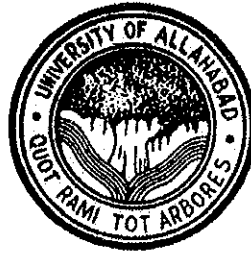
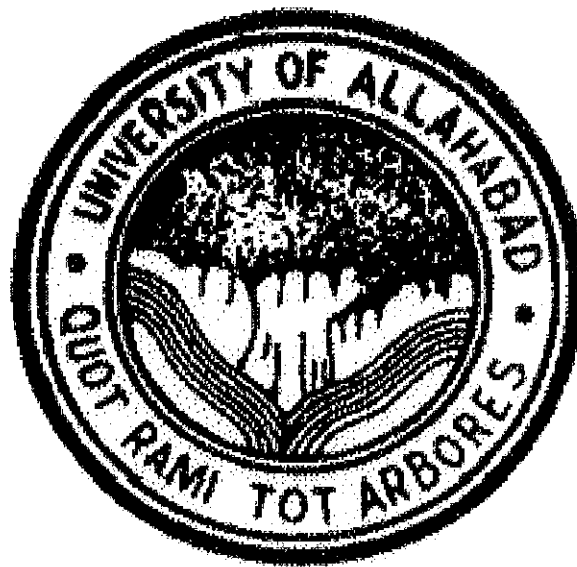


UNIVERSITY OF ALLAHABAD



A CENTRAL UNIVERSITY



**ACT, STATUTES &
FIRST ORDINANCES
(ENGLISH)**

ORDINANCE UNIVERSITY OF ALLAHABAD

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भारत का राजपत्र
The Gazette of India

असाधारण

EXTRAORDINARY

भाग II—खण्ड I

PART II—Section 1

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

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इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके।
Separate paging is given to this Part in order that it may be filed as a separate compilation.

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GOVERNMENT OF INDIA
MINISTRY OF HUMAN RESOURCE DEVELOPMENT
(DEPARTMENT OF SECONDARY AND HIGHER EDUCATION)

UNIVERSITY OF ALLAHABAD, ALLAHABAD

THE ORDINANCES OF THE UNIVERSITY

NOTIFICATION

No.: C-187/A-3/VC-08

Dated: Allahabad, the 9th February, 2008

The Vice-Chancellor, in exercise of the powers conferred by sub-section (2) of Section 29 of the University of Allahabad Act, 2005, hereby makes the first Ordinances of the University, as set forth in the APPENDIX. Notification

The previous approval of the Central Government has been accorded to the Ordinances, vide letter of the Ministry of Human Resource Development, Department of Secondary and Higher Education, No. F.32-24/2006-Desk (U), dated New Delhi, the 1st February, 2008.

The Ordinances shall come into force with immediate effect.

**ORDINANCE XXXVIII: SELECTION AND APPOINTMENT OF TEACHERS
(INCLUDING PRINCIPALS) IN THE CONSTITUENT COLLEGES**

(Under clause (2) of Statute 31)

ORDINANCE

Selection and
appointment of
Teachers
(including
Principals) in
the Constituent
Colleges

1. For the purposes of this Ordinance, unless the context requires otherwise —

- (i) "College" means a Constituent College;
- (ii) "Governing Body" means the Governing Body of the College; and
- (iii) "Principal" means the Principal of the College.

2. (a) The Principal and other teachers of the College shall be appointed, by direct recruitment, to approved posts on whole-time basis, in permanent or temporary capacity, on scales of pay determined by the University Grants Commission.

(b) Regularly appointed teachers of the College, other than the Principal, may be granted promotion in accordance with the provisions of clause 6.

(c) The appointment of the Principal and other teachers of the College shall be made, from amongst candidates who fulfil the prescribed qualifications, by the Governing Body on the recommendation of the Selection Committee for the post, as constituted in accordance with the provisions of sub-clause (b) or (c), as the case may be, of clause 3:

Provided that in the case of the Principal, the Selection Committee shall proceed on the basis of the recommendations of the Preliminary Selection Committee, as constituted under sub-clause (a) of clause 3.

(d) Any vacancy in the posts of Principal and other teachers, which is to be filled up, shall be advertised in two newspapers, chosen in accordance with the norms laid down in this regard by the Vice-Chancellor, in order to ensure adequate dissemination, and may also be notified through Journals related to higher education.

(e) The advertisement referred to in clause (d) shall ordinarily allow prospective candidates time of three weeks, reckoned from the first date of the publication thereof, to apply for the advertised post.

