

ઇન્ડિયન ઇન્સ્ટિટ્યૂટ ઓફ ટીચર એજ્યુકેશન, ગાંધીનગર
એક્ઝિક્યુટિવ કાઉન્સિલની અગિયારમી બેઠકનો અહેવાલ

આઇ.આઇ.ટી.ઇ. ખાતે તા. ૩૦/૦૪/૨૦૨૧ના રોજ સાંજે ૫.૦૦ કલાકે અને તા. ૦૫/૦૫/૨૦૨૧ના રોજ સવારે ૧૦.૧૫ કલાકે માન. કુલપતિશ્રીની અધ્યક્ષતામાં એક્ઝિક્યુટિવ કાઉન્સિલની બેઠક મળેલ હતી, જેમાં નીચેના સભ્યો હાજર રહેલ હતા.

સભ્યનું નામ	હોદ્દો	હાજર તારીખ
ડૉ. હર્ષદ પટેલ, કુલપતિશ્રી, આઇ.આઇ.ટી.ઇ.,	અધ્યક્ષ	૩૦/૦૪ અને ૦૫/૦૫
ડૉ. કલ્પેશ પાઠક, ડાયરેક્ટર સેન્ટર ઓફ એજ્યુકેશન, આઇ.આઇ.ટી.ઇ.	સભ્ય	૦૫/૦૫
ડૉ. એચ. બી. પટેલ, પ્રોફેસર એન્ડ ડીન, સ્કૂલ ઓફ એજ્યુકેશન, સેન્ટ્રલ યુનિ. ઓફ ગુજરાત	સભ્ય	૩૦/૦૪ અને ૦૫/૦૫
શ્રી વિઠ્ઠલ પટેલ, ચીફ એકાઉન્ટ ઓફિસર, આઇ.આઇ.ટી.ઇ.	સભ્ય	૩૦/૦૪ અને ૦૫/૦૫
ડૉ. હિમાંશુ પટેલ, રજીસ્ટ્રાર, આઇ.આઇ.ટી.ઇ.	સભ્ય સચિવ	૩૦/૦૪ અને ૦૧/૦૫

એક્ઝિક્યુટિવ કાઉન્સિલની આ બેઠકમાં નીચેના સભ્યો ગેરહાજર રહેલ હતા.

- અગ્રસચિવશ્રી, શિક્ષણ વિભાગ, ગુજરાત રાજ્ય
- અગ્રસચિવશ્રી, નાણાં વિભાગ, ગુજરાત રાજ્ય
- કમિશ્નરશ્રી, ઉચ્ચ શિક્ષણ વિભાગ, ગુજરાત રાજ્ય

ગત સમયમાં આઇ.આઇ.ટી.ઇ. ખાતે માળી તરીકે ફરજ બજાવતા ભિખાજી ઠાકોરનું અવસાન થયેલ છે. મિટિંગની શરૂઆતમાં તેમણે શ્રદ્ધાંજલિ આપવામાં આવી.

મિટિંગની શરૂઆતમાં સભ્ય-સચિવ તથા રજીસ્ટ્રાર દ્વારા યુનિવર્સિટીની એક્ઝિક્યુટિવ કાઉન્સિલની આ અગિયારમી બેઠકમાં સર્વે સભ્યશ્રીઓનું સ્વાગત કરવામાં આવ્યું. ત્યારબાદ મિટિંગનું કામકાજ શરૂ કરવામાં આવેલ હતું. મીટિંગમાં નીચે મુજબની ચર્ચા/નિર્ણયો અંગે ભલામણ થયેલ હતી.

- એજન્ડા-૧ તા. ૧૧/૧૧/૨૦૨૦ના રોજ યોજાયેલ એક્ઝિક્યુટિવ કાઉન્સિલની નવમી બેઠકની કાર્યવાહીની નોંધ મંજૂર કરવા બાબત.
- ઠરાવ-૧ તા. ૧૧/૧૧/૨૦૨૧ના રોજ યોજાયેલ એક્ઝિક્યુટિવ કાઉન્સિલની બેઠકની કાર્યવાહીની નોંધ વંચાણે લેવામાં આવી અને સર્વાનુમતે મંજૂર કરવામાં આવી.
- એજન્ડા-૨ તા. ૧૧/૧૧/૨૦૨૦ના રોજ યોજાયેલ એક્ઝિક્યુટિવ કાઉન્સિલની બેઠકની કાર્યવાહીની નોંધ અંતર્ગત કરવામાં આવેલ કાર્યવાહીનો અહેવાલ, જે આ સાથે પત્રક-કથી સામેલ છે, આ કાર્યવાહી વંચાણે લઈ બહાલી મેળવવા બાબત.
- ઠરાવ-૨ તા. ૧૧/૧૧/૨૦૨૦ના રોજ યોજાયેલ એક્ઝિક્યુટિવ કાઉન્સિલની બેઠકની કાર્યવાહીની નોંધ અંતર્ગત કરવામાં આવેલ કાર્યવાહીના અહેવાલની નોંધ લેવામાં આવી અને તેને બહાલ રાખવામાં આવી.
- એજન્ડા-૩ તા. ૨૪/૧૨/૨૦૨૦ના રોજ યોજાયેલ એક્ઝિક્યુટિવ કાઉન્સિલની દસમી બેઠક(ખાસ)ની કાર્યવાહીની નોંધ મંજૂર કરવા બાબત.

- ઠરાવ-3 તા. ૨૪/૧૨/૨૦૨૧ના રોજ યોજાયેલ એક્ઝિક્યુટિવ કાઉન્સિલની બેઠક (ખાસ)ની કાર્યવાહીની નોંધ વંચાણે લેવામાં આવી અને સર્વાનુમતે મંજૂર કરવામાં આવી.
- એજન્ડા-4 તા. ૨૪/૧૨/૨૦૨૦ના રોજ યોજાયેલ એક્ઝિક્યુટિવ કાઉન્સિલની બેઠક(ખાસ)ની કાર્યવાહીની નોંધ અંતર્ગત કરવામાં આવેલ કાર્યવાહીનો અહેવાલ, જે આ સાથે પત્રક-ખ થી સામેલ છે, આ કાર્યવાહી વંચાણે લઈ બહાલી મેળવવા બાબત.
- ઠરાવ-4 તા. ૨૪/૧૨/૨૦૨૦ના રોજ યોજાયેલ એક્ઝિક્યુટિવ કાઉન્સિલની બેઠક(ખાસ)ની કાર્યવાહીની નોંધ અંતર્ગત કરવામાં આવેલ કાર્યવાહીના અહેવાલની નોંધ લેવામાં આવી અને તેને બહાલ રાખવામાં આવી.
- એજન્ડા-5 આઈ.આઈ.ટી.ઈ. ખાતે શૈક્ષણિક વર્ષ: ૨૦૨૧-૨૨ માટે ડાયટ કોલેજના બી.એડ. કોર્સના જોડાણ ચાલુ રાખવા અંગે ઓર્ડિનન્સ ફોર એફિલિએશન, એપ્રૂવલ એન્ડ રેક્રેજિશનના ઓર્ડિનન્સ-૪ અનુસાર, ગત તા. ૧૩ થી ૧૫ ફેબ્રુઆરી-૨૦૨૧ દરમિયાન કરવામાં આવેલ ૧૮ ડાયટ બી.એડ. કોલેજોના સ્થાનિક તપાસ સમિતિના અહેવાલ એકેડેમીક કાઉન્સિલની બેઠક, તા. 19-2-2021 ઠરાવ-4 થી ભલામણ સહ રજૂ કરવામાં આવેલ છે તે બાબતે જોડાણ આપવા અંગે ચર્ચા અંગે.
- ઠરાવ-5 આઈ.આઈ.ટી.ઈ. ખાતે શૈક્ષણિક વર્ષ: ૨૦૨૧-૨૨ માટે વિવિધ ડાયટ કોલેજના બી.એડ. કોર્સના જોડાણ ચાલુ રાખવા અંગે ઓર્ડિનન્સ ફોર એફિલિએશન, એપ્રૂવલ એન્ડ રેક્રેજિશનના ઓર્ડિનન્સ-૪ અનુસાર, સ્થાનિક તપાસ સમિતિના અહેવાલ પર ચર્ચા કરવામાં આવી અને ચર્ચાના અંતે સર્વાનુમતે શૈક્ષણિક વર્ષ: ૨૦૨૧-૨૨ માટે નીચેની ૧૮ ડાયટ કોલેજના બી.એડ. કોર્સના જોડાણ ચાલુ રાખવાનું મંજૂર કરવામાં આવ્યું.
1. જિલ્લા શિક્ષણ અને તાલીમ ભવન, અમદાવાદ-શહેર
 2. શ્રી મહાલક્ષ્મી જિલ્લા શિક્ષણ અને તાલીમ ભવન, અમદાવાદ-રૂરલ
 3. જીવરાજ મહેતા જિલ્લા શિક્ષણ અને તાલીમ ભવન, અમરેલી
 4. જિલ્લા શિક્ષણ અને તાલીમ ભવન, આણંદ
 5. જિલ્લા શિક્ષણ અને તાલીમ ભવન, ભરૂચ
 6. જિલ્લા શિક્ષણ અને તાલીમ ભવન, ભાવનગર
 7. જિલ્લા શિક્ષણ અને તાલીમ ભવન, ભુજ
 8. જિલ્લા શિક્ષણ અને તાલીમ ભવન, ગાંધીનગર
 9. જિલ્લા શિક્ષણ અને તાલીમ ભવન (સરકારી મહિલા બી.એડ. કોલેજ), ઇડર
 10. જિલ્લા શિક્ષણ અને તાલીમ ભવન, જામનગર
 11. જિલ્લા શિક્ષણ અને તાલીમ ભવન, કઠલાલ-ખેડા
 12. જિલ્લા શિક્ષણ અને તાલીમ ભવન, નવસારી
 13. જિલ્લા શિક્ષણ અને તાલીમ ભવન, પાલનપુર
 14. જિલ્લા શિક્ષણ અને તાલીમ ભવન, પાટણ
 15. જિલ્લા શિક્ષણ અને તાલીમ ભવન, રાજપીપળા
 16. જિલ્લા શિક્ષણ અને તાલીમ ભવન, સુરત

17. જિલ્લા શિક્ષણ અને તાલીમ ભવન, સુરેન્દ્રનગર

18. જિલ્લા શિક્ષણ અને તાલીમ ભવન, વડોદરા

એજન્ડા-6 અમદાવાદ સેન્ટ્રલ જિલ ખાતે સેન્ટર ઓફ એક્સટેન્શન અંતર્ગત યુનિવર્સિટીનું સ્ટડી સેન્ટર રેક્રુઈટ કરવા અંગે ઓર્ડિનન્સ-3 અંતર્ગત કરવામાં આવેલ સ્થાનિક તપાસ સમિતિનો અહેવાલ તથા સેન્ટર માન્ય કરવા એકેડેમીક કાઉન્સિલની બેઠકની તારીખ 19-2-2021 ના ઠરાવ 44 થી ભલામણ સહ રજૂ કરવામાં આવેલ છે તે બાબતે ચર્ચા વિચારણા કરવા અંગે.

ઠરાવ-5 અમદાવાદ સેન્ટ્રલ જિલ ખાતે સેન્ટર ઓફ એક્સટેન્શન અંતર્ગત યુનિવર્સિટીનું સ્ટડી સેન્ટર રેક્રુઈટ કરવા અંગે ઓર્ડિનન્સ-3 અંતર્ગત કરવામાં આવેલ સ્થાનિક તપાસ સમિતિના અહેવાલ પર ચર્ચા કરવામાં આવી અને તેને વર્ષ 2021-22 માટે યુનિવર્સિટીના સ્ટડી સેન્ટર તરીકે રેક્રુઈટ કરવાનું ઠરાવવામાં આવ્યું.

વધુમાં, એક્ઝિક્યુટિવ કાઉન્સિલની તા. 16/09/2020ની બેઠકમાં ઠરાવ-૮થી ૧૮ કોલેજોને આઈ.આઈ.ટી.ઇ.ના સેન્ટર ઓફ એક્સટેન્શનના એપુલ સેન્ટર તરીકે મંજૂર કરેલ. આ તમામને વધુ ૦૧ વર્ષ માટે સેન્ટર ઓફ એક્સટેન્શનના એપુલ સેન્ટર તરીકે મંજૂર કરવાનું ઠરાવવામાં આવ્યું. ઉપરોક્ત વિગતે મંજૂર કરેલ આઈ.આઈ.ટી.ઇ.ના સેન્ટર ઓફ એક્સટેન્શનના એપુલ સેન્ટરની યાદી નીચે મુજબ છે.

1. સેન્ટ્રલ જિલ, અમદાવાદ
 2. શ્રીમતી ઉલ્લાસબેન ગોરધનદાસ કોલેજ ઓફ એજ્યુકેશન, અમદાવાદ
 3. એ.જી. ટીચર્સ કોલેજ, અમદાવાદ
 4. ડી.ડી.ચોક્સી કોલેજ ઓફ સેકન્ડરી એજ્યુકેશન, પાલનપુર
 5. સેકન્ડરી ટીચર ટ્રેઈનીંગ કોલેજ, વિસનગર
 6. બી.ડી.શાહ કોલેજ ઓફ એજ્યુકેશન, મોડાસા
 7. કોલેજ ઓફ એજ્યુકેશન, દરામલી
 8. એસ. ડી. શેઠિયા કોલેજ ઓફ એજ્યુકેશન, મુંદ્રા
 9. આણંદ એજ્યુકેશન કોલેજ, આણંદ
 10. શ્રીમતી એસ. આઈ. પટેલ ઇન્ફોર્મેશન કોલેજ ઓફ એજ્યુકેશન, પેટલાદ
 11. શ્રી આર પી.અનડા કોલેજ ઓફ એજ્યુકેશન, બોરસદ
 12. એચ.એમ.પટેલ ઇન્સ્ટિટ્યૂટ ઓફ ઇંગ્લિશ ટ્રેઈનીંગ એન્ડ રીસર્ચ, વલ્લભ વિદ્યાનગર
 13. દરબાર ગોપાલદાસ શિક્ષણ મહાવિદ્યાલય, અલીયાબાડા
 14. શ્રી પી. ડી. માલવીયા ગ્રેજ્યુએટ ટીચર્સ કોલેજ, રાજકોટ
 15. શેઠ મોતીલાલ નાથાભાઈ કોન્ક્રીટર કોલેજ ઓફ એજ્યુકેશન, ડભોઇ
 16. શ્રીરંગ શિક્ષણ મહાવિદ્યાલય, બીલીમોરા
 17. વી.ટી.ચોક્સી સર્વજનિક કોલેજ ઓફ એજ્યુકેશન, સુરત
 18. કોલેજ ઓફ એજ્યુકેશન, ખરોડ
 19. સ્નાતક અધ્યાપન મંદિર, વેડછી
- તથા સંબંધિત ડાટા સોલ્યુશન,



- એજન્ડા-7 આઈ.આઈ.ટી.ઈ.ના સેન્ટર ઓફ એજ્યુકેશન ખાતે 12B ની દરખાસ્ત અનુસાર દર્શાવેલ ડીપાર્ટમેન્ટને ધ્યાને લેવા તા. 19/2/2021ની એકેડેમીક કાઉન્સિલની બેઠકમાં રજૂ થયેલ છે, જે મંજૂરી તથા ચર્ચા વિચારણા અંગે.
1. M.Sc./M.A. M.Ed.
 2. B.Sc. B.Ed.
 3. B.A. B.Ed.
 4. B.Ed. M.Ed.
 5. M.Ed.
- ઠરાવ-7 ચર્ચા-વિચારણાના અંતે સર્વાનુમતે મંજૂર કરવામાં આવ્યું.
- એજન્ડા-8 આઈ.આઈ.ટી.ઈ. ખાતે હાલમાં આસિસ્ટન્ટ પ્રોફેસર ઇન એજ્યુકેશનની નિયમિત જગ્યા પર ભરતી પ્રક્રિયા કરવામાં આવેલ છે. જે જગ્યા પર ડો. જ્યોતિ પંકજકુમાર દવેની (ઓપન કેટેગરી)માં અને ઓફિસ સુપ્રિટેન્ડન્ટની નિયમિત (ફિક્સ-પે)ની જગ્યા પર શ્રી હિતેન્દ્રસિંહ રાજેન્દ્રસિંહ વાઘેલાની (ઓપન કેટેગરી)માં નિમણૂક કરવામાં આવેલ છે. જે કાઉન્સિલની જાણ અર્થે.
- ઠરાવ-8 આઈ.આઈ.ટી.ઈ. ખાતે આસિસ્ટન્ટ પ્રોફેસર ઇન એજ્યુકેશનની નિયમિત જગ્યા પર ડો. જ્યોતિ પંકજકુમાર દવેની (ઓપન કેટેગરી)માં અને ઓફિસ સુપ્રિટેન્ડન્ટની નિયમિત (ફિક્સ-પે)ની જગ્યા પર શ્રી હિતેન્દ્રસિંહ રાજેન્દ્રસિંહ વાઘેલાની (ઓપન કેટેગરી)માં નિમણૂક કરવામાં આવેલ છે, તેની એક્ઝિક્યુટિવ કાઉન્સિલ દ્વારા નોંધ લેવામાં આવી.
- એજન્ડા-9 આઈ.આઈ.ટી.ઈ. ખાતે હાલમાં એસોસિએટ પ્રોફેસર ઇન એજ્યુકેશનની નિયમિત જગ્યા પર ભરતી પ્રક્રિયા કરવામાં આવેલ છે. જે જગ્યા પર ડો. અનિલ કે. વરસાત(એસ. ટી. કેટેગરી)માં નિમણૂક કરવામાં આવેલ છે. જે કાઉન્સિલની જાણ અર્થે.
- ઠરાવ-9 આઈ.આઈ.ટી.ઈ. ખાતે એસોસિએટ પ્રોફેસર ઇન એજ્યુકેશનની નિયમિત જગ્યા પર ડો. અનિલ કે. વરસાત (એસ. ટી. કેટેગરી)માં નિમણૂક કરવામાં આવેલ છે, તેની એક્ઝિક્યુટિવ કાઉન્સિલ દ્વારા નોંધ લેવામાં આવી.
- એજન્ડા-10 હાલના આચાર્યશ્રી, અત્રેની કચેરી ખાતે તા. 15/01/2014 ના રોજ કચેરી સમય પહેલા આચાર્યની જગ્યા પર નિમણૂક પામેલ છે. તેઓની નિમણૂકની સમય સારણી આ સાથે સામેલ કરેલ છે. જે ધ્યાને લઈ તેમની નિમણૂકની સ્થિતિની વિચારણા કરી સદર પ્રક્રિયા બાબતે ચર્ચા-વિચારણા અંગે.
- ઠરાવ-10 માન. ચેરમેનશ્રીની સૂચનાથી આ એજન્ડા રદ કરવામાં આવેલ છે.
- એજન્ડા-11 આઈ.આઈ.ટી.ઈ. ખાતે શિક્ષણ વિભાગના તા. ૨૯/૦૭/૨૦૧૧ ના ઠરાવ ક્રમાંક : ટીઈયુ/૨૬૧૦/૧૭૭૫/ખ, અનુસાર મંજૂર થયેલી બિન શૈક્ષણિક જગ્યાઓ અન્વયે ડેપ્યુટી રજીસ્ટ્રાર , યુનિવર્સિટી ડેવલોપમેન્ટ ઓફિસર, પરીક્ષા નિયામક, ઓફિસ સુપ્રિટેન્ડન્ટ અને વોર્ડન (બોઈઝ) ની નિમણૂક આપવામાં આવેલ. તા. ૧૩/૧૦/૨૦૧૭ના શિક્ષણ વિભાગના ઠરાવ ક્રમાંક: આઈ.આઈ.ટી.ઈ./૧૨૧૭/૫૭/ખ-૨ થી ઉપરોક્ત ૦૫ જગ્યાઓને સાતમા પગારપંચનો લાભ આપવા માટે સમાવેશ કરવામાં આવેલ નથી. હાલમાં, શિક્ષણ વિભાગના

ઠરાવ ક્રમાંક: આઈ.આઈ.ટી.ઈ./૧૨૧૭/૫૭/ખ-૨ તા. ૨/૨/૨૦૨૧ દ્વારા સદર જગ્યાઓને તા. ૨૮/૨/૨૦૨૧ સુધી સાતમા પગારપંચનો લાભ આપવાની મંજૂરી અર્થે કાઉન્સિલ સમક્ષ રજૂ.

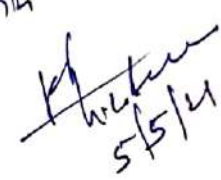
- ઠરાવ-11 ચર્ચા-વિચારણાના અંતે આઈ.આઈ.ટી.ઈ. ખાતે બિન શૈક્ષણિક જગ્યાઓ ડેપ્યુટી રજીસ્ટ્રાર , યુનિવર્સિટી ડેવલોપમેન્ટ ઓફિસર, પરીક્ષા નિયામક, ઓફિસ સુપ્રિટેન્ડન્ટ અને વોર્ડન (બોઈઝ) જગ્યાઓને તા. ૨૮/૨/૨૦૨૧ સુધી સાતમા પગારપંચનો લાભ આપવાનું સર્વાનુમતે ઠરાવવામાં આવ્યું.
- એજન્ડા-12 ગત તારીખ 19-2-2021 ના રોજ યોજાયેલ એકેડેમીક કાઉન્સિલની બેઠકના ઠરાવ ક્રમાંક 11 અનુસાર, યુનિવર્સિટીના વિવિધ તૈયાર કરાયેલ રેઝ્યુલેશનને પુનઃ અવલોકન કરવા અંગે બનેલ રેઝ્યુલેશન કમિટીની ભલામણ તથા રિપોર્ટ બાબતે ચર્ચા વિચારણા અંગે.
- ઠરાવ-12 યુનિવર્સિટીના વિવિધ તૈયાર કરાયેલ રેઝ્યુલેશનને પુનઃ અવલોકન કરવા અંગે બનેલ રેઝ્યુલેશન કમિટીનો ભલામણ સાથેનો રિપોર્ટ તથા તૈયાર કરેલ રેઝ્યુલેશન ૧ થી ૬૬ તા. ૩૦/૦૫/૨૦૨૧ની એકેડેમીક કાઉન્સિલની બેઠકમાં ઠરાવ-૭થી મંજૂર કરેલ છે અને ભલામણસહ સાદર થયેલ છે. ચર્ચા-વિચારણા અંતે સભ્યોની ભલામણ મુજબ સુધારા સાથે આઈ.આઈ.ટી.ઈ.ના રેઝ્યુલેશન ૧ થી ૬૬ મંજૂર કરવામાં આવ્યા, જે આ સાથે બિડાણ-૧ થી સામેલ છે.
- એજન્ડા-13 ગત તારીખ 20/8/2020 ની બેઠકના ઠરાવ 5 અન્વયે, આઈ.આઈ.ટી.ઈ. સંલગ્ન સરકારી તથા ગ્રાન્ટ ઇન એઇડ બી.એડ. કોલેજોના વિવિધ સંવર્ગના આસી. પ્રોફેસર/અધ્યાપક સહાયકની નિમણૂક માટેના ઇન્ટરવ્યુ માટેના યુ.જી.સી. રેઝ્યુલેશન, 2018ની ગાઈડલાઇન અન્વયે પસંદગી સમિતિ અન્વયે સભ્યોની યાદી માટે વિવિધ કેટેગરી અનુસારની તૈયાર કરાયેલ તજજ્ઞોની યાદી અદ્યતન કરવા અંગે ચર્ચા વિચારણા કરવા અંગે.
- ઠરાવ-13 આઈ.આઈ.ટી.ઈ. સંલગ્ન સરકારી તથા ગ્રાન્ટ ઇન એઇડ બી.એડ. કોલેજોના વિવિધ સંવર્ગના આસીસ્ટન્ટ પ્રોફેસર/અધ્યાપક સહાયકની નિમણૂક માટેના ઇન્ટરવ્યુ માટેના પસંદગી સમિતિ અન્વયે સભ્યોની યાદી માટે વિવિધ કેટેગરી અનુસારની તૈયાર કરાયેલ તજજ્ઞોની યાદી તા. ૩૦/૦૫/૨૦૨૧ની એકેડેમીક કાઉન્સિલની બેઠકમાં ઠરાવ-૮થી મંજૂર કરેલ છે અને ભલામણસહ સાદર થયેલ છે, જેને સર્વાનુમતે ચર્ચા-વિચારણાના અંતે મંજૂર કરવામાં આવી, જે આ સાથે બિડાણ-૨ થી સામેલ છે.
- એજન્ડા-14 આઈ.આઈ.ટી.ઈ. ખાતે જોડાણ ધરાવતી વિવિધ સરકારી (ડાયટ) કોલેજના વિવિધ સંવર્ગના અધ્યાપકોને માન્યતા આપવા અંગે નિર્ણય કરવા અંગે.
- ઠરાવ-૧૪ માન. ચેરમેનશ્રીની સૂચનાથી આ એજન્ડા એક્ટિવકયુટિવ કાઉન્સિલની આગામી બેઠકમાં રજૂ કરવાનું નક્કી કરવામાં આવ્યું.
- એજન્ડા-15 આઈ.આઈ.ટી.ઈ. ખાતે શૈક્ષણિક વર્ષ ૨૦૨૦-૨૧ના એડમીશન માટેની પ્રવેશ પરીક્ષા, પ્રવેશ પ્રક્રિયા, એનરોલમેન્ટ - રજીસ્ટ્રેશન માટેની પ્રક્રિયા અને તૃતીય વાર્ષિક પદવીદાન સમારોહ ના આયોજન માટે કેન્દ્ર અને રાજ્ય સરકારશ્રીના નીચે પ્રમાણેના નિયમો / માર્ગદર્શિકાઓનું પાલન કરવામાં આવેલ.


1. એડમીશન ૨૦૨૦ અંતર્ગત I3T પ્રવેશ પરીક્ષા નું આયોજન કરવા માટે યુ.જી.સી. ની તા. ૮ જુલાઈ ૨૦૨૦ ના રોજ જાહેર કરેલ SOP
 2. એડમીશન ૨૦૨૦ અંતર્ગત એનરોલમેન્ટ / રજીસ્ટ્રેશન અને ફી પરત કરવાની પ્રક્રિયા માટે યુ.જી.સી. ની તા. ૨૨ સપ્ટેમ્બર, ૨૦૨૦ ના રોજ જાહેર કરેલ માર્ગદર્શિકા
 3. યુનિવર્સિટીના ૩જા પદવીદાન સમારોહના આયોજન માટે ગુજરાત સરકાર દ્વારા બહાર પાડવામાં આવેલ તા. ૯ સપ્ટેમ્બર ૨૦૨૦ નું જાહેરનામું
- ઉપરોક્ત નિયમો / માર્ગદર્શિકાઓ અન્વયે કરેલ કામગીરીની જાણ તથા બહાલી હેતુ.
- ઠરાવ-૧૫ ઉપરોક્ત વિગતે કરેલ કાર્યવાહીની નોંધ લેવામાં આવી.

