

CHAPTER III

EMOLUMENTS, TERMS AND CONDITIONS OF SERVICE, ETC. OF OFFICERS OF THE UNIVERSITY, HEADS OF DEPARTMENTS ETC.

1. VICE-CHANCELLOR

Emoluments, terms and conditions of service of the Vice-Chancellor have been prescribed under Statute 2.

2. RECTOR

Ordinances prescribing emoluments and terms and conditions of service of the Rector as laid down under Statute 3(4).

- 2.1** The Rector shall be appointed in the manner laid down by the Statute. He shall not be above 70 years of age.⁹³
The Rector shall be paid a salary and other allowances as approved by the Government of India/University Grants Commission. He shall pay rent of residential accommodation as per University rules.⁹⁴
- 2.2** The Rector shall be entitled to the benefits of the University Provident Fund.
- 2.3** If a person already in the service of the University is appointed as Rector, his service as Rector for the purposes of pension benefits will be treated as continuous till he vacates office as Rector, or, till the date of his retirement under the rules of the University, whichever is earlier.
- 2.4** (i) The Rector shall be entitled to leave on full pay for 1/11th of the period spent on active service.
(ii) In addition to the leave noted in sub-clause (i), the Rector shall be entitled, in case of illness or on account of private affairs, to leave on half pay for a period not exceeding 15 days in a year.

Provided that if a person already in the service of the University is appointed as Rector, he may be allowed to avail himself of any leave at his credit (Privilege leave or Medical leave) before his appointment as Rector, in case of illness or for private affairs.

⁹³ Authority: ECR No. 165 dated 27 October, 2007 and vide Notification No.R/GAD/Amendment in Ord.2.1/45543 dated 23.02.2008

⁹⁴ Authority: ECR No. 119 dated 28 – 30 September, 1991.

3. DIRECTORS⁹⁵

Ordinances prescribing the powers, duties and conditions of service of Directors framed under Statute 3A(3).

- 3.1 The Directors of the Institute of Medical Sciences,⁹⁶ the Institute of Agricultural Sciences, the Institute of Environment and Sustainable Development, the Institute of Sciences and the Institute of Management Studies⁹⁷ shall be a whole time officer of the University and shall receive a special pay of Rs.400/-p.m. in addition to his pay and other admissible allowances in the substantive post subject to a maximum of Rs.....p.m. The Director of the Institute of Medical Sciences shall, in addition, receive the non-practicing allowance admissible to him.
- 3.2 The service conditions of the Director with regard to leave, retirement and other matters shall be regulated by the provisions in the Statutes and Ordinances of the University.
- 3.3 Subject to the superannuation provisions of the University, the Director shall be appointed for a period of five years.

If the Director of the Institute proceeds on leave for a period exceeding one year, the office shall be deemed to have been vacated and another person shall be appointed in accordance with the Statute 3.A and Ordinance 3.3.⁹⁸

- 3.4 The Director shall hold lien on his substantive post and shall after laying down the office, be eligible to continue to serve the University as Professor till his age of superannuation.
- 3.5 Subject to the provisions of the BHU Act, Statutes, Ordinances and directions given by the Executive Council and the Vice-Chancellor from time to time, the powers and duties of the Director subject to the decision of Policy and Planning Committee of the Institute, shall be as follows:
- (a) He shall be responsible for the academic, administrative and financial affairs of the Institute subject to such conditions as may be laid down by the University.
 - (b) He shall, in consultation with the Heads of the Departments, submit annually to the Registrar statement of the staff and other requirements necessary for the University work and for maintaining high efficiency of work in the Institute, together with budget estimates of the Institute.
 - (c) It shall be the duty of the Director to advise the Vice-Chancellor on all matters affecting the financial, administration, extra-curricular

⁹⁵The Executive Council amended the powers, duties and conditions of service of Directors framed under Statute 3A(3) vide its Resolution No. 162 dated 23-25th September, 1987.

⁹⁶ vide Ministry of Education and S.W. letter No. F. 1-17-77-u2 dated February 1978.

⁹⁷ **Vide Ministry of HRD, Deptt. of Higher Education letter No. F.No.1-10/2014-Desk(U) dated December 2, 2105 (ECR no.32 dated 15.03.2012)**

⁹⁸ Authority: ECR No. 137 dated July 8-10, 1991.

activities and discipline and to take such measures as may be needed to effectively implement the decisions of the Vice-Chancellor and of the various bodies of the University.

- (d) It shall be the duty of the Director to –
- (i) supervise all matters, academic and those relating to establishment, preparation of salary bills, maintenance of leave account and service records of employees;
 - (ii) arrange for deputation of teachers and technical staff for training;
 - (iii) supervise admission of students and students' records;
 - (iv) assess future needs for the development of the Institute and for the consolidation of existing facilities;
 - (v) Deleted;⁹⁹
 - (vi) maintain the buildings, equipments and furniture belonging to the Institute;
 - (vii) purchase books, equipments and other materials;
 - (viii) supervise maintenance of records of the Institute;
 - (ix) maintain discipline of the staff and students of the Institute;
 - (x) administer ancillary units, Workshops, Gas House, Hospital, Agriculture Farm, Dairy and Poultry Farm, etc.;
 - (xi) maintain gardens and playgrounds;
 - (xii) administer all students' funds;
 - (xiii) supervise hostel administration and extracurricular activities of the students;
 - (xiv) arrange for advances and loans to the employees;
 - (xv) submit proposals for creation of teaching and non-teaching posts;
 - (xvi) sanction of increments of employees;
 - (xvii) organize tours and excursions of staff and students;
 - (xviii) supervise all matters relating to annual functions; and
 - (xix) such other duties as may be assigned to him by the Vice-Chancellor.

3.6 Policy and Planning Committee for Institutes shall consist of :-

- (a) Director - Chairman
- (b) Dean/Deans
- (c) Heads of Departments
- (d) Coordinators of Schools
- (e) Coordinators of Centre of Excellence (SAP, CAS).

Provided that in special circumstances, the Vice-Chancellor may issue such instructions for constituting Policy and Policy Committees as he considers appropriate to take into account special situations such as super-specialties in Institute of Medical Sciences.

Terms of reference of the Policy and Planning Committee for Institutes shall be:

⁹⁹ Authority: Vide ECR No. 384 dated 2-3rd March 1984.

- (a) taking decisions in all policy matters which affect the long term growth of the Institutes keeping in view the requirements of continuity and stability and steady and consistence development;
- (b) formulating and finalizing Five Year Plans proposals and other development plans;
- (c) coordinating the thrust areas for development and research;
- (d) creating and coordinating common facilities;
- (e) coordinating the examination schedule;
- (f) preparing the Annual Reports, maintaining an up-to-date information regarding the Institutes activities, achievements and other statistical data; and
- (g) taking policy decisions on all matters pertaining to discipline and smooth working of the Institute.