(f) Applications in response to the advertisement shall be submitted on the Form, and in the manner, approved for the Colleges by the Vice-Chancellor.

(g) The selection process for any post shall be deemed to have commenced from the last date for submission of applications specified in the advertisement.

(h) The applications received under sub-clause (f) shall be scrutinised by a Screening Committee, constituted in accordance with the provisions of sub-clause (i), in order to identify the applicants *prima facie* fulfilling the qualifications prescribed for the post concerned, and to draw up a short list of the applicants so found eligible, taking into account their qualifications, attainments and experience, as on the last date for the submission of applications, on the basis of such number of candidates for each vacancy as may be specified by the Chairperson of the Governing Body in accordance with the norms laid down by the Vice-Chancellor in this regard.

Provided that the general norms to be followed by the Screening Committee in respect of the relative assessment of the said qualifications, attainments and experience for purposes of short-listing the applicants shall be the same as laid down for teaching posts in the University, and where the Screening Committee is of the opinion that the

applicants found eligible are too few in number for a worthwhile selection, it may recommend that the post or posts concerned be re-advertised, and where the Governing Body is in agreement with such recommendation, the posts concerned shall be re-advertised:

Provided further that the said short list shall be submitted to the Chairperson of the Governing Body, for approval on behalf of the Governing Body, before the issue of the notices referred to in sub-clause (j):

Provided also that an applicant whose name has not been included in the said short-list shall not be entitled to be called to appear before the Selection Committee.

(i) The Screening Committee shall comprise —

- (i) for the post of Principal, the Deans of the Faculties to which the approved subjects and courses of study in the College are assigned, of whom the senior-most shall be the Chairperson, the senior-most regularly appointed Principal of the Colleges other than that to which the post belongs, not being a candidate for the post, and the Registrar (Secretary); or
- (ii) for posts other than Principal, the Principal (Convenor), the Convenor of the Staff Committee of the subject concerned, not being a teacher with a service as such of less than 10 years, and the Head of the concerned Department of the University:

Provided that where the Convenor of the Staff Committee is a teacher with a service as such of less than 10 years, his place in the Screening Committee shall be assigned to the senior-most among the Convenors of the Staff Committees of the subjects (taken together) assigned to the Faculty to which the subject belongs, with a length of service of not less than 10 years:

Provided further that where the senior-most of the Convenors referred to in the preceding proviso is a teacher with a service as such of less than 10 years, the senior-most amongst the Convenors of the Staff Committees shall be the member of the Selection Committee.

(j) A notice of not less than fourteen days, reckoned from the date of despatch thereof, shall be given to each member of the Preliminary Selection Committee for the post of Principal and of the Selection Committees for posts of teachers other than Principal, and to each candidate:

Provided that in the case of the Principal and the Convenors of the Staff Committees such notice may be of lesser duration:

Provided further that the Selection Committee for the post of Principal shall not be convened, except on a notice of not less than seven days.

(k) The notice, referred to in sub-clause (j), shall be served personally or by Registered Post or by other means of despatch which record or indicate the receipt of a despatched communication by the addressee.

(l) The Preliminary Selection Committee for the post of Principal, or the Selection Committee for the post of teacher other than Principal, shall not consider the name of any candidate except if such candidate has, after duly submitting an application in response to the advertisement referred to in sub-clause (d), appeared before it for interview and participated in such other modes of assessment as such Preliminary Selection Committee or Selection Committee, or the Governing Body, may determine.

(m) The process of selection shall involve assessment of aptitude for teaching and research, ability to communicate clearly and effectively and to analyse and discuss, and also, in the case of the post of Principal, administrative aptitude, and the other modes of assessment, referred to in clause (l), may include methods such as a preliminary interview or a presentation or, in the case of the post of teacher other than Principal, also a written test or, wherever possible, participation of the candidate in a

group discussion or by exposure to a class room situation.