તા. ૦૫-૦૫-૨૦૨૦

કુલસચિવ

સભ્યસચિવ, એક્ઝિક્યુટિવ કાઉન્સિલ

મંજૂરી માટે ૧૩

 ૫/૫/૨૦

Hon. VC 
 ૫/૫/૨૦

તા. 11/11/2020ની એક્ઝિક્યુટિવ કાઉન્સિલની બેઠકની કાર્યવાહીની નોંધનો "એક્શન ટેકન રિપોર્ટ" આઈ.આઈ.ટી.ઈ ખાતે તા.11/11/2020 ના રોજ યોજવામાં આવેલ એક્ઝિક્યુટિવ કાઉન્સિલની નવમી બેઠકની કાર્યવાહી નોંધ બાબતે નીચે મુજબની કાર્યવાહી કરવામાં આવી છે.

ઠરાવ-૧ તા.૧૩/૦૯/૨૦૨૦ના રોજ યોજાયેલ એક્ઝિક્યુટિવ કાઉન્સિલની બેઠકની કાર્યવાહીની નોંધ વંચાણે લઈ બહાલ રાખવામાં આવી.

ઠરાવ-૨ તા. ૧૩/૦૯/૨૦૨૦ના રોજ યોજાયેલ એક્ઝિક્યુટિવ કાઉન્સિલની બેઠકની કાર્યવાહીની નોંધ અંતર્ગત કરવામાં આવેલ કાર્યવાહીનો અહેવાલ, જે આ સાથે પત્રક-કથી સામેલ છે, આ કાર્યવાહી વંચાણે લઈ બહાલ રાખવામાં આવી. તદ્દઅંતર્ગત, ઠરાવ નં ૬ અને ૭ અન્વયે પસંદગી પામેલ અધ્યાપકોના કોલેજ ખાતે હાજર થવા અંગેના સ્ટેટસ રિપોર્ટ મેળવવાનું ઠરાવવામાં આવેલ તે અનુસાર કાર્યવાહી કરવામાં આવેલ છે.

ઠરાવ-૩ આઈ.આઈ.ટી.ઈ. ના નાણાકીય વર્ષ: 2021-22 માટેના રાજ્ય સરકારમાં રજૂ કરવા માટેના તૈયાર કરાયેલ રૂ. 22,54,76,753/- ના સ્થાયી ખર્ચના અંદાજો જે ફાઇનાન્સ કમિટીની તા. ૧૩/૧૦/૨૦૨૦ની બેઠકમાં ઠરાવ-૨ થી મંજૂર રાખવામાં આવેલ છે જે ચર્ચા વિચારણાને અંતે મંજૂર રાખવાનું ઠરાવવામાં આવેલ તદ્દનુસાર કાર્યવાહી કરવામાં આવેલ છે.

ઠરાવ-૪ આઈ.આઈ.ટી.ઈ.ના નાણાકીય વર્ષ: 2021-22 માટે શૈક્ષણિક તેમજ બિન શૈક્ષણિક નવી જગ્યાઓ માટે રૂ. 12,88,46,740/-, નવા બાંધકામ માટે રૂ. 34,50,00,000/- તથા નવી શરૂઆત માટે રૂ. 1,85,00,000/- આમ કુલ રૂ. 49,23,46,740/-નું નવી બાબત માટે બજેટ શિક્ષણ વિભાગમાં રજૂ કરવામાં આવ્યાનું જે ફાઇનાન્સ કમિટીની તા. ૧૩/૧૦/૨૦૨૦ની બેઠકમાં ઠરાવ-૩ થી મંજૂર રાખવામાં આવેલ છે. જે ચર્ચા વિચારણા ને અંતે મંજૂર રાખવાનું ઠરાવવામાં આવેલ તદ્દનુસાર કાર્યવાહી કરવામાં આવેલ છે.

ઠરાવ-૫ વર્તમાન કોવિડ-૧૯ મહામારીના સંદર્ભે સલામતીની બાબતને ધ્યાને રાખતા હોસ્ટેલ વ્યવસ્થામાં કરવાના થતા ફેરફારો અન્વયે હોસ્ટેલ ખાતે મેસનું આયોજન થઈ શકે તેમ ન હોવાનું તથા માત્ર નિવાસની વ્યવસ્થા આપવાની હોઈ, મેસની ફી વસૂલ ન કરવા અંગે ફાઇનાન્સ કમિટીની તા. ૧૩/૧૦/૨૦૨૦ની બેઠકમાં ઠરાવ-૪ થી મંજૂર રાખવામાં આવેલ છે. જે ચર્ચા વિચારણા ને અંતે મંજૂર રાખવાનું ઠરાવવામાં આવેલ તદ્દનુસાર કામગીરી કરવામાં આવેલ છે.

ઠરાવ-૬ આઈ.આઈ.ટી.ઈ.ના ઘડવામાં આવેલ ઓર્ડિનન્સ ૧ થી ૧૦ જે તા. ૧૯-૭-૨૦૨૦ બેઠક અંતર્ગત એજન્ડા-૪ ની થયેલ ચર્ચા અનુસાર તથા ઓર્ડિનન્સ-૧૧ થી ૨૫ આમ, કુલ ઓર્ડિનન્સ ૧ થી ૨૫ ને પુખ્ત ચર્ચા વિચારણાને અંતે મંજૂર રાખવાનું ઠરાવવામાં આવ્યું. વધુમાં, સદર ઓર્ડિનન્સ મંજૂરી અર્થે રાજ્યપાલને મોકલી આપવામાં આવેલ છે.

ઠરાવ-૭ રાષ્ટ્રીય શિક્ષણ નીતિ-2020 શ્રેષ્ઠ અમલીકરણ માટેની યુનિવર્સિટી કક્ષાની કમિટીની રચના જાણ લેવામાં આવી તથા રચના બાદ થયેલ મિટિંગ તથા તેમાં થયેલ ગહન ચર્ચા અને સૂચનો અંગે સભ્યશ્રીઓને અવગત કરવામાં આવેલ તથા આગામી સમયમાં તમામ કમિટીઓની



મળનારી બેઠકના અહેવાલ હવે પછી મળનારી કાઉન્સિલની બેઠકમાં રજૂ કરવામાં આવશે જે જાણ પર લેવામાં આવેલ.

ઠરાવ-૮ રાષ્ટ્રીય શિક્ષણ નીતિ-૨૦૨૦ અંતર્ગત, માન. કુલપતિશ્રીની રાજ્ય સરકારશ્રી દ્વારા સદર નીતિના અમલીકરણ માટે ટાસ્ક ફોર્સના સદસ્ય તરીકે નિયુક્ત કરવામાં આવ્યા છે. જેની ચર્ચા તથા સંવાદ હેતુથી કુલપતિશ્રી દ્વારા 'પરામર્શન પાયેય' પ્રવાસ કાર્યક્રમ હાથ ધર્યો તે બાબતે તમામ સભ્યો દ્વારા કુલપતિશ્રીને અભિનંદન પાઠવવામાં આવ્યા. આ રાજ્યવ્યાપી કાર્યક્રમના ભાગરૂપે, વિવિધ કોલેજના અધ્યાપકો સાથે યોજાયેલ આ સંવાદ/મુલાકાતનો આવો કાર્યક્રમ પ્રથમ વખતનો હશે જેમાં, ૧૬ દિવસના ટૂંકા ગાળામાં રાજ્યભરમાં ફેલાયેલ વિવિધ કોલેજોની મુલાકાત માટે ૬૦૦૦ કી.મી. થી વધુનો પ્રવાસ તે ખુબજ સરાહનીય બાબત છે તેવો તમામ સભ્યોએ મત વ્યક્ત કરેલ હતો.

ઠરાવ-૯ આઈ.આઈ.ટી.ઈ. ના વર્ષ : ૨૦૧૯-૨૦ ના વાર્ષિક અહેવાલ કે જે એકેડેમિક કાઉન્સિલના ઠરાવ ક્રમાંક ૬ અનુસારની ભલામણ અનુસાર મંજૂર રાખવાનું ઠરાવવામાં આવ્યું.

ઠરાવ-૧૦ પરીક્ષા વિભાગ દ્વારા વર્ષ: ૨૦૧૯-૨૦ દરમિયાન યોજાયેલ વિવિધ પરીક્ષામાં પાસ થયેલ ૧૫૨ ઉમેદવારોને સામેલ કરેલ યાદી અનુસાર પદવી એનાયત કરવાની એકેડેમિક કાઉન્સિલની બેઠકના ઠરાવ ક્રમાંક ૧૩ થી થયેલ ભલામણ અનુસાર મંજૂર રાખવાનું ઠરાવવામાં આવ્યું.

ઠરાવ-૧૧ આઈ.આઈ.ટી.ઈ. સંલગ્ન ડી.ડી. ચોકસી કોલેજ ઓફ સેકન્ડરી એજ્યુકેશન, પાલનપુર ખાતે યુ.જી.સી.ની 'NSQF' સ્કીમ અંતર્ગત ડિપ્લોમા કોર્સ શરૂ કરવા બાબતે, એકેડેમિક કાઉન્સિલમાં નિર્ણય થયા મુજબ એકેડેમિક કાઉન્સિલમાં નિર્ણય આગામી સભામાં કરવાનું ઠરાવવામાં આવેલ. પરંતુ, આ અરજીઓ ટીચર એજ્યુકેશન લગતી ના હોઈ, અરજીઓ પરત કરવામાં આવેલ છે. જેથી આ બાબતે હવે કોઈ કાર્યવાહી કરવાની રહેતી નથી.

ઠરાવ-૧૨ આઈ.આઈ.ટી.ઈ. સંલગ્ન એન. એચ.પટેલ કોલેજ ઓફ એજ્યુકેશન ખાતે યુ.જી.સી.ની 'NSQF' સ્કીમ અંતર્ગત બી.વોક. ચલાવવાની મળેલ દરખાસ્ત બાબતે, એકેડેમિક કાઉન્સિલમાં નિર્ણય થયા મુજબ એકેડેમિક કાઉન્સિલમાં નિર્ણય આગામી સભામાં કરવાનું ઠરાવવામાં આવેલ. પરંતુ, આ અરજીઓ ટીચર એજ્યુકેશન લગતી ના હોઈ, અરજીઓ પરત કરવામાં આવેલ છે. જેથી આ બાબતે હવે કોઈ કાર્યવાહી કરવાની રહેતી નથી.

ઠરાવ-૧૩ શૈક્ષણિક વર્ષ ૨૦૨૦-૨૧થી દર્શિત શૈક્ષણિક તથા બિન શૈક્ષણિક કર્મચારીઓને પ્રવેશ મેળવવા માટે તથા સદર કોર્સ કરવા જે-તે અધ્યાપક/કર્મચારીની કચેરી ખાતેની તેમની ફરજ/કામગીરીમાં મુશ્કેલી ન થાય તે શરતે મંજૂરી આપવા એકેડેમિક કાઉન્સિલના ઠરાવ-૧૨ની ભલામણ અનુસાર મંજૂર રાખવાનું ઠરાવવામાં આવેલ તદ્દનુસાર કામગીરી કરવામાં આવેલ છે.

ઠરાવ-૧૪ સેન્ટર ઓફ એજ્યુકેશન અંતર્ગત નવેમ્બર-૨૦૧૯માં નિયુક્ત થયેલ કુલ ૧૦ શૈક્ષણિક કર્મચારીઓને નિયત સમયગાળામાં મેડિકલ ફિટનેશનું પ્રમાણપત્ર મેળવી શકેલ ન હોઈ, તેમને તા. ૨૫/૦૬/૨૦૨૦ થી વધુ ૦૩ માસનો સમયગાળો મેડિકલ ફિટનેશ પ્રમાણપત્ર મેળવવા માટે આપવા ચર્ચા વિચારણા બાદ મંજૂર રાખવાનું ઠરાવવામાં આવેલ તદ્દનુસાર કામગીરી કરવામાં આવેલ છે.



ઠરાવ-૧૫ પરીક્ષા વિભાગ દ્વારા મળેલ યાદી પ્રમાણે કુલ ૧૫૨ વિદ્યાર્થીઓને પદવી એનાયત કરવાની થાય છે જે હેતુથી આગામી ડીસેમ્બર-૨૦૨૦ માં તા. ૧૯, ૨૧ અને ૨૬ માંથી માન કુલાધિપતિશ્રીને અનુક્રમ તારીખે યુનિ.નો ૩જો પદવીદાન સમારોહ યુનિવર્સિટીના પરિસરમાં COVID-19 ની માર્ગદર્શિકાનું પાલન કરી યોજવાનો થાય છે જેનો અંદાજિત રૂ. ૫,૦૦,૦૦૦/- (અંકે રૂપિયા પાંચ લાખ)ના સદર ખર્ચ COVID-19 ની પરિસ્થિતિમાં કરવાનો હોઈ, સદર અંદાજિત રકમ વધવાનો અંદાજ હોવાથી કુલ રૂ. ૧૦ લાખ ચર્ચા વિચારણાને અંતે મંજૂર રાખવાનું ઠરાવવામાં આવેલ તદ્દનુસાર તા. ૨૪ ડિસેમ્બર, ૨૦૨૧ ના રોજ દીક્ષાંત સમારંભ યોજવામાં આવેલ હતો.

ઠરાવ-૧૬ આઈ.આઈ.ટી.ઈ. ખાતે આયોજિત કરવાના થતા ત્રીજા કોન્વોકેશન અંતર્ગત બી.એ.બી.એડ., બી.એસ.સી.બી.એડ., એમ.એસ.સી., એમ.એસ.સી.એમ.એડ. કોર્સમાં કુલ ૪ મેડલ એનાયત કરવાની ભલામણ ઠરાવ-૧૪ મુજબ મંજૂર રાખવાનું ઠરાવવામાં આવેલ તદ્દનુસાર મેડલ એનાયત કરવામાં આવેલ છે.

ઠરાવ-૧૭ યુનેસ્કોના-ઇન્ટરનેશનલ ઇન્સ્ટીટ્યુટ ફોર એજ્યુકેશનના ભુતપૂર્વ ડાયરેક્ટર અને આંતરરાષ્ટ્રીય શિક્ષણવિદ એવા ડો.રવિન્દ્ર દવેને ડી.લિટ.ની ડિગ્રી આપવાની કરવામાં આવેલ ભલામણ એ એક ઉત્તમ વિચાર અને સ્તુત્ય બાબત છે. આ પ્રકારના એજ્યુકેશન ક્ષેત્રના વિદ્વાન આપણી વચ્ચે ઉપસ્થિત છે. તેમનું આઈ.આઈ.ટી.ઈ. દ્વારા ડી. લિટ. ની માનદ ડિગ્રીના માધ્યમથી કરવામાં આવતું સન્માન તે યુનિવર્સિટીનું સદ્ભાગ્ય ગણી શકાય. આ બાબતે થયેલ એકેડેમીક કાઉન્સિલની ઠરાવ-૧૫ની ભલામણ મંજૂર રાખવાનું ઠરાવવામાં આવેલ. માન. કુલપતિશ્રીના આદેશ અન્વયે આ બાબતે આગામી કોન્વોકેશન દરમિયાન કાર્યવાહી કરવા વિચારણા હેતુ રજૂ કરવાનું રાખવું.

ઠરાવ-૧૮ આઈ.આઈ.ટી.ઈ.ના સેન્ટર ઓફ એજ્યુકેશનમાં ચાલતા બી.એ.બી.એડ., બી.એસ.સી. બી.એડ., એમ.એ./એમ.એસ.સી. એમ.એડ., એમ.એડ.,બી.એડ. એમ.એડ., એમ.ફીલ., પી.એચ.ડી. અને સંલગ્ન કોલેજોમાં ચાલતા બી.એડ. અને એમ.એડ. જેવા વિવિધ કોર્સની કુલ ૩૩૮૪ બેઠકો (ઉપરાંત EWSની ૧૦% બેઠકો) માટેના એડમિશનની કાર્યવાહી રજીસ્ટ્રેશન સેલના ઉપક્રમે કરવામાં આવેલી કાર્યવાહી તથા ખર્ચની વિગતો જાણ પર લેવામાં આવેલ.

ઠરાવ-૧૯ તા. ૧૧/૧૧/૨૦૨૦ ના રોજ મળેલ ફાઇનન્સ કમિટીના અનુમોદન સહ મળેલ ૨૦૧૯-૨૦ ના અન-ઓડિટેડ નાણાકીય અહેવાલને ચર્ચા વિચારણાને અંતે મંજૂર રાખવાનું ઠરાવવામાં આવેલ.

ઠરાવ-૨૦ રાજ્ય સરકારની કેબિનેટ બેઠકમાં થયેલ કોલેજો પૂનઃ રાબેતા મુજબ શરૂ કરવાના રાજ્ય સરકારના નિર્ણય અંગે આગામી સમયમાં રાજ્ય સરકાર તરફથી બહાર પાડનાર ગાઈડલાઇન અનુસાર આગળની કામગીરી રાખવાનું તથા તદ્દનુસારની તકેદારી રાખવાની સૂચના સહ કોલેજોને જાણ કરવાનું રાખવાનું સર્વાનુમતે ઠરાવવામાં આવેલ, તદ્દનુસાર કામગીરી કરવામાં આવેલ છે.



પત્રક-ખ

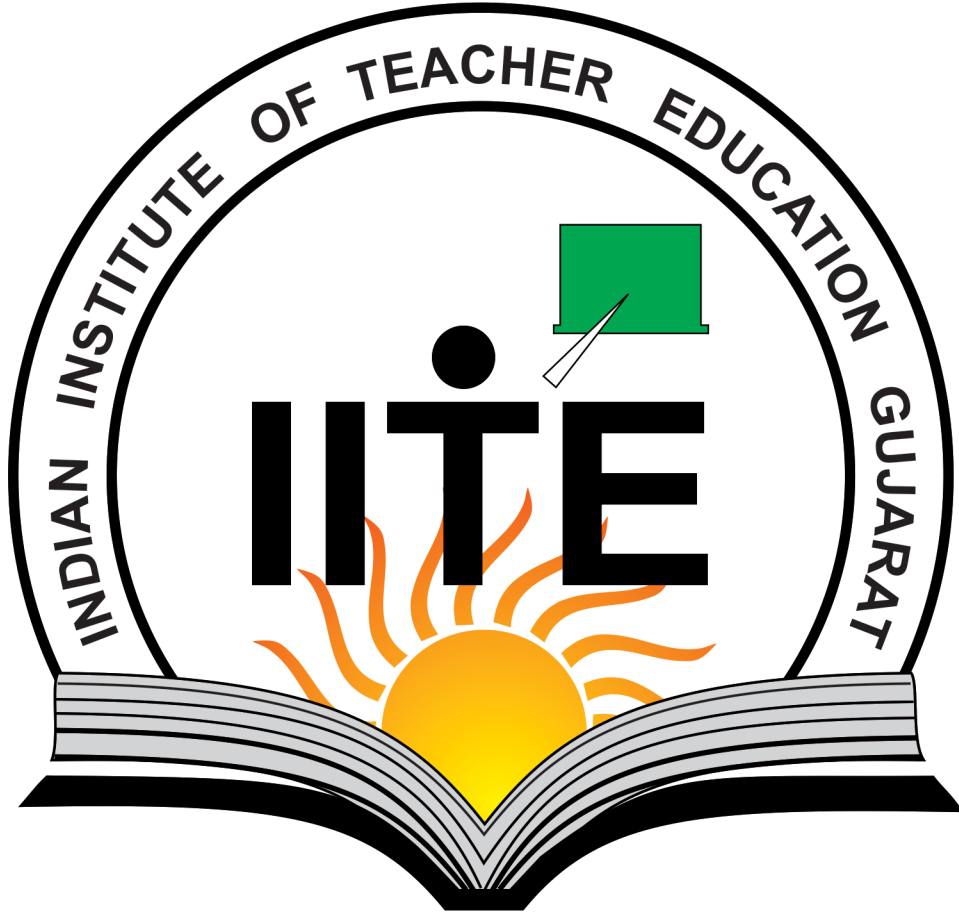
તા. 24/12/2020ની એક્ઝિક્યુટિવ કાઉન્સિલની બેઠકની કાર્યવાહીની નોંધનો "એક્શન ટેકન રિપોર્ટ" આઈ.આઈ.ટી.ઈ ખાતે તા.24/12/2020 ના રોજ યોજવામાં આવેલ એક્ઝિક્યુટિવ કાઉન્સિલની દશમી બેઠકની કાર્યવાહી નોંધ બાબતે નીચે મુજબની કાર્યવાહી કરવામાં આવી છે.

ઠરાવ-૧ આઈ.આઈ.ટી.ઈ.ના નાણાંકીય વર્ષ ૨૦૧૯-૨૦નો સ્ટેચ્યુટરી ઓડિટનો રિપોર્ટ જે ફાઇનાન્સ કમિટીની તા. ૨૪/૧૨/૨૦૨૦ ની બેઠકના ઠરાવ ક્રમાંક ૫ થી મંજૂર થયેલ છે તેને ચર્ચા વિચારણાને અંતે અનુમોદન સહ મંજૂર રાખવાનું ઠરાવવામાં આવેલ. તદ્દનુસાર કાર્યવાહી કરવામાં આવેલ છે.

ઠરાવ- ૨ આઈ.આઈ.ટી.ઈ.ના અગાઉ મંજૂર થયેલ રેગ્યુલેશન-૨માં સમાવિષ્ટ 'Schedule of Power'માં ફાઇનાન્સ કમિટીની તા. ૨૪/૧૨/૨૦૨૦ ની બેઠકના ઠરાવ ક્રમાંક ૩ થી ભલામણ કરવામાં આવેલ સૂચિત સુધારાને ગહન ચર્ચા વિચારણાને અંતે સુધારા સહિત મંજૂર રાખવાનું ઠરાવવામાં આવેલ, તદ્દનુસાર કાર્યવાહી કરવામાં આવેલ છે.



Indian Institute of Teacher Education



॥ न हि ज्ञानेन सदृशं पवित्रमिह विद्यते ॥

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Part III

Regulations 2021

These regulations are approved in the Academic Council dated 01/05/2021 and Executive Council dated 05/05/2021 and notified to come into force from today i.e. 05/05/2021.



Place: Gandhinagar

Date: 05/05/2021

Prof. (Dr.) Himanshu Patel

Registrar

In exercise of the power vested under Section 34 of the Indian Institute of Teacher Education Act 2010 (Gujarat Act No. 08 of 2010), the Executive Council hereby approves the following regulations.

Reg 1 Short title and Commencement

- [1] These Regulations may be called "Indian Institute of Teacher Education Regulations 2021".
- [2] These regulations shall come into force from the date of notification.
- [3] After notification of these regulations, all previous regulations of the same subject are repealed.
- [4] The subjects which are not covered in these regulations or in the case of interpretation in any regulation then the decision of the Vice-Chancellor shall be final and binding to all. The Vice-Chancellor has the power to relax any conditions laid down in these regulations.

Reg 2 Schedule of Powers (SOP)

The Schedule of Powers (SOP) is intended to bring in uniformity in the delegation of financial and administrative powers across the Indian Institute of Teacher Education (IITE) system. The Vice-Chancellor could however add further to this delegation after approval with the Executive Council keeping in view the immediate requirements.

- [1] The delegation of powers specified are made with due regard to the need for decentralization and for effective decision making commensurate with responsibilities at all levels.
- [2] The exercise of powers delegated is subject to the availability of financial propriety in the budget head.

2 SCHEDULE OF POWERS (SOP)

- [3] Unless otherwise specified in the schedule of powers, all sanctions of a financial nature should be accorded only with the prior concurrence of the Vice-Chancellor as the case may be.
- [4] No official is empowered to suspend the exercise of or to withdraw the powers of officials subordinate to him in respect of powers delegated in this schedule and the powers cannot be exercised by any other official for or on their behalf. The Vice-Chancellor can exercise powers of any of the officers to whom powers have been delegated as above.
- [5] All officers must adhere to the rules of financial discipline and expenditure and availability of budget head.
- [6] Errors or Omissions which may be found in this SOP may please be brought to the notice of the Vice-Chancellor. Suggestions which will further improve the method of presentation or facilitate expeditious and efficient disposal of work are welcome. Such suggestions will be brought to the notice of the Executive Council.
- [7] Delegation of Powers
- (a) **F1 Group** means officer among Deputy Registrar/Estate Officer/ Controller of Examination/ University Development Officer/ Director of Physical Education/ Branch Head/ Rector / Deputy Director / Assistant Registrar.
- (b) **F2 Group** means officer among Director of Center/ Chief Accounts Officer.
- (c) The Administrative approval of the Vice - Chancellor on submission note with the need of item / matter and justification is always required for the expenses more than Rs. 7500. The administrative approval of the Registrar as above is required for the expenses up to Rs. 7500 for administrative branches. The Registrar is empowered to sanction the day to day as well as miscellaneous expenses of bill amount up to the amount of Rs. 7500. This total day to day as well as miscellaneous expenses shall be put in the knowledge of the Vice-Chancellor at the end of the month by

2 SCHEDULE OF POWERS (SOP)

CAO.

(d) GEM must be given priority.

(e) Expense of same item in Jan - Jun or Jul - Dec can not be divided in parts.

Sr. No.	Nature of Expense	Sanction Authority with Remarks
1	Expenses up to Rs. 1000 without quotations.	F1 Group Maximum once in a week
2	Expenses up to Rs. 5000 without quotations.	F2 Group Maximum once in a week
3	Expenses up to Rs. 7500 without quotations.	Registrar
4	Expenses up to Rs. 100000 without quotations.	Vice - Chancellor
5	Expenses up to Rs. 10000 with three quotations from the open market.	Group F1 Maximum once in a fortnight
6	Expenses up to Rs. 20000 with three quotations from the open market.	Group F2 Maximum once in a fortnight
7	Expenses up to Rs. 25000 with three quotations from the open market.	Registrar
8	Expenses up to Rs. 250000 with three quotations from the open market.	Vice - Chancellor
9	Expenses up to Rs. 2500000	Vice - Chancellor GEM / E-tender / Invitation of tender by Newspaper as per the direction of the Vice-Chancellor

2 SCHEDULE OF POWERS (SOP)

Sr. No.	Nature of Expense	Sanction Authority with Remarks
10	Legal charges up to Rs. 100000 in each case.	Vice - Chancellor
11	Audit charges up to Rs. 100000 in each case	Vice - Chancellor
12	Regular Bills of Electricity / Gas / Mobile/ Govt. Tax / Subscription of Newspapers / Telephone Bills each up to Rs. 10000	Registrar
13	Books procurement without quotation up to Rs. 10000	Principal / Director
14	Direct expense for repairing or maintenance or service from OEM or vendor of the item up to Rs. 100000	Vice - Chancellor
15	Confidential work of exam / test (Examiners honorarium and travel allowances, Printing of question papers, Assessment, Result processing)	Vice - Chancellor A bank account of the Vice - Chancellor for the purpose shall be used for the payment
16	Power to create seasonal/casual posts of teaching or non teaching or technical or Director for seasonal/emergent work and to fill for maximum up to eleven months	Vice - Chancellor

3 ENTITLEMENT OF THE VICE - CHANCELLOR

Sr. No.	Nature of Expense	Sanction Authority with Remarks
17	Participation of students and faculties in State Government / Central Government organized or International Event up to Rs. 500000	Vice - Chancellor
18	Disaster management which is having risk of life of student / staff of university up to Rs. 1000000 without inviting tender	Vice - Chancellor
19	An organization of event which is having significant dignitaries, the Vice Chancellor is empowered to make expenses up to Rs. 2500000 without inviting any tender and then it shall be put in the knowledge of Finance Committee.	Vice - Chancellor
20	In any extra ordinary circumstances which shall be note down in the approval note, the Vice Chancellor is empowered to make expenses up to any amount and then it shall be put in the knowledge of Finance Committee.	Vice - Chancellor

Reg 3 Entitlement of the Vice - Chancellor

[1] This regulation is as per the provision by section 13(3) of the Act.

