

CHAPTER VII

(Committees Constituted By Various Authorities)

Section-I

(Committees Constituted By The Executive Council Under Statute-26)

1. Appointment Committee

(Approved Vide ECR No. 61 dated July 30-31, ECR No. 18 & 19 Dated May 6 – 7, ECR No. 143 dated October 17-19, 1989 & ECR No. 125 dated July 31- August 1, 1993)

(It dissolved vide ECR No. 34 dated: March 02, 2006)

The Appointments Committee shall be constituted by the Executive Council and shall consist of the following members:

1. The Vice-Chancellor -- Chairman
2. Two members to be nominated by the Executive Council from amongst its own members
3. Three Directors of Institutes
4. The Dean, Faculty of Science
5. Two senior-most Dean of Faculty from faculties other than Institute of Medical Sciences, Institute of Agricultural Sciences, Institute of Environment & Sustainable Development, Institute of Sciences and Institute of Management Studies
6. The Chairman, Central Board of Recruitment
7. The Registrar
8. Finance Officer
9. Vice-Chairman, SC/ST Advisory Committee OR his nominee not below the rank of Associate Professor.
10. Vice-Chancellor's nominee belonging to SC/ST community.

Three members of the Committee shall form the quorum for any meeting.

The Appointments Committee shall meet as often as may be necessary for recommending candidates for appointments to various Ministerial Posts in the University.

POWERS AND FUNCTIONS

- (i) It shall be the duty of the Appointments Committee to review all the recommendations made by the various Heads of Departments and Departmental Selection Committee for appointment to the various ministerial posts and to suggest names of at least three persons arranged in order of preference for appointment by the

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Executive Council. In Special case, the Appointments Committee may recommend higher increments in the grade not exceeding five and specifically mention the basis of such recommendations to the Executive Council.

- (ii) Where it is not possible to recommend three names the reasons may clearly be stated for information of the Executive Council.

2. CAMPUS DEVELOPMENT AND HOUSING COMMITTEE

REGULATION FOR CLASSIFICATION, ALLOTMENT, RETENTION AND VACATION OF RESIDENTIAL ACCOMMODATION IN THE BANARASHINDUUNIVERSITY

(Approved vide ECR No. 83 dated 16 July, 2009)

Amendments:

(i)	vide ECR No. 168	dated 23.6.2010
(ii)	vide ECR No. 223	dated 02.11.2010
(iii)	vide ECR No. 242	dated 24.02.2011
(iv)	vide ECR No. 07	dated 15.03.2012
(v)	vide ECR No. 478	dated 26.09.2017
(vi)	vide ECR No. 16 & 28	dated 14.07.2018
(vii)	vide ECR No. 186	dated 23.06.2020

WHEREAS the Banaras Hindu University (hereinafter referred to as the University), has been established as a residential University, where teachers, students and other employees may share together a composite life as an academic community, in pursuance of this object, along with hostels for students, residential houses have been built for the lodging of teachers and other employees within the campus not only for promoting excellence in the performance of their duties and functions but also for providing an opportunity for establishing personal relationship and harmonious life. The Executive Council, in accordance with Section 4 A (9) and 10 (1) and (2) of the Act, hereby enacts the following regulations for the purpose of classification, allotment, retention and vacation of the residential accommodation which shall come in force with immediate effect.

1. Short Title and Commencement

- (i) These may be called the regulation for classification, allotment, retention and vacation of residential accommodation in the Banaras Hindu

University. These rules supersede the rules in existence, on the date these rules come in force.

- (ii) These rules shall be applicable to the employees under the administrative control of the University as well as any other person, not being the employee of the University, who has been provided residential accommodation by the University.

2. Definition and Interpretation

In these regulations unless the context otherwise requires

- (i) **“Allotment”** means the grant of licence to occupy a residence in accordance with the provisions of these regulations.
- (ii) **“Allotment Year”** means the calendar year beginning on 1st day of January and ending on 31st December.
- (iii)(a) **“Entitlement Date”** of an employee in relation to a type of accommodation to which one is entitled under these rules means the date from which an employee has been appointed on substantive basis.
 - (b) For a person joining this University on deputation from other organization, his case for accommodation may be decided by the Executive Council.
- (iv) **“Family”** in the context of these rules means husband or wife as the case may be and shall include sons/daughters (including step-children, legally adopted children) parents provided they are living with the employee and their names have been enlisted as dependents family members for LTC/Medical benefit of the University.
- (v) **“Emoluments”** for the purpose of the licence fees shall mean:-
 - (a) For regular employees all kinds of pay but not allowance such as dearness allowance, children’s allowance, compensatory allowance and conveyance allowance and other items if any defined in FR 9 (21)(a) (i).
 - (b) For retired/ re-employed persons emoluments means pay minus pension and pay minus pension equivalent for CPF contribution or salary paid, if any.
- (vi) **“Estates Officer”** means the officer of the University i.e. Deputy Registrar (Estates) notified by the Central Government in the Gazette of India being an officer equivalent to the rank of a Gazetted Officer of Government who shall exercise the powers conferred and perform the duties imposed, on the Estates Officer by or under the Public Premises Act, 1971 (40 of

1971) belonging to and under the administrative control of the Banaras Hindu University.

- (vii) "**Licence fee**" means the sum of money payable monthly in accordance with the provisions of University Rules in respect of residence allotted under these rules.
- (viii) "**Residence**" means any residence for time being under the administrative control of the University.
- (ix) "**Subletting**" includes sharing of accommodation by an allottee with another person with or without payment of licence fee by such other person but sharing of accommodation with the close relative as specified in the SR-317 B will not be treated as subletting.
- (x) "**Temporary Allotment**" means the grant of licence to occupy a residence temporarily in accordance with the provisions of these regulations for the specified period.
- (xi) "**House**" in relation to an employee or member of his /her family means a building or part thereof used for residential purposes and situated within the jurisdiction of a local municipality or of any adjoining municipality or within the radius of 8 Kilometers of the University campus in rural area.

3. Explanation

- (i) In case of an employee under suspension, the emoluments drawn by him as subsistence grant will be taken as emoluments provided that if he/she is subsequently allowed to draw pay for the period of suspension, the difference between the licence fee recovered on the basis of subsistence grant and the licence fee on the basis of emoluments ultimately drawn shall be recovered from such employees.

4. Residential Accommodation Allotment Committee (RAAC)

A committee to deal with such matters under these regulations as specified for the purpose shall be constituted by the Vice-Chancellor/Rector under section 7(c) 3 of BHU Act. The term of the Committee may be decided by the Vice-Chancellor which should not normally exceed two years.

The Chairman of the RAAC will report directly to the Vice-Chancellor.

The composition of RAAC as below:

- | | | | |
|----|----------------|--------------------------------------|-------|
| 1. | The Chairman | To be nominated by the
Chancellor | Vice- |
| 2. | Two Professors | -do- | |

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3. Two Readers -do-
 4. Two Lecturers -do-
 5. One Lady Teacher -do-
 6. One representative of SC/ST -do-
 7. One Representative of OBC -do-
 8. One representative of Teachers' Association
 9. One representative of Officers' Association
 10. One representative of Non Teaching Employees' Association
 11. Registrar
 12. The University Engineer, UWD
 13. Asstt. Registrar/Dy. Registrar (Estates) shall be the secretary
- To be nominated by the Vice-Chancellor on the recommendation of the respective Executive Committee after every election.

Duration of the Committee :-

- For No. 1 to 7 - Two years maximum
For No. 8 to 10 - From election to next election when the association is in existence

5. Classification of Residence

The employees of different categories will be eligible for allotment of residential accommodation of the type as shown against each category given hereunder:

Type of residential accommodation	Category of Employees
I Cochin House	Vice-Chancellor
II Holkar House	Pro-Vice-Chancellor/Rector
III A	University employees where the Grade Pay is Rs. 10,000/- and above.
B	University employees where the Grade Pay is Rs.7600/- to Rs.9000/-.
C	University employees where the Grade Pay is Rs. 5400/- to Rs. 7000/-
F	Type A,B,C quarters reserved for Wardens/Admin.Wardens of the University Hostels.
G (Teacher's Flat)	Teachers/Officers of the University including the teachers of CHGS. C.H.B.S. and R.S.V.
D	University employees where the Grade Pay is

	Rs.4200/- to Rs. 4800/-
E	University employees where the Grade Pay is Rs. 1900/- to Rs. 2800/-
H	University employees where the Grade Pay is Rs. 1300/- to Rs. 1800/-
I	University employees below the Grade Pay of Rs.1900/- including Safaiwala/Safaiwali
W	<i>Working Women Hostel (All lady teachers/officers without limit of emoluments will be eligible.)</i>

- Note:-*
- (1) There will be Medical and General Pools. In the Medical Pool as far as possible the clinical staff may be provided accommodation near the hospital complex.
 - (2) Ordinarily, it will not be permissible for the claimants of the Medical Pool accommodation to obtain accommodation in the General Pool.
 - (3) The scale of furnishing of multiflats shall be as per guidelines of the U.G.C.

6. Allotment

- (I)
 - (a) An employee may apply any time for allotment of residential accommodation on the prescribed forms.
 - (b) Applications once received shall hold good for next three years. However, an employee may apply afresh after promotion for higher grade quarters or for change of quarters at appropriate time.
- (II) The allotment of quarters shall be done as per decision of the monitoring committee held on 24.2.95 at U.G.C. given below:-
 - (a) The University should maintain a **running seniority**²⁵⁵ (panel of names for allotment) for allotment of staff quarters to its teaching and non-teaching staff separately which should form the basis of allotment.

The service rendered by any of the applicants outside the Banaras Hindu University, counted for the other purpose may not be considered for the allotment of University quarters to them so that the staff who

²⁵⁵**Running seniority** means the seniority list as given in the seniority list prepared by the University.

