition the Committee recommends that each Department should have a Screening Committee for each programme of study consisting of faculty members not exceeding three who would ensure that examination schedule is maintained, the evaluation is completed within the time schedule and scrutiny of overall results of the programme of study.

Note: Notwithstanding what is contained in these rules, the question of interpretation, if any, of a Statute, Ordinances and/or Rules will be ordinarily referred to the appropriate body of the University for consideration.

D. RULES AND REGULATIONS CONCERNING REDRESSAL OF ACADEMIC GRIEVANCES OF STUDENTS

1. The actual processes of evaluation are outside the purview of the student participation and that the teacher giving the course should evaluate the performance of the student in it.
2. The review shall be carried out only in respect of those components of a course which are verifiable like end semester, mid-semester examination, including quizzes, terms papers etc.
3. The continuous evaluation carried out by the course incharge throughout the semester other than those given at 2 above and oral examination and semesters etc. shall be outside the scope of review.
4. The performance of a student in mid-semester examination including quizzes, term papers etc. in various courses shall be notified to the student by the Department within a period of one week of the conduct of the examination and in respect of end semester examination within a period of one week of the approval of the result by the Department's Committee.
5. A student who feels aggrieved on the grade awarded in a course would be required to make an application in the prescribed form alongwith a fees of Rs.100/- for each course to the Head of the Department giving reasons for his/her feeling aggrieved within one month of the notification of the results.
6. The student concerned would have to sign a declaration that he/she undertakes to accept the final grade as a result of review which would result in improvement of his/her grade or the grade remaining the same or his/her being awarded a lower grade.
7. The Head of the Department, on receipt of the application in the prescribed form along with requisite fee, shall refer the case along with relevant papers and together with the scripts of all the candidates who have taken the course to a committee of the faculty members of the centre not exceeding three in each case for their consideration and review.
8. Provisional registration may be allowed to a student seeking review of grades with a view to fulfilling the minimum eligibility condition for registration on a clear undertaking that in the event of his/her failure to secure the minimum CGPA requirements for continuation in the programme, the provisional registration of the student shall automatically be cancelled.

9. The Committee of the faculty members, as at 7 above, shall be appointed by the faculty of the Department which shall assign revised grades if necessary as early as possible but not later than 15 days of reference of the case to the Committee.

10. No appeal shall lie against the revised grade arrived at through review.

11. There will be a Screening Committee for each programme of study in each Department consisting of faculty members not exceeding three, who would ensure that the examination schedule is maintained, the evaluation is completed within the time schedule and scrutiny of overall results of the programme of study.

2.10 MEDICAL CERTIFICATE

Medical Certificates of Physical fitness to candidates for employment in the University will be issued when such candidates are recommended by the competent authority of the University for medical examination at the Health Centre.

Certificates of Physical fitness to the students will be issued by CMO of the University when these are required for use at the University or when these are required by the student going on field trips within or outside the country. Such certificates will be issued on the recommendations of the competent authority i.e. Head of the Department/Dean Students' Welfare/Registrar.

Medical certificates of physical fitness will not be issued by the Health Centre to:

- (i) Non-students;
- (ii) Students who require these certificates for seeking employment/admission elsewhere or for any other purposes not related to the academic activities of the University.

2.11 RULES FOR ALLOTMENT OF ACCOMADATION TO POST DOCTORAL FELLOWS/ RESEARCH ASSOCIATES

Eligibility

1. Persons working on a project approved by the University and funded by national agencies such as the UGC/DST/ICSSR/CSIR etc. as Post-Doctoral Fellow (PDF) or Research Associate (RA) may apply for hostel room allotment in premises specified by the University for their accommodation. Subject to the availability, accommodation shall be allotted to PDF/RA in the first instance for one year, renewable by one year at a time upto a maximum duration of three years from initial allotment.
2. Persons who are entitled to accommodation for a period of less than six months, will not be considered for allotment.
3. The allottee shall vacate the accommodation within 15 days from the date of expiry of PD Fellowship/Research Associateship, or from the date of resignation as PDF/RA/ or date of expiry of the allotment, whichever is earlier, failing which he/she is liable to eviction and/or be charged four times the normal recovery.

Charges

1. Following will be the monthly charges

Rent	: as per EC approved rules regarding rent on floor space
Water '	: Rs.25/-
Electricity	: Rs.100/-(fixed) until meter is provided and thereafter, the billing will be on actual consumption.
Establishment Charges	: Rs.100/- to be paid to the University in the beginning of every semester for the whole semester.

2.12 SCHEME FOR INCENTIVES/REWARDS TO STUDENTS WHO DISTINGUISH IN SPORTS

There shall be a sports club in the University. The Club shall function under the supervision of Sports officer. Till such time a post is created and an officer is appointed to the said post, the Vice-Chancellor shall appoint one of the Faculty Members to be In-charge of the Sports Activities in the University. The University shall provide necessary funds and infrastructure facilities. There shall be a sports Committee. There shall be different clubs for various activities of sports.

1. Students who achieve positions in Inter-University/State/National Competitions shall be eligible for the following cash awards:

Rs.1000/-	Upto 3rd place at the National Level
Rs.500/-	Upto 3rd place at State Level, and
Rs.400/-	Upto 3rd place at Inter-University Level

2. In addition to above cash awards, the University will also give the following incentives/rewards to encourage participation and promote excellence in sports:

- i. If a student gets selected to represent the State in any game, which is recognized by the University, during the year in which he is a bonafide student of the university, he should be sanctioned a Sports Fellowship of Rs.200/- p.m. for one full financial year.
 - ii. Similarly a student representing the country should be given a sum of Rs.400/- p.m. as Sports Fellowship on same conditions as stated in (1) above.
 - iii. The student representing the State should also be given a blazer with the University emblem engraved on the pocket and the student representing the country should be given one blazer with the University emblem engraved on the pocket and a good track-suit.
 - iv. To encourage greater participation by the students and to promote more involvement and leadership qualities of the Convenor, one special prize should be given each year to the most active convenor of a Sports Club of the year. (Norms to be laid down for this and a sub-committee to be constituted to choose the most active convenor. Norms would be circulated amongst all the convenors at the start of the year. The value of the prize would also be determined by the sub-committee).
 - v. To encourage students in the activities of sports, those who participate in sports would be given necessary permission and relaxation in the attendance requirements on the recommendation of the sports officer.
3. The norms governing the award of Sports fellowships are given in the Appendix (see next Page).

APPENDIX

NORMS GOVERNING AWARD OF SPORTS FELLOWSHIP AND BLAZER/TRACK SUIT TO STUDENTS SELECTED TO REPRESENT THE ANDHRA PRADESH STATE/COUNTRY IN NATIONAL/ INTERNATIONAL COMPETITIONS

1. He should be a full-time bonafide student of the University.
2. If he is a part-time student he should neither be pursuing a full-time course in any other institution, nor have a full-time job outside EFL University. However a student employed in EFL University itself in any capacity can be considered.
3. He should be pursuing the activities regularly in the University.

NORMS FOR SPECIAL AWARD TO BEST CONVENOR

1. The student must remain convenor for one full-year (atleast July-May next).
2. He should fully organise and look after the activities of the club with the help of the sports office and guidance of respective Sports Officer.
3. He/She should encourage greater and regular participation by University students.
4. He should have leadership qualities and should maintain discipline in his club.
5. He should organize regular and also non-conventional activities to attract more students.
6. He should ensure that activities are well-spaced and spread over the entire year.
7. He should bring new ideas and new thoughts to revitalise the sports club.
8. He should maintain healthy and pleasant atmosphere amongst the members.

N.B.

- (a) Each convenor would be required to submit the plan for the year at least by 15th September and adhere to the time schedule to avoid clash with other activities.
- (b) The activities of each club would be observed and recorded.
- (c) Clubs not sufficiently active will not be allotted extra funds.
- (d) The emphasis should be moved on activities than prizes.

2.13 STUDENTS-FACULTY COMMITTEE

There should be Student-Faculty Committee/Committees at each Department consisting of not more than five teachers and five students; provided that it be left to the Department to have either one Committee for the Department or Course

Committees for each level of course; provided further that it is open to the Department to have all the five students elected or have four students elected and one student of the Department with the best academic record.

Matters pertaining to the academic work of the Department except those mentioned below would fall within the purview of these Committees;

- (i) Faculty positions, recruitment,, conditions of service and academic freedom, and
- (ii) Actual processes of evaluating the academic performance and merit of students.
- (iii) Admissions to both to the University and the Hostels.

Matters of general relevance may be discussed in a special meeting of all concerned students and faculty members of the Department.

2.14 RESERVATIONS

A. Reservation of seats for SC and ST candidates

1. In accordance with the policy of the Government of India and the guidelines of the University Grants Commission, EFLU has reserved 15% of the seats in each programme for candidates belonging to the Scheduled Castes and 7.5% of the seats for those belonging to the Scheduled Tribes, with a provision for interchangeability between these categories where necessary. Candidates should submit along with the application a copy of the certificate about their caste/tribe issued by one of these authorities.
 - District Magistrate/Additional Magistrate/Collector /Deputy Collector/Deputy Commissioner/Additional Deputy Commissioner/Ist class Stipendiary Magistrate/City Magistrate/Sub-divisional Magistrate/Taluka Magistrate/Extra Assistant Commissioner.
 - Chief Presidency Magistrate /Additional Chief Presidency Magistrate/Presidency Magistrate
 - Revenue officer not below the rank of Tahsildar
 - Sub-Divisional Officer of the area where the candidate and /or his/her family normally resides
 - Administrator/Secretary to Administrator /Development Officer (Lakshadweep Islands)
2. For admission to all postgraduate courses, viz M.A, M Phill, Ph D and Postgraduate Diploma courses, Scheduled Caste and Scheduled Tribe candidates will also be given a relaxation of 5% marks in the minimum eligibility condition for admission to a programme.
3. Remedial courses in English are conducted depending upon the actual needs of students belonging to Scheduled Caste/Schedule Tribes.

B. Reservation of seats for the Physically challenged and concessions

3% of the seats on all programmes at the University are reserved for physically handicapped candidates having minimum degree of disability to the extent of 40% provided that their physical disability does not come in the way of pursuing the programme. Physically handicapped candidates shall be required to submit a certificate from a Civil Surgeon of a Government Hospital indicating the extent of visual /Physical disability and also the extent to which the disability hampers the candidate in pursuing his/her studies. The candidates may have to undergo a fresh medical examination, if so prescribed by the University before being admitted to a programme. Visually challenged students appearing for the entrance tests will be given extra time and are given the help of a scribe.

Besides exemption from all fees, visually challenged students will be given Reader's Allowance (Rs. 1000/- pm for JRF holders and Rs. 400/- pm for other students). They will also be given scribe charges of Rs. 50/- per paper internal exams/ tests and Rs. 100/- for end -Semester exams. Annual special stationery charges of Rs. 500/- and guide charges of Rs. 500/-per annum will also be paid.

C. Reservation of Seats for the Wards of Defence Personnel

1% of the seats on all programmes at the University are reserved for the Wards of Defence Personnel. In accordance with the Government of India guidelines, the following would be the priority list:

1. Windows/wards of defence personnel killed in action
2. Wards of serving personnel and ex-servicemen disabled in action
3. Windows/wards of defence personnel who died in peace time with death attributable to military service
4. Wards of defence personnel disabled in peace time with disability attributable to military service

5. Wards of ex-servicemen personnel and serving personnel who are in receipt of Gallantry awards: Param Vir Chakra; Ashok Chakra; Sarvottam Yudh Seva Medal; Maha Vir Chakra; Kirti Chakra; UttamYudh Seva Medal; Vir Chakra; Shaurya Chakra; Yudh Seva Medal; Sena, Nau Sena; Vayusena Medal; or Mention-in-Despatches
6. Wards of ex-servicement
7. Wards of serving personnel

D. Reservation for Kashmiri Migrants

One seat is reserved in the merit quota for Kashmiri migrants as per the guidelines. The following concessions are provided to the Kashmiri migrant students:

1. Extension in date of admission by about 30 days
2. Relaxation in cut-off percentage up to 10% subject to minimum eligibility requirement.

E. O.B.C Reservations

Certain % of seats are reserved for O.B.C. Categories of students as per the instructions of UGC/GOI in this regard.

3.RULES FOR TEACHERS

3.1 RESERVATION FOR SC/ST/OBC CANDIDATES FOR APPOINTMENT TO TEACHING AND NON-TEACHINGPOSTS

The following percentages be fixed for persons belonging to Scheduled Castes and Scheduled Tribes in admission to various programmes of studies and appointments to non-teaching posts and also to teaching posts upto the level of Lecturers in the University:

- (i) 15% for Scheduled Castes* and
- (ii) 7.5% for Scheduled Tribes* (instead of 5% fixed hitherto).
- (iii) 27% for OBC*

* (as per GOI/ UGC)

1. Vacancies in the post of Assistant Professor to be reserved on the basis of 15% for SC and 7.5% for ST candidates as per rules, be shown in separate rosters for each School.

2.1 A Search Committee be constituted for each School to identify suitable candidates belonging to SC and ST who could be considered for appointment in the University to the post of Assistant Professor for various Disciplines/ Subject/Languages.

2.2 Each Search Committee may consist of:

- (a) Dean of the School (Chairman);
- (b) Two faculty members nominated by the Vice-Chancellor, one of them shall belong to SC/ST (Members):

2.3 The Registrar's Office will make available to the Chairman of the Search Committee the following information at least one month before the reserved vacancy is advertised or soon after the vacancy is declared as reserved for SC or ST: (i) No. of vacancies (ii) Whether the vacancy is reserved for SC or ST (iii) School/Centre in which the vacancy occurs (iv) Qualifications (Essential and desirable) and fields of specialisation.

2.4 The Search Committee will make all possible efforts to identify suitable candidates and forward to the Registrar names, addresses and bio-data of the candidates so identified so that they are forwarded a copy of each of the advertisement and the application form to enable them to apply for the reserved vacancy.

2.5 The Committee may meet as frequently as required.

In order to identify suitable potential candidates for the post of Assistant Professor, the Search Committee may also take the help of the University News and University related registered periodicals which are in circulation among Universities.

3. Wherever a candidate belonging to SC/ST category fulfills the prescribed minimum qualifications/requirements, preference be given to him for appointment to the post of Assistant Professor.

4. When a Selection Committee meets to interview candidates for appointment to a regular post of Assistant Professor, the Chairman of the Selection Committee (i.e. Vice-Chancellor) be apprised of the actual position with regard to the fulfilment of the quota of the vacancies reserved for SC and SC for the post of Assistant Professor.

5. 27% of posts are reserved for OBCs. [for details kindly see UGC's instructions in this regard].

3.2 RELAXATION IN QUALIFICATIONS FOR PHYSICALLY HANDICAPPED PERSONS AND / ESPECIALLY BLIND PERSONS OR APPOINTMENT TO TEACHING POSTS.

The EFL University may fill up 3% posts at the level of Lecturer – 1% to be earmarked for physically disabled candidate who suffers from over 40 percent physical disability and 2% for the visually handicapped candidate.

3.3 RULES RELATING TO ASSOCIATE MEMBERSHIPS

1. Faculty Members are appointed in one Department. Many a time, Faculty Member of one Department is required to associate himself with another Department to meet the special needs of that Department. It is particularly so, in an inter – disciplinary areas or when there is a Department of Inter –Disciplinary and inter-cultural Studies.

2. In such cases, though the teacher concerned would belong to his/her parent department for the purpose of staff strength, payment of salary etc, yet s/he would be associated with another Department for teaching /research and would be designated as 'Associate Membership' of the other Department . The Vice-Chancellor may approve the proposal of a department or an individual for having or becoming an Associate Member of another Department. If need be the Vice-Chancellor may appoint a Teacher to be an Associate Member of another Department.

3. To formalize this, while issuing appointment letters, it be indicated that “ You will be expected to take part in the teaching and research programme of the University (in any Department) and do such/other work as may be assigned to you from time to time by the Vice-Chancellor”.

3.4 GUIDELINES FOR FIXATION OF PAY OF THE ACADEMIC STAFF AS PRESCRIBED BY THE UGC AND FOLLOWED BY THE UNIVERSITY

1. Universities are free to give upto five advance increments on the minimum of the scale to each category of staff with the approval of appropriate authorities of the University subject to the condition that the expenditure is met from within the sanctioned block grant or development grants to which cost of such staff is debited and such cases need not be referred to the University Grants Commission but if it is proposed to give a higher start to a person than stated above the matter is to be referred to the UGC giving full justification for the proposal and the approval of the University Grants Commission is to be obtained before implementing the advance increments that are over and above 5.