NOTE:- In order to ensure the effective working of the Policy and Planning Committee of the Institutes, all recommendations sent by the Directors with respect to Policy and Planning matters to various functionaries of the University be accompanied by a copy of the Resolution passed by the Policy and Planning Committee concerned in respect of the recommendations made.

Clarification¹⁰⁰:The Directors of the Institutes shall be entitled to be present in the meeting of their parent department subject to their convenience and address the meeting but without a right to vote.

3.6.1¹⁰¹: Governing Body for Institute of Medical Sciences

- a. Chair** - An academic of National eminence in medical sciences

Chairman, Governing Body will be nominated by Vice Chancellor, BHU from amongst a panel of three names suggested by a Committee of Secretary, MHRD, Secretary, MoHFW and Chairman, UGC

b. Members Ex-officio (13)

- (i). Nominee of Ministry of Human Resource Development, not below the rank of Joint Secretary
- (ii). Nominee of Department of Health Research, MoHFW, not below the rank of Joint Secretary

¹⁰⁰ Authority: ECR No. 168 dated August 30-31, 1991.

¹⁰¹ Vide ECR No.49 dated 26.11.2018

- (iii). Nominee of Ministry of AYUSH, not below the rank of Joint Secretary
- (iv). Dean, AIIMS
- (v). Additional/Joint Secretary & FA of the MHRD
- (vi). Director IMS, BHU
- (vii). All Deans of Faculties of IMS, BHU and Principal, Nursing College
- (viii). One Senior most Professor of each Faculty by rotation

c. Eminent Experts (7)

- (i). Field of Medical Education and Research-3
- (ii). Field of non Medical Education and Research-1
- (iii). Field of AYUSH Education and Research-I
- (iv). Field of Nursing Education and Research-1
- (v). Field of Dental Education and Reserch-1

Nominated by Vice-Chancellor, BHU from amongst a panel of names suggested by a Committee of Secretary, MHRD, Secretary, MoHFW and Chairman, UGC

d. Member Secretary

Registrar, BHU or his nominee

The Terms of Reference of the Governing Body of IMS, BHU will be as under:

- (a) Taking decisions in all policy matters which effects the long-term growth of the institute keeping in view of the requirement of continuity and stability and steady and consistent development.
- (b) Formulating and finalising long term plans, midterm plans and short term goals and plans for the institute to make it a world class Institute.
- (c) Co-ordinating the thrust areas for development and research.
- (d) Creating, maintaining, revamping, extending and coordinating common facilities.
- (e) Co-ordinating the instruction and examination schedule and patient care services
- (f) Preparing the Annual Reports, maintaining an up to date information regarding the Institute activities, achievements and other statistical data.
- (g) Preparing the budget of the Institute and approve expenses for various purpose of the Institute and its hospitals. Sanction of funds for various purposes out of the earnings of the Institute and Hospitals.
- (h) Provide for undergraduate and post-graduate teaching in science of Modern Medicine, Ayurveda, Dental Sciences,

(69)

Nursing and other allied sciences (including physical and biological sciences)

- (i) Provide facilities for research in various branches of Medical sciences.
- (j) Provide for the teaching of humanities in the under graduate course by utilizing the resources of concerned faculties of the University.
- (k) Conduct research and experiments in the method of medical education, both under graduate and post-graduate, in order to arrive at satisfactory standards.
- (l) Prescribe courses in curricula for both undergraduate and post graduate studies in accordance with the guidelines of the concerned regulatory bodies.
- (m) Provide for training of teachers for different medical colleges in India.
- (n) Allocate grants received from the Government or gift, donation, bequests and transfer of properties, both movable and immovable, from donor, benefactors, testators of transferors, as the case may be by the University for the Institute.
- (o) Demand and receive such fees and other charges as may be prescribed by Academic Council.
- (p) Construct quarters for the staff of IMS, BHU and hostels for it students/ Residents. Allotment of such quarters will be made as a separate medical pool in accordance with RAAC rules.
- (q) Do all such other acts and things as may be necessary for upliftment, growth and development of the Institute so as to take it to the comparable level to the best in the world.
- (r) Taking policy decision on all matters pertaining to the Institute including discipline and smooth working of the Institute.
- (s) To ensure applicability to service conditions, leave rules, benefits, privileges, perks, research grant etc. to the teacher and staff as are applicable in AIIMS, New Delhi.

4. REGISTRAR

Registrar shall be appointed in the manner prescribed in Statute 4 and perform duties and functions as prescribed in the aforesaid Statute.

5. FINANCE OFFICER¹⁰²

¹⁰² Authority: Executive Council Resolution No. 5 dated 17-18th November, 1985 and vide letter No.F.1.44/85 Desk(U) dated 26th October, 1987 of MHRD (Deptt. of Education).

- 5.1 The Finance Officer shall be appointed in the manner prescribed in Statute 5 and perform duties and functions as prescribed in the aforesaid Statute.
- 5.2 The appointment of the Finance Officer shall be in the grade corresponding to the grade of the Registrar of the University. On the revision of the scale of pay applicable to the post of Registrar, the Finance Officer can also be extended the benefit of identical time scale depending upon the grade pay of the incumbents in their parent Office.

6. CONTROLLER OF EXAMINATIONS

The Controller of Examinations shall be appointed in the manner as prescribed in Statute 5A and perform the duties and functions as prescribed in the aforesaid Statutes.

7. LIBRARIAN

The Librarian shall be appointed in the manner prescribed in Statute 6 and perform duties and functions as per note below:

The Librarian shall be the custodian of the properties of the University Library and shall be the convener of the Library Committee. He shall be a whole-time Officer of the University and shall discharge such functions as the Library Committee might allocate to him. He shall keep a complete record of the proceedings of the various Library Committee meetings and shall within the limits of funds made available, purchase books, journals, magazines and other important work of literary, scientific and artistic nature. He shall enforce and execute such orders of the Executive Council, the Academic Council, the Library Committee and the Vice-Chancellor as might be passed from time to time regarding the management of the Library.

7A. MEDICAL SUPERINTENDENT

The Medical Superintendent shall be appointed in the manner as prescribed in Statute 6A and perform the duties and functions as prescribed in the aforesaid Statute.

8. DEAN OF STUDENTS

The Dean of Students shall be appointed in the manner prescribed in Statute 7.

