

CHAPTER-I

STATUTES OF DR YASHWANT SINGH PARMAR UNIVERSITY OF HORTICULTURE AND FORESTRY, SOLAN

1.1 These Statutes, which have been framed as laid down in section 54 of the H.P. Universities of Agriculture, Horticulture and Foerstry Act, 1986 (Act No. 4 of 1987) shall be called the Dr Yashwant Singh Parmar University of Horticulture and Forestry Statutes, 1987. Short title

1.2 These Statutes shall come into force with effect from the date of their publication in the Himachal Pradesh Rajpatra. Commencement

1.3 In these Statutes unless there is anything repugnant to the subject or context : Definitions

(i) `Section' means a section of the Act.

(ii) `Emoluments' means pay, dearness pay, special pay, personal pay and allowances other than travelling allowances and medical allowances.

(iii) `Employees' means whole-time employees (including officers and teachers) other than part time employees, honorary employees or those paid from contingencies.

(iv) `Competent authority' means the appointing authority or the officer to whom power of appointment or any special power is delegated.

(v) Unless otherwise specified all other words and experssions used but not defined in the Statutes shall have the meanings respectively assigned to them in the Act.

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CHAPTER-II
AUTHORITIES OF THE UNIVERSITY, CONSTITUTION,
POWERS AND DUTIES

SENATE

Election of the representatives of teachers 2.1 All the teachers of the University as specified in Statute 4.1(I) shall form two electoral Colleges for the purpose of election to fill the two vacancies on the Senate for a period of 2 years as required under section 11(1)(B)(viii) of the Act. One of the vacancies will be filled up out of the Professors, Associate Professors and equivalents and the second would be filled up amongst the Assistant Professors or its equivalents. The procedure to be followed for election shall be as prescribed by the Board.

Election of representatives of non-teachers 2.2 All the non-teaching employees of the University as specified under section 11(1)(B)(ix) of the Act shall form one electoral college for the purpose of election to fill up one vacancy on the Senate for a period of two years. The procedure to be followed shall be as prescribed by the Board.

Powers and duties 2.3 Powers and duties of the Senate shall be as prescribed under Section 11, sub-section 5 of the Act.

2.4 The senate shall on the date to be fixed by the Chancellor meet once in a Calendar year and this meeting shall be called the annual meeting of the Senate.

BOARD OF MANAGEMENT

Powers and Duties 2.5 In addition to the powers laid down in sub-section (1) of section 13 of the Act, the Board shall exercise the following powers :

(1) To declare by Statutes, other Colleges as constituent colleges of the University under clause (b) (iii) of sub-section (1) of section 35 of the Act.

(2) The Board shall consider for approval the annual report containing :

(a) a review of the progress made in different spheres of activities of the University;

(b) the amount of receipts and disbursements and the purpose for which the disbursements were made;

(c) the number of officers and teachers as well as the number of students in different classes; and

(d) an estimate of the expenses for the following year.

(3) The Board may submit to the State Government legislative proposals which it considers necessary for the betterment and promotion of horticulture and forestry and allied sciences based on the results of research conducted in the university.

(4) The Board may create teaching, research, extension education, administrative, ministerial, technical and other necessary posts and abolish or retrench such posts on the recommendations of the Vice-Chancellor.

Provided that no post, position and assignment created by the Board/ University shall have any effect unless approved by the State Government.

(5) The Board may establish a new department of study, abolish or sub-divide or otherwise reconstitute an existing department of study on the recommendations of the Academic Council under clause (ii) and (iii) of sub section (3) of section 15 of the Act.

(6) The Board shall normally meet at the headquarters of the University but may also meet at any other place as decided by the Vice-Chancellor.

(7) Any other power or function of the University which has not been specifically assigned to any authority or officer of the University under the Act or the Statutes shall be exercised/performed by the Board on the advice of the Vice-Chancellor.

ACADEMIC COUNCIL

2.6(1) In accordance with clause (ix) (B) of sub-section (2) of section 14 of the Act, the two eminent scientists not below the rank of Professor to be nominated by the Vice-Chancellor as members of the Academic Council would be such as have atleast five years of experience of teaching or

Selection of a member under section 14(2) (ix)(b) of the Act

research or extension education in a University or in a recognized organization of repute. Such persons to be nominated by the Vice-Chancellor shall have a term of two years.

Powers and
Duties

(2) In addition to powers and functions as specified in section 15 of the Act, the Academic Council shall have the following powers :

(i) to initiate measures for improving the quality of teaching, students evaluation and student advisory service;

(ii) to recommend candidates for diplomas, degrees and certificates to be conferred by the University;

(iii) to recognise the examination of other Universities and recognized institutes and to decide their equivalence with the corresponding examinations of the University;

(iv) to propose to the Board, the institution of fellowships, scholarships, stipends, medals etc., to be awarded to the students of various constituent colleges of the University;

(v) to make recommendations for the creation of additional colleges when deemed necessary for the approval of the Board;

(vi) to make recommendations for the approval of the Board regarding the fixation, payment and receipt of fees etc., and penalty for non-payment of such dues in time by the students of the University;

(vii) to advise the Board on proposals for new expenditure on teaching, research and extension education in the University;

(viii) to make regulations regarding the holding of Convocation;

(ix) to make regulations for the maintenance of discipline and for regulation of the conduct of the students in the colleges and hostels of the University;
and

(x) to consider any other academic matter.

3(i) The Academic Council may constitute Advisory Committees on (i) Educational and Resident instructions, (ii) the Library, (iii) Students' Discipline and Welfare or (iv) on any other matter. The Vice-Chancellor or his nominees shall be ex-officio Chairman of these committees and (i) the seniormost Dean (ii) the Librarian, (iii) the Students' Welfare Officer (iv) any Statutory Officer to be nominated by the Vice-Chancellor shall respectively be the Member-Secretary of the above Committees.

(ii) Each of the above Advisory Committees shall advise the Academic Council on such matters as are referred to it by the Academic Council.

2.7 In pursuance of section 16 (1) of the Act, there shall be an Extension Council whose constitution, powers and functions shall be as under :

Extension
Council

- i) Vice-Chancellor (ex-officio Chairman);
- ii) Director of Horticulture, H.P. Government;
- iii) Director of Agriculture, H.P. Government;
- iv) Principal Chief Conservator of Forests, H.P. Government;
- v) Deans of the Colleges;
- vi) Director of Research;
- vii) All Heads of the Departments;
- viii) All the Chief Scientists of the Regional Horticultural Research Stations;
- ix) *(a) Director of Extension Education, Chaudhary Sarwan Kumar Himachal Pradesh Krishi Vishvavidyalaya, Palampur;
(b) Joint Director (Training), Directorate of Extension Education;
(c) Joint Director (Communication), Directorate of Extension Education;
(d) Extension Co-ordinator, Directorate of Extension Education;
- x) Deputy Commissioner, Solan;
- xi) One outstanding social worker to be nominated by the Vice-Chancellor;
- xii) Two progressive orchardists, one progressive vegetable grower and one progressive farmer involved in social forestry to be nominated by the Vice-Chancellor; and
- xiii) *(a) Registrar
(b) Comptroller
- (xiv) Director of Extension Education (Member-Secretary)

*Amended vide Notification No. UHF/Regr/GA/5-28/2014/-1406-51 dated 22.4.2014

The Council shall advise the University regarding :

- (a) Planning and evaluation/review of various extension education activities of the University;
- (b) ways and means of increasing the effectiveness of the University's extension programmes;
- (c) the co-ordination of University extension programmes with the State and National Programmes.

Research
Council

2.8 In pursuance of section 17(1) of the Act, there shall be a Research Council whose constitution, powers and functions shall be as under :

- i) Vice-Chancellor (ex-officio Chairman);
- ii) Director of Horticulture, H.P. Government;
- iii) Director of Agriculture, H.P. Government;
- iv) Principal Chief Conservator of Forests, H.P. Government;
- v) Deans of the Colleges;
- vi) Director of Extension Education;
- vii) All Heads of the Departments;
- viii) All the Chief Scientists of the Regional Horticultural Research Stations;
- ix) *(a) Director of Extension Education, Chaudhary Sarwan Kumar Himachal Pradesh Krishi Vishvavidyalaya, Palampur
(b) One outstanding social worker to be nominated by the Vice-Chancellor
- x) Two progressive orchardists, one progressive vegetable grower and one progressive farmer involved in social forestry to be nominated by the Vice-Chancellor; and
- xi) *(a) Registrar
(b) Comptroller
- xii) Director of Research (Member-Secretary)

The Council shall advise the University regarding;

- (a) Planning and evaluation/review of various research activities of the University;

*Amended vide Notification No. UHF/Regr/GA/5-28/2014/-1406-51 dated 22.4.2014

- (b) ways and means of increasing the effectiveness of the University's research programmes;
- (c) the co-ordination of University research programmes with the State and National Programmes.

BOARD OF STUDIES

2.9 (1) There shall be a Board of Studies for each College and following shall be the colleges of the University :

Constitution
of Board of
Studies

- (i) the College of Horticulture, Solan
- (ii) the College of Forestry, Solan
- (iii) such other colleges as may be established by the University from time to time

(2) The Board of Studies will be constituted in accordance with section 18(1) of the Act. In the absence of the Dean of the College, the senior-most professor and the Head of the Department shall act as Chairman of the Board of Studies.

(3) The Dean shall have the discretion to appoint a Secretary of the Board of Studies from amongst the Professors and Associate Professors for a period of two years.

(4) The Board of Studies shall exercise all the powers and perform all the duties conferred on it by the Act. It will be the duty of the Board to :

Powers and
duties

- (i) to propose courses of study for various programmes of instructions;
- (ii) to determine the curricula of different programmes of studies;
- (iii) to suggest measures to improve the standard of teaching and of the student assessment; and
- (iv) to suggest changes in regulations regarding admission, instructions, continuance and examinations of students in the College.

2.10 Each College will comprise the Departments of studies as established from time to time.

College and
Departments in
the University

CHAPTER-III

STATUTES REGARDING THE DESIGNATION, THE MANNER OF APPOINTMENT AND DUTIES AND QUALIFICATIONS OF THE OFFICERS OF THE UNIVERSITY

Vice-
Chancellor

3.1(i) The Vice-Chancellor shall receive such pay and allowances as approved by the Hon'ble Chancellor from time to time. He shall in addition be entitled for furnished residential accommodation at the headquarters of the University. A licence fee as per University norms will be charged from him. However, this amendment shall be effective from the date of relinquishment of the charge by the present incumbent.

(ii) The Vice-Chancellor shall not be entitled to the benefits of the University Provident Fund. However, if a person already in service of the University is appointed as Vice-Chancellor, he shall be entitled to contributory fund benefits.

(iii) While on tour in connection with University business the Vice-Chancellor shall be entitled to travelling allowance, at the rates applicable to the highest category of Grade-I Officers of the H.P. Government for halts and travel.

(iv) The Vice-Chancellor shall be entitled to 15 days of casual leave in a Calendar year and to leave on full pay for one eleventh of the period spent on duty.

(v) In addition to the leave mentioned above, the Vice-Chancellor shall be entitled in case of illness or on account of private affairs, to leave without pay for a period not exceeding three months during the period of his tenure, provided that leave taken without pay may be subsequently commuted into leave on full pay to the extent to which leave may have become due under statute 3.1(iv).

(vi) The Vice-Chancellor shall be entitled to free medical aid and facilities.

(vii) The Vice-Chancellor may be deputed by the Board on non-university business or at the request of the Government on Government business or in

the public interest, in any part of India or outside India. The Chancellor shall be competent to make the requisite arrangements for exercising the powers and performing the duties of the Vice-Chancellor during the period of such deputation, in the manner as laid down under section 24(5) of the Act, provided that the arrangements made shall be such as do not entail any additional expenditure to the University.

(viii) Residential accommodation occupied by the Vice-Chancellor, including the lawns, etc. attached to such accommodation shall be maintained by the University and no charge thereof shall fall on the Vice-Chancellor.

(ix) The Security arrangements for the Vice-Chancellor shall be made by the University by way of appointment of Security Guards and no charge thereof shall fall on the Vice-Chancellor.

(x) All use of the University vehicle put at the disposal of the Vice-Chancellor shall be regarded as official but the Vice-Chancellor will pay such amount per month to the University for this facility for maximum journey of such kilometers per month as fixed by the Himachal Pradesh Government from time to time for the highest grade officers.

(xi) The Vice-Chancellor shall be entitled to leave encashment in accordance with the rules and instructions applicable to State Government employees of the highest grade.

(xii) The Vice-Chancellor shall also be entitled to L.T.C. facilities, same as admissible to State Government Employees of the highest grade.

2. In addition to the powers and duties mentioned in section 25 of the Act, the Vice-Chancellor shall exercise the following powers :

Powers and
duties of
the Vice-
Chancellor

(i) to sanction recurring and non-recurring expenditure within the approved budget of the University provided he may re-appropriate amount within the various units of appropriation;

(ii) to recommend to the Board to abolish such posts which are considered superfluous in the University, subject to the protection given to the individuals holding such post;

(iii) to countersign his own T.A. bills as per the T.A. rules;

(iv) to transfer personnel from one post to another or to transfer posts from one scheme to another in the interest of the University without adversely affecting the service conditions;

(v) to constitute ad-hoc committees for students admission, selection of staff other than teachers, conduct of enquiries of administrative nature and for such other purposes as he may deem necessary; and

(vi) to approve the tour programme and to countersign T.A. bills of subordinate officers of the University.

Deans of the
Colleges

3.2(1) The Dean of the College shall receive a pay as approved by the Board of Management from time to time. He shall be entitled for unfurnished residential accommodation at the Campus of the University, but will have to pay the licence fee as per category/type of accommodation as fixed from time to time.

(2) The Dean of the College shall be the Chief Executive Officer of the College responsible to the Vice-Chancellor for its administration.

(3) In the absence of regular Dean of the College due to his proceeding on leave, tour, deputation or the post falling vacant as a result of retirement, resignation or otherwise, the senior-most Professor/equivalent in the College shall act as Dean of the College. However, the Vice-Chancellor for reasons to be recorded in writing may appoint a person other than the senior-most Professor/equivalent in the College as Dean of the College.

Powers and
duties of the
Deans

(4) In addition to the duties specified in sub-section (1) and (2) of section 27 of the Act, the powers and duties of the Dean of the College shall be as follows :

(i) He shall be responsible for the management of resident instructions in the Departments of the College and for that purpose shall pass such orders as might be necessary in consultation with the Head of the Department concerned.

(ii) He shall look into and be responsible for the due observance of provisions of the Act, the Statutes, the Regulations and the directions issued by the

authorities of the University or the Vice-Chancellor in so far as they relate to his College with regard to the resident instructions.

(iii) Without prejudice to the right of any member to present any matter to the Board of Studies, he shall, in his capacity as Chairman of the Board of Studies, formulate and present policies to the Board of Studies for its consideration.

(iv) He shall submit report(s) to the Vice-Chancellor on the working of the College.

(v) He shall supervise the registration and progress of the students in the College.

(vi) He shall be responsible to the Vice-Chancellor for the educational use of the buildings and rooms assigned to the College and for the general equipment of the College as distinct from that of the separate Departments.

(vii) He shall prepare the budget of the College.

(viii) He shall be responsible for the maintenance of discipline in the College.

(ix) He shall, in collaboration with the Director of Research, be responsible for the coordination of research of the postgraduate students and its integration with the general research programme of the University.

(x) He shall maintain record of the postgraduate students of his College and also supervise their progress.

(xi) He shall represent the University in conferences regarding educational issues.

(xii) He shall serve as the medium of communication for all the official business of the College with other authorities of the University, the students and the public with regard to resident instructions.

(xiii) He shall perform such other duties and functions as may be assigned to him by the Vice-Chancellor.

Director of
Research

3.3(1) The Director of Research shall receive a pay as approved by the Board of Management from time to time. He shall be entitled for unfurnished residential accommodation at the campus of the University, but will have to pay the license fee as per category/type of accommodation as fixed from time to time.

Powers and
duties of the
Director of
Research

(2) In addition to the duties specified in sub-section (1) of section 28 of the Act, the powers and duties of the Director of Research shall be as follows :

(i) He shall develop and co-ordinate research in the University, promote inter-disciplinary collaboration in research programmes and co-operate and collaborate with the Director of Extension Education in extending the results of researches to the fields.

(ii) He shall co-ordinate all researches conducted within the teaching departments by members of the staff and postgraduate students of the departments in the University in co-operation with the Deans. He shall be responsible to the Vice-Chancellor for all matters pertaining to research programmes of the University.

(iii) He shall formulate research policies and programmes in consultation with Deans and Directors and present the same to the Research Council for its consideration.

(iv) He shall exercise administrative control over (i) research staff, (ii) research funds allotted for the purpose and (iii) all properties, physical facilities and materials assigned by the University for the pursuit of research programmes.

(v) He shall assess, in consultation with the Heads of Departments, the budgetary needs of different departments of the University for research.

(vi) He shall be the principal liaison officer for dealing with aid-granting agencies, such as the State Government, Central Government, the Indian Council of Agricultural Research, Indian Council of Forestry Education and Research, Commodity Committees or Private Institutions.

(vii) He shall be responsible for the research publications of the University and press releases pertaining to the research problems and findings.

(viii) He will represent the University in conferences regarding research.

(ix) He shall assume leadership in development and maintenance of research productivity of a high level by :

- (a) promotion of self-improvement on the part of research personnel;
- (b) stimulation of a wholesome, aggressive esprit de corps; and
- (c) development of an attitude in the minds of the staff as to the worthiness and self-satisfaction (humble pride) of a life vocation of service in the field of horticulture and forestry research.

(x) He shall perform such other duties and functions as may be assigned to him by the Vice-Chancellor.

3.3(3) In the absence of regular Director of Research due to his proceeding on leave, tour, deputation or the post falling vacant as a result of retirement, resignation or otherwise, the senior-most professor/equivalent in the University shall act as Director of Research. However, the Vice-Chancellor for reasons to be recorded in writing may appoint a person other than the senior-most Professor/equivalent as Director of Research.

3.4(1) The Director of Extension Education shall receive a pay as approved by the Board of Management from time to time. He shall be entitled for unfurnished residential accommodation at the campus of the University, but will have to pay the license fee as per category/type of accommodation, as fixed from time to time.

Director of
Extension
Education

(2) In addition to the duties specified in sub-section(1) of section 29 of the Act, his powers and duties shall be as follows :

Powers and
duties of
Director of
Extension
Education

(i) He shall plan and execute all extension education programmes and activities in co-operation with the Deans and the Director of Research.

(ii) He shall supervise and control the field activities of the extension specialists of various disciplines.

(iii) He shall be responsible to the Vice-Chancellor for effecting close collaboration and co-ordination of the extension education activities of the

University with those of the concerned State Government and allied Departments.

(iv) He shall be responsible for initiation, organization and conduct of extension education programme of the University and for that purpose shall pass such orders as may be necessary in consultation with the Heads of the Departments concerned.

(v) He shall exercise administrative control over :

- (a) The Extension Education staff;
- (b) The Extension Education funds allotted for this purpose; and
- (c) all properties, physical facilities and materials assigned by the University for the pursuit of Extension Programme.

(vi) He shall assess, in consultation with the Heads of Departments, the budgetary needs of extension education work of different departments of the University.

(vii) He shall formulate and present extension education programme to the Extension Council for its consideration.