2. In cases where a person appointed in the University was previously in employment in another University and if the pay to be allowed in the University is at the stage next higher to the pay last drawn by him in his previous employment the University may give such a number of advance increments as to give him the initial pay at the stage next higher to the last pay drawn by him without referring the matter to the University Grants Commission.

3. Exceptional and rare cases where a person is to be granted a salary more than the next higher stage over the last pay drawn by him and if the number of advance increments to be allowed over the minimum of the time scale exceeds five, the University may seek prior concurrence of the Commission indicating in detail the special circumstances justifying a relaxation of prescribed guidelines. The special provisions applicable to persons previously in employment in another University are not applicable to cases of persons previously in employment in foreign universities. In such cases if the number of advance increment exceeds five, a reference is to be made to the Commission with full details.

In the case of Central Universities a person joining from one Central University to another Central University in the same pay scale, s/he carries with him/her the pay last drawn by him/her as also the date of increment. The same is the position of staff joining Central Universities from Delhi Colleges.

Since every appointment in the University's academic post is done on the basis of open selection and there being no reserved quota for internal candidates, all persons whether working in the University or outside be considered on par for the purpose of fixation of their initial salary for an appointment to be made on the recommendations of the Selection Committee, subject to other existing provision in this regard.

The Universities may offer higher salary than that being drawn by him to a person moving from one Central University to another in the same scale in exceptional circumstances with the concurrence of the Commission, giving full justification for the same.

For fixation of pay of University teachers on promotion to higher posts, the pay of the teacher will first be increased by one increment in the lower scale and then fixed in the higher scale at the stage next above. The teacher shall, however, have the option to be exercised in writing within the period of 3 months of the 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 will be final.

For fixation of pay of University teachers on promotion/appointment to higher post wherein individual immediately before his appointment to a higher post is drawing pay at the maximum of the time-scale of the post his/her initial pay in the time scale of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing his/her pay in respect of the last post by an amount equal to the last increment in the time-scale of the last post.

In cases where a senior was getting lesser pay than the junior consequent on application of para 1 above of the guidelines, the pay of the senior may be stepped upto the level of the junior with effect from the date of the appointment of the junior and the next increment granted after completion of one year of service provided that the senior was not drawing lesser pay than junior in the lower post and the pay of the junior was fixed higher in the higher post only by virtue of application of the existing guidelines.

The protection of salary will not be given to the senior whenever advance increments are granted to a junior on the recommendation of Selection Committee on academic merits.

3.5 'RULES REGARDING THE PROCEDURE RELATING TO FORWARDING OF APPLICATIONS OF FACULTY MEMBERS FOR POSTS OUTSIDE THE UNIVERSITY.

Applications of faculty members be forwarded for jobs outside the University provided that these are sent through the Head of the Department to the Registrar;

Provided further that in the event of his selection, a teacher shall not normally be relieved of his duties during the currency of a semester if the academic/research/teaching requirements of the School/Department where he is working so demand, unless otherwise recommended by the Head of the Department concerned.

Provided also further that a faculty member, who has been granted study leave/sabbatical leave/leave not due or has been paid travelling expenses for taking up his initial appointment at the University and has executed a bond to serve the University for a specific number of years, shall not be allowed to make any application for outside posts until the later half of the last year in which the bond executed by him is due to expire, or until he has paid the full amount mentioned in the bond alongwith interest thereon.

3.6 RULES FOR ACCEPTING CONSULTATIVE OR SIMILAR ASSIGNMENTS BY THE FACULTY MEMBERS.

The faculty members may be allowed to accept consultative or similar assignments subject to the following conditions:

- (1) The Vice-Chancellor would examine each request for permitting a member of the faculty to accept a consultative or similar assignment keeping in mind that the proposed assignment would be in the interest of the university in the long run and will not adversely affect the faculty members work at the University;
- (2) They may be allowed to retain a fee upto 30% of their basic pay in a year, and if the fee received in any year is in excess of the 30% ceiling limit, the excess should be shared by the faculty members and the University in the proportion of 70:30 respectively.

EXPLANATION" : The following shall not be construed as consultancy work for the purpose of regulating the fee received by a faculty member:

- (i) Writing of reports, papers or study reports on selected subjects for International bodies like the UNO, UNESCO, etc.
- (ii) Fees received by a teacher from recognised University and other statutory bodies or public sector undertakings, which are wholly or substantially owned or controlled or subsidised by Government for the performance of work connected with the examination conducted by these bodies or for delivering lectures;
- (iii) Income derived by a teacher from exploitation of patent or invention taken out by him with the permission of the University while in its service:
- (iv) When the University undertakes the work for a non-government organisation and, in its turn assigns the work to the teachers suited for the purpose and pays them at the rates approved by the government provided that the honorarium paid to the teacher(s) shall not exceed 2/3 of the fees received by the University;
- (v) Income from books, articles, papers and lectures on literary, cultural, artistic, technological and scientific subjects including management sciences; and
- (vi) Income from occasional participation in sports, games and athletic activities as players, referees, umpires or managers of the teams.

3.7 SALARY OF A TEACHER DURING THE PERIOD OF STUDY LEAVE

The salary of the faculty member may be regulated as follows (or amended by UGC/GOI from time to time) during the period of (study) leave:

S.No. Value of Scholarship/fellowship/ Pay during Financial Assistance per annum study leave

1. \$ 20,000 or above Without pay

2. \$ 10,000 and above but less than Half pay \$20,000
3. Less than \$ 10,000 Full pay

Or the teachers on deputation abroad will be paid salary as per the MOU entered into with the Universities/Institutions concerned.

3.8 RULES GOVERNING THE PAYMENT OF SALARY AND ALLOWANCES DURING DUTY LEAVE PERIOD TO THE TEACHERS WHO ARE PERMITTED BY THE UNIVERSITY TO ACCEPT FELLOWSHIPS, ETC.

Teachers on approved foreign visits and the issue of payment of University salary concepts:

- (a) The assumption is that the teacher has followed the prescribed procedures and that his foreign visit is approved by University authorities.
- (b) The question is: what salary, if any, should he receive from University?
- (c) The need is for a formula that will be equitable and applicable to all.
- (d) The key criterion is the amount receivable by a teacher foreign institution extending invitation. The name given to the payment - grant, fellowship, per diem, or salary - is an inappropriate and inapplicable criterion.
- (e) The principle suggested is parity with the per diem that will be admissible for a Government of India Grade I Officers while on travel in the country concerned.

The formula 1. Cases where the period of fellowship is treated as duty leave.

When a teacher is offered a grant or fellowship or other support for a foreign visit during the academic year, and if such visit is approved by University authorities, the University salary issue should be decided according to the following formula:

1. Where the amount payable to the teacher by the foreign inviting agency each month is equal to or less than the cumulative per diem allowable to a Grade I Officer on an Indian Mission or Indian Government Agency for travel in that country, the full University salary may be paid to the teacher.

Example:1. Teacher A is authorised to go to Canada and is to receive \$ 450 per month from the Canadian Institution. The permissible per diem cumulated on a monthly basis for a Grade I Government of India Officer in Canada is, say, \$ 500. In this case, since what he receives will be less than the per diem, he should be paid his full University salary and allowances.

2. Where the grant, fellowship, salary or other support, is an amount greater than the amount allowable as per diem for a Grade I Officer, the teacher may be paid University salary minus the difference between his actual grant and the permissible per diem worked out on a monthly basis.

Example: Teacher B receives a grant of \$ 600 per month. In this case he gets \$ 100 or Rs. 750 per month more than the permissible per diem. If his University salary, dearness and city compensatory allowances amount to Rs. 1550/- he should be paid by University Rs.800/- only.

3. Where a teacher gets a grant, fellowship or salary that is greater than the permissible per diem plus the University salary, dearness allowance and city compensatory allowances, he shall not be paid any amount by the University.

Example: Teacher C receives a fellowship of \$ 1000 per month. This is \$ 500 or Rs. 3750/- more than the permissible per diem. If his University salary plus dearness and city compensatory allowances is Rs.1950/- he will be ineligible to receive any amount from the University.

4. In the above cases, the teacher may be paid the normal house rent allowance he was in receipt of before accepting the fellowship, if he continues to incur the expenditure. If a teacher is in occupation of a house leased by the University, he can, if he so chooses, retain the accommodation during the period of fellowship subject to the usual recovery towards licence fee.
5. A teacher who receives a fellowship or grant or other support tenable exclusively during the summer vacation period and whose travel is approved by the University authorities, may be sanctioned his salary and allowances in full.
6. Notwithstanding foregoing clauses, what is contained in the in cases of hardship, the Vice-Chancellor may, at his discretion, permit a member of the faculty who has been allowed to accept an outside academic/research assignment with a grant/ fellowship/salary or other financial support to draw full or part salary with or without allowances during the period of his/her assignment depending on the merits of each case.

Cases where the period of fellowship is not treated as duty leave.

When the period of fellowship is not treated as duty leave and the teacher proceeds on leave, the amount of leave salary and allowances to be paid may also be decided by the Vice-Chancellor following the above criteria.

Note: The grant of dearness and other allowances during the period of study leave will be governed by the study leave rules.

3.9 "NORMS/PRINCIPLES WHICH MAY GOVERN GRANT OF TRAVELLING AND MAINTENANCE ALLOWANCE.

1. The faculty member should have been invited to the conference for the purpose rather than he should have sought invitation by himself, thereby implying that the faculty member is of such a level/promise as can bring credit to the University by his/her participation.
2. Those who have been requested to chair the conference or a section thereof and/or have not availed of financial assistance in the past for participating in an international conference/symposium will receive preference over other applicants.
3. Applications should be duly recommended by the Head of the Department, accompanied by the letter of invitation from the conference organizer.
4. At least three years should have lapsed since the last time teacher concerned was given financial assistance for the aforesaid purpose.
5. Ordinarily one should have put in a minimum of three years in the University service before being eligible to receive financial assistance for participating in international conference/symposia.
6. The amount at the disposal of the University being limited, (i) excursion class fare, if available; or (ii) one way air fare (by shortest route, economy class) or 50% of the total cost of both ways air fare (by shortest route economy class), if faculty member has obtained funds for one way air fare from other sources or (iii) both ways air fare, where such excursion fare is not available by economy class (by shortest route) and/or maintenance allowance and registration fee may be contributed by the University subject to availability of funds from the Maintenance Grant of the School concerned and/or from the unassigned grants of the University, as per UGC norms.

Assistance forthcoming from other sources should be indicated in the application by the applicant. The payment of air fare as specified above will be subject to the production of certificate from Air India.

- (a) that passage has been booked through Air India direct; and
- (b) showing the total cost of both ways air passage (shortest route, economy class) paid by the faculty member.

3.10 PAYMENT OF (PER DIEM) DAILY ALLOWANCE

Govt. of India daily allowance (per diem) rates for University employees going abroad as communicated by the UGC vide its letter No. F.3-1/2001 (T.G) dt. 13/09/2001, be adopted.

10.A Deans of Schools/ Heads of Departments may grant leave of absence of Teachers working in the Schools/Department for a period not exceeding ten days in a year. Provided that application of all teachers who applies for earned leave has to be sent to Registrar for sanction by the Vice-Chancellor.

3.11 GUIDELINES/PRINCIPLES GOVERNING THE GRANT OF TA/DA ETC TO THE FACULTY MEMBERS.

Taking note that while the Head of the Departments have been delegated power to grant duty leave to teachers upto 10 days in the year, all proposals relating to teachers participation in conferences/seminars held within the country at present need the approval of the Vice-Chancellor/ the Executive Council.

The proposals relating to teachers' participation in conferences/seminars within the country be considered and finally approved by the Head of the Department, the expenditure involved met out of the funds allocated to each Department for the purpose according to the guidelines governing the grant of TA/DA etc. to the faculty members where there is no earmarked funds, the application be sent to Registrar.

3.12 PRINCIPLES FOR DETERMINING SENIORITY OF TEACHERS

1. Subject to the provisions contained in the following clauses, the seniority of teachers appointed under Statute 18 or promoted under the merit promotion determined from the date of their eligibility. scheme shall be

- (i) Provided that if the date of appointment/promotion of two or more teachers is the same, their seniority shall be determined:
 - (a) in the case of Lecturer on the basis of the order of merit recommended by the Selection Committee; and

(b) in the case of Professors and Reader on the basis of their length of continuous service in the University in the lower post of Reader or Lecturer as the case may be;

(ii) Provided further that if both the date of appointment/promotion and the length of service in the lower post happen to be the same, the seniority in age shall be given priority.

2. The seniority of the teachers whose services are obtained on deputation will be counted from the date they are permanently absorbed in the service of the University.

3. The period of appointment of teachers on ad-hoc basis shall not be counted for the purpose of seniority unless such appointment had been made on the recommendations of a Selection Committee constituted under Statute 18 and is followed without break by a regular appointment to the same post.

4. The period of appointment under various projects in the University sponsored by outside agencies shall not be taken into account for determining their seniority.

3.13 GUIDELINES REGARDING UNIFORM POLICY FOR APPOINTMENT OF GUEST LECTURERS

Appointment of guest lecturers in the University will be on the following terms and conditions:

- a. Guest lecturers may be appointed in exceptional circumstances in such specialised fields/subjects where Professional expertise is required to strengthen and supplement the teaching, as also those cases where the work load does not justify the appointment of a full-time regular teacher throughout the academic year.
- b. Guest lecturers may be appointed only against sanctioned posts. Such appointments should be kept to the barest minimum.
- c. The qualifications for guest lecturers should be the same as those prescribed for the regular teacher of the University.
- d. The procedure followed by the University for making temporary faculty appointments in the University may be followed for appointing guest lecturers.
- e. Guest lecturers teachers may be appointed initially for a period not exceeding one academic term which could be renewed after each term with the total tenure of appointment of an incumbent not exceeding 5 years.
- f. Guest lecturers may not be treated like regular members of the faculty for the purpose of voting rights or for becoming the members of the Boards of Studies.
- g. Ordinarily persons more than 65 years of age should not be appointed as guest lecturers. However, in cases where qualified teachers are not available teachers of more than sixty five years of age could also be appointed with the approval of the Vice-Chancellor.
- h. Associate Memberships appointment may be made in the case of teachers of one institution participating in the teaching and research programmes of another institution in the same town. Teachers of one institution may not be appointed as guest/part-time teachers in another institution. Their participation may, however, be encouraged under the schemes of Visiting Teacherships.
- i. A regular teacher appointed in a department of an institution should not be eligible for any remuneration for teaching the subject to students of another department of the institution. If, however, a regular teacher is working over and above the normal work-load and is not granted equivalent adjustment/relief in the work-load in the department for delivering extra lectures in another institutions/department he could be paid a suitable honorarium to be decided by the institution.

3.14 TEMPORARY/ADHOC APPOINTMENT OF LECTURER AGAINST LEAVE VACANCIES OF PROFESSORS/ READER.

No temporary appointment of Professors and Readers shall be made whenever vacancies of Professors and Readers occur, temporary appointment of lecturers against these vacancies and those of lecturers be made for not more than 6 months and action be taken to see that the posts are filled up by regular appointment of Professors and Readers under statutes of the University. Full use be made of UGC scheme of Visiting Fellowships/Visiting Professorships in the University against the vacant posts of Professor and Reader. That the University shall follow its usual procedure for making temporary appointments of lecturers upto a period of 6 months. University shall, however, follow the procedure prescribed for making permanent appointments when the period of appointment is more than six months. In case of lecturers, University may not make temporary appointments for more than a total period of two years on a year to year basis and before the expiry of this period, permanent appointment of lecturers must be made. .

3.15 RULES REGARDING THE APPOINTMENT OF ACTING HEADS OF DEPARTMENTS FOR A PERIOD OF 30 DAYS

Appointment of Acting Heads for more than 30 days shall be reported to the Executive Council for confirmation. If the period is less than thirty days, the Vice-Chancellor may approve the leave arrangement (of acting Head of the Department) proposed by the Head of the Department/Dean of the School concerned.

3.16 GOVERNING RE-EMPLOYMENT OF TEACHERS AFTER THE DATE OF SUPERANNUATION

Every teacher confirmed in the service of the University shall continue in such service till he/she attains the age of 65 years.

Provided the Executive Council may on the recommendations of the Vice-Chancellor make ex-cadre appointment in respect of a teacher of the University in sound health, who has attained the age of 65 years and is able to perform his duties satisfactorily, on such terms and conditions as the Executive Council may specify for a period of not exceeding five years.

Provided further that the Executive Council is satisfied that such an appointment is in the interest of the University;

Provided further that no further contract or extension shall be granted to a teacher who has attained the age of 70 years.