Ordinances prescribing Duties and Powers of the Dean of Students framed under Statute 7(a)

- 8.1 A (i) There shall be a Dean of Students in the Banaras Hindu University to look after the welfare of the students of the University.
- (ii) The Dean of Students shall, inter alia, arrange for the guidance of, and advice to, the student of the University in matters relating to:-
- (a) securing of admission to the University;
 - (b) proper planning of their lives;
 - (c) methods for the achievement of their objectives including selection of suitable courses of study, recreational and cultural activities and development of good habits.
 - (d) securing of living accommodation;
 - (e) health, nutrition, physical exercises and medical assistance;
 - (f) personal, emotional and other difficulties;
 - (g) securing of scholarships, stipends, financial assistance and part-time employment;
 - (h) securing of travel concessions and facilities for holiday tours and educational excursions;
 - (i) securing facilities of higher studies in this country or abroad;
 - (j) employment;
 - (k) organization of recreational and cultural activities of students as well as of games, sports and athletics.
- (iii) the Dean of Students shall maintain a record of each student from the date of his enrolment in the University to the date of his leaving.
- (iv) the Dean of Students may communicate with the guardians of the students in respect of any matter requiring assistance and cooperation of the guardians.
- (v) the Dean of Students shall report to the Vice-Chancellor cases of students, who require special attention or whose conduct and activities are not in the best interests of the University or who are not likely to profit by their continuance in the University.
- (vi) the Dean of Students shall perform such other duties as may be assigned to him by the Act, the Statutes and the Ordinances or by the Vice-Chancellor.

8.1 B. x x x x x

8.1 C¹⁰³

- (i) The person who is appointed as the Dean of Students shall, during tenure of his part-time office, draw an allowance of Rs.400/-p.m. in addition to his pay and other admissible allowances in his substantive post.

¹⁰³ Authority: ECR No. 360 dated 14th October, 1982 amended vide ECR No. 8 dated April 1-3, 1987.

(72)

- (ii) Subject to his continuing as an employee of the University, the person who is appointed as the Dean of Students, shall, on the expiration of his tenure of office as Dean of Students, resume his duties in the concerned department and shall draw such salary as he would have drawn had he continued to serve in the Department;
- (iii) Subject to his continuing as an employee of the University, a person shall hold the office of the Dean of Students for a term of three years unless earlier relieved of his duties as the Dean of Students by the Executive Council of the University.

Provided that the Executive Council of the University may renew the appointment of a person, as the Dean of Students, for additional term or terms.

PERFORMANCE OF DUTIES

- 8.2 (a) The Dean of Students shall be assisted by:-
- (i) Administrative Wardens;
 - (ii) Wardens;
 - (iii) Health Officer of the University;
 - (iv) Medical Officer of the University;
 - (v) Banaras Hindu University Students' Welfare Centre and its constituent bodies;
- in the performance of his duties in connection with the Welfare of the Students.
- (b) The Dean of Students shall report all cases of failure on the part of the aforesaid officer to cooperate with him to the Rector/VC who shall take such action as he may deem fit and proper;
Provided that Rector/VC shall not take any action to the prejudice of the Officer concerned nor shall he place such report on record unless the officer concerned has been given an opportunity of being heard.

8.3 x x x x

9. CHIEF PROCTOR

The Chief Proctor shall be appointed in the manner prescribed in Statute 8.

POWERS AND DUTIES OF THE CHIEF PROCTOR

- 9.1 The Chief Proctor shall be an Officer of the University responsible for the discipline of the students outside the premises of the College/Institute/Faculties/Hostel and the University. He shall be assisted in the discharge of his duties by one or more Proctors appointed by the University.

- 9.2¹⁰⁴ The person who is appointed as Chief Proctor shall, during the tenure of his office, draw an allowance of Rs.400/-per month in addition to his pay and other admissible allowances in his substantive posts.
- 9.3 the Chief Proctor shall make enquiries in all cases of indiscipline of the students outside the College/Institute/ Faculty and Hostel premises and on securing suitable documentary evidences, shall take such disciplinary actions as he may feel necessary subject to the over-all control and orders of the Vice-Chancellor.
- 9.4 He shall have the authority to fine the students to the extent of Rs.25/-. In cases where a stricter action may be called for, he shall refer such cases to the higher Officers with his recommendations for final orders.
- 9.5 The Chief Proctor shall have the authority to question any student of the University on any matter affecting his College/Institute/Faculty or Private life and shall be supplied with all the information by the student concerned.
- 9.6 It shall be the duty of the Chief Proctor to see that the orders of the Officers of the University and of the various authorities are strictly followed by the students. Any breach of discipline shall be reported to the Vice-Chancellor for immediate attention.
- 9.7 He shall be the ex-officio member of all Committees managing University functions and shall be entrusted with the task of taking such measures as may be necessary at these functions to ensure the dignity and decorum of the functions organized by the University.
- 9.8 He shall be the ex-officio member of the Executive Committee of the City Delegacy Unions and shall supervise their activities so as to bring about uniformity in the utilization of the University funds for the maximum advantage of the members of the Delegacy.

10. DEANS OF FACULTIES

- 10.1¹⁰⁵ The Dean of Faculties shall be appointed in the manner prescribed in Statute 9 and perform the duties and functions as prescribed in the aforesaid Statute and subject to the decision of Policy and Planning Committee of the Faculty.

The teacher next junior to the Dean would hold current charge when the regular Dean is on leave or is away from the station on official/non-official business. In the event of the next junior being an Associate Professor as no Professor is available, the Associate Professor shall act as the Dean until such time a Professor is available.

¹⁰⁴ Authority: ECR No. 360 dated 14th October, 1982 amended vide ECR No. 8 dated April 1-3, 1987.

¹⁰⁵ Vide ECR No. 162 dated April 30- May 1, 1996.

(74)

Provided that if the person appointed as Dean, absents himself on leave including vacation/holidays or otherwise for a period of three months or more, the Office of the Dean shall be deemed to have been vacated and another person shall be appointed to the Office in accordance with the Statute.¹⁰⁶

10.2 Policy and Planning Committee for Faculties shall consist of:-

- (a) For multi-Department Faculty:
 - (i) The present Dean (Chairman)
 - (ii) The past Dean preceding the present Dean
 - (iii) Teacher likely to be appointed as the next Dean,
 - (iv) The Heads of Departments.
 - (v) Coordinators of Centres of Excellence (SAP, CAS)¹⁰⁷
- (b) For single Department Faculty:
 - (i) The Present Dean (Chairman)
 - (ii) The past Dean preceding the present Dean
 - (iii) The teacher likely to be appointed as the next Dean,
 - (iv) Two senior-most teachers of the Faculty.
 - (v) Coordinators of Centres of Excellence (SAP, CAS)

The Policy and Planning Committee for the Faculty shall consist of a minimum of five members. In case of Faculties where the membership is less than five, the Dean shall nominate member(s) of the staff of the Faculty, in order of seniority, to bring the number of membership to five.

Provided that in special circumstance the Vice-Chancellor may issue such instructions for constituting Policy and Planning Committee as he considers appropriate to take into account special situations such as super-specialties in Institute of Medical Sciences.