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joined this University directly may not suffer for allotment of University quarter.²⁵⁶

- (b) A panel of names/running seniority for allotment to be drawn up by the Asstt. Registrar/Dy. Registrar (Estates) twice a year i.e. on 31 July and 31 January for each category of residential accommodation on the basis of applications received between 16 January to 15 July and 16 July to 15 January respectively.²⁵⁷
- (III) (a) In case of the employees in occupation of separate residences allotment under these rules marry each other, they shall within one month of the marriage, surrender one of the residences. If they fail to do so, the allotment of the residence of lower type, shall be deemed to have been cancelled on the expiry of such period and if the residences are of the same type the allotment of such one of them as may be decided by the Committee shall be deemed to have been cancelled on the expiry of such period.
- (b) The University accommodation shall not be allotted to an employee under these rules unless the wife or the husband of the employee as the case may be, who is already a licensee of the University agrees to surrender her/his residence within one month.
- (c) The entitlement of the husband and wife to allotment of a residence under these rules shall be considered independently.
- (IV) (a) No officer/employee shall be eligible for allotment of University residence if he or any other member of his family owns a house situated within the jurisdiction of a local municipality or within 8 Kms. of university campus. However, house-owning university officers and employees who are on the personal staff of V.C. may be allotted an accommodation on ad-hoc basis and the allotment should be made of one type below their entitled type on the basis of emoluments prescribed for the relevant allotment year. These officers/employees will not be entitled to retain the accommodation on payment of enhanced licence fee after the date of cancellation of allotment.

Provided that if any employee has acquired/constructed a house in his/her name or in the name of any member of his family as defined in the rules within the jurisdiction specified under clause 6(IV)(a) above, he shall be required to inform this University of the same within one month and shall vacate the University quarters within 60 days failing which the University

²⁵⁶Amended vide ECR No. 16 dated 14.07.2018.

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will charge him/her market rent for the accommodation occupied by him/her upto a maximum period of 6 months and thereafter eviction.

- (b) Wherever a loan has been taken from the University for the construction of house in Varanasi Municipal Corporation or within 8 Kms. from the University campus in the rural area as the case may be, the University will charge him/her market rent, for the University accommodation occupied by him after one year of withdrawal of the last installment.

Provided that where an employee has taken House Building Advance from the University for the construction/purchase of house within the limits specified in Clause 6IV(b) above, he/she will vacate the University accommodation within 60 days from the date of purchase of flats, and in the case of loan taken for construction of house after one year of withdrawal of last installment failing which the University will charge him/her market rent for the over-retention of the University accommodation for three months and then eviction.

- (V) (a) The Residential Accommodation Allotment Committee shall deal with all the matters regarding preparation of seniority list approval of the same, allotment of quarters from the seniority list as described in 6 II above.
- (b) The Asstt. Registrar/Dy. Registrar (Estates) shall prepare a list of all vacant houses at the end of each month and shall make this list available for inspection.
- (c) All the vacant quarters will be floated among the applicants of respective category to offer choice(s) of the applicant in order of preference.
- (d) The allotment of quarters shall be a continuous process. The senior most applicant of the panel can be allotted vacant quarters on his/her request under the approval of the Chairman, RAAC.
- (e) The offer of allotment, acceptance and non-acceptance of the vacant quarters amongst the eligible applicants shall be finalized through counseling meeting of the RAAC and the RAAC will meet at least once in three months for this purpose.
- (VI) The Asstt. Registrar/Dy. Registrar (Estates) shall issue a letter of allotment in the prescribed form within two weeks after specific orders for allotment are passed by the Committee.
- (VII) In case a person residing in lower grade quarters, and is offered a quarters of his/her grade and refused to occupy the same, he/she shall pay the licence fee of higher grade quarters for which the offer was made and refused.

- (VIII) When an employee accepts or refuses the accommodation his/her name shall be deleted from all the waiting lists.

7. Change of Residence

(i) General

- (a) An employee can apply for change of quarters any time after occupation of allotted quarters and only one change in each type of quarters shall be permitted.
- (b) No change of allotted residential accommodation be allowed within a period of six month before retirement.
- (c) All such applications shall be considered along with the names in the panel for allotment of accommodation as and when the particular residence falls vacant for allotment. It shall be allotted to the senior most person in the panel for allotment vis-a-vis the other applicants in the panel for the change.
- (d) Applications for change of quarters will be considered only of those who have given a specific choice of vacant/or to be vacated quarters.
- (e) Applications for change of quarters who have not given any specific choice but have mentioned that he/she will shift in any quarters, then such types of cases will be considered only once as per their seniority and if they fail to take the offered quarters they will not be considered for change of quarters in future for one year.

(ii) On Medical Ground

An allottee can apply for change of residence on extraordinary medical ground. Such cases will be referred to the Medical Board consisting of the following persons and only on the recommendation of the Medical Board the change of same type of quarters may be given to the employees:-

1. Senior most teacher of Medicine on duty
2. Senior most teacher of Cardiology on duty
3. Senior most teacher of Orthopedics on duty

The Dean, Faculty of Modern Medicine shall be Chairman of the Medical Board.

The Board may, however, co-opt experts from other disciplines as and when required.

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- (iii) The University shall have the right to change any time any accommodation allotted to an employee or other persons. The allottee concerned shall be bound to vacate the allotted premises within specified period and move to the alternate accommodation so provided.

8. Reservation/Priority

- (I) Cochin House shall be reserved for the residential accommodation of the Vice-Chancellor.
- (II) Reserved Accommodation for the following officers may be provided by the University:-

1. Registrar	10. Principal, KV, BHU campus
2. Finance Officer	11. Branch Manager, SBI, BHU
3. University Engineer	12. Dy. Chief Employment information and Guidance Bureau
4. Medical Superintendent	13. Incharge, Fruit Preservation Centre
5. Controller of Examination	14. Horticulturists
6. Executive Engineer, EWSS	15. Internal Audit Officer
7. Deputy Medical Supdt.	16. Asstt. Registrar/Dy. Registrar (Estates)
8. Public Relation Officer	17. Chief Medical Officer, Health Centre
9. Chief Proctor	18. Manager, SriVishwanath Temple

Note: The RAAC may earmark quarters for the above officers for the period one is holding the charges of the office

- (III) **Priority may be given in allotment of residential accommodation only of the type to which one is entitled to the following categories:-**
- (a) Residential accommodation in the **Medical Pool** will be allotted by the RAAC, on the recommendation of the Director, IMS, and Medical Superintendent, S.S.Hospital to the teacher of the Institute of Medical Science and employees of the S.S.Hospital as well as of the University Health Centre.
- (b) Four Lecturer grade quarters, preferably near S.S.Hospital, out of the Medical Pool, may be earmarked for emergency services in the S.S.Hospital. Allotment of these quarters will be made by the RAAC on the specific recommendation of the Medical Superintendent. The Estate Office shall maintain the records of the General Pool and the Medical pool separately.
- (c) Allotment of Nurses quarters (type D) specifically reserved for the women staff of the UniversityHospital shall be made by the

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Committee on the recommendation of the Medical Superintendent of the University Hospital.

- (d) Residential accommodation in the Nivedita Colony (old Ladies Colony near the Petrol Pump) Meera Colony (Continuous to the Mahila Maha Vidyalaya compound Ladies Colony) will be exclusively reserved for the women teachers of the University.
- (e) Accommodation in the Working women hostel will be allotted to the all lady teachers/ officers without limit of emoluments.
- (f) (i) Warden's quarters and accommodations constructed within the premises specifically for the employees of the particular Hostel/ College/Institute/Office/ Department/Hospital shall be allotted by the Residential Accommodation Allotment Committee or on its authorization by the Chairman on the recommendation of the Director/Dean of the institute/faculty concerned.

(ii) An employee who has been allotted such accommodation shall vacate the University accommodation within two months from the date one ceases to hold that office or has been transferred from the Institution concerned except wardens whose cases will be dealt as per the rule 12 (ii) 8.
- (g) Employees on deputation from other organization as per agreement/terms and condition of their appointment.
- (h) Four suits will be earmarked for visiting Professors/teachers on deputation from any part of India or abroad which may be allotted by the Registrar in consultation with the Chairman, R.A.A.C.
- (i) Visiting Professors and other employees in case the terms of their appointment so required and such employees of the University who have been sanctioned rent free accommodation. A list of such employees shall be made available by the Registrar to the Estates Office.
- (j) Wife/husband/son/unmarried/married/widow daughter/daughter-in-law of an employee who has retired and is in occupation of the University accommodation at the time of retirement provided that:²⁵⁸
 - (i) Such a claimant is a permanent employee of this University on the date of retirement of predecessor.

²⁵⁸ ECR No. 186 dated 23.06.2020

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- (ii) The claimant has been residing with his/her parents/husband/wife and has not claimed house rent allowance from the University during the entire period of their service (a certificate to be enclosed in support thereof).
 - (iii) Provided further that no University accommodation has already been allotted to any such claimants. Such claimants will be provided a quarters of their grade.
- (k)
- (i) In case of the ward/spouse of the deceased University servant is eligible for general pool accommodation and has been residing with him for at least six months prior to the allottee's death, he/she will be eligible for regularization /allotment of entitled type of accommodation.
 - (ii) Request for regularization/allotment of entitled type of accommodation may also be considered in case the dependent ward/spouse gets an employment in the University even after the death of the employee, provided such an appointment is secured within a period of two years after the death of the allottee and the accommodation in occupation has not been vacated.
 - (iv) The above concession is allowed in cases where the deceased employee or spouse/ward does not own a house at the place of posting.
 - (v) The clearance of all dues outstanding in respect of the premises occupied by the deceased employee shall be an essential condition for the consideration of regularization /allotment to the eligible applicant.
 - (vi) Application for regularisation/allotment may be submitted within a period of two months from the date of death of the allottee or from the date of appointment in University service whichever is later. This facility or regularisation/allotment of alternate accommodation will not be admissible in cases where the allottee was in possession of general pool accommodation and the ward/spouse is not eligible for allotment of accommodation from general pool and or vice versa.
- (l) Persons other than members of the staff of the University who render service to the University and for whom residential accommodation of the grade to which one is entitled may be reserved as decided by the Executive Council from time to time.

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Note:- Such allottee shall ordinarily pay the same rate of the licence fee as is admissible to their rank in the parent organization depending on furnished/unfurnished accommodation unless the University decides otherwise. Such allottee shall furnish a certificate from their parent department that they are not getting HRA failing which they have to pay market rent for University quarters.

- (m) A person eligible for allotment of accommodation on priority basis shall be entitled to the same type of accommodation as one was occupying prior to occupying current accommodation in official capacity. In case no accommodation of that type is available, such a person may be offered one grade lower type of accommodation.
- (n) No priority in allotment of accommodation shall be given to the employee if University accommodation has already been provided to the claimant, unless it has been a purely transitory one

(IV) Reservation for Scheduled Caste/Scheduled Tribe²⁵⁹

The percentage of reservation for SC/ST category of employee shall be :

- (a) SC - 15% in all types of quarters
- (b) ST – 7.5% in all types of quarters

SC/ST teachers/officers/employees who are already in occupation of lower type of residential accommodation are also eligible for allotment of higher type accommodation from the quota reserved for SC/ST teachers/officers/employees.

