

# **CENTRAL UNIVERSITY OF KARNATAKA**

## **ORDINANCE (Administrative)**

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## Ordinance

### EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE AND POWERS AND FUNCTIONS OF THE VICE CHANCELLOR (Act Section 28(0), Statute 2(6)(iii))

#### SALARY

- 1) Pay: As notified by the University Grants Commission / Central Government from time to time.
- 2) Dearness and other / Allowances: As notified by the Central Government from time to time other than House Rent Allowance.
- 3) The Vice Chancellor shall be entitled to such terminal benefits and allowances as fixed by the Central Government from time to time.
- 4) The Vice Chancellor shall be entitled to leave travel Concession, as approved by the University from time to time, which shall be in conformity with Govt. of India rules and the entitlement shall be equivalent to the rank of Secretary to Govt. of India.
- 5) The Vice Chancellor shall be entitled to the reimbursement of medical expenses incurred on the medical treatment of himself and his family members obtained for the Private OPD/Private Wards of any approved Hospital / Nursing Home as approved by the University.
- 6) The Vice Chancellor shall be entitled to the reimbursement of the expenses on account of T.A., D.A. for himself/herself and his/her family members from his home town to place of duty and back on his/ her assuming office and relinquishing it on the expiry of his/her tenure.
- 7) The Vice Chancellor shall be entitled to receive Traveling Allowance at the rates fixed by the Executive Council, which shall be in conformity with Govt. of India rules and the entitlement shall be equivalent to the rank of Secretary to Govt. of India.

#### Leave:

- 1 (a) The Vice Chancellor shall, during the tenure of his office, be entitled to leave on Full Pay at the rate of 30 days in the calendar year. The Leave shall be credited to his account in advance in two half yearly instalments of 15 days each on the first day of January and the first day of July every year.

*Provided that if the Vice Chancellor assumes or relinquishes the charge of the Office of the Vice Chancellor during the currency of half year, the leave shall be credited proportionately at the rate of 2 1/2 days for each completed months of service.*

- 1(b) The Leave at the credit of the 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.
- 1 (c) The Vice Chancellor, on relinquishing the charge of his/her office, shall be entitled for the number of days equivalent of the leave Salary admissible for the number of days of Leave on Full Pay due to him at the time of his relinquishing of charge, subject to a maximum of 300 days, including encashment benefit availed of elsewhere.
- 1 (d) The 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 is availed, twice the amount of Half-Pay Leave shall be debited against the Half-Pay Leave due.
- 1 (e) The Vice Chancellor shall also be entitled to avail himself of Extra-Ordinary Leave without pay for a maximum period of three months during the full term of five year on medical grounds or otherwise.
  2. In case the Vice Chancellor is appointed for further term, the leave period mentioned above, shall apply separately to each term.
  3. During the period of such Leave, the Vice Chancellor shall be entitled to the same Salary, Honorarium and Allowances and such other facilities of services as many have been provided.
  4. In the case of any absence of the 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 on duty.
  5. Where an employee of the University is appointed as the Vice Chancellor, he/she shall be allowed to avail himself of any Leave at his credit before his/her appointment as the Vice Chancellor. Similarly, on his/her relinquishing the post of the Vice Chancellor and in event of his/her re-joining his/her old post, he /she shall be entitled to carry back the Leave at his/her credit to the new post.
  6. Further he / she may be allowed to contribute to any provident fund of which he / she is a member and the University shall

contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his / her appointment as Vice Chancellor.

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

### **Amenities**

- 1) The Vice Chancellor shall be entitled to have water, power and rent free furnished residential accommodation with such furniture, as may be approved by the University. The premises of his/her lodging will be maintained by the University.
- 2) The Vice Chancellor shall be entitled to the facility of a free official car. He shall also be entitled to **mobile phone** and free telephone (with STD and ISO) service at his/her residence.
- 3) The Vice Chancellor shall be entitled to one cook and two attendants at his/her residence.

### **POWERS AND FUNCTIONS**

The Vice-Chancellor is the Chief Executive and Academic Head of the University and as such his / her powers and duties include, among others, the following:-

1. To ensure that the provisions of the Act, Statutes, Ordinances and Regulations are fully observed;
2. To delegate his powers for day-to-day work to the Pro-Vice- Chancellor(s), Deans, Heads of the Departments and other offices who should act on the basis of clear rules laid down in this regard;
3. To ensure that the routine items regarding creation of temporary posts for short duration and sanction of leave etc. should not normally be referred to the Executive council;
4. To make appointments of Deans, Heads, Proctors, Dean of Students Welfare and Wardens etc. The appointment of the Pro-Vice-Chancellor (or Rector) and equivalent officers, however, may be made as per the provisions of the Act and Statutes.
5. Power, not to act upon any decision of any authority, if he is of the opinion that it is ultravires of the provisions of the Act or Statues or Ordinances or that such a decision is not in the best interests of the University. In both the cases he could ask the authority concerned to review the decision and if differences persist, the matter be referred immediately to the Visitor whose decision shall be final **and binding on the Vice Chancellor.**

6. As the Chairman of the authorities, bodies and committees of the University he should be empowered to suspend a member from the meeting of the authority, body or committee for persisting to obstruct or stall the proceedings or for indulging in behavior unbecoming of a member.
7. All the disciplinary powers in regard to students and employees shall vest with the Vice-Chancellor. He shall have the powers to suspend an employee and initiate disciplinary action against him. However, the Vice-Chancellor could delegate these powers to other officers.
8. He shall be responsible for holding and conducting the university examinations properly at the scheduled time and for ensuring that results of such examinations are published expeditiously and that academic sessions of the university start and end on proper dates.
9. In an emergent situation to take any action on behalf of any authority in which the power is vested and to report the action taken in the next meeting of the authority.
10. He shall be responsible to allocate responsibilities and to audit the performance of officers, faculty members, staff and students against the expected standards.
11. Managing the people (including students and academic staff), in a manner whereby there is a positive impact on society at large and the actions are in accordance with the overall plans of development etc.
12. To exercise all administrative and financial powers as defined in Statutes/Ordinance.
13. He / she shall pass such Orders and take such measures that are necessary to implement any of the above.

## ORDINANCE

### EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE AND POWERS AND FUNCTIONS OF THE PRO VICE CHANCELLOR (Act Section 28(0); Statute 4(3))

The Pro Vice Chancellor shall receive a salary as follows:

- 1) Pay : As notified by the Central Government from time to time.
- 2) Dearness and other / Allowances : As fixed by the Central Government from time to time

*Where an employee of this university or any other Institution / Government and its organisations 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 / Transfer TA) to which he was entitled prior to his appointment as Pro Vice Chancellor, and till he/she continues to hold his/her lien on that post.*

- 3) 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 for the Private GPO/Private Wards of any approved Hospital / Nursing Home as approved by the University.
- 4) The Pro Vice Chancellor shall be entitled to the reimbursement of the expenses on account of T.A., D.A. for himself/herself and his/her family members from home town to post of duty and back on his / her assuming office and relinquishing it on the expiry of his/her tenure.
- 5) The Pro Vice Chancellor shall be entitled to receive Traveling Allowance at the rates fixed by the Executive Council, which shall be in conformity with Govt. of India rules and shall be at par with the post of equivalent grade pay/ academic grade pay.
- 6) 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.
- 7) The Pro Vice Chancellor shall be entitled to the facility of a staff car for journey performed between Office and his/her Residence. He shall also be entitled to **mobile phone** and free telephone (with STD and ISO) service at his/her residence.
- 8) The Pro Vice Chancellor shall be entitled to an attendant at his/her residence.