Terms of reference of the Policy and Planning Committee for Faculties shall be:-

- (a) taking decisions in all policy matters which effect the long term growth of the Faculty keeping in view the requirements of continuity and stability and steady and consistent development;
- (b) formulating and finalizing Five Year Plan proposals and other development plans;
- (c) coordinating the thrust areas for development and research;
- (d) creating and coordinating common facilities;
- (e) coordinating the examination schedule;

¹⁰⁶ Vide ECR No. 162 dated April 30- May 1, 1996.

¹⁰⁷ Authority: ECR No. 69 dated August 17-18, 1994.

- (f) preparing the Annual Reports, maintaining an up-to-date information regarding the Faculty activities, achievements and other statistical data; and
- (g) taking policy decisions on all matters pertaining to discipline and smooth working of the Faculty.

NOTE: In order to ensure the effective working of the Policy and Planning Committee of the Faculties, all recommendations sent by the Deans with respect to Policy and Planning matters the various functionaries of the University be accompanied by a copy of the Resolution passed by the Policy and Planning Committee concerned in respect of the recommendations made.

11. HEADS OF DEPARTMENTS

Ordinances prescribing terms, conditions and duties of the Heads of the Departments

- 11.1¹⁰⁸ The person appointed as the Head of the Department shall hold office for a term of three years or for shorter period as may be specified in the order of his appointment.

Provided that if a Head of the Department proceeds on leave for a period exceeding three months, except on Maternity Leave, the office of the Head of the Department shall be deemed to have been vacated by him/her and another person shall be appointed to the office in accordance with provisions under Statute 25(4).

In the case of a Head proceeding on Maternity Leave, the charge of the office of the Head of the Department shall be with the Dean of the Faculty/the next senior Professor or Associate Professor of the Department as the case may be during the period of such Maternity Leave. The regular Head will resume the Headship on her return from the Maternity Leave and complete her term of Headship.

- 11.2 The Head of the Department shall manage his department subject to the general authority and direction of the Director of the Institute/ Dean of the Faculty and the overall control of the Vice-Chancellor and the Executive Council.
- 11.3 Subject to the provision of the BHU Act, Statutes and Ordinances, the Head of the Department shall be responsible for the organization of teaching and research in his department.
- 11.4 The Head of the Department shall ordinarily perform his duties in consultation with a Departmental Council which shall consist of all permanent teachers in the Department and such other permanent teachers who have been appointed to teach the subject in the Women's College,

¹⁰⁸ Vide ECR No. 48 dated November 26, 2018.

(76)

Evening College and other colleges maintained by the University. The Departmental Council may also include Honorary Professors and teachers appointed under the special assistance programme. The Head of the Department shall have power to delegate and distribute the administrative and academic functions amongst the members of the staff of the Department.

11.5 Without prejudice to the generality of the foregoing it shall be the duty of the Head of the Department to:

- (i) conduct all affairs – academic, administrative and financial-relating to the Department;
- (ii) maintain the minutes of the Departmental Council;
- (iii) arrange for the proper upkeep and maintenance of the Laboratories equipments, Library, Museum etc. of the Department;
- (iv) control the examinations that are conducted at the Departmental level and make all arrangement necessary therefore;
- (v) ensure discipline among the members of the staff and students in the department;
- (vi) forward to the Dean by a specified date at the beginning of the academic session, a statement showing the arrangements for the allocation of hours, classes and lectures among the various subjects and teachers in his department;
- (vii) take effective measures to implement the decisions of the various authorities of the University, and of the Vice-Chancellor;
- (viii) perform such other duties as may be prescribed by the Statutes, the Ordinances and Regulations;
- (ix) shall exercise such other powers and perform such other functions and duties as may be assigned to him from time to time by the appropriate authorities.

11A. POLICY AND PLANNING COMMITTEE¹⁰⁹

- (1) The Policy and Planning Committee (PPC) shall consist of:
 - (a) For a large department (containing ten or more teachers):
 - (i) Two senior most teachers of the Department;
 - (ii) The present Head of the Department (Convener)
 - (iii) The past Head of the Department, preceding the present Head;
 - (iv) The teacher likely to be appointed as the next Head; after the expiry of the terms of the present Head;
 - (b) For a small department (containing less than ten teachers):
 - (i) The past Head of the Department, preceding the present Head;
 - (ii) The present Head of the Department (Convener)
 - (iii) The teacher likely to be appointed as the next Head after the expiry of the term of the present Head.

¹⁰⁹ Authority: ECR No. 6 dated April 6-8, 1986. **Executive Council vide its Resolution no.179 dated June 23, 2010**

NOTE 1: The programme Coordinator of Centre of Advanced Study/Special Assistance Programme etc., be included in the PPC.

NOTE 2: Whenever the required number of teachers for filling the composition of the Policy & Planning Committee is not available or on account of non eligibility, the Vice-Chancellor may nominate any teacher of the Faculty.

NOTE 3¹¹⁰: For the Departments as specified at (a) and (b) above – Institute of Medical Sciences shall have representation to super-specialties.

- (2) The Head of the Department shall consult the “PPC” and take action only after the decisions are taken by the “PPC”.
- (3) The terms of reference of the PPC shall be:
 - (a) taking decisions in all policy matters which effect the long-term growth of the Department keeping in view the requirements of continuity and stability and steady and consistent development;
 - (b) formulating and finalizing five-year plan proposals and other development plans;
 - (c) selecting thrust areas for development and for research;
 - (d) formulating the qualifications for the posts to be advertised including specifying the specializations, if any;
 - (e) recommending a list of experts to the Vice-Chancellor who may place the same before the Executive Council;
 - (f) finalizing the equipment to be purchased out of capital grants and their allotment to different laboratories in the Department;
 - (g) preparing the Annual Report, maintaining an up-to-date information regarding the departmental activities, achievements and other statistical data; and
 - (h) taking policy decisions on all matters pertaining to discipline and smooth working of the department.

NOTE¹¹¹: In order to ensure the effective working of the Policy and Planning Committee of the Departments all recommendations sent by the Heads of the Departments with respect to Policy and Planning matters to various functionaries of the University be accompanied by a copy of the Resolution passed by the Policy and Planning Committee concerned in respect of recommendations made.

Clarifications:

¹¹⁰ Vide ECR No. 29 dated April 1-3, 1987 and ECR No. 231 dated December 5, 1987

¹¹¹ Vide ECR No. 29 dated April 1-3, 1987 and ECR No. 231 dated December 5, 1987

The Policy and Planning Committee consist of two senior-most teachers of the Department. The two senior-most means the two Professors at the top of the Professorial seniority list of the Department. In respect of the small Department where the strength of the Department is two or three, i.e. Professor, Associate Professor and Assistant Professor and where an Assistant Professor cannot be appointed head in such a situation all the teachers of the Department may be associated with the Policy and Planning Committee. Similarly where there are only two Professors in a Department, the Headship naturally will rotate amongst the Professors. In such a situation the senior-most Associate Professor may also be included in the Policy and Planning Committee.

