



॥ न हि ज्ञानेन तदुत्तरं पथिपमिह विद्यते ॥

Amendment in IITE
Ordinances & Regulations
Regarding.

No.: IITE/Academic/67-68/133 /2023

Date: 13.07.2023

- Read: 1) Resolution 20 of the Executive Council at its 28th meeting dated 24.06.2023.
2) Approval of the Hon. Vice Chancellor dated 10.07.2023 on concerned file.

Notification

It is here notified that as per decision taken in the 28th meeting of the Executive Council dated 24.06.2023 vide resolution 20, amendments are made in various Ordinances and Regulations and shall be named as:

- IITE Ordinances 2023
- IITE Regulations 2023

These amended Ordinances and Regulations shall come into force from the date of approval, i.e. 24.06.2023. Copies of the same are attached herewith.


Registrar, IITE

To,

1. Directors, Centers of the University
2. Administrative Branches of the University

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Copy to:

1. P.S. to Hon. Vice Chancellor
2. P.A. to Registrar
3. IT Branch – Uploading copy of notification on University Website
4. Publication and Public Relation Branch (For updating University Handbook)

In exercise of the power vested under Section 33 of the Indian Institute of Teacher Education Act 2010 (Gujarat Act No. 08 of 2010), the Executive Council hereby approves the following revised ordinances.

Ordinance 1 Short title and Commencement

- [1] These Ordinances may be called "Indian Institute of Teacher Education Ordinances 2023"
- [2] These ordinances shall come into force from 24/06/2023.
- [3] All previous ordinances of the same subjects are hereby repealed. In case of matters related to de-affiliated colleges, the IITE Ordinances 2020 may be read.
- [4] The subjects which are not covered in these ordinances or in the case of interpretation in any ordinance 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 ordinances.

Ordinance 2 Affiliation of Colleges

- [1] A trust/society who want to start new college;
 - [a] shall supply a need in the locality, having regard to the type of education intended to be provided by the college, the existing provisions for the same type of education made by other colleges in that locality and the suitability of the locality where the college is to be established;
 - [b] send a letter to the Registrar for the No Objection Certificate (NOC) before applying to NCTE / statutory body as applicable. The non refundable application fees for NOC is Rs. 5000.

- [2] Further, they shall submit an application in prescribed format to the Registrar with the approval letter of NCTE / Statutory body for the affiliation of university, not later than 15th April of the year in which the college is proposed to be started. The application form and Local Inspection Committee (LIC) fees is Rs. 25000 and the affiliation fees is Rs. 100000. These fees are non refundable in any case.
- [3] A college applying for affiliation shall satisfy the Academic Council:
- [a] that the college is to be under the management of regularly constituted governing body;
 - [b] that the strength and qualifications of the teaching staff and the conditions governing their tenure of office are such as to make due provision in the courses of instructions, teaching or training and research to be undertaken by the college as may be prescribed by the UGC / NCTE / statutory body / IITE;
 - [c] that there are or shall be made suitable and adequate physical infrastructure and facilities such as buildings, laboratories, library, books, equipment required for teaching and research, hostels as may be prescribed by the UGC / NCTE / statutory body / IITE;
 - [d] that the financial resources of the college are such as to make due provision for its continued maintenance and efficient working;
 - [e] that the college rules fixing the fees (if any) to be paid by the students have been as fixed by Fee Regulatory Committee / Government of Gujarat / IITE;
 - [f] that for recruitment of the Principal and members of the teaching staff of the college, there will be a selection committee of the college as per the prevailing norms and regulations of UGC which shall include:

- [i] in the case of recruitment of the Principal, two representatives of the University nominated by the Vice-Chancellor, and
 - [ii] in the case of recruitment of a member of the teaching staff, Directors, Deputy Directors, Assistant Directors of Physical Education and Sports, Librarians, Deputy Librarians and Assistant Librarians of the college, two representatives of the University nominated by the Vice-Chancellor and one of them shall be concerned with the subject to be taught by such members.
 - [g] that the college shall comply with the Regulations of UGC / NCTE / statutory body and Govt. of Gujarat civil service rules providing for conditions of service including salary scales and allowances of the teaching and other academic and non-academic staff of an affiliated college, not being a Government college or a college maintained by the Government.
 - [h] such other conditions as may be prescribed in the Statutes and Ordinances in accordance with the provisions of the Act.
- [4] In case of any transference of management /land / title the college shall have to make fresh application for the affiliation as per ordinance 2 [2 - 3]. After completion of all the process the current status of affiliation may be restored.
- [5] The application shall contain an assurance that after the college is affiliated, all changes in the teaching staff and all other changes which result in any of the aforesaid requirement not being fulfilled or continued to be fulfilled shall be forthwith reported to the Academic Council.
- [6] **Affiliation - Inspection in various colleges**
- On receipt of a letter of application under ordinance 2 [2], the Academic Council shall:
- [a] direct a local inquiry to be made by a competent person or persons authorised by the Academic Council in this behalf in respect of the matters

referred to in ordinance 2 [3], and such other matters as may be deemed necessary and relevant;

- [b] After approval from the apex higher body, University will conduct an inspection in respective colleges by various experts nominated by the Vice Chancellor. University will provide fuel charges as per norms, transportation facility with prior intimation from expert(s) and honorarium as per university norms.
 - [c] After completion of the inspection, the hard copy of the report must be submitted to the university within a week or before by the convener of the committee with supportive documents.
 - [d] If the report and compliance found poor/very poor and committee is not satisfied with the college's justification then re-inspection will be conducted as per the direction of the Vice-Chancellor if necessary.
 - [e] All the inspection reports with comments of the inspection committee shall be put down in front of the Academic Council. After recommendation/observation of Academic Council it will be presented to the Executive Council. Executive Council can assent or withhold or return to Academic Council, for reconsideration. If the reports are again passed by the Academic Council with or without amendment the Executive Council shall assent the reports.
- [7] However, any existing Teacher Education College/s affiliated to any other University in the State of Gujarat can be admitted/transferred to the jurisdiction of this University by the Resolution / Notification of Government of Gujarat. The affiliation process will be same as in the ordinance or as per the direction of State Government.
- [8] University will issue temporary affiliation letters to the respective college(s) on the basis of apex body approval, college's application to the university,

inspection report for a particular academic year as per the direction of the Vice-Chancellor.

[9] If the apex body denies starting a new college/course, change in name/ site/ intake, increase/ decrease in intake, closure of course etc. then University will not consider the application for any purpose.

[10] **Adding a new course or Extension of Affiliation**

Where a college desires to add to the courses of instruction in respect of which it is affiliated or to make extension of affiliation, the procedure prescribed by Ordinance 2 [2 - 6] shall as far as possible be followed.

[11] **Condition of Affiliation**

It shall be a condition for affiliation of such colleges that it will cooperate in all respect in connection with the work of holding University Examinations including all necessary technical instruments, admission test, sports, cultural etc. No affiliated college shall refuse to put at the disposal of the University its buildings, furniture, teaching and non-teaching staff, resources, etc., for conducting the University Examinations, admission test, sports, cultural activities etc. and the college shall give all facilities to the University as may be required from time to time.

[12] **Permanent Affiliation**

[a] A college which wishes to get permanent affiliation shall apply to the university any time after completing five years of temporary affiliation in the proforma along with the prescribed fee as per ordinance 2 [2].

[b] The procedure for according permanent affiliation shall be the same as for granting temporary affiliation given in the ordinance 2.

[c] The colleges which shall be affiliated on the resolution / notification of Government of Gujarat may be considered for permanent affiliation if

they satisfy the ordinance 2 [12a]. In case of Government/ Grant-in-aid college, the affiliation fees may be waived off by the Vice - Chancellor.

[13] Discontinuance/de-affiliation/Closure of the course/ college

The discontinuance/de-affiliation/Closure of the course/ college in respect of course/ program will be considered as progressive closure as per the durability of course/ program. University will not consider the closure of course/ program if any single candidate found enrolled and exist in particular college/ course/ program and affidavit which include the liability, pending dues towards the university of all existing staff and advance amount given by university/ government/ apex body.

[14] If everything found clear as per the conditions above in [13] then the university will issue NOC/ de-affiliation letter as per the direction of the Vice-Chancellor with approval of Academic Council and Executive Council.

Ordinance 3 Recognition of Institution / Approval of Institution

- [1] The Academic Council has the power after consent of the Executive Council,
- (1) to recognize as "Recognized Institution" to any institution of research or specialized studies;
 - (2) to approve "Approved Institution" to any institution having specialized skill center with excellent skill potential, specialized studies, laboratory work, internship, or academic work.

The reports with comments of the inspection committee shall be put down in front of the Academic Council. After recommendation/observation of Academic Council it will be presented to the Executive Council. Executive Council can assent or withhold or return to Academic Council, for reconsideration. If the reports are again passed by the Academic Council with or without amendment the Executive Council shall assent the reports.