9) Leave:

- a. 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 instalments 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 days for each completed month of service.*

- b. 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.
- c. 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 his relinquishing of charge, subject to a maximum of 300 days, including encashment benefit availed of elsewhere.
- d. 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 is availed, twice the amount of Half-Pay Leave shall be debited against the Half-Pay Leave due.
- e. In case the Pro Vice Chancellor is appointed for further term, the leave period mentioned above, shall apply separately to each term.
- f. 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.
- g. In the case of any 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.
- h. Where an employee of the University is appointed as the Pro- Vice Chancellor, he/she shall be allowed to avail himself of any Leave at his credit before his/her appointment as the Pro- Vice Chancellor. Similarly, on his/her relinquishing the post of the Pro-Vice Chancellor and in event of his/her re-joining his/her old post, he /she shall be entitled to carry back the Leave at his/her credit to the new post.

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

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

## **POWERS AND FUNCTIONS**

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 / her by the Vice chancellor.

## ORDINANCE

### EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE AND POWERS AND FUNCTIONS OF THE REGISTRAR (Act Section 28(0); Statute 6(3))

1. The Registrar shall be a whole-time salaried officer appointed on the basis of direct recruitment on the recommendation of a Selection Committee constituted for the purpose for tenure of five years which can be renewed for a similar term by the Executive Council and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.

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

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

2. The terms and conditions of service of the Registrar shall be such as prescribed for other non vocational employees of the University.
3. When the office of the Registrar is vacant or when the Registrar 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.
4. 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.
5. A Registrar on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.
6. The Registrar shall be entitled to unfurnished residential accommodation for which he shall pay prescribed license fee as also **to mobile phone** and free telephone (with STD and ISO) service at his/her residence.
7. 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 non vocational staff.
8. The Registrar shall be entitled to the facility of staff car between the Office and his/her residence.

## RESPONSIBILITIES AND DUTIES

- (1) 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:
  - (a) 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 conclusion of the inquiry, make a report to the Vice-Chancellor along with his recommendations:

Provided that an appeal shall lie to the Executive Council against an order of the Vice-Chancellor imposing any penalty.

- (2) The Registrar shall be ex officio Secretary of the Executive Council and the Academic Council, but shall not be deemed to be a member of either of these authorities and he shall be ex officio Member-Secretary of the Court.
- (3) 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 Executives Council or the Vice-Chancellor

## ORDINANCE

### EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE FINANCE OFFICER (Act Section 28(0); Statute 7(3))

1. The Finance Officer shall be a whole-time salaried officer appointed on the basis of direct recruitment on the recommendations of a Selection committee constituted for the purpose for tenure of five years which can be renewed for a similar term by the Executive Council and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.

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

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

- 2 Where an employee of this university or any other Institution / Government and its organisations is appointed as Finance Officer, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/ Contributory Provident Fund/ Pension / Gratuity / Transfer TA) to which he was entitled prior to his appointment as Pro Vice Chancellor, and till he/she continues to hold his/her lien on that post.
- 3 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.
- 4 The terms and conditions of service of the Finance Officer shall be such as prescribed of other non vocational employees of the University.
- 5 If the services of the Finance Officer 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.
- 6 A Finance Officer on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.
- 7 The Finance Officer shall be entitled to unfurnished residential accommodation for which he shall pay prescribed license fee as also **mobile phone** and free telephone (with STD and ISO) service at his/her residence.

- 8 The Finance Officer shall be entitled to such Leave, Allowances, Provident Fund and other, terminal benefits as prescribed by the University from time to time for its non vocational staff.
- 9 The Finance Officer shall be entitled to the facility of staff car between the Office and his/her residence.

## **RESPONSIBILITIES AND DUTIES**

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

1. 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 any be prescribed by the Statutes or the Ordinances.

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 of 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, Centres and Specialized 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.
2. Any receipt given by the Finance Officer or the person or persons duly authorized in this behalf by the Executive council for any money payable to the University shall be sufficient discharge for payment of such money.

## ORDINANCE

### **EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE CONTROLLER OF EXAMINATIONS (Act Section 28(0); Statute 7(3))**

1. The Controller of Examinations shall be a whole-time salaried officer appointed on the basis of direct recruitment on the recommendation of a Selection committee constituted for the purpose for tenure of five years which can be renewed for a similar term by the Executive Council and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.

Provided that if the Controller of Examinations is appointed on deputation basis from any organization his/her salary shall be such as admissible to him/her according to the rules of deputation of service to which he/she/she belongs.

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

2. Where an employee of this university or any other Institution / Government and its organisations is appointed as Controller of Examinations, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/ Contributory Provident Fund/ Pension / Gratuity / Transfer TA) to which he was entitled prior to his appointment as Controller of Examinations, and till he/she continues to hold his/her lien on that post.
3. The terms and conditions of service of the Controller of Examinations shall be such as prescribed of other non vocational employees of the University.
4. If the services of the Controller of Examinations 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.
5. When the office of the controller of Examinations is vacant or when the Controller of Examinations is, by reason of illness, absence or nay 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.
6. A Controller of Examinations on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.

1. The Controller of Examinations shall be entitled to unfurnished residential accommodation for which he shall pay prescribed license fee as also to **mobile phone** and free telephone (with STD and ISO) service at his/her residence.
2. The COE shall be entitled to such Leave, Allowances, Provident Fund and other, terminal benefits as prescribed by the University from time to time for its non vocational staff.
3. The COE shall be entitled to the facility of staff car between the Office and his/her residence.

### **RESPONSIBILITIES AND DUTIES**

Subject to the provision of the Act, Statutes and Ordinance, the Controller of Examinations shall perform the duties in regard to the arrangements for the conduct of examinations and such duties and functions as may be assigned to him from time to time by the Executive Council/Vice-Chancellor.

## ORDINANCE

### **EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE OF THE LIBRARIAN (Act Section 28(0))**

1. The Librarian shall be a whole-time salaried officer appointed on the basis of direct recruitment on the recommendation of a Selection committee constituted for the purpose for tenure of five years which can be renewed for a similar term by the Executive Council and shall be placed in the scale of pay as recommended by the University Grants Commission and adopted by the Executive Council from time to time.

Provided that if the Librarian is appointed on deputation basis from any organization his/her salary shall be such as admissible to him/her according to the rules of deputation of service to which he/she/she belongs.

Provided that the Librarian shall retire on attaining the age of sixty two years.