The Vice-Chancellor shall make his recommendations to the Executive Council on the basis of specific recommendations of a committee, consisting of internal and external experts relevant to the discipline of the applicant, to be constituted by the Vice-Chancellor in respect of each individual case provided the faculty member to be reemployed:

- (i) is academically active;
- (ii) is in sound health;
- (iii) will be able to perform his/her teaching and research duties satisfactorily.

provided further that there is a substantive vacancy in the category (Lecturer/Reader/Professor) concerned at the time of the consideration of the case.

3.17 MEDICAL BOARD

Whenever any Student/Teacher/Non-teaching staff of the University leave for a period more than 3 months, the University may before sanctioning the leave, ask the person concerned to appear before a Medical Board consist of ;

- a. Sr. Medical officer from Osmania General Hospital
- b. Sr. Medical officer from Gandhi General Hospital
- c. Sr. Medical officer from New City Hospital
- d. Specialist may be co-opted wherever necessary.

Leave on absence for 3 months or more on Medical grounds can be granted only when the Medical Board certifies that the leave applied for is essential.

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(Admn. /F.184/2005/ 566, 20/25 August 2005)

3.18 LIST OF HOSPITALS RECOGNISED BY CGHS AND EX-SERVICEMEN CONTRIBUTORY HEALTH

For the purpose in – patient and out –patient treatment to the employees of the University

(both Teaching & Non-Teaching and their dependents)

Sl. No.	State	City	Hospital/Diagnostic Centre	Conditions for which reconized
1.	Andhra Pradesh	Hyderabad	Apollo Hospital, Deccan Hospital Ltd, Jubilee Hills, Jubilee Hills, Phase-3	Heart, Cancer-Renal Total Hip/Knee Joint Replacement, Prostate Surgery (TURP) and Lithotripsy
2.	Andhra Pradesh	Hyderabad	Medwin Hospital Raghava Ratna Towers Chirag Ali Lance	Heart, Cancer and Renal
3.	Andhra Pradesh	Hyderabad	Kamineni Hospital LB Nagar	Heart Renal/ Transplant/ Dialysis, Lithotripsy, Kidney/ Urethral Stone, Prostate Surgery (TRUP), Total Hip/

				Knee Joint Replacement, Acute Phase Management of Stroke (CVA) and Arterial Surgery
4.	Andhra Pradesh	Hyderabad	LV Prasad Eye Institute Prasad Marg, Banjara Hills	Retinal Detachment Surgery
5.	Andhra Pradesh	Hyderabad	Yashoda Super Speciality Hospitals	Super speciality Referrals
6.	Andhra Pradesh	Hyderabad	Osmania General Hospital	All Purpose
7.	Andhra Pradesh	Hyderabad	Gandhi General Hospital	All Purpose
8.	Andhra Pradesh	Hyderabad	Nilofer General Hospital	Gynae, Obst & Paediatrics
9.	Andhra Pradesh	Hyderabad	Fever Hospital	All Purpose
10.	Andhra Pradesh	Hyderabad	Institute of Chest Diseases	TB & Chest Disease
11.	Andhra Pradesh	Hyderabad	Govt. Maternity Hospital	Obst & Gynae
12.	Andhra Pradesh	Hyderabad	Govt. Mental Hospital	Mental
13.	Andhra Pradesh	Hyderabad	Govt. Dental Hospital	Dental
14.	Andhra Pradesh	Hyderabad	ENT Hospital	ENT
15.	Andhra Pradesh	Hyderabad	Cancer Hospital	Cancer
16.	Andhra Pradesh	Hyderabad	Sarojini Devi Hospital	Eye
17.	Andhra Pradesh	Hyderabad	Institute of Preventive Medicine	Lab Investigations
18.	Andhra Pradesh	Hyderabad	Share Medical Care (Medicity)	General & Specialised Acute Medical Care, Cardiology, Cardiac thoracic Gastroenterology Nephrology, Lab Sciences & Radiology
19.	Andhra Pradesh	Hyderabad	Vijaya Diagnostic Centre	General Purpose Obs & Gynae
20.	Andhra Pradesh	Hyderabad	Gagan Mahal Nursing Home	General Purpose Obs & Gynae
21.	Andhra Pradesh	Hyderabad	Medinova Diagnostic Centre	General Diagnostic Procedure
22.	Andhra Pradesh	Hyderabad	Sudhakar Diagnostic Centre	General Diagnostic Procedure
23.	Andhra Pradesh	Hyderabad	Sharavana Nursing Home	General Purpose
24.	Andhra Pradesh	Hyderabad	Kailash Diagnostic & Rehabilitation Centre	Diagnostic facilities
25.	Andhra Pradesh	Hyderabad	Tapadia Diagnostic Centre	Diagnostic facilities
26.	Andhra Pradesh	Hyderabad	Eshwar Lakshmi Hospital	General Purpose
27.	Andhra Pradesh	Hyderabad	Sagar Lal Memorial Hospital	General Purpose
28.	Andhra Pradesh	Hyderabad	Geetha Maternity & Nursing, Home	General Purpose
29.	Andhra Pradesh	Hyderabad	Ashok Kumar Hospital	General Purpose ENT Treatment
30.	Andhra Pradesh	Hyderabad	CC Shroof Memorial Hospital	General Purpose Treatment
31.	Andhra Pradesh	Hyderabad	New City Hospital	General Purpose Treatment
32.	Andhra Pradesh	Hyderabad	Central Diagnostic and Research Institute	General Purpose Diagnostic

33.	Andhra Pradesh	Hyderabad	Princes Dhrru Shever C Hospital	General Purpose Treatment and Diagonstic
34.	Andhra Pradesh	Hyderabad	Hari Prasad Memorial Hospital	General Purpose Treatment and Diagonstic
35.	Andhra Pradesh	Hyderabad	Shri Bhagwan Devi Maternity And Orthopedic Hospital	General Purpose Treatment and Diagonstic
36.	Andhra Pradesh	Hyderabad	CDR Hospital	General Purpose Treatment and Diagonstic

The Nizams Institute of Medical Sciences, which has also been recognized by Govt of India for full reimbursement, is also included in the list of recognized hospitals.

3.19 RULES GOVERNING THE SCHEME OF EXCHANGE OF TEACHERS/EXPERTS

1. Purpose of the Scheme The broad objectives of the Scheme are:

- (i) to enable University to invite distinguished teachers/experts in various fields of academic work from other universities or institutions of higher learning;
- (ii) to utilise as widely as possible the services of talented personnel in other universities and centres of learning;
- (iii) to provide opportunities for the staff and students engaged in advanced studies to come into close and fruitful contacts with distinguished persons in various fields of knowledge, and to make expert advice and guidance available to research workers.

The teachers/experts invited under the scheme may deliver a course of lectures, conduct seminars, and participate in discussions.

2. Selection of Personnel.

The personnel to be invited under the scheme will be selected by the University.

3. Expenditure to be met from Unassigned Grant

The expenditure on the exchange of teachers/experts has to be met out of the Unassigned Grant placed at the disposal of the University. An appropriate amount may be spent for this purpose, keeping in view the limited funds and the other schemes covered by the Unassigned Grants.

4. Duration of Visit

The duration of the visit of a teacher/expert will depend on the nature of the assignment and the time for which the visiting teacher/expert can be spared by the parent institution. He will carry his own substantive designation with him to the visiting institution. The duration of the assignment may not ordinarily exceed three months.

5. Facilities and Remuneration to be offered to Visiting Teachers

- (i) Accommodation: Free accommodation will be provided by the host University to the University teacher/expert and the expenditure in this regard is to be met exclusively by the host University, from its own funds.
 - (ii) Travelling Allowance: First class railway fare both ways (by the shortest route) from the place of the parent University to the host University. In case travel by Air is necessary, the specific approval of the Vice-Chancellor shall be obtained. Daily allowance may be paid for the period spent in travel to cover incidental charges.
 - (iii) Daily Allowance: Daily allowance may be paid at the rates admissible to the University staff of the same status.
 - (iv) Honorarium: The visiting teacher/expert may be paid upto Rs.250/- per lecture or Rs.750/- for conducting a seminar lasting 3 days or more. The maximum honorarium for an assignment of not less than 4 weeks' duration, payable to any teacher/expert under this scheme, may be limited to Rs.5,000/-.
6. (i) The visiting teachers/experts will draw their salaries from their parent institutions.
(ii) The visiting teachers/experts would pay for their boarding.

7. The University may invite eminent Writers/Critics/Scholars on the recommendation of the Department concerned for a period to be decided by the Vice-Chancellor on suitable terms and conditions from out of funds generated by the University through Non- formal channels.

- (i) Audit Certificate: The University will send at the end of the financial year the usual audit certificate to the effect that the grant paid by the University Grants Commission has been spent for the purpose for which it was given and in accordance with the conditions laid down by the Commission.
- (ii) Submission of Accounts: A statement of accounts of the Commission's Unassigned Grant showing the expenditure incurred on the scheme of Exchange of Teachers as implemented by the University may be sent to the Commission in the prescribed proforma at the end of each academic year (i.e. from 1st August to 31st July).

3.20 RATE OF HONORARIUM PAYABLE TO GUEST LECTURERS

The rate of honorarium of Rs.250/- per lecturer plus actual local taxi charges, or admissible conveyance charges if own transport is used, (and also admissible T.A./D.A. in case of Scholars invited from outstation) be paid in all cases of lectures/extension lectures delivered by guest lecturers for Seminars/teaching a course relating to curriculum of various programmes of studies.

3.21 GUIDELINES PRESCRIBED IN REGARD TO RESEARCH ASSOCIATES ETC, SPONSERED BY UGC & RESEARCH ASSOCIATES BY THE UNIVERSITY UNDER PROJECTS.

- (i) The School/Department concerned while recommending applications of Research Scientists/Research Associates/Pool Officers should make it clear to the scholars that the University is not in a position to provide office space to them.
- (ii) The Research Scientists/Research Associates/Pool Officers may be provided Library facilities such as borrowing tickets.

Screening Committee

The applications for affiliation of Research Scientists/Pool Officers/Research Associates shall be examined by the Department in the first instance and forwarded for screening by a Screening Committee consisting of the following and its recommendations shall be placed before the Vice-Chancellor for approval:

- (a) Chairperson of the Department concerned or the senior-most faculty member in the Department
- (b) Two faculty members nominated by the Vice-Chancellor one from within the School and the other from outside the School for a period of two years.
- (c) In the case of Research Associate, the faculty member with whom he/she is to work, shall be coopted.

3.22 NORMS FOR IMPLEMENTATION OF CAREER ADVANCEMENT SCHEME FOR THE UNIVERSITY TEACHERS

For lecturer

1. The University shall consider the cases of all the eligible Lecturers for placement in the Senior Scale/Selection Grade or promotion to the post of Reader as the case may be, once in a year but they shall be granted the Senior Scale/Selection Grade or promotion w.e.f. the date an incumbent has completed prescribed length of service provided they are otherwise found fit by a Screening Committee/Selection Committee.

2. The Office of the Registrar shall issue a circular in the second week of every year inviting applications from the eligible Lecturer for consideration of their cases for placement in the Senior Scale/Selection Grade or promotion to the post of Reader. All the applications received shall be scrutinised and forwarded to the concerned branch for convening the meetings of Selection Committees/Screening Committees. Lecturers as and when they become eligible shall also apply for placement in the Senior Scale/Selection Grade/Reader

3. The service rendered by a lecturer prior to his appointment in the EFL University shall be counted for computing the prescribed length of service for consideration of his case provided:-

- (a) he/she has served in the EFL University for a period of at least three years;
- (b) his/her appointment in the previous employment was in post of lecturer or equivalent and the incumbent was engaged in teaching/research work;
- (c) his/her appointment in the previous employment was made on the recommendations of a duly constituted Selection Committee.
- (d) there is no break between his previous service and EFL University service.

(e) he/she submits documentary evidence to claim the benefit of previous service.

4. In case a person is not found suitable for placement in the Senior Scale/Selection Grade or promotion to the post of Reader he shall be eligible for reconsideration after two years from the date of rejection.

For Reader

(1) A Reader will be eligible to be considered for elevation to the post of Professor in the pay scale as prescribed from time to time by upgrading the post as personal to the incumbent on satisfying the following conditions:

- (i) completed 8 years of service as Reader of which at least three years should be in EFL University.
- (ii) submitted information and evidence on the following alongwith an up-to-date curriculum vitae:
 - (a) Research work done in the last eight years, in the form of books, monographs, edited volumes, conference proceedings and published papers in academically recognised journals.
 - (b) Guidance of M.Phil./Ph.D. research students.
 - (c) Teaching and development of academic programmes, including innovation in teaching methodology.
 - (d) books and articles in the subject relevant to the post/Department concerned. However, mere translation of minor genre works from the language concerned into English/Indian Languages cannot be treated on par with research papers published in referred journals
 - (e) Awards, Fellowships, Invited Lectures.
- (iii) been recommended by a Selection Committee constituted under Statute-18
 - a. The processing of applications of candidates referred to in Sub-Clause(l) shall be the same as the processing of applications for open posts.
 - b. The date of elevation of an Reader shall be the date of eligibility on which the Executive Council approves the recommendations of a Selection Committee.
 - c. In case a faculty member is rejected under this scheme at either the screening stage or at the selection stage he/she will be eligible to offer himself/herself for re-evaluation after two years.

Note: The cases of Reader who are due for superannuation in the near future may be placed before the Selection Committee on priority basis.

3.23 COUNTING THE PERIOD OF ADHOC SERVICE

The period of ad-hoc service of teachers be counted for computing the prescribed length of service for the purpose of grant of merit promotion under the Merit Promotion Scheme, but not for seniority.

3.24 BENEFIT OF PERIOD OF PAST SERVICE RENDERED AS RESEARCH ASSOCIATE & RESEARCH SCIENTIST

Research Associates and Research Scientists who have participated in teaching in the Department/School may be given the benefit of service rendered by them as Research Associate or Research Scientist while computing the length of service for consideration of their cases for placement/promotion under the Career Advancement Scheme subject to the condition that their appointment as Lecturer in the University is in continuation of their appointment as Research Associate/Research Scientist.

3.25 FINANCIAL ASSISTANCE TO TEACHERS FOR ATTENDING ACADEMIC SEMINARS/ CONFERENCES ABROAD

The following will hold good in respect of financial assistance to teachers for attending academic seminars/conferences abroad:

- (a) Subject to availability of funds, full or partial amount could be made available to the faculty to enable them to attend academic conferences abroad;
- (b) due to financial constraints it would not be possible to meet the requirements of all the teachers for financial assistance;
- (c) applications for financial assistance from teachers to attend academic seminars/conferences abroad organised by an academic institution may be considered provided that the paper of the teacher concerned has been accepted for the conference/seminar;
- (d) the consideration of such applications will be subject to availability of funds.
- (e) the University may provide grants for this purpose from the funds generated through Non-formal channels.

3.26 GUIDELINES GOVERNING THE UTILIZATION OF GRANTS FOR ORGANIZING SEMINARS/ CONFERENCES

Consolidated Guidelines governing the utilisation of grant for organizing Seminars/ Conferences etc.

1. The proposal for organising conference/seminar/symposia by a faculty member may be submitted to the Vice-Chancellor through the Chairperson of the Department/Dean of the School, before sending to the funding agency who may keep in view the infrastructure facilities available in the School, together with the forecast of the estimated receipts and head-wise expenditure should be prepared while obtaining funds from the funding agency and the expenditure should be incurred in accordance with the forecast under respective broad heads.
2. Grants should be received in the name of Registrar/Finance Officer of the University and not in the name of the organiser. Obtaining of funds direct from the funding agency will be against the rules of the University.
3. While donations from private parties, individuals, trade and industry may not be the normal source of financing of workshop/seminar etc. in exceptional cases where donations from these sources are recommended by the organiser of the workshop/seminar, the same should be based on a proper appraisal of the interests of the private donors. Keeping in view the position of the University as a Public Institution, these proposals may be forwarded to the Vice-Chancellor with the recommendations of the Chairperson of the Department/ Dean of the School concerned and the donation may be accepted only if it is cleared by the Vice-Chancellor.
4. Number of local and outstation participants including resource persons, guest lecturers should be fixed while framing budget for the Workshop or Seminar with the approval of the Vice-Chancellor. Normally the total number should not exceed 50.
5. The rates of registration fee may be fixed in advance by the organisers of the Seminar/Conferences etc. The norms for the grant of partial/full exemption of registration fee may also be laid down in advance to regulate the same in a systematic way. The same may be submitted for the information of the Vice-Chancellor.
6. All collections of money including Registration fee should be done against the proper receipt of the University and the amount so collected is required to be deposited with the Cashier of the University on the same day or the next working day positively. The receipt books may be obtained from the Finance Department of the University for this purpose.
7. Director, of the Seminar/Workshop is treated at par with the Project Director/Head of the Centre; accordingly, he is empowered to incur expenses, as per University procedure, upto Rs.2000/- in each case, and upto Rs. 10,000 in each case with the prior approval of Dean of the concerned School, and beyond Rs. 10,000/-with the approval of the Vice-Chancellor. These limits may be varied in individual cases by the VC where it is considered desirable to do so.
8. The UGC Guidelines in regard to limits of expenditure on boarding, lodging, hospitality etc. may be followed in respect of Seminars/Workshops etc. organised with the funds provided by the UGC. In other cases where the funds are provided by agencies other than UGC the special norms, if any, agreed to by the University and the funding agencies may be followed with the approval of the Vice-Chancellor.