- [2] Any institution, desire to have such recognition / approval can apply in pre-scribed form with non refundable application and LIC fees Rs. 10000 and non refundable recognition / approval fees Rs. 25000 to the Registrar and shall give full information in the letter of application with respect to the following matters namely:
- [a] Constitution and personnel of the managing body;
 - [b] Subjects and courses in regard to which recognition / approval is sought;
 - [c] Accommodation, academic infrastructure, equipment's, library facilities, laboratories and the number of students for whom provision has been or is proposed to be made;
 - [d] The strength of the staff, their qualification, their salaries and the re-search work done by them;
 - [e] Fees levied or proposed to be levied and the financial provision made for capital expenditure on buildings and equipment's and for the continued maintenance and efficient working of the institution.
- [3] Before taking the application into consideration, the Academic Council may call for any further information which it may deem necessary.
- [4] If the Academic Council decides to take the application into consideration, it may direct a local inspection committee to be made by a competent person or persons authorized by it in this behalf. After considering the report made as a result of such inspection and making such further inquiry as may appear to it to be necessary, the Academic Council shall, recommend to Executive Council or refuse the application or any part, thereof. Where the application or any part thereof is granted, the Academic Council shall specify the sub-jects and courses of instruction in respect of which the institution is recog-nized or approved. Where the application or any part thereof is refused, the

grounds of such refusal shall be stated. University can withdraw the recognition/approval of such Institutions where the Institutions fail to maintain minimum standards decided by University/ apex body from time to time.

- [5] There shall be no any financial support to reognized or approved institutions from IITE.

**Ordinance 4 Inspection and Monitoring of Affiliated Colleges / Recognized /
Approved Institutions**

- [1] Whenever University inspects an affiliated colleges or a recognized or approved institution by the Inspection Committee of team members identified by the university, the committee submits the complete report with supportive documents.
- [2] An inspection of every affiliated colleges, recognized and approved institution shall be held at least once in a year and at other times when, in the judgment of the University Officer special reasons exist, in the case of any college or institution, for such inspection.
- [3] The inspection will be directed primarily to the purpose of ascertaining whether the conditions of affiliation or recognition or approved are satisfied or not and for seeing that adequate measures are taken to ensure efficiency and academic standards as per the respective apex body.
- [4] If the report submitted by the Inspection Committee or by the person or persons deputed to inspect calls for any action by the Authority, the Authority shall, after necessary inquiry, specify definitely the point(s) in which it considers the college or the institution deficient and fix a time (to be extended upon good cause shown), within which the college or the institution shall take the action necessary to rectify the deficiencies pointed out.

- [5] Every affiliated college, recognized institution or approved institution shall submit the following details to University every year before starting a new semester.
- [a] Details of the Teaching Staff;
 - [b] Details of the number of enrolled students attending the college/institution.
 - [c] Details of the complete time-table and curriculum transactions of lectures, tutorials, practical(s), etc.
 - [d] Audited Income - expenditure statement of the institute and balance sheet.
- [6] Every affiliated colleges and recognized / approved institution shall report to the University through proper channel all changes in teaching staff as soon as such changes are made. In reporting such changes like the qualification of staff, newly appointed and existing staff, the conditions governing their tenure of office.

Ordinance 5 Withdrawal of Affiliation of Colleges

- [1] The right conferred on a college by affiliation may be withdrawn in whole or in part or modified if the college has failed to carry out any provision of NCTE or University or any statutory body or the college has failed to observe any of the conditions of its affiliation or the college is conducted in a manner which is prejudicial to the interests of education or teacher recognized by the University leaves the college.
- [2] A motion for the withdrawal or the modification of such rights shall be initiated only in the Executive Council.
- [3] Before taking the said motion into consideration the Executive Council shall send a copy of the notice and written statement to the trustee/principal of

the college concerned together with an intimation that any representation in writing submitted within a period specified in such intimation on behalf of the college will be considered by the Executive Council; Provided that the period so specified may, if necessary, be extended by the Executive Council.

- [4] On receipt of the representation or on the expiry of the period, the Executive Council after considering the notice of motion, statement and representation and after such inspection by a competent person or persons authorized by the Executive Council in this behalf and such further inquiry as may appear to it to be necessary shall make a report to the Academic Council.
- [5] On receipt of the report the Academic Council shall, after such further inquiry, if any, as may appear to it to be necessary, record this opinion in the matter.
- [6] Whereby an order made, rights conferred by affiliation are withdrawn in whole or in part or modified, the grounds for such withdrawal or as the case may be suspended or modified shall be stated in the order.

Ordinance 6 Withdrawal of Recognition or Approval

- [1] The rights conferred on an institution by recognition or approval may be withdrawn or suspended for any period if the institution has failed to observe any of the conditions of its recognition / approval or the institution is conducted in a manner which is prejudicial to the interest of education.
- [2] A motion for such withdrawal or suspension shall be initiated only in the Academic Council.
- [3] Before taking the said motion into consideration, the Academic Council shall send a copy of the notice and written statement mentioned in ordinance 6 [2] to the head of the institution concerned, together with an intimation that any

representation in writing submitted within a period specified in the intimation on behalf of the institution will be considered by the Academic Council: Provided that the period so specified may, if necessary, be extended by the Academic Council.

- [4] On receipt of the representation or on the expiry of the period referred to in ordinance 6 [3], the Academic Council, after considering the notice of motion, statement and representation and after such inspection by any competent person or persons authorised by the Academic Council in this behalf and after such further inquiry as may appear to it to be necessary, may by a resolution withdraw or suspend recognition / approval.

Ordinance 7 Recognition and Inspection of Hostel

- [1] The University shall have power to recognize the hostels established and maintained by the private managements subject to fulfillment of the following conditions.

[a] Suitability of buildings;

[b] Adequacy of accommodation with bed, chair, table, light and cupboard for each;

[c] Suitability of the neighborhood;

[d] Distance from the University and Possibilities of Commuting;

[e] Adequate water facility;

[f] Sanitary conditions;

[g] Medical help;

[h] Fire safety;

- [2] The Vice-Chancellor shall appoint an Inspection Committee to inspect and report on the fulfillment of the above conditions.

- [3] The Vice-Chancellor shall grant recognition to such hostels based on the recommendations of the Inspection Committee for a year.
- [4] The recognition of hostel may be with food or without food.
- [5] The fees will be reasonable and will be decided by the Academic Council.
- [6] The Vice-Chancellor shall have power to suspend or withdraw the recognition of any hostel for sufficient reason and after giving an opportunity of hearing to the management of the hostel.
- [7] The recognized hostels shall have to pay the recognition fee Rs. 10000/- for a year.

Ordinance 8 Establishment and maintenance of Hostel

- [1] There shall be separate hostels for men and women students maintained by the University.
- [2] The students admitted to the various courses of study in the University shall be eligible to seek admission into these hostels.
- [3] Hostel accommodation is limited to and will be allotted to the students as per the order of preference given below:
 - [a] UG Course
 - [i] Students from outside the Country;
 - [ii] Students from outside the State;
 - [iii] Students who are residents of places beyond 30 km from the University;
 - [iv] In case of tie, the younger student shall be given first preference;
 - [b] PG Course

- [i] Students from outside the Country;
 - [ii] Students from outside the State;
 - [iii] Students who are residents of places beyond 30 km from the University;
 - [iv] In case of tie, the younger student shall be given first preference;
 - [c] Ph.D. scholars will be considered on yearly basis if the vacancy is available.
- [4] All the inmates shall be provided with identity cards which they are expected to carry with them.
- [5] All the inmates shall have to pay the prescribed charges for admission, establishment, caution deposit etc., at the time of admission itself.
- [6] Students who are not admitted into University hostels shall not be permitted to stay in the hostels. Unauthorized stay in the hostels will be considered as a serious misconduct on the part of the student/s.
- [7] Under circumstances warranting the closure of University hostels, the University Administration shall have the power to close the hostels without any notice and in such cases it shall not be binding on the University administration for making alternative arrangements either for food or accommodation.
- [8] All the inmates shall vacate the rooms by handing over keys within 24 hours after the last examination of the academic year they are required to appear for.
- [9] The mess shall be closed during summer vacation and other short vacations and inmates who are required to appear for any examination after the closure of the mess will be permitted to stay in the hostel till the last day of the examination he/she is required to appear for and during that period the inmates shall have to make their own arrangements for food.