(V) Reservation for Physically Handicapped

As per the Government of India's Orders the following categories of physically handicapped, University employees may be considered for the ad-hoc allotment of residential quarters.

1. **Blind** - those who suffer from either of the following conditions :-
 - (i) total absence of sight.
 - (ii) Visual Acuity not exceeding 6/90 or 20/200 (snellen) in the better eye with correcting lenses.
 - (iii) Impression of the field of vision subtending an angle of 20 degrees or worse.
2. **Deaf** - Those having hearing loss of more than 90 decibel in the better ear (profound impairment) or total loss of hearing in both ears.
3. **Orthopedically handicapped** – to the extent of 40% and above disability.

²⁵⁹Amended vide ECR No. 242 dt. 24.02.2011, further amended vide ECR No. 07, dt.17.3.12

9. Debarment from Allotment of Quarters for failure to respond of the floating letter/ non acceptance of offered quarters / occupy the allotted Residence after acceptance

- (a) The applicant who gives no choice or does not respond with a valid reason for the allotment of quarters in response to the offer given to him/her and/or declines to occupy the allotted quarters within the specified period of time - be debarred for a period of one year from the date of respective decision taken by the RAAC for the same type of quarters in which the offer was made.
- (b) If the employee who gives no choice or does not respond without a valid reason for the allotment of quarters in response to the offer given to him/her/or declines to occupy the allotted quarters within the specified period of time for the second consecutive time - be debarred for a further period of three years from the date of respective decision taken by the RAAC for the same type of quarters in which the offer was made.

Note:- In case, there is only one quarters is vacant and floated to the applicants and same is refused by the applicants then he/she will be given another chance.

- (c) If the number of the applicants in the panel list for allotment of a particular grade quarters less than the number of quarters vacant in that grade then the debarment of the applicant for that type of quarters be cancelled.
- (d) The Asstt. Registrar/Dy. Registrar (Estates) will notify the employee of the allotment/change of a residence to him/her and he /she will have to accept the allotment/change within seven days of the receipt of the notice by the employee. In case the offer is accepted, he/she will have to take possession of the residence within 30 days of the allotment.
- (e) The University Work Department and Electric Water Supply Services will complete the repair work, white washing etc. on priority basis to make the quarters habitable within above 30 days. In case, it is not possible for them to complete the above work within the above specified period, they will inform the Estates Office about the same.
- (f) The licence fee shall be charge from the employee after the expiry of 30 days or from the date of occupation whichever is earlier or from the date on which UWD/EWSS complete the repair work.
- (g) No representation by the allottee in regard to the occupation of the quarters which has been allotted under these rule will be given any

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consideration nor will it be accepted as a ground for not occupying the allotted accommodation. The offer of allotment for an accommodation must be accepted within the prescribed period.

- (h) It will be incumbent upon a person who has been allotted an accommodation by the University in the campus to inform the Asstt. Registrar/Dy. Registrar (Estates) as soon as the person ceases to be entitled to retain the accommodation under any provision of the rules. The Head of the Department/Office will also intimate to the Asstt. Registrar/Dy. Registrar (Estates) the date from which an employee has been relieved from the duty and is not entitled for any other reason to retain the University accommodation.

10. Licence Fee Chargeable and its Recovery²⁶⁰

- (i) An employee who has been allotted a residence under these rules will be charged licence fee at the rate of 10% of his/her 'emoluments' subject to the following maximum limits which may be reviewed and enhanced by the Executive Council wherever it deems necessary:

Grade of Quarters		Licence Fee/ Month (Rs.)
Cochin House		1835.00
(i)	Professor	1565.00
(ii)	Reader	1305.00
(iii)	Lecturer	875.00
(iv)	Teacher's Flat	625.00
(v)	Section Officer	450.00
(vi)	Ministerial	310.00
(vii)	Class IV	135.00

- (ii) Where a residence is allotted to be retained under rule 12 (ii), it will be mandatory for the allottee to pay regularly monthly licence fee failing which the allotment shall be deemed to be cancelled either on the lapse of one year under rule 12 (ii) (3) or on expiry of admissible concessional period, and will attract the provision of market rent/eviction for unauthorized occupation unless for cogent reason authorized under rule 14 pass an order otherwise.
- (iii) No licence fee will be charged from an allottee who has been sanctioned and allotted free residence.

²⁶⁰Amended vide ECR No. 16 dated 14.07.2018 w.e.f. 01.07.2013.

- (iv) Any person who is not a University employee but has been provided University accommodation will be required to pay the licence fee at the rate of market rent, if the allottee receives HRA.
- (v) In case an accommodation is allowed to be retained under rule 12 (ii) 2 the licence fee for the period of retention shall continue to be the same as it was being paid prior to the event referred to in the aforesaid rule.
- (vi) In case where the licence fee has become due, the Asstt. Registrar/Dy. Registrar (Estates) shall get the licence fee recovered from the salary in suitable installment and in lump sum from the gratuity.
 - (a) The licence fee due as per rules shall be realized by the Asstt. Registrar/Dy. Registrar (Estates).
 - (b) The Head of the Department/Office/Registry shall effect the recovery as per advice received from the Asstt. Registrar/Dy. Registrar (Estates). The realization of the licence fee shall not be stopped on the basis of any representation or petition by the allottee.
- (vii) In case an employee already in occupation of a residence and is allotted a alternative accommodation, the previous shall be deemed to be cancelled from the date of occupation of new accommodation which should not exceed 30 days. If, however, the allottee does not occupy the new accommodation within the specified period the allotment will be deemed cancelled.
- (viii) The licence fee shall be charged upto the date on which the vacant possession of the allotted residence is actually handed over by the allottee to the Estates Office. The employee shall ensure that the vacant possession of residence concerned is handed over only on working days and during office hours.
- (ix) The allottee shall clear all the arrears of licence fee before handing over the possession of the concerned vacant residence to the Estates Office.
- (x) The payment of gratuity due to the employee shall not be made until the licence fee of the residence concerned has been paid.
- (xi) Where a residential accommodation has been allotted to person who is not a permanent employee of the University, for example, teachers or other persons on deputation and visiting professors, etc., the head of the Department/Office/Registry shall not release the last pay till the residence in question has been vacated and the arrears of the licence fee are paid off.

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Recovery of the arrears of the licence may be considered subject to the following:

- i) The employee agrees to pay 50% of the dues in lump-sum in advance.
- ii) The balance may be recovered in 5-10 installments depending upon the quantum of recovery and the paying capacity of the employee subject to payment of interest @ 12% per annum.

(xii) Panel/Market Rent²⁶¹

The following shall be the market rent to different grades of the University house/accommodation:

Grade of Quarters		Market Rent/ Month(Rs.)
Cochin House		-
(i)	Professor	25188.00
(ii)	Reader	22772.00
(iii)	Lecturer	13199.00
(iv)	Teacher's Flat	11598.00
(v)	Section Officer	8939.00
(vi)	Ministerial	7067.00
(vii)	Class IV	5889.00

11. Vacation of Quarters

- (i) An allottee of a house wishing to vacate ones occupation shall give at least seven days notice to the Asstt. Registrar (Estates)/Dy. Registrar (Estates) for handing over the occupation.
- (ii) After vacation of the allotted quarters, the Asstt. Registrar/Dy. Registrar (Estates), will intimate the Electric & Water Supply Department to get the meter reading taken by.
- (iii) An inventory of all fittings (electrical, water and sanitation) and building fixtures and other materials, if any, shall be prepared in duplicate and got signed by the licensee and the Asstt. Registrar/Dy. Registrar (Estates), of which one copy shall be given to the licensee while taking the possession of the vacant quarters/accommodation and

²⁶¹Amended vide ECR No. 16 dated 14.07.2018 w.e.f. 01.07.2013

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the other will be kept in the office for record. The items entered in the inventory shall be got checked again at the time of handing over the possession of the vacant quarters/accommodation to the Asstt. Registrar (Estates)/Dy. Registrar (Estates). The licensee shall be liable to make payment in lieu of the damaged/missing items in the inventory.

- (iv) The occupant of the residential accommodation in the University will be eligible only to privileges of a licence at the discretion of the University which shall have the right and authority to get any residential house vacated from any of the licensee without assigning any reason provided that clear notice of 30 days is given to an occupant for vacating the premises in question.

12. Subsistence Period for Allotment and the Concessional Period for further Retention

- (i) Allotment shall be effective from the date on which it is accepted by the employee and shall continue in force until:
- (a) the expiry of the concessional period permissible under sub-rule (ii) below:
 - (b) It is cancelled by the University
 - (c) The House concerned is surrendered by the employee.
 - (d) The employee otherwise ceases to occupy the house concerned.
- (ii) A residence allotted to an employee may be retained on the happening of any of the event specified below in column I of the table for the period specified in the corresponding entry in the column II thereof:-

Events I	Permissible period for the retention of residence II
1 Resignation, dismissal, removal from service or termination of service, abandonment of service and compulsory retirement from service	One month on normal licence fee and thereafter market rent for 6 months and then eviction.
2 Retirement/ Voluntary Retirement	1 First six months on normal licence fee 2 Six months on double licence fee 3 Eviction at the expiry of one year and during the period of eviction process market rent to

	be charged
3 Death of allottee	<p>1 2 years on normal licence fee</p> <p>2 Beyond 2 years the licence fee shall be charged at market rent for six months and thereafter eviction</p> <p><i>Note:</i> The clause (1) and (2) shall apply irrespective of the period the person has awaited for his/her appointment on compassionate ground, if applicable.</p>
4 Transfer/Technical resignation	<p>1 First two months on normal licence fee</p> <p>2 Beyond two months on market rent for six months and thereafter eviction.</p>
5 Leave of all kinds including deputation, extraordinary leave (to join services elsewhere), sabbatical leave, study leave, leave on Medical Ground	Entire period of sanctioned leave subject to a maximum of 3 years provided the family is residing in the quarters.
6 Lien	For two years provided that the family is residing in the quarters.
7 Expiry of Wardenship	3 months on normal licence fee 3 months on double licence fee and thereafter eviction and during the eviction process market rent be charged.
8 Termination of Wardenship	1 month on normal licence fee Thereafter eviction and during the eviction process market rent be charged
	The ECR No.210 dated 2/3 Aug., 1994 may be brought into force i.e seniority of retiring wardens who complete at least one full term of 3 years be stepped up by considering 50% services rendered as a warden in

	<p>the particular cadre and up to a maximum of three years. If even with the added seniority the teacher does not qualify for the allotment or no quarters is vacant, he be asked to vacate the warden's quarters failing which penal rent after three months be charged.</p> <p><i>Note :-</i> The RAAC may earmark quarters for the wardens in those hostels which have no warden quarters in consultation with the concerned Directors/Deans. In such cases also the existing rules for the allotment of quarters to the wardens would be applicable.</p>
9 UGC Emeritus Fellow ¹¹	UGC Emeritus fellow can retain the University accommodation under his/her occupation for the tenure of his/her emeritus fellowship on normal licence fee. ¹¹

- (iv) On the recommendation of the RAAC, the Registrar will initiate the process of eviction of the employees continuing to occupy residential accommodation in the campus after their superannuation/retirement/resignation, etc., subject to the period they are allowed to retain the accommodation according to the rules.