2. Where an employee of this university or any other Institution / Government and its organisations is appointed as Librarian, he/she shall continue to be governed by the same retirement benefit scheme, (namely general Provident Fund/ Contributory Provident Fund/ Pension / Gratuity / Transfer TA) to which he was entitled prior to his appointment as Librarian, and till he/she continues to hold his/her lien on that post.
3. The terms and conditions of service of the Librarian shall be such as prescribed of other non vocational employees of the University.
4. 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.
5. When the office of the Librarian is vacant or when the Librarian is, by reason of illness, absence or nay 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.
6. A Librarian on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice Chancellor.
7. The Librarian shall be entitled to unfurnished residential accommodation for which he shall pay prescribed license fee as also a free telephone service (with STD facility) at his/her residence.

8. 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 non vocational staff.
9. The Librarian shall be entitled to the facility of staff car between the Office and his/her residence.

### **RESPONSIBILITIES AND DUTIES**

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

## Ordinance

### **SENSITIZATION, PREVENTION AND REDRESSAL OF SEXUAL HARASSMENT (Act Section 28(n))**

Gender equity, including protection from sexual harassment and right to work with dignity is universally recognized basic human right. Eradication of social evils has been the prime aim of Constitution of India. Article 15 of the Constitution of India prohibits discrimination on grounds of religion, race caste, sex, or **place of birth**. Article 42 makes provision for securing just and human conditions of work. Article 51-A(e) makes it incumbent on every citizen to promote harmony and spirit of the common brotherhood amongst all the people of India transcending religious, linguistic, and regional or sectional diversities; to renounce practices derogatory to the dignity of women. India is also a signatory to the convention on the "**Elimination** forms of discrimination against women." Resultantly, the Central University of Karnataka hereby introduces and enforces Ordinance titled "Sensitization, Prevention and Redressal of Sexual harassment."

#### **Bodies of SPARSH:**

SPARSH shall include the Apex body of SPARSH (ABS) and the University Complaints Committee (UCC). The ABS shall aim to sensitize and work to prevent sexual harassment in the university. The UCC shall consider complaints regarding sexual harassment, and will conduct enquiries, suggesting suitable action.

#### **Functions, Powers and duties of ABS:**

- i. To uphold the commitment of the Central University of Karnataka to provide campus environment free of gender-based discrimination, sexual harassment and other acts of gender-based violence.
- ii. 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.
- iii. To generate awareness about gender based discrimination, sexual harassment and other acts of gender based violence.

#### **Functions, powers and Duties of UCC:**

- i. To fulfill the directives of the Supreme Court enjoining all employees to develop and implement a policy against sexual harassment at the workplace.
- ii. To evolve a permanent mechanism for prevention and redressal of gender based discrimination, sexual harassment and other acts of gender based violence.
- iii. To ensure that the provisions of the ordinance are implemented in letter and spirit through proper reporting and redressal of the complaints.

## **Operational definitions:**

**Sexual harassment:** This shall include such unwelcome sexual behaviour (whether directly or by implication) as:

- a. Unwanted physical contact and advances.
- b. A demand or request for sexual favours.
- c. Sexually-coloured remarks
- d. Displaying pornography
- e. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

**Academic staff:** This shall include any person on the staff of the university who is appointed to a teaching and/or research post, whether full time, temporary, adhoc, part time, visiting, honorary, or on special duty, or employees on a casual or project basis.

**Campus:** This includes all the places vested; controlled and/or administered by the Central University of Karnataka

**Non-governmental Organization (NGO):** This shall include any NGO registered under the Societies Registration Act or is a public Charitable Trust. Such an NGO should be engaged in work connect with gender equality.

**Counsellor:** This shall include any women from among the staff, who has expertise in social and personal counselling on matters arising out of incidents of sexual harassment.

**Non-teaching staff:** This shall include any person on the staff of the university who is not appointed to a teaching and/or research post, whether full time, temporary, ad-hoc, part time, on daily wages, on honorary or on special duty, or deputation, and shall include employees on a casual or project basis.

**Resident:** This shall include any person who is a temporary or a permanent resident occupying any accommodation or premises managed and/or allotted by the Central University of Karnataka

**Service provider:** This shall include any person who runs on manages commercial enterprises, or provides services on the campus.

## **Constitution of ABS:**

The ABS committee shall consist of the following members, who will be nominated by the Vice-Chancellor.

- i. The chairperson, a women nominated by the Vice-Chancellor, Central University of Karnataka 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 students representatives of which at least one be girl student (names to be proposed by Dean, Student Welfare for Vice-Chancellor's approval).
- iv. Two members from the non-teaching staff, of which at least one should be women.
- v. One woman NGO representative.
- vi. One woman counsellor.

**Constitution of UCC:**

The Vice-Chancellor shall nominate the members of UCC from among the members of the Apex Committee. It shall comprise of the following.

- 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 shall be elected from amongst the above-mentioned members.
- v. One member-secretary shall also be elected from amongst the above-mentioned members.

**Term of office of chairperson and members of ABS and UCC:**

- i. The chairperson and members shall hold office, as such, for a term of two years from the date on which they assume office.
- ii. Provide that no chairperson or nay member shall hold office for more than two terms.

**Vacancy of the office of chairperson or members of ABS/UCC:**

If the office of the chairperson or any other members becomes vacant, or if either of them remains absent without written intimation for three consecutive meetings, or for two months, whichever is more, another member may be appointed to fill in the vacancy. The new chairperson/member shall be nominated by the Vice-Chancellor.

#### Procedures for Transaction of Business of ABS:

- i. The ABS will hold at least five meetings/programmes in an academic year, with not more than 2 months gap between the two meetings.
- ii. Proceedings of all the meetings shall be recorded, confirmed and adopted by ABS members.
- iii. Any member may request the chairperson to call an emergent meeting of the ABS for which at least 24 hours advance notice shall be given. The quorum for the meeting shall be one third members of the ABS.

#### Procedure for Filing Complaints with the UCC:

- i. Wide publicity to be given for filing complaints.
- ii. Complaints to be registered in strict confidentiality.
- iii. Taking cognizance of complaints about sexual harassment, the UCC shall conduct enquiries, provide assistance and redressal to the victims, recommend penalties and other action to be taken.
- iv. Any student, resident, service provider, outsider, faculty member or non-teaching staff may file a complaint of sexual harassment against a student, resident, service provider, outsiders, faculty members or non-teaching-staff.
- v. The party may lodge a complaint directly to the Vice-Chancellor, or to any member of the UCC.
- vi. The complaint may be oral or in writing. If it is oral, it shall be put into writing by the UCC.
- vii. The UCC may hear both the parties (Complainant and the accused) in a manner as it may deem appropriate, and determine the course of action that the situation merits.
- viii. The UCC will be responsible for conducting a formal enquiry against the student/teacher/non-teaching staff member/service provider allegedly involved in a case on the basis of its findings during the preliminary enquiry.
- ix. The inquiry shall be conducted under the rules and procedure already laid down by the University and will be in conformity with the principles of natural justice.
- x. The formal inquiry shall commence within a week and shall be completed within two months from the date of its reference. If the UCC finds it impractical to dispose the case within the given time, it will be recorded in writing, and the period may be extended by the Vice-chancellor.