- [10] During summer vacation the hostels shall be handed over to the Estate for attending to repairs, white wash, etc. if any.
- [11] The inmates shall be required to clear all the dues to the hostel well before the commencement of Semester/ Year-end examinations.
- [12] [a] The inmates are required to maintain absolute discipline in the hostels and for this purpose inmates are required to adhere to the conduct rules as prescribed by the hostel administration from time to time.
- [b] The inmates found violating any of these rules shall be liable for disciplinary action.
- [c] Inmates who fail to clear the Hostel dues in time or violate the instructions or conduct rules shall not be eligible to continue in the hostel for the remaining period of study.
- [13] The Hostel Administration shall make sure that the following facilities may be made available in the hostels:
- [a] Dining Halls with seating facilities;
- [b] News papers;
- [c] Water coolers;
- [14] There shall be notice board showing the following details and contacts:
- [a] Rector and Wardens;
- [b] Emergency medical services and ambulance;
- [c] Housekeeping, Security and Mess contractor;
- [d] Police Station and Women helpline;
- [e] Anti - Ragging notice;
- [15] There shall be first aid kit in the office of Rector.
- [16] There shall be fire extinguishers in each block.

Ordinance 9 Recognition of Teachers and Principal

- [1] There shall be two types of teachers /Principal of the University for Instruction
- [a] University teachers appointed by the University for its own Centers;
 - [b] Recognised teachers/ Principals/ Director/ Head of institution working in the affiliated colleges or recognised institutions or approved institutions;
- [2] The Academic Council shall approve the recognition.
- [3] University Teachers - UG/PG
- A teacher appointed in the university for the teaching work as per the prevailing norms of UGC/ NCTE /such other authorities as the case may be, shall be recognised as University Teacher
- [4] Procedure for Endorsement to the Teacher/Principal of affiliated colleges:
- [a] Affiliated college has to publish an advertisement to conduct an interview in at least all over the Gujarat Edition of one leading Gujarati / English newspaper. The minimum size of the advertisement is 96 sq. cm. The advertisement must contain post/cadre, no. of vacancy and last date for application.
 - [b] Then the college has to request the Vice-Chancellor for nominees along with applications summary and published advertisement. College has to mention venue, interview date and time along with forwarding letter. College has to send the forwarding letter before 15 days from the scheduled interview date.
 - [c] After following above 4a and 4b by college, college has to conduct the interview as per norms.

[d] Selection file with all relevant documents should be submitted to the University within 14 days after completion of the interview for endorsement. The academic section has to verify the following points for endorsement.

[i] Vice-Chancellor Nominees Report.

[ii] Selection Committee as per Norms or not.

[iii] Procedure followed in selection of teaching staff or not.

[iv] Scrutiny of selected teaching staff.

[v] Basic Qualifications.

[vi] Required supportive documents.

[vii] Valid Experience documents.

[viii] In case of a name change of Married lady faculty, the requirement of marriage certificate/ gazette.

Provided, the recruitment of Teachers / Principals in affiliated government or grant-in-aid colleges/institutes done by the Public Service Commission or any recognized body/committee constituted by the Central/State Government shall be deemed to be endorsed by the University.

[5] Teachers/ Principals of colleges who transferred by the resolution/ notification of the Government of Gujarat shall have to send the application form in the prescribed format for recognition.

[6] Recognition of Teacher for Research Supervisor.

[a] Every teacher of the University and Affiliated colleges shall have to apply for recognition as a Research Supervisor.

[b] Eligibility of the Supervisor

[i] Any teacher of the University may be recognized as a Supervisor fulfilling criteria.

- [A] Any regular Professor of the University with at least two research publications in referred journals in the last two years from the date of application.
 - [B] Any regular Associate Professor of the University with a Ph.D. degree in the relevant subject and with at least two research publications in referred journals in the last two years from the date of application.
 - [C] Any regular Assistant Professor of the University with a Ph.D. degree in the relevant subject having at least 3 years of teaching in a higher education institution and at least two research publications in refereed journals and in the last two years from the date of application.
- [ii] Any approved Teacher of the PG Department in affiliated colleges may be recognized as a Supervisor fulfilling the following criteria.
- [A] Any regular Professor of the affiliated college with at least five research publications in refereed journals.
 - [B] Any regular Associate Professor of the affiliated college with a Ph.D. degree in the relevant subject and at least two research publications in refereed journals.
 - [C] Any regular Assistant Professor of the affiliated college with a Ph.D. degree in the relevant subject having at least 3 years of teaching in a higher education institution and at least two research publications in refereed journals.
- Provided that in areas/ disciplines where there is no or only a limited number of refereed journals, the Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.
- [iii] Only a full-time regular teacher of the University or PG Department

of Affiliated Colleges can act as a supervisor. External supervisors are not allowed. However, Co-Supervisor can be allowed in interdisciplinary areas from other departments or from other related institutions with the approval of the RDC.

[iv] The teacher, who wants to be supervisor shall apply in the prescribed form in three copies. The Vice-Chancellor will send the application form along with the details to two subject experts. After the recommendation of the experts and RDC, Academic Council may recognize the teacher as a Research Supervisor.

[c] If any teacher is upgraded due to promotion, CAS, or selection into a higher position in the same institute, his recognition as a Research Supervisor shall be upgraded accordingly. Such a teacher shall not require to apply again for the same.

[7] Period of Recognition and Renewal of Recognition

[a] The recognition granted under the foregoing ordinance shall be for a period of their designation as Adhyapak Sahayak / Assistant Professor / Associate Professor / Principal / Professor. At the completion of designation the recognition will be completed automatically. He/She has to apply for the renewal of recognition with new designation.

[b] The recognition of contractual staff will be for one academic year only.

[c] This report shall be considered in the Academic Council. The Academic Council may renew further his/ her recognition or withdraw the recognition of a recognised teacher/ Principal.

[8] Every Teacher and Principal applying for recognition under this Ordinance shall have to pay prescribed fees.

Ordinance 10 Contracts or Agreements

- [1] The Registrar shall exercise the powers to enter into, vary, carry out and cancel the contracts & agreements as per the direction of the Vice-Chancellor.
- [2] The contracts or agreements shall be subject to the approval of the Executive Council.
- [3] Any contracts or agreements shall contain the following things but not limited:
 - [a] Subject and Preamble
 - [b] Date, Time, and Place
 - [c] Validity
 - [d] Terms of use
 - [e] Rates, Payment obligations and schedule
 - [f] Damage to equipment/furniture etc.
 - [g] Liability
 - [h] Dealing with right person like owner/proprietor with identification
 - [i] Terms of agreement
 - [j] A way to resolve any disputes
 - [k] Area of jurisdiction at Gandhinagar/Ahmedabad.

Ordinance 11 Memorandum of Understanding

- [1] Broad agreement of University to cooperate and collaborate with other local, national and international universities, institutions, PSUs, Government Organizations, Center of Excellence, Industry and "Person of Eminence" on mutually agreed areas on following subjects but not limited to:

- (a) Establishment of University Center abroad;
- (b) Joint Research Projects funded by National and international agencies;
- (c) Exchange of faculties/students;
- (d) Twinning/ Articulation of syllabi/ exchange of students at UG and PG levels under credit transfer arrangement.
- (e) Developing e-course for interactive and interactive-integrated learning;
- (f) Sharing of library, laboratory, technology and other learning resources;
- (g) Joint arrangement of conferences, seminars and workshops;
- (h) Joint arrangement of training and internship programmes;
- (i) Joint arrangement of Refresher / Continuing education courses;
- (j) Expert lectures;
- (k) Research Work, Assessment, Sponsored Programmes;
- (l) Any other activity of mutual benefit;

[2] It shall be applicable only in the case of benefit of university students and staff.

[3] Other details as per Ordinance 10 as the case may be.

[4] The MOU shall be subject to the approval of the Academic Council.

[5] The guidelines, if any, laid down by Government and Statutory Bodies, shall be followed scrupulously.

Ordinance 12 Code of Conduct of Employees

Here the term employee includes teaching and non-teaching staff which come under this purview. The instances of misconduct are illustrative in nature, and not an exhaustive. Also the Gujarat Civil Services (Conduct) Rules shall be referred.

The following code of conduct applies to all of the employee:

[1] General Rules

- [a] Every employee of IITE shall, at all times, be devoted to his/her duty and shall maintain absolute integrity, discipline, impartiality and a sense of belonging.
- [b] No employee shall behave in a manner unbecoming of an employee of IITE.
- [c] Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control and work assigned by authority as well.
- [d] An employee should at all times be courteous in his/her dealings with other members of the staff, students and members of the public.
- [e] Unless otherwise stated specially in terms of appointment, every employee is a whole- time employee of the university, and may be called upon to perform such duties, as may be assigned to him by the authority, beyond scheduled working hours and on closed holidays and Sundays.
- [f] An employee shall be required to observe the scheduled office hours, during which he/she must be present at the place of his/her duty.
- [g] The employee shall not absent himself/herself from his/her duties without prior permission from the head of the Institution. Prior permission of the competent authority is necessary for availing even casual leave. This competent authority however, reserves the right to refuse leave for valid reasons to be recorded in writing.
- [h] In case of sudden and unexpected sickness or absence on medical grounds, a medical certificate to the satisfaction of the authorities shall be produced within a week. Employees desiring to avail themselves of leave other than casual leave shall apply for leave before actually proceeding on leave, to the authorities.