12.¹¹² EMERITUS PROFESSOR

12. The University may confer the title of 'Professor Emeritus' on such of its retiring Professor having an authoritative standing in the field and whose long and distinguished service has added luster to the University.

Selection:

- (1) Proposals for conferment of such a title may emanate from the Vice-Chancellor/ Departmental Council and/or Academic Council but the final selection shall be made by the Executive Council, who
- (i) will consult his senior colleagues in the relevant field within the University/outside; and
 - (ii) will obtain the views of the Consultative Committee constituted for the purpose and will place their views/observations/recommendations in writing before the Executive Council.

(2) The Consultative Committee:

A Committee consisting of the Vice-Chancellor as Chairman and two persons of eminence in the relevant field (to be nominated by the Vice-Chancellor from the panel approved by the Executive Council) as members, consider the names suggested for Emeritus Professorship and make recommendations to the Executive Council in this regard.

The Consultative Committee will make its recommendation based on the following criteria:

¹¹² Authority: ECR No. 172 dated 23-25th September, 1987, ECR No. 233 dated 5th December, 1987 and ECR No. 9 dated 21-23rd April, 1988. **ECR No. 14 dated December 07, 2019.**

(79)

1. The Emeritus/Distinguished Professorship should be, conferred only on a, select few highly acclaimed academicians.
2. He/She should have consistent publications in highly reputed journals/publishing houses.
3. He/She should have published authored book(s) from reputed publishing houses.
4. He/She should have got patents/copyrights or developed crop varieties/new technologies/drugs/procedures/methods of treatment etc.
5. He/She should have supervised Ph.D. students in recent past.
6. He/She should have got national or international recognition.
7. He/She should be a good teacher and should have contributed to the development of innovative methods of teaching and updation of course curricula.
8. Any other accomplishments which has made an impact in field of education/research.

Functions:

- (1) The Professor Emeritus will be free to do academic work in the Department to which he/she is attached and for which adequate facilities will be provided by the Department concerned.
- (2) He/She may deliver special lectures, run special refresher courses and helps research students and members of faculty as necessary.
- (3) He/She may take research projects sponsored by various funding agencies and associate with him/her the faculty for collaborating in the project. No routine functions relating to management and accounting of funds will, however, be carried out by him/her. These functions shall be performed by a Co-Investigator, who is a regular employee of the University.
- (4) He/She may help the Department/Faculty as a guide and philosopher in its various activities and development programmes but will not be a regular member of any statutory bodies of the Department/Faculty/ University.
- (5) Each Emeritus Professor should submit a yearly report on his/her work and accomplishments during the year duly forwarded by the Head of the department to the Vice-Chancellor. This report shall form part of the Annual Report of the University.
- (6) Each Emeritus Professor should deliver a public lecture on his/her work every year.

Privileges:

- (1) A Professor Emeritus will not draw any salary from the University funds. He/She will be paid a fixed honorarium of Rs.50,000/- p.m. and the contingency of Rs.80,000/- per annum.

- (1a) If the Emeritus Professor is having a Project or assignment from any funding agency having a provision of honorarium and contingency, the total honorarium and contingency (including the amount payable in the project) payable from the University should be limited to Rs. 50,000/-p.m. and Rs.80,000/- per annum respectively or the honorarium and contingency payable in the project whichever is higher.
- (2) He/She will be treated as an 'honoured' member of the department and appropriate facilities (such as furnished office space, and secretarial support etc.) as necessary of his professional work shall be provided by the University as for other Professors.
- (3) He/She may also be extended adequate Library and Laboratory facilities for proper pursuance of his/her academic pursuits.
- (4) The tenure of appointment as Emeritus Professor shall be up to the age of 70 years.
- (5) The Emeritus Professor should be invited to deliver lectures and share courses in the discipline jointly with other permanent teachers of the Department.
- (6) Teacher appointed as Emeritus Professor may be permitted by the Vice-Chancellor to retain the quarter depending upon the availability of residential quarters on the campus. This permission will be given on year to year basis but not beyond the age of 70 years.
- (7) An Emeritus Professor will not be saddled with administrative duties.
- (8) An Emeritus Professor may apply for research schemes as Investigator, and without a Co-Investigator, if he/she so wishes. The papers dealing with financial matters may be processed through the Head of the Department in such cases.
- (9) The Vice-Chancellor may forward a project proposal from an Emeritus Professor without Co-Investigator, and further spell out appropriate procedure for administrative and financial responsibility in such cases.
- (10) Emeritus Professor shall participate in the meeting of Academic Council, Teachers Council, DRC/SRC, faculty RDCU as special invitee.
- (11) The Scheme of the Emeritus Professorship be limited to only 20 **Emeritus Professor at any point of time** and out of these 20 the housing facilities be limited to only 10 Emeritus Professors if permitted by the Vice-Chancellor.
- (13) Besides the above an extra ordinary Distinguished Scholar can be designated as life-long Distinguished Scholar/Professor as per decision of the Executive Council.
- (14) The Emeritus Professor may register Students for Ph.D. as per provisions contained in the Ordinance governing the award of the degree of Doctor of Philosophy/Vidyavaridhi of Banaras Hindu University approved vide ECR No.338 dated October 11, 2004.

Note: The Scheme will be notified twice in a year for inviting applications for such positions.

**SCHEME OF CONFERMENT OF STATUS OF LIFE LONG
DISTINGUISHED SCHOLAR/PROFESSOR UNDER ORDINANCE 12.**

1. PREAMBLE

A retired Professor or Eminent Academic of repute of any University/Research/Academic Organization having an authoritative standing in the field and whose long and distinguished service has added luster to the University/Organization may, on the recommendations of the Vice-Chancellor, be selected by the Executive Council for the conferment of status and appointment as Life Long Distinguished Scholar/Professor under the provision contained in Ordinance 12. On conferment of said status, by the Executive Council, under this scheme, such Distinguished Scholars would be titled as 'Distinguished Professor' of Banaras Hindu University. The terms and conditions and procedure of selection shall be as provided in this scheme.

2. SELECTION

The conferment of life-long distinguished professorship by the Banaras Hindu University shall be done only on such scholars who have earned national/global recognition with their distinguished work. Active Academics/Researchers of such repute, who are performance oriented (writing books, writing essays, comments etc.) and have potential to contribute to the academic environment of the University shall be eligible for conferment of said status under the scheme. The procedure of selection of scholars for award of the said status shall be as follows:

- a) There shall be no age bar for consideration of life-long Distinguished scholarship of the university.
- b) Proposals (that meet the aforesaid broad selection parameters) for conferment of such a title, may emanate from the PPC of the concerned Department.
- c) Notwithstanding the provision at para 2(b) above the Vice-Chancellor may place the proposal of conferment of said status on an acclaimed academic/researcher along with his views on its merit before the Executive Council for consideration.

d) The Consultative Committee:

A Committee consisting of the Vice-Chancellor as Chairman and two persons of eminence in the relevant field (to be nominated by the Vice-Chancellor from the panel approved by the Executive Council) as members, consider the names suggested for Distinguished

Professorship and make recommendations to the Executive Council in this regard.