(viii) He shall guide and supervise the working of the communication centre dealing with publications, audio-visual aids, radio, press and other materials meant for the successful implementation of the Extension Education programmes.

(ix) He shall represent the University in conferences regarding extension education.

(x) He shall assume leadership in the development and maintenance of effective and productive extension educational programme by :

- (a) promotion of self-improvement on the part of extension personnel; and
- (b) inculcation in them of a missionary spirit for dedicated service to the farmers of the State.

(xi) He shall perform such other duties and functions as may be assigned to him by the Vice-Chancellor.

3.4(3) In the absence of regular Director of Extension Education due to his proceeding on leave, tour, deputation or the post falling vacant as a result of retirement, resignation or otherwise, the senior-most Professor/equivalent in the University shall act as Director of Extension Education. However, the Vice-Chancellor for reasons to be recorded in writing may appoint a person other than the senior-most Professor/equivalent as Director of Extension Education.

3.5(1) The Registrar shall receive a pay as approved by the Board of Management from time to time. He shall be entitled for unfurnished residential accommodation at the Campus of the University, but will have to pay the license fee as per category/type of accommodation, as fixed from time to time. Registrar

(2) In addition to the duties specified in sub-section (1) of section 30 of the Act, the powers and duties of the Registrar shall be as follows : Powers and duties of the Registrar

- (i) He shall be responsible for the compilation of Annual Report of the University for the approval of the Vice-Chancellor and the Board.
- (ii) He shall be the officer to sue and to be sued on behalf of the University and engage lawyer(s), if necessary, with the approval of the Vice-Chancellor.
- (iii) He shall conduct official correspondence of the Senate, Board and the Academic Council.
- (iv) He shall be responsible for the admission of the students to the University.
- (v) He shall be responsible for the registration of the students of the University.
- (vi) He shall be responsible for maintaining a registrar of all degrees/ diplomas conferred by the University.
- (vii) He shall be responsible for maintaining all records of students.

- (viii) He shall obtain the grades of the students from the Dean(s) and issue semester reports and transcripts.
- (ix) He shall assist the Vice-Chancellor in all matters of general administration.
- (x) He shall perform such other duties and functions as may be assigned to him by the Vice-Chancellor from time to time.

Comptroller 3.6(1) The Comptroller of the University shall receive a pay as approved by the Board of Management from time to time.

Powers and duties of the Comptroller (2) In addition to the duties specified in section 31 of the Act, the powers and duties of the Comptroller shall be as follows :

(i) He shall be the custodian of such property of the University as securities, title deeds, cash and other liquid assets of the University and shall maintain complete records of all such properties.

(ii) He shall regulate all accounts and effect internal inspection of accounts on all the University campuses and research stations.

(iii) He shall communicate to the officers authorised to incur expenditure on behalf of the University, their annual and supplementary allotments from the budget allocation under respective heads of accounts.

(iv) He shall bring to the notice of the Vice-Chancellor financial irregularities, if any, that might have occurred in the University.

(v) He shall consolidate monthly and annual accounts of the University.

(vi) He shall be responsible for presenting the annual accounts and balance-sheet of the University to the Statutory Auditors for examination and certification by them.

(vii) He shall ensure that the budget of the University is prepared in time and is submitted to the Vice-Chancellor and that the Financial sanctions are obtained in time.

(viii) He shall ensure that the accounts of the University are properly kept, adjusted and audited.

(ix) He shall see that the income and the receipts due to the University are collected and that all payments are made promptly.

(x) He shall act as the Member-Secretary of the Finance Committee of the University.

(xi) He shall be responsible to the Vice-Chancellor for the preparation of development plans of the University.

(xii) He shall ensure that the dealings with the Government, the authorities responsible for auditing the accounts of the University, Commodity Committees and other aid granting agencies regarding financial and account matters are maintained properly.

(xiii) He shall perform such other functions and duties as may be assigned to him by the Vice-Chancellor.

3.7(1) The Estate Officer shall receive a pay as approved by the Board of Management from time to time. He shall be entitled for unfurnished residential accommodation at the Campus of the University, but will have to pay the license fee as per category/type of accommodation, as fixed from time to time. Estate Officer

(2) In addition to the duties specified in Sub section (1) of section 32 of the Act, the powers and duties of the Estate Officer of the University shall be: Powers and duties of the Estate Officer

(i) to maintain buildings, roads, fencing, playgrounds, parks, lands and other physical facilities of the University and to provide for protection against thefts, fire and other dangers;

(ii) to organize and supervise such services as water, electricity, communication and operation and maintenance of the University vehicles;

(iii) to provide for installation, use and maintenance of University equipments and co-operation with other officers of the University and to ensure the proper use of rooms, houses, building and grounds etc;

(iv) to get designs, plans and estimates prepared for such purposes as additions/alterations of University buildings and preparation of grounds;

(v) to maintain records of allotment of buildings of the University for various purposes;

(vi) to maintain accounts relating to the works and of rentals of buildings and land in his charge on forms designed in consultation with the Comptroller;

(vii) to maintain upto date record of all the immovable properties of the University;

(viii) to procure/dispose of immovable property of the University as decided by the competent authority under section 3(4) of the Act; and

(ix) to perform such other duties and functions as may be assigned by the Vice-Chancellor.

Librarian

3.8(1) The Librarian of the University shall receive a pay as approved by the Board of Management from time to time.

Powers and duties of Librarian

(2) In addition to the duties specified in Sub section (1) of section 33 of the Act, the powers and duties of Librarian shall be as follows :

(i) The Librarian shall work under the control and supervision of the Vice-Chancellor and shall be responsible for the maintenance of all libraries of the University and for the organization of the service of these libraries.

(ii) He shall have overall supervision of the University Library including library personnel and Department's libraries or collections.

(iii) He shall prepare the budget for the University library including Department's collections.

(iv) He shall be responsible for receiving and accessioning all library materials.

(v) He shall be responsible for initiating the purchase of and requisitions for all library materials.

(vi) He shall be responsible for renewing in time subscription to journals and periodicals.

(vii) He shall prepare a library newsletter at reasonable intervals which will carry a list of all library materials received since the preceding newsletter and other timely library news of interest to students and staff.

(viii) He shall initiate, participate and cooperate in programme designed to stimulate and encourage the use of library facilities by students and staff.

(ix) He shall arrange library hours which will permit maximum library use by the students and teachers.

(x) He shall arrange for small collections of volumes and journals at Research Stations for use by the Staff and postgraduate students.

(xi) He shall perform such other duties and functions as may be assigned to him by the Vice-Chancellor.

3.9(1) The Students Welfare Officer shall receive a pay as approved by the Board of Management from time to time. He shall be entitled for unfurnished residential accommodation at the Campus of the University, but will have to pay the license fee as per category/type of accommodation, as fixed from time to time.

Students Welfare Officer

(2) In addition to the duties specified in sub-section (1) of the section 34 of the Act, the powers and duties of the Students' Welfare Officer shall be :

Powers and Duties of the Students' Welfare Officer

- (i) to make arrangements for the housing and messing of the students;
- (ii) to direct a programme of student counselling;
- (iii) to arrange for the part-time employment of students in accordance with the plan approved by the Vice-Chancellor;
- (iv) to assist in the placement of graduates of the University;
- (v) to obtain travel facilities for holidays/study tours of students;
- (vi) to communicate with the guardians of students concerning the welfare of the students;
- (vii) to exercise general control and supervision over the physical education programme and other co-curricular activities of the students;
- (viii) to promote discipline among the students of University;
- (ix) to supervise health programme and medical facilities for students;
- (x) to deal, in consultation with the Dean of the College concerned,

with the students indiscipline, excessive absentism and other student irregularities from the point of view of maintenance of discipline in the hostels; and

- (xi) to perform such other duties as may be entrusted to him by the Vice-Chancellor from time to time.

3.10 Procedure for Selection :

Manner of
appointment

(1) The following procedure shall be adopted for the appointment of all the Deans, Director of Research, Director of Extension Education, Registrar, Comptroller, Estate Officer, Librarian and Students' Welfare Officer.

(a) The Vice-Chancellor may have the post(s) advertised with qualifications as prescribed for each post and/or may also invite suggestions and recommendations from such persons/institutions/agencies as he deems proper.

(b) On expiry of the last date for receipt of applications all the applications so received along with the bio-data of those who have been suggested and recommended by persons/institutions/agencies and desired by the Vice-Chancellor to be considered as candidates, shall be compiled and placed before the Screening Committee constituted for the purpose by the Vice-Chancellor. The Screening Committee after scrutinising the qualifications shall prepare a list of names of candidates recommended to be called for interview and place it before the Vice-Chancellor for his approval. The Vice-Chancellor while according such approval shall have the power to include in such a list name(s) of person(s) who may not have applied or may not have been recommended by person(s)/institution(s)/agencies to whom the matter had been referred subject to their fulfilling the criterion of eligibility by the closing date of the receipt of the applications.

(c) The candidates finally approved by the Vice-Chancellor to be called for interview on a specified date will get adequate notice about the time, date and venue of the interview.

(d) After interviewing the candidates or considering them in absentia, as the case may be, the Selection Committee shall make recommendations for each post separately.

(e) Only those eligible candidates will be considered in absentia who at the time of interview are working outside the country.

(f) The Vice-Chancellor shall then submit the recommendations of the Selection Committee for the approval of the Board.

(g) The period of validity of any panel prepared by the Selection Committee and approved by the Board shall be one year from the date of approval.

*3.10(1) The Posts of Deans/Director of Research/Director of Extension Education will be filled up on all India basis on tenurial basis for a period of 5 years or till superannuation, whichever is earlier. The incumbent of the post can compete for second tenure also. The appointment of a Dean/Director can be terminated by the BOM on the recommendations of the Vice-Chancellor even before the completion of his/her tenure for reasons to be recorded in writing and after giving him opportunity of being heard.

Provided that the candidates who apply for these posts must have minimum two years service remaining for retirement on superannuation on the last date of receipt of applications.

*3.10(1) (i) The Posts of Students' Welfare Officer, Estate Officer and Librarian will be filled up on tenurial basis for a period of 5 years or till superannuation, whichever is earlier. The incumbent of the post can compete for second tenure also. The appointment of Students' Welfare Officer, Estate Officer and Librarian can be terminated by the Board of Management on the recommendations of the Vice-Chancellor even before the completion of his/her tenure for reasons to be recorded in writing and after giving him opportunity of being heard.

Provided that the candidates who apply for these posts must have minimum two years service remaining for retirement on superannuation on the last date of receipt of applications.

(2) Four members of the Selection Committee shall form the quorum out of which atleast two should be from outside the University.

*(3) The posts will be filled up by direct recruitment by way of regular basis/tenurial basis/contract basis.

3.11 The qualifications for appointment to the posts of Dean, Director of Research, Director of Extension Education, Registrar, Comptroller, Estate Officer, Librarian and Students' Welfare Officer, the composition of Selection Committee shall be as given in the following table : Qualifications

*Amended vide Notification No. UHF/Regr/GA/5-28/2014/-1406-51 dated 22.4.2014

Sr. No.	Name of the Post	Qualifications	Composition of Selection Committee
1	2	3	4
1.	Dean	<p>(1) Ph.D. degree or its equivalent in Horticulture/Forestry or in their allied sciences.</p> <p>(2) 10 years' teaching/research experience in a relevant field out of which atleast 5 years' experience should be as professor or equivalent rank.</p> <p>(3) A significant contribution and accomplishment in the field of teaching/research/extension education as evidenced by publications/articles in a journal of repute.</p>	<p>(1) Vice Chancellor - Chairman</p> <p>(2) Three scientists or educationists with experience of work in scientific, educational or administrative capacity from outside the university, two to be nominated by the Chancellor and one to be nominated by the Vice-Chancellor-Members.</p> <p>(3) One nominee of the ICAR-Member.</p>
2.	Director of Research	<p>(1) Same as for the post of Deans.</p> <p>(2) Same as for the post of Deans.</p> <p>(3) Same as for the post of Deans.</p> <p>(4) Ability to organize, supervise and co-ordinate research in the field of Horticulture, Forestry and Allied Sciences.</p>	Same as for the post of Deans.
3.	Director of Extension Education	(1) Same as for the post of Deans.	Same as for the post of Deans.

Note : In case a suitable candidate with Ph.D. degree as specified at Sr. No. 1 is not available in the case of a Dean for the College of Forestry, then a candidate having M.Sc. Forestry/M.Sc. with AIFC would also be eligible.

1	2	3	4
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(2) 10 years' teaching/research/extension education experience in a relevant field out of which atleast 5 years' experience should be as professor or equivalent rank.

(3) A significant contribution or accomplishment in the field of research/education/extension education as evidenced by publications.

(4) Ability to organize, supervise and co-ordinate extension education activities in the field of Horticulture, Forestry and Allied Sciences.

(5) He should preferably be conversant with the conditions of Horticulture and silvi-horticulture practices of Himachal Pradesh.

4. Registrar

The Registrar shall be appointed by the State Government from amongst the officers who have put in atleast five years service in the Indian Administrative Services or atleast nine years service in Himachal Pradesh Administrative Services under the State Government, failing which by the Board of Management on the recommendations of the Selection Committee constituted for the purpose under the Statutes possessing the following qualifications :

Vice-Chancellor-Chairman.

(2) One of the Deans/ Directors of the University to be nominated by the Vice-Chancellor - Member.

(3) Three experts from outside the University, two to be nominated by the Chancellor and one to be nominated by the Vice-Chancellor - Members.

1	2	3	4
		<p>(1) Ph.D. degree or its equivalent in any of the science subjects with 10 years' experience of teaching/ research/extension education of which atleast 5 years' should be as an Associate Professor or its equivalent.</p> <p style="text-align: center;">or</p> <p>(2) Atleast 2nd class Master's degree with 15 years minimum experience in administration/supervisory capacity in a University or Organization of comparable standard of which 5 years experience should be as Deputy Registrar.</p>	
5. Comptroller		<p>The Comptroller shall be appointed by deputation from amongst the Officer(s) of the Himachal Pradesh Subordinate Accounts Service (Ordinary Branch) not below the rank of Deputy Controller.</p>	
6. Estate Officer		<p>(1) Degree in Civil Engineering or equivalent qualification.</p> <p>(2) Not less than 7 years experience of works as Executive Engineer in a Government or autonomous organization, preferably in an University.</p>	<p>(1) Vice-Chancellor-Chairman.</p> <p>(2) One of the Officers of the University to be nominated by the Vice-Chancellor - Member.</p> <p>(3) Three experts from outside the University, two to be nominated by the Chancellor and one to be nominated by the Vice-Chancellor -Members.</p>

1	2	3	4
7. Librarian	<p>(1) Master's Degree in Library Science/Information Science/Documentation with atleast 55% of the marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record.</p> <p>(2) Atleast thirteen years experience as a Deputy Librarian in a University Library or 18 years' experience as a College Librarian.</p> <p>(3) Evidence of innovative Library service and organization of published work.</p> <p>(4) Desirable : M.Phil/Ph.D. Degree in Library Science/Information Science/Documentation/Archives and manuscript keeping.</p>	<p>(1) Vice-Chancellor-Chairman.</p> <p>(2) Two Deans/Directors of the University to be nominated by the Vice-Chancellor-Members.</p> <p>(3) Three experts from outside the University two to be nominated by the Chancellor and one to be nominated by the Vice-Chancellor-Members.</p>	
8. Students' Welfare Officer	<p>(1) Atleast 2nd Class Masters' Degree in any discipline.</p> <p>(2) Adequate experience of organizing sports, games and other students' welfare activities for a period of not less than 10 years.</p> <p>(3) Must have played at the National level.</p>	<p>(1) Vice-Chancellor-Chairman.</p> <p>(2) One of the Deans to be nominated by the Vice-Chancellor-Member.</p> <p>(3) Three experts from outside the University, two to be nominated by the Chancellor and one to be nominated by the Vice-Chancellor-Members.</p>	

Note : The Vice-Chancellor, in addition to the existing composition of Selection Committees, may endeavour as far as possible, to nominate one Officer of Scheduled Caste/ Scheduled Tribe Category on Selection Committees where the candidate(s) belonging to these categories is/are appearing for interview.

CHAPTERT-IV

STATUTES REGARDING THE CLASSIFICATION, THE MANNER OF APPOINTMENTS AND QUALIFICATIONS OF THE TEACHERS OF THE UNIVERSITY

Classifications of Teachers	<p>*4.1 Teachers of the University shall be classified as follows :</p> <p>(i) Professors, Principal Scientists, Principal Extension Specialist or their equivalents, Associate Professors, Senior Scientists, Senior Extension Specialists or their equivalents, Assistant Professors, Scientists, Extension Specialists or their equivalents conducting/guiding, teaching, research, extension education programmes.</p> <p>(ii) Library staff viz., Librarian, Deputy Librarian and Assistant Librarian provided they fulfil the qualifications prescribed by the UGC/ICAR.</p> <p>(iii) Any other employees of the University declared as a teacher by the Board on the recommendations of the Academic Council.</p>
Appointments	4.2 The appointment of a teacher of the University shall be made by the Board on the recommendations of the Selection Committee.
Scale of the Pay	4.3 The scales of pay of teachers of the University shall be as per University Grants Commission pattern.
Duties	4.4 A teacher of the University shall be required to do teaching, research, extension education and/or any other work as assigned to him by the Vice-Chancellor.
Procedure of appointments	<p>*4.5 (1) The procedure for appointment of Professors, Principal Scientists, Principal Extension Specialist or their equivalents, Associate Professors/ Senior Scientists, Senior Extension Specialists or their equivalents, Assistant Professors, Scientists/ Extension Specialists or their equivalents of the University except those to be appointed under the Personal Promotion Scheme/Career Advancement Scheme shall be as under :</p> <p>(a) The Vice-Chancellor may have the post(s) advertised with qualifications as prescribed and/or may invite suggestions and recommendations from such persons/institutions/agencies as he deems proper.</p> <p>(b) On expiry of the last date for receipt of applications, all the applications so received alongwith the biodata of those who have been suggested or</p>

*Amended vide Notification No. UHF/Regr/GA/5-28/2014/-1406-51 dated 22.4.2014

recommended by persons/institutions/agencies and desired by the Vice-Chancellor to be considered as candidates shall be compiled and placed before the Screening Committee constituted for the purpose by the Vice-Chancellor. The Screening Committee, after scrutinising the qualifications of the applicants, shall prepare a list of candidates recommended to be called for interview and place it before the Vice-Chancellor for his approval. The Vice-Chancellor while according such approval shall have the powers to include in such a list name(s) of person(s) who may not have applied or may not have been recommended by persons/institutions/agencies to whom the matter had been referred : Provided they fulfil the criteria of eligibility by the date of interview.

(c) The candidates finally approved by the Vice-Chancellor to be called for interview on a specific date will get adequate notice about the time, date and venue of the interview.

(d) After interviewing the candidates or considering them in absentia, as the case may be, the Selection Committee shall make its recommendations for each post separately.

(e) Only those eligible candidates will be considered in absentia who at the time of interview are working outside the country.

(f) The Vice-Chancellor shall then submit the recommendations of the Selection Committee for the approval of the Board.

*(g) The period of validity of any panel prepared by the Selection Committee and approved by the Board shall be one year from the date of approval.

Provided that the candidate who apply for the posts of Associate Director (Research/Extension) must have minimum two years service remaining for retirement on superannuation on the last date of receipt of applications.

