

Gopal Narayan Singh **University**



DEO MANGAL MEMORIAL **TRUST**

Rules & Regulations

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Regulations of Gopal Narayan Singh University

CHAPTER I: General

1.1 Short title, commencement and interpretation:-

- (1) These Regulations shall be called, "The Regulations of the Gopal Narayan Singh University". They shall come into force from the date of publication in the Bihar Government Gazette.
- (2) Unless the context otherwise requires the words and expressions used in these Regulations shall be interpreted to have the same meaning as they have in the Act and Statutes.

1.2 Definitions:-

1. "Act" means The Bihar Private University Act, 2013.
2. "Clause" means a sub-division of a Regulation.
3. "Competent Authority" means the authority empowered to exercise such powers under the Regulations and Rules of the University.
4. "Duty" includes service as a probationer or apprentice, provided that such service is followed by confirmation, without break.
5. "Employee" means a whole-time appointee in any post of the University.
6. "First Appointment" means appointment of a person for the first time either on a permanent or temporary basis in the University.
7. "Foreign Service" means service in which an employee receives his salary with the sanction of the competent authority of the University, from any source other than University Funds.
8. "Holiday" means a day prescribed or notified by the University as such or with reference to any particular office of the University.
9. "Honorarium" means a recurring or non-recurring payment granted to any person from the University Funds as remuneration for work of occasional or intermittent character.
10. "Leave Salary" means the monthly amount paid by the University to an employee on leave.
11. "Lien" means the title of an employee to hold substantively or temporarily, either immediately or on the termination of a period or periods of absence, a permanent post
12. "Month" means a calendar month. In calculating a period expressed in terms of months and days, complete calendar month, irrespective of the number of days in each month, should be first calculated and the odd number of days calculated subsequently.
13. "Officiate" An University employee officiates in a post when he performs the duties of a post in which another employee holds a lien. An employee may, however, be appointed to officiate in a vacant post on which no other employee holds a lien.
14. "Pay" means the amount drawn monthly by an employee as the pay which has been sanctioned for the post held by him substantively or in any officiating capacity and including special pay or a personal pay, if any, but not other allowances.

15. "*Permanent Post*" means a post carrying a rate of pay sanctioned without limit of time.
16. "*Personal Pay*" means additional pay granted to an employee-
 - a. To save him from a loss of substantive pay in respect of a permanent post, due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure: or
 - b. In exceptional circumstances, on other personal considerations.
17. "*Provident Fund*" means the Provident Fund instituted and maintained under these Regulations.
18. "*Subscriber*" means a person eligible to subscribe to the Provident Fund under these Regulations.
19. "*Subscription*" means the sum paid to the Provident Fund by a subscriber under these Regulations.
20. "*Subsidence Allowance*" means a monthly allowance made to an employee who is not in receipt of pay or leave salary.
21. "*Substantive Pay*" means the pay other than special pay, personal pay or emoluments classed as pay by the University, to which an employee is entitled to on account of a post to which he has been appointed substantively, or by reason of his substantive position in a cadre.
22. "*Substantive Post*" means a permanent post in the University.
23. "*Temporary Post*" means a post carrying a definite rate of pay sanctioned for a limited time.
24. "*Tenure Post*" means a permanent post which an individual employee may not hold for more than a limited period.
25. "*Time-scale of pay*" means the scale of pay which rises by periodical increments from a minimum to a maximum.
26. "*Transfer*", means movements of an employee from one post to another in the same station or from one station in which he is employed to another station, either to take up the duties of a new post or in consequence of a change of his headquarters.

CHAPTER II: Authorities of The University

2.1 Meetings of the Authorities -

- (1) There shall be meetings of the authorities as prescribed in the Act and Statutes.
- (2) The Vice-Chancellor may, whenever he thinks fit, convene special meetings of the authorities.
- (3) Vice-Chancellor may at his discretion postpone the date for an ordinary or special meeting.
- (4) The Registrar, under the direction of the Vice-Chancellor shall give not less than two weeks' notice of the date of an ordinary meeting and not less than one weeks' notice for a special meeting. However, in case of urgency, the Vice-Chancellor may convene an extra-ordinary meeting at a shorter notice.
- (5) The Registrar shall with the approval of the Vice-Chancellor send to each member of the authorities, an Agenda of business to be transacted at the meeting as called for.
- (6) Any member of the Authority, who wishes to move a resolution or to present a subject for inclusion in the agenda, shall forward a copy of the resolution or the subject as the case may be, to the Registrar so as to reach him not less than 10 days before the date of the ordinary meeting.
- (7) The Registrar shall place each such resolution or subject before the Vice-Chancellor, who shall direct him, to include it in the Agenda provided:
 - (a) it shall be clearly and precisely expressed and shall raise substantially one definite issue;
 - (b) it shall not raise issues which do not fall within the powers of the University;
 - (c) it shall not contain arguments, unwarranted inferences, ironical expressions or defamatory statements, nor shall it refer to the character or conduct of persons except in their official or public capacity; and
 - (d) it shall not refer to any matter which is under adjudication by a Court of Law.
- (8) When any resolution or subject is not included in the agenda under the direction of the Vice-Chancellor, the Registrar shall intimate the fact to the member, stating the reasons thereof.
- (9) No business other than that brought forward in the agenda shall be transacted at the meetings without the approval of the Vice-Chancellor; at the special or extra-ordinary meetings, only the subjects brought forward by the Vice-Chancellor shall be transacted.

CHAPTER III: CLASSIFICATION OF STAFF

RECRUITMENTS AND APPOINTMENTS

3.1 Qualification and method of recruitment:-

The qualification, method of selection and appointing authority in respect of various posts in the University shall be as per the guidelines of University Grant Commission or respective Regulatory Authorities.

CHAPTER IV: SERVICE CONDITIONS, LEAVE RULES, TRAVELLING ALLOWANCE, ETC.