- [i] No employee shall leave the head-quarter except with the prior permission from the Registrar, even during leave or vacation. Wilful absence from duty will be treated as “dies non” for the purpose of increment, leave etc.
- [j] Whenever leaving the head-quarter, an employee should inform the Registrar, providing the address where he/she will be while on leave.
- [k] Conducting or participating or supporting or instigating any faculty staff/ students/ others directly or indirectly on any religion/ caste/ racial/ tribe/ sex/ untouchability based activities, is strictly prohibited on the part of any employee either in the University premises or elsewhere.
- [l] Criticizing or acting against or not implementing the orders shall be treated as gross misconduct and faculty/staff found guilty can be terminated from services.
- [m] An employee cannot refuse to receive any communication of any type from his/her controlling officer or an authority.
- [n] No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority for the furtherance of his/her interest. The penalty for a contravention of this rule shall be the withholding of promotion for him/her either permanently or for such period as the Executive Council may determine.
- [o] No employee shall engage himself in strike or in incitements thereto or in any activity resulting in abstaining from duties, slowing down the work, instigating other employees directly or indirectly, to abstain from work or to go slow on work. Obstructing other employees from attending duties, or creating obstructions for work is strictly prohibited and amounts to gross misconduct.
- [p] A temporary employee who remains absent from duty after applying for leave or extension of leave to which he/she is not entitled shall be

deemed to have been discharged from duty with effect from the date from which he/she is not entitled to any leave unless the leave applied for is granted by the authority.

[q] No employee shall send any application for employment under any other agency except through the authorities of the institution concerned. Ordinarily every employee shall be permitted to apply for an outside post thrice in a year even though he/she may be holding a permanent post.

[r] The Executive Council shall be conduct authority.

[2] Taking part in politics and election

[a] No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in aid or assist in any manner any political movement or activity.

[b] No employee shall canvass or otherwise interfere or use his/her influence in connection with or take part in any election to a legislative body or local authority.

[c] If an employee wishes to contest for an election, he/she shall resign from the services of the university before filing the nomination.

[3] Connection with Press or Radio or News Papers or any mass communication media

[a] No employee shall, except with the prior sanction of the Vice-Chancellor, own wholly or in part or conduct, or participate in the editing or managing of any newspaper or other periodical publications.

[b] No employee shall, except with the prior sanction of the competent authority or any other authority empowered by duties, participate in a radio broad-cast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any

newspaper or periodical.

[4] Unauthorized communication of information

- [a] No employee shall, except in accordance with any general or special order of the competent authority, or in the performance in good faith of the duties assigned to him communicate, directly or indirectly any official document or information to any person to whom he/she is not authorized to communicate such document or information.

[5] Gifts

- [a] No employee shall, except with the prior sanction of the competent authority, accept or permit his/her spouse or any other member of his/her family to accept, from any person any gift of more than trifling value. Providing that gifts of a value, reasonable in all circumstances of the case, may be accepted from relations and personal friends, or presented to such persons on occasion such as wedding, anniversaries and religious functions, when the making or receiving of such gifts is in conformity with the prevailing religious or social customs; but acceptance of such gifts other than those of trifling value should be reported to the Executive Council.

[6] Private employment or trade and investment

- [a] No employee shall, except with the previous sanction of the management, negotiate or undertake any other employment or work or engage directly or indirectly in any trade or business.
- [b] Canvassing by an employee in support of the business or insurance agency or commission agency and the like owned or managed by his/her spouse or any other members of his/her family shall be deemed to be a breach of this rule.

[c] Every employee shall report to the authority if any member of his/her family is engaged in any trade or business or in an Insurance agency/ commission agency.

[7] Lending & Borrowing

[a] No employee shall lend money at interest to any person nor shall borrow money from any person with whom he/she is likely to have official dealings.

[8] Insolvency, Habitual Indebtedness and Criminal Proceedings

[a] An employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to be arrested for debts or has recourse to insolvency or when it is found that a part of his/her salary is continuously being attached, he/she may be liable for dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the university.

[b] An employee who gets involved in some criminal proceedings shall immediately inform the authority, irrespective of the fact whether he/she has been released on bail or not.

[c] An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his/her duties in the university unless he/she has obtained written permission to that effect from the competent authority.

[9] Representations

[a] Whenever an employee wishes to put forth any claim, or seeks redressal of any grievance, he/she must forward his/her case through proper channel, and shall not forward, advance copies of his/her application to any higher authority, unless the lower authority has rejected the claim,

or refused relief, or the disposal of the matter is delayed by more than two months.

[b] No employee shall be signatory to any joint representation addressed to the authorities for redressal of any grievance or any other matter.

[10] Consumption of intoxicating drinks and drugs

[a] An employee or a member of any committee shall not consume any intoxicating drinks or drugs in the university premises or at the place decided for university work.

[11] Prohibition of sexual harassment of working women

[a] No employee shall indulge in any act of sexual harassment at the work place.

[b] Every employee who is in-charge of a work place shall take appropriate steps to prevent sexual harassment at such work place.

[c] For the purpose of this rule "Sexual harassment" includes such unwelcome sexually determined behaviour, whether directly or otherwise as:

[i] Physical contact and advances;

[ii] Demand or request for sexual favours;

[iii] Sexually coloured remarks;

[iv] Showing any pornography;

[v] Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

[12] Misconduct

Without prejudice to the generality of the term 'misconduct', the following acts of omission in addition to those laid down as above and commission shall be treated as misconduct which are illustrative in nature, and not an exhaustive:

- [a] Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.
- [b] Acting in a manner prejudicial to the interests of the university.
- [c] Wilful insubordination or disobedience, whether or not in combination with others, of his/her superior.
- [d] Defiance of orders or direction of higher authority, writing letters with a high tone and tenor to the higher authorities.
- [e] Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds of proper or satisfactory explanation.
- [f] Habitual late or irregular attendance and habitual absenteeism.
- [g] Neglect of work or negligence in the performance of duty including lingering or slowing down of work.
- [h] Damage to any property of the Institution or interference or tampering with any safety devices installed in or about the premises of the university.
- [i] Taking decisions without consulting / approval from the Vice - Chancellor.
- [j] Disregard to the safety measures and instructions in regard of property, equipment and work in the university.
- [k] Involvement in theft, fraud, breach of trust, dishonesty, damage to the property or work of any nature of the university or another employee.
- [l] Riotous or disorderly or indecent behaviour in the premises of the university or outside such premises where such behaviour is related to or connected with the employment.

- [m] Spreading rumours and fears in the premises of the university or outside such premises where such behaviour is related to or connected with the employment.
- [n] Gambling or smoking within the premises of the institution.
- [o] Collection without the permission of the competent authority of any money within the premises of the Institution.
- [p] Absence from the employee's appointed place of work without permission or sufficient cause.
- [q] Purchasing or selling properties, machinery, stores, etc. in the name of the university or authority maintained by it, without express permission in writing from the competent authority.
- [r] Use of high tenor, indecent language or undue arguing with superiors.

Ordinance 13 Courses Offered by the University

The courses shall be offered by the university after the approval of the Academic Council. The list is as follows:

[1] Research Degree in Education

[a] Ph.D.

[2] Post Graduate Degrees

[a] Master of Science & Master of Education (Innovative Integrated) - M.Sc. - M.Ed. (Three Years)

[b] Master of Arts & Master of Education (Innovative Integrated) - M.A. - M.Ed. (Three Years)

[c] Bachelor of Education & Master of Education (Integrated) - B.Ed. - M.Ed. (Three Years)

[d] Master of Education - M.Ed. (Two Years)

[e] Master of Arts (Education) - M.A. (Education) (Two Years)

[3] Bachelor Degrees

[a] Bachelor of Science & Bachelor of Education (Integrated) - B.Sc. - B.Ed. (Four Years)

[b] Bachelor of Arts & Bachelor of Education (Integrated) - B.A. - B.Ed. (Four Years)

[c] Bachelor of Education - B. Ed. (Two Years)

[d] Bachelor of Arts (Education) - B.A. (Education) (Three Years)

[e] Bachelor of Arts & Bachelor of Education (Special Education) (Integrated) - B.A.B.Ed. (Spl. Edu.) (Four Year)

[f] Bachelor of Science & Bachelor of Education (Special Education) (Integrated) - B.Sc.B.Ed. (Spl. Edu.) (Four Year)

[4] Post Graduate Diploma.

A graduate candidate is eligible for Post Graduate Diploma if he/she shall be completed successfully four certificate courses from the list [5].

[5] Certificates.