3. (a) The Preliminary Selection Committee for the post of Principal, referred to in the proviso to sub-clause (c) of clause 1, shall consist of the following members, namely

- (i) the Chairperson of the Governing Body (Chairperson);
- (ii) one member of the Governing Body, not being a nominee of the Vice-Chancellor or a person in the service of the College, nominated by the Governing Body;
- (iii) one of the nominees of the Vice-Chancellor on the Governing Body, nominated by the Vice-Chancellor;
- (iv) one person of academic eminence, not being a member of any authority of the University, or a person in the service of the University or any institution maintained by it or admitted to its privileges, or otherwise connected with any College, nominated by the Vice-Chancellor; and
- (v) three experts, comprising one member from each of the following categories
 - (1) accomplished educationists or educational administrators, who hold, or have held, a post of a rank not less than that of Professor;
 - (2) Professors or former Professors of Central Universities professing subjects approved for the College; and
 - (3) persons who hold, or have held, the post of Principal of a College of a Central University,

nominated by the Chairperson of the Governing Body from such separate panels of four persons from each category as have been approved by the Vice-Chancellor:

Provided that the panels referred to in serial number (v) shall be drawn up in the manner laid down by the Vice-Chancellor:

Provided further that the date, time and venue of the meeting of the Preliminary Selection Committee shall be fixed by the Chairperson after prior consultation with, and subject to the convenience of, the nominee of the Vice-Chancellor under serial number (iv) and the experts under serial number (v):

Provided also that four members of the Preliminary Selection Committee, including at least two experts under serial number (v), must be present to form the quorum for a meeting thereof.

(b) The Selection Committee for the post of Principal, referred to in sub-clause (3) of clause 1, shall consist of the following members, namely—

- (i) the Vice-Chancellor (Chairperson);
- (ii) the Pro-Vice-Chancellor, or where there is no Pro-Vice-Chancellor, the senior-most Dean amongst the Deans of Faculties other than a Faculty constituted by a University College;
- (iii) one of the nominees of the Visitor for the Selection Committees of the University for posts of Professor, nominated by the Vice-Chancellor;
- (iv) the Chairperson of the Governing Body; and
- (v) two members of the Executive Council, including at least one member who is or has been a Professor of the University or of any other Central University, nominated by the Executive Council:

Provided that the date, time and venue of the meeting of the Selection Committee shall be fixed by the Vice-Chancellor after prior consultation with, and subject to the convenience of, the nominee of the Visitor:

Provided further that four members of the Selection Committee, including the Chairperson of the Governing Body and at least one member under serial number (v), must be present to form the quorum for a meeting thereof.

(c) The Selection Committee for posts of teachers other than Principal, referred to in sub-clause (3) of clause 1, shall consist of the following members, namely —

- (i) the Chairperson of the Governing Body, or one of the members of the Governing Body nominated by him, not being a nominee of the Vice-Chancellor on the Governing Body or a person in the service of the College (Chairperson);
- (ii) one of the nominees of the Vice-Chancellor on the Governing Body, nominated by the Vice-Chancellor;
- (iii) one expert of the subject concerned from amongst the Professors or Readers of the University, nominated by the Vice-Chancellor;
- (iv) two experts of the subject concerned, not being members of any authority of the University, or persons in the service of the University or any institution maintained by it or admitted to its privileges, or otherwise connected with any College, nominated by the Governing Body from such panel of six names as has been approved by the Vice-Chancellor:

Provided that the said panel shall be drawn up in the manner laid down by the Vice-Chancellor;

- (v) the Convenor of the Staff Committee of the subject concerned, not being a teacher with a service as such of less than ten years:

Provided that where the said Convenor is a teacher with a service as such of less than ten years, his place in the Selection Committee shall be assigned to the senior-most among the Convenors of the Staff Committees of the subjects (taken together) assigned to the Faculty to which the subject belongs, with a length of service of not less than ten years:

Provided that where the senior-most of the Convenors referred to in the preceding proviso is a teacher with a service as such of less than ten years, the senior-most amongst the Convenors of the Staff Committees shall be the member of the Selection Committee; and

- (vi) the Principal (Secretary):

Provided that the date, time and venue of the meeting of the Selection Committee shall be fixed by the Chairperson thereof, after prior consultation with, and subject to the convenience of, the experts under serial numbers (iii) and (iv):

Provided further that four members of the Selection Committee, including at least two experts under serial numbers (iii) and (iv), must be present to form the quorum for a meeting thereof.

(d) The manner of selection and appointment on the post of Principal shall be as follows —

- (i) The Preliminary Selection Committee, referred to in sub-clause (a), shall draw up a list of not less than four and not more than six persons from amongst the eligible candidates.
- (ii) The said list and the following documentary material, namely —
 - (1) the details of the candidates who were considered by the Preliminary Selection Committee;
 - (2) the proceedings of the Preliminary Selection Committee; and
 - (3) other relevant documents,

shall be submitted by the Chairperson of the Governing Body to the Registrar under sealed cover.