## Penalties:

These shall be awarded as per University rules for employees. In case of students/service providers, they could include

- Warning
- Debarring entry into hostel/campus
- Withholding results
- Expulsion from the university
- Denial of re-admission
- Written apology
- Bond of good behaviour

**Note:** In case of harassment by an outsider, that is, a person unconnected with the University, the university authorities shall initiate action by making a complaint with the appropriate authorities..

## ORDINANCE

### MANNER OF APPOINTMENT AND EMOLUMENTS OF EMPLOYEES OTHER THAN TEACHERS AND OTHER ACADEMIC STAFF

*28(1)(o) read with Statute 23(2) of the University Act & Statutes*

The employees of the university, other than teachers and other academic staff, shall be grouped in to Group A,B and C category and such other categories as classified by Govt. of India from time to time

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

The emoluments of these employees shall be as prescribed by Govt. of India / UGC from time to time.

#### SELECTION COMMITTEE

The Selection Committee shall comprise the following:

##### **i. Selection Committees for the posts of Group A & B (Other than Statutory positions)**

1	Vice-Chancellor / Pro-Vice-Chancellor* (* in the absence of Vice-Chancellor) or nominee of the Vice Chancellor not below the rank of the Professor.		Chairman
2	Two members from amongst the members of the Executive Council to be nominated by the Executive Council		Member
3	Two experts not in service of this University to be nominated by the Vice-Chancellor		Member
4	One member who is a woman, a SC/ST category and one minority member to be co-opted if he / she is not in the Selection Committee (in case the candidates appearing belong to any of the above category)		Member
5	The Head of the Department concerned		Member
6	Registrar		(Member - Secretary)

ii) **Selection Committee for the posts of Group C**

1.	Dean (any School of Studies) (to be nominated by the Vice-Chancellor)	Chairman
2.	One member of Executive Council to be nominated by the Executive Council	
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 member who is a woman, a <i>SCIST</i> category and one minority member to be co-opted if he / she is not in the Selection Committee (in case the candidates appearing belong to any of the above category)	
6.	The Head of the Department concerned	
7.	Registrar / Deputy Registrar* (in the absence of Registrar to be nominated by the Vice-Chancellor)	(Member-Convenor)

- a) The candidates for selection to the posts of Group A & B will be selected by Selection Committee through personal interview.
- b) University may conduct competitive written test / trade test / technical test for the selection of such posts as may be prescribed in the CRR.
- c) The candidates will be picked-up for interview on the basis of marks obtained in the written test, in order of merit, in the ratio of 10:1 of the vacancies to be filled-up.

1. The Chairman will be entitled to vote at the Selection Committee meeting and shall have a casting vote in case of a tie.
2. The recommendations of the Selection Committee in respect of the posts of groups A & B will be submitted to the Executive Council and orders of appointments will be issued only after the approval of the Executive Council .
3. The Vice-Chancellor may be authorized to make appointments on the basis of the recommendations of the Selection Committee to the posts of Groups C.

4. The rules and procedures prescribed by the Govt. of India in respect of the Reserved categories shall be followed as provided in Section 7 of the University Act and as prescribed by the GOI from time to time.
5. The rules of Govt. of India in regard to Pay & Allowances, Leave, Pension and P.F. shall be followed subject to amendments if any, from time to time.
6. The Selection Committee may decide its own method of evaluating the performance of the candidates in interview.
7. If two or more candidates are selected, the recommendations shall be made in order of merit of the selected candidates.
8. No recommendation should be made with a condition attached to it.
9. The University will have the right to relax any of the qualifications, experience, age, etc., in exceptionally deserving cases of all posts on the recommendations of the screening and Selection Committee.
10. The relaxation in age, qualification etc., shall be applicable to the SC/ST, OBC, physically challenged etc. candidates as per rules of GOI.
11. 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.
12. When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it may do so giving reasons there-for.
13. Number of posts advertised may be treated as tentative. The University shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.
14. The prescribed qualifications 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 candidates to be called for interview to a reasonable number (10:1) on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.
15. The in-service candidates should apply through proper channel. The conditions of Age and experience will be relaxed for in-service candidates, on the recommendations of the Selection Committee.
16. Outstation candidates belong to SC/ST categories called for interview will be paid equivalent to return single second class railway fare towards journey expenses on production of proof.
17. The Chairman shall have the power to lay-down the procedure in respect of any matter not mentioned in the Act! Statute/Ordinance.

18. Canvassing in any form on behalf of any candidate will disqualify such candidate.
19. The Selection Committee's recommendations, when approved shall remain valid for a period of one year from the date of such approval.
20. The application forms will be sold and the registration fee collected as prescribed by the University from time to time. The SC/ST /Physically Handicapped candidates and in-service candidates of CUK need not pay registration fee.
21. In cases of any disputes any suites or legal proceedings against the University, the territorial jurisdiction shall be restricted to the **High Court in whose jurisdiction the University is located.**

### **SCHEDULE -1 Group-'C'**

#### **SCHEDULE -1 Group-'C'**

The constitution of the Departmental Promotion Committee for promotion to non-teaching posts with the maximum grade pay of Rs.2,800/- (or the equivalent slab in the revised scale) or below be as follows:

- a) Registrar ... Chairman
- b) Dean of School or Head of the Section concerned
- c) Two persons who are not in the service of the University to be nominated by the Vice-Chancellor, one of whom shall be SC/ST category, a woman and a minority community person in case any of the candidates appearing for the posts belong to such categories and such representation is already not made by virtue of the other members.
- d) Deputy Registrar (Administration)

**SCHEDULE -II (Group A & B)**

**SCHEDULE- II (GROUP A & B)**

**GROUP B**

The constitution of the Departmental Promotion Committee for promotion to non-teaching posts exceeding the grade pay of Rs.4,800/- (or the equivalent slab in the revised scale) or below be as follows:

- a) Pro Vice-Chancellor  
Chairman  
(or senior most Dean in case PVC is not available)
- b) Two members of the Executive Council of whom at least one in the service of the University to be nominated by the Vice-Chancellor
- c) Head of the Department/Section concerned
- e) Two persons who are not in the service of the University to be nominated by the Vice-Chancellor, one of whom shall be SC/ST category, a woman and a minority community person in case any of the candidates appearing for the posts belong to such categories and such representation is already not made by virtue of the other members.  
(Action of the Vice-Chancellor be reported to the Executive Council at the next meeting)
- d) Registrar .....Member Secretary

**GROUP A**

The constitution of the Departmental Promotion Committee for promotion to non-teaching posts exceeding the grade pay of Rs.4,600/- (or the equivalent slab in the revised scale) or below be as follows:

- e) Vice-Chancellor  
(or PVC in case VC is not available) Chairman
- f) Two members of the Executive Council of whom at least one in the service of the University to be nominated by the Vice-Chancellor
- g) Head of the Department/Section concerned
- f) Two persons who are not in the service of the University to be nominated by the Vice-Chancellor, one of whom shall be SC/ST category, a woman and a minority community person in case any of

the candidates appearing for the posts belong to such categories and such representation is already not made by virtue of the other members.