13. Temporary allotment

(I) For Ceremonies

- (i) Temporary accommodation may be provided for a maximum period of one week to the employees in their personal capacity for different ceremonies, marriages, Puja, Birthday and Mundan Sanskar etc. However preference will be given to marriages over other ceremonies. The privilege of temporary allotment for marriages will be extended for only those members who are listed as family member of the employee under LTC rules. The charges for temporary allotment will be paid in advance. If there is no occupation by the person concerned only 50% of the money to be refunded for unoccupied period.²⁶²

²⁶²Amended vide ECR No. 223 dt. 02.11.2010.

- (ii) Temporary accommodation of the above purposes will be provided on payment of market rent for the actual days of occupation.
- (iii) Facility of temporary accommodation for marriage purposes for sons/daughters/ dependents of those employees who are not in the University service but living in the duly allotted University accommodation in the campus, i.e., those working in SBI, BHU, Post office, Kendriya Vidyalaya, BHU, NCC, etc., be also provided with temporary accommodation facility in line with other University employees.
 - (a) Temporary accommodation may also be provided lodging of the official duly authorized groups, such as University Audit party on payment of licence fee to be fixed by the RAAC in this regard.
 - (b) Temporary accommodation for holding of seminars, workshops, symposiums and conferences, etc., will be provided ex-gratia.
 - (c) Temporary accommodation may be sanctioned by the Deputy Registrar (Estates) under intimation to the Chairman, RAAC.
- (iv) An inventory of the articles such as the electrical fittings, water and sanitation shall be prepared in duplicate of which one copy shall be got signed and handed over to the person to whom the University accommodation has been allotted temporarily and the missing and damaged item if any shall be entered therein.
 - (a) A Security money of Rs.5,000/- for class I, II, III and IV type quarters shall be charged from the members of the regular staff and 10,000/- from retired staff whom the temporary allotment of the University accommodation is made for the purpose specified above.
 - (b) The applicant shall be required to deposit the above security money with his/her application. In case the applicant refuses the desired allotted quarters or does not intimate his/her unwillingness for allotment on any ground before fifteen days from the date of marriage, such security money shall be forfeited.
 - (c) The full cost of the missing/damaged items if any will be realized out of the deposit money before the issue of "No Dues" to him/her. In case no item is reported damaged or missing, full security money shall be refunded. The cost of the missing/damaged item in the inventory, amount to more than the 'security' made, the extra payment shall be realized from the salary of the employee.

The following is the schedule of charges of licence and other fees for temporary allotment of houses/accommodation to the University employees for the marriage purposes.²⁶³

Grade of Quarters	Licence fee for Temporary allotment/day (Rs.)
Professor	1600.00
Associate Professor	1500.00
Assistant Professor	1200.00
Teacher's Flat	1000.00
Section Officer	900.00
Ministerial	800.00
Class IV 10%	200.00
Class IV 5%	200.00
Old Community Centre	5000.00
Non-Teaching Club	5000.00
New Community Center, Jodhpur Colony	30000.00
Open Field	1000.00
Security for Temporary Allotment	
For Employees in Service (per venue)	5000.00
For New Community Center(Employee in service)	8000.00
For Employees Retired (per venue)	10000.00

The electric charges will be as per meter reading. There shall be no water charges. The Asstt. Registrar/Dy. Registrar (Estates) shall adjust the account within 30 days of the vacation of temporary accommodation. In case of non payment of balance amount, if any, the amount shall be realized from the salary of the concerned University employees.

- (v) No major alteration shall be undertaken in the existing structure of the house unless approved by the Building Committee of the University and corresponding additional licence fee recommended to the Executive Council.
- (vi) The classification of accommodation and enhancement for alteration/additions in the licence fee etc. shall be decided by the Executive Council on the recommendation of the Building Committee.

²⁶³ Amended vide ECR No. 168 dated 23.06.2010; Re-amended vide ECR No. 29 dated 15.03.2012 and ECR No. 16 dated 14.07.2018.

(II) Temporary allotment of Car garage

- (i) Temporary allotment of garages can be made by the Estate Office with the permission of the Chairman, RAAC, for the transitory period only, when the sanctioned garage of the allottee is under construction.
- (ii) The allotment of the garages shall be made on the basis of date of application. In case, more than one application are of the same date, the seniority of the applicant will be considered for allotment.

14. General

- (i) No occupant shall be allowed to use the University residential accommodation for commercial/business purpose.
- (ii) A teacher/officer appointed directly will not be eligible for allotment of a quarters of superintendents/Ministerial grade; likewise an employee in the Ministerial will not be eligible for allotment for class IV quarters. However, an allottee who has been promoted from lower to higher post may be allowed to retain the occupation of accommodation of the lower category until an alternative allotment is made in such persons favour.
- (iii) Teachers selected for appointment to higher post prior to allotment of residential accommodation will be considered for the purpose of allotment in the lower accommodation on the basis of his seniority in the lower grade, and the seniority for the higher accommodation for which he is eligible from the date of joining the higher post. No weightage be given for services rendered in the lower grade.
- (iv) The allotment in the name of a licensee of the University who sublets the premises/outhouses/garages will be liable to be cancelled by the RAAC. Further as per ECR No.66 dated 30/31 July, 1989 providing accommodation to foreign students and other is subletting which is not permissible. The licence issued shall be cancelled and steps taken for eviction on receipt of the information to this effect.
- (v) (a) The drawing and disbursing officers shall be responsible for deducting the licence fee from the salary of the allottee under his jurisdiction.
 - (b) An employee to whom a residence has been allotted shall be personally liable for the payment of licence fee thereof and for any damage beyond repair, wear and tear caused therein or to the furniture, fixture or fittings or services provided therein by the University during the period for which the residence has been remained allotted to him/her or where the allotment has been cancelled under any of the provisions of these regulations until the

residence along with the outhouses appurtenants there to have been vacated and full vacant possession has been restored to the University.

- (vi) The allottee shall be bound by and shall abide by the rules and regulations of the University in respect of residence and their allotment and shall also comply with the decision of the University which shall be final.
- (vii) In the event of retirement or resignation or death or expiry of deputation or transfer of the allottee, intimation to that effect be sent not later than 16 days by the head of the Institution/Office concerned to the Estates Office.
- (viii) The certificate declaring a house as dangerous should be issued by an officer not below the rank of Executive Engineer and before issue of the certificate; he should satisfy himself as to the fact that the report given is genuine.
- (ix) A lady employee to whom accommodation has been allotted in the Working Women's Hostel will not be eligible to share the accommodation with any other employee. However, the RAAC may allow children not exceeding the age of 12 years to reside with an employee.

15. Consequences of Breach of Rules and Conditions

- (a) If an employee to whom a residence/garage has been allotted, unauthorizedly sublet the residence/garage or use the residence or any portion thereof for any purposes other than that for which it is meant or makes any change of any nature by addition/alternation, repairs etc. without taking prior permission of the competent authority or tampers with electric or water connection or commits any other breach of the rules or the terms and conditions of the allotment or uses the residence/garage or premises or permits or suffer the residence/garage or premises to be used for any purposes, which the University considers to be improper or conducts himself in a manner which in his opinion, has knowingly furnished incorrect information any application or written with a view to securing the allotment, the competent authority may, without prejudice to any other disciplinary action that may be taken against him, cancel the allotment of the residence/garage.

Note:- In this above sub-rule, the expression 'Employee' includes, unless the context otherwise requires, a member of his/her family and any person claiming through the employee.

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- (b) In case the conduct of allottee disturb or affects the congenial atmosphere of the neighbour, the RAAC shall have power to demand a report from Chief Proctor office and on that basis, may cancel the allotment or may shift the allottee at other place in same type of accommodation.

16. Interpretation

In respect of all matters regarding difficulty in interpretation and application of these regulations as well as in dispute arising between the allottee and the University in cases not covered under these regulations the decision of the Vice-Chancellor shall be final and binding.

17. Exception

Notwithstanding anything contained herein, the Vice-Chancellor be empowered to recommend for the allotment of residential accommodation to a person whose services he may consider essential/or in emergency situations.

²⁶⁴**BANARAS HINDU UNIVERSITY SHOPS REGULATION OF LICENCE AND EVICTION RULES**

1. Short Title and Commencement:

- (I) These rules may be called as the Banaras Hindu University Shops Regulation of Licence and Eviction Rules.
- (II) They shall come into force from the date of the **approval** of the Executive Council, i.e. October 15, 1997.

2. Definitions:

- (a) "**BUSINESS**" means any lawful profession trade or calling.
- (b) "**PREMISES**" includes the specific portion of the allotted building and does not include vacant land, other land the apartment to the building.
- (c) "**LICENSEE**" in relation to a shop, means a person or persons to whom a valid allotment is made.

²⁶⁴ Authority: ECR No. 533 dated August 13-14 & October 12-15, 1997.

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- (d) "**SHOP**" means any premises where any lawful business is carried on or where services are rendered to customers and also includes any Gumtees, Thelas or Hawkers. Any furniture supplied by the University for use in such premises, any fittings and fixtures affixed to such premises for the more beneficial enjoyment thereof will form part of the shop.
- (e) "**UNIVERSITY**" means Banaras Hindu University.