- (iii) The said list and documentary material shall be considered by the Selection Committee.
- (iv) The Selection Committee shall draw up a panel of not less than two and not more than three of the names in the said list, and shall arrange the names on the panel in the order of preference, which shall signify that that no candidate at any lower position in such panel shall be given an offer of appointment to the post, except if the person, or persons, in a higher position therein has, or have, declined such offer in writing, or failed to respond to such offer within the permitted period, as specified in serial number (ix).
- (v) The Selection Committee may recommend that no person in the said list is suitable for appointment, and in such a case the post shall be re-advertised.
- (vi) The said panel of names, or the recommendation that no person in the said list is suitable for appointment, shall be forwarded by the Registrar to the Governing Body, which shall, subject to the provisions of sub-clause (g), take steps for the appointment of the Principal from such panel or for the re-advertisement of the post, as the case may be.
- (vii) The candidate who has accepted the offer of appointment as Principal shall join the post within a period of three months, reckoned from the date of despatch of such offer, but in special circumstances the Chairperson of the Governing Body may, on an application of the candidate in that regard and under intimation to the Governing Body, extend such period by a further period of ordinarily up to three months.
- (viii) Where a candidate appointed as Principal joins the post, the said panel of names shall stand exhausted.
- (ix) In case the candidate who has been given the offer of appointment as Principal —
 - (1) fails to respond to such offer within a period of three months reckoned from the date of the despatch thereof, he shall be granted, in writing, a further period of one month for the purpose, and where no response is received from him up to the end of such further period; or
 - (2) after having accepted the said offer, fails to join the post within the period (including extended period) allowed to him for the purpose under the provisions of serial number (vii),he shall be deemed to have declined the offer, and the offer shall, in consequence, stand withdrawn.
- (x) The said panel of names shall be valid for a period of one year from the date of the approval thereof by the Governing Body, but the Governing Body may, in special circumstances and for reasons to be recorded, extend, with the prior approval of the Vice-Chancellor, the validity thereof for a further period not exceeding three months, and where the post remains unfilled by the end of such period (including the extension, if any, thereof) it shall be re-advertised.
- (xi) In case a temporary vacancy arises in the office of Principal for a period that is likely to exceed one year, on account of the absence of the incumbent on leave or for any other cause, the Governing Body may, with the approval of the Vice-Chancellor, appoint a person to the office on temporary basis, in the same manner as laid down in this Ordinance for a permanent appointment thereto, and where the said incumbent does not resume duties after, or the office is otherwise rendered vacant during, such absence, the Governing Body may, with the prior approval of the Vice-Chancellor, appoint the said person as Principal on permanent basis, without further

reference to a Selection Committee.

- (xii) Where the person appointed to the post of Principal on permanent basis, in accordance with the provisions of serial number (xi), has, before such permanent appointment, served continuously for a period of not less than two years as Principal on temporary basis, after appointment under the said provisions, the Governing Body may, with the approval of the Vice-Chancellor, direct that the said person shall not be required to serve on probation prior to his confirmation.

(e) No recommendation of a Preliminary Selection Committee, or of a Selection Committee for the post of teacher other than Principal, shall be considered to be valid except if the majority of the members present, including not less than half the number of participants from amongst the experts, is in agreement with the same.

(f) A member of the Preliminary Selection Committee for the post of Principal, or of the Selection Committee for the post of Principal or other teachers, or the Governing Body, shall withdraw from the meeting of the concerned body, if the candidature or question of the appointment of such member or of any of his relatives, or any other matter having a direct bearing on such candidature or question, is being or is likely to be considered at such meeting.

(g) The recommendations of the Selection Committee for the post of Principal or other teacher, and the views of individual members of the Governing Body thereon, shall be treated as confidential and shall, except for the names of the persons approved for appointment, not be recorded in the Minutes of the Governing Body:

Provided that such recommendations may be read *in extenso* in any meeting of the Governing Body and may be communicated, where so expedient or necessary, to the Visitor, the Vice-Chancellor, the Registrar or a Court of Law:

Provided further that a member of the Governing Body may record by name his observations, including note of dissent, in respect of the decision of the Governing Body on any such recommendation, but such observations shall be recorded in a way that the confidentiality of the said recommendations is preserved to the greatest possible extent.