(Action of the Vice-Chancellor be reported to the Executive Council at the next meeting)

h) Registrar

Member Secretary

### **PROMOTION POLICY**

#### **PROMOTION POLICY**

Promotional avenues to the non-teaching staff shall be in accordance with the Rules as determined by the EC.

#### **CADRE RECRUITMENT RULES**

1. The University shall have the following methods of recruitment for employees of the university, other than teachers and other academic staff:
  - i. By direct recruitment;
  - ii. By promotions;
  - iii. By deputation of employees whose services are borrowed from other organisations
  - iv. By appointment of contract service;
  - v. Re-employment of persons who retired from service
2. Appointment to a post in any grade by promotion shall be made, whether in permanent or officiating capacity, from amongst employees serving in posts in the next lower grade in a service, subject to such conditions of eligibility as may be prescribed by the Executive Council.
3. Every appointment by promotion shall be on the basis of suitability, past performance and conduct, as evident in the Annual Confidential Reports, besides due regard to seniority, on the recommendation of the Departmental Promotion Committee, constituted for the purpose from time to time.
4. Provided that the Departmental Promotion Committee for promotion to posts, the maximum grade pay which is Rs.2,800/- or below (or such maximum pay as may be in the corresponding revised pay scale) shall be appointed in the manner provided in Schedule-! and that exceeding Rs.2,800/- shall be as prescribed in Schedule-11
5. The scales of pay for the posts in various employees of the university, other than teachers and other academic staff in the University shall be  
  
as prescribed by the UGC from time to time, and emoluments shall be drawn at the minimum of the scale or at such higher stage as may be fixed in accordance with the rules prescribed in this behalf by the GOI / UGC and specified in the appointment order.

6. Provided that the pay scales may be revised from time to time by GOI / UGC and upon such revision, every employee shall have an option, to be exercised in writing within a prescribed time limit, as to the pay scale in which he / she shall draw his emoluments.
7. Details of qualifications, experience and age etc. for selection to the following statutory, non-teaching posts.

The qualifications, experience and age etc. required for Statutory posts and non-teaching posts should be as prescribed by Govt. of India / UGC from time to time.

ORDINANCE  
Section 28(o); Statute 2(iii) and 12(xx)

TRAVELING AND HALTING ALLOWANCE RULES

1. These Rules may be called the Traveling and Halting Allowance Rules of the Central University of Karnataka
2. They shall apply to :
  1. Members of the authorities of the University and members of the Committee(s) appointed by the authorities or by the Vice Chancellor
  2. Officers and employees (teaching and non-teaching) of the University.
  3. Students proceeding on approved excursions / field work and any other academic activities
3. Traveling and Halting Allowance shall be applicable to the following categories as below.
  - a. Members of authorities, Members of Committees appointed by the above authorities.
    - i. Journey by Rail: AC II Tier each way fare for the members from the place of the residence to place of work and back/  
  
Journey by Air: As per rules of Govt. of India.
    - ii. Rate of road mileage: As per rules of Government of India.
    - iii. The rates of road mileage will be on the basis of prevailing rates in the Metropolitan city of a particular State and, if no rates have been fixed, then the rules of neighboring States may be adopted. However, if no such rates have been prescribed, the following rates of road mileage allowance may be fixed subject to other conditions governing grant of Road Mileage Allowance and regulations of T.A. claim as per the order issued on the subject from time to time.

(i) For journeys performed in own car/taxi	Rs.16/km
(ii) For journeys performed by autorickshaw/ Own scooter	Rs.8/km
(iii) Daily Allowance: (as per Annexure)	

*Provided that the Vice Chancellor may grant traveling and halting allowance at any other rate or rates in special cases, if necessary.*

- b. Members of the authorities other than the employees of the University who reside at Headquarters shall be entitled to traveling allowance for attending meetings of authorities or Committees as prescribed under 3 (a)(2) above.
- c. Vice Chancellor
- (i) Journey by Rail: Air conditioned or accommodation of the highest class provided by the Railway.
  - (ii) Journey by Air: Executive / Business Class
  - (iii) Rate of road mileage : Actual fare as per rules of Government of India.

d. Other Employees of the University

For purposes of traveling/halting allowance members of the staff will be categorized into five grades as follows:

Basic Pay+ NPA +Stagnation Increment.

Rs. 10,000 and above and those in the pay scales of HAG+ pay scale and above

i) Rs. 7,600- 9,000 ii)

Rs. 5,400- 8,000 iii)

Rs. 4,200 – 4,800 iv)

Below Rs. - 4,200

<b>Grade pay (1)</b>	<b>Travel Entitlements (2)</b>
Officers drawing grade pay of Rs.10,000/- and above and those in pay scale of HAG+ and above	Business/Club class by air/AC First class by train
Officers drawing grade pay of Rs.7,600, 8700, 8900 and 9000/-	Economy Class by air/AC First class by Train
Officers drawing grade pay of Rs.5,400, 6000, 6600, 7000, 8000/-	Economy Class by air/AC II Tier class by train
Officers drawing grade pay of Rs.4,200 - Rs.4,600/- and Rs.4800/-	AC II Tier class by train
Officers drawing grade pay below Rs.4,200	First Class/AC III Tier/AC Chair car by train

Note 1: 'Pay' means, pay in the revised scales of pay special pay, non practicing allowance, personal pay and any other emoluments which may be specially classed as pay, actually drawn by the person.

Note 2 : In the case of re-employed persons, 'pay' will include the amount of original pension and pension equivalent of retirement gratuity which he has been allowed to draw in addition to pay on re-employment. If the total of pay plus pension etc. exceeds the maximum of the pay scale of the post, such excess will be ignored.

Note 3: Honorarium or part time workers shall rank in such grade as the Vice Chancellor may be decided on a case to case basis.

e) Students proceeding on academic activities.

#### 4. General

- i) A member of the staff will be paid traveling/halting allowance for travel in connection with official work or in connection with congresses, conferences or seminars when he/she is sent as a delegate by the University (and is not paid by the authorities organizing the congress etc) or when he to proceed on field work or accompany students on educational tour/field work. Approval of the competent authority prescribed for the purpose shall, however, be taken before undertaking such journeys. Note : In the case of congresses/conferences/seminars, approval of the Vice Chancellor shall be obtained. The Deans may sanction field work by teachers and other Research/Technical Staff of the University in respect of projects approved by the University and within the sanctioned provision.
- ii) In case of other tours on official work, Finance Officer, Deans and Registrar may authorize the move in the case of staff working with them. In the case of Deans and Registrar the tour programme shall be got approved by the Vice Chancellor of the University.
- iii) When a person combines tour with vacation/leave and does not return to headquarters immediately on completion of tour, he will be entitled to traveling/halting allowance for onward journey only.
- iv) When a member of the vacation staff is required to come to headquarters from outside to attend, during vacation meetings of the Registrar or other Statutory bodies and of Committees appointed by these bodies or meetings of examination committees etc. he will be entitled to travel grant for the journey from the place of stay outside to the place of the meeting and back but not to any halting allowance.
- v) A person compulsory recalled to duty before the expiry of leave sanctioned to him will be entitled to draw travel grant from the place at which the communication reaches him provided the leave is curtailed by not less than a month. If the period by which the leave is curtailed is less than a month travel grant may be allowed at the discretion of the Vice Chancellor.