(1) School Management

(2) Educational Measurement and Evaluation

(3) Educational Statistics

(4) eLearning: Preparatory

(5) Introduction to Curriculum

(6) Inclusive Education

(7) Art Education

- (8) Indian Perspectives on Education
- (9) Primary Education in India
- (10) Introduction to Research in Education
- (11) Introduction to Sociology of Education
- (12) Introduction to Education Psychology
- (13) Introduction to Philosophy of Education
- (14) Guidance and Counselling
- (15) Educational Supervision
- (16) Text-book Development
- (17) eContent Development
- (18) Action Research and Case Study in Education
- (19) Descriptive Statistics
- (20) Vedic System of Education
- (21) Education in Pre-independence Era
- (22) Teaching of Mathematics
- (23) Educational Economics
- (24) Computing in Education
- (25) Special Education
- (26) Yog Education
- (27) School Leadership
- (28) Drama in Education
- (29) Secondary School Education in India
- (30) Parametric Statistics
- (31) Education in Post-independence Era

- (32) Gandhiji on Education
- (33) Vedic Mathematics
- (34) Acquisition of Language
- (35) Nai-Talim
- (36) Media in Education
- (37) Global Perspectives of Education
- (38) Sports and Physical Education
- (39) Psychology of Personality Development
- (40) Online Assessment and Evaluation
- (41) Fine Arts in Education
- (42) Bloom's Taxonomy
- (43) Early Childhood Care and Education
- (44) Non-parametric Statistics
- (45) Rabindranath Tagore on Education
- (46) Vivekanand on Education
- (47) Teaching Sanskrit as a Classical Languages
- (48) Teaching of Second/Foreign Languages
- (49) Multimedia in Education
- (50) Education for Women Empowerment
- (51) Developing Reading Competence
- (52) Financing in Education
- (53) Teaching Methods
- (54) Higher Education in India
- (55) ETV Productions

(56) Shri Aurobindo on Education

(57) Buddhism and Education

Ordinance 14 Admission Criteria

Following will be the admission criteria for various academic programs, as and when approved by the University or notified by the Government of Gujarat or NCTE or UGC or any other apex body from time to time and adopted by the University.

[1] **Course:** **B.Sc.- B.Ed.**

Duration: 4 Years (8 Semesters)

Eligibility Criteria:

- (a) At least 50 % marks in 10+2 exam from the recognised Higher Secondary or Senior Secondary School Certificate Examination Board recognised as per the norms regulated by the Government of India and Government of Gujarat.
-

[2] **Course:** **B.A.- B.Ed.**

Duration: 4 Years (8 Semesters)

Eligibility Criteria:

- (a) At least 50 % marks in 10+2 exam from the recognised Higher Secondary or Senior Secondary School Certificate Examination Board recognised as per the norms regulated by the Government of India and Government of Gujarat.
-

[3] Course: B.Sc./B.A. B.Ed. (Special Education)

Duration: 4 Years (8 Semesters)

Eligibility Criteria:

- (a) At least 50 % marks in 10+2 exam from the recognised Higher Secondary or Senior Secondary School Certificate Examination Board recognised as per the norms regulated by the Government of India and Government of Gujarat.
-

[4] Course: B.Ed.

Duration: 2 Years (4 Semesters)

Eligibility Criteria:

- (a) A Graduate and/or post-graduate degree in Art, Science and Commerce with at least 50 % of the total marks or graduate in Engineering or Technology with specialization in Maths/ Science with at least 55 % marks or equivalent from the UGC recognized University.
-

[5] Course: B.Ed. - M.Ed.

Duration: 3 Years (6 Semesters)

Eligibility Criteria:

- (a) A Postgraduate degree in Science/Social Science/Humanities from a recognized institution with a minimum 55 % marks or equivalent grade from the UGC recognized University.
-

[6] Course: M.Ed.

Duration: 2 Years (4 Semesters)

Eligibility Criteria:

-
- (a) A Graduate degree in any of the subjects and B.Ed. from any UGC recognised University with at least 50 % of marks.
-

[7] Course: M.Sc./M.A. - M.Ed.

Duration: 3 Years (6 Semesters)

Eligibility Criteria:

- (a) B.Sc.-B.Ed./B.A.-B.Ed. from IITE or any other college or any of the courses equivalent to it offered by UGC recognised University with 50 % of marks or equivalent grade.

OR

B.A.(English / Gujarati / Sanskrit / Hindi / History / Geography / Economics) OR B.Sc.(Physics / Chemistry / Botany / Zoology / Maths) from any of the University recognised by UGC, with minimum 50 % of marks or equivalent grade, as per UGC norms

AND

- (b) B.Ed. with minimum 50 % of marks or equivalent grade as per NCTE norms.
-

[8] Course: Ph.D.

(i) Duration:

[a] Regular Full time 3 years (Minimum 6 terms) including course work, and a maximum duration of six (6) years from the date of admission to the Ph.D. programme;

[b] Regular Part-time 4 years (Minimum 8 terms) and a maximum duration of six (6) years from the date of admission to the Ph.D. programme;

[c] A maximum of an additional two (2) years can be given through a process of re-registration as per the Ordinance/Regulation of the Higher Educa-

tional Institution concerned; provided, however, that the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of admission in the Ph.D. programme.

Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40 % disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. programme.

[d] Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. programme.

(II) Eligibility Criteria: Candidates who have completed:

[a] A 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme or a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55 % marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution

A relaxation of 5 % marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

Provided that a candidate seeking admission after a 4-year/8-semester

bachelor's degree programme should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed. A relaxation of 5 % marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

- [b] Candidates who have completed the M.Phil. programme with at least 55 % marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

[9] **Course:** **B.A. (Education)**

Duration: 3 Years (6 Semesters)

Eligibility Criteria:

[a] 10+2 Pass

[10] **Course:** **M.A. (Education)**

Duration: 2 Years (4 Semesters)

Eligibility Criteria:

- [a] Graduate in any discipline with minimum 50 % marks
-

Ordinance 15 Ph.D.

[1] This Ordinance shall apply to the Ph.D. programme conducted in Education at the IITE.

[2] Disciplines of Research

- [a] Education, Teacher Education

- [b] General Pedagogy and Andragogy in discipline like Languages, Mathematics and Sciences, Social Sciences and any of concerns of Andragogy

- [c] Educational Management

- [d] Instructional Technology

- [e] Thinkers of Education

- [f] Indian Concept/Model of Education

- [g] Assessment, Measurement and Evaluation of Learning and Curriculum

- [h] Education Policy

- [i] Sustainable Development Goals 2030

- [j] Comparative Education

- [k] Multi-disciplinary Research in Education

- [l] Any other discipline approved by the Academic Council / Vice-Chancellor

[3] Research Development Committee (RDC)

- [a] There shall be a Research Development Committee constituted as under:

- [i] The Vice Chancellor or his/her nominee - Chairperson;
 - [ii] Directors of the Centres of the University;
 - [iii] Two Research Supervisors from University (to be nominated by the Vice-Chancellor);
 - [iv] Two Eminent Educationists from the discipline (to be nominated by the Vice-Chancellor);
 - [v] The Director, Center of Education shall be the Member Secretary;
- [b] The RDC shall perform the following functions:
- [i] To screen the candidates for final merit list of the prospective research scholars to recommend to admit them for the program.
 - [ii] To scrutinize/approve the proposal received for registration as recommended by RAC (Research Advisory Committee).
 - [iii] To approve the recommendation of experts for registering the research supervisor and thereto interact with the prospective research supervisor for final recommendation to the Vice-Chancellor.
 - [iv] To make a recommendation for extension in a stipulated time and in such manner as decided or the merit of the case concerned.
 - [v] Interaction between research scholars and supervisors to allocate research supervisor.
 - [vi] Appointment and allocation of Co-Supervisor.
 - [vii] Any work which is assigned by the Vice-Chancellor.
- [c] The meeting of RDC shall be convened every semester for the periodical review of RAC reports and matters inter alia.
- [d] The meeting of RDC will be convened as and when required with the permission of the Vice-Chancellor in accordance with the registration schedule of the University.

- [e] Director, Center of Education of the University shall be responsible for overall coordination of the Ph.D. degree programme in accordance with the provisions of this ordinance and regulations in force from time to time.

[4] Types of Ph.D.

There shall be two types of scholars in the Ph.D.

[a] Full-time Research Scholar

The full-time scholars are expected to work on a regular basis for the entire Ph.D. programme in their respective subject departments or place of assignment by their Research Supervisors/University. The scholars who are receiving assistantship/ scholarship/ fellowship from UGC/ICSSR, Industry or any other funding agency as RA/SRF/JRF/Project Fellow of IITE shall be considered as full-time scholars provided they submit the certificate /award letter from the authority concerned. In such cases, the status report shall be submitted to RDC.