(h) Where the Governing Body, upon considering the recommendations of the Selection Committee for the post of Principal or other teacher—

(i) agrees with the recommendation of the Selection Committee, the person recommended by the Selection Committee shall be appointed as Principal or other teacher, as the case may be; or

(ii) does not agree with the recommendation of the Selection Committee, the Governing Body shall refer the matter to the Vice-Chancellor, along with the reasons for such disagreement, and the Vice-Chancellor may—

(1) remit the matter to the Governing Body for reconsideration in accordance with his observations on such reasons;

(2) direct that another Selection Committee be constituted to consider the cases of the same candidates as were considered by the original Selection Committee; or

(3) direct that the post be re-advertised.

(i) The Chairperson of the Governing Body, in the case of the post of Principal, and the Principal in the case of the posts of teachers other than the Principal, shall communicate to the Registrar the names and academic qualifications of the persons who have, pursuant to appointment by the Governing Body, taken charge of such posts, as soon as possible after they have joined the College.

4. (a) The Selection Committee for a post of teacher other than Principal (hereafter in

this clause referred to as "the Selection Committee") may recommend one name, or more than one but not more than three names, for each post, and where it recommends two or three such names it shall arrange them in a panel drawn up in the order of preference (hereafter in this clause referred to as "the order of preference").

(b) Where there are two or more posts —

- (i) assigned to different categories (that is to say, the unreserved category and one, or more than one, reserved category), the Selection Committee shall draw up a separate order of preference for the posts of each such category; or
- (ii) assigned to the same category, the Selection Committee may draw up, for the posts of such category, a single comprehensive order of preference, with not more than two names in excess of the number of posts, and in such a case the comprehensive order of preference shall be deemed to be disaggregated into a separate order of preference for each post, in a manner that the sequence of names in the comprehensive order of preference is preserved.

(c) The order of preference —

- (i) specified under the provisions of sub-clause (a) or serial number (i) of sub-clause (b); or
- (ii) deemed to have been specified (where a single comprehensive order of preference has been drawn up) under the provisions of serial number (ii) of sub-clause (b),

shall signify that that no candidate at any lower position in such order shall be given an offer of appointment to the concerned post, except if the person, or persons, in a higher position therein has, or have, declined such offer in writing or failed to respond to such offer within the period specified in serial number (ii) of sub-clause (e).

(d) Where the Selection Committee recommends that no candidate has been found suitable, or is available, for a post, such post shall be re-advertised.

(e) The candidate approved for appointment to a post, in pursuance of the recommendation of the Selection Committee, as approved by the Governing Body, shall be permitted a period of three months, reckoned from the date of despatch of the offer of appointment, to join the post, but in special circumstances the Principal may, with the approval given on behalf of the Governing Body by the Chairperson thereof, may, on an application of such candidate, extend such period by a further period of ordinarily up to three months.

(f) Where a candidate who has been given the offer of appointment, referred to in sub-clause (e), joins the concerned post, the order or preference in respect of such post shall stand exhausted.

(g) In case the candidate who has been given the offer of appointment referred to in sub-clause (e) —

- (i) fails to respond to the said offer within a period of three months reckoned from the date of the despatch thereof, he shall be granted, in writing, a further period of one month for the purpose, and where no response is received from him up to the end of such further period; or
- (ii) after having accepted the said offer, fails to join the post within the period (including extended period) allowed to him for the purpose under the provisions of sub-clause (e),

he shall be deemed to have declined the offer, and the offer shall, in consequence, stand withdrawn.

(h) The recommendations of the Selection Committee for a post shall be valid for a

period of one year from the date of the approval thereof by the Governing Body, but the Governing Body may, in special circumstances and for reasons to be recorded, extend, with the prior approval of the Vice-Chancellor, the validity thereof for a further period not exceeding three months, and where such post remains unfilled by the end of such period (including the extension, if any, thereof) it shall be re-advertised.

(i) Where there are two or more posts of different categories for which separate orders of preference have been drawn up, under the provisions of serial number (i) of sub-clause (b), a candidate appointed from the order of preference for an unreserved post shall be deemed to have been given a higher place by the Selection Committee than a candidate appointed from the order of preference for a reserved post.

(j) Where there are two or more posts and the Selection Committee has—

- (i) in case such posts belong to the same category, recommended not more than one candidate each for one or more of such posts, or not specified any preference covering all the recommended candidates; or
- (ii) in case such posts belong to different categories, not specified any preference covering the candidates of different reserved categories,

the Governing Body shall, after considering the recommendations of the Selection Committee, specify, without prejudice to, and consistent with, the provisions of sub-clause (i), the order of merit of the candidates approved for appointment to such posts.