*(2) Four members of the Selection Committee shall form the quorum provided one of them is from outside the University for the posts upto the rank of Associate Professors/Senior Scientists, Senior Extension Specialists or its equivalent and two for the posts of Professors, Principal Scientists, Principal Extension Specialists or its equivalent.

*(3) The posts will be filled up by the way of regular basis/tenurial basis/contract basis.

4.6 The qualifications for the appointment to the posts of teachers and the composition of Selection Committee shall be as given in the following table : Qualifications

*Amended vide Notification No. UHF/Regr/GA/5-28/2014/-1406-51 dated 22.4.2014

Sr. No.	Name of the Post	Qualifications	Composition of Selection Committee
1	2	3	4
1.	Professor or equivalent	<p>(1) Ph.D. Degree or equivalent in the subject with consistently good academic record.</p> <p>(2) 10 years' teaching/research/extension education experience in the subject out of which atleast 5 years experience should be as Associate Professor/equivalent.</p> <p>(3) Significant contribution as evidenced by publications, articles in a journal of repute.</p> <p>(4) Ability to provide leadership to the department.</p>	<p>(1) Vice-Chancellor-Chairman.</p> <p>(2) Concerned Dean/Director - Member.</p> <p>(3) A representative of ICAR - Member.</p> <p>(4) Three subject specialists from outside the University, two to be nominated by the Chancellor and one to be nominated by the Vice-Chancellor - Members.</p>
2.	Associate Professor or equivalent	<p>(1) Same as for the post of Professor.</p> <p>(2) 5 years' teaching/research/extension education experience in the subject.</p> <p>(3) Same as for the post of Professor provided : Qualification for the post of Associate Professor/equivalent in Agriculture Engineering shall be M.E. 1st Class with 7 years' of teaching/research/extension education experience.</p>	<p>(1) Vice-Chancellor - Chairman.</p> <p>(2) Concerned Dean/Director - Member.</p> <p>(3) Head of the Department (if he is a Professor or equivalent)-Member.</p> <p>(4) A representative of ICAR - Member.</p> <p>(5) Three subject specialists from outside the University, two to be nominated by the Chancellor and one to be nominated by the Vice-Chancellor-Members.</p>
3.	Assistant Professor or equivalent	<p>(1) Ph.D. Degree in concerned subject relaxable to M.Sc. with consistently good academic record i.e. 55% marks in Master's level.</p>	<p>Same as for the post of Associate Professor.</p>

1	2	3	4
		<p>(2) A relaxation of 5% from 55% to 50% of marks at Master's level shall be provided to SC/ST categories.</p>	
		<p>(3) A relaxation of 5% will be provided from 55% of marks to the Ph.D. Degree holders who have passed their Master's Degree prior to September 1991.</p>	
		<p>* (4) For the candidates having Master's degree NET shall remain compulsory alongwith one publication in NAAS (National Academy of Agricultural Sciences, New Delhi) rated referred journal for recruitment to the post of Assistant professor and equivalent in the disciplines in which NET is conducted. Essentiality of NET can be waived off for the candidates holding Ph.D. degree provided it has been done with course work as prescribed by the UGC Regulations, 2009 and the candidate has atleast two full length publications having a NAAS rating not less than 4, on the last date of submission of application. Those candidates with Ph.D. degree without course work will not qualify for NET exemption. Further, this will be implemented with perspective dated i.e. w.e.f. 1st January, 2012.</p>	
		<p>(5) `B' in the 7-point scale with letter grades, O, A, B, C, D, E & F shall be regarded as equivalent to 55%, wherever the grading system is followed :</p>	

*Amended vide Notification No. UHF/Regr/GA/5-28/2012/-16971-17010 dated 28.7.2012

1	2	3	4
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*Note 1: Five non-compounded advance increments shall be given at the time of recruitment to person recruited as Assistant Professor/equivalent on or after 1.9.2008, possessing the degree of Ph.D. awarded in the relevant discipline by a University following the process of registration course work and external evaluation as prescribed by the university. Persons who hold the M. Phil degree at the time of recruitment on or after 1.9.2008 as Assistant Professor/equivalent shall be given two non-compounded advance increments.

2. Teachers who hold the M.Phil degree and acquire Ph.D. Degree within two years of his recruitment shall be entitled for one increment.

4. Training Associate/
Assistant Extension
Specialist/equivalent
under KVKs only

As prescribed under Statute 4.6(3).

(1) Vice-Chancellor-
Chairman.

(2) Concerned Dean/
Director - Member

(3) Head of the Deptt. -
Member (if he is a
Professor or equivalent).

(4) Three Subject
Specialists from outside
the University, two to be
nominated by the

*Provision made vide Notification No. UHF/Regr/GA/5-28/2008/-16680-16735 dated 6.9.2008, further amended vide Notification No. UHF/Regr/GA/5-28/2011/-32123-82 dated 9.2.2011

1	2	3	4
			Chancellor and one to be nominated by the Vice-Chancellor-Members.
5. Deputy Librarian		<p>(1) Masters' Degree in Library Science/information science/ documentation with atleast fifty five per cent marks or its equivalent grade and a consistently good academic record.</p> <p>(2) One year specialization in an area of information technology/ archives and manuscript keeping or Masters' Degree in an area of thrust in the institution.</p> <p>(3) Eight years experience as an Asstt. University Librarian/ College Librarian and</p> <p>(4) Evidence of innovated Library services, published work and professional commitment.</p> <p>Desirable : M.Phil/Ph.D. Degree in Library Science/Information Science/ Documentation/Archives and Manuscript keeping.</p>	<p>(1) Vice-Chancellor-Chairman.</p> <p>(2) Two Deans/Directors of the University to be nominated by the Vice-Chancellor-Members.</p> <p>(3) Librarian - Member.</p> <p>(4) Three experts from outside the University, two to be nominated by the Chancellor and one to be nominated by the Vice-Chancellor-Members.</p>
6. Assistant Librarian		<p>(1) Qualified in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>(2) Masters' Degree in Library Science/Information Science/</p>	Same as for the post of Deputy Librarian.

1	2	3	4
		<p>Documentation or an equivalent professional degree with atleast 55 % of the marks or its equivalent grade of B in the UGC seven point scale plus a consistently good academic record, computerization of Library.</p> <p>Note : Relaxation of 5% (from 55% to 50%) for SC/ST category for appointment of Assistant Librarian will be given.</p> <p>*The post of Asstt Librarian shall be filled in 50% by direct recruitment & 50% by promotion from amongst the Junior Professional Assistants Gr. II.</p>	

Note : In case, a suitable candidate with Ph.D. degree in the discipline of forestry, is not available for the post of Professor or equivalent, Associate Professor or equivalent and Assistant Professor or equivalent, then a candidate having M.Sc. Forestry/M.Sc. with AIFC would also be eligible.

Provided that the Chancellor shall have the power to appoint a Chairman of the Selection Committee and nominate all the three subject specialists from outside the University (two Chancellor's nominees and one nominee of the Vice-Chancellor) in a case where some close relation of the Vice-Chancellor is appearing for the post of a Teacher/Scientist before the Selection Committee.

The benefit in service up to a maximum of 3 years shall be available to teachers/scientists who have acquired Ph.D. degree at the time of entry into University service subject to the overall age of superannuation. This provision will be applicable in respect of those retiring after 27.7.1998.

Note : The Vice-Chancellor, in addition to the existing composition of Selection Committees, may endeavour as far as possible, to nominate one Officer of Scheduled Caste/Scheduled Tribe Category on Selection Committees where the candidate(s) belonging to these categories is/are appearing for interview.

*Amended vide Notification No. UHF/Regr/GA/5-28/2015/-25826-76 dated 8.1.2016

CHAPTER-V
**STATUTES REGARDING THE CLASSIFICATION,
QUALIFICATIONS AND APPOINTMENT OF EMPLOYEES
OF THE UNIVERSITY OTHER
THAN THE OFFICERS AND TEACHERS**

- Classification 5.1 Employees of the University other than officers and teachers shall belong to the following categories :
- (i) Grade `A' employees, viz., employees whose minimum of time scale is Rs. 8000/- or more (UGC scales) and/or who are equivalent to Class I Officers of the State Government.
 - (ii) Grade `B' employees, viz., employees whose minimum of time scale is Rs. 6400/- or more and not included in grade `A' above (State scale) or who are equivalent to Class-II Officers of the State Government.
 - (iii) Grade `C' employees, viz., employees whose minimum of the time scale is Rs. 3120/- or more and not included in the grade `A' or `B' above (State scale).
 - (iv) Grade `D' employees, viz., all other employees not included in grade `A', `B' or `C' above (State scale).
- 5.2 The employees of all grades shall in respect of their day-to-day work be under the administrative control of the Head of the Office/College/ Department to which they are posted.
- 5.3 The Head of the Office/College/Department will have the power to allot/re-allot work to each employee under his administrative control and also transfer any such employee within the Office/College/Department at the same station. If, however, such a transfer involves change of station, prior approval of the Vice-Chancellor would be required and such proposal should be routed through the concerned Statutory Officer. The Vice-Chancellor shall also have the power to change the designation of all category `D' posts (except sweepers) judiciously as he may deem proper depending upon the work assigned to the concerned category `D' employee but their rank, emoluments and conditions of service will not be varied to their disadvantage.
- 5.4 The authority/Officer/Head of the Department who has been delegated the powers of appointment shall have the power to take disciplinary action against such employees in respect of which the powers of appointment have been delegated to the authority/Officer/Head of the Department concerned.

Scale of pay
of University
employees

5.5 Power with regard to service matters like issue of certificate of experience and/or completion of probation period, to allow crossing of efficiency bar, to allow periodical increment and grant of leave, shall be exercised by the authority/Officer/Head of the Department which has been delegated the power of appointment or a person authorised in this behalf.

5.6(1) The scale of pay of the posts of grade A, B, C and D employees of the University shall be as prevalent at present. The Recruitment and Promotion Rules and conditions and rules for the release of higher scales of pay for admissibility of special pay and other allowances to the employees shall be the same as applicable from time to time to the employees holding corresponding posts in the concerned department of HP Govt. with which the present scales have been equated. For example, for the ministerial staff including drivers the scales of pay and R&P rules will correspond to the Secretariat staff of the HP Govt. for the scales and R&P rules of posts in the Estate Cell with the Public Works Department (except the workshop staff in whose case the HPU/HRTC pattern of pay scales and R&P rules shall be applicable) and for Technical staff (other than Laboratory staff) with the Department of Agriculture/Horticulture/Forest/Fisheries/Animal Husbandry/Education or where the University has evolved its own pay scales, the same will be revised by keeping in view the relative position of the pre-revised scales. The rates of local allowances shall be as admissible to the State Govt. servants at the concerned stations of posting. However, the release of higher scales or allowances will not be automatic consequent upon a revision in the State Govt. but shall be subject to the approval of the Board of Management.

Provided that, if the University adopts the pay scales in respect of some category of employees from some other organization in view of anomalies of pay scales, working conditions etc. then the corresponding R&P rules of that organization will automatically apply in the case of that category of employees. However, if upon adoption of a pay scale from some organization, the R&P rules that category of employees are not existent in that organization, the University will make its own R&P rules in respect of that category of employees.

(2) The Board shall have the powers to review the conditions for the release of scales and the scales of pay and allowances attached to any post of the University as and when the same are revised by the Himachal Pradesh Government for their own employees.

(3) For such posts in the University as do not exist under the Himachal Pradesh Government, the University reserves the powers to frame its

own pay scales which shall, as far as possible, be in consonance with the pay scales of comparable posts in the Himachal Pradesh Government/ sister Universities in the State.

*5.7(1) Posts with a minimum of the time scale of Rs. 15600+AGP 8000 (UGC) shall be filled in by the direct recruitment. The other posts of Grade `A' shall be filled in by promotion and direct recruitment in the ratio of 50:50. The posts of Grade `B' and `C' shall be filled in by promotion and direct recruitment in the ratio of 75:25 i.e. 75% by promotion and 25% by direct recruitment subject to the condition that quota for promotion from Grade `D' to the lowest posts of Grade `C' in any office shall be limited to 50% of the vacancies. The promotions shall, however, be made in accordance with the promotion rules as prescribed.

**Provided that in respect of non-teaching administrative and ministerial staff , the posts of Deputy Registrars, Deputy Comptroller, Section Officers, Superintendents, Sr Private Secretary, Private Secretaries, Personal Assistants, Sr. Assistants, Sr Scale Stenographers shall be filled in 100% by promotion. However, the post of Assistant Registrar shall continue to be filled in by promotion and direct recruitment in the ratio of 75:25 i.e. 75% by promotion and 25% by direct recruitment from amongst the eligible employees of this university through competitive exam/interview, as prescribed. The post of Junior Scale Stenographers shall be filled in by direct recruitment only. The posts of Clerks falling under Grade `C' shall be filled in 10% + 20% by promotion from amongst Class IV officials and 70% by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be. The promotion shall, however, be made in accordance with the promotion rules as prescribed by regulations from time to time.

***Provided further, that in respect of Laboratory staff, the posts of Laboratory Attendants shall be filled up in the ratio of 25:75 i.e., 25% by way of promotion from amongst the eligible category `D' staff possessing qualification as Matric having eight years of minimum service in the feeder

*Amended vide Notification No. UHF/Regr/GA/5-28/2010/-23067-23119 dated 4.11.2010; Amended vide Notification No. UHF/Regr/GA/5-28/2010/-27885-27937 dated 15.12.2010; Amended vide Notification No. UHF/Regr/GA/5-28/2011/-19277-19326 dated 20.10.2011

** Amended vide Notification No. UHF/Regr/GA/5-28/2010/-23067--23119 dated 4.11.2010; Amended vide Notification No. UHF/Regr/GA/5-28/2010/-27885-27937 dated 15.12.2010

***Amended vide Notification No. UHF/Regr/GA/5-28/2010/-23067--23119 dated 4.11.2010

cadre and 75% by way of direct recruitment. The posts of Junior Technicians shall be filled up in the ratio of 75:25 i.e., 75% by way of promotion from amongst the eligible Laboratory Attendants having eight years of minimum service in the feeder cadre and 25% by way of direct recruitment. The posts of Sr. Technical Assistants Gr.-II & Senior Technical Assistants Gr.-I shall be filled up 100% by way of promotion from amongst the eligible Junior Technicians and Senior Technical Assistants Gr.-II, respectively having eight years minimum service in the feeder cadre. The promotion shall, however, be made in accordance with the promotion rules as prescribed.

*(2) In case eligible candidates for promotion are not available, the vacancies in promotion quota may be filled in by direct recruitment on regular basis or by recruitment on contract basis, as the case may, and this shall not be carried over for future.

*(3) For direct recruitment or recruitment on contract basis, as the case may be, following procedure shall be adopted :

(a) The Vice-Chancellor may have the posts advertised with such qualifications as prescribed.

(b) On expiry of the last date of receipt of applications, all the applications shall be compiled and placed before the Screening Committee appointed for the purpose by the Vice-Chancellor.

(c) The Screening Committee after scrutinising the qualifications of the applicants, shall prepare the list of candidates to be called for interview and place the same before the Vice-Chancellor for his approval.

(d) After conducting the required test/examinations as per rules framed under the Statutes wherever necessary, and interviewing the candidates, the Selection Committee shall make recommendations to the appointing authority.

(e) The period of validity of any panel prepared by the Selection Committee and approved by the competent authority, shall be one year from the date of approval.

**5.7(4) The posts will be filled up by direct recruitment by way of regular basis/tenurial basis/contract basis.

5.8 Qualifications for recruitment to the posts of Grade `A', `B', `C' and `D' and the composition of Selection Committee for these posts shall be as given in the following tables. These qualifications can be relaxed by Vice-Chancellor in case the person otherwise well qualified. Qualifications

*Amended vide Notification No. UHF/Regr/GA/5-28/2010/-23067-23119 dated 4.11.2010

**Amended vide Notification No. UHF/Regr/GA/5-28/2014/-1406-51 dated 22.4.2014

Sr. No.	Name of the Post	Qualifications	Composition of Selection Committee
1	2	3	4
1.	Deputy Registrar	<p>Master's Degree or LLB from a recognized University with a good working knowledge of Hindi and English and not less than five years experience in an administrative/ supervisory capacity in a University or an organization of comparable standard.</p> <p style="text-align: center;">or</p> <p>Bachelor's degree with a good working knowledge of Hindi and English and not less than 10 years experience in an administrative/ supervisory capacity in a University or an organization of comparable standard.</p>	<p>(1) Vice-Chancellor or his nominee-Chairman.</p> <p>(2) Registrar - Member.</p> <p>(3) Comptroller - Member</p> <p>(4) One of the Deans/ Directors to be nominated by the Vice-Chancellor-Member.</p> <p>(5) One expert to be nominated by the Vice-Chancellor from outside the University-Member.</p>
2.	Deputy Comptroller	<p>Master's Degree or L.L.B. from a recognized University with not less than five years experience in administration and financial management in the University or an organization of comparable standard.</p> <p style="text-align: center;">or</p> <p>Bachelor's Degree with S.A.S. Certification and with atleast five years experience in a gazetted post in the Government or equivalent post in a University or an organization of comparable standard.</p>	<p>Same as for the post of Deputy Registrar.</p>
3.	Assistant Registrar	<p>Master's Degree or L.L.B. from a recognized University with not less than three years experience in a supervisory capacity in a University or an organization of comparable</p>	<p>(1) Vice-Chancellor or his nominee-Chairman.</p> <p>(2) Registrar - Member.</p> <p>(3) Comptroller - Member</p>

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		<p>standard.</p> <p>or</p> <p>Bachelor's Degree from a recognized University with not less than six years experience in a supervisory capacity in a University or an organization of comparable standard.</p>	<p>(4) One of the Deans/ Directors to be nominated by the Vice-Chancellor-Member.</p> <p>(5) One expert to be nominated by the Vice-Chancellor from outside the University-Member.</p>
4. Private Secretary		<p>Master's Degree with not less than two years experience as PA/Supdt. Grade-II or Sr. Scale Stenographer/Sr. Assistant with six years experience in an University or Govt. Institution. Proficiency in shorthand and speed of 120 WPM in English or 80 WPM in Hindi. Typewriting speed of 35 WPM in English or 20 WPM in Hindi.</p> <p>or</p> <p>Bachelor's Deree with not less than three year's experience as PA/Sudpt. Grade-II or Sr. Scale Stenographer/Sr. Assistant with seven years experience in an University or Govt. Institution. Proficiency in shorthand at the speed of 120 WPM in English or 80 WPM in Hindi. Typewriting speed of 35 WPM in English or 20 WPM in Hindi.</p>	<p>(1) Vice-Chancellor or his nominee-Chairman.</p> <p>(2) Comptroller-Member</p> <p>(3) Registrar-Member</p> <p>(4) One expert to be nominated by the Vice-Chancellor from outside the University-Member</p>
5. Section Officer		<p>Master's Degree with not less than three years experience as Sr. Assistant/Sr. Scale Stenographer in an University or Govt. Institution.</p> <p>or</p>	<p>Same as for the post of Private Secretary.</p>

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		Bachelor's Degree with not less than five years experience as Sr. Assistant/Sr. Scale Stenographer in an University or Govt. Institution.	
6. Personal Assistant		<p>Master's Degree with not less than two year's experience as Sr. Scale Stenographer in an University or Govt. Institution. Shorthand speed of 120 WPM in English or 80 WPM in Hindi. Typewriting speed of 35 WPM in English or 20 WPM in Hindi.</p> <p>or</p> <p>Bachelor's Degree with not less than four years experience as Sr. Scale Stenographer in an University or Govt. Institution. Shorthand speed 120 WPM in English or 80 WPM in Hindi. Typewriting speed of 35 WPM in English or 20 WPM in Hindi.</p>	Same as for the post of Section Officer.
7. Superintendent		<p>Master's Degree with not less than two year's experience as Sr. Assistant/Sr. Scale Stenographer in an University or Govt. Institution.</p> <p>or</p> <p>Bachelor's Degree with not less than four years experience as Sr. Assistant/Sr. Scale Stenographer in an University or Govt. Institution.</p>	Same as for the post of Personal Assistant.
8. Senior Scale Stenographer		Graduate of recognized University with shorthand speed	(1) Registrar-Chairman

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		of 120 WPM in English or 80 WPM in Hindi. Typewriting speed of 35 WPM in English or 20 WPM in Hindi.	(2) Comptroller-Member (3) Dean/Director-Member (4) One nominee of the Vice-Chancellor out of Statutory Officers-Member
9. Senior Assistant		Master's Degree from a recognized University. or Bachelor's Degree from a recognized University with not less than three year's experience of office work. or Matriculation second class with not less than ten year's experience as Clerk/Sr. Clerk/Jr. Assistant combined regular in an University or Govt. Institution.	Same as for the post of Senior Scale Stenographer.
*10. Junior Scale Stenographer Gr-II		(a) Essential qualification: (1) Should have passed 10+2 examination or its equivalent from a Board of School Education/ University recognized by the HP Government. (2) Should possess the following speed in shorthand and typewriting in both the languages i.e. English and Hindi at the time of initial recruitment:	Same as for the post of Senior Assistant.