[2] The Vice - Chancellor shall be entitled to use a furnished residence, rent free,

throughout his term of office and no charge shall fall on the Vice - Chancellor in respect of the maintenance of such residence.

- [3] The Vice-Chancellor shall be paid a salary as may be notified by the University Grant Commission / Government of India and Government of Gujarat from time to time. If the Vice-Chancellor pays the rent of allotted residence, he would be entitled for HRA.
- [4] The Vice - Chancellor shall be entitled to the facility of a free official car. He /She shall also be entitled to mobile phone and free telephone (with STD and ISO) service at his/her residence. He /She shall be entitled for the good quality broad band internet connection at his /her residence.
- [5] The Vice - Chancellor shall be entitled for one cook, helper, housekeeping and security at his/her residence.
- [6] The Vice - Chancellor shall be entitled for making of work-station at home which includes all the items which he deemed fit upto the limit of his five salary.
- [7] The Vice - Chancellor shall be entitled to get the expenses of legal aids if it related to the university matter even after the service term.

Reg 4 The Dean

- [1] He/She will assume the office of Vice - Chancellor during the leave or absence or permanent vacancy as per section 13(2) of the Act.
- [2] The Dean shall assist the Vice - Chancellor and the respective Directors in managing the academic and other affairs of the University, colleges, centers etc. of the University and shall exercise powers and perform functions as entrusted to them by the Vice - Chancellor.

- [3] Subject to the provisions of the University Act, the Dean shall function under the overall control of the Vice - Chancellor and assist the Vice - Chancellor in maintaining academic standards and coordinating the teaching and research in the Faculty.
- [4] The Dean shall-
- [a] preside over the meetings of the Faculty;
 - [b] have the right to be present and participate in the deliberations of any meeting of Faculty Committee or any Board of Studies under the Faculty;
 - [c] present the candidates of the concerned Faculty for the conferment of Degrees in the Convocation;
 - [d] be responsible for planning and development of the courses and research activities of the Faculty;
- [5] The Dean shall have the following powers to:
- [a] recommend to the Academic Council, in consultation with the Faculty, the constitution, structure and academic and administrative responsibilities of the 'Centres';
 - [b] recommend to the Registrar, deputation of teachers to approved conferences, seminars, workshop, etc;
 - [c] recommend to the Registrar, the Research proposals submitted by the teachers of the concerned Faculty to external funding agencies like UGC, CSIR, etc;
 - [d] plan and organize seminars, refresher courses and workshops pertaining to the subjects under the Faculty;
 - [e] permit Research Scholars to attend summer schools, symposia, conferences, without any financial commitment on the part of the University and to treat their absence as an active period of research.

6 QUALIFICATION, PAY AND FACILITY OF THE CHIEF ACCOUNTS OFFICER

[6] Dean shall exercise such other powers and perform such other academic and the administrative duties as may be suggested by the Vice - Chancellor.

[7] A casual vacancy in the office of the Dean occurring for any reason may be filled by the Vice - Chancellor.

Reg 5 Qualification, Pay, Entitlement and Emoluments of the Registrar

[1] This regulation is as per the provision by section 32(xiv) of the Act.

[2] The qualification and pay of the Registrar shall be as per prevailing norms of UGC / State Government.

[3] The Registrar shall be entitled for provident fund as per the prevailing norms and in continuation of last service.

[4] The Registrar shall be entitled to use a furnished residence if available, rent free, throughout his term of office and no charge shall fall on the Registrar in respect of the maintenance of such residence.

[5] The Registrar shall be entitled to the facility of a free official car. He shall also be entitled to laptop, mobile phone and free telephone service at his/her residence. He/ She shall be entitled for the good quality broad band internet connection and Printer at his / her residence.

[6] The Registrar shall be entitled to get the expenses of legal aids if it related to the university matter even after the service term.

Reg 6 Qualification, Pay and Facility of the Chief Accounts Officer

[1] This regulation is as per the provision by section 32(xiv) of the Act.

[2] The qualification and pay of the CAO shall be as per prevailing norms of UGC / State Government.

- [3] He/She will be entitled to reimburse the amount paid for monthly bill of mobile number with unlimited talk time and sufficient data pack as per the approval of the Vice-Chancellor.

Reg 7 Facility for Academic and Administration Personnel

- [1] This regulation shall be applicable to Directors of Centre, Deputy Directors, Head of Departments in COE, Head of IQAC, Branch Heads.
- [2] The Director of Centre will be entitled to get the laptop/ Desktop PC and printer at office.
- [3] The Director of Centre will be entitled to have necessary software with prior approval of the Vice-Chancellor.
- [4] He/She will be entitled to reimburse the amount paid for monthly bill of mobile number with unlimited talk time and sufficient data pack up to the Rs. 300 per month. They can submit for the reimbursement quarterly.
- [5] He/She will be entitled to get the external hard drive for data storage.
- [6] If any person is having more than one designation then he/she will be eligible for maximum one of above facilities.

Reg 8 Constitution of Committees

This regulation is as per the provision by section 34(1) of the Act.

The following shall be committees of the University, constituted to fulfillment of university objectives, functions and powers as per the section 5, 6 of the Act and as per the guidelines of UGC/GOI/GOG and others statutory bodies.

- [1] University Planning and Development Committee;
- [2] Internal Quality Assurance Cell;

- [3] Sports Committee;
- [4] Student Support, Cultural and Welfare Committee;
- [5] University Library Committee;
- [6] Building and Works Committee;
- [7] Purchase Committee;
- [8] Curbing the Menace of Ragging in Higher Educational Institutions;
- [9] Equal Oppertunity Cell;
- [10] Women Development Cell;
- [11] Internal Complaint Committee;
- [12] Digital Innovation Committee;
- [13] Hostel Committee;
- [14] Grivence Redressel Cell;

Reg 9 University Planning and Development Committee

- [1] The University Planning and Development Committee shall consists of following members:
 - [a] The Vice Chancellor as Chairperson;
 - [b] Registrar;
 - [c] Two Directors among the university centres nominated by the Vice Chancellor by rotation for the term of three years;
 - [d] Any two Heads of other institutions nominated by the Vice - Chancellor for the term of three years;

- [e] Chief Account Officer;
 - [f] Assistant Registrar looking after Estate;
 - [g] University Development Officer as member secretary;
- [2] Power and functions of University Planning and Development Committee.
- [a] To monitor and suggest the academic growth;
 - [b] To suggest Strategic development plan as per National Education Policy;
 - [c] To suggest the land Use plan, land development plan, infrastructure development;
 - [d] To formulate short-term and long-term policies in conformity with the guidelines issued from time to time by statutory bodies like UGC, NCTE;
- [3] The committee shall meet at least twice in a year and may meet as often as required, if necessary.
- [4] The meeting of the committee will be convened by the Registrar in consultation with the Chairperson of the Board.
- [5] The Seven days' notice shall ordinarily be required to be given for the meetings.
- [6] Half of the members of the total members shall constitute the quorum for the meeting. A meeting adjourned for want of a quorum may be held after half an hour of the scheduled meeting. No quorum shall be necessary for the adjourned meeting.

Reg 10 Internal Quality Assurance Cell (IQAC)

- [1] The University shall constitute an Internal Quality Assurance Cell (IQAC) to-

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- [a] develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of University, and
 - [b] promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- [2] The Vice - Chancellor shall be the Chairperson of IQAC, and he will be assisted by a Head IQAC.
- [3] The Head of IQAC shall be appointed by the Vice - Chancellor from among the senior Professors of the University.
- (a) He/She will be entitled to get the laptop and printer.
 - (b) He/She will be entitled to have necessary software with prior approval of the Vice-Chancellor.
 - (c) He/She will be entitled to reimburse the amount paid for monthly bill of mobile number with unlimited talk time and sufficient data pack.
- [4] The term of appointment of the Head of IQAC shall be for a period of two years.
- [5] Composition of the IQAC. The members of IQAC will be as follows:-
- [a] The Vice-Chancellor (Chairperson)
 - [b] Two teachers of the University Centres.
 - [c] One administrative official of the University
 - [d] One external expert.
 - [e] Head, (IQAC) will act as a member secretary.

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- [6] The members at sub-clauses 5b - 5d of clause above shall be nominated by the Vice-Chancellor in consultation with the Academic Council. The term of the nominated members shall be for a period of two years.
- [7] A teacher will cease to be a member on superannuation unless otherwise permitted by the Vice - Chancellor. Any person appointed in a vacancy occurring before the expiry of the original term of two years, subject to other provisions, shall be a member of IQAC only for the residuary period for which the person whose place he has filled would have been a member.
- [8] The IQAC shall meet at every quarter in the year. The quorum for the meeting shall be two-third of the total members.
- [9] The agenda, minutes and Action Taken Reports will to be documented with official signatures and maintained electronically in a retrievable format by the Head IQAC.
- [10] Functions of IQAC.
- [a] Develop and apply quality benchmarks / parameters for the various academic and administrative activities of the University;
 - [b] Facilitate the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
 - [c] Arrange for feedback responses from students, parents and other stakeholders on quality-related institutional processes;
 - [d] Disseminate information on the various quality parameters of higher education;
 - [e] Organize inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

- [f] Document the various programs/activities of the University, leading to quality improvement;
- [g] Act as a nodal agency of the University for coordinating quality-related activities, including adoption and dissemination of good practices;
- [h] Develop and maintain Institutional database through Management Information System for the purpose of maintaining /enhancing the institutional quality;
- [i] Develop Quality Culture in the University;
- [j] Prepare the Annual Quality Assurance Report (AQAR) of the University based on the quality parameters / assessment criteria developed by the relevant quality assurance body (like NAAC) in the prescribed format;
- [k] Bi-annual development of Quality Radars (QRs) and Ranking of Integral Units of the University based on the AQAR;
- [l] Submit AQAR for approval and necessary quality enhancement measure to Academic Council and Executive Council;
- [m] Submit AQAR to NAAC / UGC / other accreditation body with followup reports;
- [n] Upload AQAR and other quality reports on exclusive window of university website;

Reg 11 Sports Committee

[1] It shall consist of

- [a] The Vice - Chancellor shall be Chairperson.
- [b] Two teachers from affiliated colleges to be nominated by Vice Chancellor.
- [c] One member from the Academic Council to be nominated by the Vice Chancellor.

- [d] Two experts of sports to be nominated by the Vice Chancellor.
 - [e] Two students who has played inter university or national level to be nominated by the Vice Chancellor for one year. Preferably one shall be male student and other shall be female student.
 - [f] The Director of Physical Education as member secretary.
- [2] The objectives shall be as follows :
- [a] To promote, organize and control the sports, games, etc. in the University area;
 - [b] To inculcate and enhance the spirit of true sportsmanship;
 - [c] To undertake and conduct University and Inter-University and such other types of sports tournaments and competition.
- [3] The term of office of the nominated members shall be three years. They will, however, be eligible for re-nomination one more time.
- [4] The committee shall meet at least once in a year and may meet as often as required, if necessary.
- [5] The meeting will be convened by the member secretary in consultation with the Chairperson.
- [6] Half of the members of the total members shall constitute the quorum for the meeting.
- [7] The powers and functions shall be as follows:
- [a] To frame rules for the control and conduct of various sports, games, tournaments and similar activities;
 - [b] To prepare the Annual Budget.

- [c] To make arrangements for the purchase of materials and other necessary equipment, to secure grounds and other appendages in order to ensure the proper discharge of its functions and for the fulfilment of its objectives.
- [d] To organize coaching camps with a view to raise the standards of sports in general and increase the capacities of sportsmen in particular.
- [e] To decide in which games, sports and tournaments the University should participate in the Inter University tournaments / competitions.
- [f] To select players for the various teams for participation in Inter University Tournament / competition.
- [g] To incur expenditure within the framework of the sanctioned budget.
- [h] To institute and receive Prizes and Trophies and to receive donations for the purpose.
- [i] The University shall collect such amount, which will be decided by the Executive Council, from time to time, per year per student borne on the rolls of the University as on the 1st day of August of the year concerned for the purpose of organization of sports.
- [j] To nominate team Managers, Selection Committees and Coaches for the teams which are participating in the Inter-University tournaments.

Reg 12 Student Support, Cultural and Welfare Committee

[1] It shall consist of:

- [a] The Vice Chancellor as Chairperson;
- [b] The Head of Student Support, Cultural and Welfare Branch. He/She shall be nominated by the Vice Chancellor among the teachers of Centre of Education; He/She shall be member secretary of the committee;

- [c] Three teachers from affiliated colleges and University Centres to be nominated by Vice Chancellor;
 - [d] One member from Academic Council to be nominated by the Vice Chancellor;
 - [e] Two experts/teachers from Music or Fine Arts Colleges of the State to be nominated by the Vice Chancellor;
 - [f] Two students having best performance in youth festival / cultural activities in previous year to be nominated by the Vice Chancellor for one year;
 - [g] One student from NCC / NSS to be nominated by the Vice Chancellor for one year;
 - [h] Associate NCC Officer (ANO) of the University - NCC;
 - [i] Programme Coordinator of the University - NSS;
- [2] The tenure of the nominated members shall be of three years except students.
 - [3] The committee shall meet at least twice every year and at such other times when convened by the Vice Chancellor.
 - [4] The meeting will be convened by the member secretary in consultation with the Chairperson.
 - [5] Half of the members shall form a quorum for a meeting.
 - [6] The following shall be the functions:
 - [a] To organize the student support activities by NCC / NSS volunteers;
 - [b] To educate the students about their obligations towards society;
 - [c] To promote national integration and solidarity among students;
 - [d] to channelize the resources and energy of students for social reconstruction and social outreach activities;

- [e] To organize the recreational activities such as mountaineering, hobby, workshop, hiking, cycling etc. for the encouragement of spirit of adventure;
- [f] To organize the cultural and literary activities of the University of the various level;
- [g] To organize youth festival competitions, of the various level;
- [h] To take up any other project to promote student support, cultural, youth festival and literary activities, amongst the students of the University in general and to make rules for the same;
- [i] The committee may issue guidelines from time to time in connection with the organization of its activities;
- [j] The committee may decide to levy entrance fees and such other fees or sponsorship as may be deemed proper by it, from time to time for carrying out its activities to cover the total expenses of the programme;

Reg 13 Student Career Progression and Alumni Network

- [1] There shall be an alumni association titled as "TOSHA". It shall be registered under the Societies registration act 21 of 1860.
- [2] The registration deed with necessary details shall be passed through Academic Council and Executive Council before registration.
- [3] The alumni-relations wing (executive body) shall be as follows to look after the administration of TOSHA.
 - [a] President;
 - [b] Vice President (Two) ;
 - [c] Honorary Secretary;
 - [d] Honorary Treasurer;

- [e] Members (Two);
- [4] Initially, the posts shall be nominated by the Vice Chancellor for the tenure of three years.
- [5] There shall be mechanism to monitor Student Career Progression at every stage, in the age of 'student centric learning'.
- [6] There shall be mechanism to collect data when the student leaves college/ university which could become base data for tracing future career progression of students.
- [7] There shall be an alumni network that can nurture the long-term relationship between the universities, their affiliated colleges, and their students.
- [8] The expected visible involvement of the alumni is by contributing their time to participate in activities of the university, mentoring students, leveraging their contacts to support university administration, faculty and students in their various endeavours, etc.
- [9] The another major visible activity of the alumni is by providing or collecting donations to the university. The donation is invariably contributed to support activities that the alumni are passionate to support.
- [10] Another visible activity is in assisting with student placements and internships
- [11] Alumni participation may be assured in various academic and non-academic advisory bodies of a university.
- [12] Alumni chapters/clusters may be formed at a regional level and these chapters may organize annual events for alumni in their catchment areas. Care should be taken so that the chapters/clusters undertake fundraising only to the extent required for the alumni events (for example, up to 20 % surplus

fund may be retained by the chapters and the rest given to the university for its alumni-activities fund).

- [13] The alumni who reach positions of eminence or are otherwise role models to the students are generally recognized by the university by bestowing them with distinguished alumnus/alumna and they can be invited in the important university programs as alumni or chief guest etc.
- [14] The wing is typically responsible for all alumni engagement initiatives, fundraising and often, for deployment of the funds raised through donations.
- [15] The alumni-relations wing is also responsible for providing stewardship to the donors so that they are well-versed with the utilisation of their funds.
- [16] The alumni-relations wing shall collect the information regarding the career progress of the alumni. It is important to keep confidential the personal information of alumni.
- [17] There shall be General Body of the TOSHA.
- [18] The General Body of the Association shall hold an Annual General Body Meeting at least once a year and not more than 18 months shall elapse between two successive Annual General Body Meetings.
- [19] The General Body may appoint the members of alumni - relations wing.
- [20] Objectives of TOSHA:
 - [a] To promote, encourage and initiate the activities including educational, cultural and other extra-curricular activities for the betterment of the Indian Institute of Teacher Education (IITE) without any discrimination of caste, creed or religion whatsoever.
 - [b] To undertake activities of nation building including those of charitable nature.

- [c] To generate corpus and utilize it for the fulfillment of associations intended goals.
- [d] To exchange professional knowledge, organize technical conferences, seminars, workshops training courses and publish journals and other materials for promoting its objectives.
- [e] To undertake all required lawful activities as are conducive to the attainment of above objectives.

[21] Life Membership of TOSHA:

- [a] All Under Graduate, Post Graduate and Ph.D. graduates of the University.
- [b] All members of teaching staff, as defined in IITE ordinance, with more than 1 year standing at IITE.
- [c] The Vice Chancellor, IITE.
- [d] The Registrar, IITE.
- [e] Annual Membership Fee - Rs.200/- and life Membership fee - Rs.2000/-.

Reg 14 University Library Committee

- [1] There shall be a University Library Committee. It shall consist of
 - [a] the Vice Chancellor;
 - [b] the Directors of Centres;
 - [c] two members from the Academic Council, to be nominated by the Vice - Chancellor for the three years.
 - [d] One member shall be nominated by the Vice Chancellor from INFLIBNET / Central Government Libraries for the three years.
 - [e] One member shall be nominated by the Vice Chancellor from Libraries organizations for the three years.

- [f] University Librarian shall be member-secretary.
- [2] The Committee shall meet at-least once in every term and at such other times as the meeting thereof is convened by the Chairman. Half of the members of the Committee shall form a quorum for a meeting of the Committee.
- [3] Functions:
 - [a] The committee shall make recommendations to the Academic Council;
 - [i] regarding the budget preparation and utilisation of Library;
 - [ii] regarding the facilities for the readers at Library;
 - [iii] regarding the procurement of books, periodicals, journals, subscription of digital books, journals and periodicals;
 - [iv] regarding other matters connected with Library;
 - [b] The committee shall report to the Academic Council, for information, the purchase of books and disposal of such books as in the opinion of the Committee, are either worthless, unserviceable or otherwise useless. For the purpose of the regulation, books shall include manuscripts and periodicals;
 - [c] The Committee shall have the power to make rules governing the use of the Library from time to time and to amend them.
 - [d] The Committee shall have the power to write off books lost during any year, of the value not exceeding Rs.10,000/- after holding necessary inquiry.

Reg 15 Building and Works Committee

- [1] There shall be a University Building and Works Committee consisting of:
 - [a] The Vice Chancellor;

- [b] The City Engineer, GMC, Gandhinagar;
 - [c] The Executive Engineer (R & B Circle, Gandhinagar) or his nominee not below the rank of SE;
 - [d] Two expert members appointed by the Vice - Chancellor for a period of three years;
 - [e] University Development Officer;
 - [f] University Engineer or Structural Engineer to be nominated by the Vice Chancellor for a period of three years;
 - [g] AR - Estate;
 - [h] Registrar as a member secretary;
- [2] The Committee shall meet twice every year and at such other times as a meeting thereof is convened by the Vice Chancellor.
- [3] Half of the members shall form a quorum for a meeting of the Committee.
- [4] The Committee shall recommend to the Executive Council in the matter of:
- [a] Construction of building, their plans and estimates, etc;
 - [b] Acceptance of tenders after scrutiny of Estate Work;
 - [c] Repairs, alterations or additions to the existing building;
 - [d] All other matters like security, housekeeping, maintenance etc. relating to the University Estate.

Reg 16 Purchase Committee

- [1] There shall be a University Purchase Committee consisting of:
- [a] Vice Chancellor's nominee as Chairman.
 - [b] Chief Account Officer

[c] Estate Head;

[d] IT Head;

[e] Relevant Branch Head - Member Secretary

[2] The functions of the committee shall be:

[a] The committee shall be responsible for the routine Purchase of the relevant Branch.

[b] To Discuss and finalize the requisition raised for purchase of any item with detail specification or as may be directed by the Vice Chancellor.

[c] To monitor and control the process for inviting tenders, quotations and to take decisions there after consultation with appropriate authority within the time limit.

[d] To design and create unique and cost effective Vendor Tie-ups for a minimum 3 years where the Price Contract may be subject to revision after one year.

[e] Allocation of resources as per the requirement approved by respective Authorities.

[f] To take decisions in line with State Government Purchase Policy and to vary from the policy as may deem fit by committee and directed by the Vice Chancellor.

[3] The committee shall meet as per the need of procurement.

[4] Member Secretary for the committee shall be responsible for finalization of agenda and minutes of the meetings with the approval of the Chairman of the Committee.

[5] Half of the members shall form a quorum for a meeting of the Committee.

- [6] The Vice Chancellor, if deems fit, can invite any expert as an Invitee to attend the meeting of the Committee. Invitee members will be entitled to Travelling Allowance and Seating Fees as may be prescribed as per norms.

Reg 17 Digital Innovation Committee

- [1] The Digital Innovation Committee is to promote digital ideas and concepts in the university that will help students and teachers get more facility.
- [2] The Committee aims to provide a good framework and guidance in order to help the stake holders in digital aspects to their working pattern.
- [3] The committee shall meet at least once in a year.
- [4] The members of the committee are as follows:
- [a] The Vice - Chancellor as Chairperson;
 - [b] Registrar
 - [c] Three Directors of the Centers nominated by the Vice Chancellor
 - [d] Controller of Examination
 - [e] Head of Estate Branch
 - [f] Five experts to be nominated by the the Vice Chancellor
 - [g] Head of IT Branch as member secretary
- [5] The term of nominated members is three years.
- [6] Half of the members shall be made quorum.

Reg 18 Hostel Committee

- [1] There shall be Hostel Committee; which shall advise the Statutory Authorities in all matters relating to the hostel of the university or recognized hostels.

[2] The Hostel Committee shall consist of:

- [a] The Vice chancellor as Chairman;
- [b] The Registrar;
- [c] Director of Centre of Education;
- [d] Head, Student Support, Welfare and Cultural Branch;
- [e] Assistant Registrar, Estate;
- [f] Three members to be nominated by the Vice Chancellor;
- [g] Rector as member secretary;
- [h] University Chief Warden;
- [i] Warden for boys;
- [j] Warden for girls;
- [k] Two student representatives from the hostel nominated by the Vice Chancellor. The student nomination will be of one year from the date of nomination while his/her studentship;

[3] The hostel committee shall meet at least once in every term and at other times decided by the Vice Chancellor.

[4] Two third members shall be made quorum.

[5] The nomination except students will be of three years from the date of nomination.

[6] The power and function of the committee will be as follows:

- [a] To recommend rules for the management of University hostels;
- [b] To organise programs of sports and games for hostel students;
- [c] To organise study circles for hostel students;

[d] To frame programs of visit of educationalist, public workers and other eminent persons to the hostel;

[e] Any other related recommendations;

Reg 19 Writing Off Committee

[1] Writing Off. Due to theft, wear and tear, breakages during the operations and losses in operation, unaccounted losses, natural calamity or reasons deemed sufficient / satisfactory by the Vice - Chancellor the writing off can be done. With regard to the writing off old, useless and surplus dead stock articles, books, apparatus, due to theft, etc. or waiving the recovery of the value of property money lost, over payments, outstanding dues and all other items having money value, a committee consisting of-

[a] Chief Account Officer - Chairman;

[b] Assistant Registrar, Estate - Member secretary;

[c] Internal Auditor;

[d] Assistant Registrar - Utility;

[e] Two experts to be nominated by the Vice - Chancellor shall have powers to Examine, to propose write-off value/ upset value;

[f] Concerned Director of Centre/ Branch Head;

[g] Head of IT Branch;

(in case of Computers and Related Hardware/Peripherals).

[2] The Finance Committee as an authority can sanction such write off as recommended by the committee.

[3] The member secretary shall then take steps through the concerned branch / officer to dispose of the articles written off.

[4] Condemnation and Depreciation of IT Hardware and Electronics Items

- [a] For the condemnation and depreciation of IT hardware and electronics items the G.R. No. COB-2004-394-DST of Science and Technology Department dated 7th November 2005 shall be followed.

Reg 20 Curbing the Menace of Ragging in HEI

- [1] All committees under this regulation shall read *UGC Regulation on curbing the Menace of Ragging in Higher Educational Institutions 2009* and subsequent amendments.

- [2] All committees under this regulation shall read *Education Department GR No. PRCH/1309/729/KH* dated 14th July 2009 and subsequent GRs if any.