4.1 Fixation of pay:-

- (1) Ordinarily a person on his first appointment to a post in the University shall start at the minimum of the time scale applicable to that post or at a stage in the scale as specified in the Regulations. Higher start in the time-scale may be granted by the appointing authority, provided the Selection Committee recommends a higher start in deserving cases.
- (2) Every employee of the University selected for appointment to a higher post shall have his pay fixed at the minimum of the time-scale applicable to such higher post or at the stage in the said time-scale next above the pay notionally arrived at by increasing his pay in the lower post by one increment whichever is higher.
- (3) If for any reason an employee holding a post in the University in a substantive capacity is transferred to a post carrying a different time-scale of pay than what he was originally entitled to, his pay should be protected in the scale, the difference in pay being treated as personal pay, to be merged in future increments.
- (4) If an employee of the University holding a post in a time-scale in a substantive capacity is transferred to a lower post on a lower time-scale of pay due to reduction in establishment strength or for other reasons than punishment of the employee, in the interest of University work, his pay in the lower post shall be so fixed that there is no monetary loss to him, the difference between the pay drawn by him in the previous post and the pay ordinarily admissible in the lower post being treated as personal pay.

4.2 Probation :-

1. Every employee on his first appointment to the service of the University shall be on probation for a period of one year. On duty, within a continuous period of three years. Well before the expiry of the prescribed period of probation, the superior under whom the employee is working shall recommend to the appointing authority declaration of satisfactory completion of probation of the employee, if the work and conduct as verified from the personal files are satisfactory, or to extend the probation by a specified period if the work and

conduct have not been satisfactory. In either case the decision of the appointing authority shall be communicated to the employee in writing within six months from the date of completion of the prescribed period of probation.

2. If the work and conduct of the employee do not show an improvement even during the extended period of probation, it shall be open to the appointing authority to order a further extension of probation subject to overall maximum of three years, or to terminate the services of the employee.
3. The following periods shall not count for probation:-
 - i. any kind of leave other than casual leave or compensation leave; and
 - ii. Holidays prefixed or affixed to leave other than casual leave and compensation leave.

4.3 Increment:-

1. An increment is not a right, shall normally be drawn as a matter of course unless it is stopped before hand by a specific order of the competent authority as a measure of disciplinary action. All orders regarding withholding of an increment should indicate the period for which it is withheld and whether the withholding shall have the effect of postponing future increments.
 - (a) The following periods shall count for increment:
 - (i) all periods of duty in a post of a time-scale;
 - (ii) all periods of leave with pay and allowance;
 - (iii) all periods of extra ordinary leave on medical certificate; and
 - (iv) study leave granted for prosecution and successful completion of higher studies leading to a post-graduate degree or its equivalent.
 - (b) The following periods shall not count for increment:
 - (i) extra ordinary leave without medical certificate;
 - (ii) suspension not treated as duty or as leave but as penalty;
 - (iii) overstay of leave; and
 - (iv) overstay of joining time

4.4 Service Book:-

There shall be a Service Book for every employee in which shall be entered all matters relating to his service in the University. The service book shall contain in particular a history of his service from the date of his appointment including increment, promotion, reward, punishment and all other special events of his service career. The Service Book shall also contain a Leave Form for the employee showing a complete record of all earned as well as unearned leave except casual leave, taken by him.

4.5 Personal File:-

1. Personal File shall be maintained for all employees.
2. The reports shall be prepared once a year for the period ending 31st December.

3. The report shall be prepared within 30 days after the end of the period for which the report relates, get countersigned by the competent authority and shown to the employee reported upon and necessary acknowledgement obtained from him for his having seen the report.

4.6 Leave

1. The following kinds of leave shall be admissible.
 - a. Earned leave
 - b. Maternity Leave
 - c. Medical leave
 - d. Special disability leave
 - e. Casual leave
 - f. Compensation leave
2. Every employee shall be eligible for 12 days of casual leave, in a calendar year. Besides, two days of restricted/ or optional holidays shall be allowed to be avail in a calendar year on the days notified by the Government
3. An employee who is required by the competent authority to work on a holiday, shall be eligible for compensation leave, subject to a maximum of 20 days in a year, provided such leave shall be availed within a period of six months from the holiday in which worked.
 - (2) An employee may be permitted to surrender the earned leave at his / her credit and draw leave salary in lieu thereof, subject to the terms and conditions in force from time to time under Gopal Narayan Singh University service.
 - (3) An employee may be permitted to encashment the earned leave at his / her credit on the date of superannuation, subject to a maximum of 240 days, by the authority competent to make appointment to the post concerned. The concession shall be allowed up to a maximum of 30 days in the case of death of an employee. *The rule is otherwise subject to change according to the Bihar Government Rules, as amended from time to time. The un-availed portion of unearned leave on half average pay also will qualify for encashment on superannuation; half of the total period at credit shall be reckoned for the purpose.*
 - (4) Leave cannot be claimed as a matter of right and when the exigencies of service so demand, leave of any description may be refused or the employee may be compulsorily recalled from leave by the sanctioning authority.

4.7 Foreign Service:-

- (1) The following Regulations shall govern the Foreign Service conditions of the employees:
 - (a) No employee of the University shall be sent on Foreign Service except with the approval of the Governing Body.
 - (b) Transfer on foreign service should not ordinarily be made unless the duties to

be performed after the transfer are such as should be rendered by an employee of the University or involves such technical knowledge in which experts are not easily available from any other source;

- (c) An employee at the time of transfer on Foreign Service should hold a permanent post in the University.
 - (d) No employee of the University on deputation with an outside agency shall be allowed to retain a lien on his post for more than three years.
 - (e) The Vice-Chancellor shall in every case of deputation on foreign service, lay down the duration, emoluments and other conditions including all the costs involved in the transfer by way of travelling and daily allowances, etc., and provident fund and leave salary contribution to be made by the foreign employer.
- (2) Persons who are appointed in the University on deputation either from Government or from other Universities. Institutions shall be governed by the regulations of the University, and such other terms and conditions prescribed from time to time.