[b] Part-time Research Scholar

This category refers to employed scholars admitted to the Ph.D. programme. A “No Objection Certificate” is mandatory from the Head of the institution/employer along with the application. Such scholars shall not be entitled/eligible for any kind of fellowship, financial assistantship and accommodation offered by the University. The No Objection Certificate shall clearly be stating that:

- [i] The candidate is permitted to pursue studies on a part-time basis.
- [ii] His/her official duties permit him/her to devote sufficient time for research.
- [iii] If required, he/she will be relieved from the duty to complete the course work.

[iv] In the case of internal faculty, he/she has to complete the course-work with regular duty.

[5] Eligibility Criteria for Ph.D.

[a] As per Ordinance 14 [8].

[b] The candidate must qualify in the Ph.D. Programme Entrance Test and GDPI of Indian Institute of Teacher Education.

[c] The minimum qualifying criteria shall be as decided by the university and reviewed time by time.

[6] Ph.D. Candidates

[a] Entrance Test

All applicants shall give the entrance test i3T as decided by the University.

The entrance test i3T will be based on the papers mentioned below.

Paper I will be common for all candidates and Paper II will be related to the Post Graduate subject of the student. Students will prepare for the entrance from the available sources. IITE shall not provide any study material for the test.

Paper No.	Paper Type	MCQ	Marks
Paper 1:	Section A (30 MCQ) Research Methodology Section B (30 MCQ) Reasoning and Comprehension Skills	60	60
Paper 2:	Education Subjects upto PG level	60	60
	Total	120	120

Duration of the test: 120 minutes

The format of the Entrance Test shall be as decided by the university and reviewed time by time.

- [b] To qualify in the Entrance Test, the candidate has to secure minimum 50% marks in the aggregate in Paper 1 and Paper 2. In the Entrance Test 5% relaxation for candidates from SC/ ST/SEBC/EWS/PH categories [as per the norms amended by UGC (Minimum standards and procedure for award of M.Phil./Ph.D. Degrees (1st amendment) Regulations, 2018]
- [c] To qualify as Ph.D. research candidate, he/she must obtain aggregate 50% of total Marks in the entrance examination.

[7] Admission

- [a] (1) University shall notify a prospectus /admission broucher well in advance on the institution's website specifying the number of seats for admission, subject/ discipline-wise distribution of available seats, criteria for admission, the procedure for admission, and all other relevant information for the candidates;
 - (2) University may decide the number of eligible students to be called for Group Discussion and Personal Interviews (GDPI) before RDC based on the number of Ph.D. seats available.
 - (3) The candidate is required to complete the given task like Presentation / Group Discussion / Drafting and Presentation of research proposal etc. before RDC.
- [b] The GDPI shall also consider the following aspects, viz. whether:
 - [i] the candidate possesses the competence for the proposed research;
 - [ii] the research work can be suitably undertaken at the Institution/ College;
 - [iii] the proposed area of research can contribute to new /additional knowledge;

- [iv] the candidate may possess the JRF;
- [c] RDC shall evaluate all candidates on their performance.
- [d] RDC shall prepare the merit list with a weightage of 70% of the score in the Entrance Test and 30% to the performance in the GDPI. The University shall notify the list of recommended students for admission as Ph.D. students.
- [e] These recommended students shall have to pay the fees as per the notice of the University.
- [f] Procedure for Registration:
 - [i] The notification shall be declared by the university with the list of all students who have paid the fees. This notification will show the date of admission and provisional enrolment number of each student.
 - [ii] The date of admission of the candidate is the semester declared open by the University or the date of payment of fees, whichever is later.
 - [iii] The final enrolment number shall be given to each research scholar after completion of successful coursework.
 - [iv]
 - [v] After the successful coursework, and approval of the research proposal from RDC, the University shall notify the scholar about the approval of the research proposal.
 - [vi] A registered Ph.D. scholar shall not be allowed to pursue any other course/programme from any University simultaneously. If any such violation is noticed, the registration of the scholar shall be void.
 - [vii] A scholar shall not be permitted to submit a thesis for which a degree has been conferred on him/her in this or in any other University. But a scholar shall not be precluded from incorporating any work

which he/she has already submitted for a degree in this or any other university, in a thesis covering a wider field, provided that he/she shall indicate in a written statement accompanying thesis / any work which has been so incorporated.

[g] Structure of Fee for Ph.D. scholar

[i] The candidate to be admitted to the Ph.D. programme shall have to pay the prescribed fees by the University from time to time. The fees once paid shall not be adjusted or refunded under any circumstances even, if the candidate cancels the admission. Any revision of fee shall be payable by the Ph.D. scholar during the entire period of the Ph.D. degree.

[ii] All Ph.D. scholar shall have to pay the prescribed fee for 02 terms every year, till the date of submission of the Ph.D. thesis.

[h] Intake:

The intake shall be determined by the university and the seats shall be reserved for notified categories as per the prevailing norms.

[i] New Admission:

[i] Admission will be granted once a year subject to the availability of the seats available. The announcement of admission will be declared in the month of March-May as per the schedule notified by the university.

[ii] The admission shall be based on the criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned, and taking into account the reservation policy of the State Government from time to time.

[j] Submission of Research Proposal:

The candidate has to submit the research proposal as per the instruction

of the university.

[8] Research Supervisors

[a] Eligibility of the Supervisor:

[i] Eligibility of the Supervisor shall be as per Ordinance 9 [6].

[b] Allocation of Research Supervisor

[i] There shall be an Induction Programme / Orientation Programme for all admitted research scholars during the first week of the Course Work.

[ii] After the Induction Programme / Orientation Programme there shall be an interaction between research scholars and supervisors in the presence of the Head of Ph.D. program and Director, Centre of Education.

As far as possible the candidates will be allowed as per their merit number to select the supervisor of their choice, and if the supervisor agrees, then the candidate may be allowed to register with that supervisor.

[c] In case of topics which are of inter-disciplinary / intra-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the RDC may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/ Faculty/ College/ Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges.

[d] A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than eight Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of six Ph.D.

scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of four Ph.D. scholars.

- [e] In case of relocation of a Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.
- [f] The short listed candidates in the merit lists shall not have any automatic right for allocation of Research Supervisor and enrolment for Ph.D. studies in the University. This shall be subject to availability of seats/consent of the Research Supervisor/ availability of resources at the University.
- [g] The allotment/allocation of the Research Supervisor shall not be left to the individual candidate or Research Supervisor. The RDC shall have the sole authority to decide the allocation of Research Supervisor to a candidate, subject to the availability of academic/laboratory resources/ expertise including the acceptance by the concerned Research Supervisor, the number of candidates per faculty, required infrastructure, the research interest of the scholar as indicated in the PI. The RDC may, however, consider the choice indicated by the candidate in the application, if found feasible.
- [h] The RDC will decide the allocation of the Research Supervisor only to those candidates who have not selected their supervisor with mutual understanding.
- [i] Notwithstanding anything contained in this ordinance, no Research Supervisor or Co- Research Supervisor shall be under an obligation to ac-

cept any candidate for Ph.D. studies.

- [j] The workload of Ph.D. Research Supervisor shall be determined on the basis of the policy formulated by the IITE as per the norms and regulations framed by UGC from time to time.

[9] Course Work

- [a] The admitted scholars shall be required to undertake coursework organized by the University/Center of Education as the case may be. All regular and part-time Ph.D. scholars shall be required to go through the coursework for one semester/term. The course work shall be treated as pre-Ph.D. preparation.
- [b] A Ph.D. scholar has to earn prescribed credit for the course work in one year of registration.
- [c] The course work shall carry 10 credits (one credit=15 hours). The concerned department/school/ institution shall decide the details of the course work, teaching schedule and evaluation within the broad framework given below:
 - [i] 05 credits (75 hours) for “Research Skills” which includes research methodology, quantitative methods, computer application, tools and techniques for research and experimentation, instrumentation, communications skills, review of published research, report writing, seminar presentation.
 - [ii] 04 credits (60 hours) for subject specific course work. Out of the 60 hours, 25 hours shall be devoted to review of the subject/laboratory exercises, 25 hours for seminar/teaching in different contemporary and development issues in the subject/laboratory work and 10 hours shall be for review of research papers in the subject.

- [iii] 01 credit (15 hours) for field work, seminar/lab work and other academic activities including conducting classes in the Centre of Education.
- [iv] The details of the subject shall be decided by the Centre of Education.
- [d] The detailed norms for evaluation of the course work shall be decided by the University. At the end of the course work all the scholars shall have to appear for examinations in the above two papers.
- [e] A Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the dissertation/thesis. The passing criteria for each subject/paper shall be 50% marks. Those who failed to get the minimum passing marks shall have to reappear for such examination in next term or as alternative arrangement made by the university. All candidates admitted to the Ph.D. programmes shall be required to complete the course work prescribed by the Department during the initial two semesters.
- [f] Full-time scholar shall attend their concerned centres according to the pre-arranged time-table and programmes provided by Heads/ Coordinator/ Directors/ Principal. The records of their attendance shall be maintained by the respective Head/s. The records of work done shall be maintained in the form of diary by the every research scholars duly signed by concerned Research Supervisor/s every week.
- [g] For Part-time scholars the records of work done shall be maintained in the form of diary by the every research scholars duly signed by concerned Research Supervisor/s every month.