The Consultative Committee will make its recommendation based on the following criteria:

1. The Distinguished Professorship should be conferred only on a select few highly acclaimed academicians.
2. He/She should have consistent publications in highly reputed journals/publishing houses.
3. He/She should have published authored book(s) from reputed publishing houses.
4. He/She should have got patents/copyrights or developed crop varieties/new technologies/drugs/procedures/ methods of treatment etc.
5. He/She should have supervised Ph.D. students in recent past.
6. He/She should have got national or international recognition.
7. He/She should be a good teacher and should have contributed to the development of innovative methods of teaching and updation of course curricula.
8. Any other accomplishments which has made an impact in field of education/research.

3. FUNCTIONS

The Distinguished Professor would function as guide, philosopher and mentor for the department. With that in view, the Distinguished Professor of Banaras Hindu University shall be invited on the campus, from time to time, for the following illustrative broad functions:

- a. Delivering special lectures for the students/faculty members.
- b. Conducting specialized short term refresher courses and to help research students and members of faculty.
- c. Guiding to shape the existing course curricula to make it contemporary and contextual.
- d. Aiding conceptualization of new research areas and development of research projects in that line.
- e. Submitting joint research project proposals with a regular faculty of the university as Co-Investigator. However, the administrative and financial responsibilities in such projects would rest with the co-investigator from the university.
- f. Extending need based guidance in the relevant field, as well as,
- g. Extending guidance in other matters of the University, where required.
- h. Each Distinguished Professor should submit a yearly report on his/her work and accomplishments during the year duly forwarded by the Head of the department to the Vice-Chancellor. This report shall form part of the Annual Report of the University.
- i. Each Distinguished Professor should deliver a public lecture on his/her work every year.

Notwithstanding anything contained above, the Distinguished Professor will not be saddled with administrative duties.

4. PRIVILEGES

- i. A Distinguished Professor will be treated as an 'honored' member of the department and appropriate facilities for discharge of his functions shall be extended to him/her by the concerned department of the University.
- ii. He/she may also be extended adequate Library facilities for proper pursuance of his/her academic pursuits. However, the issue of provision of need based laboratory facilities shall be decided at the department level.
- iii. A Distinguished Professor who is invited to the Campus from outside shall be entitled for payment of TA, Guest House accommodation, local hospitality and sitting fee (as applicable for a high power Committee of the University) for the days he/she spends on the campus. Apart from this there would not be any other financial commitment on the part of the University.
- iv. If a Distinguished Professor is having a joint Project or assignment from any funding agency having a provision of honorarium and contingency, the same shall be payable to him/her. He shall not be paid any salary from the University funds.
- v. Distinguished Professor shall be provided with routine medical facilities at the SS Hospital of the University free of charge in case of exigencies during his/her visit on the campus.
- vi. Teachers of the University, appointed as Distinguished Professor, in occupation of residential accommodation in the campus shall not be eligible to retain the accommodation.

Note: The Scheme will be notified twice in a year for inviting applications for such positions.

13. VISITING PROFESSOR

The terms and conditions on which a Visiting Professor may be invited are prescribed by the following Ordinances under Statute 40(2).

- (a) The Visiting Professor shall be entitled to an allowance or honorarium for the period for which he is invited to deliver lectures.
- (b) The amount of allowance or honorarium shall be recommended by the Academic Council.
- (c) He may be provided with free residential accommodation in the campus of the University for the period for which he is invited. Visiting Professors from abroad invited by the University will be provided with

furnished accommodation and the furniture in the residence as per the list detailed in Chapter VIII-item 44.

- (d) He will be given medical aid on the same terms as other employees of the University.

Note¹¹³: A scholar of eminence who has acquired distinction in the field of scholarship and published work of merit or has attained professional eminence to his credit may, on the recommendation of the Vice-Chancellor supported with reasons, be invited by the Academic Council to deliver lectures in the University for a specified period on terms and conditions as noted below:-

- (a) A Professor having served the Banaras Hindu University shall not be appointed as Visiting Professor.
- (b) The period of appointment will be for 1-2 years. Ordinarily, the appointment will be made for one year only. None shall be appointed for a period of less than three months. Persons appointed as Visiting Professor shall not be re-appointed.
- (c) A person appointed as Visiting Professor may be paid an honorarium of Rs.2500/-per month.
- (d) A person appointed as Visiting Professor from outside the country may be paid an honorarium of Rs.3000/-p.m.
- (e) Persons already working in an Indian University or an Institution who are appointed as Visiting Professor be paid an honorarium which will be determined on the basis of the last salary drawn plus 20% of the basic pay provided the two together do not exceed the maximum of the scale of a Professor in the University.
- (f) He/She may be provided free residential accommodation in the University whenever he/she is invited.
- (g) If a superannuated person is appointed as Visiting Professor the honorarium payable to him shall not exceed the maximum of a Professor's salary including his pension amount.

Procedure:

- (a) Without prejudice to the rights of the Vice-Chancellor all requests for inviting *Honorary Professor or Visiting Professors* shall be made by the Department and routed through the Dean/ Director of the Faculty/Institute concerned.
- (b) The Registrar (Academic) shall place these requests before the Vice-Chancellor and the Academic Council or before its Steering Committee at its next meeting
- (c) If the Academic Council or its Steering Committee decides to invite a scholar for such period as it deems fit (not exceeding the duration mentioned in the Ordinances) it shall make its recommendations to the Executive Council which shall approve the proposal. In case the

¹¹³ Vide ECR 5 dated 4-5 April, 1981

Executive Council differs in its view, it shall refer the matter to the Academic Council for reconsideration.

Provided that the Vice-Chancellor may be in anticipation of the approval of the Executive Council take necessary action in appropriate cases.

Functions:

The following shall be the functions of the Visiting Professors:

- (a) to deliver a course of lectures on a subject in which he has specialized;
- (b) to conduct seminars and participate in the discussions;
- (c) to offer advice or guidance to research scholars and the members of the Faculty;
- (d) to assist the University in a manner so as to strengthen its activities in the field of his specialization.