4.8 Code of Conduct of the employees:-

- (1) Every employee of the Gopal Narayan Singh University shall at all times maintain absolute integrity and devotion to duty. The whole time of a University Employee is at the disposal of the University, which pays him / her, and he / she may be employed in any manner required by the proper authority without claim for additional remuneration.
- (2) Every employee shall abide by and comply with the Act, Statutes, Ordinances framed there under and as amended from time to time, and all orders and directions of his / her superior authorities.
- (3) Every employee shall extend the utmost courtesy and attention to all persons with whom he has to deal in the course of his / her duties.
- (4) Every employee shall endeavor to promote the interests of the University and shall not act in any manner prejudicial thereto.
- (5) No employee shall participate in any demonstration or resort to any form of strike in connection with his / her official duties and conduct.
- (6) No employee shall join or continue to be a member of any Association of the employees of the University which has not obtained the recognition of the University, or recognition in respect of which has been refused or withdrawn.
- (7) No employee shall, except in accordance with any general or special order of the University, or in the performance in good faith of the duties assigned to him, communicate directly or indirectly any official document or information to any University employee or any other person to whom he /she is not authorized to communicate such documents or information.
- (8) No employee shall, except with the previous sanction of the University, engage directly or indirectly in any trade or business or undertake any other employment/consultancy.

- (9) An employee shall manage his /her private affairs, avoiding habitual indebtedness or insolvency. Any employee who becomes the subject of a legal proceeding or insolvency shall forthwith report the full facts of his / her case to the University.
- (10) No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority, to further his interests in respect of matters pertaining to his / her service under the University.
- (11) No University employee shall, except with the previous sanction of the Vice-Chancellor or of the prescribed authority ask for or accept contributions to or otherwise associate himself/herself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.
- (12) Save as otherwise provided in these rules, no University employee shall accept or permit any member of his/her family or any person acting on his / her behalf to accept any gift.

Explanation: - The expression 'Gift' shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than' a near relative or personal friend having no official dealings with the University.

NOTE:- (1) A casual meal or other social hospitality shall not be deemed to be a gift.

(2)A University employee shall avoid accepting lavish/frequent hospitality and gifts from any individual having official dealings with him or from industrial or commercial firms, organizations, etc.

- (13) (i) No employee shall, except with the previous permission of the Vice-Chancellor, own wholly or in part, or conduct or participate in the editing or managing of any newspaper or other periodical publication other than the University publication.
- (ii) No employee shall, except with the previous permission of the Vice-Chancellor, or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter either anonymously or in his / her own name or in the name of any other person to any newspaper or periodical. Provided that no such permission shall be required if such broadcast of such contribution is of a purely literary, artistic, scientific, educational or cultural character.
- (14)(i) No University employee shall, except with the previous sanction of the Vice-Chancellor or the prescribed authority, have recourse to any court or the press for vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.
- (ii) Nothing in this rule shall be deemed to prohibit a University employee from vindicating his / her private character or any act done by him / her in his private capacity and any action for vindicating his / her private character or any act done by him / her in Private capacity is taken, the University employee shall submit a report to the prescribed authority regarding such action.
- (15)(i) No employee shall, except with the previous permission of the Vice-Chancellor give evidence before any public committee.
- (ii) Nothing in this rule shall apply to:
- a) evidence given before a committee which has power to compel the attendance of witnesses or the production of documents; or

- b) Evidence given before an authority holding before any judicial or any inquiry committee.
- (16) It shall be the duty of an employee who has been arrested on a criminal charge made or a proceeding taken against him / her in connection with his / her position as an employee or otherwise which is likely to embarrass him / her in the discharge of his / her duties or involve moral turpitude, to intimate the fact of his arrest and the circumstances connected therewith, to the Vice-Chancellor promptly in writing even though he / she might have subsequently been released on bail. Failure on the part of the employee concerned to inform so will be regarded as suppression of material information and will render him / her liable to disciplinary action on this ground alone, apart from any action that may be taken against him / her on the conclusion of the case against him / her.
- (17) Any contravention of any law by an employee; which involves moral turpitude, shall be regarded as a serious matter, of which notice shall be taken departmentally. Where such contravention is followed by a conviction in a court of law, the employee may be punished departmentally on the basis of that conviction alone without following the procedure laid down for departmental enquiries.
- (18) (i) No University employee shall, except with the previous knowledge of the Vice-Chancellor acquire or dispose any movable property in the shape of shares, securities or debentures, or any immovable property by lease, mortgage, sale, gift or otherwise in his / her own name or in the name of any member of his / her family.
NOTE: (i) The above rule is applied only to cases in which the value of the movable or immovable property exceeds the amount equivalent to one year's salary of the University employee concerned.
- (ii) The Governing Body may, at any time by general or special order, require the employees to submit to the Vice-Chancellor within the period specified in the order, a full and complete statement of such movable and immovable property held or acquired by him / her or by any member of his / her family as may be specified in the order. Such statements shall include details of the means by which or the source from which such property was acquired.
- (19) All employees of the University shall be subject to the general and overall control of the Vice-Chancellor.
- (20) The Vice-Chancellor may direct, by general or special order, that any power exercisable by him or any other officer or employee of the University under these rules shall be exercisable also by such officer or other employee as may be specified in the order, subject to such conditions, if any, as may be specified in the order.

4.9 Control and discipline of the employees:-

- (1) The following penalties may, for good and sufficient reason and as hereinafter provided, be imposed upon an employee;

Minor Penalties	(a) Censure;
	(b) Fine (in the case of Group D employees only);

- (c) Withholding of increments; and
 - (d) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders.
- Major penalties
- (e) Reduction in rank including reduction to a lower post or time scale or to a lower stage in the same scale
 - (f) Compulsory retirement;
 - (g) Removal from service of the University; and
 - (h) Dismissal from service of the University

Note:-The removal of a person from the University service shall not disqualify him from future employment but the dismissal of a person from the University Service shall ordinarily disqualify him from future employment.

(2) These Regulations shall be applicable to all employees, temporary or permanent, and also those on deputations and on contractual service in the University.