[3] Anti Ragging Monitoring Cell

- [a] There shall be Anti Ragging Monitoring Cell for the University comprising of the following:

- [i] The Vice Chancellor or his nominee as Chairperson;
- [ii] Two heads of the institutes not below the rank of Associate Professor from affiliated colleges shall be nominated;
- [iii] Dean of the Faculty;
- [iv] Civil Admin/Police Officer in the rank of DySP shall be nominated;
- [v] NGO representative shall be nominated;
- [vi] Media representative shall be nominated;
- [vii] Parent Representative shall be nominated;
- [viii] Chairperson of Internal Complaints Committee;
- [ix] University Legal officer or a lawyer shall be nominated;
- [x] Head of Student Support, Cultural and Welfare Branch;

- [xi] Rector of IITE Hostel;
- [xii] Registrar as member secretary;
- [b] The Vice Chancellor shall nominate the positions.
- [c] The tenure of the nominated members shall be of three years.
- [d] The committee shall meet at least once in a year or as and when required by the approval of the Vice Chancellor.
- [e] At least half of the members shall form the quorum of the meeting.
- [f] Functions of Anti Ragging Monitoring Cell
 - [i] The Cell shall coordinate with the affiliated colleges and COE to achieve the objectives of regulation read in (1).
 - [ii] The Monitoring Cell shall call for reports from the Heads of Colleges / Centre of Education in regard to the activities of the Anti Ragging Committees, Anti Ragging Squads, and the Monitoring Cell of the colleges.
 - [iii] The Monitoring Cell shall review the efforts made by colleges to publicize anti ragging measures, soliciting of affidavits from parents / guardians and from students, each academic year.
 - [iv] Any such other activities suggested by the UGC regulation.
- [4] Each affiliated colleges and Centre of Education shall have Anti Ragging Monitoring Cell as per the UGC regulation.
- [5] The formation of Anti Ragging Committee and Anti Ragging Squad of affiliated colleges and Centre of Education shall be as under:
 - [a] Anti Ragging Committee
 - [i] Principal as Chairman.
 - [ii] Representative of Police Administration Police Inspector / Police-Sub Inspector as member.

[iii] Representative of Non - government organizations (NGO) as member.

[iv] Representative of Parents as member.

[v] Representative of students belonging to the fresher's category as member.

[vi] Representative of senior students as member.

[vii] Representative of non teaching staff as member.

[viii] Representative of Civil Administration as member.

[ix] Representative of faculty member as member secretary.

Principal shall nominate the representatives for the tenure of one year.

[b] Anti Ragging Squad

[i] Rector of the Hostel. If Rector position is not in the college than one faculty nominated by the Principal;

[ii] Chief Warden (if exists);

[iii] Warden for Boys (if exists);

[iv] Warden for Girls (if exists);

[v] Student's representative Boys (Senior's) of the college.

[vi] Student's representative Girls (Senior's) of the college.

[vii] Student's representative Boys (Fresher's) of the college.

[viii] Student's representative Girls (Fresher's) of the college.

Principal shall nominate the representatives for the tenure of one year.

[c] The committee shall meet at least once in a semester or as and when required by the approval of the Principal.

[d] At least half of the members shall form the quorum of the meeting for the committee.

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- [6] Ragging is strictly prohibited inside and outside University campus. The Anti Ragging Committee constituted for this purpose by the Institute is empowered to take an immediate action against any untoward action and also to counsel the fresher. Students seeking admission shall have to furnish affidavit and undertaking in this regard. To enhance familiarity and to acclimatize the fresher to the academic and social environment of the campus, the institute will organize an orientation session in the first week of the new academic calendar.
- [7] The ragging means any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing or handling with rudeness any other student, in rowdy or undisciplined activities which cause or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior students or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.
- [8] The student will also be required to give affidavit and undertaking in the Proforma as per UGC guideline and signed the candidate and his parent/guardian to the effect that he/she is aware of the University's approach towards ragging and the punishment to which he/she shall be liable, if found guilty of ragging.
- [9] All the students admitted under the different institutions of the University will have to observe and abide by the discipline rules prescribed by the University and he/she will submit to the disciplinary jurisdiction of the head of the Institution and other competent officers or authorities or bodies of the University, as the case may be, and in this respect he/she has to submit the declaration in the prescribed Proforma at the time of admission.

- [10] Ragging in the University campus is absolutely banned and hence, any student found indulging in an act of ragging shall meet strict disciplinary action, which may include immediate rustication from the University.
- [11] The main objectives and duties of the Anti-Ragging Committee are as follows:
 To make the students aware of dehumanizing effect of ragging inherent in its perversity; To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence;
- [a] To promptly and stringently deal with the incidents of ragging brought to IITE authorities.
 - [b] To generate an atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished.
 - [c] The Committee shall establish, fund and operate, a toll-free Anti-Ragging Helpline, operational round the clock, which could be accessed by students in distress owing to ragging related incidents.
 - [d] Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.
 - [e] The head of the institution shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline.
 - [f] The telephone numbers of the Anti-Ragging Helping and all the important functionaries in every institution, heads of institutions, faculty mem-

bers, members of the anti-ragging committee and anti ragging squads, district and sub-divisional authorities, Wardens of hostels and other functionaries where relevant, shall be widely disseminated for access or to seek help in emergencies.

[g] The Committee shall maintain an appropriate database to be created out of affidavits, affirmed by each student and his/her parents / guardians and stored electronically by the institution, either on its or through an agency to be designed by it; and such database shall also function as a record of ragging complaints received and the status of the action taken thereon.

[h] The Committee shall make available the database to a non-governmental agency to be nominated by the Central Government, to build confidence in the public and also to provide information of noncompliance with these Regulations to the Executive Council and to such bodies as may be authorized by the Committee or by the Central Government.

[12] All the Cell, committees and squads under this regulation shall follow the guideline prescribed by UGC regulation / State or Central Government guidelines time by time.

Reg 21 Students Grievance Redressal Cell

[1] The committee and officers appointed under this regulation shall read University Grants Commission Grievance Redressal Regulations 2012 and subsequent amendments.

[2] There shall be an Ombudsman for redressal of grievances of students as per the UGC Regulation read in [1]. In the case of vacancy the Academic Council may appoint an Ombudsman till the appointment as per UGC regulation.

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- [3] The Vice Chancellor shall nominate the positions as mentioned in the committees for the term of two years.
- [4] There shall be Grievance Redressal Committee for an affiliated college (GR-CAC) as follows:
- (a) A senior professor of the university shall be nominated as Chairperson;
 - (b) Three senior teachers shall be nominated from the affiliated colleges on rotation basis as member among them one of the faculty shall be designated as member secretary;;
 - (c) A student representing the college where the grievance has occurred to be nominated, based on academic merit, by the concerned college as special invitee.
- [5] There shall be Grievance Redressal Committee at University (GRCU) as follows:
- (a) A senior professor of the university shall be nominated as Chairperson;
 - (b) Three senior teachers shall be nominated on rotation basis as member, among them one of the faculty shall be designated as member secretary;
 - (c) Controller of Examination.
- [6] At least three members shall form the quorum of the committee for the meeting.
- [7] Functions of the committees shall be as read in UGC regulation [1].
- [8] The GRCU shall also look after the grievances of students of University Centres.

Reg 22 Equal Opportunity Cell

- [1] Advisory Committee

- [a] The Vice Chancellor - Chairperson;
- [b] Registrar - Member;
- [c] Two Directors of Centres / Professors of IITE - Member;
- [d] Two Associate Professors / Assistant Professors of IITE - Member;
- [e] Two members outside of COE not below the rank of Associate Professor - Member;
- [f] Anti Discrimination Officer not below the rank of Professor - Member Secretary;

The members shall be nominated by the Vice Chancellor for the term of three years.

- [2] The committee helps EOC for affirmative action for students i.e. for the deprived sections such as persons from SC, ST, OBC (Non- creamy layer) , EWS categories, persons from religious & language minorities, differently-abled persons and Women of the university.

[3] Equal Opportunity Cell(EOC)

- [a] The Vice Chancellor - Chairperson;
- [b] One Directors of Centres / Professor of IITE - Member;
- [c] Two Associate Professors / Assistant Professors of IITE - Member;
- [d] Two members outside of COE not below the rank of Associate Professor - Member;
- [e] Anti Discrimination Officer not below the rank of Professor - Member Secretary;

The members shall be nominated by the Vice Chancellor for the term of three years.

The nominations may cover the representatives of SC, ST, SEBC, Religious and language minorities, Person with Disability and General category.

[4] The EOC of the University shall:

- [a] oversee/monitor Seminars/ symposia/ workshops/ conferences/ exhibitions, etc. from time- to-time on issues of contemporary significance for empowering, educationally and culturally, students belonging to the marginalized sections.
- [b] be responsible for the effective functioning of EOC dealing with the problems of different socially disadvantaged groups.
- [c] convene the meeting of all the members of the committee from time to time as required and meeting with coordinators of other Committees/ Programmes dealing with social issues such as WDC, ICC, National Service Schemes (NSS) etc. to have alignment of their activities with EOC.
- [d] shall submit the progress/review report to the Vice Chancellor at the end of academic year.
- [e] maintain grievances register about discrimination/ victimisation/ bullying.
- [f] publish progress achieved by the Cell in the Annual Report of the University.

Reg 23 Women Development Cell

- [1] The objective of Women Development Cell is creating a congenial and safe working environment for all the female students, women faculty and staff of the university.
- [2] The cell shall be comprising of female members and nominated as follows:

- [a] Director / Professor as Chairperson.
 - [b] One faculty member of University.
 - [c] One non teaching member of University.
 - [d] One expert.
 - [e] Two students from COE.
 - [f] One Assistant Professor as member secretary.
- [3] The nominations shall be done by the Vice Chancellor.
- [4] The tenure of the nominated members shall be of three years other than student members. The tenure of student member shall be of one year.
- [5] The committee shall meet at least once in a semester or as and when required by the approval of the Vice Chancellor.
- [6] At least half of the members shall form the quorum of the meeting.
- [7] Functions of WDC
- [a] Gender sensitization programmes in consultation with ICC.
 - [b] Help to disseminate anti-sexual harassment policies on campuses on a regular basis.
 - [c] The 'cultural' space and the 'formal academic space' need to collaborate to render such workshops innovative, engaging and non mechanical.
 - [d] Conducting seminars, workshops, self defense workshop etc. for the girls.

Reg 24 Internal Complaints Committee

- [1] The committee shall read the *Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (14 of 2013)*.

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- [2] The committee shall read the *Handbook on Sexual Harassment of Women at Workplace*.
- [3] There shall be an Internal Complaint Committee, whose constitution and functions shall be as per the *University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations 2015*.
- [4] There shall be an Internal Complaints Committee, whose constitution is as follows:
- [a] Director or Professor who is woman shall be as Presiding Officer. If no such senior woman employee available then it shall be as per University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations 2015.
 - [b] Two faculty members preferably committed to the cause of women or who have had experience in social work or have legal knowledge, shall be nominated.
 - [c] Two non teaching members preferably committed to the cause of women or who have had experience in social work or have legal knowledge, shall be nominated.
 - [d] One member from amongst non government organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment shall be nominated.

If the matter involves students then it shall be as per University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations 2015.

- [5] The tenure of the nominated members shall be of three years.

25 ENTITLEMENT OF FEES OF MEMBERS OF VARIOUS COMMITTEES

- [6] The nominations shall be done by the Vice Chancellor. One - third of the members of the ICC may change every year. At least one-half of the total members of the ICC shall be women.
- [7] The committee shall meet at least once in a year or as and when required by the approval of the Vice Chancellor.
- [8] At least half of the members shall form the quorum of the meeting.

Reg 25 Entitlement of Fees of Members of Various Committees

- [1] The members of the following committees shall be entitled to sitting fees Rs. 2500.
 - [a] General Council;
 - [b] Executive Council;
 - [c] Academic Council;
 - [d] Search Committee;
 - [e] Standing Committee;
 - [f] Finance Committee;
 - [g] Selection Committee;
 - [h] Research Council;
- [2] The members of the following committees shall be entitled to sitting fees Rs. 1500.
 - [a] Board of Studies;
 - [b] Local Inspection Committee;
 - [c] Scrutiny Committee;
 - [d] Various Cells of University;

- [e] Any other Committee/Council mentioned in Statutes;
 - [f] Any other Committee/Council mentioned in Ordinances / Regulations;
 - [g] Any other committee to be formed by the Vice Chancellor;
- [3] The members other than IITE staff shall be eligible in 2c - 2g for the sitting fees.

Reg 26 Removal of Member

- [1] This regulation shall be applicable for those authority / body / committee constituted by Ordinances or Regulations.
- [2] Any nominated member of any authority / body / committee of the University may request for discontinuation by letter addressed to the Vice Chancellor. He/She has to work till the acceptance of his/her request by the Vice Chancellor. The Vice Chancellor may accept and remove from the committee as per his/her request.
- [3] A nominated member may be removed from the membership of any authority / body / committee of the University who convicted by a court of law of any offence involving moral delinquency or punished by the University for malpractice connected with any University affair, examination.
- [4] The Vice Chancellor may also remove any member from the membership of any authority / body / committee of the University if he becomes of unsound mind or deaf-mute or has applied to be adjudicated or has been adjudicated as insolvent. A member shall be provided reasonable opportunity to defend himself, before any infliction of any punishment.
- [5] The Vice Chancellor may remove any nominated member if the committee is going to be reconstituted with reason.

Reg 27 Cessation of Membership

- [1] This regulation shall be applicable for those authority / body / committee constituted by Ordinances or Regulations.
- [2] If a nominated member of any authorities or bodies of the University fails to attend three consecutive meetings of that authority or body, he shall cease to be a member of such authority or body and thereupon the Registrar shall intimate him that he has ceased to be such member. Provided that authorities may, if satisfied that there was sufficient cause for the failure of the member to attend the meetings, restore him to its membership.

Reg 28 Disqualifications for Membership

- [1] This regulation shall be applicable for those authority / body / committee constituted by Ordinances or Regulations.
- [2] No person shall be qualified for selection or nomination or appointment as a member of any of the authorities of the University or for continuing as such member, if he
 - [a] is unsound mind or a deaf-mute; or
 - [b] is an undischarged insolvent; or
 - [c] has been convicted by a court of law of an offence involving moral delinquency; or
 - [d] has been debarred by any University from appearing in examinations, for malpractices in connection with any examination:

Provided that sub-clause 2a above shall not apply to a person nominated in the capacity of a student to any of the said authorities.

- [3] If any question arises as to whether any person is disqualified under sub-clauses 2a to 2d of above clause the question shall be referred to the Vice Chancellor and his decision thereon shall be final.

Reg 29 Examination

- [1] Eligibility of students for examination.

- [a] Every college and Centre of Education shall publish the presence report of each student on institute website every month within six days of the following month and shall send to the university on email id studentpresence@iite.ac.in. It shall be make sure that it reaches to every students by email also. For the presence of student there may be provision in ERP as an alternate method if available.
- [b] A student may be eligible to attend the semester-end examination if he/she has 80% attendance in theory and 90% attendance in Practical work. The Principal shall not forward / approve the candidates for the examination who has not sufficient presence. Up to 65 % attendance in theory and completion of all internal - practical work, Principal may recommend to the Vice Chancellor for the waiver of this condition on medical ground / unavoidable circumstances only, on or before the one day of commencement of examination form fill up. If the recommendation is consented by the Vice Chancellor, then it shall be put in the knowledge of the next Academic Council by the Examination Branch.
- [c] A student may be eligible to attend the semester-end examination if he/she has paid the fees of the current semester. The Principal shall not forward / approve the candidates for the examination who has not paid such fees on or before as notified by the institute.
- [d] Only those candidates who have passed the Internal Assessment of the particular course shall be permitted to appear in the examination. In

case exam forms for a particular examination are filled before submission of Internal Marks by the colleges to the University and student appears in the examination and fails in Internal Assessment then his/her result of an external examination of that particular course shall be canceled. He/she shall appear in examination of all the components of that particular course next time whenever University conducts the examination.

[2] The following deadlines should be followed:

- (a) The assessment must start within four days of the completion of the paper.
- (b) From the day assessment starts, the coordinator must see that the assessment work shall finish within 15 days after completion of the Examination.
- (c) Soft copy of Mark Sheets along with Assessed Answer books shall be submitted within one week to the Examination branch.
- (d) The examination branch will prepare and declare the result within fifteen days of submission of the assessed answer-books, marks of practical examination and soft copy of Mark sheets.
- (e) Any problem encountered in the assessment work should be brought to the notice of the COE and Examination Committee.
- (f) The Centre Coordinator should open the sealed parcels of answer books as soon as they receive them, even if they are unsealed or have their seals broken, and check the contents and verify whether they are according to the answer books count allocated to the Centre. They should report to the Examination Committee, whether the contents of the parcels are in accordance with the report of the Hall Supervisor/ Centre Coordinator tied to the bundles of the answer books.

[3] Re - Checking & Re - Assessment

- [a] After the declaration of the results of an examination, the candidates shall be permitted to make applications for the Re-Checking/ Re-Assessment in prescribed form accompanied by a fee.
- [b] A Student must apply for re – checking/ re- assessment of the paper within 7 days after the declaration of result. No such application shall be entertained after the due date.
- [c] The students are allowed to have rechecking /reassessment in theory papers.
- [d] Rechecking/Reassessment is not done for the students whose result is withheld for any reason.
- [e] In the rechecking process, only marks obtained by the student in each question and total marks shall be rechecked. No assessment will be done.
 - [i] The person authorised for work of rechecking shall examine the answer scripts to check the following:
 - (i) whether all the questions and sub-questions answered have been evaluated
 - (ii) the allotted marks have been properly entered
 - (iii) totalling inside the answer script and on the front page of the answer script is correct.
 - [ii] If there are any changes, the Examination branch may invite the respective examiner to make the necessary changes and such changes will be signed in full by the examiner or person authorised for work of rechecking. The university will verify the changes and endorse the same.
- [f] The University shall appoint an examiner to re-evaluate the answer books,

who shall not be the same examiner who evaluated the answer books.

- [g] If the difference between original assessment and re-assessment is less than 5 per cent (%) of total marks in a particular paper no modification will be done in the original marks.
- [h] If the difference between original assessment and re-assessment is between 5 to 10 per cent (%) of total marks in a particular paper then the modification in marks shall be considered
- [i] If the difference between original assessment and re-assessment is more than 10 per cent (%) of the total marks in a particular paper then the answer book shall be reassessed by a third examiner who shall be appointed by the vice chancellor and the average marks of second and third assessment shall be considered.
- [j] In special case Vice Chancellor can ask for the extra assessment and he/she has the power to decide which marks to consider average of second and third or marks of extra assessment.
- [k] The re-assessment process must be completed within a month's time after due date of application for the same.
- [l] The original result shall be the final result of the student; until, the modified result after re-assessment /rechecking is declared by the university authority. (i.e. Examination dept.).
- [m] No application for re-assessment of marks/grades obtained at the Internal Test, Practical, Viva-Voce, Thesis and Dissertation etc. shall be entertained by the University.

[4] Unfair Internal Assessment

- [a] It is mandatory for all TEIs to observe the sanctity of Teacher Education and/or Teacher Educators' Programme by maintaining transparency and

unbiased internal assessment by observing all Regulations and Guidelines of University, NCTE/Regulatory Authority, UGC and Central and/or State Government time-by-time.

- [b] It is expected and mandated that internal assessment in form of submissions /attendance /internship /viva-voce/CCE, etc. or any of the form in which internal assessment defined by University shall be carried out without any bias or prejudice and should be judiciously adjudged by assessor/teacher educator/examiner/supervisor, whosoever assigned the task of adjudging the prospective teacher.
- [c] The marks should be distributed evenly, if not skewed or Kurtosis statistically may be considered as unfair means.
- [d] The TEI's are hereby mandated to keep the all necessary and required documents of any part of internal evaluation and shall be liable to present them to University Authorities.
- [e] If the University is suspicious about any irregularities in the internal assessment, TEI may be asked to submit the required data for further analysis.
- [f] During the process of analysis and verification, the University may withhold the result until the process is over and upon no irregularities observed, the University shall release the results withheld. Otherwise notice is to be issued to the respective TEI and shall be given opportunity to represent the matter.
- [g] If, in case, any of the irregularities observed, such irregularities shall be passed on to Academic Council for further action. The TEI may be asked to remain present in front of Academic Council to defend the matter.
- [h] In event of any of the such irregularities is unsatisfactory and proved to be very serious in larger interest of Teacher Education by Academic Council, looking at the gravity of irregularity/ies, Academic Council may

recommend to withdraw the recognition of the Teacher Educator concerned or may declare such institution in “NO ADMISSION” category and/ or may recommend EC to withdraw the affiliation.

[5] Unfair Means and Malpractices in Examinations

- [a] These Regulations shall apply to all the examinations held by the University to grant and confer Degrees, Diplomas and other academic distinction on persons who have enrolled and pursued a course of study or have carried on research.
- [b] Use of unfair means (UFM)/ malpractice in examinations is any activity – intentional or unintentional - that is likely to affect the honor to the degree offered by the University. No circumstances justify use of unfair means (UFM)/ academic malpractice, and a penalty must always be applied as deemed to be fit.
- [c] The following acts of the candidates before, during or after the Examination shall be considered as Unfair Means
 - [i] Talking to another candidate or any person, inside or outside the Examination hall, during the Examination hours without the permission of supervisory staff.
 - [ii] Leaving the Examination hall without handing over the Answer Book or continuation sheet, if any, to the Superintendent or Invigilator concerned, and taking away/running away with the Answer Book, tearing off or otherwise disposing of the same or any part thereof.
 - [iii] Possession by a candidate or having access to books, notes, paper/mobile phone or calculator or any other material whether written, inscribed or engraved, or any other device, which could be of help or assistance to him in answering any part of the question paper.

- [iv] Copying, attempting to copy, taking-assistance or help from any book, notes, paper or any other material or device or from any other candidate, to do any of these things or facilitating or rendering any assistance to any other candidate to do any of these things.
- [v] Writing on any part of the body/furniture/walls.
- [vi] Plagiarism in projects/seminar/assignments submitted for evaluation.
- [vii] Seeking or extending help in the exam, in relation to the questions asked.
- [viii] Contacting or trying to contact any other person during the Examination time;
- [ix] Disclosure of identity in the answer sheet in any form
- [x] Using abusive or obscene language in the Answer Book.
- [xi] Running Away with Answer book.
- [xii] Making an appeal to the examiner through the Answer Book.
- [xiii] Concealing, destroying, disfiguring, rendering illegible, swallowing, running away with the answer book causing disappearance of or attempting to do any of these things in respect of any book, notes, paper or other material or device, used or, attempted to be used for assistance or help or in answering a question or a part thereof.
- [xiv] Refusal to surrender unfair means material or attempt to destroy.
- [xv] Refusing to obey instructions of the Invigilator.
- [xvi] Smuggling into the Examination hall an Answer Book or a continuation sheet, or taking out or arranging to send an Answer Book or continuation sheet, during or after the Examination with or without the help of or connivance of any person connected with the Examination or through any other agent, whatsoever.

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- [xvii] Inserting/substituting or removing any page from the answer book/ additional answer book.
 - [xviii] Impersonation in exam including interchanging of Roll Numbers and / or answer sheets.
 - [xix] Candidates taking an examination shall be under the disciplinary of the Centre In-Charge, and shall obey his instructions. In the event of a candidate disobeying the instructions of the Centre In-Charge supporting examination staff or behaving insolently towards the Centre In-Charge or supporting examination staff, the candidate may be excluded from the day's examination and if he persists in misbehavior, he may be excluded from the rest of the examinations by the Centre In-Charge. In all such cases, a full report of each case shall be sent to the Controller of Examinations, may, according to the gravity of the offence ratify the action taken, by the Centre In-Charge or further punish a candidate by cancelling the examination taken by him/her either in whole or in part, or debarring him/her from appearing for any University examination for a specified period or permanently.
 - [xx] Any other similar malpractice, which in the opinion of the Disciplinary Committee amounts to a use of unfair means.
 - [xxi] If the Vice Chancellor is satisfied that there has been a Mass copying or use of unfair means at a particular Examination centre/hall, he may cancel the Examination of all or candidates concerned and order for conduct of re-Examination, if required.
 - [xxii] On the recommendation of Examination Committee Vice Chancellor may declare any other act of omission or commission to be unfair means in respect of any or all the Examinations, which he may deem fit.
- [d] Use of Unfair Means shall be inquired into by the Disciplinary Committee

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- [e] The Committee shall submit a report to the Vice chancellor through Registrar. Once it is approved by Vice Chancellor the university will impose the penalty with reasons in writing. An appeal can be made to the Vice-Chancellor who shall refer back the matter if worthy enough to the Committee. The Committee within ten days time will hold a meeting to review the matter.
 - [f] If the Vice-Chancellor is satisfied after enquiry that as a consequence of the conduct of any person connected with the conduct of the examination at the Centre, that there have been malpractices in the conduct of examination in any University Centre, the Vice-Chancellor may punish such person in such manner as it may deem fit and may also abolish the Centre for conduct of examinations for such period as it may deem fit.
- [6] Due to any reason if appointed person is not able to perform his/her duties on designated day or place than he/she should inform in writing to the Appointing Authority well in advance.
- [7] Condonation
- [a] Where a candidate at a University Examination other than the Entrance Examination fails in only one head of passing, his failure in that head of passing shall be condoned on the following basis:
 - [b] For each one per cent of marks in the grand total secured by the candidate above the minimum required for passing one mark shall be added subject to a maximum of ten marks as a grace in the one head of passing in which candidate has failed. Benefit of the condonation shall be given to a student if he/she is passing after condonation.
 - [c] A candidate getting the benefit of condonation on this basis shall not be entitled to prizes or scholarships.
 - [d] The grace marks so added shall not count for the grand total.

[e] A candidate passing the examination under this regulation is eligible for a class, provided his percentage prior to condonation entitles him.

[f] For the purpose of this regulation, a fraction of one-half per cent or more shall be considered as one.

Note. - The benefit of this regulation shall be given only to a candidate who appears at a time in all the papers and practical (if any) without availing himself of exemptions from any subject or subjects or a part thereof.

[8] Grace Marks For passing in each course/ head of passing (Theory/ Practical/ Oral/ External Semester End Exam)

[a] Benefit of grace marks shall not be a right of the examinees. The examinee shall be given the benefit of grace marks only for passing in each course / head of passing (Theory / Practical / Oral, Project) in External / Semester End Examination Assessment as follows:

Total Marks up to	Gracing Marks up to
0 - 50	4
51 - 70	6
71 - 100	8

[b] The Examination branch may investigate a case where the marks awarded in a particular subject are unusually low or high, and decide suitable measures to rectify the result. In such a case, the Examination branch should record the case, with observations in detail and appropriate recommendations, and forward the report to the Vice-Chancellor for approval of such measure as required for rectification of results. For any further gracing or corrective measure, the decision of Vice Chancellor will be final.

[c] For an examinee the maximum number of papers in which gracing marks

can be given is two papers in a semester.

- [d] Provided further that the benefit of gracing of marks under this regulation shall be applicable only if the candidate passes the entire examination of semester.
- [e] Grace for getting Higher Grade
Gracing shall be given to a candidate / learner who has passed in all the subjects / courses without the benefit of either gracing or Condonation rules and whose total number of grade point is fall short up to 0.05 to get the next higher grade as the case may be.
- [f] Provided that benefits of above mentioned grace shall not be given, if the candidate fails to secure necessary passing marks in the aggregate course / head of passing also, if prescribed, in the examination concerned.
- [g] Provided further that benefits of above mentioned grace of grade point shall be given to the candidate for such examination/s only for which provision of award of Grade has been prescribed.
- [h] In case performance of the majority students found dissatisfactory than Vice Chancellor has powers to give general gracing to all the students in such cases.