*Amended vide Notification No. UHF/Regr/GA/5-28/2012/-18208-18282 dated 4.8.2012

Speed in Shorthand:

English	Hindi
80 WPM	70 WPM

Speed in Typewriting on Computers

English	Hindi
40 WPM	30 WPM

Provided that at the time of initial recruitment, the candidate shall have to pass shorthand test in either of the language i.e. in Hindi or English at the prescribed speed;

Provided further that the candidates will have to pass typewriting test in both the language at the time of initial recruitment;

Provided further that the incumbents having passed shorthand in one language at the time of initial recruitment at the prescribed speed, shall have to pass the shorthand test in second language either in Hindi or English whichever may be as prescribed supra within a period of three years from the date of appointment. The appointment letter of such candidate(s) who does not qualify the shorthand test in second language shall contain the specific condition that he shall have to pass the test in shorthand in second language within a period of 3 years and if he qualifies the test in shorthand in second language within a period of 3 years he will be eligible to draw the annual increment from the dates and the candidate(s) who qualifies

1	2	3	4
		<p>the said test after 3 years will be eligible to draw his first increment only from the date of qualifying the prescribed test.</p> <p>(3) Should have the knowledge of Word Processing in Computer as prescribed by the recruiting authority.</p> <p>(b) Desirable qualification : Knowledge of customs, manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>	
*11. Clerk		<p>(a) Essential Qualification:</p> <p>(1) Should have passed 10+2 examination or its equivalent from a recognized Board of School Education/University.</p> <p>(2) Should possess a minimum speed of 30 WPM in English typewriting or 25 WPM in Hindi typewriting .</p> <p>(3) Should have the knowledge of Word Processing in Computer as prescribed by the recruiting authority.</p> <p>(b) Desirable qualification : Knowledge of customs, manners and dialects of HP and suitability for appointment in peculiar conditions prevailing in the Pradesh.</p>	Same as for the post of Senior Assistant.

*Amended vide Notification No. UHF/Regr/GA/5-28/2010/-18614-69 dated 15.9.2010

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12. Peons, Sweepers, Chowkidars, Bus, Jeep, Truck and Tractor Drivers		As prescribed by the Vice-Chancellor.	(1) Registrar-Chairman (2) Comptroller-Member (3) Estate Officer-Member
13. Deputy Students' Welfare Officer		(1) At least second class Master's Degree in any discipline preferably in physical education. (2) Diploma in coaching from National Institute of Sports. (3) Must have represented in the Inter-University or National Championship in any game and sports. (4) Adequate experience in organizing sports, games and the Students' Welfare activities for a period of not less than five years.	(1) Vice-Chancellor-Chairman. (2) One of the Deans to be nominated by the Vice-Chancellor-Member. (3) Students' Welfare Officer-Member. (4) Three experts from outside the University, two to be nominated by the Chancellor and one to be nominated by the Vice-Chancellor-Members.
14. Executive Engineer		Degree in Civil Engineering or equivalent from recognized University/Institution with seven years practical experience as Assistant Engineer or equivalent.	(1) Vice-Chancellor-Chairman. (2) Estate Officer-Member (3) Two experts from outside the University to be nominated by the Vice-Chancellor-Members. (4) One nominee of the Vice-Chancellor

1	2	3	4
			amongst the Deans/ Directors-Member.
15. Assistant Engineer		Degree in Civil Engineering from a recognized University/Institution or equivalent with atleast 2 years experience. or Diploma in Civil Engineering with eight years experience.	(1) Vice-Chancellor or his nominee-Chairman. (2) Estate Officer- Member. (3) One expert from outside the University to be nominated by the Vice-Chancellor- Member. (4) Executive Engineer- Member (5)One nominee of the Vice-Chancellor amongst the Deans/ Directors-Member.
16. Junior Engineer		Degree in Civil Engineering from a recognized University/Institution or equivalent. or Diploma in Civil Engineering from recognized Institution. Note : Candidates having a degree in Civil Engineering can be considered for higher start.	(1) Vice-Chancellor or his nominee-Chairman. (2) Estate Officer- Member. (3) Executive Engineer- Member. (4) One nominee of the Vice-Chancellor amongst Deans/ Directors-Member. (5) One expert from outside the University - Member.

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17. Architect		<p>Degree or Diploma in Architecture of recognized University/Institution recognized for recruitment to superior posts in the Government of India.</p> <p>or</p> <p>Qualifications included in the schedule of section 14 of Architects Bill, 1972.</p> <p>AND</p> <p>Five years professional experience in a responsible position in the field of Architecture.</p>	Same as for the post of Executive Engineer.
18. Assistant Architect		<p>Degree or equivalent diploma in Architecture of a recognized University with one year experience under a qualified Architect.</p> <p>or</p> <p>Three years' Diploma in Architectural Assistantship from a recognized University/Institution with 8 years experience.</p>	Same as for the post of Assistant Engineer.
19. Architectural Assistant Grade-I		<p>Degree or equivalent Diploma in Architecture from a recognized University/Institution.</p> <p>or</p> <p>Three years diploma in Architectural Assistantship from a recognized University/Institution.</p>	Same as for the post of Assistant Engineer.
20. Architectural Assistant Grade-II		<p>Degree or equivalent diploma in Architecture of a recognized University/Institution.</p>	Same as for the post of Junior Engineer.

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		<p>or</p> <p>Intermediate in Architecture from a recognized University/ Institution.</p> <p>or</p> <p>Three years diploma in Architectural Assistantship from a recognized University.</p>	
21. Head Draftsman		<p>(a) Diploma in Civil Draftsmanship from a recognized Institution.</p> <p>(b) Five years experience as Assistant Draftsman or equivalent.</p>	Same as for the post of Junior Engineer.
22. Other `B' and `C' grades technical posts under the Estate Officer		As prescribed by the Vice-Chancellor.	<p>(1) Estate Officer-Chairman</p> <p>(2) Architect-Member</p> <p>(3) Executive Engineer concerned-Member</p> <p>(4) One other person to be nominated by the Vice-Chancellor-Member.</p>
23. Medical Officer		Bachelor's Degree in Medical Science of a recognized University with not less than two years experience as registered practitioner.	<p>(1) Vice-Chancellor or his nominee-Chairman.</p> <p>(2) Students' Welfare Officer-Member</p> <p>(3) Two experts from outside the University to be nominated by the Vice-Chancellor-Members.</p> <p>(4) One of the Deans/</p>

1	2	3	4
			Directors to be nominated by the Vice-Chancellor-Member.
24. Dispensers/ Compounders		Matric/Hr. Sec.(Part-I) or equivalent with science, should have passed Dispensers/Compounders examination from the recognized Institution or from a local compounders training class in HP or B. Pharmacy or D. Pharmacy.	As prescribed by the Vice-Chancellor from time to time.
25. Staff Nurse		Matric/Hr. Sec. (Part-I) or equivalent, fully qualified `A' grade Nurse with Midwifery or Basic B.Sc. Nursing, must have been registered with HP Nursing Council.	-do-
26. Nursery teacher		(1) Graduate (2) Diploma/certificate in Nursery Training from some recognized Institution. or Graduates and J.B.T. Certificate.	As prescribed by the Vice-Chancellor from time to time.
27. School Teachers (subject according to need)		(1) B.A., B.Ed. (2) B.Sc., B.Ed.	-do-
28. Sr. Museum specialist (Collection-cum- Documentation)		M.Sc. (Agr.) Plant Breeding and Genetics/Agronomy. (i) Three years experience in collection of materials and recording of data.	-do-

1	2	3	4
		<p>(ii) Collection and preparation of data for graphics and texts.</p>	
29.	Exhibition Assistant	<p>(1) Matric</p> <p>(2) Two years diploma in Art and Craft with atleast good second division.</p> <p>(3) Rural background</p> <p>(4) Typing experience and aptitude for collection and data recording.</p>	<p>As prescribed by the Vice-Chancellor from time to time.</p>
30.	Press Manager	<p>(1) Graduate in Printing Technology from recognized University/Institute or its equivalent.</p> <p style="text-align: center;">or</p> <p>Intermediate or its equivalent of a recognized University/Board and a licentiate in Printing Technology (after having attended atleast three years advanced course) from recognized University/Institution.</p> <p style="text-align: center;">or</p> <p>A graduate of recognized University and holds an advanced diploma in Printing Technology (after having successfully completed a course of atleast two years duration) from recognized University/Institute.</p> <p style="text-align: center;">or</p> <p>(1) A graduate in Mechanical</p>	<p>-do-</p>

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		<p>Engineering/Science/Commerce/Industrial Administration and has also served for a full year term of General Apprenticeship in a printing firm of repute.</p> <p>(2) Knowledge of Press cost fund and accounts, adequate experience in the Management of Personnel and experience of Administration of a large mechanised printing press including its clerical branches in addition to conducting all correspondence pertaining thereto; and</p> <p>(3) Administrative experience of atleast five years in the Management and Administration of large Printing Press with allied branches.</p> <p>Desirable : Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>	
31. Sr. Laboratory Assistant		Atleast 2nd class Pre-Medical/Pre- Engg./TDC 1st year intermediate with science/Agri. or equivalent.	As prescribed by the Vice-Chancellor from time to time.
32. Laboratory Assistant		Atleast 2nd class Matric with Science	-do-

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33. Field Assistant		Atleast 2nd class Matric with Science.	As prescribed by the Vice-Chancellor from time to time.
34. Forestry Assistant		Atleast 2nd class Matric with Science.	-do-
35. Budding/Grafting Assistant		Atleast 2nd class Matric with Science.	-do-
36. Security Supervisor-cum-Caretaker		(1) Should have passed Matriculation or its equivalent examination. (2) Should be a retired or inservice Army or Police Personnel holding the rank of atleast Naib-Subedar or Assistant Sub-Inspector of Police. (3) Should have sufficient background in handling Security and fire precaution matters.	-do-
37. Bus Conductor		Matric with Conductor's Licence.	-do-
38. Glass Blower		Matric and Diploma in glass blowing from a recognized University. or Matric with Science and having five years experience in glass blowing.	
39. Helper (Workshop)		(1) Should be literate with three years practical experience in any reputed auto workshop dealing in repairs/maintenance of all	-do-

1	2	3	4
		types of auto vehicles/tractors/ Agrilcultural implements and allied machinery. (2) Should be physically fit and willing to work in the field.	
40. `B' and `C' grade employees other than Ministerial staff under Students' Welfare Officer	As prescribed by the Vice- Chancellor.	(1) Students' Welfare Officer- Chairman (2) Deputy Students' Welfare Officer-Member (3) Any other person to be nominated by the Vice- Chancellor-Member.	
41. `B', `C' and `D' grade employees other than categories covered above	As prescribed by the Vice- Chancellor.	(1) Nominee of the Vice- Chancellor-Chairman (2) Comptroller-Member (3) Registrar-Member	

Note : The Vice-Chancellor, in addition to the existing composition of Selection Committees, may endeavour as far as possible, to nominate one Officer of Scheduled Caste/Scheduled Tribe Category on Selection Committees where the candidate(s) belonging to these categories is/are appearing for interview.

5.9 For the technical and non-technical posts not covered by Statutes 5.8 qualifications and composition of Selection Committee shall be as prescribed by the Vice-Chancellor from time to time.

Note : The Vice-Chancellor, in addition to the existing composition of Selection Committees, may endeavour as far as possible, to nominate one Officer of Scheduled Caste/Scheduled Tribe Category on Selection Committees where the candidate(s) belonging to these categories is/are appearing for interview.

5.10 Promotion rules, conditions of eligibility for promotion and composition of Promotion Committee shall be as prescribed by the Regulations.

Promotion
rules

Provided that the Vice-Chancellor may endeavour as far as possible, to nominate one Officer of Scheduled Caste/Scheduled Tribe Category in respective promotion committees, in addition to the existing composition, where the candidate(s) belonging to these categories is/are in the zone of consideration.

5.11 Notwithstanding anything contained above, the Vice-Chancellor may relax the requirement of IInd Division for appointment to Category 'C' posts viz., Clerks, Field Assistants, Laboratory Assistants (Subject to the availability of posts) on compassionate grounds in respect of an employee, who dies, while in service.

CHAPTER-VI

SCALES OF PAY

6(1) Notwithstanding anything contained in Chapters III, IV and V of the Statutes, the scales of pay to be prescribed by the Board shall follow the pattern given in the succeeding clauses of this Chapter.

*(2) The conditions and rules for grant of scales of pay, for admissibility of special pay and allowances (other than the allowances mentioned in clause (5) below) to all Deans/Directors, Teachers, Librarian, Students' Welfare Officer, Deputy Students' Welfare Officer, Sports Officer and other teaching posts on the UGC pattern, shall be the same as prescribed by the University Grants Commission from time to time and approved by the Board of Management.

*(3) The conditions and rules for the grant of scales of pay, for admissibility of special pay and allowances (other than the allowances mentioned in clause (5) below) to the Estate Officer, Medical Officer, Deputy Registrar, Deputy Comptroller, Assistant Registrar, Assistant Director (Training and Placement) and other non-teaching employees of the University shall be the same as has been revised by the HP Govt Rules 2009. Any further General Revision of pay by the State Govt will also be applicable to these officers/employees.

(4) For such posts in the University as do not exist under the Himachal Pradesh Government and which do not fall within the UGC pattern of scales, the pay scales and allowances (other than the allowances mentioned in clause (5) below) shall be such as the Board may determine having regard to the functions, duties, status and qualifications of such posts, in relation to other posts in the University.

(5) In granting the Hill Compensatory Allowance, House Rent Allowance and other local allowances (other than DA and ADA) Himachal Pradesh Government pattern shall be followed.

(6) The incumbents of various posts in the University shall be entitled to the pay scales, special pay and other allowances admissible to them on the date of commencement of these Statutes unless revised by the Board.

*Amended vide Notification No. UHF/Regr/GA/5-28/2013/-15177-15217 dated 16.7.2013

CHAPTER-VII

STATUTES REGARDING THE CONDITIONS OF SERVICE OF OFFICERS, TEACHERS AND OTHER EMPLOYEES OF THE UNIVERSITY AND PREPARATION AND MAINTENANCE OF RECORDS OF THEIR SERVICE AND ACTIVITIES

7.1 In this statute unless the context otherwise requires :

Definition	<p>(i) A person on "probation" on a post is one appointed by `selection or promotion' to the post for determining his fitness for his eventual substantive appointment to the post.</p> <p>(ii) `Salary' means the amount of the monthly pay and allowances granted by the University to an employee.</p> <p>(iii) `Foreign service' means service in which an employee receives his substantive pay with the sanction of the University from the source other than the funds of the University.</p>
Age of entry/ retirement	<p>7.2(i) A person whose age is less than 18 years may not ordinarily be appointed to any post in the University.</p> <p>(ii) An employee of the University shall retire from service on the last day of the month in which he attains the age of 60 years provided that nothing in this clause shall apply to the Vice-Chancellor or to any person appointed for a specific period under a contract.</p>
Number of posts	7.3 The number of different categories of posts in the University shall be such as may be determined from time to time by the Vice-Chancellor with the approval of the Board.
Advance increment	7.4 At the time of appointment, the appointing authority may on the recommendations of the Selection Committee sanction a starting pay other than the minimum of the grade.
Remuneration for extra work	7.5 An employee of the University may be permitted to accept remuneration for work done other than on the business of the University on such terms and conditions as may be approved by the Vice-Chancellor.

7.6 Medical certificate of fitness on first entry in the University service is an essential pre-requisite. Medical fitness at first entry

(i) All employees of the University shall, on first appointment to a post in the University, be examined for physical fitness (unless exempted by the Competent Authority or under the provisions of the Statutes) by one of the Medical Officers of the University or the State Government. In order to continue in the University service, the employee must be declared medically fit by the Medical Officer. Before being examined by the Medical Officer, he shall be required to make a declaration in the prescribed form. The Medical Officer examining the employee shall furnish a certificate about the health of the employee in the prescribed form.

(ii) In case of doubt, the Vice-Chancellor may constitute a panel of doctors to examine an employee for medical fitness. This may be done either on the receipt of the report of the Medical Officer or on an application made by the concerned employee.

(iii) The standard of medical fitness shall be as prescribed.

(iv) An employee of the University not found medically fit by the Medical Officer or any other medical expert approved by the Vice-Chancellor for this purpose shall cease to be in the employment of the University. The employee concerned shall have a right to appeal to any Appellate Medical Board to be constituted by the Vice-Chancellor for this purpose. All costs in connection with the re-examination of the employee concerned shall be borne by the employee himself unless he is declared fit by the Appellate Medical Board.

(v) The following classes of employees shall be exempted from producing medical certificate of fitness :

(a) An employee appointed in a temporary vacancy for a period not exceeding six months.

(b) An employee on deputation with the University.

7.7(i) Except, when otherwise provided in the Act or statutes or in the special terms of an appointment on fixed tenure or contract or deputation Probation

which will be governed by the terms and conditions of that contract or deputation, all employees of the University shall, on appointment to any post, remain on probation for a period of two years.

(ii) The Head of the Office or Controlling Officer of an employee shall send to the competent authority atleast two months before the date of expiry of the probation period a report about the work and conduct of the employee appointed on probation with a definite recommendations about the fitness of his confirmation in the service.

(iii) If during his period of probation, the work and conduct of an employee is, in the opinion of appointing/competent authority not satisfactory, it may dispense with his service or revert him to his former post, if any or extend the period of probation and thereafter pass such orders as would have been passed by it on the expiry of the first period of probation provided that the total period of probation including extension, if any, shall not exceed three years if there is a permanent vacancy against which the employee can be confirmed. If it is decided to dispense with the service of employee it shall not be necessary to serve a notice on the employee for the termination of his service.