(3) Procedure relating to Discipline and Control among the University Staff

1. (a) Where in any case a higher authority has imposed or declined to impose a penalty for reasons to be recorded under this Regulation, a lower authority shall have no jurisdiction to proceed under this Regulation in respect of the same case.
 - (b) The fact that a lower authority has imposed or declined to impose a penalty in any case shall not debar a higher authority from exercising his / her jurisdiction under this Regulation in respect of the same case.
 - (c) The order of higher authority imposing or declining to impose in any case a penalty under this Regulation shall supersede any order passed by a lower authority in respect of the same case.
 - (d) The fact that a lower authority has dropped a charge against a person which is not proved shall not debar a higher authority from reviving it, for reasons to be recorded and taking suitable action on the charge so revived.
2. In every case where it is proposed to impose on an employee any of the minor penalties he / she shall be given a reasonable opportunity of making any representation that he / she may desire to make and such representation, if any, shall be taken into consideration before the order imposing the penalty is passed.
3. (a) (i) In every case, where it is proposed to impose on an employee of the University any of the major penalties, the grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated to the person charged, together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case. He/she shall be required, within a reasonable time, to put in a written statement of his defense and to state whether he

/ she desires an oral enquiry or only to be heard in person. An oral inquiry shall be held if such an inquiry is desired by the person charged or is directed by the authority concerned. At that enquiry oral evidence shall be heard as to such of the allegations have not admitted, and person charged shall be entitled to cross-examine the witnesses to give evidence in person and to have such witnesses called, as he may wish, provided that the authority conducting the inquiry may, for special and sufficient reason to be recorded in writing, refuse to call a witness. After the inquiry has been completed, the person charged shall be entitled to put in, if he / she so desires, any further written statement of his / her defense. If no inquiry is held and if he desires to be heard in person, a personal hearing shall be given to him / her. The proceedings shall contain a sufficient record of the evidence and a statement of the findings and the grounds thereof.

(ii) After the inquiry referred to in Clause (i) has been completed and after the authority competent to impose the penalty' mentioned in that Clause has arrived at provisional conclusions in regard to the penalty to be imposed, the person charged shall be supplied with a copy of the report of the enquiring authority and be called upon to show cause, within a reasonable time not ordinarily exceeding one month, against the particular penalty proposed to be inflicted. Any representation in this behalf submitted by the person charged shall be taken into consideration before final orders are passed, provided that such representation shall be based only on the evidence adduced during the inquiry.

NOTE: - An opportunity to show cause against the imposition of any of the penalties referred to in the Regulation shall be given, after the authority competent to impose the penalty arrives at a provisional conclusion in regard to the penalty to be imposed either by such authority himself or under the direction, by a subordinate authority who is superior in rank on whom it is proposed to impose the penalty.

(b) (i) The requirements of sub-clause (a) shall not apply where it is proposed to impose on a member of a service any of the minor penalties on the basis of facts which have led to his conviction in criminal court whether or not he has been sentenced at once by such court to any punishment but he shall be given a reasonable opportunity of making any representation that he may desire to make and such representation, if any, shall be taken into consideration before the order imposing the penalty is passed.

(ii) The requirements of sub-clauses (a) shall not apply where it is proposed to impose on a member of a service any of the major penalties on the basis of facts which have led to his conviction by a court-martial or where the employee concerned has absconded or where it is for other reasons impracticable to communicate with him / her.

(c) (i) All or any of the provisions of Clauses 4 and 5 may, in exceptional cases, for special and sufficient reasons to be recorded in writing, be waived where there is

difficulty in observing exactly the requirements of the sub-clauses and those requirements can be waived injustice to the person charged.

- (ii) If any question arises whether it is reasonably practicable to follow the procedure prescribed in sub-clause (a) the decision thereon of the authority empowered to dismiss or remove such persons or reduce him / her in rank, as the case may be, shall be final.
- (d) (i) An employee may be placed under suspension from service, where:
 - (a) an enquiry into grave charges against him/her is contemplated or is pending, or
 - (ii) A complaint against him / her of any criminal offence is under investigation or trial and if such suspension is necessary in the public interests.
- (jj) A university employee who is detained in custody whether on a criminal charge or otherwise, for a period longer than forty-eight hours shall be deemed to have been suspended under this Rule.
- (iii) Where a penalty or dismissal, removal or compulsory retirement from service imposed upon a member of the University service under suspension is set aside in appeal or on review under these Regulations and the case is remitted for further inquiry or action or with any other directions, the order of his / her suspension shall be deemed to have continued in force on and from the date of the original order for dismissal, removal or compulsory retirement and shall remain in force until further orders.
- (iv) Where a penalty or dismissal, removal or compulsory retirement from service imposed upon a University employee is set aside or declared or rendered void in consequence of or by a decision of a court of law and the disciplinary authority, on a consideration of the circumstances of the case, decides to hold a further inquiry against him / her on the allegations on which the penalty or dismissal, removal or compulsory retirement was originally imposed the University employee shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.
- (v) An order of suspension made or deemed to have been made under this Regulation may at any time be revoked by the authority which has made or is deemed to have made the order or by any authority to which that authority is subordinate.

APPEAL

1. Every University employee shall be entitled to appeal from an order passed by an authority imposing upon him / her any of the penalties specified in the Regulations, to the next higher authority.
2. (i) In the case of an appeal against an order imposing any penalty specified in the Regulations the appellate authority shall consider:
 - (a) Whether the facts on which the order was based have been established;
 - (b) Whether the facts established afford sufficient ground for taking action; and

- (c) Whether the penalty is excessively adequate or inadequate; and after such consideration, shall pass such order as it thinks proper.
- (ii) Any error or defect in the procedure followed in imposing a penalty may be disregarded by the appellate authority if such authority considers, for reasons to be recorded in writing, that the error or defect was not material and has neither caused injustice to the person concerned nor affected the decision of the case.
3. In the case of an appeal the appellate authority shall pass such orders as it appears to be just and equitable, having regard to all the circumstances of the case.
4. Every person preferring an appeal shall do so separately and in his / her own name.
5. Every appeal preferred under the Regulation shall contain all material statements. Arguments relied on by the appellant shall contain no disrespectful, defamatory or improper language, and shall be addressed to the authority to whom the appeal is preferred and shall be submitted through the authority from whose order the appeal is preferred and through usual official channel.
6. An appeal may be withheld by an authority not lower than the authority from whose order it is preferred if -
- (i) It is an appeal in a case in which under this Regulation no appeal lies; or
- (ii) It is not preferred within one month after the date of which the appellant was informed of the order appealed against, and no reasonable case is shown for the delay; or
- (iii) It is a repetition of a previous appeal and is made to the same appellate authority by which such appeal has been decided and no new facts or circumstances are adduced which afford grounds for a reconsideration of the case, or it is addressed to an authority to which no appeal lies under the Regulation;
- Provided that in every case in which appeal is withheld, the appellant shall be informed of the fact and the reasons for it.
7. No appeal shall lie against withholding of an appeal by a competent authority.
8. The authority by whom an order imposing any of the minor penalties specified in the Regulations may be reversed or altered in cases in which no appeal is preferred shall be the appellate authority or any higher authority.
9. Every appeal which is not withheld under these Rules shall be forwarded to the appellate authority by the authority from whose order the appeal is preferred with an expression of opinion.
10. An appellate authority may call for any appeal admissible under this Regulation which has been withheld by a subordinate authority and may pass such orders thereon as it considers fit.
11. Nothing contained in this Regulation shall be deemed to preclude an authority to review cases either on its own initiative or on representations from University employees against the orders of the punishing authority or appeal authority.
12. Subsistence Allowance:-
- During the period of suspension he/ she shall receive a subsistence allowance equivalent to 50% of his/her pay but will not be entitled to draw any allowances,