Lodging may normally be provided to all outstation participants in the Guest Houses of the University. In case the accommodation is not available in the University Guest Houses then the DA as per rules will be paid.

In case of Workshop or Seminar, organised at International level, a maximum of Rs.500/- per head per day or the full expenditure on boarding and lodging of foreign delegates in a hotel/guest house, whichever is less, for upto 5 foreign participants is permissible.

9. Lunch and Dinner etc. upto Rs.300/- per head per day in case of outstation participants and in case of local participants not residing in the University Campus the local hospitality i.e. lunch, coffee, etc. upto Rs.150/- per day can be arranged.
10. As far as possible travelling allowance and incidental expenses for outstation participants should be borne by the sponsoring Institutions/Universities.

11 (a) The rate for travelling allowance and incidental expenses for outstation resource persons are as follows:

Actual expenditure incurred subject to a maximum of 1st class rail fare on the production of a certificate by the incumbent indicating the ticket number to the effect. The resource persons who are in receipt of basic pay of Rs.18,400/- p.m. and also those who are in receipt of basic pay between Rs.16,400/-and Rs.18,400/- may be allowed to travel by Air on production of Air ticket provided that in the case of the later category the distance involved is more than 500 km. and overnight journey cannot be performed by a direct train service. The number of such persons allowed to travel by Air should not exceed 6.

(b) In the case of foreign participants University staff car may be provided for coming and going back from the venue of the Seminar/Workshop. In case University staff car is not available then taxi charges may be paid with the approval of the competent authority.

12. The limits of expenditure for Secretarial and Clerical including class IV, transport, Office supplies, postage, xeroxing/cyclostyling and other Misc. items are as follows :

- (i) for programmes of upto 6 days duration Rs.5000/-
(ii) For programmes of more than 6 days duration Rs.8000/-

13. Honorarium to the resource persons:

- (i) Honorarium to Resource persons, outstation as well as local will be Rs. 300/- per session of 90 minutes limited to Rs.500/- per day. However, the resource persons be invited only once in a programme.
(ii) No honorarium will be paid to the University staff except with the approval of the Vice-Chancellor.

14. Expenditure for Unassigned Grant, the following norms will apply:

Honorarium to the Director of Programme: –

Rs. 1000/-for the programme.

Honorarium to the Resource persons: -

Rs. 500/- per day

15. In the case of Seminar/Conference funded by other agencies other than UGC/University, wherein some special norms of expenditure has been laid down, the same should be followed with the approval of the Vice-Chancellor.

16. After the conclusion of the workshop/seminar, a statement of expenditure in the enclosed format is to be submitted by the Seminar Director to the Finance Department besides, submitting the adjustment of account for the advances drawn.

17. In case, any deviation is required from these guidelines, prior approval of the Vice-Chancellor is to be obtained by the faculty member concerned.

STATEMENT OF EXPENDITURE FOR ORGANISATION OF SEMINARS/SYMPOSIA AND CONFERENCES

(INTERNATIONAL/NATIONAL/STATE LEVEL) PLANNING FORUM AND NATIONAL INTEGRATION ACTIVITIES

1. Name of the Programme

2. Duration

Opening Date

3. Number of participants

i. Outstation

ii. Local Total

4. Name and office address of the Director :

5. Items of expenditure incurred :

(i) Boarding charges for outstation Participants/resource persons	Rs.
(ii) Hospitality to local Participants/resource persons	Rs.
(iii) TA & incidental charges to outstation participants including resource persons etc.	Rs.
(iv) Honorarium to Director and Resource Persons	Rs.
(v) Misc. & Contingencies	Rs.
(vi) DA to foreign participants (if any)	Rs.
(vii) Internal Travel to foreign participants (if any)	Rs.
Total expenditure incurred	Rs.
Grant received from the UGC	Rs.
Income from any other source, if so indicate the source and amount	Rs.

Signature & Seal of the Director of the Programme

Signature of the Registrar

Date

Vice-Chancellor

3.27 RULES FOR GRANT OF CONTRIBUTION TOWARDS TRAVELING EXPENSES OF A CANDIDATE CALLED BY THE UNIVERSITY FOR INTERVIEW ETC. FOR APPOINTMENT IN THE UNIVERSITY

Journey of a candidate in connection with interview etc. for appointment in the University.

In the case of candidate called for interview from outside, the University's contribution towards his travelling expenses would be restricted to a single Second Class (Mail) railway fare by the shortest route to the place of interview from the railway station nearest to the candidate's normal place of residence or from which he actually performs the railway journey, whichever is nearer to the place of interview, and back to the same station, or the amount of railway fare actually incurred, whichever is less. or as revised by the UGC from time to time. Candidates may also be paid sleeper charges, superfast train charges and reservation charges, both ways, if actually incurred, for the journey to the place of interview. Exception may be made by the Vice-Chancellor in allowing First Class fare, both ways, to candidates applying for the posts carrying a pay scale, the minimum of which is Rs.16,400/- or above.

3.28 RULES FOR GRANT OF CONTRIBUTION TOWARDS JOURNEY OF A NEWLY APPOINTED UNIVERSITY EMPLOYEE TO JOIN HIS FIRST POST

1. Travelling allowance, as a transfer, inside India may be granted to an employee, and the members of his family, if already holding a substantive appointment under a Government, University/Institute, local body or any other authority. If already employed in a temporary capacity or not employed, travelling allowance for self, and the members of his family, may be granted to an employee by the Vice-Chancellor where the circumstances justify special treatment.

2. A Professor/Scholar working abroad may on his selection for appointment in the University be allowed:

- (i) air passage by economy (tourist) class for self and the members of his family from the country where he is working to the port of disembarkation in India, and
- (ii) rail fare of the class to which he shall be entitled after joining post in the University or the class by which the journey is actually performed, whichever is less, from the port of disembarkation to the place of duty.

Provided he undertakes to serve the University for a minimum period of three years from the date of joining in India. He shall execute a bond, and furnish the sureties of two persons, for refunding the amount of travelling allowance paid to him with interest thereon if he resigns from service at any time within a period of three years from the date of joining duty in the University.

This facility may also be extended, only in special cases and for reasons to be recorded, by the Executive Council to Indian Scholars abroad who are not actually employed at the time of their selection or at the time the offer is sent to them.

3.29 GUIDELINES FOR ADJUSTMENT OF TEMPORARY ADVANCES

1. Advance granted for travel for attending Conference/Seminars/Field Trip/Tour etc.

Adjustment account of advance drawn by the official for travel must be submitted within thirty days of the completion of journey failing which the whole amount of advance may be recovered in lump sum.

In case, the adjustment account is not rendered, second advance for the same purpose, may not be sanctioned unless the second journey is required to be undertaken soon after the first one i.e. within one week after completion of the first tour.

2. Advance granted in connection with LTC

The following provisions shall regulate the grant of LTC advances:

- (i) Where it is proposed to perform the initial part of the outward journey by rail, the advance may be granted 90 days before the proposed date of the journey, but shall have to be refunded forthwith if the employee is not able to produce cash receipt from Railways/Railway tickets to show that he has utilized the amount of advance for the purchase of ticket(s) within ten days of the drawal of advance.
- (ii) Where the initial part of the outward journey is proposed to be performed other than by rail, the advance may be granted thirty days in advance of the proposed date of journey. But the advance shall have to be refunded forthwith if the outward journey is not commenced within thirty days of the grant of advance.
- (iii) Adjustment account of the advance drawn by the official for the above purpose must be submitted within 30 days of the completion of return journey, failing which the advance shall be recovered in full in lump sum with interest thereon and no request for recovery of the advance in instalments shall be entertained.

If the person fails to submit his claim within a period of three months of the date of completion of return journey, his claim shall stand forfeited.

3. Advances granted for Research Projects

Advance may be drawn by the Project Director for expenditure for the Project. A second advance is not normally paid unless the accounts for the earlier advance is received. Adjustment account in respect of such advance must be submitted as early as possible but not later than 3 months from the date of drawal of advance remaining outstanding for more than 3 months shall be recovered from the salary and other dues.

4. Advances sanctioned for contingent expenditure like purchases, holding of Seminars, Conferences etc.

The advances are sanctioned for emergent purchases or to meet unforeseen expenditure, hence adjustment account shall be rendered within thirty days of the date of purchase/completion of Seminar/Conference etc.. Ordinarily, second advance may not be sanctioned/given unless detailed account of earlier advance is rendered by the official. It will be the personal responsibility of the official concerned to render the adjustment, failing which he shall be required to refund the entire amount in lump sum.

Note: (a) Advances remaining outstanding at the end of each quarter ending 30th June, 30th September, 31st December and 31st March are to be brought to the notice of Finance Officer and Vice-Chancellor for investigating the abnormal delay in utilisation of advances and issue necessary instructions to refund/adjust within stipulated period.

(c) The delay in submission of adjustment bills from 6 months to one year may be condoned by the Vice-Chancellor and beyond one year by the Executive Council. Justification for the delay will, however, have to be given by the employee who drew the advance.

3.30 MAXIMUM PERIOD OF JOINING TIME ON FRESH APPOINTMENT

After the shortlisting of candidates is made, each candidate to be invited for interview may be requested to indicate the approximate date by which he would be able to join the University in case he is selected and offered the post applied for.

The candidates offered appointment should be asked to convey their acceptance within a maximum period of two months from the date of issue of offer and to join the University within a maximum period of 4 months from the date of their acceptance of the offer failing which the offer of appointment shall ordinarily lapse. However, Vice-Chancellor may give extension of time of joining depending on the merit of individual cases.

4. MISCELLANEOUS RULES

4.1 PROCEDURE REGARDING PAYMENT OF PROVIDENT FUND (EMPLOYER'S CONTRIBUTION AND LEAVE SALARY CONTRIBUTION FOR THE PERIOD AN EMPLOYEE RETAINS LIEN ON THE POST HELD BY HIM AT THE TIME OF JOINING THE UNIVERSITY)

The following procedure be followed for undertaking the liability of defraying leave salary and Contributory Provident Fund/Pension Contributions on behalf of the employees who join the University on deputation/lien.

1. That in the case of a person coming from another institution or body, unless the previous employer as well as the University agree that the person will be on deputation on foreign service terms for a specified period, the person shall be treated as a fresh entrant to the University. In the case of deputation, the University will pay leave and pension contribution to the previous employer upto the date when deputation ceases. During this period the university will not be required to pay any further amounts by way of Contributory Provident Fund etc. However, in the case of a person who is to be treated as a fresh entrant, the University will make its contribution to the Contributory Provident Fund with effect from the date the person joins the University but this contribution will be payable only if the entrant is absorbed in the service of the University or is in a tenure post. Similarly, if he opts for pensionary benefits the date of his joining the University will count provided he is confirmed after probation. The University will not make any payment to his previous employer for his leave or pension contribution or contributory provident fund.

4.1 (a) The GPF/CPF Account of the erstwhile CIEFL was jointly operated by the Vice-Chancellor and the Registrar as Trustees for the purpose of sanction of PF loans and disbursement of PF amount to the employees of the Institute while in service/superannuation. The Trust was named as CIEFL Employees PF Trust. The CIEFL is dissolved and in its place The English and Foreign Languages University was created by an Act of Parliament. Thus, the PF Trust also to be named as EFL University Employees PF Trust. The operation of the PF Account is to be made by the EFL Employees PF Trustees. Accordingly, the EC authorised the Vice-Chancellor/Pro-Vice-Chancellor and Registrar to operate the PF Account as Trustees.

4.2. NORMS GOVERNING THE RECOGNITION OF INSTITUTIONS BY THE UNIVERSITY

Recognition of institutions by the University should proceed with caution and should be in conformity with the objectives laid down for the University. The number of the recognized institutions should not be too large and too heteronymous in character as to hinder reciprocal interaction and benefits that the University Centres would enjoy in relation to the recognized institutions.

A balance in this respect may be maintained both in terms of the number of the institutions to be recognized and the academic pursuits of these institutions.

The following norms have been prescribed for recognition of institutions:

- (i) The academic/research programmes of the institution seeking recognition should be in an area compatible with the academic and research programmes of the University Departments, and it should be engaged in high standard academic pursuits in innovative and interdisciplinary areas. The programmes of the institutions should be of relevance to similar objectives already being pursued in the University Departments so that reciprocal benefits might accrue and the institution might get linked with the academic pursuits of the University.
- (ii) The institution should have staff of high academic competence or have a system by which people of eminence could be associated with its academic programmes. The academic level of the staff, therefore, should be comparable to that of the University.
- (iii) The institution should have sufficient funds to support its academic activities and well-equipped departments/library.
- (iv) Institutions seeking recognition from relatively less developed areas/regions of the country but having necessary potential to come up in some way to the desired level of the academic and research programmes of the University not usually covered by the Universities in the region be given adequate consideration within the framework of the criteria laid down by the University for according recognition to the institutions.
- (v) Institutions seeking recognition should:

- (a) have been well established and successfully offered courses related to English Language/Teacher Education/Teaching Foreign Languages for at least five years.
 - (b) have a clean track record of having maintained its administrative and academic records for scrutiny.
 - (c) be operating on its own premises with adequate buildings to house classrooms, faculty rooms, administrative offices, library, hostels for men and women, and facilities for sports and recreation. In case the Institute/College does not have a premises of its own, proof of adequate resources to establish a self-contained campus should be furnished.
 - (d) have employed personnel to undertake administrative and academic chores as specified by the EFL University.
 - (e) provide similar service conditions to all the employees which confer with the service conditions of employees in EFL University/Central University.
 - (f) have a mode of appointment of personnel to various cadres as stipulated by the EFL University.
 - (g) design the courses and course contents will be subject to scrutiny by the Board of Studies and the Academic Council of the EFL University. Further, there will be a periodic academic audit conducted by the EFL University by one of its senior Professors.
 - (h) adopt examination procedures as stipulated by the Academic Council of EFL University.
- (vi) The rights of certification shall entirely rest with the EFL University.
- (vii) The proposal for recognition of an Institution should be placed before the Academic Council. If the Academic Council considers the proposal a viable one, it may refer it to a committee appointed by the Academic Council to go into all related aspects of the proposal in the light of the norms laid down by the University and for making its recommendations to the AC for latter's consideration and decision. Alternatively the AC can approve the proposal for affiliation through discussions in its meeting.

4.3 VALIDITY OF PANEL OF EXPERTS FOR SELECTION COMMITTEE FOR APPOINTMENT OF TEACHERS IN THE UNIVERSITY

Panel of experts approved by the Academic Council be kept valid for two Academic years. The Vice-Chancellor is authorised to choose experts out of the approved panels keeping in view their availability as well as other related aspects.

The Vice-Chancellor has the Authority to add or delete the names of experts in the Panel drawn by the Departments, in consultation with expert/s in that discipline, before the Panel is approved by the Academic Council, in the form of a confidential proposal.

(Note: In the case of new departments, the first Panel of Experts shall be drawn by the Vice Chancellor, in consultation with the experts in the discipline concerned).

The English and Foreign Languages University, Hyderabad
Department of _____

*Proforma: Panel of Experts
Year: 2008-2009 and 2009-2010

Sl.No.	Name and Address of Expert/s (with tel.no./E.Mail Id)	Field of specialization	Whether connected to EFL-U or not	Remarks
1	2	3	4	5

Note: In the case of Retired persons, kindly indicate his/her residential address.

Signature

Head of the Department

Date:

4.4 PAYMENT OF HONORARIUM FOR ATTENDING MEETINGS AND REIMBURSEMENT OF TELEPHONE CHARGES OF THE VARIOUS COMMITTEES

The outside members of the Executive Council and Finance Committee may be paid an honorarium (sitting fee) of Rs. 2000/-per meeting of these bodies or of their committees (or as per UGC rates for attending meeting by External Experts), in addition to TA/DA as per rules.