In this connection UGC guidelines for appointment of Visiting professor is quoted below:

1. A Visiting Professor should be an eminent scholar in his/her field. Generally a person who has held or is holding the post of Professor or a person who has achieved distinction outside the university sector, should be considered for appointment as Visiting Professor.
2. The maximum tenure of appointment of Visiting Professor is two years and the minimum not less than three months. The university may appoint a person up to the age of 70 years as a Visiting Professor.
3. A Professor should not be appointed as a Visiting Professor in the same university in which he/she holds a post immediately before or after superannuation benefits.
4. If a superannuated person is appointed as a Visiting Professor, the honorarium payable should not exceed Rs.10,000/- p.m. excluding any superannuation benefits.
5. A person appointed as Visiting Professor from outside the country may be paid an honorarium of up to Rs.12,000/-p.m.
6. In case a person, already serving in an Indian University is appointed as Visiting Professor, the honorarium payable should be determined on the basis of salary plus 10% of the basic pay plus dearness allowance, and other allowances, if any admissible (except conveyance allowance if any) as per the rates of the parent university. The receiving university would also contribute towards pensionary benefits or CPF/GPF as per usual rules.

(86)

7. It is expected that when a serving person is appointed as Visiting Professor the parent university would give him/her duty leave without pay.
8. If a person working abroad on a permanent basis is invited as a Visiting Professor, the university may meet the cost of international air travel from its own resources. Visiting Professor may be paid travel expenses within India in accordance with the rules of the university.
9. Guest House accommodation is expected to be provided free of charge by the host university but food charges would be paid for by the Visiting Professor.

13A. Visiting Fellow¹¹⁴

A Visiting Fellow should be a scholar of eminence in his/her subject. Superannuated persons upto the age of 70 years may also be considered for appointment as Visiting Fellow. The minimum tenure of a Visiting Fellow should not be less than a week and the maximum upto three months.

- a) The Visiting Fellow may be paid daily allowance not exceeding Rs.400/- per day for visits upto one month. For visits beyond one month the rate may be as In the case of Visiting Professor.
- b) Travel expenses in accordance with the rules of the University
- c) It is expected that the parent institution will grant to the Visiting Fellow academic leave with pay and allowances as usual for the duration of the appointment as Visiting Fellow.
- d) The host University would provide accommodation to the Visiting Fellow in the University Guest House free of charge; but the food would be paid for by the Visiting Fellow.
- e) The same person may not be invited as Visiting Fellow more than once in a year In the same University, but the period of 3 months can be split up as desired by the University within the period of one year.
- f) Visiting Fellows are entitled for causal leave on prorata basis in addition to gazetted holidays (UGC letter No. F.15-10)190(81/US-I) dated 15.7.93 approved by the then Rector)

14. TEACHING AND ADMINISTRATIVE POSTS

¹¹⁴ Vide letter no.RAc/Adm./Visiting Fellow-Revised Hon./13336 dated 02.11.2015

Appointment of Professors, Associate Professors and Assistant Professors of the University shall be made by the Executive Council on the recommendation of the duly constituted Selection Committee vide Statute 27.

14A. PRINCIPAL MAHILA MAHAVIDYALAYA¹¹⁵

1. The Principal, Mahila Mahavidyalaya, shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor from amongst the Professors in the Mahila Mahavidyalaya.
2. When the office of the Principal is vacant or when the Principal is, by reasons of illness or absence for any other cause, unable to perform the duties of the office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
3. The person appointed as the Principal shall hold office for a term of five years or for a shorter period as may be specified in the order of her appointment.
4. The Principal shall be paid allowance at par with the Directors of the Institutes.

14.1. APPOINTMENT AND CAREER ADVANCEMENT OF ASSISTANT PROFESSORS, ASSOCIATE PROFESSORS AND PROFESSORS OF THE UNIVERSITY¹¹⁶

- A. The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down in Clause 6.3. of these Regulations.

14.1.1 Short Title and Commencement:

- (i) This Ordinance may be called the Banaras Hindu University Appointment and Career Advancement Scheme – 2000 for the Assistant Professors, Associate Professors and Professors of the University.
- (ii) It shall come into force with immediate effect.

14.1.2 Extent of Application:

This Ordinance shall apply to Assistant Professors, Associate Professors and Professors of the University.

14.1.3 Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

¹¹⁵ Authority: ECR No. 41 dated May 6-7, 1989 & ECR No. 61 dated July 30-31, 1989.

¹¹⁶ Authority: ECR No. 99 dated May 29, 2000 corrected vide ECR No. 100 dated June 18, 2000.

An Assistant Professor will be eligible for placement in the Senior Scale through a procedure of selection, if she/he has:

Eligibility:

- i) An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc. and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course and satisfies the following conditions:
- ii) Attended one Orientation course of 21 days duration on teaching methodology;
- iii) Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and
- iv) Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Appendix II, Table 1), and;
- ii) The promotion is recommended by the screening-cum evaluation committee.

14.1.4 Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12):

Eligibility:

- i) Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale.
- ii) A Ph.D. Degree in the subject relevant/allied/relevant discipline.
- iii) Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days)

(89)

duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/contribution towards conduct of a MOOCs course during the period of assessment.

- iv) Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) The teacher gets a ‘satisfactory’ or ‘good’ grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and;
- ii) The promotion is recommended by the Screening-cum-evaluation committee.

14.1.5 Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

- i) Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.
- ii) A Ph.D Degree in the subject concerned/allied/relevant discipline.
- iii) Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with ecertification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.
- iv) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- v) Evidence of having guided at least one Ph.D. candidate.

CAS Promotion Criteria:

A teacher shall be promoted if;

(90)

- i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Appendix II, Table 1, and has a research score of at least 70 as per Appendix II, Table 2.
- ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

14.1.6 Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Eligibility:

- i) An Associate Professor who has completed three years of service in Academic Level 13 A.
- ii) A Ph.D degree in the subject concerned/allied/relevant discipline.
- iii) A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.
- iv) Evidence of having successfully guided doctoral candidate.
- v) A minimum of 110 Research Score as per Appendix II, Table 2.

CAS Promotion Criteria:

A teacher shall be promoted if;

- i) He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1, and at least 110 research score, as per Appendix II, Table 2.
- ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

14.1.7 Professor (Academic Level 14) to Senior Professor (Academic Level 15)

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favourable review from three eminent subject-experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted in accordance with these Regulations.

Eligibility:

- i) Ten years' experience as a Professor.
- ii) A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded

to two candidates under his/her supervision during the assessment period.

The requirement for Orientation course and Refresher course for promotions due under the CAS shall not be mandatory upto 31st December, 2018.

14.1.8 Process of selection for direct recruitment and promotion:

- (i) The process of selection for direct recruitment and promotion shall be by the same Selection Committee for each category as prescribed under Statute 27(1).
- (ii) The process of selection in both the aforesaid cases shall involve-inviting the bio-data and reprints of three major publications (in case of promotion to the post of Professor, out of three major publications one could be a book or research report) and getting them assessed, before interview, by the same external experts who will be invited to interview the candidate. The assessment report shall be placed before the Selection Committee.
- (iii) Wherever the requirement of Orientation/Refresher Course has remain in complete, the promotion would not be held up but these must be completed by December, 2000.
- (iv) Cases entailing hardship on any account shall be placed before the Executive council.