[10] Research Advisory Committee:

-
- [a] There shall be a Research Advisory Committee for each Ph.D. scholar as under.
- [i] Two Subject Experts from Other University, nominated by the Vice Chancellor.
 - [ii] Research Supervisor.
- [b] The Research Supervisor of the scholar shall be the Convener of this Committee. This Committee shall have the following responsibilities:
- [i] To review the research proposal and finalize the topic of research; The candidate shall be required to finalize and submit a brief research proposal of about 1000 words containing the title, significance and scope of the topic, rationale, justification, national - international status, theory and research methodology/ techniques involved, references, bibliography, place of research, in coordination with Research Supervisor/ Co-Research Supervisor. The RAC may recommend to the RDC of the acceptance of the research proposal or ask the scholar to make necessary changes after coursework.
 - [ii] To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
 - [iii] To periodically review and assist in the progress of the research work of the research scholar.
- [c] A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Advisory Committee to the RDC.
- [d] In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement

these corrective measures, the Research Advisory Committee may recommend to the RDC with specific reasons for cancellation of the registration of the research scholar.

[11] Change of Title, Topic of Research and Research Supervisor:

- [a] Change of title in Ph.D. thesis, if necessary, could be allowed within one year from the date of registration for Ph.D. The change of title shall be recommended by RAC, to be approved by RDC. No change of title will be permitted after one year.
- [b] The University may allow a change of supervisor under exceptional circumstances as mentioned below, on the recommendation of RDC of the concerned subject.
 - [i] On the demise of the supervisor or is physically / mentally unable to continue the supervision.
 - [ii] If the supervisor leaves the Head Quarter/India and goes abroad for more than eight months.
 - [iii] If the supervisor leaves the job from the University.
 - [iv] For any valid reason(s) presented by the candidate or the supervisor with or without evidence and accepted by the RDC with a due recommendation to the Vice Chancellor.
 - [v] The Vice-Chancellor may accept the recommendation of the RDC and act accordingly or decide the subsequent procedure to be followed in the matter concerned.

[12] Cancellation of Ph.D. Registration

- [a] The registration of a candidate for Ph.D. shall be liable to be canceled for any of the following reasons:
 - [i] Giving false information at the time of application/ admission.

- [ii] Non-payment of fees.
 - [iii] Non-compliance with the provisions of the Ordinances and Regulations of the University.
 - [b] The decision of the University with regard to the cancellation of Registration shall be final and binding to all concerned.
- [13] Submission and Evaluation of Ph.D. Thesis

[a] Requirements for Submission of Ph.D. Thesis:

After the Research supervisor(s) is/are satisfied that the candidate has acquired a sound understanding of the subject in the thesis and the relevant research approaches, the Research Supervisor shall permit the candidate to proceed with the submission of her/his thesis, in Gujarati/ Hindi/ English/ Sanskrit, subject to the following:

If the thesis is submitted in any other language, the candidate must submit a copy of the thesis translated into English.

[b] Submission of synopsis:

[i] The synopsis must be submitted at least 45 days before the submission of the thesis to the university, but not before 30 months from the date of registration for full-time scholars and 42 months for part-time scholars

[ii] A synopsis should represent the thesis and reflect clear idea about the whole research report. It should cover

- (a) the objectives, nature and scope of the work done,
- (b) the principal conclusions,
- (c) the contribution made to the body of knowledge on the subject,
- (d) bibliography.

[iii] The synopsis should be submitted in about 3000-5000 words. It should be written in double-spaced A-4 size pages with 1.5" margin

at left, 1" margin at right, and 1" margin at top and bottom.

- [iv] The candidate shall submit a copy of synopsis in digital format, as per instructions.
- [v] The synopsis will be circulated among the members of Academic Council/ Board of Studies/ RDC of the concerned subjects to invite their suggestions/ recommendations/ comments if any.
- [c] The candidate shall present her/his thesis work in a "pre- submission seminar" to be convened exclusively for this purpose. Prior to the submission of the dissertation/thesis, the scholar shall make a presentation in the Department before the Research Advisory Committee of the Institution concerned which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation/thesis in consultation with the Research Advisory Committee.
- [d] Ph.D. scholars must publish at least one research paper in refereed journal and make two paper presentations in conferences/seminars before the submission of the dissertation/thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.
- [e] After the seminar, the candidate and research supervisors shall consider the reactions and observations expressed by the participants or/and Committee Members. The Supervisor(s) will then assess whether the candidate has attained the expected level in conceptualization and quality of research work. If their assessment is in the affirmative, the candidate shall be allowed to submit the thesis to the University.
- [f] However, if it is realized that the expected level has not been reached the Supervisor(s) shall suggest to the candidate specific tasks to be accomplished before submission of the thesis. On satisfactory completion

of the assigned tasks, she/he shall be allowed to submit the thesis.

- [g] The Academic Council (or its equivalent body) of the Institution shall evolve a mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the dissertation/ thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution.
- [h] One printed copy of the thesis and one in digital form, as instructed, shall be submitted to the university, through the Supervisor. The thesis will include a certificate signed by the Supervisor(s) and the candidate about the originality of the work, a plagiarism report, and the number of pages included in the thesis.
- [i] The Format of the thesis shall be as follows. The following specifications should be maintained in the final presentation of the thesis.
- [i] The paper used for printing shall be of A4 size.
 - [ii] The printing shall be in a standardized form on one side of the paper and in one and-half spacing.
 - [iii] A margin of one-and- half inches shall be on the left hand side.
 - [iv] The title of the thesis, name of the student, degree, name of the Research Supervisor, place of research and the month and year of submission shall be printed on the title page and the front cover.
 - [v] The colour of the cover should be preferably dark. Side cover should mention “Ph.D. thesis” on the top, name of the student, month and year.
 - [vi] Font Size: The font size mentioned below is in reference to Times

New Roman (English), Shruti (Gujarati), Mangal (Hindi/Sanskrit). However, any type of font matching the suggested size will be accepted. The candidate has to observe that the fonts used are not highly decorative.

(i) Title of Chapter and Appendix : 14 points, Bold

(ii) Title of point/ sub-title : 12 points, Bold

(iii) Chapter text : 12 points with double space

(iv) Foot note/ End notes : 10 points

(v) Reference and Bibliography : 12 points

(vi) Appendices Text : 10 Points

[vii] The candidate shall follow all the specifications that are issued by the University from time to time.

[j] The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the Research Supervisor and at least one of the two external examiners, and shall be open to be attended by Members of the Research Advisory Committee, all faculty members of the Department, other research scholars and other interested experts/ researchers.

[k] The public viva-voce of the research scholar to defend the dissertation /thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the dissertation/thesis is/are satisfactory and include a specific recommendation for conducting the viva-voce examination. The University shall develop appropriate methods so as to complete the entire process of evaluation of Ph.D. thesis within a period of six months from the date of submission of the thesis.

[l] Evaluation of Ph.D. Thesis & Viva-voce:

[i] The thesis shall be examined by two external experts nominated by the Vice Chancellor from a list of ten experts (five from Gujarat and

five from outside Gujarat) submitted by the Supervisor(s) in consultation with RAC of the subject.

- [ii] The examiners will submit their Evaluation Reports to the University individually within three months. If he/she fails to do so, the University may assign the task to another examiner from the panel. If the evaluation report of any of the external examiners is unsatisfactory and does not recommend viva- voce, the University shall send the dissertation/ thesis to another external examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the third examiner is satisfactory. If the report of the third examiner is also unsatisfactory, the thesis shall be placed before the RDC for due consideration and recommendation. On the basis of these recommendations, the dissertation/ thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.
- [iii] On the recommendation of the examiners for the award of a Ph.D. degree, an open defence of the thesis shall be conducted at the University HQ or any other place approved by the Vice - Chancellor by a panel comprising one of the two external examiners, to be nominated by the Vice-Chancellor, and one of the Supervisor(s) of the candidate. The Dean or Director, Centre of Education or any other person who is nominated by the Vice - Chancellor would be the Chairperson of the panel. The Supervisor will be the Convener of the panel. The defense shall be open to all interested participants. The open defense of the research scholar to defend the dissertation/thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the dissertation/thesis is/are satisfactory and include a specific recommendation for conducting the viva- voce examination.