3. Composition and Functions of Licence Committee:

- (a) The Licence Committee shall consist of:
 - 1. Chairman (to be nominated by the Vice-Chancellor)
 - 2&3. 2 Members from amongst the faculty of BHU (to be nominated by the Vice-Chancellor)
 - 4. The Registrar
 - 5. The Finance Officer
 - 6. The Chief Proctor
 - 7. The Health Officer, Notified Area Committee

The Estate Officer will be the Secretary of the Committee.

The term of the Licence Committee shall be of 1 year.

- (b) The Chairman of the Licence Committee will be reporting directly to the Vice-Chancellor.
- (c) The Licence Committee shall deal with all such matters as provided under these rules and regulations and such other functions as may be conferred by the Vice-Chancellor/Executive Council from time to time.

4. Allotment:

- (i) The Estates Office shall notify the list of shops vacant or likely to fall vacant for wide circulation.
- (ii) Applications on the prescribed proforma shall be invited from the eligible applicants upto a specific date.
- (ii) Application forms shall be available from the Estates Office on prepayment of fee prescribed by the University from time to time.
- (iv) The shop shall not be allotted to a person or persons:-
 - (a) Who has been convicted by a Court of Law.
 - (b) Who has already a shop in his name or his family members' name allotted by the University.
 - (c) Who has been blacklisted by the University.

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- (d) Against whom any action was taken or is pending in the University.
 - (e) Who is a student or an employee of the University.
 - (f) Who is an undischarged insolvent.
 - (g) Who may jeopardise any interest of the University.
- (v) The licensee shall submit the following:
- (i) His/her latest passport size photograph duly attested (3 copies, one with the licensee, one with the Chief Proctor and the other with Estates Office)
 - (ii) Licensee's name, father's name, date of birth and full address.
- (vi) The statement of the applications received shall be placed before the Licence Committee and after having finalised the same by the Licence Committee, the concerned applications shall be sent to the Chief Proctor for the scrutiny.
- (vii) The cases scrutinised by the Chief Proctor shall be placed before the Licence Committee for final allotment.
- (viii) The Licencing of the shop shall not be completed unless the prescribed agreement has been executed and signed by both the parties. The allotment of a shop made in the name of licensee shall not be transferred in the name of any other person(s).
- (ix) At the first instance the period of licence granted for a shop shall be of 11 months. However, the Licence Committee shall have the power to renew the licence for another period of 11 months subject to satisfactory services rendered by the licensee and the report received from the Chief Proctor thereon. Further renewal of the licence in 11 months sequence shall be done under the approval of the Licence Committee provided that there is no adverse report about the licensee.
- (x) The University shall admit a person as licensee only when he deposits with the University the prescribed amount of security which may be revised by the University from time to time. The refund of the security money to the licensee shall not be made till the licence fee and other dues has been paid. Such deposits (security money) shall stand forfeited in favour of the University in case the shop is not vacated within the stipulated time.
- (xii) The Licence Committee reserves the right to increase the licence fee as and when felt necessary.

5. Offer for Allotment & Failure to Occupy the Allotted Shop/Non-Occupation:

- (i) The offer for allotment shall be issued by the Executive Officer to the Licensee who shall accept the same within a period of SEVEN DAYS from the date of receipt of notice and he shall sign an agreement within a period of FIFTEEN DAYS from the date of acceptance of letter. The licensee will have to take the possession of the shop within 30 DAYS of signing of the aforesaid agreement.

In case the licensee fails to take the charge of the shop within the stipulated time the allotment made in his favour shall stand automatically cancelled.

- (ii) The Licensee shall deposit a security money as defined hereinafter in Clause 7 along with agreement which shall be refundable after adjusting the dues (rent, damages etc.) at the time of termination of the agreement and vacating/evicting the possession of the shop.
- (iii) An inventory of all the fittings, furniture, if any, and other materials shall be prepared in duplicate of which one copy shall be given to the licensee and the other will be kept in the Estates Office for record. The articles entered in the inventory shall be checked at the time of handing over the possession of the shop by the licensee to the University.
- (iv) A Licensee wishing to vacate the shop shall give at least 15 DAYS notice to the Executive Officer for handing over the charge of the shop. However, before handing over the charge to the Executive Officer, the licensee shall arrange to get meter reading checked through the Electric and Water Supply Department and shall intimate the same to the Executive Officer.
- (v) Licensee shall obtain "NO DUES" from the Estates Office in token of having cleared all the dues of the University.
- (vi) Allotment shall be effective from the date on which it is accepted by the Licensee and shall continue in force until:
 - (a) the expiry of the period of licence, OR
 - (b) the licence is cancelled by the University, OR
 - (c) the shop is surrendered by the Licensee, OR
 - (d) the Licensee otherwise ceases to occupy the concerned shop.

6. Licence Fee:

- (i) The licence fee shall be charged from the Licensee from the date of signing the agreement.

- (ii) The licensee will be charged the licence fee as per prescribed rates which may be revised by the University from time to time.
- (iii) (a) The licensee shall deposit the licence fee in the Estates Office by 10th OF EVERY MONTH POSITIVELY.
- (b) In case the licensee of shop is in arrear of licence fee for more than 3 months, he/she shall be served with a notice. If he continues to be in arrear for a period of 6 months his/her licence shall stand cancelled, and the shop be got vacated.
- (c) The licensee whose term has come to an end or who has been served with a notice of eviction and still continue to occupy the shop shall pay for the first three months 5 TIMES of the normal licence fee and thereafter 10 TIMES licence fee for a period of 6 months or up to the date of eviction which ever be earlier.

7. Security & Its Forfeiture:

The University shall admit a person as licensee only when he deposits with the University the prescribed amount of security which may be renewed by the University from time to time. The refund of the security money due to the licensee shall not be made till the licence fee and other dues have been paid. Such deposits (security money) shall stand forfeited in favour of the University in case the shop is not vacated within the stipulated time.

8. Ground for Eviction of the Licensee

The University may evict a licensee from shop on one or more of the following grounds, namely:

- (a) that the termination of his licence by efflux of time;
- (b) that the licensee is in arrear of licence fee for six months or more;
- (c) that the licensee has wilfully caused or permitted to be caused any substantial damage to the shop;
- (d) that the licensee has made or permitted to be made any construction or structural alteration in the shop without the prior permission of the University;
- (e) that the licensee use the shop for a purpose other than the purpose for which he was admitted to the licence of the shop or otherwise has done any act which is inconsistent with such use or has used or allowed to be used for illegal or immoral purposes;
- (f) that the licensee has allowed any unauthorized person to use the whole or any part of the allotted premises;

- (g) that the licensee has not followed the timings for the opening and closing of the shop as prescribed by the University;
- (h) that the licensee has sold the goods above the market rate or of substandard quality or has not obtained a licence from the Notified Area Committee, BHU to sell the eatable items, if applicable;
- (i) that the licensee has sublet the shop;
- (j) any other cogent reason decided upon by the University;

The Vice-Chancellor may cancel the licence of any licensee at any time without assigning any reason whatsoever.

9. Right to Search

The members of the Licence Committee, the Estate Officer, the Health Officer, the Chief Proctor or the Proctor or any other person authorised by the University may at any time visit and search the whole or any part of the accommodation under licensee. The University shall take in possession, any objectionable goods or articles found and take any appropriate action against any undesirable person found therein and also against the said shopkeeper.

10. General

- (i) The licensee shall ensure that the vacant possession of the shop is handed over only on a working day and during the office hours.
- (ii) The university shall have the right to change at any time the shop allotted to a licensee. The licensee shall be bound to vacate the allotted shop within the specified period and move to the alternate arrangement so made.
- (iii) The licensee shall be personally liable for the payment of licence fee thereof and for any damage beyond normal wear and tear caused therein or to the furniture, fixture or fittings or services provided therein by the University during the period the shop was under his occupation.
- (iv) The University shall not be liable for any damage or loss to the property of the licensee due to any reason whatsoever.
- (v) No alteration shall be undertaken by the licensee in the existing structure of the shop.
- (vi) The categorization of shops, the location of shops, shifting of shops, cancellation of licence and enhancement of licence fee and security

deposits, etc. shall be decided by the Licence Committee under the approval of the Vice-Chancellor.

- (vii) The licensee shall be bound by and shall abide by the rules and regulation of the University in respect of licence and eviction of shops framed from time to time and shall also comply with the decision of the University which shall be final.
- (viii) All disputes shall be subject to the jurisdiction of the Varanasi Court only.
- (ix) Notwithstanding anything contained in these rules, the Vice-Chancellor shall have the power to take any action with respect to any matter relating to licence and eviction of shops in BHU campus.

11. Power to make Rules

The Executive Council may amend, modify and or repeal the existing rules or a part thereof. The Vice-Chancellor shall have the power to suspend operation of any rule or clause thereof.

2. Interpretation

In respect of all matter regarding difficulties in interpretation and application of these rules/regulations as well as in dispute arising between the licensee and the University and in cases not covered under these regulations, the decision of the Vice-Chancellor shall be final and binding.

3. CAMPUS LAW AND ORDER COMMITTEE

Vice-Chancellor, Chairman

Members:

Chief Proctor

Secretary, Notified Area Committee

One Administrative Warden each from the following:

Faculty of Arts/Social Sciences

Faculty of Sciences and Agriculture

Faculty of Technology and Medicine

Faculty of Rest of the Faculties

Finance Officer – Ex-Officio

Three residents of the Campus belonging to its various Sectors, to be nominated by the Vice-Chancellor.

S.S.P., D.M. /C.M. as invitees

Registrar, Members Secretary.

POWERS AND FUNCTIONS

- (i) To review periodically law and order condition in the Campus;
- (ii) To advise the Vice-Chancellor in regard to steps to be taken on law and order situation in the Campus
- (iii) To examine and suggest ways and means of improving the organization and functioning of the Proctorial, Security and Hostel management system.

4. STUDENTS' GRIEVANCES COMMITTEE

Chairman – To be nominated by the Vice-Chancellor.

MEMBERS

3 Representatives of Students' Union
3 Persons- Nominees of the Vice-Chancellor
Dean of Students, Member Secretary

POWERS AND FUNCTIONS

- (i) To entertain written and signed complaints and petitions of students in respect of matters directly affecting them individually or as a group;
- (ii) To enquire into the grievances, and make recommendations and report to the concerned authorities-Academic Council and Executive Council for redressal or suitable action;
- (iii) To recommend appropriate action against complainant, if allegations made in the documents found to be baseless.