- vi)
- a) A teacher attending conference/seminar/workshop etc. with the financial assistant under the scheme "Unassigned Grants" of University Grants Commission, rules of unassigned shall be followed.
- b) In respect of teachers nominated/deputed to attend the conferences/seminar/workshop from out of the University funds other than unassigned grants the following cases of teachers shall be considered for approval by the competent authority.
- i) A person who is nominated or elected as President of Chairman of the Conference/meeting/section etc.
- ii) A person whose paper has been accepted for being presented at the Conference/Seminar.
- iii) The traveling allowance shall not exceed the actual traveling expenses and halting allowance that they may be paid in special case to the participating shall be decided by the Vice Chancellor.
- vii) On educational tour/field work trips, the railway fare will be allowed at the concessional rate; where such concession is permissible under the railway regulations, by the class to which the person is entitled according his grade.
- viii) The authority competent to permit a person to proceed on tour etc. may sanction an advance to cover his traveling expenses for a period not exceeding thirty days. A second advance is not permissible except under special sanction of the Vice Chancellor, until an account has been given of the first advance.
- ix) The T.A. bills shall be submitted within a month of the completion of the tour. Balance out of the advance, if any, shall however be refundable immediately. Unless permitted by the Vice Chancellor the entitlement of a person to traveling and halting allowances is forfeited as deemed to have been relinquished if the claim is not preferred within six months from the date on which they become due.
- x) Traveling and halting allowances once drawn and admitted shall not be revised in consequence of revision of TA regulations or increase in pay resultant on promotion/grant of advance increments with retrospective effect except for late authorization/drawl of increments.
- xi) The Deans and Registrar will be their own Controlling Officers. They will also be Controlling Officers in the case of the staff working with them.
- xii) It is the duty of a Controlling Officer before signing or counter – signing a traveling allowance bill

- a. To see that the halt has not been unnecessarily or unduly protracted;
  - b. To satisfy himself that traveling allowance for journey by Rail has been claimed for the class of accommodation actually used; and
  - c. To observe any other instructions which the Registrar or the Vice Chancellor may give for his guidance. The Controlling Officer may disallow any claim, in his opinion, does not fulfill the above conditions.
- xiii) The Controlling Officer may permit a person to draw the actual cost of hiring a conveyance not exceeding the scales given below in connection with a journey performed in the University's interest within a radius of 8 kms. From his headquarters when a staff car /University conveyance is not made available and no traveling is admissible.

Rules in this regard shall be as prescribed as per Govt. of India rules issued and amended time to time.

Note: The conveyance hire reimbursed shall normally be the bus fare if the places to be visited are connected by the public conveyance. If on such routes any other conveyance is hired, the hire charges may be reimbursed on the certificate of the Finance Officer, Deans and Registrar that in the interest of the University work or due to the urgency it was necessary to hire such a conveyance. If the places to be visited are not connected by public conveyance, scooter fare may be paid.

Note 1: Conveyance expenses will not be reimbursed in respect of a journey if the person concerned is granted any compensatory leave or otherwise receives any special remuneration, for the purpose of the duty which necessitated the journey. However, where the person is recalled to office from his residence the controlling officer may reimburse conveyance expenses in addition to the overtime allowance admissible to him.

Note 2: In the case of a person less than in rank of Assistance or equivalent conveyance expenses may be paid if he is required to come to office outside the ordinary hours of duty and does not receive any special remuneration /overtime allowance.

Note 3: When a person travels a class lower than that he is entitled, he shall be entitled to the reimbursement fare of the class actually used.

**Schedule (DA Rates)**

<b>Grade pay(1)</b>	<b>Daily Allowance</b>
Officers drawing grade pay of Rs.10,000/- and above and those in of HAG+ and above	Reimbursement for Hotel accommodation / guest house of upto Rs. 5000/- per day / reimbursement of AC taxi charges of upto 50 kms per day for travel within the city and reimbursement of food bills not exceeding Rs. 500/- per day.
Officers drawing grade pay fo Rs.7,600 to- Rs.9,000/-	Reimbursement for Hotel accommodation / guest house of upto Rs.3000/- per day; reimbursement of non-AC taxi charges of upto 50 kms per day for travel within the city and reimbursement of food bills not exceeding Rs. 300/- per day.
Officers drawing grade pay fo Rs.5,400 to- Rs.7,000/-	Reimbursement for Hotel accommodation / guest house of upto Rs.1500/- per day; reimbursement of taxi charges of upto Rs.150 per day for travel within the city and reimbursement of food bills not exceeding Rs.200/- per day.
Officers drawing grade pay fo Rs.4,200 to - Rs.4,800/-	Reimbursement for Hotel accommodation / guest house of upto Rs.500/- per day; reimbursement of taxi charges of upto Rs.100 per day for travel within the city and reimbursement
	of food bills not exceeding Rs.150/- per day.
Officers drawing grade pay below Rs.4,200	Reimbursement for Hotel accommodation / guest house of upto Rs.300/- per day; reimbursement of travel charges of upto Rs.50 per day for travel within the city and reimbursement of food bills not exceeding Rs.100/- per day.

**Anything which is not contained in this ordinance may be dealt as per rules of Government of India.**

## ORDINANCE

### UNIVERSITY BUILDING COMMITTEE

(Act Section 28(J))

1. There shall be a Building Committee consisting of the following members, namely:
  - a. The Vice Chancellor (Chairperson)
  - b. A Representative of the CPWD / PWD not below the rank of Executive Engineer
  - c. A member of Panning Board nominated by Vice Chancellor
  - d. The Finance Officer
  - e. A Representative of User Department
  - f. Two teachers of the University not below the rank of Professor nominated by the Vice Chancellor
  - g. Principals of engineering college in the University or from nearby University Engineering College.
  - h. The University Engineer
  - i. The Registrar-Member Secretary

NOTE :The Dean of the Faculty/ the Head of the Department / the Head of the Institution, who is the main user of the proposed Building, may be invited to attend the meeting in which the said project comes up for consideration.