The outside members of the Purchase Committee may be paid an honorarium (sitting fee) of Rs. 1000/- per meeting in addition to TA/DA as per rules.

4.5 REIMBURSEMENT OF TELEPHONE BILLS

Reimbursement of telephone bills not exceeding Rs.1000/-per month or actual whichever is less to the faculty members who are entrusted with the following additional assignments

1. Proctor
2. All Deans
3. All Heads of Departments

4.6 RULES FOR PRESERVATION OF VARIOUS RECORDS CONCERNING ACADEMIC AND EXAMINATION MATTERS

	Name of the Record	Period of preservation in the Section	Period of preservation in the record office	Whether to preserve the records in a computer media/ floppy
A MATTERS CONCERNING ADMISSIONS AND STUDENTS:				
(1)	Files containing the approval of admission to various courses	2 years	3 years	Yes
	(i) Personal files of students along with their applications for admission:			
	(a) Who are awarded degress by the University	1 Year after the Convocation in which the degree is awarded to the concerned student	10 years	-----
	(b) Who discontinue without completing their studies	2 Years after with-drawal of admission	3 years	-----
	(ii) Application of rejected candidates	1 year after closure of admission	-----	-----
(3)	Legal cases concerning admissions	3 years	Permanent	-----
(4)	Prosgpectus	6 months after inspection of the balance stock by the Internal Audit and after keeping in record the following number of copies permanently :	Permanent (2 copies for each year)	-----
		10 copies with DR (Acad) 5 copies with Labrary 2 copies with CE/Registrar 2 copies with the archival cell		
(5)	Application forms for admissions (Unused)	6 months after inspection of the balance stock by the Internal Audit and after keeping one set of application form in the Academic Section permanently	1 Set 1 Set in the Archival	-----
(6)	Enrolment Register	Permanent	---	Yes

(7)	Counter foils of : a) Transfer Certificate b) Migration Certificate	3 years after Issue 3 years after Issue		Yes (Only Cert. No. to be stored in a CD)
(8)	Evaluated answer books of th candidates for the Entrance Examinations	To be destroyed after 1 year of date of tohe Entrance examination	---	----
(9)	Question papers for the Entrance Examinations	To be destroyed after 1 year of the date of the entrance exam. After keeping permanently :		
		a) 2 sets of question paper in the Libaray ii) 2 sets with the DR iii) 2 sets with CE iv) 2 sets in the respective Departments v) 2 sets in the Archival Cell		
(10)	Attendance records of Students	To be preserved by the respective Departments/ Academic Section and destroyed after one year of completion of the prescribed period of studies by the concerned students		
(11)	Year Book concerning students admissions, enrolment, award of scholarship etc	1) Permanent two bound copies to be preserved by the DR 2) 2 copies in the Lirary 3) 2 copies in the archival cell	Permanent (2 sets)	---
(12)	Disciplinary cases	3 years after completion of the course by the concerned student	Parmanent	

	Name of the Record	Period of preservation in the Section	Period of preservation in the record office	Whether to preserve the records in a computer media/ floppy
B MATTERS CONCERNING EXAMINATIONS:				
(1)	Examinations application forms	One year after completion of the semester examination	---	---
(2)	Tabulation Register	Permanent	—	Yes
(3)	Result Files	Permanent		
(4)	Result Notification (Final Examinations)	Permanent *One bound set for each year to be kept with DR		
		*One set concerning the Department to be maintained Permanently by the respective Departments		

(5)	Counterfoils/Computerised Record of :			
	i) Marks Sheets	Permanent		
	ii) Provisional Certificate	Permanent		
	iii) Consolidated Mark Sheet	Permanent		
(6)	Printed Mark Sheets/Degrees (Unused)	Permanent		If become old, 1 or 2 copies to be kept for sample and the remaining to be shred for sale.
(7)	Degrees/Medals received back undelivered	Until they are delivered	----	----
(8)	Cancelled degrees	1 year after the Convocation and thereafter to be counted and destroyed by the CE in the presence of at least 3 Officers		
(9)	General correspondence regarding marks sheets, provisional certificates, degrees, award of degree in absential	1 year after the convocation	----	----
(10)	Order of presentation degrees at the Convocation duly signed by the Vice-Chancellor/Chancellor	Permanent (with CE)		
(11)	General Correspondence regarding manufacture and award of medals	Permanent	---	---
(12)	Answer books of semester examinations	To be destroyed after one year of the semester exam. Under direct supervision of the Head of the Department Concerned	---	----
(13)	Examiner's reports on M.Phil/Ph.D. dissertation/project report/thesis	Permanent (Only) reports in bound volume/s subjectwise	---	----
(14)	File concerning University emblem, motto, etc.	Permanent	----	---
(15)	File concerning award of honorary degrees	Permanent	---	---
(16)	Question papers of the semester examinations	One set of question papers for each academic year to be preserved by the Department/Library	----	----
(17)	Printing of question papers for the entrance examination etc.,	All records to be destroyed after completion of the concerned examinations under the direct supervision of the Controller of Exams., in the presence of at least 3 Officers	---	---
(18)	Thesis/Dissertation copies of Ph.D/M.Phil.	1 copy in the respective Department and 1 copy in Library		

Note : Examination records will be preserved in the Section itself.

	Name of the Record	Period of preservation in the Section	Period of preservation in the record office	Whether to preserve the records in a computer media/floppy
C MINUTES AND SUPPORTING PAPERS OF ACADEMIC BODIES :				
(1)	Academic Council/Standing Committee of the AC	Permanent	Two sets with copies of notice of meeting and Agenda to be kept in the custody of the DR	----
(2)	Board of Research Studies	Permanent	-As above- Also, two sets to be kept in custody of the Head of the Department concerned	---
(3)	Departmental Committees	Permanent	Two Copies with Copies of notice of Meeting and Agenda to be kept in the custody of the Head of the Department concerned	

REGULATIONS

1. Admission to all the Programmes of the University
2. Application form - Recognition of Teachers
3. Institution of Medals/Prizes
4. Medals/Prizes to be Instituted by individual/private organizations
5. Conduct of the Meeting of the Academic Council
6. Standing Committee of the Academic Council
7. Admission Committee
8. Grievance Committee (Teaching Staff)
9. Grievance Committee (Non-Teaching Staff)
10. Grievance Committee (Students)
11. Procedure for organizing the Convocation
12. Guidelines For drawing up Panel of Experts FOR the Selection Committees for the appointment of teachers
13. Conduct of the Meeting of the Court
14. Conduct of the Meeting of the Executive Council
15. Central Purchase Committee
16. Works (Maintenance) Committee
17. Powers of the Vice-Chancellor
18. Finance – Govt. of India Rules
19. Procedure and norms for appointment to the posts of Professor, Reader and Lecturer
20. Distribution and Management of Funds Generated by the University through Non-Formal Channels

Regulation 1: Governing Admission to all the Programmes

1. Applications for admission to all the programmes offered by The English and Foreign Languages University should be made to the Registrar, The English and Foreign Languages University, Hyderabad, on prescribed forms.
2. Admission to the Programme/s is made through Entrance Test, conducted by the University, wherever it is prescribed. The bulletin of information in this regard will be for Rs.100/*- from EFL University, Hyderabad and other campuses.
3. The Entrance Test fee will be Rs.200/*-. The fee will be utilized for meeting the cost of conduct of the Entrance Test, including the remuneration to the examiners, superintendent, staff and their T.A. and D.A. The savings from bulletin and examination charges will be deposited into Non-Formal Funds in the stipulated proportion.
4. The Admission Committee constituted for the purpose shall decide whether an applicant is to be admitted, and if so, to which programme.
5. All admissions shall, in the first instance, be deemed provisional.
6. The Committee may for any valid reason cancel the admission granted, provisionally or otherwise, to any candidate.
7. The Committee may admit only those candidates to a programme who fulfil the requirements for admission laid down for that programme.
8. No candidate admitted to a full-time programme at the University shall be allowed to pursue another full-time course.
9. Candidates who fulfil all other eligibility conditions and have taken the examination leading to the degree prescribed as the minimum qualification for being considered for admission may be allowed to take the Entrance Test for admission to the respective programmes, and granted provisional admission, if found suitable.
10. Candidates admitted provisionally will be allowed to attend classes from the beginning of the programme.
11. Such candidates will join the programme and pay the fee at their own risk. The provisional admission will automatically stand cancelled if they fail to produce evidence of their having passed the qualifying examinations by the due date.
12. Such candidates are required to submit an affidavit on non-judicial stamp paper for Rs.50/- before they join the programme.

Regulation 2: Application Form for applying to the University for Recognition of a Teacher as Professor/Reader/Lecturer/Teacher.

1. NAME
2. DATE OF BIRTH
3. POSTAL ADDRESS
4. ADDRESS OF THE INSTITUTION

QUALIFICATIONS

DEGREE/ DIPLOMA	Institution from where Qualified	subject/s	Division	% of Marks
--------------------	-------------------------------------	-----------	----------	---------------

Experience

- (a) Teaching
- (b) Administrative Experience
- (c) others
- (d) Research experience
- (e) No. of Books published (please attach a list)
- (f) No. of papers/Monograph published (please attach a list)

Extra Curricular/co-curricular activities, if any

Any other information

Have you applied for recognition, earlier.

If so, when.

I certify that the information given above is correct.

Date

Signature

Forwarded/Recommended by

Date

Head of the Institution/Department.

With address.

Regulation 3.: NORMS/GUIDELINES FOR INSTITUTION OF MEDALS/PRIZES IN THE UNIVERSITY

Medals/Prizes may be instituted by the University:

1. EFL University Gold Medal for the best student be instituted for award to the student who is adjudged as best all-round student on the basis of his/her academic performance as well as sports, athletics, debates and participation in literary clubs in the university. The weightages to be given for each activity shall be decided by the Committee headed by the Vice-Chancellor, Pro-Vice-Chancellor, Dean Students' Welfare and special invitees.
2. Gold Medal in each Department Gold Medals may be instituted in each Department for award to the students of the following programmes:
 1. One gold medal for each of the Under-graduate/M.A programme in each department
 2. To be awarded to a student who has secured the highest CGPA in the respective programmes, provided that-
 - a. The student has cleared all courses within the minimum period prescribed for completion of the programme;
 - b. The student is not found guilty of misconduct or moral turpitude
3. Prizes: Prizes in suitable form be instituted for each of the following activities and that these prizes may be awarded when these activities are held in an organized way as a regular annual feature:

Debating, Sports, Dramatics, N.S.S and Environmental Improvement

THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY HYDERABAD

LOGO

DISTINGUISHED PERFORMANCE MEDAL IN _____

This is to certify that _____ has been awarded the "Distinguished Performance Medal" in _____ for his/her outstanding performance in the year _____.

REGISTRAR

Regulation 4.: MEDALS/PRIZES TO BE INSTITUTED BY INDIVIDUALS/PRIVATE MORGANISATIONS

1. The purpose for which the Medals and Prizes are instituted should conform to the objectives as defined in the EFL University Act.
2. The Medals and Prizes should not be denominational in character and should be open to students of the university irrespective of their caste, creed and religion, sex, language or state.
3. Ordinarily these medals should not be named after an individual. However, if the donor so desires, the Medals could be named after a person who has made a distinct and significant contribution in the relevant field of languages, literature and humanities. Institution of medals in memory of persons from whom contributions have been received and accepted by the University may be made on specific requests from the donors. The University may examine such specific requests on individual merit in the light of the subjects being offered in the University, and such Medals may be titled as "Distinguished Medals".

A certificate (draft enclosed) indicating the fact that a Medal/Prize has been instituted in the memory of a particular person may be issued along with the Medal/Prize.

Scholarship/Fellowship named after distinguished dignitaries and founded by Trust/Foundation/or Board of Governors etc.

Regulation 5: CONDUCT OF THE MEETING OF THE ACADEMIC COUNCIL**1. Chairperson**

The Vice-Chancellor shall preside over the meetings of the Academic Council. In his/her/absence the Pro-Vice-chancellor shall preside. In the absence of all the above, the Academic Council shall elect a Professor from amongst those present in the meeting to preside over the meeting. The Member Secretary or any other Member present in that meeting may propose the name of a Professor for this purpose.

2. Meetings

The Academic Council shall meet as often as necessary but not less than twice during the academic year. In extraordinary circumstances, the Vice-Chancellor, on his/her/absence, may convene an emergency, special or adjourned meeting on a date to be fixed by him/her.

3. Notice of Meetings

A written notice of every meeting of the Academic Council shall be circulated by the Registrar to the members of the Academic Council at least fourteen days before the meeting. The Vice-Chancellor may authorize the convening of an emergency meeting of the Academic Council at short notice to consider issues of special importance or urgency or on a written requisition signed by at least 1/3rd of the members of the Academic Council.

4. Agenda

Items of the agenda shall be circulated to the members of the Academic Council at least 7 days in advance of the date of the meeting.

5. Items from the members of the Academic council for being considered for inclusion in the Agenda, may be forwarded to the Registrar at least 21 days in advance of the date of the meeting. The inclusion of the item into the agenda or otherwise will be at the Vice-Chancellors' discretion.

6. Notes on the Agenda items may be circulated ordinarily 4 days in advance of the date of the meeting.

7. The Supplementary Agenda of the meeting can be circulated as decided by the Chairperson.

8. The Chairperson of the Academic council may, however, permit inclusion of any item for which notice could not be given.

9. Quorum

Nine members of the Academic Council shall form quorum for a meeting of the Academic Council.

10. How decision should be taken

All questions at any meeting of the Academic Council shall be decided either through consensus or by a majority of votes of the members present and voting, and in the case of the number of votes being equal, the Vice-chancellor or the member presiding as the case may be, shall have and exercise a second or a casting vote. The voting will be done through the show of hands to be counted by the Member Secretary.

11. Ruling of the Chairperson

The ruling of the Chairperson of the meeting in regard to all questions shall be final.

12. Inviting an Outsider

The Academic Council may for the purpose of consultation invite any person having special knowledge or practical experience, to the meeting when the relevant matter is being considered. Such person may speak and otherwise take part in the proceedings of the meeting, but shall not be entitled to vote.

13. Minutes

The minutes of the proceedings of the meetings of the Academic council shall be circulated to the members ordinarily within a month from the date of the meeting.

14. Notice of Resolution and Amendment

- a. Any member who wishes to propose a resolution at the meeting of the Academic Council shall forward the terms of the resolution to the Registrar so as to reach him/her not later than fourteen days before the date fixed for the meeting.
- b. Such resolutions shall pertain to the powers and duties of the Academic Council in accordance with the Act, the Statutes and the Ordinances.
- c. The Vice-Chancellor in his/her capacity as the Chairperson of the Academic Council shall be the sole authority to determine whether resolution is in order or not.

15. No resolution, proposal, amendment or any other business of which due notice has not been given shall be brought before the Academic Council at any meeting without the permission of the Chairperson except the following:

- a. to adjourn the debate;
- b. to adjourn the meeting;
- c. to dissolve the meeting;
- d. to change the order of the business
- e. to refer any matter to any authority of the university;
- f. to pass on to the next item of the business;
- g. to appoint a committee; and
- h. to propose that the question be put to vote.

16. Ruling of the Chair: The ruling of the Chairperson of the Academic Council in regard to all questions on procedure shall be final.**Regulation 6: STANDING COMMITTEE OF THE ACADEMIC COUNCIL**

1. There shall be a Standing Committee of the Academic Council which will consist of the Vice-Chancellor or nominee, the Pro-Vice-chancellor, Proctor, Dean of Students' Welfare and 8 members of the Academic Council nominated by the Vice-chancellor.
2. The nominated members of the Standing Committee shall hold Office for a period of 3 years or so long as they continue as the members of the Academic Council which ever is earlier.
3. The Standing Committee shall have the following powers of the Academic Council:
 - (i) to prescribe qualifications for admission to various courses, to determine the intake of students in each course and to fix various external examination Centres and other matters relating to the admission of the students;
 - (ii) to recognise examinations, degrees, diplomas of other Universities and educational bodies for the purpose of admission to various programmes of the University;
 - (iii) to consider the special cases of relaxation and in this behalf of the rules framed by the Academic Council and to make suitable recommendations;
 - (iv) to consider the proposals of the School Boards and to make suitable recommendations to the Academic Council;
 - (v) to consider any other matter referred to it by the Vice-chancellor or the Academic Council;

- (vi) to recommend for approval by the Vice-Chancellor the Academic Calendar of the University subject to ratification by the Academic Council.
 - (vii) to recommend to the Vice-Chancellor from time to time the fee structure in respect of all the academic programmes of the University.
4. The Standing Committee shall meet at least twice in a year preferably 20 days before every meeting of the Academic Council.
 5. At least 3 days notice should be given for the meeting of the Standing Committee and the quorum for the meeting may be 1/3rd of the number of total members of the Standing Committee.
 6. The Vice-chancellor, when present, shall preside over the meeting of the Standing Committee and in his/her absence, the Pro-Vice-Chancellor shall act as the Chairperson. In the absence of Vice-Chancellor and Pro-Vice-Chancellor, the meeting will be presided over by Vice-Chancellor's Nominee.
 7. The Registrar shall be the non-member Secretary of the Standing Committee. He/she will communicate the proceedings of the Standing Committee to the Vice-Chancellor, Academic Council and Authorities concerned.