(iv) On satisfactory completion of the period of probation the competent authority may confirm an employee in the appointment provided that the employee appointed in a leave vacancy or in a tenure post shall not be considered for confirmation in the service.

Seniority

7.8(i) The seniority inter se of the employes shall be determined by the date of their continuous appointment to the posts :

Provided that in the case of an employee appointed directly, the seniority will be determined by the order of merit drawn up by the Selection Committee.

Provided further that in the case of two or more employees appointed on the same date their seniority shall be determined as follows :

(a) In case of employees recruited by promotion/transfers seniority shall be determined according to seniority of such employees in the appointments from which they have been promoted/transferred.

(b) In the case of employees recruited by transfer from different cadres, their seniority shall be determined according to pay; preference being given to a member who was drawing higher rate of pay in his previous appointment and if the rates of pay drawn are also the same then by their length of service in those appointments; and if the length of such service is the same, an older member shall be senior to a younger member.

Explanation - (i) Service rendered by Government employee on foreign service with the University shall count for seniority from the date of his joining the University provided such employees resign government jobs and are absorbed in the service of the University.

(ii) In the case of an employee whose period of probation is extended, the date of appointment for the purpose of seniority shall be deemed to have been deferred to the extent the period of probation is extended.

7.9 Ex-gratia and other facilities to the family of the University employee who dies while in service shall be the same which are admissible to the employees of HP Government. Ex-gratia grants etc.

(i) Ad hoc ex-gratia grant :

Ex-gratia and other facilities to the family of the University employee who dies while in service shall be the same which are admissible to the employees of Himachal Pradesh Government from time to time.

(ii) Medical Aid :

Free medical aid/assistance will be given to the dependent members of the family, including minor children, declared as such by the deceased employees during his life time as admissible to serving employee (except that the cost of medicines which are to be purchased from the market for treatment shall not be reimbursed), provided that no such aid will be admissible if the claimant's spouse is in service.

(iii) Accommodation:

In case where the deceased employee was in possession of the University accommodation, his family will be allowed to retain

accommodation for one year after his death, the rate of rent being the same as was applicable to him at the time of his death. In other case the house rent allowance admissible to the deceased employee, will continue to be paid to the family for one year after his death.

Note - (a) If the family of a deceased University employee vacates the residential accommodation retained by it before the expiry of one year of its own accord then the benefit of house rent allowance will not be admissible for the remaining period.

(b) If the residential accommodation, allotted to deceased employee, is got vacated by the University from his family due to certain special circumstances, then alternative accommodation, if available, would be allowed to such a family.

(c) If no accommodation is available as referred to in item (b) above, then house rent allowance for the remaining period would be granted, provided the family lives at that station.

(iv) Educational Facilities :

(a) Tuition fee at the rate as charged in government/university institutions shall be reimbursed to the unmarried children of the deceased employees upto degree course (including professional courses) provided the children get admission in the said course and pass the annual examination held from time to time.

(b) The benefit will be admissible from the date of death of the University employee concerned to his widow/children who is/are actually dependent upon his/their guardian.

(v) Procedure for grant of above facilities :

(a) The information in regard to the deceased employee and his family would be obtained in the prescribed form which should be properly attested and should contain necessary affidavit as a reasonable proof of title to the grant and/or other facilities.

(b) In case of minor dependents the amount shall be disbursed after taking

all precautions so that relief afforded is paid in a manner that would prevent its misuse.

(vi) Eligibility :

(a) Ad hoc ex-gratia grant and other facilities will be admissible to the family of a regular employee who dies while in service of the University;

(b) If either of the surviving partners is remarried, the relief would be refunded and deposited for the use of the minor children. This undertaking should be taken at the time of payment of the relief fund;

(c) The work-charged establishment with a minimum service of 5 years shall also be eligible for ad hoc ex-gratia grant and other facilities admissible to the families of regular employees;

(d) The amount of compensation admissible to work-charged employees will be equal to ten times of salary drawn by an individual subject to a minimum of Rs. 3,000 and maximum of Rs. 5,000.

The above compensation will not be admissible to persons who are re-appointed after retirement from any other service.

Note : The employees on an ad hoc basis and the persons who are given term appointment or appointed on contract basis or appointed temporarily against some research project or temporary scheme or leave arrangements shall not be eligible for grant of benefits under these rules.

7.10 Royalties, patent rights for inventions and discoveries and honoraria for testing work in the University Laboratories, etc. Royalties etc.

(i) The University shall have the sole right in respect of any invention or discovery or any process made in the University laboratories, farm or workshops and may move for securing the patent right for invention or process from the government. The University will bear the cost of securing the patent right and receive all royalties, remuneration or income accruing from the sale or commercial exploitation of such a patent.

(ii) The University shall pay to the employee concerned such amount as may be determined by the Board as reward provided that in cases where the expenditure incurred by the University on such invention or process is high, the entire, or part expenditure may be deducted by the University at its discretion from the amount of the reward fixed by the Board before it is paid to the employee.

(iii) In case the University decides not to apply for the patent right the employee concerned may, if he so desires, apply for a patent right solely in his own name on payment of 10 per cent of royalty to the University.

(iv) Testing or research work on behalf of any organization for which a fee offered to the University may be accepted by the Vice-Chancellor in consultation with the heads of the Departments concerned. The Vice-Chancellor shall determine and sanction honoraria to be paid to the employees concerned for such work taking into account all expenditure incurred and to be incurred by the University on the said research testing work.

Foreign
service

7.11(i) The State, Central, Semi and Quasi-Government employees may be taken on deputation into the University. Service conditions of such employees/ persons shall be the same as mutually agreed upon between the employees parent body and the University. The leave salary and pension and/or provident fund contribution of such employees shall be paid, if necessary by the University to the parent body.

(ii) The University employee may take up temporary appointment in a state or Central Government Department or in any other authorized agency and the said employee shall be considered as on deputation. The leave salary and pension and/or provident fund contributions of such employee shall be made either by the employee or the employer, as the case may be.

(iii) The period of deputation on foreign service within the country or abroad shall normally be three years at a time which can be extended upto five years. However, a period of atleast five years should elapse before an employee is again allowed to proceed on deputation on foreign service provided the total period of deputation should not exceed 5 years in the entire service.

(iv) No employee of the University shall be sent on deputation/foreign service except with the approval of the Board.

(v) The employee at the time of transfer on foreign service/deputation should hold a substantive post in the University.

7.12 An employee shall make a declaration of the age to the appointing authority at the time of entering into the service based on his matriculation certificate and in the case of a non-matriculate, such other documentary proof, as may be acceptable to the authority, upon which the age will be admitted. After the declaration of age and acceptance of the same by the authority, it shall be binding on him and no revision of such age shall be allowed to be made at a later date for any purpose whatsoever.

7.13(i) An increment shall ordinarily be drawn as a matter of course, but the competent authority shall have the power to withhold the increment if the conduct of the employee has not been good or his work not found satisfactory. Where an efficiency bar has been prescribed in a time scale, the increment next above the efficiency bar shall not be given without the specific sanction of the competent authority.

Increment and
Efficiency Bar

(ii) The service rendered on a temporary post shall count for increment provided that post is in the time scale of pay.

(iii) The service rendered on adhoc basis on a post will count for annual increment in accordance with the procedure as is followed by the State Government. But such an adhoc service will not count for purposes of seniority.

(iv) The service during the period of demotion and the period spent on leave without pay, shall not count for an increment except when such leave is taken for higher studies, or deputation/foreign service; provided that but for such leave, the deputation/foreign service, employee would have continued to hold the post.

7.14 The appointing authority shall have the powers to terminate the services of an employee on any of the following grounds :

Termination of
Service

- (i) Gross negligence in the discharge of his duty;
- (ii) Mis-conduct;
- (iii) Insubordination or any breach of discipline;

- (iv) Physical or mental unfitness for the discharge of duty;
- (v) Any act prejudicial to the University or its property;
- (vi) Any act prejudicial to national security and integrity;
- (vii) Guilty of activity which is anti-secular and tends to create communal disharmony;
- (viii) Conviction by a Court of law for offences involving moral turpitude.

Resignation/
Termination
notice there-
of

7.15(i) If a temporary employee wishes to resign from service, he shall give one month's notice in writing to the University. If the employee fails to give such a notice, the University shall be entitled to recover one month's salary, or salary for the period by which the notice falls short of one month, from him in lieu of such notice.

(ii) If the University decides to relieve an un-confirmed employee, one month's notice shall be given to him or in lieu of notice, he shall be paid one month's salary.

(iii) The University can terminate the service of a permanent employee at any time by giving him three calendar months notice or by paying him three months salary in lieu of the notice.

(iv) Permanent employee shall be required to give three months notice in case he desires to be relieved, or he shall pay to the University three month's salary in lieu of such a notice unless otherwise directed by the Board.

(v) An employee, before leaving the University service, shall hand over the charge of the post to the duly authorised employee and shall return to the University all books, apparatus, furniture, etc. issued to him for his personal or official use and shall pay, in full all the charges due from him for occupation of residential quarter, any taxes, water and electricity charges, etc. If he fails to do so, the Head of the Institution or the office in which he was working, shall recover the amount due from him, on account of the above items, from his last salary or from the University Contribution to the Provident Fund.

(vi) An employee who is in occupation of the residential accommodation of the University, shall be in the Status of licensee and shall leave the University accommodation allotted to him by the University.

7.16(i) There shall be maintained a service book of every employee in which shall be entered all matters relating to his service in the University. The service book shall contain in particular history of service from the date of his appointment including increment, promotion, reward, punishment and all other special events of his service career. The service book shall also contain a leave account from showing a complete record of all types of leave undertaken as well as earned by him (except casual leave). All entries in the service book shall be attested under the dated signature of the Head of the Department/Office or person duly authorised by the competent authority. The service book shall be in the form as prescribed for the employees of the Himachal Pradesh Government.

Service
book

(ii) The service book shall be maintained by and kept in the custody of the Head of the Institution/Office where the employee is posted.

(iii) Every employee shall be allowed to inspect the service book on request. He shall also be required to put his signature in the appropriate column as and when there is any change in his pay as a proof of his having verified the entries. The Officer-in-charge of service books may permit the employee concerned to examine his service book should it be so desired at any time.

(iv) The service book shall not be given to an employee who is proceeding on leave or quits the University service. A certified copy of the service book may, however, be supplied on request on retirement, discharge or resignation.

Personal Confidential File/Annual Character Roll

A personal Confidential File or Annual Character Roll shall be maintained for each employee in the manner to be prescribed. Adverse remarks recorded in the course of periodical or occasional assessment of an employee shall be duly communicated to him to give him an opportunity to make representation, if any, against such remarks.

7.17(1) The authority competent to grant leave shall be as per delegation of powers.

General
leave rules

2. The leave account of every employee of the University shall be maintained.

3. Leave cannot be claimed as a matter of right. When the exigency of service so requires, discretion to refuse or revoke leave of any description is reserved to the competent authority.
4. Leave salary, wherever payable, shall be paid monthly in the first week of the succeeding month.
5. Earned leave may be combined with sabbatical leave, study leave or leave on medical grounds wherever applicable.
6. Employee on leave shall not return to duty before the expiry of leave granted to him unless he is permitted to do so by the authority which grants him leave. If he is on the leave preparatory to retirement he cannot return to duty.
7. The Vice-Chancellor shall have the authority to change the date of commencement of leave granted to a University employee.
8. No employee may leave his headquarters during Sunday or holidays without the permission of the competent authority.
9. An employee on leave, shall not take up any service or accept any employment without the permission of the competent authority.
10. When an employee is recalled to duty before the expiry of his leave, he is entitled to no concession if the recall is optional. If it is compulsory, the period from the date on which he starts his journey to join his office may be treated as on duty but he shall draw only leave salary until he joins his post. In addition he may be allowed travelling allowance as journey on tour.
11. When proceeding on or return from leave, the official concerned will submit a departure or arrival report, as the case may be, to the Head of Office/Institution concerned.
12. The authority incharge of the service book will make the necessary entry regarding grant of leave or return from leave in the relevant columns of the service book and leave account, under the signatures of the officer authorized to sign entries in the service book.

13. If an employee over-stays his leave or otherwise absents himself from duty for more than one month, his post shall be liable to be declared vacant and he shall forfeit his salary for the period, he so remains absent.

14(i) In special circumstances, the Vice-Chancellor may grant hospital leave to any employee of the University while under medical treatment for illness or injury if such illness or injury is directly due to an accident or to risks incurred in the course of official duty.

(ii) Hospital leave may be granted on leave salary equal to either full pay or half pay as the competent authority granting the leave may decide. The period of hospital leave shall be limited to three months on average pay in any period of three years. Hospital leave on half pay will count for the purpose of this limit as half the amount of leave on full pay. This leave shall not be debited against the leave account of the employee and may be combined with any other kind of leave admissible.

7.18(1) Every employee shall be eligible for 15 days of casual leave, in a calendar year. Casual leave

2. Casual leave cannot be combined with any other leave. It can be combined with the holidays provided the total period including holidays does not exceed 10 days in one spell.

7.19 An employee excluding officers, teachers and other supervisory staff who is required by the competent authority to work on holiday(s)/Sunday(s) before or after normal office working hours, shall be eligible for compensatory leave as allowed from time to time by the State Government to its employees. Compensatory leave

7.20 Special casual leave not counting against ordinary casual leave, may be allowed to an employee who is an office-bearer of an Association/Union recognized by the University for attending the meetings of the Association/Union. The total leave permissible for this purpose shall be the same as allowed from time to time by the HP State Government to the Office-bearers of the Unions of its employees. Special casual leave

7.21 For the purpose of following kinds of leave, the leave rules in case of University employees shall be the same as adopted by the HP Government in case of their own employees from time to time unless specified otherwise : Regular and maternity leave

- (i) Earned leave
- (ii) Half pay leave (including commuted and leave not due)
- (iii) Extra-ordinary leave
- (iv) Maternity leave

Other kinds of leave 7.22 The teacher of the University shall also be eligible for study leave, sabbatical leave and duty leave in addition to other types of leave.

Study leave 7.23(1) No teacher shall be entitled to study leave as a matter of right and the same shall not be granted, if the applicant has not satisfactorily completed period of probation and has rendered not less than five years regular continuous service in the cadre, including the period of probation in this University.

2. Study leave may be granted to a whole time teacher other than a Professor of the University to pursue a special line of study or research directly related to his work in the University. Application for such leave must be accompanied by a full plan of work to be done during leave.

3. Study leave may be granted on the recommendations of the Head of the Department/Dean of College/Director of Research/Director of Extension Education, as the case may be, by the Vice-Chancellor.

4. The study leave shall not be granted to a teacher who is due to retire within a period of five years of the date on which he is expected to return to duty after the expiry of study leave.

5. The study leave shall not be granted for more than two years, except in very exceptional cases in which the Vice-Chancellor is satisfied that such extension is unavoidable on academic grounds and is necessary in the interest of the University. The period of study leave, in no case, shall exceed three years except for M.Sc. Degree where it will be restricted to 2 years.

6. Study leave may be granted more than once provided that not less than 5 years have elapsed between the date on which a teacher had returned to duty on completion of earlier spell of study leave and date of commencement of subsequent spell of study leave. The teacher shall indicate the work done during the period of earlier leave and also give details of work to be done during the proposed spell of study leave.

7. No teacher who has been granted study leave shall be permitted to alter substantially the course of study or programme of research without the permission of the Vice-Chancellor.

8. A teacher availing of study leave exceeding one year shall be required to execute a bond to serve the University for a period equal to twice that of study leave from the date of resuming duty after the expiry of study leave.

9. The teacher availing of study leave for less than one year shall be required to execute a bond to serve the University for a period of two years after the expiry of study leave.

10. In addition to executing a bond as aforesaid the teacher shall have to provide two sureties when study leave is granted to him on full pay and one surety when the leave is granted without pay and should give security of immovable property to the satisfaction of the University or a fidelity bond of any Insurance Company or a guarantee of a scheduled bank. The sureties furnished should be acceptable to the University. Where the two sureties or one surety, as the case may be provided by the teacher are/is those/ that who are/is permanent teacher(s) of the Institution to which he belongs, the University may, in its discretion waive off additional requirements of getting security of immovable property or fidelity bond of Insurance Company or a guarantee of a scheduled bank. The surety clause shall form part of the study leave bond and the persons giving surety shall be liable to pay to the University the amount recoverable from the teacher concerned on the failure of the fulfilment of obligations of the bond.

11. Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within six months of its sanction.

12. Study leave shall be granted on full pay. The necessary increment will also accrue as and when due. But during study leave the teacher shall draw leave salary equal to the pay (without allowances other than the dearness allowance) that he drew while on duty with the University immediately before proceeding on such leave. During study leave on full pay a teacher may be allowed to receive the amount of scholarship/fellowship or other financial assistance awarded to him by any agency other than the University in addition to the pay and allowances on which study leave is granted and this benefit will only be admissible to those teachers who are pursuing their studies outside the University.

Provided, however, that if a teacher who is granted study leave is permitted to receive and retain any remuneration in respect of part time employment during the period of study leave, he shall ordinarily not be granted any study leave salary. But in case the amount of remuneration received in respect of part time employment is not considered adequate, Vice-Chancellor may determine the amount of study leave salary payable in each case. It shall be the duty of the teacher granted study leave to communicate immediately to the University the amount of financial assistance in any form received by him during the course of study leave from any person or institution whatsoever :

Provided further that no teacher shall be eligible for more than one Fellowship/Scholarship at a time.

Provided further that during the currency of study leave within or outside India on or after 1st day of January, 1996, a teacher/employee shall draw benefits of revised pay scale from the date such provision took place.

13. Subject to the maximum period of absence from duty on leave not exceeding five years, study leave may be combined with earned leave and half pay leave and extra-ordinary leave.

14. The period of study leave shall count as service for the purpose of retirement benefits provided that the teacher rejoins the University on expiry of study leave and serves the University for the period for which the bond has been executed.

15. The teacher shall submit to the Vice-Chancellor six monthly report of progress of the study through the Supervisor/Head of the Institution. The report should reach the Vice-Chancellor within one month of the expiry of six months of the study leave. If the report does not reach the Vice-Chancellor within the time specified, the payment of salary may be deferred till the receipt of such report.

16. A teacher :

(i) Who fails to rejoin the service of University on the expiry of study leave,
or

(ii) Who rejoins the service of the University but leaves the service without completing the prescribed period of service after joining the service; or

(iii) Who within the said period is dismissed or removed from the University service; shall be liable to refund to the University the amount of leave salary and allowances and other expenses incurred on the teacher or paid to him or on his behalf in connection with the course of study :

Provided that if a teacher had served in the University for a period not less than half the period of service under the bond on return from study leave, he shall refund to the University half of the amount calculated as above. Provided further that in case no pay and allowances had been granted or pay and allowances had been granted on reduced rates as per provisions of Statute 12 recovery amount will be calculated on the pay drawn before the commencement of leave in addition to the recovery of other expenses incurred by the University in connection with the course of study.

17. If a teacher after refusal for extension of study leave does not resume duty on the expiry of the leave originally sanctioned, he will be deemed to have failed to rejoin the service on the expiry of his leave for the purpose of recovery of dues under these rules.