2. The Committee shall:
  - a. be responsible for finalizing the Plans and Estimates of the various Building Projects approved by the UGC, or other funding Agencies, and for proper utilization of the Grants received from the UGC etc;
  - b. be responsible for the maintenance and upkeep of the University Buildings;
  - c. assess the cost of repairs, additions, alteration and demolition of the University Buildings annually and prepare the Budget for the same to be submitted for approval of the Executive Council.
  - d. exercise all such powers, as delegated to it by the Executive Council from time to time and
  - e. Constitute one or more Sub Committees to look after any of the functions and responsibilities assigned to it.
- 3) The Committee shall meet at least twice in a year, or as and when necessary.
- 4) One third members shall form the quorum.
- 5) The composition of the Building Committee should be intimated to the University Grants Commission immediately after it is constituted.

- 1) The Building Committee shall be responsible for ensuring the completion of the building in accordance with the approved plans and estimates and proper utilization of the funds received from the University Grants Commission the Government and from the University's own resources.

NOTE: The above mentioned composition and functions shall stand amended as per the notifications / instructions issued by the UGC from time to time.

## ORDINANCE

### PURCHASE COMMITTEE

(Act Section 28(j))

1. There shall be a Purchase Committee of the University for the purchase of goods consisting of the following members, namely :
  - i. One of the Deans to be nominated by Vice chancellor (Chairman)
  - ii. The Registrar
  - iii. The Finance Officer
  - iv. Head of the Department/Institution concerned;
  - v. Officer in charge of Purchase & Procurement- (Secretary).

2. The above Committee shall be responsible for procurement of Goods as defined hereunder:

*The term "goods" includes all articles, material, commodities, live stock, furniture, fixtures, raw material, spares, instruments, machineries, equipments etc. purchased or otherwise acquired for the use of the University but excludes books, publications, periodicals etc. for a library*

3. The procedure to be followed in making procurement for the university School / Department / Centre / Division / Sections / should conform to the following yardsticks:

(i) The specifications in terms of quality, type etc., as also quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the procuring School/ Department/Centre/Division/Section.

(ii) The specifications so worked out should meet the basic needs of the Department/Centre/Section without including superfluous and non-essential features, which may result in unwarranted expenditure.

(iii) Care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory carrying costs;

a. Offers should be invited following a fair, transparent and reasonable procedure;

b. The procuring authority should be satisfied that the selected offer adequately meets the requirement in all respects;

c. The procuring authority should satisfy itself that the price of the selected offer is reasonable and consistent with the quality required;

d. At each stage of procurement the concerned procuring authority must place on record, in precise terms, the considerations which weighed with it while taking the procurement decision.

e. School/ Department/Centre/Division/Section may with the approval of competent authority procure the required goods from firms under DGS&D rates.

(iv) The University may utilize the approved registered suppliers for procurement of goods through Limited Tender Enquiry. A Head of Department may also register suppliers of goods which are specifically required by the Department or Office.

4. Purchase of goods without quotation:

Purchase of goods upto the value of Rs.15,000/- (Rupees Fifteen Thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the following format.

"I, \_\_\_\_\_, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price".

5. Purchase of goods by purchase committee:

Purchase of goods costing above Rs.15,000/- (Rupees Fifteen Thousand) only and upto Rs.1,00,000/- (Rupees One Lakh) only on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the competent authority. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under.

"Certified that we \_\_\_\_\_, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question."

## **6. Purchase of goods directly under rate contract :**

The University may directly procure goods under rate contract from DGS&D. The prices to be paid for such goods shall not exceed those stipulated in the rate contract and the other salient terms and conditions of the purchase should be in line with those specified in the rate contract. The Department/Centre/Division/Section shall make its own arrangement for inspection and testing of such goods where required.

A demand for goods should not be divided in to small quantities to make piecemeal purchases to avoid the necessity of obtaining the sanction of competent authority required with reference to the estimated value of the total demand.

## **7. Purchase of goods through bids:**

The University may follow the following standard method of obtaining bids in:

- (i) Advertised Tender Enquiry;
- (ii) Limited Tender Enquiry;
- (iii) Single Tender Enquiry.

### **Advertised Tender Enquiry:**

- (i) Subject to exceptions incorporated under Rules as above, invitation to tenders by advertisement should be used for procurement of goods of estimated value Rs. 25 lakh (Rupees Twenty Five Lakh) and above. Advertisement in such case should be given in the Indian Trade Journal (ITJ), published by the Director General of Commercial Intelligence and Statistics, Kolkata and at least in one national daily having wide circulation.
- (ii) The University should also publish all its advertised tender enquiries on the website and provide a link wit NIC website. It should also have its website address in the advertisements in Indian Trade Journal and Newspapers.
- (iii) The University should also host the complete bidding document in its website and permit perspective bidders to make use of documents downloaded from the website by payment of the amount specified, if priced.
- (iv) Where the University feels that the goods of the required quality, specifications etc., may not be available in the country and it is necessary to also look for suitable competitive offers from abroad, the

Department/Centre/Section may send copies of the tender notice to the Indian embassies abroad as well as to the foreign embassies in India. The selection of the embassies will depend on the possibility of availability of the required goods in such countries.

- (v) Ordinarily, the minimum time to be allowed for submission of bids should be three weeks from the date of publication of the tender notice or availability of the bidding document for sale, whichever is later. Where the department also contemplates obtaining bids from abroad, the minimum period should be kept as four weeks for both domestic and foreign bidders.

**Limited Tender Enquiry:**

- (i) This method may be adopted when estimated value of the goods to be procured is up to Rupees Twenty-five Lakhs. Copies of the bidding document should be sent directly by speed post/registered post/courier/e-mail to firms which are borne on the list of registered suppliers for the goods in question as referred to above. The number of supplier firms in Limited Tender Enquiry should be more than three. Further, web based publicity should be given for limited tenders. Efforts should be made to identify a higher number of approved suppliers to obtain more responsive bids on competitive basis.
- (ii) Purchase through Limited Tender Enquiry may be adopted even where the estimated value of the procurement is more than Rupees twenty five lakhs, in the following circumstances.
  - (a) The competent authority in the University certifies that the demand is urgent and any additional expenditure involved by not procuring through advertised tender enquiry is justified in view of urgency. The University should also put on record the nature of the urgency and reasons why the procurement could not be anticipated.
  - (b) There are sufficient reasons, to be recorded in writing by the competent authority, indicating that it will not be in public interest to procure the goods through advertised tender enquiry.
  - (c) The sources of supply are definitely known and possibility of fresh source(s) beyond those being tapped, is remote.
  - (d) Sufficient time should be allowed for submission of bids in

### Limited Tender Enquiry cases: Two bid system

For purchasing high value goods of a complex and technical nature, bids may be obtained in two parts as under:

- (a) Technical bid consisting of all technical details along with commercial terms and conditions; and
- (b) Financial bid indicating item-wise price for the items mentioned in the technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate covers duly super scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed. The technical bids are to be opened and evaluated by the competent committee or authority. At the second stage financial bids of only the technically acceptable offers should be opened for further evaluation and ranking before awarding the contract.

#### Late Bids:

in case of advertised tender enquiry or limited tender enquiry, late bids (bids received after specified date and time for receipt of bids) should not be considered.