Regulation 7: Admission Committee

1. There shall be an Admission Committee for each School.
2. The Vice-Chancellor shall appoint Admission Committee for each academic year
3. The Admission Committee shall consist of:
 - Dean (Chairperson)
 - Heads of the Department concerned
 - One Professor
 - One Reader
 - One Lecturer
 - Programme Co-ordinator if any
 - One Member of the Academic Council;
 - One Member of SC/ST category.

The committee may co-opt any member if it so desires with the approval of the Vice-Chancellor.

4. One-third of the members of the committee shall form a quorum. However, the presence of SC/ST representative in the Committee will be compulsory.

Regulation 8: Grievance Committee (Teaching Staff)

1. Grievance Committee (Teacher) shall be appointed by the Vice-Chancellor
- ii. Constitution:
 - Vice-Chancellor or Pro-Vice-Chancellor/Nominee (Chairperson)
 - Five Deans
 - Five Heads of Departments
 - Two Readers and Two Lecturers nominated by Vice-Chancellor
 - for a tenure of 2 years
 - President and Secretary of Teachers Association for each year
 - Registrar (Secretary)
 - Finance Officer
 - SC/ST representative.
- iii. Meetings shall be held once in each semester.
- iv. Special meetings may be held as and when it become necessary.
- v. One third of the members of the committee shall form the Quorum.

Regulation 9: Grievance Committee (Non-Teaching Staff)

1. Grievance Committee (Non-Teaching Staff) shall be appointed by the Vice-Chancellor
2. Constitution:
 - Pro-Vice-chancellor (Chairperson)
 - Two Heads of Departments)
 - Two Professors)
 - One Reader and) - to be nominated by
 - Vice-chancellor
 - One Lecturer) for a period of 2 years
 - President and Secretary from all Associations by rotation for one year
 - One person each representing each Group-i.e.,Gr.A,B,C & D- to be nominated by Vice-Chancellor SC/ST representative
 - Finance Officer
 - Registrar shall be the Member-Secretary
3. Meeting shall be held once in each semester.
4. Special meetings may be held as and when it becomes necessary.
5. One third of the Members of the committee shall form the Quorum.

Regulation 10: Grievance Committee – Students

- a. Grievance Committee shall be appointed by Vice-chancellor
- b. Vice-Chancellor/Nominee (Chairperson)
 - Pro-Vice-Chancellor
 - Proctor
 - Dean Students Welfare
 - One Dean, One Professor) to be nominated by
 - One Head of Department) Vice-Chancellor for 2 years
 - One Reader and One Lecturer)
 - President and Secretary, Students Council for each year
 - One Student each from Hostel, UG and PG and
 - One each from M.Phil. and Ph.D. courses
 - Finance officer
 - Registrar
 - SC/ST representative
 - Dean of Students' Welfare (Member-Secretary)
- c. Meetings of the Grievance Committee shall be held once in each semester
- d. Special meetings may be held as and when it becomes necessary
- e. One third of the Members of the committee shall form Quorum

Note: In the absence of the Vice-Chancellor, the Pro-Vice-Chancellor shall preside over the meetings.

Regulation 11: Procedure of Convocation for Conferring Degrees**1. Order of Precedence**

- a) The following order of precedence shall be observed at the time of Convocations:
 - i. Chancellor

- ii. Vice-Chancellor
- iii. Pro-Vice-Chancellor
- iv. Deans and Directors of Campuses
- v. Proctor
- vi. Registrar
- vii. Members of the Executive Council
- viii. Members of the Academic Council
- ix. Librarian

- b) The precedence of persons falling under the same head in the table of precedence will be determined by the order in which their names are enrolled in the University Books.
- c) The Vice-Chancellor shall determine from time to time as to the persons who will form the procession at the Convocation. Any dispute arising as to the seniority shall be decided by the Vice-Chancellor whose decision shall be final.

2. Academic Costumes

- a) Chancellor: purple velvet with 4-inch gold lace and tufts in front and on the outside of the bottom of the sleeves.
- b) Vice-Chancellor: purple velvet with 2-inch gold lace and tufts in front and on the outside of the bottom of the sleeves.
- c) Pro-Vice-Chancellor: purple velvet with 1-inch gold lace and tufts in front and on the outside of the bottom of the sleeves.
- d) Proctor : purple velvet with 2 inch silver lace and tufts in front and on the outside of the bottom of the sleeves.
- e) Deans and Directors of Campuses: purple silk with 2 inch silver lace and tufts in front and on the outside of the bottom of the sleeves.
- f) Registrar: purple silk with 1-inch silver lace and tufts in front and on the outside of the bottom of the sleeves.
- g) Members of Executive Council and

Members of Academic Council : Claret gown
with two-inch cream band round neck and front open folds.

h) Colours for the various degrees:

- B.A.(Hons.), B.Ed - Navy Blue + Black
with white border.
- M.A. M.Ed, M.Phil. -Black lined
throughout with light green.
- Ph.D. - Claret gown with
two-inch cream band
round neck and front
open folds.

i) Caps:

Chancellor, Vice-chancellor and Pro-Vice-chancellor-Mortar board with gold beading and tassel.
Proctor, Deans, Registrar, Heads and members of the Executive Council-Mortar Board.

3. Instructions for Candidates

- 1. Candidates must appear in the prescribed academic dress.
- 2. A rehearsal shall be arranged on or before the day of the Convocation, at which candidates for degrees must be present. Candidates not present at the rehearsal run the risk of not being admitted at the Convocation.

3. Candidates who are unable to attend the Convocation must inform the Registrar before hand. Such candidates will be admitted to the degree in absentia in accordance with the rules prescribed from time to time.

4. “Sir,

I present to you the _____

Candidates

Whose names are set out in the list, and who have been examined and found qualified for the Degree of _____ to which I pray that they may be admitted.”

5. The Vice-Chancellor thereupon shall give to the candidates the Diplomas and Degrees and shall say-
“By virtue of the authority vested in me as Vice-Chancellor of this University, I admit you to the Degree of _____ and I charge you that ever in your life and conversation, you show yourselves worthy of the same”.

The candidates shall acknowledge by a bow.

Regulation 12: Guidelines For drawing up Panel of Experts for the Selection Committees for the appointment of teachers.

1. The Registrar shall send a circular letter (along with the proforma□) in the month of February (once in two years) to all the Heads of the Department requesting them to convene a meeting of the Teachers of the Department for drawing up Panel of Experts.
2. The Heads of the Department in turn shall request the Teachers to submit names of experts in their respective discipline/s.
3. All the names thus received will be considered by the Department. As far as possible, former teachers of the University should not be included into the panel of experts.
4. The Head of the Department, after considering all the proposals, shall finalise the names of experts in the meeting of the department.
5. The names of experts shall be indicated in the proforma sent by the Registrar’s Office.
6. The Panel shall ordinarily contain 15 names of experts in different fields of specialization.
7. The Panel shall contain names, addresses, telephone numbers, E-mail Id etc. of the experts.
8. A mention may be made in the proforma, date on which teachers’ meeting of the department was held.
9. The proforma duly filled in shall be sent to the Vice-Chancellor by the Head of the Department in a sealed/confidential cover by 30th April.
10. In case no panel is received from the department by the stipulated date, i.e., 30th April, the Panel of Experts shall be drawn by the Vice-Chancellor in consultation with the experts in the discipline concerned.
11. Panel of experts will be valid for two academic years.
12. The Panel of experts shall be reported to the Academic Council confidentially.
13. The Vice-Chancellor has the authority to add or delete the names of experts before the panel is approved by the Academic Council in the form of a confidential proposal.
14. In the case of new departments, the first panel of experts shall be drawn by the Vice-Chancellor in consultation with the experts in the discipline concerned.
15. The file containing the panel of experts shall be kept in the Vice-Chancellors office. He/She may also assign this task to one of the officers who deals with confidential matters.
16. The Vice-Chancellor shall select experts ordinarily from the Panel of Experts approved by the Academic Council for being nominated for constituting Selection Committees from time to time.

- Proforma enclosed

The English and Foreign Languages University

Hyderabad 500 007

Department of

Proforma : Panel of Experts

Year 2008-2009 and 2009-2010

Sl.No.	Name and Address of Expert/s (with Tel.No./E.Mail Id)	Field of specialization	Whether connected to EFL U or not	Remarks
(1)	(2)	(3)	(4)	(5)

Signature

Head of the Department

Date

Note : In the case of retired persons, kindly indicate his/her residential address.**Regulation 13:****REGULATIONS CONCERNING THE CONDUCT OF THE MEETING OF THE COURT**

1. Short Title: These Regulations shall be called the "Regulations for the conduct of the meetings of the Court".
2. Chairperson: The Chancellor shall preside over meeting of the Court and in the absence, the Vice-Chancellor, and in the absence of later, the Pro-vice-Chancellor.
3. Convening of Meetings
 - (1) A written notice of meeting shall be circulated by the Registrar to the members of the court at least 30 days before the meeting.
 - (2) An annual meeting of the Court will be held on a date fixed by the Executive Council. The Court may also meet as and when necessary. In addition, an emergency meeting of the Court at short notice may be convened to consider issues of special importance or urgency or on written requisition signed by at least 20 members of the Court.
4. Agenda Items:
 - (1) Items for the agenda along with notes shall be circulated to the members of the Court at least 7 days in advance of the date of the meeting.
 - (2) Item from the members of the Court for being considered for inclusion in the agenda may be forwarded to the Registrar (Member Secretary) at least 21 days in advance of the date of the meeting.
 - (3) Supplementary Agenda of the meeting shall be circulated as decided by the Chairperson.
 - (4) The Chairperson of the court may, however, permit inclusion of any item for which due notice could not be given.
5. Quorum: 11 members of the Court shall form a quorum.
6. Notice of Resolution and Amendment
 - (1) Any member who wishes to propose a resolution at the meeting of the Court shall forward the terms of the resolution to the Registrar so as to reach him/her not later than fourteen days before the date fixed for the meeting.
 - (2) Such resolutions shall pertain to the powers and duties of the Court in accordance with the Act, the Statutes and the Ordinances.
 - (3) The Chancellor in his/her capacity as the Chairperson of the Court and or in his/her absence the Vice-Chancellor shall be the sole authority to determine whether resolution is in order.

7. No resolution, proposal, amendment or any other business of which due notice has not been given shall be brought before the Court at any meeting without the permission of the Chairperson except the following:

- (a) to adjourn the debate;
- (b) to adjourn the meeting;
- (c) to dissolve the meeting;
- (d) to change the order of the business
- (e) to refer any matter to any authority of the university;
- (f) to pass on to the next item of the business;
- (g) to appoint a committee; and
- (h) to propose that the question be put to vote.

8. Ruling of the Chair: The ruling of the Chairperson of the court in regard to all questions on procedure shall be final.

Regulation 14:

REGULATION CONCERNING THE CONDUCT OF THE MEETINGS OF THE EXECUTIVE COUNCIL

1. Short Title: These regulations shall be called the regulations for the conduct of the meetings of the Executive Council.

2. Chairperson: The Vice-Chancellor shall preside over every meeting of the Executive Council. In his/her absence the Pro-Vice-Chancellor shall preside. In the absence of both Vice-Chancellor and Pro-Vice-Chancellor, a Professor member of the Executive Council elected by the Executive Council of the University shall preside over the meeting. The name of such a Professor may be proposed by the Member-Secretary or any other member of the Executive Council.

3. Convening of meetings

- i. A written notice of every meeting shall be circulated by the Registrar to the members of the executive council at least 14 days before the meeting.
- ii. The Vice-Chancellor may authorise the convening of an emergency meeting of the Council at short notice to consider issues of special importance or urgency.
- iii. The Council shall meet as often as may be necessary but not less than 2 times in a year.

4. Agenda Items

Items for the agenda as approved by the Vice-Chancellor together with the notes thereon may be circulated to the members of the Council at least 7 days in advance of the date of meeting.

5. Ruling of the Chair: The ruling of the Chairperson of the council in regard to all questions on procedure shall be final.

6. Seven members shall form the Quorum for the meeting.

7. i. Notice of Resolution and Amendment

- f. Any member who wishes to propose a resolution at the meeting of the Executive Council shall forward the terms of the resolution to the Registrar so as to reach him/her not later than fourteen days before the date fixed for the meeting.
- g. Such resolutions shall pertain to the powers and duties of the Executive Council in accordance with the Act, the Statutes and the Ordinances.
- h. The Vice-Chancellor in his/her capacity as the Chairperson of the Executive Council shall be the sole authority to determine whether resolution is in order.

vi. No resolution, proposal, amendment or any other business of which due notice has not been given shall be brought before the Executive Council at any meeting without the permission of the Chairperson except the following:

- a. to adjourn the debate;
- b. to adjourn the meeting;
- c. to dissolve the meeting;
- d. to change the order of the business
- e. to refer any matter to any authority of the university;

- f. to pass on to the next item of the business;
 - g. to appoint a committee; and
 - h. to propose that the question be put to vote.
- vii. Ruling of the Chair: The ruling of the Chairperson of the Executive Council in regard to all questions on procedure shall be final.

Regulation 15: PURCHASE COMMITTEE

A. Purchase Committee that will be required to make finalise purchases in respect of central budgetary heads shall be appointed by Vice-Chancellor every year.

1. Constitution:
 - (i) A Professor to be appointed by Vice-Chancellor (Chairperson)
 - (ii) Registrar or his/her nominee
 - (iii) Finance Officer or his/her nominee
 - (iv) Dean if concerned
 - (v) Dean, Campus Development/ Technical Infrastructure/ Publication and Library/ Culture/ Hostels and Guest House as the case may be
 - (vi) Head of Department if concerned
 - (vii) Experts if any
 - (viii) Deputy Registrar/ Assistant Registrar Stores
2. Three Members shall constitutes the quorum
3. It may follow the procedure as laid down in General Financial Rules (GFR of the GOI)

B. Schools, Departments, Hostels, Guest House etc., shall have their own Purchase Committees to be constituted by the respective Dean/Head of the Department/Provost etc under intimation to Finance Officer. Such a Committee shall have at least one representative each of Finance and Stores Departments.

C. The English and Foreign Languages University Campuses shall have their own Purchase Committee to be constituted by the director concerned on the pattern of the Purchase Committee of Hyderabad Campus as far as possible.

Regulation 16: Building Committee

- i. The Vice-chancellor.... Chairperson
- ii. A representative of the CPWD or PWD undertaking not below the rank of Executive Engineer.
- iii. A representative of the Planning Board
- iv. The Registrar.... Member Secretary
- v. The Finance Officer
- vi. A representative of the user Department along with Two Teachers of the University not below the rank of Professors nominated by the Vice-Chancellor
- vii. Head, Dept. of Civil Engineering (where it exists)
- viii. Head, Dept. of Electrical Engineering (where it exists)
- ix. The University Engineer (or near by University) or University Architect or the Govt. Architect.

Regulation 17: POWERS OF THE VICE-CHANCELLOR

I. Administrative:

- a) To supervise the conduct and work of the staff of the University and for that purpose to exercise such disciplinary control as may be necessary.
- b) To sanction all kinds of leave to members of the staff, research fellows etc.
- c) To arrange at his/her discretion outside visits for the members to educational centres in India for educational purposes.

- d) To act as controlling officer in respect of journeys performed by the members of the staff and act as his/her own controlling officer in respect of journeys performed by him in connection with the affairs of the University.
- e) To permit at his/her discretion in special cases and for reasons to be recorded in writing officers and members of staff to draw actual expenses incurred by them while on tour
- f) To allow mileage allowance by a route other than the shortest
- g) To decide the shortest of two or more routes
- h) To make temporary and ad-hoc appointment of teachers
- i) To create temporary posts on sanctioned scales of pay, in Group C and D and to fill such posts for periods not exceeding six months in each case
- j) To permit retention of lien on a post under the University
- k) To transfer an employee from one place to another
- l) To sanction grant and to permit acceptance of honorarium
- m) To withhold increments
- n) To allow an employee to count extraordinary leave for increments up to 2 years
- o) To grant subsistence allowance to an employee
- p) To order destruction of records, as per weeding rules
- q) To order sale, by auction or otherwise in the interest of the university of unserviceable stores or perishable articles.