18. Notwithstanding the above, the Board may order that nothing in these rules shall apply to a teacher who within three years of return to duty from study leave is permitted to retire from service on medical grounds. Provided further that the Board may, in any exceptional case, waive off or reduce, for reasons to be recorded, the amount refundable by a teacher under these rules.

19. Study leave shall normally be admissible to eligible teachers/other eligible employees for pursuing studies/courses duly approved in this University, as inservice candidates and from outside the University in those disciplines where the facilities for such study do not exist in this University.

20. The provision of study leave enumerated above shall also be applicable to the Technical Assistants possessing B.Sc., M.Sc. (Agriculture, Horticulture and Forestry) degrees for prosecuting higher studies.

Sabbatical
leave

7.24.1 A permanent University teacher of the rank of Professor, Associate Professor or Assistant Professor desirous of undertaking advanced research work in his own field and who has served in the University as a teacher for not less than four years may be granted sabbatical leave for a period upto six months on full pay and for another period upto six months on half pay if :

(i) programme to be undertaken during the leave is submitted alongwith application for grant of leave and approved by the Vice-Chancellor;

(ii) he is in a position to serve the University for atleast three years after return from leave and executes a bond that after such leave he shall so serve failing which he shall refund to the University the leave salary received by him and interest thereon at bank rate.

2. The leave is to be utilized for advanced work in his own field, research or in pursuit of knowledge solely with the object of increasing professional efficiency and usefulness to the University.

He shall, on return from leave, report to the University the nature of advanced work in his own field or research work undertaken during the leave.

3. Sabbatical leave shall not be granted to a teacher before the expiry of six years from the date of last return from sabbatical leave or study leave.

4. Ordinarily one teacher from a department with a total strength upto five shall be granted sabbatical leave at a time, and normal budget provision of that department shall not exceed on account of grant of leave : Provided that no teacher shall be granted the sabbatical leave for more than two times during his entire service period.

5. A teacher on sabbatical leave may be allowed to accept a Fellowship or Research Scholarship or any other remunerative appointment in an institution of advanced study and amount so received will not affect the amount of leave salary drawn by him from the University.

Duty leave

7.25 Duty leave on full pay upto 15 days in a year may be granted to a teacher/Dean/Director by the Vice-Chancellor for attending meeting of

Selection Committee or for any academic work pertaining to organizations other than the University and for delivering a Radio/Television talk.

7.26 No employee shall on account of any higher academic or other qualification acquired by him in the course of his employment, claim as a matter of right any increase in pay or any extra remuneration or any promotion to higher grade or cadre unless the same is specifically sanctioned by the Board. General

7.27 Any matter regarding conditions of service not covered by the provisions of this Statute may be decided in accordance with the rules laid down by the Himachal Pradesh Government for its own employees or in such other manner as the Vice-Chancellor with the approval of the Board or under the powers delegated to him by the Board may deem fit.

7.28 In accordance with sub-section(13) of section 25 of the Act, the procedure for assessing/evaluating the Teaching/Research/Extension work of the teachers shall be as prescribed by the Regulations.

CHAPTER-VIII

STATUTES REGARDING THE CONDUCT, DISCIPLINE, ENQUIRY, PUNISHMENT AND APPEAL IN RESPECT OF OFFICERS, TEACHERS AND OTHER EMPLOYEES OF THE UNIVERSITY

Conduct
rules

8.1 The conduct rules are as below :

(1) Every employee shall at all times;

- (a) maintain absolute integrity;
- (b) show devotion to duty; and
- (c) do nothing which is un-becoming of an employee of the University.

(2) Every employee shall abide by and comply with the rules of the University and all orders and directions of the superior authority/officer issued from time to time.

(3) Every employee shall extend the utmost courtesy and attention to all persons with whom he is to deal in the course of duty.

(4) No employee shall be a member of any political organization or take part in any political activity nor shall he take part in any social or cultural activity or programme organized or conducted by or under the auspices of any political party.

(5) No employee shall contest election to the Parliament or the State Legislature or any of the local bodies or authorities other than the Universities.

(6) No employee shall participate in any Demonstration, Dharna and Gherao or resort to any form of strike in connection with his official duties and conduct.

(7) No employee shall continue to be a member of any association of the employees of the University which has not obtained the recognition of the University, or recognition in respect of which has been refused or withdrawn.

(8) No employee shall, except by general or special orders of the University or in the performance of good faith of the duties assigned to him, communicate directly or indirectly any official document or information to any University employee or any other person to whom he is not authorized to communicate such document or information.

(9) No employee shall join or continue to be a member of an association the objects or activities of which are prejudicial to the interest of the University, public order, decency and morality.

(10) No employee shall, except with the previous permission of the competent authority, own wholly or in part, or participate in the editing, managing and publishing of any newspaper or other periodical publication.

(11) No employee shall except with the previous permission of the competent authority or in the bonafide discharge of duty, participate in the radio and TV broadcast or contribute any article or write any letter to any newspaper or periodical or write a book or issue a pamphlet either in his own name or anonymously or pseudonomously.

(12) No employee shall, except with the previous permission of the competent authority, ask for or accept contribution to, or otherwise associate himself with the raising of any funds or other collections in cash or in any other manner in pursuance of any purpose other than religious or charitable.

(13) The employee shall manage his private affairs so as to avoid habitual indebtedness or insolvency. Any employee who becomes the subject of a legal proceeding or insolvency shall report the facts of the case to the University.

(14) No employee shall bring or attempt to bring any political or other influence to bear upon any higher authority/officer to further his interests in respect of matters pertaining to his service in the University.

(15) No employee of the University shall accept or permit any member of his family or any other person acting on his behalf to accept any gift.

Explanation - The term `gift' in this connection shall include free transport, boarding, lodging or any other pecuniary advantages when provided

by any person other than his near relative or personal friend having no official dealing with the University.

16(a) No employee shall, except with the previous permission of the competent authority, have recourse to any court or the press for vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.

(b) Nothing in this rule shall be taken to prohibit an employee from vindicating his private character or any act done by him in his private capacity.

(17) No employee shall accept fee for any work done by him for any public body or any private person without the sanction of the competent authority.

(18) (a) No employee shall, except with the previous permission of the Vice-Chancellor, give evidence before any public committee.

(b) Nothing in this rule shall apply to evidence given before a committee/ court which has power to compel the attendance of witness or the production of documents.

19(a) No employee shall approach any member of the Board with a view :

(i) to having a question put or resolution of motion moved on the matter connecting with his condition of service or any disciplinary action against him;

(ii) to furthering any object which is capable of embarrassing the University.

(b) Personal interview with any higher authority or any member of Board without the permission of the Vice-Chancellor shall be treated as contravention of the discipline of the University.

(20)(a) No employee who has wife/husband living shall contract another marriage without first obtaining the permission of the competent authority notwithstanding that such subsequent marriage is permissible under the personal law applicable to him.

(b) No employee shall marry any person who has wife/husband living without

the permission by the competent authority.

(21) No employee shall disregard the order when called upon to perform any work as may be assigned to him at any time and when transferred to any place in the interest of the University.

(22) No employee shall, except with the previous permission of the Vice-Chancellor, engage directly or indirectly in any trade or business, or undertake any other employment :

Provided that any employee may, without permission, undertake any honorary work of a social or charitable nature or an occasional work of literary or artistic or scientific character subject to the condition that his official duties do not thereby suffer, but he shall not undertake and shall discontinue such work if so directed by the Vice-Chancellor.

(23) Convassing by an employee in respect of business, insurance agency, commercial agency, owned or managed by his wife or any other member of his family shall be deemed to be a breach of the above rule.

(24) Every employee shall report to the Vice-Chancellor if any member of his family is engaged in a trade or business, or owns or manages any insurance agency or commercial agency.

(25) It shall be the duty of an employee who has been arrested on a criminal charge made or on a proceeding taken against him, to intimate the fact of his arrest and the circumstances connected therewith to the Vice-Chancellor promptly in writing even though he might have subsequently been released on bail.

(26) No employee of the University shall without the previous knowledge of the Vice-Chancellor, acquire or dispose of any movable property in the shape of shares, security or debenture, or any immovable property by lease, mortgage, sale, gift or otherwise in his own name or in the name of any member of his family.

(27) If so required by the Board at any time by general or special order, the employee shall submit to the Vice-Chancellor, within the period specified in the order, a complete statement of such movable and immovable property

held or acquired by him or by any member of his family as may be specified in the order. Such statement shall include the details of the means by which or the source from which such property was acquired.

Disciplinary
action

8.2 The following shall constitute improper conduct on the part of an employee making himself liable for disciplinary action :

- (1) The violation of provision of any of these Statutes.
- (2) Participation in a strike, abetting, instigating or acting in furtherance of the same.
- (3) Non-compliance of any order or habitual neglect of work.
- (4) Theft, fraud, dishonesty in connection with the University property.
- (5) Wilful damage to the University property.
- (6) Wilful absence from duty after the expiry of leave.
- (7) Refusal to accept a charge-sheet, order or any other communication.
- (8) Misbehaviour, misconduct or insolence.
- (9) Gross partiality in assessment of students, deliberate over-marking, under marking or attempts at victimisation on any grounds.
- (10) Inciting students against other students, colleagues or administration, provided that this will not interfere with the rights of a teacher to express his differences on principles in seminars or other places where students are present.
- (11) Raising question of caste, creed, religion, race or sex in his relationship with his colleagues and trying to use such practice for the improvement of his prospects.

8.3 Discipline, Inquiry, Punishment, Suspension and Appeal :

(1) The following penalties may, for a good and sufficient reasons and as hereinafter provided be imposed upon an employee :

(a) Minor penalties :

- (i) censure;
- (ii) withholding of increment;
- (iii) recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders or any other act of omission or commission.

(b) Major penalties :

- (i) reduction to a lower post or to a lower stage in a time scale of pay;

- (ii) removal from University service which does not ordinarily disqualify for any other employment in the University;
- (iii) compulsory retirement;
- (iv) dismissal from University service which ordinarily disqualifies from further employment in the University and involves ordinarily loss of all accrued financial benefits.

(2) The following shall not amount to a penalty within the meaning of this statute, namely :

(a) Stoppage of any employee at the efficiency bar in the time scale of pay on the ground of his unfitness to cross the bar.

(b) Non-promotion of an employee whether in a substantive or officiating capacity, after consideration of his case, to a service, grade or post or on any administrative ground not connected with his conduct.

(c) Reversion of an employee officiating in a higher service, grade or post, on the ground that he is considered to be unsuitable for such higher service, grade or post on any administrative ground not connected with his conduct.

(d) Reversion of an employee appointed on probation to any other service, grade or posts to his permanent service, grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the statutes and regulations governing such probation.

(e) Compulsory retirement of employee in accordance with the provisions relating to his superannuation or retirement.

(f) Termination of the service of :

(i) a person appointed on probation during or at the end of period of probation, in accordance with the terms of appointment under rules governing the probationary service or;

(ii) a temporary employee appointed, otherwise than under contract, on the expiration of the period of appointment or on the abolition of post or before the due time, in accordance with the terms of appointment; or

(iii) a person, engaged under a contract in accordance with the terms of this contract.

(3) The appointing authority shall be competent to impose any of the major penalties provided that no order shall be passed imposing such penalty on University employee unless he has been given an adequate opportunity of making representation that he may desire to make, and such representation has been duly taken into consideration.

(4) The competent authority, may place an employee under suspension pending an enquiry if it is satisfied that there is a prima facie case against him or insubordination, intemperance or other misconduct, or any breach or non-performance of his duties or non-compliance with any of the provisions of the conduct rules applicable to him.

(5) In case a University employee has been convicted for an offence involving moral turpitude and the orders of conviction has become final, order for dismissal shall be issued forthwith.

Inquiry

8.4(1) The grounds on which it is proposed to impose any of the major penalties on an employee, shall be communicated in writing to the concerned employee by the competent authority, together with a statement of allegations and of any other circumstances which it proposes to take into consideration, in passing orders of the case.

(2) The employee shall be required within a reasonable time, ordinarily not exceeding two weeks, to state in writing :

- (i) whether he admits the truth of all or any of the charges;
- (ii) what explanation of defence, if any, he has to offer, and
- (iii) whether he desires to be heard in person.

(3) If the competent authority is satisfied that a prima facie case against the defaulting employee is established an enquiry shall be instituted by appointing an Inquiry Officer in respect of all categories of employees.

(4) The competent authority may appoint an employee of the University as the Presenting Officer to present on its behalf the case before the Inquiry Officer in support of statement of allegations.

5. The employee shall appear in person before the Inquiry Officer on such day and as such time as the Inquiry Officer may by a notice in writing specify in this behalf. All notice from the Inquiry Officer shall, unless served in person, be deemed to have been served when sent by registered post to the employee at the last known address.

(6) The Inquiry Officer may entertain or reject for reasons to be recorded, any request from the accused employee to be represented by a counsel at the Inquiry.

(7) At the inquiry all evidence, oral or documentary, by which charges are proposed to be proved, shall be produced on behalf of the competent authority. The witnesses shall be examined by or on behalf of the Presenting Officer and may be cross-examined by or on the behalf of the employees. Presenting Officer shall be entitled to re-examine the witnesses on any point on which they have been cross-examined but not on any new matter without the permission of the Inquiry Officer.

(8) The Inquiry Officer may also put such questions to the witness as he thinks it fit.

(9) Before the close of the case on behalf of the competent authority the Inquiry Officer may, in his discretion allow the Presenting Officer to produce an evidence not included in the list given to the employee or may itself call for new evidence or re-call or re-examine any witness and in such case the employee shall be entitled to have, if he demands it, a copy of list of further evidence proposed to be produced and an adjournment for reasonable period not exceeding seven days before the production of such new evidence. The Inquiry Officer shall give to the employee an opportunity of inspecting such documents before they are taken on record.

(10) It shall not be necessary to frame any additional charges when it is proposed to take action in respect of any statement of allegations made by the person charged in the course of his defence.

(11)(a) These provisions shall not apply where a person has been removed or reduced in rank on the ground of conduct which had led to his conviction on criminal charge, or where an authority empowered to remove him or reduce him in the rank is satisfied that for reasons to be recorded by him in

writing, it is not reasonably practicable to give him an opportunity of showing cause against the action proposed to be taken against him or where in the interest of the University, or the security of State or the Union of India, it is considered expedient not to give that person such an opportunity.

(b) If any question arises whether it is reasonably practicable to give any person an opportunity to defend himself under rule 8.4(11) (a), decision thereof of the competent authority shall be final.

(12) (a) When the statement of allegations against an employee shows that his general behaviour has been such as to be unbecoming of his position, or that he has failed to reach or to maintain a reasonable standard of efficiency, he may be and should be charged accordingly and finding on such a charge may be a valid ground for the infliction of any authorised punishment which may be considered suitable in the circumstances of the case.

(b) This procedure shall not apply in the case of a person appointed in temporary capacity or on probation. In his case one month's notice or pay in lieu thereof will be enough.

(13) Where any person has made a statement on oath, in evidence before any criminal or civil court, in any case in which the employee is charged as a party and had full opportunity to cross-examine such a person, and where it is intended to prove the same facts as deposed by such person, it shall not be necessary to call such persons to give oral evidence in proof of facts stated by him earlier. A certified copy of the statement previously made by him in any such case may be read as a part of evidence :

Provided that the Officer conducting the inquiry may in the interest of justice, order the production of such witness in person either for further examination or for further cross-examination by the person charged.

(14) The employee charged shall not be allowed, except at the discretion of the Inquiry Officer to be exercised in the interest of justice, to call as a witness, in his defence, any person whose statement has already been recorded and whom he has had opportunity to cross-examine, or where previous statement had been admitted.

(15) When an employee who has not admitted in his written statement of

evidence any of the charges or has not submitted any written statement of his defence, the Inquiry Officer shall ask him whether he is guilty or has any defence to make. If he pleads guilty to any of the charges, the Inquiry Officer shall record the plea, sign the record and obtain the signatures of the employee thereon.

(16) The Inquiry Officer shall, if the employee fails to appear within the specified time or refuses or omits to plead, require the Presenting Officer to produce the evidence by which he proposes to prove the charges and shall adjourn the case and afford to the employee another opportunity.

(a) To inspect the documents filed with the statement of the allegations; and

(b) To submit a list of witnesses to be examined and see a list of documents desired to be produced from the custody of the University indicating the relevance of the documents required by him.

(17) If the employee to whom a copy of the articles of charges has been delivered does not submit the written statement of defence on or before the date specified for the purpose or does not appear in person before the Inquiry Officer or otherwise fails or refuses to comply with the provisions of these rules, the Inquiry Officer shall hold inquiry ex parte.

(18) The Inquiry Officer shall, on receipt of notice for the production of documents from the employee, forward the same to the authority in whose custody or possession the documents are kept with a requisition for the production of documents by such date as may be specified in such requisitions :

Provided that Inquiry Officer may for reasons to be recorded by him in writing refuse to requisition such documents, as are in his opinion, not relevant to the case.

(19) On receipt of the requisition referred to above, the authority having the custody or possession of the requisitioned documents shall produce the same before the Inquiry Officer unless the Inquiry Officer is satisfied on representation by the authority having the custody or possession of the requisitioned documents that such documents are of confidential nature and should not be produced.

(20) When the case for the competent authority is closed, the employee shall be required to state his defence orally or in writing as he may prefer. If the defence is made orally, it shall be recorded and the employee shall be required to sign the record.

(21) The evidence on behalf of the employee shall then be produced. The employee may himself examine in his own behalf if he so prefers. The witnesses produced by the employee shall then be examined and shall be liable to cross-examination, re-examination by the Inquiry Officer according to the provisions applicable to the witnesses for the competent authority.

(22) The Inquiry Officer may, for reasons to be recorded, refuse to call any witness cited by the employee.

(23) The Inquiry Officer may, after the employee closes his case, and shall, if the employee has not examined himself, generally question him on the circumstances appearing against him in the evidence for the purpose of enabling the employee to explain any circumstances appearing the evidence against him.

(24) The Inquiry Officer may, after the completion of the production of evidence, hear the Presenting Officer, if any appointed, and the employee or permit them to file written briefs of their respective cases, if they so desire.

(25) Whenever an Inquiry Officer after having heard and recorded the whole or any part of the evidence in an inquiry ceases to exercise jurisdiction therein, and is succeeded by another Inquiry Officer who has and who exercises such jurisdiction, the Inquiry Officer so succeeding may act on the evidence so recorded by his predecessor, or partly recorded by his predecessor and partly recorded by him. He will also have power to recall, examine, cross-examine, and re-examine any witnesses if in his opinion such examination is necessary in the interest of justice.

8.5(1) After the inquiry against the person has been completed and the disciplinary authority has arrived at a provisional finding and has proposed punishment, the University employee shall, if the penalty proposed is dismissal, removal, compulsory retirement or reduction in the rank, be supplied with a copy of the report of the Inquiry Officer and be called upon

to show cause within a reasonable time which shall not be less than two weeks and not more than one month against the particular penalty proposed to be inflicted upon him. Reply to the show cause, if any, submitted by the accused employee shall be taken into consideration, before final orders are passed.

(2) A copy of the orders made by the punishing authority alongwith a copy of the report of the Inquiry Officer shall be sent to the employee by registered post.

(3) Where two or more employees are concerned, in any case, the prescribed authority may direct disciplinary action against all of them in common proceedings.