special pay, etc., other than Dearness Allowance related to the subsistence allowance.

13. Review of Subsistence Allowance:-

A review may be made six months after the date of suspension to consider the sanction of subsistence allowance at an enhanced rate upto 75% of his/her pay, if the enquiry is prolonged without any fault of the employee concerned.

14. No payment shall be made unless the employee furnishes a certificate that the employee is not engaged in any other employment business, profession or vocation.

15. A suspended person shall not be entitled to any leave for the period of suspension. When an employee who has been suspended is finally reinstated, he shall get full pay unless the competent authority has expressly ordered a deduction to be made for the period of suspension as a punishment. In the case of dismissal or removal from service with retrospective effect, no recovery is necessary of the subsistence allowance already paid to him / her.

4.10 Retirement, Extension of Service and Re-employment:-

- (1) *The age of superannuation for all such employees who are recruited and appointed against permanent or temporary posts of the University shall be fifty-eight years. The others shall be governed by the Regulations of the respective parent organisations to which they belong or UGC. The appointing authority shall have power to extend the age of superannuation of the University employees up to sixty years, subject to the following conditions:-*
 - (a) that his services are useful and essential to the University;
 - (b) that work of the employee has been outstanding in the past five years; and
 - (c) that he is found to be medically fit.
- (2) For good and sufficient reasons, the Governing Body shall have the power to re-employ a person retired from the service of the University up to a maximum of two years. The person so re-employed shall be paid salary at the rates decided by the Governing Body based on the merits of the individual case.
- (3) The Governing Body may at its discretion re-employ such of the transferred employees from the State Government service, who retire from the University while on deputation, on superannuation at the age of fifty-eight years or otherwise, for a period of not more than two years at a time, up to a maximum of sixty years of age of the incumbent. The pay and allowances of such re-employed persons shall be as decided by the appointing authority.
- (4) In respect of re-employment of the officers of the University, prior approval of the Governing Body shall be obtained. The pay and allowances of such re-employed persons shall be as decided by the Governing Body.
- (5) No person dismissed from any services shall be eligible for re-employment of any kind in the University.

4.11 Issue of Retirement Notice:-

Six months prior to an employee's attaining the age of superannuation or retirement, a notice shall be sent to him about his impending retirement, by the Registrar or other officers of the University.

4.12 National Pension Scheme (NPS):-

The University shall institute National Pension Scheme for the benefit of the officers and employees of the University as per State Government rules.

4.13 Travelling Allowances:-

- (1) Officers and other employees of the University and other persons who have to travel on University business shall be paid daily and travelling allowances as per the **Bihar Government** Travelling Allowance Rules, as amended from time to time.
- (2) All tours by the employees outside the State shall be authorized by the Vice-Chancellor, on the recommendation of the superior concerned.
- (3) All travel outside India by the Officers and other employees shall be authorized by the Governing Body on the recommendation of the Vice-Chancellor.
- (4) The Chief Finance & Accounts Officer with the approval of the Vice-Chancellor shall issue standing orders relating to the preferring of daily and travelling allowance claims.

4.14 Acceptance of Examiner ship and Remuneration:-

- (1) The period of absence for such work outside the University shall be treated as leave to which he is eligible if he is to receive remuneration; and if he is to receive no remuneration, the absence shall be treated as on duty.
- (2) The Vice-Chancellor may at his discretion grant permission to employees of the University to accept external examiner ship and other specific assignments and to receive fee remuneration.

CHAPTER V: ACADEMIC PROGRAMMES

5.1 Withdrawal of Degrees, Diplomas, etc:-

The Governing Body may on the recommendation of the Standing Committee on Academic Affairs by a resolution passed with a majority of not less than two-thirds of the members present and voting at the meeting, after providing an opportunity for the person concerned to explain his action in person and/or in writing, withdraw a degree, diploma, certificate or other academic distinctions conferred earlier by the University provided that the withdrawal of an Honorary Degree shall be with the concurrence of the Chancellor.

5.2 Deputation for Higher Studies:-

- (a) The University may depute any of its employees for higher studies in India or abroad leading to a certificate, diploma or degree in such subjects for which there are no adequate training facilities in the University. The procedure for selection of candidates for deputation shall be as approved by the Governing Body.
- (b) The employee selected for deputation for higher studies shall be paid his full salary during the period of deputation, the travelling expenses and suitable maintenance allowance.
- (c) The employee selected for the deputation shall execute a bond with the University ensuring successful completion of the course of study and/ or the degree program for which he is to be deputed, failing which he should also execute in the same bond an undertaking to serve the University for a stipulated period of five years on a post assigned to him, on return from deputation.
- (d) The detailed rules for selection and deputation and for execution of bond with the University shall be as approved by the Governing Body.