#### Single Tender Enquiry :

Procurement from a single source may be resorted to in the following circumstances:

- (i) It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods.
- (ii) In a case of emergency, the required goods are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of competent authority obtained.
- (iii) For standardization of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a competent technical expert and approved by the competent authority), the required item is to be purchased only from a selected firm.

Contents of Bidding Document: All the terms, conditions, stipulations and information to be incorporated in the bidding document are to be shown in the following headings:

- 1: Instruction to Bidders.
- 2: Conditions of Contract.
- 3: Schedule of Requirements.
- 4: Specifications and allied Technical Details
- 5: Price Schedule (to be utilized by the bidders for quoting their prices)
- 6: Contract Form.
- 7: Other Standard Forms, if any, to be utilized by the purchaser and the bidders.

**Bid Security :**

- (i) To safeguard against bidder's withdrawing or altering its bid during the bid validity period in case of advertised or limited tender enquiry, Bid Security (also known as Earnest Money) is to be obtained from the bidders except those who are registered with the Central Purchase Organization, National Small Industries Corporation(NSIC). The bidders should be asked to furnish bid security along with their bids. Amount of bid security should ordinarily range between two to five percent of the estimated value of the good to be procured. The bid security may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in an acceptable form, safeguarding to purchaser's interest in all respects. The bid security is normally to remain valid for a period of forty-five days beyond the final date validity period.
- (ii) Bids Securities of the unsuccessful bidders should be returned to them at the earliest after the expiry of the final bid validity and latest on or before the 30th day of the award of the contract.

**Advance payment to supplier:**

Ordinarily, payments for services rendered or supplies made should be released only after the services have been rendered or suppliers made. However, it may become necessary to make advance payments in the following types of cases :

- (i) Advances payment demanded by firms holding maintenance contracts for servicing of Air-conditioners, computers, other costly equipment, etc.
- (ii) Advance payment demanded by firms against fabrication contracts, turn-key contracts etc.

Such advance payments should not exceed the following limits:

- (i) Thirty per cent of the contract value to private firms:
- (ii) Forty per cent. Of the contract value to a State or Central Government agency or a Public Sector undertaking; or
- (iii) In case of maintenance contract, the amount should not exceed the amount payable for six months under the contract.

University may relax, in consultation with the Finance Officer, the ceilings (including percentage laid down for advance payment for private firms) mentioned above. While making any advance payments as above, adequate safeguards in the form of bank guarantee etc. should be obtained from the firm.

**Part Payment to suppliers:**

Depending on the terms of delivery incorporated in a contract, part payment to the supplier may be released after it despatches the goods from its premises in terms of the contract.

**Transparency, competition, fairness and elimination of arbitrariness in the procurement process:**

All conditions stipulated under Rule 160 of General Financial Rules, 2005 of Government of India issued by the Ministry of Finance Department of Expenditure shall be applicable.

8. The Officer in charge of Purchase & Procurement shall convene the meeting of the Purchase Committee within 4 weeks from the date of receipt of indent or as and when necessary.
9. The purchase committee shall approve the tenders of rates of the firms in different item requirements and the orders for the items approved by the aforesaid Committee shall be placed with these firms by university as and when necessary.
10. In case the rates of the approved firms go up / down subsequently, the Purchase Committee meeting shall be convened again to approve of the rates before purchase are made.
11. If the purchase of any item the rate which has not already been approved by the Committee should become necessary in exceptional circumstances and time does not permit the convening of a meeting of the Purchase Committee, the purchase of the item shall be approved by the competent authority and the same shall be placed before the next meeting of the Purchase Committee.
12. Similarly, in the event of a change in the rate already approved by the Purchase Committee and time when does not permit the convening of a meeting of the Purchase Committee, the purchase of the revised rates shall be approved by the competent authority and the same shall be placed before the next meeting of the Purchase Committee.

13. The Purchase Committee may appoint a Sub Committee consisting of at least three members, as and when required.
14. One third of the members shall form the quorum.
15. Anything not covered in the above rules will be governed by the GOI (GFR Rules 2005) as issued and amended from time to time.

## **ORDINANCE**

### **RULES FOR MEDICAL REIMBURSEMENT (Act Section 6(xxiii), 28(o); Statute 12(xx))**

The employees of the University will be governed by the Authorised Medical Attendance Rules applicable to the Central Government Employees residing in areas not covered under CGHS scheme.

#### **NOTE:**

Employees mean regular / retired employees (both teaching and non teaching) of the University appointed by the Executive Council against a clear vacancy, including employees on deputation.

## **ORDINANCE**

### **THE PROCTOR**

(Section 28(1) (o) of the Act)

1. The Proctor shall be appointed by the Vice-Chancellor from amongst the teachers, of the University not below the rank of Associate Professor and shall exercise such powers and perform such duties in respect of the maintenance of discipline among students, as may be delegated/assigned to him/her by the Vice-Chancellor

"Students", referred to above, mean regular, private/ex- students of the University on the rolls of Departments of Studies/Hostels/Centres/Schools.

2. The Proctor shall hold office for a period of three years and shall be eligible for reappointment.
3. The Proctor shall have all such powers delegated to him/her by the Vice-Chancellor.
4. The Proctor shall be entitled to such allowances and amenities as the Executive Council may approve from time to time.
5. The Proctor shall be the Secretary of the Discipline Committee, and he/she shall convene the meetings of the Committee.
6. The Proctor shall be assisted by Deputy Proctors and Assistant Proctors appointed by the Vice-Chancellor for a term of three years.
7. The Deputy Proctors and Assistant Proctors shall be entitled to such allowances and amenities as the Executive Council may approve from time to time.
8. The Proctor shall have the power to take cognizance of any breach of discipline, and if the circumstances so require, to take immediate disciplinary action in such cases.
9. The Proctor shall :
  - (1) monitor the disciplinary climate prevailing in the student community;
  - (2) take preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline;
  - (3) collect relevant facts about the incidents of indiscipline, evaluate the evidence and decide/recommend the quantum of punishment to be imposed on the erring students. Whenever considered necessary, the Proctor shall place the relevant information before the Vice-Chancellor or the Discipline Committee for their decision; and

- (4) issue all orders relating to disciplinary proceedings against students.
- 10. The Proctor shall make arrangement for the maintenance of Cycle/Scooter Stands in the Schools.
- 11. The Proctor shall maintain liaison with the local Administration in matters regarding the law and order situation in the University Campus.
- 12. The Proctor shall have the power:
  - (1) to suspend or institute proceedings in cases of breach of discipline, referred to him/her by the Vice-Chancellor or reported to him/her by any other person or noticed by himself/herself;
  - (2) to suspend or gate a student up to a maximum period of two weeks; and
  - (3) to impose a fine as prescribed from time to time.
- 13. In all cases of disciplinary action, where the Proctor dealing with the matter considers that a higher punishment than he/she has power to impose is required, he/she shall report the same to the Discipline Committee for suitable action.
- 14. Foreign students welfare (visa etc.)
- 15. VIP Security
- 16. Protection of University property

The Proctor shall perform such other functions as the Vice-Chancellor may direct from time to time.