8.6(1) During suspension, no leave is to be granted to an employee and the headquarters of the employee is to be fixed by the competent authority.

Payment during
suspension and
on reinstatement

(2) An employee under suspension, shall be entitled to the following payments :

(a) If he certifies that he is not engaged in another employment, business, profession or vocation, at such rate as suspending authority may direct but not exceeding one half of his pay.

(b) Compensatory allowance, if any, which the employee was in receipt of on the date of suspension, at the discretion of the suspending authority, if he is satisfied that the employee continues to meet the expenditure for which it is granted.

(c) If the period of suspension exceeds 12 months, the appointing authority may vary the amount of subsistence allowance for any period subsequent to the period of first 12 months as follows :

(i) The amount of subsistence allowance may be increased by a suitable amount not exceeding 50% of the subsistence allowance admissible during first 12 months if the period of suspension has been prolonged for reasons to be recorded in writing not directly attributable to the employee.

(ii) In case the prolongation is directly attributable to the employee, the

subsistence allowance may be reduced by a suitable amount not exceeding 50% of the subsistence allowance admissible during the period of first 12 months.

(3) An employee on reinstatement may be allowed the following payments by the authority competent to order reinstatement :

(a) If he is honourably acquitted - Full pay, by an order to be separately recorded, drawn immediately before suspension. The whole period of suspension will be treated as on duty.

(b) If not honourably acquitted; such proportion of pay and allowances as the reinstating authority may prescribe but such proportion shall not be less than 50% of pay and other allowance is admissible during suspension. The period of suspension will not be treated as duty unless reinstating authority so directs.

Note : (1) The reinstating authority, may, if the employee so desires, convert the period of suspension into one of the leave of any kind due and admissible to him in case falling under (b) above.

(2) The grant of pay and allowances under these rules is not affected by the alternative arrangements that might have been made during the period of employee's suspension.

Appeal 8.7(1) An employee has the right to appeal against an order of punishment imposed on him by the officer or authority next higher to the one that ordered the punishment. However, an employee, on whom a major penalty as listed in Statutes 8.3(b) has been imposed by the Board of Management, may appeal to the Chancellor.

(2) He shall have the right of second appeal against the order of the first appellate authority to the next higher officer or authority, provided that in case where the first appeal lies to the Chancellor, there shall be no such second appeal against the orders of the Chancellor on the first appeal.

(3) The order of second appellate officer or authority or the orders of the Chancellor on the first appeal shall be final.

(4) Appeal should be disposed of within 90 days of the filing of the same.

(5) No appeal preferred under this part shall be entertained unless such appeal is preferred within a period of 90 days from the date on which, a copy of the orders appealed against is delivered to the appellant :

Provided that the appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

(6) In case the Statutes are silent or are not explicit on any matters regarding inquiry, punishment and appeal, the provisions contained in Central Civil Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time, shall be followed.

CHAPTER-IX

STATUTES REGARDING CONSTITUTION OF GPF PENSION-CUM-GRATUITY OR CPF-CUM-GRATUITY FOR THE BENEFITS OF OFFICERS, TEACHERS AND OTHER EMPLOYEES OF THE UNIVERSITY

Provident Fund-cum-Gratuity:

Definition

9.1 In these Statutes, unless the context otherwise requires :

(a) 'Emoluments' means the pay and allowances including special pay, personal pay, dearness pay and dearness allowance but excluding house rent allowance and hill or local compensatory allowance.

(b) 'Employees' means a person in the whole time service of the University appointed on probation or otherwise to a permanent, temporary, or a tenure post but does not include a person on deputation or contingent paid or engaged on daily wages or work charged or a person employed on adhoc basis unless preceded by a regular employment.

(c) 'Subscriber' means an employee admitted to the fund and on whose behalf a deposit is made under these Statutes.

(d) 'Continuous service' means uninterrupted service and includes all types of leave except leave without pay unless it is specially permitted by the Board to be counted as a part of continuous service.

(e) 'Family' means :

(i) In case of male subscriber, the wife, children whether married or unmarried and dependent parents of the subscriber, and the widow and children of the deceased son of subscriber provided that if a subscriber proves that his wife has ceased under the personal law governing him or the customary law of the community to which the subscriber belongs and she is entitled to the maintenance allowance, she shall no longer be deemed to be part of the subscriber's family for the purpose of this scheme.

(ii) In case of female subscriber, the husband and children of the subscriber, the dependent parents of the subscriber or of the husband and the widow and children of the deceased son of the subscriber or of the husband.

Provided that if a subscriber, by notice, in writing, to the Comptroller expresses her desire to exclude her husband from her family, the husband and his dependent parents shall no longer be deemed to be part of the family for the purpose of this scheme, unless the subscriber subsequently cancels in writing any such notice.

Explanation - In either of the above two cases, if the children of the subscriber have been adopted by another person and if under the personal law of the adopter, adoption is legally recognized, such child shall be excluded from the subscriber's family.

(f) 'Fund' means the Contributory Provident Fund of Dr Yashwant Singh Parmar University of Horticulture and Forestry.

(g) 'Year' means the financial year.

9.2 Every employee who was on CPF-cum-Gratuity Scheme of Dr Yashwant Singh Parmar University of Horticulture and Forestry on the date of Notification of Pension Scheme i.e., 25.2.97 shall have the right to either opt :

Membership

- i) to continue to be governed by CPF-cum-Gratuity Scheme or
- ii) to elect to be governed by the GPF-cum-Pension-cum-Gratuity Scheme

All the employees entering into regular service of the University on or after the date of Notification of Pension Scheme shall as a condition of their service be eligible to the benefits of GPF-cum-Pension-cum-Gratuity Scheme only :

Provided that the family of a deceased employee who was a beneficiary of CPF-cum-Gratuity scheme prior to the commencement of the Statutes and dies while in service may opt for GPF-cum-Pension-cum-Gratuity benefits by surrendering the University contribution to the fund.

*Provided further that the employees appointed on or after 15.5.2003 shall be covered under "Contributory Pension Scheme" as introduced by the State Government and they shall be governed by the rules framed thereunder by the State Government from time to time. Such employees shall have no right to opt for either of the existing schemes viz. "CPF-cum-gratuity" or "GPF-cum-pension-cum-gratuity" of the University.

*Inserted vide Notification No. UHF/Regr/GA/5-28/2008/-7053-7109 dated 6.6.2008

Subscription University Contribution	<p>9.3 Every whole time employee of the University shall subscribe monthly to the fund when on duty or leave except leave without pay. The University contribution for the leave period shall be credited to an employee's account on the basis of emoluments due immediately before proceeding on leave. No University contribution shall be payable for the period a University employee remains on deputation or on foreign service. He may, however, at his option, continue to subscribe to the fund. No University contribution will be paid for the period of leave without pay.</p>
Treatment of period of suspension	<p>9.4 An employee under suspension who is in receipt of subsistence allowance shall have the option to subscribe to the fund but University contribution shall not be payable during the period of suspension. In the event of reinstatement with full pay and allowances for the period spent under suspension, full subscription, if not already paid shall be recovered from the arrears of pay and allowances and University contribution shall also be made in lumpsum.</p>
Cessation of the Membership refused	<p>9.5 Subscription to the fund shall stop from the date of retirement. This benefit will also not be admissible during refused leave as may be availed after the date of retirement.</p>
Manner of subscribing	<p>9.6(i) Subscription to the fund shall not be less than ten per cent of the emoluments of the subscriber. A subscriber may subscribe any amount exceeding the said minimum but the University contribution shall be limited to ten per cent of emoluments.</p> <p>(ii) Subscription may be reduced once at any time during the course of the year and/or may be enhanced twice during the year.</p> <p>(iii) The subscription shall be deducted month by month from the salary of a subscriber and credited to his account in the fund.</p> <p>(iv) A subscriber shall have an option to subscribe the whole or part of any arrears of pay and allowances, payable to him in cash.</p> <p>(v) An account shall be maintained in the name of each subscriber in such a manner as may be prescribed in the regulations.</p>
Payment of University contribution	<p>9.7(i) At the time of leaving the University service, the University contribution credited to the subscriber's account and interest thereon shall be paid to such subscriber as under :</p>

(a) Nil, if the period of service rendered by the employee is two years or less;

(b) Half of the amount of University contribution and interest thereon if the service put in exceeds 2 years but is less than 5 (five) years;

(c) Full amount of the University contribution and interest thereon if the service put in is five years or more;

(d) Full amount, irrespective of length of service, on superannuation.

*(ii) Unless the Board otherwise decides, no employee of the University who has been guilty of dishonesty or gross mis-conduct and has been dismissed/removed from service as a consequence thereof, be entitled to receive any part of the sums at any time contributed by the University to the fund in his account or the accumulated interest or any profits thereon and that the University shall be entitled to recover from the amount in the account of an employee, sum equivalent to the amount of any loss or damage at any time, sustained by the University by reason of dishonesty or negligence of such employee, but not exceeding, in any case, the total amount of contribution credited to his account by the University and of any interest or increment which has accrued on this contribution.

9.8 The University shall pay interest on all sums deposited in the fund at a rate to be decided by the Vice-Chancellor in consultation with the Comptroller and the amount of such interest shall be credited to the subscriber's account half yearly. Interest

9.9 The Comptroller shall cause to maintain proper account relating to the fund showing the amount, for the time being, at the credit of each subscriber and the general state of fund. Each subscriber shall be supplied with an annual statement of account showing the opening balance, deposits, withdrawal and interest of the year and the closing balance at the credit of the subscriber. Accounts

9.10 All subscriptions, contributions and interest credited to a subscriber's account shall be in whole rupee, interest of 50 paise or more being rounded to a rupee and less than 50 paise shall be ignored. Rounding
in whole
rupee

*Amended vide Notification No. UHF/Regr/GA/5-28/2008/-7651-7905 dated 16.6.2008

Investment of money	9.11 All money belonging to the fund shall be deposited in such a Co-operative Bank/Scheduled Bank/Post Office as may be approved by the Vice-Chancellor. The amount shall be invested in long term deposits by the Comptroller from time to time to earn maximum interest. A small amount needed for advances and payment to the subscribers' may, however, be kept in saving bank account. Forty per cent of the amount available for long term investment shall be deposited in Post Office Time Deposit Account on a month to month basis. Remaining 60% of the amount shall be invested in long term deposits with the Co-operative Bank.
Transfer of surplus to employee's Welfare Fund	9.12 Any surplus liabilities of fund to the subscriber's in exceptional cases, at any time, may be transferred to the Employees' Welfare Fund with the approval of the Vice-Chancellor.
Audit	9.13 The account of the Fund shall be subject to the audit of the University audit authority.
Maturity	9.14 Subject to the provision of Statute, the amount standing to the credit of a subscriber shall become payable on the death of the subscriber or on his quitting the service of the University.
Final payment to be allowed within prescribed time	9.15 Every employee on leaving the University service or on retirement shall claim payment of the amount standing to his credit in the Fund within one year of its becoming due. Interest shall not be payable from the date of expiry of one year of his leaving the University service, or retirement, unless the delay in final payment is not due to any fault on the part of the claimant.
Nominations	9.16(i) A subscriber shall as soon as he may after joining the fund, send to the Comptroller's office a nomination signed by him and attested by two witnesses stating the name or names of persons conferring the right to receive the amount that may stand to his credit in the fund in the event of his death, before that amount has become payable or having become payable has not been paid; provided that if at the time of making the nomination, the subscriber has a family, the nomination shall not be in favour of any person other than the members of the family.

(ii) If the subscriber nominates more than one person, he shall specify in the nomination the amount or share payable to each of the nominee in such manner as to cover the whole of the amount that may stand to his credit in the fund at any time.

(iii) Every nomination shall be made in the form as prescribed in the regulation for the purpose.

(iv) A subscriber may, at any time, cancel the nomination by sending a notice to the Comptroller provided that subscriber along with such notice sends a fresh nomination made in accordance with the provisions of this Statute.

(v) A subscriber may provide in a nomination :

(a) that in the event of any specified nominee predeceasing the subscriber, the right conferred upon that nominee shall pass to such other person or persons as may be specified in the nomination;

provided that such other person(s) shall, if the subscriber has other member or members of his family, be such other member or members.

(b) that the nomination shall become invalid in the event of the happening or the contingency specified therein :

Provided that if at the time of making the nomination the subscriber has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family :

Provided further that if at the time of making the nomination the subscriber has only one member of the family, he shall provide in the nomination that the right conferred upon the alternate nominee under (v) (a) shall become invalid in the event of his subsequently acquiring other member or members of his family.

(vi) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under (v) (a) above or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of (v) (b) or the proviso thereto, the subscriber shall send to the Comptroller a notice in writing cancelling the nomination together with a fresh nomination made in accordance with the provisions of this Statute.

(vii) Every nomination made by a subscriber, shall, to the extent that it is valid, take effect on the date on which it is received by the Comptroller.

(viii) Except as provided in (i) to (vii) above, no assignment, charge or other encumbrance, affecting the disposal of the amount contributed in the Fund whether by way of subscription, contribution or interest shall be recognized or given effect to by the Comptroller.

Subscriptions
not subject to
assignment,
attachment

9.17(i) The amount standing at the credit of any subscriber in the Fund as his own subscription and interest thereon shall not, in any way, be capable of being assigned or charged and shall not be liable to attachment under any decree or order in Civil, Revenue or Criminal Court in respect of any debt or liability incurred by the subscriber or depositor, and neither the official assignee nor any receiver appointed under the Provincial Insolvency Act, 1900 shall be entitled to have any claim on any such compulsory deposit.

(ii) Any amount standing to the credit of any subscriber or depositor in any such Fund at the time of his demise and payable under the rules of the Fund to any dependent of the subscriber or depositor or to such persons as may be authorised by law to receive the payment on his behalf, shall, subject to any deduction authorised by the said Statutes, vest in the nominee and shall be free from any debt or other liabilities incurred by the deceased or the nominee before the death of the subscriber or depositor.

Advances

*9.18 Provision of Rule 12 of General Provident Fund (CS) Rules will be applicable for CPF subscribers.

Recovery of
advances

9.19 An advance shall be recovered from the salary of the subscriber in such number of equal instalments as the sanctioning authority may direct, but such number shall not be less than 12 unless the subscriber so elects and not more than 24. A subscriber may, at his option, make repayment in a small number of instalments then that prescribed : Each instalment shall be a number of whole rupee, the amount of advance being raised or reduced, if necessary, to admit the fixation of such instalments. However, in case of an advance equal of 12 months pay, recovery in 48 instalments will be permissible.

*Amended vide Notification No. UHF/Regr/GA/5-28/2008/-7053-7109 dated 6.6.2008

9.20 Recovery shall not be made except without the subscriber's consent while he is on leave or is in receipt of subsistence grant and may be postponed by the sanctioning authority during the recovery of an advance granted to the subscriber.	Recovery during leave or suspension
9.21 Normally only one advance will be admissible. But if, in special cases, more than one advance has been made to a subscriber, each advance shall be treated separately for the purpose of recovery.	Limit in advances
*9.22 Provisions of Rule 15 of General Provident Fund (CS) Rules will be applicable for CPF subscribers.	Withdrawals
9.23 A subscriber who has been given an advance or permitted to withdraw money from the Fund shall satisfy the Comptroller within a period of three months that the money has been utilized for the purpose for which it was drawn and if he fails to do so, the whole sum so drawn or so much thereof as has not been utilized for the purpose for which it was drawn, shall be forthwith repaid in lumpsum together with interest thereon by the subscriber to the Fund and for default of such payment, it shall be ordered by the sanctioning authority to be recovered from his emoluments either in lump sum or in such number of monthly instalments as may be determined by the Comptroller/Sanctioning Authority.	Utilization of advances
9.24 Payment of premium for a policy of insurance may, at the opinion of subscriber, be made from the subscription to the Fund, subject to the conditions which may be laid down in this behalf.	Payment of insurance premium from the fund
9.25 When an account becomes dead, the balance at the credit thereof shall be credited to the Employees Welfare Fund of the University as prescribed in regulation as 'Miscellaneous Receipt'.	Disposal of dead accounts
9.26 An employee under the CPF-cum-Gratuity scheme shall be eligible to a death-cum-retirement gratuity calculated in the manner prescribed by the Government from time to time in respect of its own employees governed by pension-cum-gratuity scheme provided that :	Gratuity

*Amended vide Notification No. UHF/Regr/GA/5-28/2008/-7053-7109 dated 6.6.2008

(i) No employee shall be entitled to gratuity unless he has completed atleast 10 years qualifying service.

(ii) In the case of an employee who dies before completion of 10 years qualifying service or an employee who joins the University service at an age when he cannot complete 10 years service upto the date of superannuation, proviso (i) will not be applicable.

Pension-
cum-
Gratuity-
cum-GPF

*9.27 Rules for Pension-cum-Gratuity-cum-GPF in case of University employees covered under this scheme shall be the same as adopted by the Himachal Pradesh Government, for its own employees from time to time.

Group
Insurance
Scheme

9.28 A Group Saving Linked Insurance Scheme of the Life Insurance Corporation shall be introduced for the benefit of the employees of the University within a period of one year from the date from which these Statutes come into force. This scheme shall be compulsory for all the future employees of the University. However, the existing employees will be allowed to exercise their option.

*Amended vide Notification No. UHF/Regr/GA/5-28/2008/-2386-2434 dated 29.4.2008

CHAPTER-X

STATUTES REGARDING THE REMUNERATION AND ALLOWANCES INCLUDING TRAVELLING AND DAILY ALLOWANCES TO BE PAID TO THE PERSONS EMPLOYED ON THE BUSINESS OF THE UNIVERSITY

- 10.1 Remuneration and allowances to persons appointed on the various committees/bodies of the University, if any, shall be as prescribed, in the regulations. Remuneration and Travelling allowances to outsiders
- 10.2 Teachers/Officers/other employees of the University who travel on University business shall be paid daily and travelling allowances as per Government of Himachal Pradesh Travelling Allowances Rules, as amended from time to time. Travelling allowance to University employees
- 10.3 The official members of the Board shall draw daily and travelling allowance as per rules governing them in their parent bodies. Other members of the Board shall be paid daily and travelling allowance as Grade-I Officers of the State Government or the rate admissible under the rules by which they are governed in their parent bodies, whichever is less. Travelling allowance to members of Board
- 10.4 Employees of the State/Central Government/Corporate Bodies who travel on University business shall be paid daily and travelling allowance admissible under the rules in force in their respective parent organization or under rules of the University. When such other persons who do not fall under any of the categories mentioned above, travel on University business, they shall be paid daily and travelling allowance as per rules applicable to Grade-I Officers of the Himachal Pradesh Government. Travelling allowance to Government and Public Sector Undertakings
- 10.5 All travels outside India by the Officers, teachers and other employees shall be authorized by the Board on the recommendations of the Vice-Chancellor. Travels to foreign countries

CHAPTER-XI

STATUTES REGARDING MODE OF CONTRACT OR AGREEMENTS BY OR ON BEHALF OF THE UNIVERSITY

Contracts and agreements

11.1 Under Section 53(x) of the Act, the following officers shall sign contracts and agreements on behalf of the University :

Documents

Officers authorised to sign on behalf of the University

- | | |
|---|---|
| (i) Agreement regarding appointments, training, deputations, study leave etc. | Appointing authority (provided that the Registrar shall sign for the University in cases where Board or Vice-Chancellor is the appointing authority). |
| (ii) Agreements in respect of scholarship, stipend or fellowship. | Deans. |
| (iii) Agreements in respect of works | Estate Officer in respect of works involving an estimated cost above Rs. 50,000/- |
| | Executive Engineer in all works involving an estimated cost upto Rs. 50,000/- |
| | Assistant Engineer in all works involving an estimated cost upto Rs. 5,000/- |
| (iv) Other agreements and contracts | Officers nominated by the Vice-Chancellor. |

CHAPTER-XII

STATUTES REGARDING LIBRARY SERVICE AND MUSEUMS

12.1 The University shall maintain a net work of libraries as follows : Library

- (i) University Library at Nauni, Solan
- (ii) Libraries for Regional Research Stations and Off-campus Academic Institutions

12.2 University shall maintain museums as follows : Museum

- (i) University Museum at Nauni, Solan
- (ii) Museum at Regional Research Stations and Off-campus Academic Institutions

CHAPTER-XIII

STATUTES REGARDING FUNDS, ACCOUNTS AND AUDIT AND DELEGATION OF FINANCIAL POWERS

- Funds 13.1 The procedure for collecting the dues of the University for regulating the incurring of expenditure on behalf of the University, for maintaining the accounts of income and expenditure of various funds of the University and for maintaining the account of stores, farms, works and property of the University shall be as prescribed.
- Accounts and audit 13.2 In accordance with sub-section (3) of Section 45 of the Act, the Local Fund Examiner of the State Government shall be the agency prescribed for statutory pre-audit of the University which shall be supplemented by an internal inspection organization under the supervision of Comptroller, Officers and employees of the University shall render all assistance and co-operation to the internal inspection unit and the statutory audit organization, so as to ensure speedy submission of accounts and the audited reports of the University to the State Government.
- Delegation of powers 13.3 Schedule of delegation of powers to various officers/teachers and other employees shall be as prescribed in the regulations.
- Financial powers 13.4 The financial powers shall be exercised subject to the availability of funds in the budget and observance of prescribed rules and procedures.