5. TEACHERS' GRIEVANCES COMMITTEE

The Committee shall be constituted with seven members among the teachers including three representatives of the Teachers Association.

The Chairman – to be nominated by the Vice-Chancellor.

Deputy Registrar (Admin.)-I shall be the Secretary to the Committee.

POWERS AND FUNCTIONS

- (i) To entertain written and signed complaints and petitions of teachers in respect of matters directly affecting them individually or as group.
- (ii) To enquire into the grievances, and make recommendations and report to the concerned authorities – Academic Council and Executive Council for redressal or suitable action.
- (iii) To recommend appropriate action against complainant if allegations made in the documents found to be baseless.

6. NON-TEACHING STAFF GRIEVANCES COMMITTEE

The Committee shall be constituted with eight members including Finance Officer and three representatives of the Non-Teaching Employees' Association.

The Chairman - to be nominated by the Vice-Chancellor.

Deputy Registrar (Admin.)II shall be the Secretary of the Committee.

POWERS AND FUNCTIONS

- (i) To entertain written and signed complaints and petitions of staff (Non-Teaching) in respect of matters directly affecting them individually or as a group.
- (ii) To enquire into the grievances, and make recommendations and report to the concerned authorities – Academic Council and Executive Council for redressal or suitable action.
- (iii) To recommend appropriate action against complaints, if allegations made in the documents found to be baseless.

7. PUBLIC RELATIONS COMMITTEE

Chairman - Head of the Department of Journalism.

MEMBERS:

Manager, Banaras Hindu University Press.

4 Representatives of Press and Mass Media to be co-opted.

3 Eminent Citizens of Varanasi nominated by the *Vice-Chancellor*.

Public Relations Officer, Member-Secretary.

POWERS AND RELATIONS

- (i) To issue periodical reports about the progress and achievements of the Banaras Hindu University.
- (ii) To publish campus bulletins and Banaras Hindu University.
- (iii) To call press conference and to organize publicity.
- (iv) To have liaison with the District Administration and Newspapers and agencies of Mass Media, PMs and MLAs;
- (v) To organize joint Parent/Guardian and University bodies.

8. CENTRAL PURCHASE COMMITTEE

Chairman – to be nominated by Vice-Chancellor.

MEMBERS

Finance Officer

Manager, B.H.U. Press

Five nominees of the Technology, Medical Sciences, Science, Agriculture, Humanities and Social Sciences.

Three Teachers nominated by the *Vice-Chancellor*.

The Asstt. Registrar (Accounts-Purchase), Member Secretary.

POWERS AND FUNCTIONS

- (i) To organize and supervise Central Purchasing according to approved rules;
- (ii) To approve and review purchase done by the Purchase Committees of the Faculties.

9. CONSTITUTION OF THE B.H.U. PRESS COMMITTEE.

1. The Banaras Hindu University Press Committee shall be constituted by the Executive Council and shall consist of the following members:
 - (a) Vice-Chancellor/Rector, *Chairman*
 - (b) Director, Institute of Technology
 - (c) Registrar
 - (d) Finance Officer
 - (e) Editor, B.H.U. Journal of Scientific Research
 - (f) Editor, Pragya
 - (g) Manager of a local press outside the University to be nominated by the Executive Council for a period of two years
 - (h) Information and Public Relations Officer, Banaras Hindu University
 - (i) Manager, B.H.U. Press, Secretary
2. Four members of the Committee shall form quorum for any meeting.
3. The Committee shall meet at least thrice a year (once in each term) to discuss the matters referred to it by the Officers and authorities of the University and other related matters within the purview of the Committee.

POWERS AND DUTIES

The B.H.U. Press Committee shall:

1. manage the Banaras Hindu University Press and control its administration;
2. organize sale and distribution of University publications;
3. print the Vishwa Panchang and other journals, books, minutes, proceedings and confidential reports of the University;
4. undertake printing work of persons or institutions outside of the University with special sanction of the Chairman of the B.H.U. Press Committee; and
5. Submit annual report of the activities of the B.H.U. Press, giving details of the work done, assets and liabilities for the information of the Executive Council of the University along with the future plans for development of the Press.

10. GOWSHALA (DAIRY) COMMITTEE

(ECR No.53 dated 10.7.1961 read with ECR No.130 dated 8.5.1983)

The Committee has been re-considered and re-named as "Committee for the University Dairy" with the following membership and additions:

1. *Vice-Chancellor (Chairman) (Ex-Officio)*
2. Director, Institute of Agricultural Sciences (Vice-Chairman) (Ex-Officio)
- 3-4. Two persons from amongst the members of the Executive Council
5. Registrar
6. Finance Officer,
7. A nominee from the family of Seth Gauri Shanker Goenka,
- 8-9-10. The aforesaid Committee may co-opt three members with specialized knowledge in Dairy Sciences.
11. Head of the Department of Dairy Science and Food Technology will be the Ex-Officio Secretary of the Committee.

The tenure of the Committee shall be for a period of three years.

Provided further that notwithstanding the expiry of the tenure, the Committee shall continue to function until the Executive Council re-constitutes the Committee.

Five members shall form the quorum.

POWERS AND DUTIES

The Gowshala (Dairy) Committee shall:

- (a) Prepare Budget of the Gowshala indicating precisely the capital and revenue expenditure;
- (b) Arrange for sale, auction and purchase of animals of the Gowshala;

- (c) Provide for collection, storage, distribution and sale of the dairy products to the residents of the University and if surplus is available to the outsiders
- (d) Discharge such other functions which are assigned to it by the Executive Council.

Subject to the general control of the Executive Council, the Committee will be responsible for running and looking after the management of the Gowshala and would provide necessary guidance to the Head of the Department of Animal Husbandry and Dairy from time to time.

²⁶⁵ 11. CONSTITUTION AND POWERS OF THE LIBRARY COMMITTEE

The management of the University Library shall be vested in a Library Committee, consisting of:

1. The Vice-Chancellor, *Chairman*
2. The Registrar
3. The Finance Officer,
4. All Deans/Directors/Principals
5. The University Librarian/Professor In-charge, Central Library, *Secretary*

Library Committee may co-opt such Heads of Departments as may be necessary from time to time.

Five members shall form a quorum for the meeting of the Committee.

POWERS AND FUNCTIONS

- (i) To prepare the annual budget of the Library before 15th September preceding the financial year for which it is meant and such other supplementary and revised budget as may be necessary from time to time.
- (ii) To recommend appointment of employees of the Library other than Librarian and Deputy Librarian, Assistant Librarian to the Executive Council on the basis of the reports of Selection Committee constituted for the purpose by the Library Committee.

²⁶⁵ Authority: ECR No. 82(2) dated 13.12.1958 read with ECR No.112(e) dated 25.7.1962 and ECR No.466 dated 27.3.1964.

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- (iii) To frame rules for the management of the Library including accession, Cataloguing, display of books, issues of books and inspection of Library.
- (iv) To prepare for submission to the Executive Council the annual report of the Library by the 15th September, for the preceding year, and
- (v) To take such measures for proper functioning of the Library, as it may deem fit.

The Librarian and the staff employed in the Library shall arrange for teaching and instructions for the Diploma Courses in Library Science and such other courses in Library Science as may be instituted from time to time by the Academic Council.

Library Committee shall meet at least once a year in the first week of September or as often as may be necessary at the discretion of the Vice-Chancellor.

The Secretary shall issue Agenda of the Library Committee at least once week before the date of the ordinary meeting. In special meetings, the period of notice will be 24 hours.

11. BUILDING COMMITTEE

(E.C.R. No.53 DATED 10.7.1961)

1. The Banaras Hindu University Building Committee shall be constituted by the Executive Council and shall consist of the following members:
 - (i) The Vice-Chancellor
 - (ii) The Rector
 - (iii) The Registrar
 - (iv) The Finance Officer,
 - (v) Superintending Engineer, EWSS
 - (vi) University Engineer,
 - (vii) Executive Engineer, Provincial Division, Varanasi
 - (viii) Two persons nominated by the Executive Council for a period of two years.
2. The Vice-Chancellor shall be the Chairman of the Committee and the University Engineer shall be the Member-Secretary.
3. Four members of the Committee shall form a quorum for any meeting.
4. The Committee shall meet once a month or often if necessary except during the Summer and D.P. Vacations to consider the matter referred to it by the

Officers of the University and other matter within the purview of the Committee.

POWERS AND DUTIES:

The Building Committee shall:

- (a) Approve plans and estimates of all new construction works;
- (b) Approve the repairs and maintenance of Buildings, roads, sewerage including electrical, water and other sanitary fittings and proposals for additions and alterations;
- (c) Approve tenders for the execution of works.
- (d) Approve development plans for the improvement of the University campus, residences, hostels, roads, sanitation and other public amenities.
- (e) Constitute a technical sub-committee for advice on all projects (which shall meet at least once in a month or more frequently if necessary in time to make its recommendations available at the next meeting of the Building Committee);
- (f) Approve assessment of the valuation from time to time of all building projects of the University and depreciation rates for these buildings; and
- (g) Such other duties as may be assigned to it by the Executive Council.

Section II

**(COMMITTEE CONSTITUTED BY THE ACADEMIC COUNCIL
UNDER STATUTE – 26)**

**1. ACADEMIC PLANNING BOARD (A.P.B.) STEERING COMMITTEE OF
THE ACADEMIC COUNCIL.**

Vice-Chancellor, Chairman

Vice-Chairman: To be nominated by the Vice-Chancellor

Members:

Directors of Institutes 02

Deans/Principals 15

Coordinators of Special Centres

Seven members to be nominated by the Vice-Chancellor representing
Medicine, Science, Technology, Agricultural, Arts, Social Sciences and
Humanities including Law and Commerce, Education, S.V.D.V.S.
AND Performing Arts & Visual Arts

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Two members of the Executive Council 02

Finance Officer- Invitee 01

Registrar, Member Secretary

POWERS AND FUNCTIONS

The Committee's areas of work will be (a) Planning (b) Development and (c) Co-ordination of Schemes and proposals for improvement of Teaching and research with a view of contributing to Social Development and renewing extension service to the Community. In respect of these the Committee will be concerned with:

- (j) Examination of Plan Policies received from the University Grants Commission, the Ministry of Education and other agencies;
- (ii) Formulation of guidelines for consideration of the Institutes/Faculties/Colleges etc. for preparation of draft proposals and setting up of Planning Forums at various levels;
- (iii) Review of draft proposals received from various units of the University;
- (iv) Preparation of Draft Plans for the final approval of the Academic Council and to submit the proposals to the Academic Council for the establishment of Colleges, Departments, Institutions of Research and specialized studies, Special Centres, Libraries, Laboratories and Museums etc. and to initiate process of statute making to be undertaken by the authorities concerned;
- (vi) examination and review of the recommendations of the University Grants Commission and other authorities concerned and to submit recommendations to the Academic Council for the creation or abolition of teaching posts in the University and Colleges and classification of the said posts and emoluments and duties attached thereto;
- (vi) Periodic appraisal of the Plans and schemes for fulfillment of the set targets;
- (vii) Formulation of fresh programmes within the savings in the light of the experience of the University
- (viii) Constant review of schemes and proposals for their presentation and approval of the Academic Council;
- (ix) review of Faculty proposals and schemes pertaining to the organization of and assignment of subjects to departments, interdisciplinary studies and to report to the Academic Council with specific and comprehensive recommendations as to the experience of creation, abolition, reconstitution or division of any Faculty or the amalgamation of one or more Faculties;
- (x) examination of any other matter referred to the Academic Council or its Chairman pertaining to matters falling within the purview of the Committee.