II. Financial

- a) To arrange to prepare budget estimates
- b) To re-appropriate funds from one head of appropriation to another
- c) Subject to availability of budget provision, the estimates as approved by the Executive Council.
- i) To disburse salaries and allowances and stipends to the employees of the University, Research Fellows and other persons engaged in the programme of the University.
- ii) To incur expenditure of a contingent or miscellaneous nature on:
 - 1. Electricity, Water and Gas Charges
 - 2. Freight Charges
 - 3. Demurrage/Wharfage charges
 - 4. Hire of the office furniture, fans, heaters, cookers, clocks, etc.
 - 5. Maintenance and upkeep of Vehicles
 - 6. Rent, Rates and Taxes
 - 7. Postage, Telephone and Telegrammes
 - 8. Contingent paid staff
 - 9. Supply of liveries, badges and payment of washing allowances
 - 10. Repairs to, erection of and removal of machinery (where expenditure is of a capital nature)
 - 11. Incurring legal expenses
 - 12. Petty works and special repairs to buildings, etc.
 - 13. Ordinary repairs and maintenance of buildings etc
 - 14. Local purchase of stationery, printing etc.
 - 15. Fixtures and furniture
 - 16. Books and periodicals
 - 17. To purchase working stores, office equipment, computers calculating machines, etc.

18. To sanction the installation of office and residential telephones
19. Bicycles
20. To sanction fixed recurring charges of a contingent character
21. Purchase of Motor Vehicle
22. Expenditure not included in any of the above categories

iii) To sanction permanent advances

- d) To open bank accounts in the name of the University in such banks as are approved by the Executive Council, and to operate the account, i.e., to say
 - i) Pay in all money received by the University and for that purpose endorse all cheques, drafts, bills etc.
 - ii) To draw cheques in the name of the University
- e) To sanction increments, TA, and other advances, etc., to employees of the University according to rules.
- f) To sanction advance of pay and TA to any officer under transfer
- g) To sanction advance for the purchase of conveyance
- h) To vary the terms of repayment of advance
- i) To pay salaries on the last working day of the month if the first day of the following month is a holiday (or as per the practice of the University)
- j) Power in regard to writing off the irrecoverable value of Stores, cash and Stamps, etc.

Provided that (1) the loss is not due to theft or fraud and (2) it does not disclose a defect of system or serious negligence on the part of some individual employees of the University which might possibly call for disciplinary action.

III. Disciplinary

To impose all penalties on teachers and non-teaching employees laid down in the terms and conditions of service

Regulation 18: Finance

The English and Foreign Languages University is one of the Central Universities of University Grants Commission, 100% funded by the Government of India. In all Financial matters, the University is governed by the Rules and Regulations of the Central Government. The University's budget is approved by the Finance Committee in which the nominees of the Visitor (Financial adviser of MHRD and UGC etc) are present. The budget is approved by the Executive Council of the University. The accounts of the University is audited by the officers of the CAG of India.

The University, as in other Central Universities, follows all the rules of the Central Government, in the matter of Pay and other allowances; travelling allowance (T.A/D.A); Advances (Loans) such as festival advance, conveyance advance, house building advance, LTC etc.

Regulation- 19: Procedure and norms for appointment to the posts of Professor, Reader and Lecturer

The Executive Council hereby makes the following norms and procedure for appointment to the posts of Professor, Reader, and Lecturer in English and Foreign Languages University, Hyderabad.

1. The post of Professor, Reader and Lecturer will be categorised as Group A Posts as per Central Govt. rules.
2. The University will advertise the above posts and make appointments thereto on all India basis on the recommendation of the Selection Committee constituted under Statute 18.
3. The Chairman shall be entitled to vote at the Selection Committee meeting and shall have an exercise to cast a vote in the case of a tie.
4. In exceptional cases, to be spelt out in writing, the Selection Committee may recommend relaxation in the qualifications of a candidate/s, in particular with reference to the work experience etc to EC.

The recommendation of the Selection Committee shall be ordinarily submitted to the Executive Council and orders of appointment shall be issued after the approval of the Executive Council provided in an emergency, the Vice-Chancellor may issue orders of appointment as recommended by the Selection Committee and report the matter to the Executive Council at its next meeting.

5. The terms and conditions with regard to the minimum qualifications and other terms and conditions as prescribed by the UGC in its Notification NO.F-3-1/94 (PS) dated 24.12.1998 and any other Notification issued or that may be issued by the UGC from time to time, shall be followed. The Vice-Chancellor may prescribe in consultation with the concerned Head of the Department, such specification or any other condition as required for the post to be filled up.
6. The prescribed qualification and experience will be minimum, and the mere fact that a candidate possessing the same will not entitle him for being called for interview. The University will have the right to restrict the number of candidates to be called for interview, to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.
7. All the substantive vacancies in the cadres of Professor, Reader, Lecturer, Registrar, Finance Officer, Controller of Examinations, Librarian etc. are advertised in National Dailies.

Application fee prescribed may be charged along with filled in application. 3-4 weeks time may be given for receipt of filled in applications. Applications are not rejected normally on account of delay which is beyond one's control. However, the decision of the University in this regard is final. Incomplete applications may be rejected.
8. All the applications are sent to the Head of the Department concerned for making summary and the Head of the Department in consultation with at least two of his senior colleagues, ordinarily consisting of outgoing and incoming head of the Department based on seniority, may screen the applications with reference to the advertisement and recommend the names of candidates who may be invited for interview.
9. If the post in question is of a specialised nature, one specialist in that discipline may be associated by the Head of the Department. If the Head of the Department himself is a candidate, the file would be sent to the Dean or any one of the Professors of the University to be appointed by the Vice-Chancellor for screening/ short-listing of candidates. The file when returned, may be submitted to the Vice-Chancellor, who may add or delete the number of candidates or he may appoint another screening committee if he so desires. His decision shall be final.
10. Selected candidates would be invited for interview: they would be paid Rail-fare (by sleeper class) to and fro for attending the interview. Ordinarily the payment would be made by cheque subsequently, at the address given by the candidate, in the application form.
11. The recommendation of the selection committee would be kept in a sealed cover, to be opened at the meeting of the Executive Council, when held next. Selection committee may recommend a candidate, even though he might not have applied. In emergent situations, the Vice-Chancellor may approve the recommendations of the selection committee and allow the candidates to join at an early date. Such a decision will be reported to the Executive Council at its next meeting.
12. As per UGC guidelines not more than 5 (advance) increments can be recommended by Selection Committee. The University shall follow the UGC guidelines regarding Reservations.
13. The University may consider candidates who may not have applied for position/s in absentia. The Selection Committee can consider such cases in absentia. VC may condone the delay in the submission of application(s) till the time he/she deems fit.
14. The University shall follow the UGC/ Govt. of India rules regarding reservation of SC/ST/OBC/ Physically Challenged.

Regulation 20 Distribution and Management of Funds Generated by the University New 25-8-14

1. Introduction

The EFL University generates funds through various internal means such as savings on net sale proceeds of University publications, royalty from consulting publishers, 50% of the amounts that individual faculty receive from private consultancy, net savings from training programmes, proficiency courses, self-financed courses, savings from fees received from foreign students, entrance examination fees, royalty received from the University's infrastructure facilities, donations by alumni and others, film and T.V. Productions, charity shows organized by the University, sale of tickets to University-sponsored performances, unclaimed security and other deposits, and other heads, if any.

The distribution of these funds shall be made under the following heads subject to periodic review:

Sl.no.		Percentage
1	Development Fund	35%
2	Students' Welfare Fund	25%
3	Foreign Students' Welfare Fund	1%
4	Staff Welfare Fund	7.5%
5	Faculty Welfare Fund	5%
6	Academic Updating	7.5%
7	International Collaboration	10%
8	Publications Fund	5%
9	Miscellaneous	4%

2. Administration of the funds

The funds shall be administered through a Committee constituted by the Vice-Chancellor called the Regulation 20 Grants Committee 'B' consisting of the following members:

- i. Pro-Vice Chancellor or the Vice-Chancellor's nominee (Chairperson)
- ii. Proctor/ Deputy Proctor
- iii. Dean, Research
- iv. Dean, Students' Welfare
- v. Dean, Non-formal Courses and Resources
- vi. Dean, Campus Development
- vii. Dean, Foreign Students
- viii. Finance Officer or his/her nominee
- ix. Controller of Examinations (Member Secretary)
- x. DR/ AR Academic (Convener)

Additionally, the following members will be invited if and when matters pertaining to their mandate arise:

- i. Dean, International Relations
 - ii. Provost, Men's Hostel
 - iii. Provost, Women's Hostel
3. Accounts shall be maintained by the Finance Officer or his/her nominee
 4. The Committee shall submit a report to the Executive Council once in a year.
 5. The Vice-Chancellor can transfer allocation from one head to another at her/his discretion depending on the need and urgency for the same.
 6. The Vice-Chancellor can under her/his discretionary powers approve new heads of expenditure from the non-formal resources which shall be ratified in the subsequent meeting of the Executive Council.
 7. General Guidelines for Allocation of Resources Generated through Non - Formal Channels:
 - i. All applications for financial assistance from these resources under the various heads shall be made to the Chairperson of the Grants Committee in the prescribed format, which shall be available in the Academic Section. The Grants Committee constituted by the Vice-Chancellor shall consider all the applications on their merit. It may call the applicants for an interview if deemed necessary. The Grants Committee shall send the recommendations to the Vice Chancellor for her/his approval.
 - ii. The Vice Chancellor may consult the Chairperson of the Grants Committee and/or the respective Deans concerned if she/he so desires, to specify any need/s other than those specified below, under each section.
 - iii. All allocations for financial assistance under any head are subject to availability of funds.

- iv. The Grants Committee shall meet 4 times in a financial year, in August, November, January, and March. However, in case of emergency (during vacation period May-June) committee members available on duty can meet and make recommendations to the VC for approval.
- v. The Vice Chancellor shall be the final authority for granting financial assistance under any head.

**Guidelines and Modalities for Distribution of Resources
per Annum**

1 Development Fund: 35%

- A the development needs of non-formal courses
- B the overall development needs/infrastructure of the University
- C expenses towards technical infrastructure
- D expenses towards equipment and renovation
- E any other need, to be approved by the Vice-Chancellor

2 Students' Welfare Fund: 25%

- A Merit-cum-Means Fellowship, Exemption of Tuition Fee and Book Allowance
Limit: 15 lakhs
- B Travel Grant

A Merit-cum-Means Fellowship, Exemption of Tuition Fee and Book Allowance

Eligibility

- a All fulltime, Indian students, registered for any Programme, except PhD, with less than Rs. 1,50,000 annual income of parents are eligible to apply for EFLU Merit-cum-Means Fellowship and Exemption from Tuition Fee.

Students who receive Fellowship shall be granted Book Grant up to Rs1000/- per annum, each year of valid studentship.

Students belonging to reserved categories exempted from paying tuition fees under GOI rules shall get only the Book Grant of Rs.1000/- per annum for each year of valid studentship.

All other deposits and fees as mentioned in the Prospectus and Hostel room rent as per rules shall have to be paid by all students.

- b All SC/ST/OBC and Physically/Visually Challenged students registered for any Programme, except PhD are eligible to apply for Scholarship and Exemption from Tuition Fee (if not exempted under GOI rules). However, they also have to pay all other fees as prescribed by the EFL University from time to time as mentioned in the Prospectus and Hostel room ren as per rules.
- c No student of any category availing any other Scholarship/Fellowship/Financial help from any agency/charitable organization is eligible to avail any financial assistance from the University.
- d Students availing Scholarship/Fellowship/ Financial Assistance through Social Welfare department/ State Govts./ Ministry of Tribal Affairs/ UGC and any other agency/ organization of Rs. 1000/- or above pm are not eligible to receive the EFLU Merit-

cum-Means fellowship. Where the amount is less than Rs.1000/- per month, the short fall will be paid to the student under EFLU Fellowship Assistance.

- g Among newly admitted students, only those who obtained 50% marks or an equivalent grade in their qualifying examination such as BA,MA, M.Ed., PGDTE, B.Ed., etc. and 60% of the highest score in the entrance tests conducted by the university annually, are eligible to apply for Scholarship, exemption of tuition fee and book allowance.

Among students who are in the second and the following semesters, only those who have been promoted (i.e., not have failed in two or more courses), secured 50% marks, and fulfilled the attendance requirement, are eligible for EFLU Merit cum Means Fellowship, exemption of tuition fee and book allowance or any other kind of financial assistance.

Procedure for application

Applications should be made in the prescribed format, available in the Academic section/ University Website, to the Chairperson of the Grants Committee, during the months of November and May.

All applications should be submitted through the Head of the Department in case of students not residing on the campus, and through the Provost if they are residents in the hostels, within one month from their admission.

All relevant documents such as Caste Certificate, Income Certificate etc., must be submitted along with the application form.

Mode of payment of scholarship

- a Scholarship of Rs.1000/- per month for eligible students will be paid twice in a year during December and June after the results of the respective semesters are out.
- b Release of EFLU Fellowship, book grant etc. are subject to deductions of the amount on mess bills, damage caused to the University property, books lost or damaged and any other dues pending against a student.
- c Students receiving any grant or scholarship from any other source will have to declare the same in writing. Concealment of information or submission of false information shall lead to withdrawal of all concessions and scholarship. It may also lead to disciplinary action against the defaulter including expulsion from the academic programmes of the university.

B Travel Grant

Eligibility

- a A research student registered for PhD programme (regular mode) in the EFL University, shall be eligible for travel grant to attend Seminars and Conferences/ Symposia/Workshops etc., if her/his paper or abstract of the paper is accepted.

- b A Research scholar shall be eligible to avail the travel grant only twice, to participate in one national and one international Seminar/Conference/Workshop/Symposia etc., during the period of his/her active registration.
- c For **international travel**, the grant-in-aid shall be for economy class airfare by shortest route, registration fee, accommodation and per diem for 3 days as per GOI rules. The total sanctioned amount should not exceed Rs. 80,000/-.
- d 80% of the amount shall be released first and the remaining 20% after submission of bills. Students have to submit an expenditure statement and all bills within 10 days after return from the seminar.
- e For **travel within India**, research students are eligible for this grant for travel by rail or bus for attending national /international level seminars only once during their period of registration. Total sanctioned grant will not be more than Rs. 4000/-. Students have to submit an expenditure statement and all bills within 10 days after return from the seminar.
- f In both **c** and **e** above, failure to submit the expenditure statement within 10 days after return from the seminar shall warrant recovery of the advance released to the research student.

Procedure for application

- a The application for the travel grant should be addressed to the Chairperson of the Grants Committee in the prescribed format, available with the office of the Controller of Examinations and on the University's website. Application shall be submitted to the DR/ AR Academic with a copy marked to the CoE's Office through the Head of the Department concerned, or in her/his absence, through the Dean of School, and Research Guide, at least 30 days before the date of the programme.
- b After the receipt of the application, the DR/ AR Academic shall send the application to the Grants Committee which shall request the Head of the Department (in her/his absence the concerned Dean of the School) to nominate two internal and one external expert to whom the paper shall be sent for evaluation.
(A Panel to be maintained by the Academic Section for this purpose.)
At least two reports - one from internal and one from external - have to be positive for consideration of the Grant.
- c On the basis of the reports received, the Grants Committee shall recommend to the Vice Chancellor the amount of financial assistance to be given within the parameters already set.
- d The following documents should be enclosed along with the application:

Covering letter from the Advisory Committee of the student recommending and highlighting the relevance of the paper for the conference/seminar/workshop.

Document about the status of the host Organization.

Three copies of the complete paper to be presented and soft copy mailed to academic.eflu@gmail.com

Invitation and / or acceptance letter from the organizers
 Details of programme (Title, Place and Duration of the programme, and information about the organizers) and proposed budget statement
 A document detailing the relevance of the Seminar/ Conference to the student's area of research.

3 Foreign Students Welfare Fund: 1%

A Welfare Funds

B Travel Grant

A Welfare

Amount set aside under this head shall be utilized for the welfare of foreign students.

All foreign students are required to pay Rs. 5000/- p semester as Students' Welfare Fund fee as mentioned in the Prospectus. They also need to pay a monthly fee for medical insurance/ needs of foreign students as mentioned in the Prospectus.

B Travel Grant

Foreign national research scholars are eligible for this grant for travel within the country by rail or bus for attending national /international level seminars within the country only once during their period of registration. A lump sum grant of Rs. 4000/ is admissible.

No travel assistance is available to foreign national research scholars to present a paper abroad.