CHAPTER VI: CONVOCATION

6.1 Convocation for Conferring Degrees:-

- (1) The Convocation of the University shall be held to confer degrees either in person or in absentia ordinarily once in a year. The date shall be notified by the Registrar with the approval of the Vice-Chancellor, the Chancellor and the Visitor.
- (2) The candidates for degrees shall submit to the Controller of Examinations their applications for admission to the Convocation more than 01 day before the last date prescribed. The form of application and the fee payable for admission to Convocation, either in person or in absentia, shall be as prescribed. No person shall be admitted to a Convocation who has not, thus, sent his application to the Controller of Examination.
- (3) The date of Convocation shall be duly notified at least 30 days before the date of Convocation. The last date for the receipt of application by the Controller of Examination shall be at least 15 days before the date of Convocation.
- (4) Any person, who having sent application in his name to the Controller of Examination as a candidate for a degree at a Convocation fails to appear on that occasion, shall pay again the prescribed fee when next he applies for his degree.
- (5) The Visitor, Chancellor, Vice-Chancellor, Deans of Faculties and Members of the Governing Body shall wear the academic robes prescribed for the purpose.
- (6) In the absence of the Visitor, the Chancellor shall preside over the Convocation. In his absence of the Chancellor, the Vice-Chancellor shall preside.
- (7) The presentation of the persons at the Convocation on whom degrees are to be conferred shall be by the Dean of the Faculty or one of the Governing Body Members in the Faculty concerned nominated by the Vice-Chancellor.
- (8) To pass the grace by the academic council.

(9) PROCEEDINGS OF THE CONVOCATION CEREMONY

1. Arrival of Dignitaries
 - a) Arrival of the Chief Guest
 - b) Arrival of Visitor
 - c) Arrival of the Chancellor
2. Donning the Academic Rob
3. Group Photo
4. Academic Procession
 - (i) The Registrar
 - (ii) The members of the Governing Body
 - (iii) The Vice-Chancellor
 - (iv) The Chief Guest
 - (v) The Chancellor

(vi) The Visitor

5. As the procession enters the Convocation Hall, all the graduates and the invitees in the Hall will rise and keep standing.
6. The members of the Governing Body will part and the members on the right go up on the dais by the steps to the right and the members on the left by the steps to the left.
7. The Chief Guest will proceed to his / her seat on the dais.
8. The Vice-Chancellor will proceed to his; / her seat on the dais.
9. The Chancellor will proceed to his / her seat on the dais.
10. The Visitor will proceed to his / her seat on the dais.
11. The Registrar will follow the Chancellor and proceed to his / her seat.
12. After the Chief Guest and the Chancellor take their seats, all others in the Hall will resume their seats and the band stops.
13. Invocation
The Chancellor shall say "INVOCATION"
14. Inviting the Vice-Chancellor to deliver the Welcome Address After Invocation the Chancellor shall say :
"I invite the Vice-Chancellor to deliver the Welcome Address and present the report on the academic achievement of the University"
15. Welcome Address and Report by the Vice-Chancellor.
16. Declaring the Convocation open The Chancellor shall say :
"This Convocation of the GOPAL NARAYAN SINGH UNIVERSITY has been called to confer the degrees in the facilities of Arts, Science, Engineering and Technology, Education and Commerce upon candidates who in the examinations held for the purpose have been certified to be worthy of the same".
17. The Chancellor shall say"
"I invite the Chief Guest.....to deliver the Convocation Address".
18. Presentation of Candidates for conferring Degree and Medals The Chancellor shall say:
"Let the Candidates be now Presented"
The Candidates for the award of degrees will be presented by the respective Dean.
- 21 Administration of the Pledge by the Chancellor
The CHANCELLOR will read out the following pledge and candidates will repeat the same (in standing).
"We shall, in thought word and deed, ever endeavor, to be scrupulously honest, in the discharge of our duties, in our profession, and shall uphold the dignity and integrity of our profession, and the honor of our University.

"We shall uphold, and advance social order, and the well-being of our fellow members, and shall devote all our energy, to promote the unity and integrity, and the secular ideal of our Country".
22. Conferment of the Degrees
The Chancellor shall say (the candidates shall remain standing)
"By virtue of the authority vested in me as Visitor/Chancellor/Vice-Chancellor of the

GOPAL NARAYAN SINGH UNIVERSITY, I admit you to the several degrees in the Faculty of _____ for which you have been presented with, these Diplomas and I authorize you to wear the robes ordained as the insignia of your degree".

The Chancellor resumes the seat then the candidates will resume their seats.

23. Signing the Register of Graduates

The Chancellor shall sign the Record of Degree conferred.

24. Dissolution of the Convocation

As the proceedings conclude, the Chancellor, the Pro-Chancellor, the Chief Guest, the Vice-Chancellor, the members of the Syndicate, the members of the Senate and the Registrar shall rise up and the Chancellor shall say,

"I Dissolve the Convocation"

25. National Anthem

The Chancellor shall then say:

"NATIONAL ANTHEM"

National Anthem will be played by band and all persons in the Hall shall stand up.

26. Return of Procession to the Robing Room: ' The Procession will be in the following order:

- The Visitor
- The Chancellor
- The Chief Guest
- The Vice-Chancellor
- The Members of the Governing Body (in pairs).
- The Registrar

All the Graduates and Guests will stand up till the procession leaves the Convocation Hall.

27. Disrobing

28. Departure of the Chancellor

(10) Academic robes shall be as prescribed below:

(a) CHANCELLOR

A purple tery velvet gown with inner silk lining for body and sleeves, with four inch gold zari for fronts and with six bars in gold zari on sleeves.

(b) PRO-CHANCELLOR

A purple colour velvet gown with inner silk lining for body and sleeves, with four inch gold zari for fronts and with five bars in gold zari on sleeves.

(c) VICE-CHANCELLOR

A purple colour velvet gown with inner silk lining for body and sleeves, with four inch gold zari for fronts and with four bars in gold zari on sleeves.

(d) ACADEMIC ROBE FOR THE CHIEF GUEST

A light blue velvet gown with inner silk lining for body and sleeves, and four inch gold zari for fronts and with two bars on sleeves.

Note: - It is optional to the Chief Guest of the Convocation to wear the prescribed academic robes or the robes that is applicable by virtue of his qualification.

(e) HONORARY DEGREES (HonorisCausa)

(i) DOCTOR OF LAWS (L.L.D.) :

Gown: - A gown made of scarlet silk or stuff with facings of crimson silk.

(ii) DOCTOR OF SCIENCE (D.Sc.) :

Gown:- A scarlet satin silk gown with four-inch silk facings.

(iii) DOCTOR OF LITERATURE (D.Litt.) :

Gown:- A scarlet satin silk gown with four-inch silk facings.