15. ADMINISTRATIVE WARDENS

**PRINCIPALS/DIRECTORS/DEANS AS INCHARGE OF THE HOSTEL
ADMINISTRATION**

- 15.1 The Principal of the College/Directors of the Institutes/Deans of the Faculties shall be the administrative heads of the concerned hostels and shall be assisted by an administrative warden in the performance of duty entrusted to them under the relevant Statutes and Ordinances of the University or by the Vice-Chancellor; this duty may include amongst the:
- (a) general administration, supervision and control of the concerned hostels.
 - (b) Assignment, in the beginning of each academic year (or at such time or times as may be necessary) of duties, such as the supervision of Blocks; of matters connected with hostel, approved lodge and delegacy Unions, management of messes, work of the paid employees and purchase of materials; and of all other activities associated with the concerned hostel.

- (c) Assignment of Blocks to such students as have been admitted in the Hostel by the Principal of College/Directors of Institutes/ Deans of Faculties concerned;
 - (d) Discipline and activities of students residing in the concerned hostels
- 15.2 The Principal/ Directors/ Deans of the Colleges/ Institutes/ Faculties concerned shall nominate from amongst the Wardens of the Hostel, the Treasurer of the Hostel Students' Union and such Treasurer shall operate upon the funds of the said students Union.
- 15.3 The Principal of the College/Directors of Institutes/Deans of the Faculties concerned shall have the power to veto, prohibit or annul such proceedings of the concerned Students' Unions as are inconsistent with the byelaws of the Union or are inconsistent with the rules of discipline of the University or are detrimental to the interests of the University.
- 15.4 The Principal of the College/Directors of Institutes/ Deans of Faculties shall report to the Guardian, Dean of the Faculty concerned, the Chief Proctor, the Chief Medical Officer, and the Dean of Students, all cases of misbehaviour, indiscipline and illness requiring Hospitalisation of students residing in his hostel, as the case may be.
- 15.5 The Principal of the College/Directors of Institutes/ Deans of Faculties who will be incharge of the hostel shall have the power to inflict fines upto Rs.25/- and shall exercise such other powers as may be conferred on him by relevant Statutes and Ordinances and by the Vice-Chancellor.
- 15.6 The Vice-Chancellor shall, on the recommendations of the Dean of the Students, and the Rector appoint for a period of three years a teacher of the University not below the rank of Associate Professor to be the Warden-in-Charge of Delegacies who shall have general supervision and control of all matters relating to City. Principal of the College/Directors of Institutes/ Deans of Faculties in so far as administration of hostels is concerned, he shall enjoy such privileges as are available of Principal of the College/Directors of Institutes/ Deans of Faculties as incharge of hostels.

16. WARDEN

- 16.1 Subject to the supervision of the Principal of the College/Directors of Institutes/Deans of the Faculties, the Warden shall:
- (a) allot rooms to students assigned to his Block;
 - (b) maintain a list of students along with permanent address of guardians and such other information as may require, on a form prescribed by the appropriate authority;

(93)

- (c) enforce the rules relating to residence, management of messes, extra-curricular activities and all other rules and orders connected with the residence of students in the hostel, approved lodge or delegacy;
 - (d) maintain discipline amongst the students living in his Block in accordance with rules framed therefore;
 - (e) report to the Principal of the College/Directors of Institutes/ Deans of Faculties all cases of misbehaviour, indiscipline and illness of students residing in his blocks;
 - (f) attend to all matters of health, sickness, diet, sanitation and cleanliness of the premises of the concerned hostel, approved lodge or delegacy in accordance with the advice of the Medical and the Health Officers;
 - (g) assist the Principal of the College/Directors of Institutes/ Deans of Faculties concerned in the discharge of his duties.
 - (h) do all other such things and acts as may be assigned to him by the Principal of the College/Directors of Institutes/ Deans of Faculties concerned or as may be required of them under relevant Ordinances, regulations, rules and orders;
- 16.2 The Warden shall assist the Dean of Students in the discharge of his duties.
- 16.3 The Warden shall be responsible for the safe custody and maintenance of such properties of the concerned hostel, approved lodge or delegacy as entrusted to him and for their repairs with the funds allotted for the purpose.
- 16.4 The Warden shall be an ex-officio member of the Students' Union of the concerned hostel.
- 16.5 The Warden shall have the power to inflict fines upto Rs.5/-.
- 16.6 (a) The Wardens shall be appointed by the Vice-Chancellor on the recommendations of the Principal of the College/Directors of Institutes/ Deans of Faculties concerned, from amongst the members of the staff of the College/Institute/Faculty to which that Hostel is attached. One Warden may be appointed by the University for about 100-120 students. If the number of students increases beyond 120 a second Warden may be appointed by the University.
- (b) The Warden of delegacy shall ordinarily be required to stay within the jurisdiction of his delegacy and shall be paid house allowance at a rate equivalent to actual rent paid by him or 10% of his salary whichever is less.

Note¹¹⁷:Institute and Faculties having more than 8 hostels be sanctioned a post of Coordinator on an allowance of Rs.300/-p.m.

¹¹⁷ Authority: ECR No. 233 dated December 5, 1987.

16.7 Subject to his continuing as an employee of the University a teacher shall hold the office of the Warden for a term of three years unless earlier relieved of his duties as the Warden by the Vice-Chancellor.

¹¹⁸Provided that the Vice-Chancellor may renew the appointment of a teacher as the Warden for additional terms.

¹¹⁹Provided further that if a warden proceeds on leave for a period exceeding three months, the office of the Warden shall be deemed to have been vacated by him and another teacher shall be appointed to the office in accordance with the provision under Ordinance 16.6(a).

16.8¹²⁰ The Wardens/Administrative Wardens/ Students Advisors and Proctors be allowed a flat remuneration as follows:

- | | |
|----------------------------|---------------|
| (a) Administrative Wardens | -Rs.250/-p.m. |
| (b) Wardens | -Rs.250/-p.m. |
| (c) Proctors | -Rs.250/-p.m. |
| (d) Students Advisors | -Rs.150/-p.m. |

and be asked to pay the licence fee for the accommodation provided to them, according to the University rules.

16.9 The Wardens and Administrative Wardens shall cease to draw allowances paid to them for additional administrative responsibilities of the Hostels if they are on leave for a month or more irrespective of the nature of leave.

Provided that if a teacher draws full salary during summer vacation he will be entitled to the payment of allowances, even if not in station.¹²¹

¹¹⁸ Authority: ECR No. 236 dated January 16-17, 1989.

¹¹⁹ Authority: ECR No. 5 dated May 1-3, 1993.

¹²⁰ Vide Executive Council Resolution No. 8 dated April 1-3, 1987 and 232 dated December 5, 1987.

¹²¹ Vide ECR No. 101 dated 18-19 July, 1981.