(k) Where two or more teachers are appointed, at the same time, by direct recruitment to posts of the same subject, the order of preference or, in a case referred to in sub-clause (j), the order of merit, governing them, shall be communicated to the teachers concerned upon their appointment.

(l) Where a teacher other than Principal has been appointed to a subject, on the recommendation of the Selection Committee, on a temporary post, and such post subsequently becomes permanently vacant, or another permanent post of the same rank and grade becomes available in the same subject, the Governing Body may, with the prior approval of the Vice-Chancellor, appoint such teacher on permanent basis in such subject without further reference to a Selection Committee.

(m) Where teacher referred to in sub-clause (l), has, before permanent appointment, served on temporary basis continuously for a period of not less than two years, the Governing Body may, under intimation to the Vice-Chancellor, direct that such teacher shall not be required to serve on probation prior to his confirmation.

5: (a) A candidate not already serving in the College shall, upon appointment to a post of teacher, be entitled to be granted protection of salary in accordance with the relevant provisions of the Fundamental Rules of the Central Government, as amended from time to time, which shall *mutatis mutandis* apply to the matter:

Provided that a candidate already serving in the College shall, upon appointment to a post of teacher, be entitled to have his pay fixed in the new post in accordance with the said provisions.

(b) Where the Governing Body is satisfied that a candidate, not already serving as teacher in any College of the University, possesses qualifications and attainments of an exceptionally high order, it may, subject to the relevant provisions of the Fundamental Rules of the Government of India, as amended from time to time, which shall *mutatis mutandis* apply to the matter, and also to the directions issued by the University Grants Commission in that regard, from time to time, allow such candidate, upon his appointment to—

- (i) the post of Principal, after considering a request of the candidate to that effect; or

(ii) a post of teacher other than Principal, after considering the proposal of the Selection Committee to that effect, up to (but not more than) five advance increments on the initial pay in the admissible pay scale, but such recommendation shall not be effected except if, and only up to the extent, approved by the Vice-Chancellor:

Provided that such advance increments shall not be granted over and above the additional increments that may be admissible under sub-clause (b) in virtue of the protection of the salary of the candidate in the earlier post held by him.

6. (a) A teacher of the College serving on the post of Lecturer, who has put in such length of service, possesses such qualifications, and has submitted such application in that regard, as may be laid down by, or under, Ordinance XLVI (on the Career Advancement of Teachers of the Constituent Colleges), may be granted the designation of Reader by the Governing Body, with the prior approval of the Vice-Chancellor, on the recommendation of the Selection Committee, for the subject professed by such teacher, constituted in accordance with the provisions of sub-clause (b) of clause 4 of the said Ordinance XLVI.

(b) The matters relating to the grant of the designation of Reader to College teachers and the process of selection for the same, other than those specified in sub-clause (a), shall be as laid down by, or under, the said Ordinance XLVI.

(c) The designation of Reader, granted under sub-clause (a), shall be with effect from the date on which the teacher submits to the Principal his acceptance of the same, pursuant to approval, by the Vice-Chancellor, of the decision of the Governing Body to grant him such designation.

ORDINANCE XXXIX: QUALIFICATIONS FOR APPOINTMENT TO POSTS OF TEACHERS (INCLUDING PRINCIPALS) IN THE UNIVERSITY AND THE CONSTITUENT COLLEGES

(Under sub-clause (i) of clause (2) of Statute 10, read with sub-clause (ii) of clause (2) of Statute 12)

ORDINANCE

PART I: GENERAL PROVISIONS

1. For the purposes of this Ordinance, unless the context requires otherwise —

- (i) "College" means a Constituent College;
- (ii) "Electronics and Communication" means the professional subject, variously described as such or as Electronic/Communication/Tele-communication Engineering, which is assigned in the University to the Department of Electronics and Communication;
- (iii) "Fine Arts" means the group of subjects related to the Performing, Plastic and Visual Arts, including Music and Painting, the constituents whereof are assigned in the University to the Department of Music and Performing Arts and the Department of Visual Arts;
- (iv) "Good Academic Record" means the fulfilment of the criteria specified in sub-clause (b) of clause 3;
- (v) "Grade", in relation to the score of a candidate at any Examination, where followed by an alphabetic letter or by the word "Point" and a numerical quantity, means such score under the Letter Grade Scale;

Qualifications for appointment to posts of Teachers (including Principals) in the University and the Constituent Colleges