[9] Amendments of Results

- [a] Due to errors: In any case where it is found that the result of an examination has been affected by errors, the Controller of Examinations shall have power to amend such result in such manner as shall be in accordance with the true position and to make such declaration as is necessary, provided the errors are reported / detected within one months from the date declaration of results. Errors detected thereafter shall be placed before the Vice - Chancellor.

[b] Error means:

- (i) Error in computer/data entry, printing or programming and others of similar kind.
- (ii) Clerical error, manual or machine, in totaling or entering of marks on ledger/register.
- (iii) Error due to negligence or oversight of examiner or any other person Connected with evaluation, moderation and result preparation.

[c] Debarring Candidate and Quashing Results:

If any time or during the course of the examination or after the publication of results, it is found that a candidate was not eligible for taking the examination, or that he has secured admission to the course or the examination, on production of false information in the application form or that he has used unfair means at an examination, University shall have power to quash the results of the examination, taken by the candidate, and/or debar him from appearing for any examination of the University permanently or for a specified period according to the gravity of the offence committed by the candidate.

[10] Practical Examination

- (a) The practical examination will be organized by the University in coordination with the college and if college needs to organize it at their level by the instruction of the University then, the Principal will submit the time table including the names of the examiners to the examination branch at least before 7 days of the commencement of the Examination for appointment of examiners.
- (b) In case of the assessment of practical component, the examiners shall be appointed by the university.
- (c) In case of the assessment of project reports/ thesis/ dissertation etc. the work should be undertaken by university examiners.

[11] Mark Sheet

Mark sheets issued to a successful candidates contain the performance of the student in terms of grades and it should contain photographs of the student, hologram of the college, QR Code, Name of the college where student studied, Mode of Study (Regular, Part Time or Distance) and Mark sheets of last semester shall also show the details about the Special Subjects of study.

[12] Normal and Maximum duration and Credits for all the programmes:

Sr. No.	Degree	Normal Duration	Maximum Duration	Maximum Credits	Minimum Credits	Passing Criteria in individual paper
1	B.A.-B.Ed.	4	6	220	220	40 %
2	B.Sc.-B.Ed.	4	6	220	220	40 %
3	B.Ed.	2	4	88	88	40 %
4	B.Ed.-M.Ed.	3	5	176	176	40 %
5	M.Sc.-M.Ed.	3	5	168	168	40 %
6	M.A.-M.Ed.	3	5	168	168	40 %
7	M.Ed.	2	4	84	84	40 %

Credits and duration mentioned in Course Structure will be considered final in case of dispute.

[13] Award of Gold Medals

The Prizes and Medals, the award of which are instituted by the University shall be presented at the Convocation to the awardees, if they choose to remain present, immediately after the conferment of the degrees. In other cases the same will be delivered to them through the Principal/Director of the concerned college.

- (a) Gold Medal(s) shall be awarded on the basis of Total Marks obtained by the student in all the semesters. Medal will only be awarded for the Courses in which Minimum 5 Students are enrolled in last semester.
- (b) If two or more students have secured the same Marks, then the marks secured by the students in the external examination only shall be taken into consideration in awarding the Gold medals.
- (c) If both students also secure the same external marks, then both the students should be awarded the gold medal
- (d) The rank holders on the basis of Marks shall be awarded the University Gold medal for being First. The Second and third Rank holders shall be given rank certificates by the university. The University shall also issue Certificates indicating the name of the Medal awarded to the students.
- (e) The University may also consider issuing other Certificates of Merit or overall conduct at any convocation organized by the University.
- (f) A student who has been fined or has been expelled from the Hostel / University for any act of indiscipline shall not be eligible for the award of gold medal(s). A student who has failed in any course and has cleared the course in a Repeat Examination shall not be eligible for award of gold medals/ rank certificates.

[14] Retention and disposal of Examination materials

[a] Type of record

- [i] Examination Materials (used answer booklets/ Answer sheets), multiple choice question OMR answer sheets and Question Papers.
- [ii] Observer's report if any, Marks sheet submitted by examiners, Examination forms, attendance report, Application of Reassessment/ Rechecking etc.
- [iii] Original Question Paper submitted by examiners (Used).

- [iv] Convocation application submitted by eligible candidates.
- [b] Retention Period
 - [i] For the items 14(a)i - 14(a)iii a minimum period of Six months from the date of announcement of results.
 - [ii] For the item 14(a)iv a minimum period of six months from the completion of respective convocation.
- [c] In special case due to administrative requirements or Legal Matter which is pending at Examination branch or it is in knowledge of Examination branch on or before the last date of six months from the date of result declaration, answer scripts and other related material shall be retained until the matter is finalized or all available appeal avenues are exhausted. Once the matter is finalized, the documents will be retained for a further period of 6 Months.
- [d] Records that are ready to be disposed must go through the following procedures:
 - [i] A committee appointed/approved by the Vice Chancellor shall be responsible for the destruction of records.
 - [ii] Records must be destroyed by shredding or any other appropriate means.
 - [iii] Destruction must be handled in a secure and confidential manner.
 - [iv] Vendor to whom, committee decides to sell the material must submit the declaration on appropriate Stamp Paper that he/she will use the material to make the Pulp.

Reg 30 Remuneration for Examination

- [1] Remuneration for Examination Committee

30 REMUNERATION FOR EXAMINATION

Sr. No.	Particulars	No. of Teaching Staff	Rs./ day
1	Chairman	One	500
2	Member	Two	400

The committee has to maintain daily work note.

[2] Remuneration for Digital Assessment

Sr. No.	Particulars	No. of Staff	Rs. per day
1	Coordinator (Teaching Staff)	One	300
2	Assistant Coordinator (Teaching Staff)	One - (Up to 20000 answer books)	250
3	Administrative Staff	One - (Up to 20000 answer books)	200
4	Class - 4 employee (for scanning work)	Two - (Up to 20000 answer books)	150

[a] Assessment work shall be completed within 15 days after completion of the examination.

[3] Remuneration Rate for Paper Setter for theory and practical:

Sr. No.	Particulars	Rupees
1	For up to 2 hours exam (including key) / UG Practical QP	300
2	For more than 2 hours exam (including key) / PG Practical QP	400
3	MCQ paper setting (including key) per question	20

30 REMUNERATION FOR EXAMINATION

In practical examination the remuneration shall be equally distributed among the paper setters.

[4] Remuneration rate for Examination Center

Sr. No.	Particulars	No. of Staff	Rupees
1	Centre Coordinator per session	One	500
2	Senior Supervisor per session	One per 5 Block	250
3	Junior Supervisor per session	One per Block	200
4	Reliever Junior Supervisor per session	One per 5 Block	200
5	Stationary Supervisor per session	One per Centre	175
6	Class 4 employee per session	Two per 5 Block	110
7	Center Expense per day		500
8	Sanitizing Expense for whole semester exam		500

Each block is of max 30 students for theory exam.

[5] Remuneration for Science Practical Exam Centre;

Sr. No.	Particulars	No. of Staff	Session	Rate in Rs.
1	Chairman	Complete Exam - 1	Per session	175
2	Lab Supervisor	Per Subject - 1	Per session	125
3	Lab Assistant	Per Subject - 1	Per session	100
4	Class 4 Employee	Per Centre - 2	Per session	75

[6] Remuneration for B.Ed. Practical Exam Centre

30 REMUNERATION FOR EXAMINATION

Sr. No.	Particulars and No. Staff	Rate
1	Chairman for the whole exam at university level - One	1000
2	Group Chairman for each group at college level - One	500
3	Contingency charge to annual lessons School per day for hospitality, support staff and miscellaneous expenses	1000

[7] Remuneration for UG, PG Practical / Doctorate Studies / UG, PG viva voce, annual lesson observation for the subjects of education :

The remuneration shall be distributed equally to all examiners except not stated clearly.

Sr. No.	Course	Particulars	Rs. per student
1	UG	Viva - voce / EPC / Education Subjects	20
2	UG	Lesson Observation / Science Practical	40
3	PG	Viva - voce / Practical	50
4	PG	Dissertation assessment	100
5	PhD	Viva -voce per student	1000
6	PhD	Thesis assessment	2000

[8] Remuneration Rate for Assessment:

Rate for per one answer book assessment of theory exam for Certificate, UG, and PG Course.

Sr. No.	Particulars	Rupees
1	Up to 50 marks paper or up to 2 hours exam paper	20
2	More than 50 marks paper or more than 2 hours exam paper	25
3	Re-checking per answer sheet	50
4	Re-assessment per answer sheet	100

Reg 31 Bequests, Donations and Endowments

- [1] The University shall promote the solicitation, acceptance and stewardship of bequest, CSR fund, MP - MLA or any other elected member and of such local body fund, donation or endowment funds to secure resources that shall enable the University to further advance its priorities and commitment to excellence in teaching, learning and research.
- [2] Any proposal for bequest, donation or endowment from any individual. Institution /organization for utilization of the funds by the university for any specific purpose including faculty support, student support, research activities, seminar, workshop, webinar, extension services, construction of a building, creating any of the facilities etc. or any other matter as per the objectives of the University shall be made to the Registrar in writing.
- [3] If such a proposal is made, the Academic Council shall be consulted and thereafter the proposal along with the opinion of the Academic Council shall be placed before the Executive Council for consideration.
- [4] **Medal Naming Process**
- In case of medal, the nomenclature (the name of the medal) shall be finalized by the Executive Council.

- [5] The Executive Council shall then consider the proposal and accept it, reject it or accept it subject to such modifications as it may think fit.
- [6] If the Executive Council accepts the proposal as such or approves the proposal subject to any such modification, it shall communicate the decision to the person who has made the proposal for obtaining his/her final consent for the same. Even if the proposal is not accepted the decision shall be communicated to the person who has given the proposal.
- [7] If the donor who has been offered a naming opportunity by the University falls into disrepute, the University reserves the right to discontinue the use of the relevant name.
- [8] The right to accept any proposal, with or without modification shall always vest with the Executive Council.
- [9] Management of Bequests, Donations and Endowments:
 - [a] The Executive Council shall pass all necessary directives to manage the bequests, donations or endowments which have been approved and accepted by it.
 - [b] If any changes in the terms or conditions of the bequest, donations or endowment become necessary before or during implementation of such conditional bequest, donation or endowment, the Executive Council may suggest changes in the said bequest, donation or endowment, in consultation with the donor.
 - [c] The funds donated or endowed will be utilized strictly in accordance for bequest, donation or endowment received.
 - [d] In case of the donation for the purpose of awarding a medal to the students, if in the subsequent years, the price of metal hikes and the interest earned out of such a specific donation amount is not sufficient

to meet the expense of the medal, the donation amount will be utilized apart from interest on donation amount. In such cases, the donor shall be informed to make additional marginal donation. If the donor denies to donate the marginal amount, the medal shall be awarded till the entire amount of donation is fully utilized.

Reg 32 Strategic Plan

- [1] There shall be strategic plan of five years to follow the mission, vision and objectives of the university.
- [2] Each year the strategic plan shall be updated for the next five years.
- [3] Strategic Plan Committee
 - [a] The Vice Chancellor as Chairperson;
 - [b] All Members of IQAC;
 - [c] All Members of UPDC;
 - [d] University Development Officer as member secretary;
- [4] The committee shall meet at least once in a year or as when required with the prior approval of the Vice Chancellor.
- [5] Half of the members shall form the quorum for the meeting.
- [6] The strategic plan shall cover at least the following points:
 - [a] Academic Excellence;
 - [b] Research and Innovation;
 - [c] National and International Collaboration;
 - [d] Governance and Services;
 - [e] Infrastructure and Digital Campus;

- [f] Capacity Building;
- [g] Self Reliance;
- [h] Sustainability;
- [i] Holistic Development;
- [j] Assessment and Accreditation;
- [k] Branding of University;

- [7] The strategic plan shall be submitted to Academic Council, Executive Council and General Council every year.
- [8] After approval of General Council it shall be distributed to all administrative branches and centers of IITE for implementation.

Reg 33 Academic Calendar

- [1] University shall publish an Academic Calendar every year, which shall be followed by all University centres and affiliated Colleges for their Academic Programmes.
- [2] The academic branch shall prepare a draft of Academic Calendar/s for all certificates, UG, PG and research courses of the University in the month of April - May every year in consultation with the Dean of the faculty. This draft shall be put before the Academic Council and Executive Council for the approval.
- [3] The Academic Calendar shall be circulated to all centres / colleges and shall be displayed on the University and college website. All the activities shall be strictly adhered to the academic calendar.
- [4] Academic calendar shall be published one week prior to the commencement of classes of odd semester.

- [5] The academic year normally begins in June every year and ends in May of next year. Each academic year shall consist of two regular semesters namely odd and even semester.
- [6] The Academic Calendar of the University shall include the following:
 - [a] There shall be at least 250 working days in a year for 4 years integrated UG courses, 215 working days in a year for 3 years integrated PG courses, and 200 working days in a year for 2 years UG and PG courses excluding admission and examination or notification by respective council/ UGC / university.
 - [b] University centres and affiliated colleges shall follow a six days and six hours working schedule per week.
 - [c] The dates for the important academic events scheduled during the academic session shall be specified in the Academic Calendar. In particular, the dates for the following events shall be specified: Orientation / Induction programmes, Commencement of Classes and End of semesters, University Foundation Day, Youth Festival, Sports Events, Internal Examinations, University Examinations, Diwali Vacation and Summer Vacation.
- [7] If any change or update in the Academic Calendar is required due to any event, the agenda shall be submitted to the Academic Council for the approval.

Reg 34 Administrative Calendar

- [1] University shall publish an Administrative Calendar every year, which shall be followed by all University centres and administrative branches for their functions.
- [2] The establishment branch shall prepare a draft of Administrative Calendar for all branches of the University in the month of December every year in consultation with the University Development Officer.

- [3] The Administrative Calendar shall cover normally begins in July every year and ends in Jun of next year.
- [4] Each administrative branches and Centres shall write their planning of events, meetings in the calendar to follow the objective and functions of IITE Act, Statutes, Ordinances and Regulations.
- [5] The administrative calendar shall be put in the Academic Council and Executive Council for the information.
- [6] Each administrative branches and Centres shall implement the administrative calendar. The event denoted in the administrative calendar shall be completed within that quarter and if there is any difficulty then the matter shall be put in the knowledge of the Vice Chancellor.
- [7] There shall be quarters as follows:
 - [a] July to September;
 - [b] October to December;
 - [c] January to March;
 - [d] April to June;

Reg 35 Annual Report

- [1] The Annual Report shall be prepared by the Academic Branch;
- [2] The annual report shall cover the data from 1st July to 30th Jun.
- [3] The Annual Report shall contain at least the following chapters:
 - (a) The University with vision, mission and objectives;
 - (b) Organization Structure;
 - (c) Statutory Bodies meetings and decisions data;

- (d) No. of meetings of various cells and committees;
- (e) Academic Calendar;
- (f) List of Centres and Academic Departments and their activity;
- (g) Quantitative Data of University as per accreditation and ranking system;
- (h) Qualitative Data of University as per accreditation and ranking system;
- (i) Reports of Various Events;
- (j) Innovative practices of University;
- (k) Good Governance;
- (l) Audit para and their answers;
- (m) Strategic Plan;

[4] The Annual Report shall be put in Academic Council, Executive Council and General Council for the approval.

[5] The Annual Report shall be published on the Convocation Day.

[6] The Annual Report shall be submitted to the State Government for the knowledge and information.

Reg 36 Annual Accounts

- [1] The Annual Accounts shall be prepared by the Accounts Branch;
- [2] The annual accounts report shall cover the data from 1st April to 31st March.
- [3] The Annual Accounts shall contain at least the following chapters:
 - (a) The University with vision, mission and objectives;
 - (b) Statutory Audit Report;
 - (c) Internal Audit Report;

- (d) Balance Sheet;
- (e) Income and Expenditure Account, which shall show the Expenditure of the year (Y-1), Income and Expenditure of the Year with revised budget (Y) and probable income and expenditure of the year (Y+1);
- (f) Current item budget to be submitted to the Government for the grant;
- (g) New item budget to be submitted to the Government for the grant;
- (h) Finance Committee Minutes;
- (i) Executive Council approval related to Accounts;
- (j) Audit para and their answers;

[4] The Annual Accounts shall be put in Finance Committee, Academic Council, Executive Council and General Council for the approval.

Reg 37 Dead-stock Register

- [1] There shall be dead stock register which shall have following information and data entry:
- [a] Sr. No.;
 - [b] Page No.;
 - [c] Date of Purchase;
 - [d] Name of Supplier;
 - [e] Mode of purchase, Invoice No. and Date;
 - [f] Particular of items;
 - [g] Quantity received;
 - [h] Rate per unit;
 - [i] Total amount;

[j] Branch Head / HOD sign where it is placed;

[k] Remarks;

[2] At the end of every page, the Head of Estate Branch shall sign;

[3] The dead-stock register shall be verified by the committee nominated by the Registrar at the end of every financial year.

Reg 38 Establishment and Maintenance of Physical Facilities

[1] There shall be demand for establishment and maintenance of physical facilities like Buildings, Gardens, Water, Electricity, Hostel, Laboratory, Museum, Vehicles, Studio, IT equipment, Networking etc. from each concerned branch with justification to fulfillment of objectives of university.

[2] Each such proposal shall be made by concerned Centres/ branch before the preparation of budget and shall be included in budget by Account Branch.

[3] The demand shall be discussed in concerned committee (if any) and consented to forward it in Finance Committee.

[4] After consent of Finance Committee, it shall be put in Academic Council / Executive Council (as the case may be) for the approval.

[5] The proposal shall be forwarded to State Government for the requirement of grants.

[6] The university fund may be utilise for the fulfillment of objectives of university in case of availability of less grant and need of the time.

[7] There shall be Annual Maintenance Contract / Insurance to maintain / protect such facility and the process shall be done through BWC / Purchase Committee as the case may be.

Reg 39 Utilization and Rent of Various Amenities and Facilities

- [1] The physical facilities of the University like Auditorium, amphitheater, Laboratories, classrooms, dining area, Kitchen, open space, ground and related furniture, sound system, light system, IT equipment etc. can only be used after the permission of the concerned department of the University. The leasing organization will be required to deposit the amount of the rent/deposit in advance.

The leasing organization will not be able to make changes or additions to the equipment available at the facility at its own without prior approval of the authority of the University

- [2] The auditorium hall can only be rented for the use in Government functions, educational purposes and academic programmes of various corporate organizations.
- [3] In case of cancellation of the registration, the deposited amount of rent/ deposit will be refunded on the following conditions:
- [a] If the leasing organization informs the University to cancel the registration/ booking before 72 hours of the programme, the total deposited amount will be refunded.
 - [b] If the leasing organization informs the University to cancel the registration/booking before 48 hours of the programme, the 50 % of deposited amount will be refunded.
 - [c] If the leasing organization fails to inform the University to cancel the registration/ booking before 48 hours of the programme, the deposited amount will not be refunded.
 - [d] The University reserves the right to cancel the booking/registration at any time. If the University cancels the booking/registration due to any

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unavoidable circumstances, the total deposited amount will be refunded by the University.

[4] The physical facility of the University will be made available on the bases of the registration dates. The leasing department/ organization shall be required to make an application for the same to the Registrar IITE in the prescribed format.

[5] The leasing organization shall be ensured that the programme or function shall be done by observing the rules and regulations of the University and Government. In case of any type violence of any rule, regulation or law of the constitution, the leasing organization shall be solely responsible for the same.

[6] Rent Details:

(1) Government /Semi Government Bodies and Registered Educational Organisation

Sr. No.	Type of Auditorium	Capacity	Up to 4 Hours	Maximum 8 Hours	Beyond 8 Hours per Hour
1	Dr. P. C. Vaidya Auditorium ----- Maintenance Charge	96	4000 --- 1000	7000 --- 2000	1000 --- 300
2	Communication lab ----- Maintenance Charge	96	2500 --- 500	5000 --- 1000	700 --- 150

39 UTILIZATION AND RENT OF VARIOUS AMENITIES AND FACILITIES

Sr. No.	Type of Auditorium	Capacity	Up to 4 Hours	Maximum 8 Hours	Beyond 8 Hours per Hour
3	Kitchen and Dining Area (open space) -----	200	1000	1000	100
	Maintenance Charge		500	1000	100
4	Open Amphitheatre -----	250	1500	3000	800
	Maintenance Charge		500	1000	200
5	Open Ground Area (open space) -----	1000	10000	20000	2000
	Maintenance Charge		3000	3000	1000
6	Electricity with above facility		Actual	Actual	Actual
7	Deposit		10000	10000	10000

(2) Corporates and others

Sr. No.	Type of Auditorium	Capacity	Up to 4 Hours	Maximum 8 Hours	Beyond 8 Hours per Hour
1	Dr. P. C. Vaidya Auditorium -----	96	7000	15000	2000
	Maintenance Charge		1000	2000	300

Sr. No.	Type of Auditorium	Capacity	Up to 4 Hours	Maximum 8 Hours	Beyond 8 Hours per Hour
2	Communication lab ----- Maintenance Charge	96	4000 --- 500	7500 --- 1000	1000 --- 150
3	Kitchen and Dining Area (open space) ----- Maintenance Charge	200	2000 --- 500	2000 --- 1000	250 --- 100
4	Open Amphitheatre ----- Maintenance Charge	250	3000 --- 500	6000 --- 1000	1200 --- 200
5	Open Ground Area (open space) ----- Maintenance Charge	1000	20000 --- 3000	40000 --- 3000	3000 --- 1000
6	Electricity with above facility		Actual	Actual	Actual
7	Deposit		20000	20000	20000

Reg 40 Various Laboratory

[1] Establishment of laboratories

[a] The Indian Institute of Teacher Education (IITE) shall establish separate laboratories for Science stream subjects as well as humanities streams and it shall be provided with facilities and adequate equipment for conducting experiments.

[2] Maintenance of Laboratories

- [a] Laboratories are maintained by the respective department staff and attendants and supervised by the respective Head of the Department. The laboratory assistants take care of their respective laboratories. The Heads of Departments report to the administration periodically for all the maintenance works. Minor repairs are registered in a ledger maintained in the office and are attended on priority basis. Staff of respective departments monitor effective utilization of the laboratories.
- [b] The respective faculty members, staff, lab assistants and other service personnel shall be responsible to maintain the equipment. Stock registers, asset registers, log books, tools and plant registers shall be maintained by the respective laboratories to report entries and defects arising for rectification. For the major repairs external expertise to be sought wherever necessary with the permission of the Authority.
- [c] Standard operating procedures (SOP) for all high end equipment shall be made available to the users. Breakage and repair if any shall be reported to the Head of Department or the faculty-in-charge as the case may be and suitable measures shall be taken for speedy functioning of the equipment. Breakage of glassware intended for use by students and scholars shall be entered in the breakage register and charges shall be levied based on the cost of the equipment payable by the students at the end of the year and by the research scholars at the culmination of the course programme.
- [d] The condemned/obsolete items shall be discarded by procedure after getting the approval of authority.

[3] Annual Stock Checking

- [a] Annual stock checking of furniture, lab equipment, stationery, ICT facili-

ties and all assets and reporting of repairs shall be done by designated person in the **last week of May** and the consolidated report shall be submitted to the administration to take up necessary actions if required.

Reg 41 Museum

- [1] There shall be a museum with the space of exhibition, as a showcase of teacher education in Indian culture, indology, literary, art and university;
- [2] There shall be museum committee to administer the museum.
 - [a] The Vice Chancellor - Chairperson;
 - [b] The Director, Centre of Extension - Member Secretary;
 - [c] Registrar;
 - [d] One expert from education field to be nominated by the Vice Chancellor;
 - [e] One expert from various museums to be nominated by the Vice Chancellor;
 - [f] One expert from the Science City or Science Museum or National level Museum not below the rank of Class - 1, to be nominated by the Vice Chancellor;
 - [g] Two experts related to Archaeology / Museums / Indology / Art / Culture to be nominated by the Vice Chancellor;
 - [h] Curator
- [3] The term of nominated members shall be of three years from the date of appointment.
- [4] Half of the members shall form the quorum of the meeting.
- [5] The committee shall meet at least once in a year.

[6] Functions:

- [a] Collections / digital collections of sculptures, paintings, folk-art objects, manuscripts, etc. of Indian Arts and Culture;
- [b] Collections / digital collections indigenous tradition of teacher student relation;
- [c] Archives of educational policies, Reports, Survey of State and Central Governments and Educational Institutions, Act, Statutes, Ordinances, Regulations, Rules, Various Annual Reports of IITE;
- [d] Collection of photos, videos, films, documents of various events of IITE;
- [e] To do MOU with other museums for the arrangement of visits of teacher, students, staffs and exchange of knowledge and expertise;
- [f] To prepare the budget and annual account of museum;
- [g] To maintain and develop the museum;
- [h] Any other policy matter related to museum;

Reg 42 Quarter Allotment

- [1] There shall be university owned quarters or allotted by the government for residential purpose of the staff.
- [2] The employee who want to avail this facility shall apply when the vacancy declared by the university.
- [3] The estate branch shall declare the availability of the quarters in March - April of the year.
- [4] The quarter shall be allotted on priority basis as per their grade pay. The priority shall be decided by the estate branch. The HRA shall be deducted as per the norms.

- [5] In case of requirement of university, any of the quarter can be allotted to any employee.
- [6] The allotted quarter shall be vacated by the employee on the notice of the university or government within 30 days.
- [7] The rent, taxes and other bills shall be payable by the occupants of the quarter timely.
- [8] The allotted quarter can be used for residential purpose for the occupant with his/her family only.
- [9] The allotted quarter can not use for any charitable, commercial / religious / social / political purpose.

Reg 43 Creation of Academic and Administrative Posts

- [1] To fulfill the objectives of the university and as per the functions of university the Centres of IITE and administration branches may suggest the requirement of teaching and non-teaching posts to the Establishment Branch with workload and justification before 31st August.
- [2] The Establishment branch shall put the requirement before the following committee:
 - [a] The Dean as Chairperson;
 - [b] Two Director of Centre nominated by the Vice Chancellor for three years;
 - [c] University Development Officer;
 - [d] Head of Establishment Branch as member secretary;
- [3] The committee shall assess the need as per the provision of IITE Act and temporary need of IITE work.

- [4] The committee shall meet every year before 30th October or as and when it is called by the Registrar.
- [5] The recommendation of committee shall be put before the Academic Council and Executive council for the consent.
- [6] The consented posts shall be sent to the government for the approval of such posts as per section 35(1) of IITE Act.
- [7] Till the sanction of such posts by the government, university may appoint temporarily on contractual/ adhoc / visiting / adjunct / daily basis as per the requirement for the period of not more than 11 months.