2. **RESEARCH & ADVANCED STUDIES BOARD (RASB)**

Vice-Chancellor, Chairman

Vice-Chairman – to be nominated by the Vice-Chancellor

MEMBERS

4 teachers from each of the concerned faculties to be nominated by Vice-Chancellor who have research publication of merit or projects of extension service.

5 outside experts in such discipline to be nominated by the Vice-Chancellor from –

- (a) Social Sciences & Humanities (Law, Education & Commerce inclusive)
- (b) Science
- (c) Technology
- (d) Agriculture
- (e) Medicine & Indian Medicine

Deputy Registrar (Academic), Member Secretary

POWERS AND FUNCTIONS

The main function of this Committee will be to suggest ways and means of promoting of advanced studies and research and providing of adequate facilities for carrying out high quality functional and experimental research by ensuring adequate research facilities in terms of Laboratory equipment, library acquisitions, collaborative research with national laboratories and industries, creation of University instrumentation and service centers so as to enable the University to contribute to social development will be concerned services to the community. The Committee will be concerned with:

- (i) promotion, co-ordination and review of research in the University in order to submit periodical reports and guidelines to the Academic Council for providing appropriate incentives including awards to researchers for their high quality and achievements and making recommendations to Academic Council as to the ways and means of providing adequate support to individual, groups, and departments on merit for carrying out high quality research schemes, either fundamental or application oriented, which help the University to contribute to social development and solution of societal problems;
- (ii) formulating guidelines for deputation of teachers for training in recognized institutions, or participations in national/international seminars, conference and workshops.
- (iii) formulating guidelines for recommendations and proposals to be made to the Academic Council for inviting visiting professors and fellows,

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appointing emeritus and honorary professors, national teachers or other eminent scholars to deliver lectures-extramural or memorial including publication of the lecture series and meritorious works;

- (v) formulation of extension and social service programmes of the University and the co-ordination of development projects for the community around the University.

3. ADMISSIONS CO-ORDINATION BOARD (A.C.B)

Vice-Chancellor, Chairman

Vice-Chairman – to be nominated by the Vice-Chancellor.

MEMBERS

6 members to be nominated by the Academic Council.

Deputy Registrar (Academic), Member Secretary

POWERS AND FUNCTIONS

The main function of this Committee will be to lay down general admission policy which takes into consideration measures to be adopted for reducing pressures on the University system and laying down minimum eligibility of admission to different courses in consonance with available resources of the University. The Committee will be concerned with formulation of general admission policy and guidelines and recommendations to the Academic Council regarding:

- (i) minimum eligibility requirements and principles of weightage and reservation, if permissible, to different courses and hostels and fixing of last dates of admission;
- (ii) printing and publication of prospectuses, application forms, bulletins of information and advertisements concerning admission to the University;
- (iii) annual review of admission made in every academic session and submission of reports to the Academic Council;
- (iv) investigation in irregularities in admissions and violation of Ordinances referred to it by the Academic Council and or its Chairman and cancellation of such admissions;
- (v) proposals to the Academic Council for laying down of Ordinances on admissible, or their modification, or amendment whenever required for improvement in the quality of standards of admittees on merit;
- (vi) any matter pertaining to admission referred to it by the Academic Council and or its Chairman..

4. EXAMINATION CO-ORDINATION BOARD (ECB)

Vice-Chancellor, Chairman

Vice-Chairman – to be nominated by the Vice-Chancellor

MEMBERS

Directors/Deans/Principals of Institutes/Faculties/ Colleges.

Controller of Examinations, - Member Secretary.

POWERS AND FUNCTIONS

The Committee will be concerned with laying down the policy and guidelines pertaining to conduct of examinations and the periodical review of the examination systems and reforms with a view to ensuring integrity and standards of evaluation of examinees, it will be entrusted with formulation of guidelines, submitting of comprehensive reports and recommendations to the Academic Council pertaining to:

- (k) Ordinances concerning examinations of the University dealing with conditions on which students are to be admitted to such examinations;
- (iii) maintenance of proper standards of examinations on the basis of scrutiny of results and statistics;
- (iv) conducting examinations in conformity with the Ordinances and fixing of dates for holding them;
- (v) appointment of tabulators, members of flying squads and other administrative personnel for conducting examinations;
- (vi) constitution of the Results Committee for discharging the functions of publication of results in conformity with the Ordinances and regulations;
- (vii) conferment or grant of degrees, diplomas, certificates, titles and marks of honours;
- (viii) reforms in, and ways and means of conducting examinations on the basis of periodical review of the examination system in the light of recommendations made by the examination Implementation Committee established by the University Grants Commission.
- (viii) any other matter on examination reforms referred to it by the Academic Council and or its Chairman.

5. TEACHERS' DEPUTATION COMMITTEE

Chairman – Professor nominated by the Vice-Chancellor.

MEMBERS

Directors of Institutes concerned
Deans of the Faculties concerned.
1 Representative of Teacher's Association
3 Teachers nominated by the Vice-Chancellor
Finance Officer – Ex-Officio
Registrar – Ex-Officio
Deputy Registrar (Academic), Member Secretary.

POWERS AND FUNCTIONS

Allocation and disbursement of funds for foreign deputation purposes and for deputation to National Seminars, Conferences and Workshops etc. in accordance with rules approved by the Academic Council.

**6. STUDENTS WELFARE COMMITTEE
(CHHATRA KALYAN SAMITI)**

Chairman—A Professor nominated by the *Vice-Chancellor*

Members

3 Office Bearers of the Students Union.

- (i) President
- (ii) General Secretary
- (iii) Vice-President

13 Under-graduate students of highest academic merit representing each faculty.

2 sportsmen of distinction nominated by the Sports Board.

2 Women students of academic distinction from Mahila Mahavidyalaya.

5 Postgraduate students representing faculties of –

- (i) Arts
- (ii) Science,
- (iii) Agriculture
- (iv) Social Sciences
- (v) Law, Education and Commerce

13 Student Advisors of the Faculties and such number of teachers from the Faculties not provided with Student Advisors to be nominated by the respective Deans, Coordinator of N.S.S., Superintendent of Health Centre, Vice-Chairman of University Sports Board; Dean of Students, Member-Secretary.

POWERS AND FUNCTIONS

The Committee will function as a Council of Students Affairs to advise the Academic Council on matters relating to:

- (i) the general welfare of the students of the University residents, non-resident as well as foreign nationals;
- (ii) the provision of amenities such as health service, games and sports, messing, canteens, cafeterias and co-operative stores;
- (iii) the extra-curricular and co-curricular activities like debates, dramatics, N.S.S. etc.;
- (iv) the award of scholarships, loans and financial aid to the students;
- (v) the appointments of a appropriate implementation Sub-Committees for implementing the rules and policies laid down by the Academic Council in regard to the matters falling within its domain.

7. STUDENT ACCOMMODATION COMMITTEE

Chairman – Professor nominated by the Vice-Chancellor.

MEMBERS

1 student representing hostels of each of the Five Groups of Faculties.

MEMBERS OF STUDENTS ON THE CAMPUS

Medical, Technology, Science, Agriculture, Humanities including Social Sciences, Law, Education & Commerce.

1 student representing each of the approved lodges.

1 student representing each of the City delegacy Circles.

Warden In-charge, Delegacy Centre

Deans/Directors or their nominees.

Warden in-charge, Women's Hostel

Warden, International Hostel

3 Teachers nominated by the Vice-Chancellor.

Deans of Students – Member Secretary.

POWERS AND FUNCTIONS

- (i) To advice the Academic Council in regard to accommodation problems of students of the University including admission to hostels, acquisition

of lodges and their management, conditions of living of students in rented rooms in the town, and of delegacy students;

- (ii) To submit proposals to the Academic Council for construction of hostels and lodges and Faculties for delegacy students.

8. COMPUTER AND SOPHISTICATED INSTRUMENTS COMMITTEE

Chairman – Vice-Chancellor or his nominee

Vice-Chairman – To be nominated by the Vice-Chancellor

MEMBERS:

Deans of the Faculties of Engineering and Technology, Science, Agriculture and Medicine or their nominees.

Finance Officer – Ex-Officio

Registrar – Ex-Officio

Co-ordinators of Centres/Schools

Director, Computer Centre, Member Secretary

POWERS AND FUNCTIONS

- (i) Co-ordination in the services of the Computer and Instruments Centres
- (ii) management of the Computer and other instruments
- (iii) the rules and regulations for the University as well as outside agencies as approved by the Academic Council on its recommendations;
- (iv) improvement, development and effective utilization of the Centres and to submit Schemes and proposals therefore;
- (v) submission of Annual Report to the Academic Council.

SECTION III

**(COMMITTEE CONSTITUTED UNDER ORDERS OF THE
VICE-CHANCELLOR)**

1. UNIVERSITY CONSULTATIVE COMMITTEE (U.C.C.)

Vice-Chancellor, Chairman

MEMBERS:

Local members of the Executive Council.

Directors, Deans and Principals of Colleges
Senior-most Professor, Associate Professor and Assistant Professors
President, Teachers' Association
Chief Proctor and Dean of Students
Controller of Examinations and
Finance Officer
Registrar, Member-Secretary

POWERS AND FUNCTIONS

- (j) To advise the Vice-Chancellor in discharging of his functions in his discretion in particular in situations requiring immediate action under 7(C)5 of the Act
- (iii) To advise the Vice-Chancellor in abnormal situations or emergency
- (iii) To advise the Vice-Chancellor on any other matter referred by him.