CHAPTER-XIV

ESTABLISHMENT, AMALGAMATION, SUB-DIVISION AND ABOLITION OF DEPARTMENTS AND SELECTION OF HEAD OF DEPARTMENTS, HIS DUTIES, POWERS AND FUNCTION

14.1 The Department shall be the primary unit of education and administration. It shall carry on programme of teaching, research and extension education entrusted to it.

Department
as a Unit

14.2 Subject to the provisions of the Act :

Creation and
reconstitution
of departments

(i) Establishment of a new department, division of the existing department which has the effect of creating an additional department, and abolition of any existing department shall be decided by the Board on the recommendations of the Academic Council.

(ii) Amalgamation of Department or the re-constitution of the existing department(s) may be decided by the Board on the recommendations of the Academic Council.

14.3 Mode of appointment of the Head of Department :

Mode of
appointment
of the Head
of Department

*(i) The Vice-Chancellor with the approval of the Board of Management may make the appointments of Heads of Departments by selection from amongst the Professors, Principal Scientists, Principal Extension Specialists/equivalents irrespective of their mode of appointment i.e. whether by direct recruitment/appointment or by promotion or by any other method of appointment as per statutory provisions, on tenurial basis for a period of 3 years or till superannuation whichever is earlier. A Head of the Department can also compete for two subsequent terms each of 3 years provided that relaxation upto one year may be given if the incumbent is due to retire during that period.

*(ii) A Head of the Department shall be selected out of the Professors, Principal Scientists, Principal Extension Specialists/equivalents in the concerned discipline of that Department as well as Professors/equivalents of the same discipline working in other departments/outstations of the University.

*Amended vide Notification No. UHF/Regr/GA/5-28/2014/-1406-51 dated 22.4.2014

*(iii) In a Department in which one or more Professors, Principal Scientists, Principal Extension Specialists/equivalents are available in addition to the Head of Department, the Head of Department shall be appointed on tenurial basis in a Department in which there is only one Professor, Principal Scientist, Principal Extension Specialist in the concerned discipline that Professor, Principal Scientist, Principal Extension Specialist shall act as Head of the Department.

*(iv) Where there is no Professor, Principal Scientist, Principal Extension Specialist/equivalent in a Department, the Associate Professors, Senior Scientists, Senior Extension Specialists/equivalent irrespective of their mode of appointment i.e., whether by direct recruitment/appointment or by promotion or by any other method of appointment as per statutory provisions, shall be eligible to apply for appointment as Head of the Department.

*(v) In case, there is no teacher of the rank of Professor, Principal Scientist, Principal Extension Specialists/equivalent or Associate Professor, Senior Scientists, Senior Extension Specialist/equivalent, the Dean of the College concerned shall act as the Head of the Department.

(vi) Integrity of the applicant should be good for the last five years.

*(vii) In case the Head of Department proceeds on leave/deputation for one year or more, he shall stand reverted to his original post of Professor, Principal Scientist, Principal Extension Specialist/equivalent and new Head of Department shall be appointed as per procedure provided in the Statute.

(viii) The appointment of the Head of the Department can be terminated by the Board on the recommendations of the Vice-Chancellor even before the completion of his/her tenure for reasons to be recorded in writing.

(ix) Selection of the Head of the Department may be made by the Vice-Chancellor with the approval of the Board of Management on the basis of the recommendations made by a Selection Committee consisting of :

- | | | |
|----|---|------------|
| 1. | Vice-Chancellor | - Chairman |
| 2. | Dean (concerned college) | - Member |
| 3. | Director of Research | - Member |
| 4. | Director, Extension Education | - Member |
| 5. | One outside expert scientist of
repute to be nominated by the
Vice-Chancellor | - Member |

*Amended vide Notification No. UHF/Regr/GA/5-28/2014/-1406-51 dated 22.4.2014

(x) In case of retirement/transfer/removal/death of Head of Department, the senior-most teacher/scientist will be the Head of Department till new Head of Department is appointed as per prescribed procedure.

14.4 Subject to the provision made in section 18(5) and Section 35(5) of the Act, the Head of Department shall have the following duties, powers and functions :

Duties,
powers and
functions

(i) He shall supervise, guide and co-ordinate teaching, research and extension education work of the Department in consultation with the Dean of the College, Director of Research and Director of Extension Education, respectively;

(ii) He shall allocate teaching and other academic work among the teachers, research scientists and extension education workers;

(iii) He shall ensure proper distribution of post graduate students among the staff members of his Department;

(iv) He shall suggest changes in the syllabus, methods of teaching and evaluation with a view to up-grading and modernizing the programme of instruction in the Department;

(v) He shall suggest changes to the Directors for making improvement in research and extension education activities of the Department;

(vi) He shall ensure smooth working of the Department and discipline;

(vii) He shall submit to the concerned officers, on dates fixed by them a general report on the activities of the Department;

(viii) He shall submit to the concerned officers, on dates fixed by them, an assessment of each staff member of the Department;

(ix) He shall prepare the budget of his Department;

(x) He shall be responsible for distribution and expenditure of departmental funds and for the care of departmental property; and

(xi) He shall perform such other duties as may be assigned to him from time to time by the Vice-Chancellor.

CHAPTER-XV

INSTITUTION OF DEGREES AND DIPLOMAS

- Degrees and Diplomas
- 15.1 The University shall, subject to the conditions to be laid down by the Academic Council and approved by the Board, institute and grant;
- (i) Degrees of Bachelor of Science in Horticulture, Forestry and other allied sciences;
 - (ii) Degrees of Master of Science and Doctor of Philosophy in various disciplines of Horticulture, Forestry and allied sciences; and
 - (iii) Diploma in any discipline of Horticulture, Forestry and allied sciences.
- Withholding of Degree/ Diploma
- 15.2 The University may, on the recommendations of the Dean of the College concerned, withhold the grant of any degree/diploma for the non-payment of dues provided the person whose degree/diploma is to be withheld, is given opportunity by the concerned Dean to show cause as to why such an action should not be taken.
- Withdrawal of Degree/ Diploma
- 15.3 The University may, on the recommendations of the Academic Council and approval of the Board, withdraw any degree or diploma granted by it from a person on the grounds of conviction by a court of law for an offence which in the opinion of the Academic Council and the Board is a serious offence involving moral turpitude.

CHAPTER-XVI

CONFERMENT OF HONORARY DEGREES

16.1(i) The Board, shall subject to the confirmation by the Chancellor, have power to confer Honorary Degree and other academic distinctions on the recommendations of the Academic Council. Honorary
Degrees

(ii) All proposals for the confirmment of Honorary Degree shall be made to a committee consisting of the Vice-Chancellor and all the Deans and, if accepted by the committee, shall be placed before the Academic Council and the Board for approval before submission to the Chancellor for confirmation.

CHAPTER-XVII

COURSES OF STUDY TO BE LAID DOWN FOR ALL DEGREES AND DIPLOMAS

Courses of study 17.1(i) Only such courses as have been approved by the Academic Council shall be imparted by the various colleges of the University and shall count towards the requirements for the various degrees and diplomas of the University.

(ii) The authority to alter or abolish a particular course of study shall be with the Academic Council.

Types of courses 17.2 The courses may be of the following types :

- (i) Those compulsorily required for any degree or diploma;
- (ii) Those compulsorily required for specialization in any branch; and
- (iii) Those to be taken at the option of the student with the concurrence of his Advisor/Advisory Committee.

Proportion of courses for degree 17.3(i) The Academic Council may further specify the relative proportions of the three types of courses in the programme of study for any degree or diploma.

(ii) Each course shall carry credits as approved by the Academic Council. The credit rating of each course shall be determined by the number of contact hours.

(iii) The minimum credit requirements for various degrees and diplomas of the University shall be fixed by the Academic Council.

(iv) In addition, the Academic Council may prescribe a thesis by research as part of the requirement for any of the post-graduate degrees or diplomas of the University.

(v) The course work of research for the post-graduate degree and diplomas of the University may be completed at the University or some other

institution approved for this purpose by the Academic Council. Where the requirements are completed in some institutions, other than the University, the credits so earned may be transferred to the University and counted towards the requirements for the degree or diploma concerned. Where the research has been conducted at some institution, other than the University, it may be submitted as a thesis to the University in partial fulfilment of the requirements of the degree or diploma concerned.

(vi) The details of courses to be offered by the University in various subjects shall be published in the University Course Catalogue.

CHAPTER-XVIII

INSTITUTION OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES

- Institution 18.1 The Board shall institute fellowships, scholarships, medals and prizes, etc. on the recommendations of the Academic Council.
- Number 18.2 The number and value of fellowships and scholarships to be instituted shall be determined by the Board on the recommendations of the Academic Council.

CHAPTER-XIX

CONDITION FOR THE AWARD OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS, PRIZES, STIPENDS AND FEE CONCESSIONS

19.1 The Academic Council shall lay down the conditions for the award of the following recognition and incentive for study and research, and for distinction in sports and co-curricular activities : The recipients

- | | | |
|-------|-------------------|---|
| (i) | Fellowships | For post-graduate studies and research; |
| (ii) | Scholarships | For post-graduate studies and research and under-graduate studies; |
| (iii) | Medals and Prizes | For meritorious academic pursuits and outstanding performance in sports and co-curricular activities of the University; |
| (iv) | Stipends | To all deserving post-graduate students not in receipt of any other financial assistance; and |
| (v) | Fee Concession | For financially handicapped students. |

19.2 Meritorious academic pursuit assessed on the basis of results of various University examinations, outstanding performance in various sports, co-curricular activities and good behaviour shall alone serve as the guiding principles for the award of various fellowships, scholarships, medals, stipends and prizes, unless otherwise specifically provided for in the regulations. Conditions

CHAPTER-XX

A. ADMISSIONS OF STUDENTS TO THE UNIVERSITY, THEIR ENROLMENT AND CONTINUANCE

- Admission 20.1(i) Subject to the provisions made in section 6 of the Act, the students shall be admitted to the different colleges/institutions of the University in accordance with the regulations framed by the Academic Council.
- (ii) The number of students to be admitted each year in various colleges shall be approved by the Academic Council on the recommendations of the concerned Board of Studies.
- (iii) Applications for admission to various colleges shall be received by the Registrar not later than a prescribed date and on forms approved for the purpose.
- (iv) Admission requirements to various degrees, diplomas, etc., shall be such as laid down by the Academic Council on the recommendations of the concerned Board of Studies.
- Enrolment 20.2 After being duly selected and notified for the admission by the Registrar the candidates shall have to enrol within the specified date.
- Continuance 20.3 The privilege of continuance by a student in the University shall be held only by maintaining a certain level of academic performance, class attendance and requirements of discipline as may be prescribed by the Academic Council in consultation with the concerned Board of Studies and by regular payment of dues of the University.

B. CONDUCT OF EXAMINATIONS AND ELIGIBILITY FOR THE AWARD OF DEGREES AND DIPLOMAS

- Conduct of examination 20.4(i) The University may hold one or more of the following types of examinations and tests :

Entrance, hourly, Mid term and End-of-Term Examination, practical examination, oral examination and any other examination as may be approved by the Academic Council. All examinations administered in each course during the term shall count towards the final grade in that course. The

weightage given for each of these shall be determined by the Instructor(s) concerned within the limits approved by the Academic Council from time to time. All questions shall be set and answered in the medium of instruction adopted by the University.

(ii) Entrance examination shall be administered only to the students seeking admission to the University as and when prescribed by the Academic Council.

(iii) All other examinations and tests shall be administered only to the students duly registered in the University and who have paid all dues and attended the prescribed courses of study.

(iv) All examination test papers shall be set by the Instructor(s) concerned and the answer scripts shall be evaluated by him/them in accordance with the regulations approved by the Academic Council.

(v) All examinations shall be conducted by the Dean concerned in accordance with the regulations framed by the Academic Council.

20.5 Detailed conditions of eligibility for the award of degrees and diplomas shall be laid down by the Academic Council on the recommendations of Board of Studies.

Eligibility for
award of
degree/
diploma

CHAPTER-XXI

THE FEES TO BE CHARGED BY THE UNIVERSITY

Fees	<p>21.1 The University fees, other than hostel fees, shall be classified in the following main categories :</p> <ul style="list-style-type: none">i) Admission fee;ii) Tuition fee;iii) Medical fee;iv) Examination fee;v) University Registration fee;vi) Contribution to such educational, social and recreational funds as may be specified; andvii) Any other fee/charges prescribed from time to time.
Amalgamated Fund and other charges	<p>21.2 In addition to the above fees/funds, the constituent colleges may charge funds/fees like the Amalgamated Fund, Magazine Fund, Students Welfare Fund, Identity Card Fee, or any other fees as decided by the Board on the recommendations of the Academic Council. Rules governing the utilization of these funds/fees shall be as prescribed in the regulations.</p>
Quantum of dues/penalties	<p>21.3 The amount chargeable under each category and the terms of payment and the provision of penalties for non-payment shall be approved by the Board on the recommendations of the Academic Council.</p>

CHAPTER-XXII

ESTABLISHMENT AND ABOLITION OF HOSTELS

22.1 The Board shall, on the recommendations of the Vice-Chancellor, establish Hostels for the students of the University. Establishment

22.2 Normally all students of the University will reside in the Hostels maintained by the University. But the Dean of the College concerned, on the recommendations of the Student's Welfare Officer, may allow any student to reside outside the Hostel. Residential requirement

22.3 No hostel shall be abolished without the approval of the Board. Abolition

CHAPTER-XXIII

CONDITIONS OF RESIDENCE OF THE STUDENTS OF THE UNIVERSITY AND LEVYING OF FEES FOR RESIDENCE IN HOSTELS MAINTAINED BY THE UNIVERSITY

- Rules regarding hostel maintenance and discipline 23.1 The rules regarding the residence of the students of University, provision of cafeteria and other food services, health and hygienic facilities, accommodation and other reasonable comforts, the responsibility of the students in the proper up-keep of the hostel properties, observance of discipline in the hostels and colleges and other allied matters shall be as prescribed by regulations.
- Admission 23.2 Admission to and continuance in the hostels shall be restricted to the registered students of the University as prescribed by regulations.
- Wardens 23.3 Under the overall control of the Student's Welfare Officer, supervision of the affairs of each hostel shall be entrusted to a teacher designated as Hostel Warden for a prescribed period.
- Wardens Committee 23.4 A committee of hostel wardens and representatives of students one from each hostel shall be set up under the Chairmanship of Student's Welfare Officer, to advise and assist him with regard to hostel affairs.
- Dues 23.5 Every student residing in the University hostel shall deposit hostel fees, various securities and other dues at such rates as may be prescribed by regulations.
- Rules regarding prohibition of ragging 23.6 No person shall practise ragging in any form within or outside the premises of the University. The action against any person involved in ragging shall be as prescribed in the regulations.

CHAPTER-XXIV

RECOGNITION AND SUPERVISION OF HOSTELS NOT MAINTAINED BY THE UNIVERSITY

24.1(i) In addition to the hostels maintained by the University, students may also be allowed to reside at such privately maintained places as would provide living comforts, sanitation and proper atmosphere for study.

Recognition
of privately
owned
places as
a hostel

(ii) The minimum conditions as in 24.1(i) above shall be laid down in detail by the Students' Welfare Officer, with the approval of the Vice-Chancellor, and shall serve as criteria for recognition of these places as fit residence of University students.

(iii) The Students' Welfare Officer shall issue a formal certificate of recognition to the person maintaining a building as a hostel or a lodge for residence of students. The certificate shall be displayed properly for the premises.

24.2(i) The Students' Welfare Officer shall periodically visit these places to satisfy himself about the minimum conditions of space, sanitation and atmosphere for study.

Supervision

(ii) A list showing the location, nature and cost of accommodation available in the recognised place shall be maintained in the office of the Students' Welfare Officer for guidance of students.

(iii) An up-to-date list showing the residential addresses, room number etc. of each student of the University, living in private recognized hostels/lodges, shall be maintained by the Students' Welfare Officer.

CHAPTER-XXV

MAINTENANCE OF REGISTER OF GRADUATES

Maintenance
of register of
graduates

25.1 The register of graduates shall contain the following information :

- (i) Full name of the student
- (ii) Name of the father/guardian/husband
- (iii) Permanent address
- (iv) Date of birth of the student
- (v) Qualifying examination passed for entry into the University
- (vi) Year of passing the qualifying examination
- (vii) Name of the Institution from which passed
- (viii) Roll number in the qualifying examination
- (ix) College/Institutions joined
- (x) Date of joining
- (xi) Date of migration to another constituent college/ institution of the University and the name of the college/ institution
- (xii) Date of migration to another University and the name of University
- (xiii) Date of rejoining the University together with the college joined
- (xiv) Name of the examination of the University in which appeared
- (xv) Year of examination
- (xvi) Roll number
- (xvii) Result of examination, i.e. whether passed or failed, and if passed the OGPA/Division in which placed
- (xviii) Prizes, Fellowships, Medals or Scholarships won
- (xix) Any other relevant information

CHAPTER-XXVI

REMUNERATION TO BE PAID TO PERSONS EMPLOYED ON THE BUSINESS OF THE UNIVERSITY

26.1 The remuneration to persons employed on the business of the University shall comprise : Remuneration

- (i) Remuneration to external examiner; and
- (ii) Remuneration to persons from outside the University invited on the business of the University

26.2 The rates of remuneration for (i) and (ii) above shall be as prescribed. Rate of
Remuneration

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STATUTES

(As amended upto 8.1.2016)



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