Reg 44 The Centre of Education

- [1] The Centre of Education is established vide IITE Act, 2010, Section 6(4)(ii).
- [2] The Centre of Education shall function as envisaged in IITE Act, 2010, Section VI and its clause 15 (b), (c), and (d).
- [3] The Centre of Education shall be headed by Director nominated by Hon'able Vice Chancellor.
- [4] There shall be Deputy Director appointed / nominated by the Vice Chancellor to assist in the functions of Centre.
- [5] The Centre of Education shall offer UG, PG and Research courses which are duly recognized by Statutory Bodies, Govt. of Gujarat and University as per discretion of University authorities.
- [6] The following Department shall be functioning as Department of Centre of Education.
 - [a] Department of B.Sc.- B.Ed. Programme;

- [b] Department of B.A.-B.Ed. Programme;
 - [c] Department of M.A./M.Sc. M.Ed. Programme;
 - [d] Department of B.Ed.- M.Ed. Programme;
 - [e] Department of M.Ed. Programme;
 - [f] Department of Research Programme;
 - [g] Department of Diploma and Degree programme;
- [7] Each Department shall be headed by the Head nominated by the Director of Centre of Education after the approval of the Vice Chancellor.
- [8] The nature of the above programmes is integrated, so above Department shall be functioning with following Subject and / or Subject Groups.
- [a] Life-sciences;
 - [b] Physics;
 - [c] Chemistry;
 - [d] Mathematics;
 - [e] Languages;
 - [f] Social Sciences;
 - [g] Teacher Education;
- [9] The Subject and / or Subject Group shall be managed by respective Subject-in charge nominated by the Director of Centre of Education.
- [10] The Centre of Education shall have the following Centre Coordination Committee for inter discipline and Subject coordination for smooth functioning of Centre.
- [a] Director (Chairperson);
 - [b] Deputy Director;

- [c] Heads of all Departments;
- [d] Subject-in-charge of all Subjects and/or Subject Groups;
- [11] The Centre Coordination Committee shall meet at least once in a month and report to the Centre Council.

Reg 45 The Centre of Training

- [1] The Centre of Training is established vide ITE Act, 2010, Section 6(4)(iii).
- [2] The Centre of Training shall function as envisaged in ITE Act, 2010, Section VI and its clause 15 (e) and (f).
- [3] The Centre of Training shall be headed by Director nominated by Hon'able Vice Chancellor.
- [4] There shall be Deputy Director appointed / nominated by the Vice Chancellor to assist in the functions of Centre.
- [5] There shall be following departments under the Centre of Training.
 - [a] Human Resources Training Department (HRTD);
 - [b] Guru Drona Skill Development Department (GDSDD);
 - [c] ADITYA - Accomplishing Dreams for Indian Teachers and Young Administrators;
- [6] The functions of Human Resources Training Department (HRTD) shall be as follows:
 - [a] To undertake government-funded/institution-funded programmes and conduct Demand-based/Customised Faculty development Programmes for the purpose of College teachers training for those who are engaged in colleges and university departments of all fields.

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- [b] To undertake government-funded/institution-funded programmes and conduct Demand-based / Customised Programmes and Announced Programmes for the purpose of School teachers training for those who are engaged in the work of teaching in various schools and institutions.
 - [c] To provide Customized/Demand-based/Announced Faculty Development Program, Short-term Training Program and One to three days' skill development courses and training programs for the stakeholders involved in Higher Education, School Education and Community system through comprehensive integrated skill courses and training modules catering to cognitive, affective and psychomotor domains. These stakeholders include Students, Pre-service and In-service School Teachers, Supervisors, Vice Principals, College faculties, Principals, Administrative Staff and Parents as a community.
 - [d] To offer certificate courses.
 - [e] To offer the special In-house training in the school and colleges too.
 - [f] To organise specialised in-service training courses so as to serve those who need to migrate to a foreign country and such groups of candidates or teachers who have special needs for training.
 - [g] To provide training for implementation of educational innovations.
 - [h] To endeavor to enrich the present system of teacher education so as to make it more responsive to the ideals of Indian Nationalism and Internationalism.
 - [i] To provide elementary courses related to the lessons of history, with special reference to Indian culture, its underlying spirituality, robust intellectuality and inexhaustible vitality.
 - [j] To provide counseling to Parents as a Community.
- [7] Guru Drona Skill Development Department (GDSDD)

The functions of Guru Drona Skill Development Department shall be as follows:

- [a] To engage in the identification of skills relevant to teacher education.
 - [b] To engage in alignment of skill courses with National Skills Qualifications Framework (NSQF), a competency-based framework that organizes all qualifications according to a series of levels of knowledge, skills and aptitude.
 - [c] To develop and offer skill course in alignment with National Skill Qualification Framework for the skill enhancement of students, pre-service and in-service teachers.
 - [d] To enhance skills of IITE students satisfying their ornamental desire of life.
 - [e] To enhance skills of any learner regardless of whether they are acquired through formal, non-formal or informal learning.
- [8] Accomplishing Dreams for Indian Teachers and Young Administrators (ADITYA)
- The functions of Accomplishing Dreams for Indian Teachers and Young Administrators (ADITYA) shall be as follows:
- [a] To develop and launch the Placement Portal for teachers statewide.
 - [b] To cooperate or collaborate with any other university, including any foreign university for training services and placement services.
 - [c] To conduct Professional training programme for pre-service teachers and conduct Placement for them through Placement Portal of the University.
 - [d] To discourse the requirement of Pre-service teachers (Fresh B.Ed Degree holders) by offering Certificate Course in Professional Training of Teachers from Primary to Higher Secondary levels and give them placements in well-known schools local to global the University's Placement Website Portal

- [e] To conduct placements for In-service teachers and give them placements in well-known schools local to global with the motto of their career advancement and improved jobs through the University's Placement Website Portal.
- [9] The Centre of Training shall have the following Centre Coordination Committee for smooth functioning of Centre.
 - [a] Director (Chairperson);
 - [b] Deputy Director;
 - [c] Heads of all Departments;
- [10] The Centre Coordination Committee shall meet at least once in a month and report to the Centre Council.

Reg 46 The Centre of Research

- [1] The Centre of Research is established vide IITE Act, 2010, Section 6(4)(i).
- [2] The Centre of Research shall function as envisaged in IITE Act, 2010, Section 6 (9-11).
- [3] The Centre of Research shall be headed by Director nominated by Hon'able Vice Chancellor.
- [4] There shall be Deputy Director appointed / nominated by the Vice Chancellor to assist in the functions of Centre.
- [5] There shall be following departments under the Centre of Research.
 - [a] Department of Testing and Evaluation;
 - [b] Department of Education, Science, Languages and Social Science Research;

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- [c] Department of Student Start-up and Innovation;
 - [6] The Head of departments shall be nominated by the Vice Chancellor.
 - [7] The functions of Department of Testing and Evaluations shall be as follows:
 - [a] To construct, adopt psychological test and experiments.
 - [b] To develop a testing services for psychological test.
 - [c] To provide standardized tools to the schools, colleges and research scholars.
 - [d] To conduct research in the area of examination anxiety, use of computer technology in examination, innovation in testing and examination, self assessment, process assessment, performance assessment, skill assessment, personality assessment, values assessment, attitude assessment, aptitude assessment, examination reforms etc.
 - [e] To develop the questions bank in various areas of educational subjects.
 - [8] The functions of Department of Education, Science, Languages and Social Science Research shall be as follows:
 - [a] To deal with the affairs of Research Councils and Centre Council.
 - [b] To encourage the university faculties for research activities;
 - [c] To encourage for quality publications;
 - [d] To encourage faculties for minor / major research projects and grants;
 - [e] To establishing Facilities for Research and availability of standard tools;
 - [f] To provide research repository.
 - [g] To conduct MoU with other research organisations and centres.
 - [h] To establish facilities of Data Analysis software (Qualitative as well as Quantitative) and providing its services to researchers and different institutions

- [i] To process JRF and SRF to the scholars as per Act.
- [j] To establish facilities for publications of research outputs of national and state importance and dissemination of the same.
- [k] To give awards and rewards to excellent researches at State and National Level.
- [l] To provide facilities for publication research to the researchers in the research journals of national and international level.
- [m] To get the research projects from the agencies like MHRD, UGC, ICSSR, DST, NCERT, GCERT, IUCTEs, and Schools of Education under PMMMNMTT Scheme etc.
- [n] Establishing the Activities of Research
 - [i] To provide the data analysis facilities to the scholars using the license version of the data analysis packages like SPSS and others.
 - [ii] To organize the conferences on the themes of research methodology.
 - [iii] To publish research journals based on the different research councils.
 - [iv] To prepare a database of research supervisors and research scholars in Education of Gujarat state.
 - [v] To compile the research conducted in Gujarat with the Abstracts.
 - [vi] To provide the platforms for competition of Dissertations submitted at M.Ed. and Ph.D. courses.
 - [vii] To give awards to the best young researcher for his/her quality research.
- [o] Publishing and Disseminating Advanced Research
 - [i] To gather materials of advanced research relating to teachers education.

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- [ii] To compile and publish the advanced research outputs according to the theme. To invite the writers to write in particular themes of advanced educational research.
 - [iii] To disseminate the published work to the stakeholders in terms of books, journals etc.
 - [iv] To disseminate the advanced knowledge, skills by training.
 - [v] To publish and disseminate results of advanced research relating to teacher education for purposes of advancement of capacities to teach and learn among professional teachers as also among parents, social educators and social workers
 - [vi] To establish the relation with the training institutes like GCERT to disseminate results of advanced research through training.
- [9] The Head of Department of Student Start-up and Innovation shall work as University SSIP Coordinator.
- [10] The functions of Department of Student Start-up and Innovation shall be as follows:
- [a] The members of the department under this regulation shall read student start-up and innovation policy and subsequent directions from the government.
 - [b] They shall also read the guidelines for utilization of grant at university level under student start-up and innovation policy (SSIP), Government of Gujarat
 - [c] There shall be university level SSIP committee as follows:
 - [i] The Vice Chancellor;
 - [ii] Director of Centre of Research;
 - [iii] An industry expert who shall be nominated by the Vice Chancellor;

- [iv] An alumni who is having own startup / patent / innovation / industry shall be nominated by the Vice Chancellor;
 - [v] Finance Expert shall be nominated by the Vice Chancellor;
 - [vi] Two academic experts nominated by the Vice Chancellor;
 - [vii] University SSIP Coordinator as a member secretary;
- [d] There shall be IPR scrutiny committee as follows:
- [i] The Vice Chancellor;
 - [ii] Director of Centre of Research;
 - [iii] Technical Experts nominated by the Vice Chancellor;
 - [iv] IPR Expert having minimum three year experience in the field of IPR nominated by the Vice Chancellor;
 - [v] University SSIP Coordinator as a member secretary;
- [11] The Centre of Research shall have the following Centre Coordination Committee for smooth functioning of Centre.
- [a] Director (Chairperson);
 - [b] Deputy Director;
 - [c] Heads of all Departments;
- [12] The Centre Coordination Committee shall meet at least once in a month and report to the Centre Council.

Reg 47 The Centre of Extension

- [1] The Centre of Extension is established vide IITE Act, 2010, Section 6(4)(iv).
- [2] The Centre of Extension shall function as envisaged in IITE Act, 2010, Section 6 (12-13).

- [3] The Centre of Extension shall be headed by Director nominated by Hon'able Vice Chancellor.
- [4] There shall be Deputy Director appointed / nominated by the Vice Chancellor to assist in the functions of Centre.
- [5] There shall be following departments under the Centre of Extension.
 - [a] Department of Curriculum Development ;
 - [b] Department of Teaching, Learning Resources;
 - [c] Department of Languages and Indian Culture;
- [6] The Head of Department shall be nominated by the Vice Chancellor.
- [7] The functions of Curriculum Development Department shall be as follows:
 - [a] To develop curriculum for teaching, learning and assessment with reference to global needs.
 - [b] Continuously evaluation of teacher education programme offered by the university and at globe.
 - [c] To contribute in the construction of school education curriculum by collaboration with state and national bodies.
 - [d] To design curriculum assessment tool and perform evaluation.
 - [e] To make collaboration globally for the curriculum development.
- [8] The functions of Department of Teaching, Learning Resources shall be as follows:
 - [a] To develop TLR making skill of Pre-Service and In-service Teachers.
 - [b] To provide standard TLR kit to Schools and Teacher Training Institutes according to related Syllabus.

- [c] To organise workshops for making TLR for Pre-Service and In-service Teachers.
 - [d] To do research for further improvement in various TLR.
 - [e] To prepare a Module for the Guidance of TLR making with collaboration with other department and organizations.
 - [f] To develop and registered innovative practices in TLR and further possibly to patent filing.
 - [g] To develop e-content in audio, video and audio-visual format, digital format, static and dynamic teaching learning material, modules etc.
 - [h] To arrange the facility for the development and delivery system of e-content for various digital / broadcasting / podcasting / MOOC platforms.
 - [i] There shall be Museum as per Regulation - 41.
- [9] The functions of Department of Indian Languages and Culture shall be as follows:
- [a] To plan, propose, develop and run various language courses.
 - [b] To identify and coordinate with the resource persons/ faculties for the various courses.
 - [c] To develop the detailed curriculum that constitutes of the whole process of generating material to be used during and after the class.
 - [d] To create audio visual materials to be used in order to refine the listening and speaking skills of the students.
 - [e] To plan, propose and develop the virtual platform of teaching.
 - [f] To promote the courses in various ways through print and digital media and collaborations with other educational institutes.

- [g] To plan, propose and develop the ways to make the courses globally accessible and reached.
 - [h] To organise social outreach programmes for spreading in the society the Indian Culture, Science and Art of the Pedagogy, Art and Science of Living etc.
- [10] The Centre of Extension shall have the following Centre Coordination Committee for smooth functioning of Centre.
- [a] Director (Chairperson);
 - [b] Deputy Director;
 - [c] Heads of all Departments;
- [11] The Centre Coordination Committee shall meet at least once in a month and report to the Centre Council.

Reg 48 The Centre of Special Education

- [1] The Centre of Special Education is established vide ITE Act, 2010, Section 6(4)(v).
- [2] The Centre of Special Education shall be headed by Director nominated by Hon'able Vice Chancellor.
- [3] There shall be Deputy Director appointed / nominated by the Vice Chancellor to assist in the functions of Centre.
- [4] There shall be following departments under the Centre of Special Education.
 - [a] Department of Intellectual Disability (Developmental Disability);
 - [b] Department of Visual Impairment (Sensory Disability);
 - [c] Department of Inclusive Education;

- [5] The Head of Department shall be nominated by the Vice Chancellor.
- [6] Responsibilities - To plan, propose, research and implement any such academic and non academic program, project, course etc. as may be deemed necessary for the benefit of persons with disabilities. It may include;
 - [a] Provisions for a variety of educational programs and services in the form of degree, diploma, certificate course, vocational and skill course related with any discipline and subject available.
 - [b] Provisions for inclusive education services, counselling and referral services, assessment and identification services, general and special physical education services and education in separate facilities for appropriate intellectual, physical, emotional and social development of persons with special needs.
 - [c] Provisions for supplementary aids, services and support provided in regular education classes, other education – related settings, in curricular and co curricular activities to enable children with special needs to be educated with normal children in inclusive settings.
 - [d] Provisions for Transition services i.e. coordinated set of activities for a child with a special needs which focus on improving the academic and functional achievement of the child with special needs and facilitate the vertical and horizontal movement in education system, career and community.
 - [e] Provisions for buying and or developing the assistive technology and assistive technology device that may facilitate the process of supplementary and transition services.
 - [f] Provisions for developing assessment and evaluation services for clinical identification and assessment, academic evaluation and any such techniques that may facilitate the academic, vocational, career, and commu-

nity advancement.

- [g] Provisions for non academic and extracurricular activities like counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by the public agency, referrals to agencies that provide assistance to individuals with disabilities, and employment of students, including both employment by the public agency and assistance in making outside employment available.
- [h] Provisions for aligning, collaborating, entering in the MoU with the National, State and District level government and private agencies working in the field of Disability and Special Education.
- [i] Provisions for seeking support and funds from the Ministry of Social Defence and any other such office which works directly or indirectly for the persons with disability .
- [j] Provisions for seeking support and funds from International agencies like WHO, UNICEF etc. and any other such office which works directly or indirectly for the persons with disability .
- [k] Provisions for seeking support and funds from private agencies, NGOs, corporates etc. and any other such office which works directly or indirectly for the persons with disability
- [l] Provisions for seeking support and funds from agencies working in the field of formal and informal education like anganwadi, tribal development, minority and other weaker sections and any other such office which works directly or indirectly for the persons with disability.
- [m] Provisions for working and developing projects with any such government department and agencies like Disaster Management, Sports, Education etc. that is making efforts to train and develop facilities for persons with special needs.

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- [n] Provisions for development of human resource, experts etc. through education and training programs capable of serving the community for the benefit of persons with special needs.
 - [o] Any such provision which may not be included here but may be deemed necessary to carry out for the benefit of persons with special needs and which may promote inclusion.
- [7] Functions - To promote any such activity like sensitization and awareness programs, special skill development programs etc. that may facilitate the life of persons with special needs in collaboration and funding with appropriate government and or private agency. It may include but not limited to the following:
- [a] To develop, plan, propose and implement education programs leading to Degree, Diploma, Certificate etc. after undergoing the due permission and recognition process of authorities like Rehabilitation Council of India.
 - [b] To develop plan, propose and implement Training Programs, Short Term Training Courses, Workshops, Certificate Programs in collaboration with appropriate agency working in the field of inclusion and for persons with disability:
 - [i] for the resource teacher and regular teachers engaged in school education in collaboration with government and private agencies.
 - [ii] for the teachers of higher education in collaboration/funding with the government and private agencies.
 - [iii] for the school and college students.
 - [iv] for the stakeholders and the community.
 - [v] for the government officers and staff.

- [c] To collaborate with agencies involved in Civil Defence , Disaster Management like NDRF, NDMA, NIDMA etc. and plan special programs for training of rescue programs for personnels carrying out rescue operations and also for community at large for the self defence in case of emergency like fire, earthquakes, floods etc.
- [d] To collaborate with agencies involved in formal and informal education like aaganwadi, minority institutions, tribal etc.
- [e] To develop, plan, propose and implement special programs for in-service and pre-service teachers to orient, develop positive attitude, sensitize and skilled in carrying out teaching learning process that promotes inclusion, caters to needs of children with special needs and strengthens the community.
- [f] To develop, plan, propose and implement research programs, policy papers, white papers to the appropriate agency to bring to the forefront the cause of children with special needs.
- [g] To develop plan, propose and implement curriculum analysis and evaluation and school level and higher education level and work in collaboration with various state, national and international school boards, universities and any such national and international institution for making the curriculum inclusive and enriching the curriculum for the s=children with special needs in terms of teaching learning process, evaluation, vocation and career.
- [h] To develop, plan, propose and implement counselling, advocacy, self advocacy and referral services for parents, caretakers, teachers and other stakeholders of the community who work with persons with special needs.
- [i] To develop, plan, propose, implement and/or improve rehabilitation of persons with disabilities .
- [j] To develop, plan, propose projects for all such activities as listed here for

seeking funding from agencies like the Ministry of Social Justice and Empowerment (MSJ&E), Rehabilitation Council of India (RCI), and National Institutes.

- [k] To identify and facilitate placement of students passing from the special education programs of IITE B.A./B.Sc. B.Ed. etc. and special on demand placement services to people who seek the same.
- [l] To develop facilities so as to enable to provide services like interpreting services which include transliteration services like :
 - [i] With respect to children who are deaf or hard of hearing: Oral transliteration services, cued language transliteration services, sign language transliteration and interpreting services, and transcription services, such as communication access real-time translation (CART), C-Print, and type well; and
 - [ii] Special interpreting services for children who are deaf-blind.
 - [iii] Medical services of licensed physicians to determine a child's medically related disability that results in the child's need for special education and related services.
 - [iv] Occupational therapy
 - [v] Orientation and mobility services for blind or visually impaired children by qualified personnel to enable those students to attain systematic orientation to and safe movement within their environments in school, home, and community; and teaching children various skills related to dealing with issues.
 - [vi] Parent counseling and training like - Assisting parents in understanding the special needs of their child; Providing parents with information about child development; and Helping parents to acquire the necessary skills that will allow them to support the implementation of their child's Integrated Education Program.

- [vii] Psychological Services : Administering psychological and educational tests, and other assessment procedures; Interpreting assessment results; Obtaining, integrating, and interpreting information about child behavior and conditions relating to learning; Consulting with other staff members in planning school programs to meet the special educational needs of children as indicated by psychological tests, interviews, and behavioral evaluations; Planning and managing a program of psychological services, including psychological counseling for children and parents; and Assisting in developing positive behavioral intervention strategies.
- [viii] Rehabilitation counseling services including services provided by qualified personnel in individual or group sessions that focus specifically on career development, employment preparation, achieving independence, and integration in the workplace and community of a student with a disability. It includes vocational rehabilitation services provided to a student with a disability by vocational rehabilitation programs.
- [ix] Social work services like Preparing a social or developmental Assessment on a child with a disability; Group and individual counseling with the child and family; Working in partnership with parents and others on those problems in a child's living situation (home, school, and community) that affect the child's adjustment in school; Mobilizing school and community resources to enable the child to learn as effectively as possible in his or her educational program; and Assisting in developing positive behavioral intervention strategies.

- [8] The Centre of Special Education shall have the following Centre Coordination Committee for smooth functioning of Centre.

- [a] Director (Chairperson);
- [b] Deputy Director;
- [c] Heads of all Departments;

[9] The Centre Coordination Committee shall meet at least once in a month and report to the Centre Council.

Reg 49 Duties of Director of Centre

- [1] The Director of Centre is non vocational academic staff.
- [2] The Director of Centre has to prepare and submit the rules with annexures if any, to govern the activities of Centre to the Academic Council and Executive Council for the approval.
- [3] He/She shall look after the day-to-day work of the Centre as per the provisions of Act / Statutes / Ordinance / Regulations / instructions from the higher authorities from time to time.
- [4] He/She shall be responsible to store in a cloud drive and Centre hard disk the following data pertaining to the Centre:
 - (1) the scanned data of each files,
 - (2) photos - videos,
 - (3) reports
 - (4) any other important data / communication
- [5] He/She shall be responsible for planning and scheduling of the entire work of the Centre well in advance and shall take the periodical reviews of its execution.
- [6] He/She shall ensure and maintain proper coordination and follow up with other Department/ Centers/ Affiliated Colleges/ Unit/ Branch and shall be

totally accountable for follow up actions on the decisions given by the University authorities.

- [7] He/She shall be responsible for the smooth and efficient running/working of the Centre and timely disposal of legal matters, cases, letters, bills, reports, returns, etc. and decide and maintain proper filing procedure.
- [8] He/She shall ensure that the cases/letters requiring immediate and urgent disposal are dealt with immediately.
- [9] He/She shall dispose of cases of importance where relevant and regulations are clearly applicable and forward otherwise the same to higher officers, with clear and specific provisions. He/She shall also prepare items for consideration of authorities/ bodies of the University if it is concerned.
- [10] He/She shall keep exhaustive and self-contained notes of important papers, pass down and keep track of their movements till final disposal and also consider the proceedings of the work.
- [11] He/She shall exercise constant vigilance of speedy and qualitative disposal of work, safety of the record, regular and orderly behaviors of the staff.
- [12] He/She shall be responsible for correspondence with Government, UGC, other universities/ institutions on relevant matters in coordination with the Registrar and the Vice Chancellor.
- [13] He/She shall be acquainted with the Act/ Statutes/ Ordinances/ Regulations/ Rules of the university and resolutions of government and work accordingly in coordination with the Registrar and the Vice Chancellor.
- [14] He/She is responsible for the note submission from the Centre which shall be as per the provision of Act/ Statutes/ Ordinances/ Regulations/ Rules of the university and resolutions of government.

- [15] He/She shall be responsible for the agenda, minutes of meeting, action taken report, as per the direction of authorities/ committees of the university.
- [16] He/She shall work as PIO of their Centre or as defined.
- [17] It shall be the duty of the Head of the Centre to maintain cordial public relations and to attend the queries of the members of the Public and supply the information through the Registrar to Government, Vice Chancellor, and other Authorities/ Statutory Bodies as per the requirements.

Reg 50 Establishment of Extension Centres

- [1] The university shall establish extension centres in affiliated colleges / recognised / approved institution / Government Institutions / institution who is imparting education and social work as per the need.
- [2] The University may invite the applications to establish the extension centres.
- [3] The application fee shall be Rs. 5000 (Non refundable) and the LIC visit fees is Rs. 10000. This fee shall be paid only one time till the continuation of extension centre. If there is a break and the applicant want to start it again then he/she have to pay the fees once again. The government institutes are exempted from the paying of LIC fees.
- [4] The applicant institute shall have suitable and adequate physical infrastructure and facilities such as buildings, laboratories, library, books, equipment required for teaching and research as may be prescribed by the UGC / NCTE / statutory body / IITE;
- [5] The Vice Chancellor shall appoint an Inspection Committee to inspect and report on the fulfillment of the above conditions.
- [6] On the satisfactory report, the Academic Council may approve the application of extension centre for the period of one academic year.

- [7] The extension centre is supposed to carry the academic activity as prescribed by the Centre of Extension, IITE.
- [8] The honorarium and other expenses to run the extension centre shall be pre-approved from the IITE.
- [9] All other methodology, practices and examination shall be as per the directives from Centre of Extension and Controller of Examination.
- [10] The Vice Chancellor shall have power to suspend or withdraw the extension centre for sufficient reason and after giving an opportunity of hearing to the management.

Reg 51 Functions of Various Admin Branches

The head of each branch shall be decided by the Vice Chancellor.

[1] Academic Branch

- [a] Act, Statutes, Ordinance, Regulation preparation and amendment.
- [b] Statutory authorities, BOS, Centre Councils, various committees like (1) Curbing the Menace of Ragging in Higher Educational Institutions (2) Students Grievance Redressal Cell (3) Equal Opportunity Cell (4) Women Development Cell (5) Internal Complaints Committee as per provision of Central Government Agency.
- [c] Institution of Centres, New courses, course approval, curriculum framework of Certificate courses, UG, PG, and Research courses, Equivalency of courses.
- [d] National Education Policy 2020 (NEP 2020) implementation.
- [e] Affiliation, recognition, approved institutes, teacher recognition, staff profile, subject experts.

- [f] Correspondence with affiliated colleges, Centres of IITE, approved and recognised institutes.
- [g] Admission prospectus including eligibility criteria, Integrated Test for Teacher Trainee (i3T) structure, rules, seats and fee structure.
- [h] Fellowship, scholarship, Academic Awards, Honorary degree.
- [i] Academic Calendar, Annual Report.
- [j] AISHE, AIU, UGC, NCTE, Correspondence with Central Government Agency.
- [k] List of Acts, Rules, Regulations, Notifications, Letters of State government or Central government agencies pertaining to the branch and the duo process of implementation of latest one.
- [l] RTI and Legal work pertaining to the branch.
- [m] Any other task assigned by the Registrar and the Vice Chancellor.