(f) REGISTRAR

A dark blue satin silk gown with two-inch zari border for front and with two bars on sleeves.

(g) MEMBERS OF THE GOVERNING BODY

A white satin silk gown with two-inch zari border for front and with two bars on sleeves.

(h) GRADUATES

Candidates who wear Indian costumes shall wear a white dhoti or trousers, a dark colored coat with a closed collar buttoned up to the neck. All those who wear European costume shall be clothed in dark colored material and stiff collar and tie.

The above shall not apply to Women Candidates.

(i) DOCTORATE

A gown made of white silk or stuff, cut like the Cambridge M.A. Gown

(ii) MASTERS

A gown made of yellow silk or stuff cut like the Cambridge M.A. gown.

(iii) BACHELORS

A gown made of yellow stuff cut like the Cambridge B.A. gown.

The academic robes for the candidates receiving all other degrees and diplomas to be conferred by the University at the Convocation shall be as approved from time to time.

CHAPTER VII: STAFF HOUSING AND STUDENTS HOSTEL

7.1 Staff Housing:-

- (1) (a) The rules for allotment of residential quarters to the University staff and such other outside agencies shall be as approved by the Vice-Chancellor.
 - (b) The Registrar in the University Campus shall be responsible for proper allotment of the quarters and recovery of rent, following the rules therefor.
 - (c) Each occupant shall pay a maximum of 10 per cent of his basic salary as house rent when he occupies any quarters of the University or any other building allotted to him by the University and the allottee is not eligible for house rent allowance.
 - (d) The Registrar shall be responsible for annual repairs, and upkeep of all the residential quarters in the University Campus.
- (2) All the civic amenities such as hospital, dispensary, schools, clubs, shopping centre, guest house, etc., shall be maintained by the Registrar. The rules for management, utilization and service at these centres of civic amenities shall be as approved by the Vice-Chancellor.

7.2 Student's Hostel and Games Facilities:-

- (a) The University shall maintain separate hostels for (i). post-graduate and (ii) women students, and such accommodation for the convenience of day scholars in the University. It shall also maintain hostels for teachers and working women in the University. Hostel for in-service trainees .of different categories shall also be provided for and maintained by the University.
- (b) The Director of Students Welfare assisted by full-time and or part-time wardens shall be responsible for proper arrangements related to boarding and lodging of all categories of persons in the hostels mentioned under clause(a) above and the messes, canteen and cafeteria attached to them. The detailed rules for the purpose shall be as approved by the Vice-Chancellor.
- (c) The Director of Students Welfare assisted by Assistant Director of Physical Education shall be responsible for providing the required facilities and for the conduct of Physical Education, indoor and outdoor games and the related activities. He shall also be responsible for proper maintenance of gymnasias, stadia, field tracks and courts, etc.
- (d) The Director of Students Welfare, assisted by the Wardens, Assistant Director of Physical Education and such other staff and student representatives of the University shall be responsible for proper maintenance of the student discipline in the hostel and messes and their various functions and activities. The detailed rules in this regard shall be as approved by the Vice-Chancellor.

CHAPTER VIII: SCHOLARSHIPS AND MEDALS

8.1 Scholarships:-

The University shall establish and maintain scholarship funds, utilising either the grants made available by the State or Central Government and other agencies, and from its own contributions with the prior approval of the Governing Body. From the Scholarship funds, grants may be made to enrolled students in the form of (a) full scholarship, (b) half-scholarship, (c) free-studentship, and (d) half-free-studentship.

8.2 Medals:-

- (a) At the end of each academic year a Gold Medal shall be awarded to the best graduating student in each of the degree programs; the basis for such an award shall be the overall marks obtained by the student in the degree program.
- (b) No student who has been on probation during the course of study, or of questionable conduct shall be eligible for the award.
- (c) The Gold Medal shall be presented to the candidates at the annual Convocation.
- (d) The procedure for selection of candidates and for the award shall be prescribed by the Vice-Chancellor.

CHAPTER IX: FINANCE

9.1 University Funds:-

- (1) The Chief Finance and Accounts Officer shall receive all money on behalf of the University and shall deposit it in the Scheduled Bank and maintain proper accounts therefore.
- (2) He shall from time to time make available by transfer, necessary funds required by the Heads of Departments and other Units as directed by the Vice-Chancellor.
- (3) The Chief Finance and Accounts Officer shall maintain overall accounts for the University. All the Units who operate Bank Accounts as per Clause (2) of this Regulation shall render necessary monthly accounts to the Finance Officers.
- (4) The Chief Finance and Accounts Officer shall maintain accounts for all repayable advances, Provident Fund, Endowment Funds and other Funds.
- (5) The Chief Finance and Accounts Officer shall authorize payment of Pay and Allowances of all employees of the University and shall maintain detailed records thereof.
- (6) The Chief Finance and Accounts Officer shall arrange for the maintenance of separate accounts for various amounts that do not pertain to the University viz., scholarships received from outside authorities, funds relating to extra-curricular activities of the students, etc. He shall, with the approval of the Vice-Chancellor, authorize any employee of the University to maintain the said accounts.

9.2 Accounts:-

1. The Chief Finance and Accounts Officer shall be responsible for maintaining the accounts under the following broad heads:-
 - (a) Separate heads for each scheme of expenditure, which is eligible for a block grant or a matching grant from Government or other bodies.
 - (b) Separate Heads for each Department or Unit.
 - (c) For such other units as shall be decided by the Finance Officer in consultation with the bodies/ employees concerned.
2. The Chief Finance and Accounts Officer shall issue standing orders for the manner in which the accounts are to be rendered by the various offices and on other matters relating to maintenance of accounts.

9.3 Receipts:-

- (a) All receipts due to the University shall be caused to be remitted direct into the scheduled Bank under the respective heads of accounts of the University.
- (b) The Finance Officers shall authorize any employee of the University to collect the revenue or fees wherever the remittance into the State Bank is not feasible due to specific reasons. In such cases, the authorized employee shall remit the collections of the day, into the Bank on the following working day.
- (c) Grants to the University from the State and Central Governments, UGC and

other agencies shall be received by the Finance Officer and credited into the Bank.

- (d) Tuition, examination and other fees due from the students shall be collected by the respective institutions concerned and remitted into the Bank, under intimation to the Finance officer.