Eligibility criteria: As per rules specified for India students.

Procedure for application: As per rules specified for Indian students above.

Staff Welfare Fund: 7.5%

A Recoverable loans with 8% interest to staff

B Welfare funds for Contractual Workers

A Recoverable Loans

Recoverable loans may be granted to the non-teaching staff of the University. Up to a maximum of Rs. 1,50,000/- for Group 'A' Officers and Rs.1,00,000/- for Group B and C Staff may be granted for higher education of wards, or renovation of house, marriage of ward, emergency arising from unexpected events involving serious hardship etc., at 8% interest per annum, once in three years.

Repayment

The loan, including the interest shall be recovered at source in 24 equal installments.

B Welfare Funds for Contractual Workers

A sum of Rs. 2, 00,000/- may be kept aside as a Welfare Measure for the contractual /casual workers in the University. The total amount may be divided into two parts and allocation of the first part be done in the first six months of each financial year.

A contractual worker may be given non-recoverable financial assistance of up to Rs. 5000/-

The financial assistance will be given only once during their service period.

This shall be with the approval of the Vice Chancellor on the recommendation of the Grants Committee.

The assistance may be given for marriage, education of children, medical urgency to the contractual worker or his family, or for any other emergency.

5 Faculty Welfare Fund: 5%

A Recoverable loans with 8% interest for higher education of wards etc.

Recoverable loans may be granted to faculty up to a maximum of Rs. 1,50,000/once in three years for the higher education of wards, or for renovation of house, marriage of ward, emergency arising from unexpected events involving serious hardship.etc.

Procedure for application

Apply to the Chairperson of the Grants Committee in the format prescribed, with all the required supporting documents specified in the form.

Repayment

The loan shall be recovered at source in 24 equal installments, including the interest.

6 Academic Updating: 7.5%

A Travel grants for permanent faculty members for attending seminars and conferences within India and abroad

B Development of professional skills; updating of teaching faculty

C Any other

A Travel Grant

International travel

Rs 10 lakhs to be set aside for travel, accommodation, registration and other expenses of permanent faculty members for attending seminars and conferences outside India.

For international travel, permanent faculty members shall be eligible for the grant-in-aid only once in a period of 3 years **either** under this Regulation or under UGC Grants. They will be paid economy class airfare by shortest route, per diem for 3 days as per GOI rules, accommodation, and Registration Fee. The total sanctioned amount should not exceed Rs. 1.5 lakhs.

Out of the sanctioned grant 80% of the amount shall be released first; the remaining 20% shall be released after submission of bills. The faculty member shall submit the bills within 10 days after return from the seminar.

Travel within India

Rs 5 lakhs to be set aside for travel, accommodation, registration and other expenses of permanent faculty members for attending seminars and conferences within India.

Permanent faculty members are eligible for this grant for travel within India by air/train for attending national /international level seminars only once in an academic year. Amount sanctioned cannot exceed Rs. 15,000/.

B Development of professional skills; updating of teaching faculty

Eligibility and Procedure of application

Any permanent faculty of the university can apply for this grant for attending workshops, short-term courses, summer schools, etc. within the country for the development of professional skills.

He/ she can apply for the grant in the format prescribed and available in the Academic Section/website. He/ she needs to submit a write-up explaining the nature of the professional skills development programme, its scope, and how the participating teacher and the University stand to benefit from it.

Permanent faculty members of the university are eligible for this grant only once in a period of 5 years. The grant sanctioned shall be for travel, registration fees, course fees, and living expenses. The total sanctioned amount shall not exceed Rs. 20,000/.

Procedure for application for A and B**Applications should be submitted well in advance, at least 60 days before travel/ commencement of the programme.**

After receiving the application through the HoD, the AR/DR Academic shall send it to the Dean/HOD for suggesting some internal and external experts. The Chairperson shall then nominate two internal and one external expert to whom the proposal shall be sent for evaluation.

(A Panel to be maintained by the Academic Section for this purpose.)

At least two reports - one from internal and one from external - have to be positive for consideration of the Grant.

7 International Collaboration: 10%

- A** For travel undertaken by the Vice Chancellor or her/ his nominee for establishing international collaboration, and building networking and linkages.
- B** To meet expenses incurred on travel, board, lodging, local conveyance, medical insurance and contingent expenses incurred by the Vice Chancellor / Pro Vice Chancellor / Deans or persons authorized by the Vice Chancellor on her/his behalf for signing MoUs and on their execution, attending Education Fairs, conducting promotion campaigns, etc.
- C** To meet the living expenses, accommodation and travel (as per Government of India Rules) of faculty of the EFL University visiting any university in India / abroad for purposes of attending official meetings / for any other need approved by the Vice Chancellor.
- D** To meet the living expenses and accommodation of visiting professors from other countries coming to the University on Exchange programmes as per MoUs with the respective University.
- E** To meet the travel and travel related expenses (including refundable deposit of visa where applicable), living and accommodation expenses (as per Government of India rules) of teachers and students from the EFL University visiting any

University abroad with whom the University has an MoU, as part of the MoU activities (and as per the clauses set out in the MoU).

Eligibility

Only permanent faculty or registered, full-time, Indian students of the University are eligible to apply for the grant listed under E.

Procedure for application

The application for travel grant under **D** to be made as per terms stated in the MoU.

The application for travel grant under **E** should be addressed to the Vice Chancellor stating clearly the reason for the travel and the amount required.

Publications Fund: 5%

A Printing and publishing of materials produced by faculty and researchers for which funds are not available from other sources

B Any other need related to dissemination of educational materials produced by faculty, to be approved by the Vice-Chancellor

Eligibility

Only permanent faculty of the University shall be eligible to apply for the publication grant.

Procedure for application

The application for publications fund should be made on the prescribed format with all relevant documents attached, stating clearly the scope and impact of materials to be printed/published and the amount required.

9 Miscellaneous: 4% A

Cultural activities

B Programmes, conferences, seminars, workshops, etc.

Organized by the Alumni Association

C University Image Building activities – Press

conferences, publicity and other such related initiatives.

D Any other need approved by the Vice-Chancellor

The approval for allocating or spending the allotted amount or a definite quantum thereof under any of the heads above shall be given by the Vice-Chancellor on the recommendation or in consultation with the Chairperson, Grants Committee.

1. Rules Gove 2008-09**Foreign Nationals from Non-SAARC countries**

Sl. No	Name of the course	Regn. Fee at the time of joining	Tuition fee per semester	Library fee per semester	Reserved Fund	Exam. Fee per semester	Library deposit	Computer internet and sports fund (RF) per year	Development fund (RF) per year	Students Welfare Fund (RF)
1	B.A. (Hons)	200	1000	300	19000	200	500	500	200	RF: 1000 Med. Rs. 1000 Help
2	MA	200	1000	300	24000	200	500	500	200	RF: 1000 Med. Rs. 1000 Help
3	M. Phil	200	1000	500	29000	300	1000	500	200	RF: Rs. 1000 Med. Rs. 1000 Help
4	Ph.D.	200	1000	500	34000	300	1000	500	200	RF: Rs. 1000 Med. Rs. 1000 Help
5	All Part-time Courses in Foreign Languages	200	1500	-	-	200	-	-	-	-

Submission fee for M. Phil. .. Rs. 1000/- Ph. D. .. Rs. 5000/-

Tuition fee for General category participants

Name of the course	Registration Fee	Tuition fee per semester	Library fee per semester	Students' Welfare Fund per year	Exam Fee per semester	Library Deposit	Total
2 year MA	100	350	300	1950	200	500	2900+500
5 year MA English and MCJ	100	225	300	1575	200	500	2400+500
PGDTE	100	375	300	2425	200	500	3400+500
M.Phil	100	450	500	2850	300	1000	4200+1000
Ph.D.	100	600	500	2850	300	1000	4350+1000

Tuition fee for SC/ST participants

	Registration Fee	Tuition fee per semester	Library fee per semester	Students' Welfare Fund per year	Exam Fee per semester	Library Deposit	Total
2 year MA	100	Nil	300	200	200	500	800+500
5 year MA English and MCJ	100	Nil	300	200	200	500	800+500
PGDTE	100	Nil	300	200	200	500	800+500
M.Phil	100	Nil	500	200	300	1000	1100+1000
Ph.D.	100	Nil	500	200	300	1000	1100+1000

Regulation 20 (b): Guidelines for Non-Formal Courses conducted by The English and Foreign Languages University**PART I****Definition of Non-Formal Courses**

All resource-generating courses offered by the University other than those that are statutory curricular courses will be considered Non-Formal Courses.

Non-formal courses fall under three broad heads:

- a. Those on-campus or off-campus courses that are initiated and offered by the University based on perceived needs of society or sections of society for language training in English or in the Foreign languages being taught at the University.
- b. Those on-campus or off-campus short-term training programmes that are offered by the University in English or Foreign Languages, on specific request from educational institutions, government departments, corporate organizations or private firms.
- c. Assignments in curriculum design, materials development, editing, translating and interpretation that are undertaken by the University for external agencies/ organizations/ institutions.

Courses may be initiated by the Dean-in-Committee, Non-Formal Courses and Resources or offered on request from outside institutions or organizations.

They may also be initiated by the various departments of the University or offered on request from outside institutions/organizations in consultation with the Dean-in-Committee, Non-Formal Courses and Resources.

Individual faculty members may also offer courses/training programmes on request from outside institutions or organizations in consultation with the Dean-in-Committee, Non-Formal Courses and Resources.

Prior permission and budget approval for all programmes offered under Non-Formal courses must be obtained from the Vice Chancellor through the Dean, Non-Formal Courses and Resources.

Individual faculty members invited by educational institutions/ other organizations to deliver lectures, keynote addresses, conduct workshops or seminars should obtain prior permission from the Vice Chancellor.

Teacher Training

Teacher Training Programmes in English will be conducted by the Department of Training and Development of the University. The Department may co-opt faculty members from other Departments in the English Division for teaching on the courses.

Teacher Training Programmes in Foreign Languages will be conducted by the Foreign Language Department concerned.

Resource Persons' Training Programmes conducted by the District Centre Scheme are part of the mandatory programmes of the Scheme, are non-resource generating and do not fall under Non-Formal courses.

Any Faculty-Improvement Training Programme conducted by the District Centre Scheme or the ELTI Support Scheme for the ELTIs or District centers does not fall under Non-Formal courses.

Courses for International participants will be under the purview of the International Relations Committee.

PART II

Course fees for the various programmes conducted by the Non-Formal Courses and Resources Committee. Course fees may be changed by the Vice-Chancellor ordinarily on the recommendation of Committee on Non-Formal Courses and Resources.

Proficiency Courses in English:

4 months' Basic level course : Rs. 6000

2 months' Advanced level course: Rs. 3000. (Concessional rate of Rs. 2500 for those who have completed the Basic level course)

1 month Basic level course : Rs. 1500

2 week Spoken English course : Rs. 1000

Short-duration training programmes:

For corporate/private sector organizations :Rs. 25,000 per
6 hour day.

For Government departments/ organizations :Rs. 15,000 per
6 hour day.

Course fees for Teacher Training Programmes:

For Government-run schools/colleges :Rs. 6000 per
6 hour day

For Kendriya Vidyalayas/Navododaya Schools : Rs. 8000 per
6 hour day

For Corporate/Private Schools :Rs.15000 per
6 hour day

The course fee could be changed with the approval of Vice-Chancellor.

Travel and Hospitality Expenses:

The institution/organization for whom the course is conducted, will bear the expenses for the travel and hospitality of the resource persons, in addition to the course fee, Air fare for major cities/ 2 tier AC for destinations without flight facilities.

The institution/organization for whom the course is conducted will bear the expenses for local conveyance of the resource persons.

The institution/organization will be responsible for duplicating materials/handouts for the course.

The course fee must be paid by DD in favour of The Registrar, The English and Foreign Languages University, at least seven days in advance of the course. Whenever possible, travel tickets should be couriered to the resource persons by the institutions.

PART III

Remuneration for teaching on or coordinating Non-Formal Courses

On-campus/Local programmes

Faculty members of the University who teach on Non-Formal Courses are eligible for remuneration if the courses are held beyond the working hours of the University or on Saturdays, Sundays and Public Holidays at the rate of Rs. 500 per hour or on par with the UGC rates for Guest Lecturers, whichever is more.

Faculty members of the University who teach on Non-Formal Courses are eligible for remuneration during working hours and working days, if they are working on the courses beyond the weekly teaching load* specified by the University, at the rate of Rs. 500 per hour or on par with the UGC rates for Guest Lecturers, whichever is more.

Out-station programmes

Faculty members going to other places to conduct programmes will receive an allowance of Rs. 1000 a day, if they are not eligible for remuneration.

Remuneration for coordinating 3-5 day programmes: Rs. 1000

Remuneration for coordinating programmes with duration ranging from 6 days to one month: Rs. 1500

Remuneration for coordinating programmes of duration longer than a month is Rs. 2500 per month.

[Rule about teaching workload holds for coordination too]

*Teaching load

For Professors: 14 hours (exclusive of research supervision and other responsibilities)

For Lecturers and Readers: 16 hours

PART IV

Resource Persons Panel for Non-Formal Courses

Resource persons drawn from research scholars of the University, external faculty members, retired professors of the English and Foreign University or other Universities, other experts in related fields may be invited to teach on the programmes.

Remuneration for all non-faculty members of the Non-Formal Courses and Resources panel: Rs. 500 per hour.

External resource persons invited may have to undergo, if necessary, an orientation before empanelment on the Resource Persons' team.

PART V

Leave Rules

Faculty members teaching on off-campus programmes will be entitled to duty leave for the days they are teaching on the course, subject to a maximum of 40 days in an academic year.

PART VI

Savings, if any, will be credited to different funds governed under Regulations of the University.

Regulation 21: Outsourcing the services Printing Press of the University on commercial basis.

The University Press has the latest equipment which is already installed and is in operation. The equipment consists of:

1. Two Colour Heidelberg Offset Printing Machine
2. Dominant Offset Printing Machine
3. Programmed Cutting Machine
4. Heidelberg CTP Machine
5. Lamination Machine
6. Perfect Binding Machine
7. Perfoating Machine
8. Wire Stitching Machine
9. Folding Machie
10. Cutting Machine.

Thanks to the above state-of-art equipment, the Press can compete with the outside Commercial Printing Presses. This will be in addition to catering to the needs of the University's Printing work. Accordingly, the University Press may undertake printing jobs on commercial basis subject to the provisions given below:

1. The printing work may be done on rates and terms and conditions to be approved by the Vice-Chancellor ordinarily on the recommendation of the Publication Committee of the University. The rates may be modified depending on the average market rates obtaining from time to time.
2. The commercial work, however, will not affect the official work of the University which will be completed according to the needs of the University and time schedule defined by the authorities/schools/ departments/ sections etc.
3. After meeting all the expenses, the net saving accruing from the printing jobs done by the University Press will be distributed among different reserve funds of the University according to the relevant regulation.
4. An incentive, up to a maximum of 10%, may be given to the Press employees for doing commercial jobs, which will be over and above the official work of the University work. This amount will be approved by the Vice-

Chancellor depending on the specificity of each job. The Vice-Chancellor may also approve additional provisions for governing the outsourcing of University Press services in the interests of the University if and when so required by any objective exigency or situation.

5. The rates to be fixed for printing jobs should generally be on the lower side of the prevalent market rates so that the Press could get printing orders in adequately viable quantities.
6. The Vice-Chancellor will be authorized to give special concessions in terms of rates for printing jobs depending on the bulk and quantum of the order.
7. A certain proportion of the expenditure would cover wear and tear charges of the machinery which will be approved by the Vice-Chancellor, ordinarily on the recommendation of the Publication Committee.

Regulation 22: Proctorial Board

The Proctorial Board will consist the following members:

Proctor	..	Chairperson
Deputy Proctor		
Dean, Students Welfare		
One Dean from FL	..	to be
nominated by the VC		
One Dean from English		
Language stream	..	to be
nominated by the VC		
Dean, Distance Learning		
Dean, Interdisciplinary Studies		
Dean, Hostels		
One Provost	..	to be
nominated by the VC		
Two Professors	..	to be
nominated by the VC		
Security Officer		

The Proctorial Board will assist the Proctor and function as an Advisory Body in:

- i. taking critical decision related to the maintenance of discipline by students of the University;
- ii. maintaining law and order at the University;
- iii. providing safety and security to University community;
- iv. dealing with legal matters arising in the University.
- v. ensuring security of University property and assets of the University
- vi. any other task assigned by the Vice-Chancellor

Prof. ALI RAZA MOOSVI, Registrar

[ADVT III/4/Exty./303(381)]