[2] Registration Branch

- [a] Candidate Registration for admission test, Integrated Test for Teacher Trainee (i3T) conduction, Admission Process.
- [b] Registration and Enrollment of students of Certificate courses, UG, PG and Research Courses.
- [c] Eligibility, Transfer, Migration and Code of Conduct of students.
- [d] Roll of Graduates.
- [e] Celebration of University Foundation Day. The activity shall be included (1) Shri Kireet Joshi Lecture Series, (2) Chanakya Award Distribution, (3) Facilitation of retired teacher educators, (4) Book release.
- [f] Convocation, Special Convocation.
- [g] List of Acts, Rules, Regulations, Notifications, Letters of State government or Central government agencies pertaining to the branch and the duo process of implementation of latest one.

[h] RTI and Legal work pertaining to the branch.

[i] Any other task assigned by the Registrar and the Vice Chancellor.

[3] Establishment Branch

[a] Organizational Structure and planning.

[b] Administrative Calendar.

[c] Proposal of new items / current items to State Government for human resources in budget.

[d] Correspondence with State Government for the sanction and continuation of posts, service matters, etc.

[e] Recruitment and Appointment on various posts like permanent, contractual, adhoc, visiting, eminent, etc.

[f] Hiring of Manpower Agency services and related work.

[g] Empanelling of Legal Advisors.

[h] Hiring / Empanelling / Appointment of Medical Officer and health services.

[i] Service / Pay related matters / LTC / Medical Reimbursement / Allowances of employees, service book.

[j] Local Fund Audit and other such audit.

[k] Code of conduct of employees.

[l] Performance appraisal of teaching and non teaching employees.

[m] Salary and leave of all employees.

[n] Roster.

[o] NPS, GPF, IFMS.

[p] Advisory to the staff, staff training and welfare, insurance etc.

- [q] List of Acts, Rules, Regulations, Notifications, Letters of State government or Central government agencies pertaining to the branch and the duo process of implementation of latest one.
- [r] RTI and Legal work pertaining to the branch.
- [s] Any other task assigned by the Registrar and the Vice Chancellor.

[4] Estate Branch

- [a] Proposal of new items, reconstruction, and maintenance for civil, electrical work to State Government.
- [b] Land documents, Campus Master plan, Approved building plan, BU and other necessary permissions, approval, NOC, certificates as per concerned authority.
- [c] Construction, repairing and renovation at University campus and hostel.
- [d] Civil, Electrical and Water related work, Solid waste management, Sanitisation, Pest control and AMC of related items.
- [e] Hiring, empanelling, Maintenance Contract, monitoring and management of services for Security, Canteen, Mess, Housekeeping, Transportation, electrical and electronics items, Gardening, Landscaping and Campus development.
- [f] Necessary permission and Protocol from the respective authorities for university functions and activities.
- [g] Disaster management and Emergency services like Medical, Fire and Police related work.
- [h] Furniture procurement, arrangement and maintenance.
- [i] Procurement and maintenance of vehicles of university.
- [j] Dead stock Register.
- [k] Energy audit, Green audit and such other audit.

- [l] Lease/rent of university facilities, Allotment of quarters, Electricity bills, Rent and property taxes to government and such other bills.
 - [m] GEM procurement facilitation.
 - [n] List of Acts, Rules, Regulations, Notifications, Letters of State government or Central government agencies pertaining to the branch and the duo process of implementation of latest one.
 - [o] RTI and Legal work pertaining to the branch.
 - [p] Any other task assigned by the Registrar and the Vice Chancellor.
- [5] Student Support, Cultural and Welfare Branch
- [a] Student support, various competitions, awareness programme, community outreach programme, blood donation camp etc.
 - [b] Organizations of camps for adventure activities.
 - [c] NCC.
 - [d] NSS.
 - [e] Youth festival and cultural activities at various level.
 - [f] Celebrations of various days.
 - [g] Alumni.
 - [h] Student welfare and information about various schemes and scholarships.
 - [i] Student Induction Programme.
 - [j] Activities for the weaker and needy section students.
 - [k] Student Council.
 - [l] Reports with photos, videos and financial statements of various events.
 - [m] List of Acts, Rules, Regulations, Notifications, Letters of State government or Central government agencies pertaining to the branch and the duo process of implementation of latest one.

[n] RTI and Legal work pertaining to the branch.

[o] Any other task assigned by the Registrar and the Vice Chancellor.

[6] IT Branch

[a] Digital campus with cctv, access points, networking, bio metric, boom gate, digital display, digital signage, MOOC platform, firewall and gateway.

[b] Enterprise Resource Planning (ERP).

[c] Development and maintenance of IITE website.

[d] IT policy.

[e] Administration of IITE domain email.

[f] sms service.

[g] Procurement of hardware and software instruments.

[h] Maintenance of Computer Laboratories.

[i] Annual maintenance contract for IT hardware.

[j] Troubleshooting of IT hardware and software problems.

[k] Internet Connection.

[l] Dead stock of IT hardware and Register of software.

[m] List of Acts, Rules, Regulations, Notifications, Letters of State government or Central government agencies pertaining to the branch and the duo process of implementation of latest one.

[n] RTI and Legal work pertaining to the branch.

[o] Any other task assigned by the Registrar and the Vice Chancellor.

[7] Account Branch

[a] Finance Committee.

- [b] Preparation of Annual Budget estimation and expenditure.
 - [c] Statutory / Internal / Local Fund Audit and any such other Audit.
 - [d] Hiring of services of Statutory Auditor, Internal Auditor, Financial Advisor etc.
 - [e] Correspondence, information and data submission with State Government and Central Government for the various grants and expenditure.
 - [f] Income tax Returns, Form No. 16, TDS, GST, 24Q, 26Q and other taxes if any.
 - [g] Petty cash
 - [h] Maintenance of Fixed Deposits, Security Deposits, EMD, Grants Registers.
 - [i] GEM procurement facilitation.
 - [j] Accounting on Tally.
 - [k] Salary of employees.
 - [l] Maintaining various registers for the audit purpose.
 - [m] Dealing with all other branches for their various payments.
 - [n] List of Acts, Rules, Regulations, Notifications, Letters of State government or Central government agencies pertaining to the branch and the due process of implementation of latest one.
 - [o] RTI and Legal work pertaining to the branch.
 - [p] Any other task assigned by the Registrar and the Vice Chancellor.
- [8] Physical Education and Sports Branch
- [a] Planning and maintenance of sports facility.
 - [b] Maintenance of ground.
 - [c] Celebration of university sports day.

- [d] Organization of coaching camps and events.
- [e] MOU with other organizations to use their sports facilities.
- [f] Organization of various sports at college, university, inter-university and various level as per AIU.
- [g] Procurement of sports equipment, sports accessories and dresses for participants.
- [h] Dead stock of sports equipment.
- [i] Planning and celebration of International Yoga Day.
- [j] Organization of various sports and physical activities for staff and students.
- [k] Reports with photos, videos and financial statements of various events.
- [l] List of Acts, Rules, Regulations, Notifications, Letters of State government or Central government agencies pertaining to the branch and the due process of implementation of latest one.
- [m] RTI and Legal work pertaining to the branch.
- [n] Any other task assigned by the Registrar and the Vice Chancellor.

[9] University Planning and Development Branch

- [a] Five year action plan.
- [b] Correspondence with UGC for 2f and 12B recognition for university and affiliated colleges.
- [c] RUSA and other such schemes.
- [d] MP Grant and CSR grant.
- [e] MOU.
- [f] NIRF, SIRF and any such other ranking.
- [g] Education fair.

[h] Strategic Plan.

[i] UGC Minor and Major research projects, UGC JRF Schemes and such other schemes. Grants from central government.

[j] List of Acts, Rules, Regulations, Notifications, Letters of State government or Central government agencies pertaining to the branch and the duo process of implementation of latest one.

[k] RTI and Legal work pertaining to the branch.

[l] Any other task assigned by the Registrar and the Vice Chancellor.

[10] Utility Branch

[a] Stationery procurement, management and their utility register.

[b] Inward, Outward registers.

[c] MOU with post and other courier service.

[d] Reception activity.

[e] Telephones and mobile service procurement and bills.

[f] Hospitality and food arrangement for various guests of university at VCO and RO.

[g] List of Acts, Rules, Regulations, Notifications, Letters of State government or Central government agencies pertaining to the branch and the duo process of implementation of latest one.

[h] Pro-active disclosure, Record of RTIs and RTI shall be distributed point wise to concern branch.

[i] Appeal of RTI and assistance to Appellate Officer.

[j] RTI and Legal work pertaining to the branch.

[k] Any other task assigned by the Registrar and the Vice Chancellor.

[11] Examination Branch

- [a] Students eligibility, examination forms and hall tickets through ERP.
- [b] Arrangement of Examination Centers.
- [c] Examination Schedule of Certificates/ UG/ PG/ Research course.
- [d] Dealing with Examiner's Committee, Paper setters, Examiners, Moderators, Vigilance Squad, Discipline Committee, Assessment Coordinator, Exam Center Coordinator.
- [e] Procurement of Examination Stationery and material.
- [f] Hiring of services for various examination work like digital assessment, online examination with proctoring or without proctoring, open book examination etc.
- [g] National Academic Depository (NAD).
- [h] Providing services to NTA or such other organization.
- [i] Question Bank preparation and collection of past question papers.
- [j] Distribution of Examination Stationery, materials and Question papers.
- [k] Collection of answer sheets and scanning work.
- [l] Digital assessment.
- [m] Result processing and declaration.
- [n] Mark sheets, Gold Medal awardee list, Rank and Degree certificates.
- [o] Verification, revaluation and reassessment work.
- [p] Statistical data of examination process.
- [q] Office Records of students marks and grades.
- [r] Issuance of Transcript, Rank certificates and duplicate Mark sheet.
- [s] ERP module updating.
- [t] List of Acts, Rules, Regulations, Notifications, Letters of State government or Central government agencies pertaining to the branch and the duo process of implementation of latest one.

[u] RTI and Legal work pertaining to the branch.

[v] Any other task assigned by the Registrar and the Vice Chancellor.

[12] Publication and Public Relation Branch

[a] Publication

[i] Designing, printing and publication work of university which include but not limited to producing designs for various magazines, books, research reports, University diary, calendars, admission booklets, annual reports, curriculum, event reports, stationery like letterheads, visiting cards, notepads, and publicity & branding material for the University including social media posts, posters, brochures, booklets, announcements, advertisements, coffee table books, event branding materials etc.

[ii] Maintain University's Publication related processes like procuring ISBN/ ISSN for the books, magazines and journals.

[iii] Creation and maintenance of digital / physical archive of IITE's various events and activities of the University.

[iv] Designing of frequent advertisements for various administrative and academic requirements.

[v] Designing / procurement of university stall, teblo, ad campaign, hoardings for various university programme and branding.

[vi] Coordination with designers, content providing departments, and printing agencies like printing press, photocopy shops, framing agencies etc.

[vii] Stock Record, sell and distribution of University (price and non price) Publications.

[viii] Hiring / empanelling / agreement agencies for event management, photos, videos, digital content, films, documentary, printing, live

streaming, social media, branding, etc.

[ix] Procurement and subscription of various equipment, tools, software, communication platforms related to PR and Publication branch.

[x] All matters relating to public domain on behalf of university regarding publication matters.

[b] Public Relation

[i] Developing communication strategies and processes for the brand building and image makeover exercise of the University.

[ii] Media management, communicating with journalists and space marketing personnel.

[iii] Organizing press conferences and media interactions, press notes and advertising material.

[iv] Provide creative inputs from the communication perspective for different events and activities of the University to ensure brand positioning in the academia.

[v] Conceptualization, planning and reporting of different events and activities of the University.

[vi] Content Creation for different modes of mass communication including but not limited to Print, Television and Digital media platforms and Social Media for various events and activities of the University.

[vii] Creation of social media posts for different platforms like Facebook, Instagram, Twitter, and YouTube.

[viii] Making a content calendar for regular social media postings

[ix] Developing Social Media campaigns and events to increase engagement of the education fraternity with IITE on social media platforms.

[x] Executing Social Media Live broadcast of IITE's various events on appropriate platforms.

- [xi] Data analysis of social media platforms for enhancing the engagement of the stakeholders of Education fraternity and impactful social media communication.
- [xii] Social Media campaigns to increase engagement of the education fraternity with IITE on social media platforms.
- [xiii] Creation of database of media personnel, media house and digital archive of IITE's various events and activities of the University.
- [c] List of Acts, Rules, Regulations, Notifications, Letters of State government or Central government agencies pertaining to the branch and the duo process of implementation of latest one.
- [d] RTI and Legal work pertaining to the branch.
- [e] Any other task assigned by the Registrar and the Vice Chancellor.

Reg 52 Registers to be maintained

- [1] There shall be registers to mark presence of members in the meeting for all statutory authorities / bodies / committees in concerned branch.
- [2] There shall be registers to maintain the minutes of meeting for all statutory authorities / bodies / committees in concerned branch.
- [3] All branches have to maintain the registers which are necessary as per the directions and statutory provisions of central government or state government agency or university which are necessary for recognition, assessment and accreditation.
- [4] All Branches have to maintain the registers which are necessary for the audit purpose.
- [5] All types of registers shall be signed by the concern Head / Director of Centres and shall be reported to the Registrar at the end of every quarter.

Reg 53 Head of Branch

- [1] The Head of Branch shall be the officers at the level of Assistant Registrar and above or faculty of IITE.
- [2] The Head of Branch shall assist the Registrar in the management of university activities.
- [3] The head of branch has to prepare and submit the rules with annexures if any, to govern the activities of branch to the Academic Council and Executive Council for the approval.
- [4] He/She shall look after the day-to-day work of the branch as per the provisions of Act / Statutes / Ordinance / Regulations / instructions from the higher authorities from time to time.
- [5] He/She shall be responsible to store in a cloud drive and branch hard disk the following data pertaining to the branch:
 - (1) the scanned data of each files,
 - (2) photos - videos,
 - (3) reports
 - (4) any other important data / communication
- [6] He/She shall be responsible for planning and scheduling of the entire work of the branch well in advance and shall take the periodical reviews of its execution.
- [7] He/She shall assign/reassign specific jobs to his subordinates, and shall also decide the time dimension in respect of each of the jobs so assigned where the norms are not laid down.
- [8] He/She shall ensure and maintain proper coordination and follow up with other Department/ Centers/ Affiliated Colleges/ Unit/ Branch and shall be

totally accountable for follow up actions on the decisions given by the University authorities.

- [9] He/She shall be responsible for the smooth and efficient running/working of the branch and timely disposal of legal matters, cases, letters, bills, reports, returns, etc. and decide and maintain proper filing procedure.
- [10] He/She shall ensure that the cases/letters requiring immediate and urgent disposal are dealt with immediately.
- [11] He/She shall dispose of cases of importance where relevant and regulations are clearly applicable and forward otherwise the same to higher officers, with clear and specific provisions. He shall also prepare items for consideration of authorities/ bodies of the University if it is concerned.
- [12] He/She shall keep exhaustive and self-contained notes of important papers, pass down and keep track of their movements till final disposal and also consider the proceedings of the work.
- [13] He/She shall exercise constant vigilance of speedy and qualitative disposal of work, safety of the record, regular and orderly behaviors of the staff.
- [14] He/She shall be responsible for correspondence with Government, UGC, other universities/institutions on relevant matters in coordination with the Registrar and the Vice-Chancellor.
- [15] He/She shall be acquainted with the Act/ Statutes/ Ordinances/ Regulations/ Rules of the university and resolutions of government and work accordingly in coordination with the Registrar and the Vice Chancellor.
- [16] He/She is responsible for the note submission from the branch which shall be as per the provision of Act/ Statutes/ Ordinances/ Regulations/ Rules of the university and resolutions of government.

- [17] He/She shall be responsible for the agenda, minutes of meeting, action taken report, as per the direction of authorities/committees of the university.
- [18] He/She shall work as PIO of their branch or as defined.
- [19] It shall be the duty of the Head of the Branch to maintain cordial public relations and to attend the queries of the members of the Public and supply the information through the Registrar to Government, Vice Chancellor, and other Authorities/ Statutory Bodies as per the requirements.
- [20] All the digital official communication shall be done by the branch email id.

Reg 54 Work from Safe Place Policy

In this corona pandemic situation work from a safe place (WFSP) is the need of today's work environment, where one can easily plug-in from just any safe place they are.

- [1] A work from safe place policy is an agreement between the IITE and the employees who prefer to have the work from safe place privileges.
- [2] The policy defines the expectations, responsibilities, the eligibility and the other work from safe place guidelines. In short, it ensures that all employees understand what is required of them when they choose to work from a safe place.
- [3] Policy Brief and Purpose
IITE is encouraging the employees to work from a safe place policy for the safety of employees, their families and workplace colleagues. It is also believed that it may increase the employees flexible working hours and increase their productivity. Work from a safe place allows the employee to save some extra time each day to take some extra care of their health.

[4] Scope and eligibility

The following points will be considered to allow the employee for work from a safe place:

- [a] Does the nature of the employee's job allow them to work from home or a safe place?
- [b] Will communication with the remote employees be difficult?
- [c] Do the employees have laptop/ PC?
- [d] Do they have the required software or equipment installed at home or at a safe place?
- [e] What are the conditions in the employee's place of work?
- [f] Do they have access to good speed broadband internet connection?
- [g] Do the employee will be available to head-quarter for 24*7?
- [h] Can the employee complete any type of assigned work?

[5] Generally, he/she can work from a safe place with prior approval of the authority:

- [a] On certain occasions.
- [b] Full time.
- [c] Every day, by dividing their time between being at the physical workplace and their remote safe place.

[6] The request process:

The employees are required to make a formal request to work from a safe place. If the employee shall satisfy the prerequisite to work from a safe place with planning of proposed work and probable output. The proposed place for a work from a safe place may be approved by the Vice Chancellor.

[7] Attendance and Availability Standards:

It is highly recommended to be available and be connected to the IITE office through online mode as per the timely suggestion. Everyday google doc meeting/ team meeting / any other suggested is the preferred mode of communication and presence as per the scheduled time.

[8] Productivity measures:

It is expected to goal and present the specific task of the day in everyday google doc / video meetings. The day-to-day routine work / work is not expected. The personal reading or observations or increase in knowledge work can not be considered as work in favor of university objectives. The work in the favor to fulfilment of university objectives with prior approval of the Vice Chancellor can be considered as productive measures.

[9] Equipment and Tech:

The employees shall have the PC/laptop at their safe place. Broadband is the need of every working and literate family and it is expected that employees shall have good broadband or higher internet connection.

[10] Response measures:

At the end of the day every employee has to fill the daily activity report and need to submit it by email failing that will be treated as leave. The employee may be called for the video meeting to review their progress of work.

[11] Dress code and Protocol:

While working employees still have to be in touch with colleagues, or students via Video conferencing. For this condition, he/she has to follow essentially a suitable dress code and maintaining the protocol.

Reg 55 Roll of Registered Graduates

- [1] The Roll of Registered Graduate is the official record of the students receiving a degree from the university.
- [2] The Roll of Registered Graduates course wise shall be updated every year as on the 31st December by the Registration Branch.
- [3] It shall be published and displayed on the university website by 7th January by the Registration Branch. The no. of graduates course wise and year wise updated in the roll of registered graduates shall be put before the Academic Council for the information.
- [4] The following details of graduates shall be included in the Roll.
 - [a] Enrollment No.;
 - [b] Name;
 - [c] Address;
 - [d] Contact No.;
 - [e] Email Id;
 - [f] Degree;
 - [g] Year of Degree Awarded;

Reg 56 Annual Convocation

- [1] **Conferment of Degrees:**
- [2] Academic Council shall from time to time, determine as to the degrees which may be conferred on graduates in person and the degrees to be conferred in absentia at the Convocation.

- [3] The Chancellor shall confer the Honorary Degree, Award of Distinction and Degree of Doctor of Philosophy (Ph.D.), Degree and Diploma.
- [4] Provided that the Vice Chancellor may confer a degree in advance of the Annual Convocation on students proceeding to Universities abroad for further studies, or in any other situation where considered essential.
- [5] **Order of Precedence:** The following order of precedence shall be observed at the time of Convocation and on other ceremonial occasions:
 - [a] The Chancellor;
 - [b] The Minister-in-charge of Education;
 - [c] The Minister-in-charge of Women and Child Welfare;
 - [d] The Chief Guest / Guest of Honour;
 - [e] The Vice Chancellor;
 - [f] Ex Vice Chancellors;
 - [g] The Dean;
 - [h] The Registrar;
 - [i] Members of General Council;
 - [j] Members of Executive Council;
 - [k] Members of Academic Council;
 - [l] Members of Finance Committee;
 - [m] Directors of Centres;
 - [n] Teachers of the University;
 - [o] Principals of affiliated Colleges;
 - [p] Donner of the medals;

-
- [6] In case of other distinguished dignitaries present precedence shall be regulated in accordance of the warrant of precedence or such official rules as may govern the matter.
- [7] The Vice Chancellor shall determine from time to time as to the persons who will form the procession at the Convocation.
- [8] **Academic Costumes:** The Academic Costumes may be worn at the time of convocation. The university shall provide at least the academic costumes as follows:
- [a] The dignitaries on dias may have common dress code. The full dress shall be in Indian attire whose material shall be Linen-Khadi with unique stall.
 - [b] The member of statutory bodies and other special invitees may have Koti in Khadi dress material with unique stall.
 - [c] The students have to wear the prescribed color stall.
- [9] **Instructions for the Candidates:**
- [a] Candidates must appear in the prescribed academic dress.
 - [b] A rehearsal shall be arranged on or before the date of the Convocation at which candidates for degrees must be present. Candidates not present at the rehearsal run the risk of not being admitted at the Convocation.
 - [c] Candidates who are unable to attend the Convocation must inform the Controller of Examination well in advance. Such candidates will be admitted to the degree in absentia in accordance with the rules prescribed from time to time.
 - [d] The candidates have to pay the fees of Rs. 1000 as a convocation fees.
- [10] **Presentation of the Candidates:**

[a] On the Procession entering the Hall, the candidates and the audience shall stand and remain standing until the members of the procession have taken their seats.

[b] It shall begin with Deep Pragatya and the university song.

[c] The Registrar will seek the consent of the Chancellor or in his absence of the Vice Chancellor, to declare the Convocation open in the following manner:

“Hon’ble Chancellor/Vice Chancellor, May I request you to declare the Convocation open!”

The Chancellor/Vice Chancellor: “ I declare the Convocation open”.

[d] The candidates, who are to be awarded degrees at the Convocation shall be presented by the Dean in the following order:

The Dean will direct the recipients of the Degree of concerned programme to rise from their seats, and will address as under:

“Sir,

I present to you _____ students of _____ programme whose names are set out in the list, and who have been examined and found qualified for the Degree of _____ to which I pray that they may be admitted. ”

The Chancellor/Vice Chancellor, thereupon shall give to the students the Degrees and shall say –

“By virtue of the authority vested in me as Chancellor/Vice Chancellor of the Indian Institute of Teacher Education, I admit you all to the Degree of _____ and I charge you that ever in your life, thought, action and conversation, you prove yourselves worthy of the same.”

The concerned students will acknowledge and sit down.

[i] If there is a purpose of conferring Honorary degree on a distinguished person then the Vice Chancellor welcome the distinguished person

and shall read out the citation and request the Chancellor to confer the Honorary Degree in the following words:

“By virtue of the authority vested in me as the Vice Chancellor of Indian Institute of Teacher Education, I request Hon’ble Chancellor that you may be pleased to graciously confer upon _____ (Name of the distinguished person) the Degree of Honoris Causa for his / her outstanding services.”

The Chancellor shall confer the Honorary Degree in the following words:

“I confer on _____ (name of the distinguished person) the degree of Honoris Causa.”

Provided, that if the Vice Chancellor is presiding over the Special Convocation, the Dean shall read the citation and perform such functions which the Vice Chancellor would have performed.

- [ii] The recipient of the Honorary Degree will then present his/her address.
- [e] The Vice Chancellor will request the Chief Guest to present the medals and awards to the students. The Dean will announce the medals and other distinctions shall then be presented by the Chief Guest of the Convocation.
- [f] The Vice Chancellor will present the annual report of activities of the University and request the Chief Guest to deliver his convocation address.
- [g] Chancellor’s Address.
- [h] The Chief Guest shall deliver his convocation address.
- [i] Vote of thanks.
- [j] The Registrar shall request the Chancellor/Vice Chancellor to declare the Convocation closed in the following manner

[k] “Hon’ble Chancellor / Vice Chancellor, May I request you to declare the convocation closed.”

[l] The Chancellor/Vice Chancellor shall declare the Convocation closed in the following manner.

“ I declare the convocation closed.”

[m] The Registrar shall request the august gathering to rise from their seats for the National Anthem.

[n] The National Anthem

[o] The Procession will leave in the same order as it entered. The audience shall remain standing till the procession has left the Convocation Hall.

Reg 57 Research Programme Guidelines and Prevention of Plagiarism

[1] Schedule

In continuation of Ordinance 15 the following guidelines and checklist shall be followed.