9.4 Budget:-

- (1) The Finance Officer shall prepare the budget estimate for the University and place it before the Vice-Chancellor for getting the approval of the Governing Body. The procedure for collecting the required data and for finalization of the budget proposals shall be as prescribed from time to time.
- (2) If an occasion arises to incur an expenditure not authorized in the annual financial estimate as approved by the Governing Body, the Vice-Chancellor shall authorize incurring of the expenditure if it relates to inevitable items of payments. All such cases shall first be placed before the Finance Committee for its comments and then to the Governing Body for ratification.
- (3) After the close of the financial year the Finance Officer shall prepare a statement of expenditure and savings for placing before the Governing Body by the Vice-Chancellor for getting the ratification of the Governing Body.
- (4) If an excess expenditure under one hand can be met from the savings under another head, the Vice-Chancellor shall permit re-appropriation of funds, on the recommendations of the Finance Officer.
- (5) For incurring an expenditure on new schemes or civil works not contemplated in the financial statement of that year the Finance Officer shall prepare a supplementary statement showing the estimated amount of expenditure to be placed before the Finance Committee and the Governing Body for consideration. However, the initial expenditure on UGC and other schemes financed by outside agencies will be met from the University funds. Wherever the schemes are sanctioned to the University on matching grant basis, such schemes requiring less than Rs. 1 lakh as matching share of the University be implemented by re-appropriation of funds under the authority of the Vice-Chancellor and those requiring more than Rs. 1 lakh be placed before the Governing Body for necessary action.

9.5 Drawl of Money:-

- (1) The authorized employee shall draw bills required for his office establishment, contingencies etc., in the manner prescribed by the University. The following shall be authorized to draw bills for their respective offices: (a) Registrar, (b) Finance Officer (c) Deans, (d) Director of Student Welfare (e) Heads of Departments and (f) such others authorized from time to time.
- (2) At the main campus of the University, the Bank Account shall be operated only by

the Finance Officer/ Registrar or in their absence, an employee authorized by the Vice-Chancellor.

- (3) All bills relating to pay, allowances, contingencies, etc., shall be presented to the Finance Officer or an employee authorized by him, who shall pre-audit the claim and issue the cheques. The authorized employee shall disburse the amount and maintain proper accounts and acquaintances. The authorized employee at other centers shall draw bills subject to post-audit. The Finance Officer shall take such safeguards and checks to ensure that the money drawn at other centers is on proper bills supported by proper sanctions.
- (4) All authorized employees shall prefer claims according to the financial sanctions and powers delegated to them by the competent authority. Each contingent bill should be accompanied by sanction order issued by the competent authority.
- (5) All amounts shall be drawn only after the supplies are received or services rendered. In exceptional cases where the amount is required to be paid in advance, the concurrence of the Finance Officer should be obtained. In such cases, the advance drawn should be adjusted by detailed bills as soon as the supply is received or services are rendered.
- (6) Every authorized employee shall be given a permanent advance for meeting unforeseen and petty expenses for carrying out his duties and responsibilities. The amount of permanent advance shall be fixed by the Vice-Chancellor in consultation with the employee concerned and the Finance Officer.
- (7) The Finance Officer shall issue standing orders regarding preparation of bills, furnishing of certificates, and other procedural matters.

9.6 Delegation of Financial Powers

- (1) The Officers and other employees of the University shall exercise such financial and sanctioning powers as are specified in Appendix-XI and XII subject to the general control of immediate superior and the Vice-Chancellor, provided that the Vice-Chancellor may order that an officer or employee shall not exercise a particular power, or shall exercise the powers with such modification, as he considers necessary.
- (2) The financial powers to be exercised shall be subject to the availability of funds in the budget and to the prescribed rules and procedures.
- (3) The Vice-Chancellor may delegate such powers to an officer or employee and may withdraw the powers so delegated from any such officer or employee, as he deems necessary.

CHAPTER X: MISCELLANEOUS

10.1 Purchase of Stores

- (1) The University shall acquire, purchase and procure stores required for the proper functioning of the University.
- (2) The items relating to stores may be in the nature of:
 - (a) dead-stock;
 - (b) laboratory chemicals including glassware's and hardware's;
 - (c) furniture and other such items;
 - (d) stationery;
 - (e) electrical goods;
 - (f) costly laboratory equipments ;
 - (g) heavy machineries, civil and other operations;
 - (h) light and heavy vehicles including jeep, car, lorry-bus; and
 - (i) Any other items.
- (3) The financial powers for purchase and procurement of the various items listed above are detailed in Appendix-XII.
- (4) The Officers or other employee of the University empowered to purchase or acquire the stores articles shall be responsible acquiring, procuring or purchasing them and for proper accounting and supply, distribution and utilization of the items, in the best interest of the University.
- (5) The detailed procedure for purchase of equipment, dead-stock and consumable stores shall be as per rules prescribed from time to time by the authorities concerned with the approval of the Vice-Chancellor.

10.2 Patent Rights

- (1) Patents for inventions arising out of investigations undertaken at the University on behalf of an external agency may be taken exclusively in the name of the University or jointly in the name of the University and the sponsoring agency, as may be decided by the Vice-Chancellor, whose decision shall be final.
- (2) All rights in respect of any investigations carried out by the University and patents obtained there for excepting those referred to above, shall vest in and is the absolute property of the University. The Governing Body may transfer by way of sale, exchange or' otherwise deal with the rights of the University in such investigations and patents, as it deems fit.
- (3) All the applications for patents in respect of such investigations shall be filled in by the Registrar of the University or jointly by the Registrar and the sponsoring agency in respect of Joint patents. The investigators concerned shall not have any personal rights in respect of patents obtained on the results of their investigations.
- (4) The Governing Body on the recommendations of the Dean of the Faculty and the Vice-Chancellor shall grant a suitable award for outstanding investigation by an

individual or a team of research workers, which attracts patents rights and other financial benefits to the University.

10.3 Removal of difficulties:-

In case any difficulty arises in giving effect to the Provisions of these Regulations, the Governing Body and/or Standing Committee on Academic Affairs may pass such orders as are necessary for the purpose of removing the difficulty, provided such orders are not repugnant to the provisions of the Act and the Statutes.