2. UNIVERSITY DISCIPLINE COMMITTEE (UDC)

Chairman – To be nominated by the *Vice-Chancellor*.

MEMBERS:

Such number of Senior Teachers as there are faculties/Colleges other than Directors/Deans and Heads of the Departments in the Banaras Hindu University.

Chief Proctor

Legal Advisor of the University, Invitee.

Deputy Registrar (Academic), Member-Secretary.

POWERS AND FUNCTIONS

- (i) To review disciplinary actions;
- (ii) To exercise the power of the Vice-Chancellor in regard to discipline matters;
- (iii) To dispose of grievances against disciplinary action
- (iv) To institute enquiry in matters of discipline
- (v) To suggest ways and means of improving discipline and maintaining of discipline in the Campus.
- (vi) To submit periodic reports to the Vice-Chancellor.
- (vii) To consider any matter pertaining to discipline referred to it by the Vice-Chancellor.

3. STUDENTS' FINANCIAL AID COMMITTEE

Chairman – To be nominated by the *Vice-Chancellor*.

MEMBERS:

Treasurer of Students' Union

Dean of Students

3 Teachers to be nominated by the Vice-Chancellor.

3 Representatives of the Students Union.

Finance Officer or his nominee not below the rank of the Deputy Registrar (Accounts) – Member Secretary.

POWERS AND FUNCTIONS

Disbursement of Financial Aid, grants and assistance to students in need or distress, in accordance with the rules and regulations laid down in this regard.

4. UNIVERSITY GUEST HOUSE COMMITTEE (UGHC)

Chairman – to be nominated by the *Vice-Chancellor*.

MEMBERS:

Three Teachers to be nominated by the Vice-Chancellor.

Nominee of Chief Proctor

Head of the Department of Home Science

Finance Officer – Ex-Officio

Registrar – Ex-Officio

Executive Officer, Member-Secretary

POWERS AND FUNCTIONS

- (k) To advise the Vice-Chancellor in the management of Guest House Complex.
- (ii) To suggest proposals for improvement and development of Guest House facilities in and outside Varanasi.
- (iv) To organize and manage the Guest House Complex.

SECTION IV

***MANAGEMENT COMMITTEE OF BHARAT KALA BHAVAN AND ITS
STANDING RULES**

***(ENGLISH VERSION OF RULES-WITH APPROPRIATE MODIFICATIONS IN
VIEW OF DEMISE OF MEMBERS AND OTHER MINOR CHANGES.)**

(Approved by the Executive Council vide Resolution No.37 dated 1st July, 1950)

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1. This collection shall be named Bharat Kala Bhavan and shall hereinafter be referred to as Kala Bhavan.
2. The following shall be the objectives of Kala Bhavan.
 - (a) To preserve the already acquired collections relating to the Arts, Crafts and Culture and Archaeology of India and of the entire sub-continent of India and relating to the history of all branches of Indian researches and to further increase and properly exhibit the collection by acquiring, selling or obtaining new materials for the collection.
 - (b) To create popular interest in the aforesaid arts and to obtain for them appropriate place in the life and culture of nation by organizing popular lectures, seminars, conferences and exhibitions etc. and by the publication of appropriate literature and art reproduction.
 - (c) To preserve the individuality of Indian Art and Crafts.
 - (d) To take such other measures by which aforesaid objectives may be realized.
3. Kala Bhavan, all its materials and collections shall be the property of Banaras Hindu University (which shall hereinafter be referred to as the University) and there shall be permanent ownership of the University over them. It shall be associated with the Indology Departments of the University. The financial responsibility of maintaining it shall be of the University.
4. Kala Bhavan shall be situated on the land provided for it by the University.
5. There shall be a management committee acting under the auspices and authority of the Executive Council of the University and which shall run and manage the Kala Bhavan and which shall be forthwith referred to as the Committee.
6. There shall be twenty-six (26) members in this Committee out of which-
 - (a) Fifteen members shall remain as permanent members/life members including the Vice-Chancellor of the University and the Minister of Education, Government of India in their ex-officio capacity.
 - (b) Eleven members shall be appointed by the University, who shall be nominated every three years except the members' ex-officio.
7. (a) The Officers of the Committee shall be one Chairman, three Vice-chairman and one Secretary. The Vice-Chancellor of the University shall be the Chairman ex-Officio of the Committee and the Rector shall be one of the three Vice-chairman.

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- (b) The remaining two Vice-Chairman shall be elected from among the members of the Committee for the term of their office.
 - (c) Shree Rai Krisnandasa shall remain the Member Secretary of the Committee (as long as he desires to function) where after the Director/Head of Bharat Kala Bhavan shall act as Secretary ex-officio of the Committee.
 - (d) The quorum of the Committee shall be seven members.
8. The Committee shall fill up its vacation in membership of 6 a and b categories from among the persons interested in art and specialists with the approval of the Executive Council of the University.
 9. There shall ordinarily be two meetings of the Committee in one year.
 10. Kala Bhavan shall have its own office.
 11. Such articles and books in Indology Department, Ancient History Department, Library, Lala Shri Ram Collection etc. which are fit or useful for the Kala Bhavan shall, as far as possible, be kept in Kala Bhavan.
 12. The Committee shall have the right to appoint sub-committee of specialists for its special functions.
 13. The Committee shall be competent to make rules and regulations and to amend them with the approval of the Executive Council.
 14. The Committee shall have the right to select patrons, with the approval of the Executive Council for the Kala Bhavan for which only the scholars shall be entitled.
 15. The Committee shall in the interest of Kala Bhavan have the right, subject to the special sanction of the Executive Council, to alter, destroy or send in exhibition one or more articles of the Kala Bhavan.

Provided that if the aforesaid one or more articles are such that the equivalent of which are not in any public collection-house or it is made of gold, silver, jewels or any precious stones or semi-precious stones, it can not be altered or destroyed; but if there is the possibility of any extremely extra-ordinary addition then even such articles may be altered if the members of the Executive Council and Committee unanimously concur and deem it desirable.
 16. The Committee shall not be entitled to let any article go out of the premises of Kala Bhavan save with the permission of the Executive Council.

However, the Committee shall be entitled to let any article go out of the premises of Kala Bhavan to return the objects on loan for certain period, for repair of any objects for its renovation, for making photo-block or for making any other type of cast or model or to obtain the opinion of specialists.

17. The budget of Kala Bhavan shall be prepared by the Committee which shall be passed by the competent University authorities. After the budget is approved, the Committee shall have the right to spend accordingly. The Committee shall collect subscriptions for the Kala Bhavan or delegate power to any of its members to collect subscriptions. It shall receive grants from Central and State Governments and shall spend the said grant with the approval of the Council or shall authorize the Director/Head to spend the same.
18. The Committee shall, for the appointment of the employees of Kala Bhavan, send advice to the Executive Council which shall take decision after considering the advice of the Committee.
19. Rai Krishnadasa*²⁶⁶ shall be permanent Honorary Director of Bharat Kala Bhavan. He shall be the Chief Executive Officer of Kala Bhavan and shall remain on the post till he leaves of his own.
20. The Director/Head shall act under the direction of, and when necessary by taking the advice of, the Committee, under the ultimate authority of the Executive Council.
21. Out of the money sanctioned under S.17, the Director/Head shall spend for collection, preservation, exhibition, publication, library, photographs, making of cast/models, reproduction and for other schemes as per decision of the Committee.
22. In case of an urgent/compulsory work when the meeting of the Committee is impossible, the Director/Head shall seek the advice of the members through letters and act accordingly. If this too is not possible he will take the concurrence of the Chairman of the Committee (Vice-Chancellor of the University).
23. In all such matters which are not mentioned in the aforesaid rules the Committee shall send its advice to the Executive Council which will take the decision as it deems fit and the work will be done in accordance with the decision of the Executive Council.

²⁶⁶ Shri Rai Krishnadasa expired on July 20, 1980.

**RULES FOR THE MANAGEMENT OF THE MAIN TEMPLE OF THE BANARAS
HINDU UNIVERSITY (VISHWANATH TEMPLE).**

1. There shall be a Committee for the management of the main Temple of the University (Vishwanath Temple). The Committee shall be known as the Temple Committee.
2. It shall consist of nine members with the Vice-Chancellor or his nominee as the Chairman and the other eight members -
 - (i) Three members to be nominated by the Executive Council.
 - (ii) Two Donors to be elected from amongst the donors who have donated Rs.20, 000/- or more.
 - (iii) One representative of the Birla family to be nominated by the family.
3. The term of the above members shall be three years.
4. The Registrar, B.H.U. shall be the Secretary of the Temple Committee.
5. The Temple Committee shall meet at least once in a year.
6. Subject to the control of the Executive Council of the University, the Temple Committee shall be responsible for the management of the Temple. It shall frame its budget every year which shall be sent to the Executive Council for its approval.
7. The employees of the temple including the Manager and Pujaris and other staff shall be appointed by the Executive Council on the recommendation of the Temple Committee.
8. The Temple Committee shall lay down rules for the management of the temple which shall be effective subject to the approval of the Executive Council.
9. The temple Committee shall arrange for the daily puja of the deities installed in the temple as well as special pujas and celebrations and services on the following occasions:
 - i) Mahashivaratri
 - ii) Ramnavmi
 - iii) Mondays in the month of Shravans
 - iv) Janamashtami
 - v) Vijaya Dashmi
 - vi) Mahavir Jayanati
 - vii) Malviyaji's Birth-day
 - viii) Basant Panchami
10. The management and repairs of the Temple shall be done by the University U.W.D. as a part of the maintenance and repairs of all buildings of the University.

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11. The garden of the Temple shall be maintained by the Temple Committee.
12. The Temple Committee shall look after the endowments made for the temple and their investments and the same shall be reported to the Executive Council from time to time.
13. The temple shall be open to all persons who wish to visit the same and observe the rules and regulations framed in this behalf.
14. The area around the temple bounded on all the four sides by roads except the portion earmarked for the Botanical Garden which is indicated in the shaded area in the plan annexed herewith shall be utilized for the maintenance of the temple and its gardens.
15. Any difference between the expenditure and income as provided for in the annual budget of the University approved by the Executive Council shall be met from the general funds of the University.