Sr. No.	Activity (Duration)	Role and Responsibility
1	Application for Research Supervisor, processing and Approval (Every year in January)	Academic Branch shall do it and after approval to be forwarded the same to Centre of Education by notification.
2	Seat determination under supervisor for number of students (3rd Week of April)	Center of Education shall submit it after approval to the Academic Branch

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Sr. No.	Activity (Duration)	Role and Responsibility
3	Advertisement (Before 15th of May)	Academic Branch
4	Entrance test and declaration of Result (3rd Week of June)	Registration Branch
5	RDC for GD and PI and Declaration of Admission to PhD Course (4th Week of June)	Academic Branch. There shall be notification by the branch.
6	Fee Collection (Starting of New Term)	Centre of Education
7	Issue of Provisional Registration Number after admission notification (4th Week of June)	Registration Branch shall make notification

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Sr. No.	Activity (Duration)	Role and Responsibility
8	Induction Programme (During First week of Course Work)	Centre of Education
9	Research Supervisor and Panel of RAC to be finalised (After Induction Programme within one week)	Academic Branch
10	Course Work of Newly Admitted Scholars (3rd Week of July)	Centre of Education
11	(1) A Certificate of completion of Course work with at-least eighty percent attendance of candidate (2) A submission of internal Marks (1st Week of December)	Centre of Education shall submit to Academic Branch and Examination Branch
12	Course Work Examination and Declaration of Result (Last Week of December)	Examination Branch
13	RAC for finalisation of Title or Review of Research Work (2nd Week of January, July)	Center of Education call RAC with the approval of the Vice-Chancellor and shall submit the report to Academic Branch

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Sr. No.	Activity (Duration)	Role and Responsibility
14	RDC for the review of recommendation of RAC (4th Week of January, July)	Academic Branch
15	Eligibility, Migration and Final Registration Number and Certificate (1st Week of February)	Registration Branch shall make notification and shall forward to Centre of Education
16	The above process may be arranged for the students who failed in course work with the approval of the Vice-Chancellor if in case. (Duration shall be taken in the approval note)	Same as above procedure
17	Maintenance of Attendance Records of Ph.D. students by Research Supervisor (Tenure of Scholar)	Centre of Education
18	Submission of photocopy of Research Papers published as per Ordinance and Regulation of the University Submission of photocopy of Seminar/Conference attended as per Ordinance and Regulation of the University (Tenure of Scholar)	Centre of Education

Sr. No.	Activity (Duration)	Role and Responsibility
19	Request if any for Change of Title or Change in Supervisor by a candidate or by RAC (As and when application / report is received)	Request Letter Forwarded by Director, Centre of Education-Processed by Academic Branch - Approved by RDC and returned back to Centre of Education by Academic Branch
20	There shall be minimum six RAC reports for full time students and minimum eight RAC reports for part time students	Centre of Education
21	(i) Synopsis Submission along with required Fees (ii) Circulation of Synopsis to various members (iii) Arrangement of Pre Submission Seminar/Viva (iv) Report of Pre Submission Seminar/Viva (v) Communicating with Research Scholars (vi) Certificate of Satisfactory Incorporation of suggestions of Pre Submission Viva (As and when synopsis submission is done by research scholar)	Centre of Education

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Sr. No.	Activity (Duration)	Role and Responsibility
22	(i) Submission of 2 copies spiral bound Thesis (ii) CD of thesis (iii) Cheque/DD Receipt of Evaluation Fees with Check List and all the required documents and certificates	Centre of Education shall forward to Academic Branch
23	If any work is plagiarised then the regulation 57 (4) shall be considered for further decision and action	Centre of Education
24	List of Referee for Evaluation of thesis by respective Guides	Centre of Education shall forward to Academic Branch in sealed cover.
25	Selection of Referee/Experts	The Vice-Chancellor shall give consent on the file of Academic Branch
26	(i) To get the Consent from Referee (ii) To send the report for evaluation (iii) To receive the Evaluation Report (iv) To submit it for the Approval (v) To forward it to the Centre of Education for conducting viva voce and Research Supervisor to make corrections in final thesis if any	Academic Branch

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Sr. No.	Activity (Duration)	Role and Responsibility
27	Final Thesis in 4 copies hard bound and CD of the same (In two weeks after getting the reports of referee)	Ph.D. candidate after the consent of RAC. Center of Education shall forward it to Academic Branch
28	(i) Open Defence and Viva Voce (ii) Report of Viva Voce shall be forwarded to Academic Branch	Centre of Education
29	(i) Approval of Report (ii) Ph.D. Notification (iii) Any other certificate regarding Ph.D. course if any (iv) Uploading of thesis on INFLIBNET or any other digital platform as per recommendation	Academic Branch
30	Award of Degree (At the time of Convocation)	Examination Branch
31	The fulfilment of UGC conditions is to be certified by	The Dean

[2] Check List for Pre-submission Viva of Ph.D. Course

Sr. No.	Particular	Details
1	Name of the Research Scholar	
2	Name of the Research Supervisor	
3	Name of the Co-Supervisor (if any)	
4	Name of the RAC Member 1	
5	Name of the RAC Member 2	
6	Registration Number	
7	Date of Registration	
8	Fee Receipt Detail	
	First Year	
	Second Year	
	Third Year	
	Fourth Year	
9	Result of Course Work Exam	
10	Submission of copy of RAC reports	
11	Copy of Research Papers as per Ph.D. Ordinance	

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Sr. No.	Particular	Details
12	Date of Synopsis submission	
13	Fees for Pre-submission Viva	
	DD No. / Online Transaction No.	
	Date and Name of Bank	
14	Ref. No. of Extension letter if any	

Remarks of Research Supervisor duly signed

Recommendation of Ph.D. Programme - Head

Forwarded by Director - Center of Education

[3] Check List for Spiral Thesis Submission

Sr. No.	Particular	Details
1	Name of the Research Scholar	
2	Name of the Research Supervisor	
3	Name of the Co-Supervisor (if any)	
4	Name of the RAC Member 1	
5	Name of the RAC Member 2	
6	Registration Number	
7	Date of Registration	
8	Report of Pre Submission Viva	
9	A sealed envelop with Names of Referees as per Ordinance	
10	Plagiarism Report shall be included in thesis	
11	Two copies of thesis in spiral bound and CD with pdf file.	

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Sr. No.	Particular	Details
12	Fees details for thesis sub- mission	
13	Copy of Student File which was maintained by Re- search Supervisor	
14	Abstract of Research Work	

Remarks of Research Supervisor duly signed

Recommendation of Ph.D. Programme - Head

Forwarded by Director - Center of Education

[4] Promotion of Academic Integrity and Prevention of Plagiarism

- [a] This regulation shall be applicable to students, faculty, researchers, staff and said committees under this regulation.
- [b] The concerned students, faculty, researchers and staff shall read and follow the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 and subsequent amendments.
- [c] Objectives:
 - [i] To create awareness about the responsible conduct of research, thesis, dissertation, promotion of academic integrity, and prevention of misconduct including plagiarism in academic writing among students, faculty, researcher, and staff.
 - [ii] To establish an institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity, and deterrence from plagiarism.
 - [iii] To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher, or staff committing the act of plagiarism.
- [d] [i] There shall be Departmental Academic Integrity Panel (DAIP) as follows:
 - A. Chairman - Head of the Department
 - B. Member - Senior academician from outside the department, to be nominated by the Vice Chancellor
 - C. Member - A person well versed with anti plagiarism tools, to be nominated by the Vice Chancellor.
- [ii] The tenure of the nominated members shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chair-

man).

- [iii] The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
 - [iv] The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.
 - [v] The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the IAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.
- [e] [i] There shall be Institutional Academic Integrity Panel (IAIP) as follows:
- A. Chairman - Dean.
 - B. Member - Senior Academician other than Chairman, to be nominated by the Vice Chancellor.
 - C. Member - One member nominated by the Vice Chancellor from outside the IITE.
 - D. Member - A person well versed with anti-plagiarism tools, to be nominated by the Vice Chancellor.
- [ii] The Chairman of DAIP and IAIP shall not be the same.
 - [iii] The tenure of the nominated members shall be three years.
 - [iv] The quorum for the meetings shall be 3 out of 4 members (including Chairman).
 - [v] The IAIP shall consider the recommendations of DAIP.
 - [vi] The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
 - [vii] The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty,

researcher and staff of IITE.

[viii] The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.

[ix] The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Vice Chancellor within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint / initiation of the proceedings.

[x] The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted

[f] Level of Plagiarism, Penalties and all other concerned matters shall be as per para (4b).

Reg 58 National Cadet Corps (NCC)

[1] The ANO and all concerned shall read National Cadet Corps Act and Rules, 1948 and subsequent circulars if any.

[2] There shall be Assistant NCC Officer (ANO) in the university to look after the activities of NCC as per the National Cadet Corps Rules 1948.

[3] Student support activities will be carried out with the help of NCC cadets.

[4] The ANO shall be responsible for the training and discipline of the cadets.

[5] The ANO has to work under the Student Support, Cultural and Welfare Branch at university level.

[6] The ANO has to keep the data of all cadets.

Reg 59 National Service Scheme (NSS)

- [1] The NSS Manual (Revised) 2006 and its amendments if any, issued by the Government of India, Ministry of Youth Affairs Sports, New Delhi shall be read by all the committees said in this regulation.
- [2] There shall be program coordinator at the university level for the tenure of three years whose age shall be less than 50 years and assistant professor level nominated by the Vice Chancellor.
- [3] There shall be NSS University Cell as follows:
 - [a] The Vice Chancellor - Chairman;
 - [b] Programme Coordinator, NSS - Member Secretary;
- [4] There shall be University Advisory Committee - NSS as follows:
 - [a] The Vice Chancellor - Chairman;
 - [b] Commissioner of Higher Education or his nominee;
 - [c] Registrar;
 - [d] Secretary/Director of Education/Youth Services;
 - [e] Head of concerned NSS Regional Centre;
 - [f] TOC/TORC Coordinator;
 - [g] Three faculty members nominated by the Vice Chancellor;
 - [h] Four principals of affiliated colleges nominated by the Vice Chancellor;
 - [i] One or two NSS student representative nominated by the Vice Chancellor;
 - [j] One or two Programme Officers nominated by the Vice Chancellor;
 - [k] State Liaison Officer NSS;

-
- [l] Five representatives from concerned Government / Non - Government organisations involved in youth Programmes/ social work/ rural development work at divisional /district level (like NYK, Scouts & Guide, NCC, NGOs etc.);
 - [m] Chief Account Officer;
 - [n] Programme Coordinator, NSS - Member Secretary;
- [5] Half of the committee members shall form the quorum for the meeting.
 - [6] The committee shall meet at least twice in a year.
 - [7] Program Coordinator has to plan, execute and evaluate the NSS activities in a proper perspective.
 - [8] Every affiliated college shall have an NSS Cell and Advisory Committee. The college shall submit the activity report to the university NSS program coordinator.
 - [9] An orientation of the Program Officers of the affiliated colleges shall be done in the beginning of every academic year.
 - [10] NSS grants:
 - [a] The received grant from State NSS Cell shall be utilized for student activities, establishment of NSS cell, program activities, salary to Program Coordinator and Program Officer (Full time) and other expenditure related to NSS.
 - [b] The grant shall be released to all the college level NSS cell according to their NSS volunteer enrolment. The respective Program Officer of the college level NSS cell has to utilize this grant for various activities for NSS and at the end of the year he/she has to send the complete utilization certificate to the Program Coordinator along with annual report and other supporting document.

- [c] IITE and affiliated colleges have to keep the NSS funds in saving bank accounts and the amount of interest accrued in NSS saving bank account can be utilized for the purchase of equipment, which are considered essential for field work and program development.
 - [d] Any purchase shall be made only after approval of the University advisory committee.
- [11] Some of various programs by NSS shall be as follows:
- [a] Celebration of NSS Day on 24th September, every year;
 - [b] Orientation of NSS Volunteers;
 - [c] Tree plantation, their preservation and upkeep swachhata abhiyan;
 - [d] Blood donation camps;
 - [e] Various awareness programs;
 - [f] Adoption of villages, slums and identifying their problem and serve them
Special camping program;

Reg 60 Organizing Policy of Programmes and Activities

- [1] This regulation shall be applicable to various programmes and activities like seminar, conference, workshop, webinar, FDP, training, curricular and co-curricular activities.
- [2] Each proposal / note submission shall be comprised of the following points:
 - [a] International / National / State / University Level:
 - [b] Seminars/ Conferences/ Workshops / Training / Focused theme base programme / Theme based Meeting /Sports Activity:
 - [c] Name of Coordinators:
 - [d] Title of the programme:

[e] Objectives of the programme:

[f] Name & Brief introduction of Speakers with contact numbers:

[g] Target group:

[h] Number of participants likely to attend:

[i] Nature of assistance collected from other source or participants fees:

[j] Assistance required from university fund (Head wise) :

[k] Broucher (if any)

[l] References of previous similar activities (if any)

[3] Programme Report making shall cover minimum the following points:

[a] Title of the programme:

[b] International / National / State / University Level:

[c] Seminars/ Conferences/ Workshops / Training / Focused theme base programme / Theme based Meeting /Sports Activity:

[d] Date/s and Duration:

[e] Venue:

[f] Dignitary/s present at inaugural function:

[i] Name

[ii] Designation

[iii] Name of institute

[iv] Contact details

[g] Dignitary/s present at valedictory function:

[i] Name

[ii] Designation

[iii] Name of institute

- [iv] Contact details
- [h] Invited speakers / Experts:
 - [i] Name
 - [ii] Designation
 - [iii] Name of institute
 - [iv] Contact details
 - [v] Topic of lecture
 - [vi] Lecture / presentation notes
- [i] Total no. of participants (provide full list with name, address, institutions and contact numbers).
- [j] Technical brochure / leaflet (attached).
- [k] Program summary (200 words).
- [l] Finale Statement of Income and Expenditure.
- [m] Utilization Certificate with signature of the coordinator.
- [n] Copy of vouchers and bill duly signed by the coordinator.
- [o] Photographs and video.
- [p] Press Release / Media Report, if any.

Reg 61 Scholarship

- [1] There is provision of Meritorious Scholarship to the students of Centre of Education for the courses B.Sc.- B.Ed., B.A.- B.Ed., B.Ed.-M.Ed., M.Ed. and M.Sc.-M.Ed.:
- [a] IITE promotes and facilitates meritorious students. There is a provision of waiving of two semesters' tuition fees only of top five percent of admitted students and shall have attained 75% in i3T.

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- [b] Meritorious scholarship of the amount equal to tuition fees shall be offered, provided:
 - [i] These students secure the admission and continue their studies at IITE.
 - [ii] The first two semesters tuition fees shall be reimburse before the ending of even semester as per the eligibility.
 - [iii] For continuation of scholarship, the candidate must secure O+ grade in both semesters of the academic year.
 - [c] Once a candidate will become not eligible for this scholarship, then he will not be considered for the scholarship for the remaining tenure of his/her studies.
 - [d] A scholarship-holder shall at all times be of good behaviour and observe all rules of discipline. Scholarships are liable to be withdrawn in case of misconduct, deliberate concealment of material facts and/or supply of false information or any such activity describe in Ordinance. The Academic Council may cease his/her scholarship and may be asked to refund the received scholarship.
 - [e] A scholarship shall be liable to termination if the scholarship holder discontinues studies during the middle of a session, leaving the University on their own accord without completing the programme of study. He/She will be required to refund the amount of scholarship.

Reg 62 Academic Awards

- [1] To promote and recognize academic excellence, constructive leadership and overall growth and development of students, there shall be Academic Award either by the University.
- [2] The university may accept the donations from individuals or organizations to

set up academic awards as per the regulation.

[3] The Chanakya Awards for Teacher Education is being instituted to recognise the efforts and achievements of teaching fraternity.

[a] The award shall be given in three categories, namely:

[i] Best Teacher Trainee;

[ii] Best Teacher Educator;

[iii] Best Teacher Education Institute;

[b] Every year in the month of January the university shall invite applications through an advertisement.

[c] Eligibility Criteria:

[i] Best Teacher Trainee:

[A] Teacher trainee (i.e. student of any teacher education programmes recognised by NCTE), who is in the final year during the awarding year will be eligible.

[B] Student studying in the last year of teacher training institution in government/ grant-in-aid/ unaided/ autonomous/ constituent institution in India affiliated to a University recognised by UGC may apply.

[C] In case of nomination, it should be from the Faculty or Head of the Institution from where he/ she is studying.

[ii] Best Teacher Educator:

[A] The teacher educator should have at least ten years of teaching experience in regular service in government/ grant-in-aid/ unaided/ autonomous/ constituent institution in India affiliated to a University recognised by UGC.

[B] The teacher educator should be a full-time teacher as per the

UGC guidelines for teacher educator and working in the NCTE recognised TEIs.

[C] Teacher educator should not be more than 62 years of age as on 1st January of the year of the award.

[D] In case of nomination, it should be from the Head of the current institution from where he/she is applying.

[iii] Best Teacher Education Institute:

[A] Any government/ grant-in- aid/ autonomous/ constituent/ public/ private teacher training institution in India affiliated to a university recognised by UGC and having minimum five years experience of running teacher training programmes may apply.

[B] The affiliating university can also nominate the institution.

[d] The awardees will be felicitated every year on the Foundation Day of IITE (30th June), with a certificate, trophy and a cash prize.

[e] Selection Process:

[i] Review of the received applications will be done.

[ii] Selection from the eligible applications by selection committee will be done. Selection Committee members may have telephonic/ on-line/ offline discussion with applicant/ nominees/ peers/ colleagues/ head etc.

[iii] Finalizing the name of awardee by screening committee and if required the finalists will be informed in advance with requirement further to be submitted for the final selection of the awardee.

[iv] The members of committees shall be nominated by the Vice Chancellor.

[v] The selection or recommendation of committee shall be approved by the Academic Council.

[f] Terms and Conditions:

- [i] A recipient of the award cannot be considered for the award again in future for the same category.
- [ii] IITE reserves the right to consider or reject any submitted nomination without informing the nominee/ associated institution.
- [iii] Nominee's details will be treated with respect and will be confidential.
- [iv] The decision of IITE in choosing the awardee will be final and cannot be challenged.
- [v] Any kind of changes/ modification may be done by IITE without any declaration if deemed necessary.
- [vi] By applying for the award, it is considered that the applicant agrees with all the terms and conditions laid down by IITE.
- [vii] Any false information submitted in the application form will lead to immediate & permanent disqualification of the nominee for the award.

Reg 63 Non recurring Fees for the students

- [1] This regulation is applicable to the students of Centres of the University/ affiliated colleges/ recognised institutions / approved institutions.
- [2] Non recurring fees to all students for all UG, PG, Research, Diploma and Certificate courses shall be taken for the following items:
 - [a] Registration Fee;
 - [b] Convocation Fee;
 - [c] Alumni Fee;
 - [d] Provisional Eligibility Certificate Fee, Migration Certificate Fee, Transfer / Reshuffling Fee, Registration Form Correction Fee, Registered Graduate

Fee, Transcript Fee, Provisional Degree Certificate Fee, Duplicate Degree Certificate Fee, Name correction in Mark-sheet application Fee, Duplicate Mark-sheet Fee, Reassessment Fee per paper, Bonafide Certificate Fee, Student Record Verification Fee;

[e] CGPA to Marks Conversion Fee, Special Subject Certificate, Mark-sheet verification fee, Rechecking Fee per paper;

[3] The non recurring fees shall be non refundable.

Reg 64 Fees of University Students

[1] This regulation shall be applicable to the students of Centres of University.

[2] The fees per semester to be charged for various courses for various components shall be as notified by the University from time to time.

[3] All types of fees shall be reviewed by the Finance Committee at every three years or as and when required. The recommendation and decision shall be sent to the Executive Council for the consent.

[4] The fees shall be collected within 15 days of the starting of the academic term. The Fee collection schedule shall be declared in advance by the Centre of IITE.

[5] Delay or default in payment:

[a] If a student does not pay fee on time, a fine shall be levied as per the decided by the Director of the Centre.

[b] If a student fail to pay the fees during this extended (15 days) time then his/her admission shall be notified as cancelled admission by the Director of the Centre.

[6] The term fees shall be inclusive for the various components like (1) Tuition Fees (2) Laboratory fees (3) Stationery/Material Fees (4) Library Fees (5) Cul-

tural Fees (6) Sports Fees (7) EPC Fees (8) Foundation in Research Fees (9) Campus Development Fees (10) ERP Fees (11) Internet Access Fees (12) ID Card Fees (13) Amenities Fees etc.

[7] Fee refund for the admission cancellation request by the student:

[a] If a student make a request to cancel the admission within one month then he/she will be eligible to get the 100 % refund of the fees paid except registration fees.

[b] If a student make a request to cancel the admission after one month but before two month then he/she will be eligible to get the 50 % refund of the fees paid except registration fees.

[c] After two months no student will get refund from the fees paid.

[8] The student with Free-ship Card has to pay the fees except tuition fees.

[9] The examination fees are planned and collected at the time of the middle semester for planning and arrangement.

[10] The payment of examination fees is not the eligibility to sit in the examination. If in any case, a student is not eligible to give the examination, then the fees of this purpose shall be refunded to him/her by the account branch on the recommendation of the examination branch.

Reg 65 Fees of Students from Affiliated Colleges

[1] This regulation shall be applicable to the students of affiliated colleges.

[2] The tuition fees of government and grant-in-aid colleges shall be as decided by the Government of Gujarat. The tuition fess of self financed colleges shall be as decided by Fee Regulatory Committee of State Government.

- [3] The other fees except tuition fee per semester to be charged for various courses for various components in affiliated colleges shall be as notified by the University from time to time.
- [4] All types of fees shall be reviewed by the Finance Committee at every three years or as and when required. The recommendation and decision shall be sent to the Executive Council for the consent.
- [5] The fees shall be collected at affiliated colleges within 15 days of the starting of the academic term. The Fee collection schedule shall be declared in advance by the college.
- [6] The portion of the university from collected fees at affiliated colleges shall be submitted to the university within one month of the starting of the academic term. The portion of the university from collected fees shall be notified by the university.
- [7] Delay or default in payment:
 - [a] If a student does not pay fee on time, a fine shall be levied as per the decided by the Principal of the college.
 - [b] If a student fail to pay the fees during this extended time then his/her admission shall be notified as cancelled admission by the Principal of the college.
- [8] The term fees shall be inclusive for the various components like (1) Tuition Fees (2) Laboratory fees (3) Stationery/Material Fees (4) Library Fees (5) Cultural Fees (6) Sports Fees (7) EPC Fees (8) Foundation in Research Fees (9) Campus Development Fees (10) ERP Fees (11) Internet Access Fees (12) ID Card Fees (13) Amenities Fees etc.
- [9] Fee refund for the admission cancellation request by the student:

- [a] If a student make a request to cancel the admission within one month then he/she will be eligible to get the 100 % refund of the fees paid except registration fees.
- [b] If a student make a request to cancel the admission after one month but before two month then he/she will be eligible to get the 50 % refund of the fees paid except registration fees.
- [c] After two months no student will get refund from the fees paid.
- [10] The student with Free-ship Card has to pay the fees except tuition fees.
- [11] The examination fees are planned and collected at the time of the middle semester for planning and arrangement.
- [12] The payment of examination fees is not the eligibility to sit in the examination. If in any case, a student is not eligible to give the examination, then the fees of this purpose shall be refunded to him/her by the account branch on the recommendation of the examination branch.
- [13] Institute can not charge or collect the fees or amount which is not prescribed by the university.

Reg 66 Fees of Students of Recognised / Approved Institutions

- [1] This regulation shall be applicable to the students of Recognised and Approved Institutions.
- [2] The fees per semester to be charged for various courses for various components shall be as notified by the University from time to time.
- [3] All types of fees shall be reviewed by the Finance Committee at every three years or as and when required. The recommendation and decision shall be sent to the Executive Council for the consent.

- [4] The fees shall be collected within 15 days of the starting of the academic term. The Fee collection schedule shall be declared in advance.
- [5] The portion of the university from collected fees shall be submitted to the university within one month of the starting of the academic term. The portion of the university from collected fees shall be notified by the university.
- [6] Delay or default in payment:
 - [a] If a student does not pay fee on time, a fine shall be levied as per the decided by the Head of Recognised / Approved Institution.
 - [b] If a student fail to pay the fees during this extended time then his/her admission shall be notified as cancelled admission by the Head of Recognised / Approved Institution.
- [7] The term fees shall be inclusive for the various components like (1) Tuition Fees (2) Laboratory fees (3) Stationery/Material Fees (4) Library Fees (5) Cultural Fees (6) Sports Fees (7) EPC Fees (8) Foundation in Research Fees (9) Campus Development Fees (10) ERP Fees (11) Internet Access Fees (12) ID Card Fees (13) Amenities Fees etc.
- [8] Fee refund for the admission cancellation request by the student:
 - [a] If a student make a request to cancel the admission within one month then he/she will be eligible to get the 100 % refund of the fees paid except registration fees.
 - [b] If a student make a request to cancel the admission after one month but before two month then he/she will be eligible to get the 50 % refund of the fees paid except registration fees.
 - [c] After two months no student will get refund from the fees paid.
- [9] Institute can not charge or collect the fees or amount which is not prescribed by the university.

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List of Subject Experts for the Appointment of Assistant Professor / Adhyapak Sahayak at IITE Affiliated Colleges.

(2)

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List of Subject Experts for the Appointment of Assistant Professor / Adhyapak Sahayak at IITE Affiliated Colleges.

Expert List: Social Science

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Dr. Jaykar S. Meevan Associate Professor N. H. Patel College of Education N. S. Patel Circle, Bhalej Road, Anand-388001. WhatsApp 9925203384 Mobile 9925203384 Email mecjay2@yahoo.co.in	7	Dr. Gamanbhai G. Patel Associate Professor Smt. M. M. Shah College of Education Opp. M. P. Shah Commerce College, Near Grid Station, S. T. Bus Station Road, Wadhwan City, Dist. Surendranagar- 363035. WhatsApp 9979382205 Mobile 9979382205 Email dr.ggp1963@gmail.com	8
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Smt. Kamlaben Kamol Associate Professor S. D. Shethia College of Education Near Mahesh Nagar, Opp. Kudarati Upchar Kendra, Mundra-Anjar Road, Mundra, Dist. Kachchh - 370421. WhatsApp 9979715783 Mobile 9979715783 Email kdkamol67@gmail.com	11	Dr. Deepika D. Rathod Associate Professor Smt. M.N.K. Dalal Education College for Women S.L.U. College Campus, Kochrab First Dhal, Behind V. S. Hospital, Ellisbridge, Ahmedabad 380006. WhatsApp 7984354635 Mobile 7984354635 Email deepikarathod0106@gmail.com	12

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List of Subject Experts for the Appointment of Assistant Professor / Adhyapak Sahayak at ITE Affiliated Colleges.

Expert List: English

5

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Dr. Rushi B. Joshi Assistant Professor Centre of Education, Indian Institute of Teacher Education Sector 15, Kh Road, Gandhinagar 382016. WhatsApp 9427903033 Mobile 9427903033 Email rushij@iite.ac.in	5	Dr. Sureshprabha Sharma Principal Lilavati Nandlal Kilachand College of Education North Gujarat Education Society Campus, Rajmahal Road, Patan-384265. WhatsApp 9825264477 Mobile 9825264477 Email principal_130@iite.ac.in	6
Dr. Dilipbhai U. Patel Principal N. H. Patel College of Education N. S. Patel Circle, Bhalej Road, Anand-388001. WhatsApp 9924345533 Mobile 9924345533 Email drdupatel@yahoo.co.in	7	Dr. N. V. Bose Principal H M Patel Institute of English Training & Research Opp. BJVM College, Near Bank of Baroda, Nana Bazaar, Vallabh Vidyanagar 388120. WhatsApp 9512338188 Mobile 9512338188 Email boscenvy@rediffmail.com	8
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Dr. Pinakinprasad K. Yagnik Associate Professor Anand Education College Near Electric Grid, Anand, Gujarat - 388001. WhatsApp 9825433641 Mobile 9825433641 Email drpky.aec@gmail.com	11	Dr. Mohini S. Sharma Associate Professor Smt. B.C.J. College of Education Shree B. D. Rao College Campus, Bethak Road, Khambhat, Dist. Anand 388620. WhatsApp 9825546163 Mobile 7016116141 Email mohinirose@yahoo.com	12



List of Subject Experts for the Appointment of Assistant Professor / Adhyapak Sahayak at IITE Affiliated Colleges.

Expert List: English

⑥

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List of Subject Experts for the Appointment of Assistant Professor / Adhyapak Sahayak at IITE Affiliated Colleges.

Expert List: Gujarati

7

- | | | | |
|--|----|---|----|
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List of Subject Experts for the Appointment of Assistant Professor / Adhyapak Sahayak at IITE Affiliated Colleges.

Expert List: Gujarati

⑧

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List of Subject Experts for the Appointment of Assistant Professor / Adhyapak Sahayak at ITE Affiliated Colleges.

(10)

Expert List: Sanskrit

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List of Subject Experts for the Appointment of Assistant Professor / Adhyapak Sahayak at IITE Affiliated Colleges.

Expert List: Commerce / Accountancy / Economics

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