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- [iv] The date, time, and venue of the open defense, along with a one-page abstract of the thesis, shall be notified to all concerned, at least three days prior to the open defense.
- [v] The Viva-voce shall be organized in two phases.
- Phase 1: Public Defence: This phase may be arranged in the presence of the Director, Centre of Education, Head and Faculties of the Department and other research scholars.
- Phase 2: Viva-voce by external referee, in presence of Research Supervisor.
- [vi] The report of Phase 2 (Viva-Voce), prepared and signed jointly by the external examiner and the Supervisor(s), shall be submitted with necessary remarks regarding degree to be awarded or not to be to the Vice Chancellor for approval and issue of Ph.D. notification. The decision of the Vice Chancellor on the Report shall be final and binding to all concerned.
- [vii] The examiners' reports shall be shown to the candidate beforehand to enable her/him to address the issues raised therein while preparing to defend the thesis during the viva-voce.
- [viii] In case any examiner suggests certain modifications and re-submission of the thesis, the same should be communicated to the candidate, who will be asked to resubmit the thesis with all the modifications within six months. The Research Supervisor(s) will ensure that the suggestions of the examiner(s) are adequately addressed before re-submission of the thesis. The modified thesis shall be referred again to the examiner(s) concerned for re-evaluation.
- [ix] The whole evaluation process of the Thesis must not generally exceed the time period of six months from the date of submission of the thesis.

[14] Award of Ph.D. Degrees

[a] A candidate shall be awarded the Ph.D. Degree in Education following due process of the University. The Registrar of the University shall issue the Notification.

[b] The University shall notify the following:

It is hereby notified that on the report of the referees on the thesis submitted by the undermentioned candidate, the University has accepted the thesis for the Degree of Doctor of Philosophy (Ph.D.) in the subject the candidate has been declared eligible for the award of the Degree of Doctor of Philosophy of this University.

[c] The above notification shall also mention the Sr. No. and Page No. of the Ph.D. Register.

[15] Depository with INFLIBNET and other agencies

[a] Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the Institution concerned shall submit an electronic copy of the Ph. D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges.

[b] In the case of a thesis written in a regional language, a translated version of the same into English shall be submitted as above.

[c] After Viva, two hard copies of the thesis and a digital copy shall be submitted to the University. One hard/soft copy of the thesis shall be placed in the University Library and one hard/soft copy shall be sent to National Library. The scholar's name, title of the thesis and an extended abstract shall be placed on the University Website.

[16] General Rules applicable

- [a] The scholars shall follow the statutory provisions prescribed by the University from time to time, even if they are not included in these Ordinances. The University shall have the right to modify, change or add to the Ordinances and Regulations which shall be binding to all the scholars.
- [b] The Ph.D. scholars shall be entirely responsible for any duplication or plagiarism/academic dishonesty or piracy occurring in the thesis. In case any such acts are detected even after the award of the degree, the scholar shall be held accountable for the irregularity and this may even lead to cancellation of the degree. The decision of the University in this regard shall be final and binding on the scholar.
- [c] If any differences of opinion/dispute develop between the scholar and the Research Supervisor at any time during the course of the research work, the decision of RDC in the matter shall be final and binding on the scholar and the Research Supervisor.

[17] Residual Powers of the Vice Chancellor

- [a] For all other matters related to Ph.D. Programme under the clauses which are in the Ordinances and Regulations, the decision of the Vice Chancellor shall be final and binding to all concerned.

[18] Conduct of Research Degree Programmes

- [a] Research Degree Programmes of the University shall be guided by the Ordinances and Regulations of the University. Any amendment/ modifications prescribed by the UGC from time to time shall be considered by the University Authorities/ Bodies before their implementation

Ordinance 16 Provisions of JRF/SRF for Ph.D.

[1] Indian Institute of Teacher Education Junior/Senior Research Fellowship is applicable to research scholars enrolled to regular full-time Ph.D. Programmes as per the provisions of Ph.D. Ordinances. The award of fellowship is subject to the approval of Centre of Research.

[2] Eligibility

[a] The Fellowship shall be open for all Ph.D. Scholars of the University subject to the following eligibility criteria.

[b] The candidate must be pursuing full time (Regular) Ph.D. Programmes at the University having successfully completed the Coursework.

[c] The candidate should not be receiving any grant or research assistance by whatever name called from any other source including UGC.

[d] The candidate should not be engaged in any part-time or full time employment of any nature during the entire tenure of Fellowship.

[e] The candidate must be present full time at the University during the period of the fellowship.

[f] Candidates who are UGC-NET and/or GSLET/GSET qualified can apply for JRF/SRF.

[g] Candidates to be eligible for Senior Research Fellowship (SRF) shall satisfy the following additional criteria:

[i] Adequate compliance of the requirements as specified in the Ph.D. Ordinance as certified by the Ph.D. Supervisor.

[ii] No arrears in Fees Payment

[iii] Research progressed without any extension of duration other than approved.

[iv] Not otherwise disqualified as per this Ordinance.

[3] Duration of Fellowship

- [a] The tenure of the JRF shall be for a period of 18 months commencing from the month of admission but paid only after successful completion of the Coursework. No extension of period shall be permitted unless under special circumstances as may be approved by the Centre of Research on the recommendation of the Ph.D. Supervisor subject to a maximum period of 6 months on such conditions as may be specified.
- [b] The Tenure of SRF shall be for a period of 18 months commencing from completion of the first half of the approved duration of the Ph.D. Programme subject to satisfactory research progress during the completed period as may be assessed and approved by the certifying authority as herein stated. No extension of period shall be permitted unless under special circumstances as may be approved by the Centre of Research on the recommendation of the Ph.D. Supervisor subject to a maximum period of 6 months on such conditions as may be specified.

[4] Fellowship Assistance

Sr. No.	Nature of Assistance	JRF (Rs.)	SRF (Rs.)
1	Monthly Fellowship	25000	28000
2	Contingency Fund per year	10000	12000
3	HRA per month	4000	4480
4	Monthly Escort/Reader Assistance In case of Physically Handicapped and Visually Impaired scholars only.	2000	2000

[5] Payment of Fellowship and Contingency Fund

- [a] Payment of Fellowship will be in arrears at the end of the month subject to availability of the grants.

- [b] The Contingency Fund shall be disbursed in two half yearly instalments. 50% of the permissible fund shall be paid in advance along with payment of the Fellowship for the first month and the balance 50% along with the payment of the Fellowship for the ninth month. However, the Senior Research Fellowship due for the last two months of the tenure shall be effected only on successful completion of the Ph.D. defense and acceptance of the final thesis by the Centre of Education.
- [c] Prescribed claim form duly pre-acknowledged and duly recommended by the Ph.D. Supervisor and endorsed by the Director of Centre of Research must be submitted every month to the Office for all the aforesaid payments. The form must be prepared in triplicate, one copy to remain with the Supervisor and one copy with the Centre of Research. The payments will be made to the personal bank account of the Scholar.
- [d] The Contingency Fund utilisation must be properly accounted for duly supported by vouchers, if any, earned thereon.

[6] Contingency Fund Utilisation:

The utilisation of contingency fund is permissible only for the following purposes:

- [a] Purchase of Books/Journals/Monographs etc. related to the subject of research not available in the IITE Library, Photographic and other media material of relevance required for research. However, such purchases shall be routed through the Indian Institute of Teacher Education (IITE) for specific utilisation for research by the Junior/Senior Research Fellow and shall remain the property of the University at all times.
- [b] Field work and Local Travel
- [c] Computation and Analytical Charges for Consultants
- [d] Re-Prints and Off Prints of relevant Research Papers

- [e] Registration fee for attending Conferences/Seminars in India
- [f] Any other specific research related requirement other than for Capital Goods and for foreign travel, subject to prior approval of the University

[7] Application and Selection Process

- [a] Ph.D. Scholars interested in availing the benefits of the Scheme shall make application in the prescribed format within such time limits as may be notified at the beginning of every academic year by the Indian Institute of Teacher Education (IITE). The selection of candidates for JRF/SRF shall be by a process of test/interview and shall follow the criteria matrix tabulated.

Sr. No.	Criteria	Weight (%)
1	UGC-NET/GSLET/GSET Aggregate Score Or IITE Entrance Test Score whichever is higher	70
	GDPI	30

- [b] All such candidates who have been declared eligible for Ph.D. and opt for regular Ph.D. programme and fulfilling eligible criteria for awarding JRF shall be called for presentation and viva in-front of Research Council. If candidate shall be found suitable then he/she shall be awarded fellowship on the basis of merit.

[8] Supervision and Progress Report

- [a] The Ph.D. Scholars who are recipients of the Fellowship under this Scheme (hereinafter referred to as Research Fellow) shall be absolutely governed by the ordinances and regulations of the University for all matters including presentation of periodic Progress Reports like any other Ph.D. Scholars in the matter of accountability and adherence to the instruction of the guiding Supervisor/s.

- [b] The Supervisor will oversee the Scholar for performance and research progress including for administrative compliance of the requirements.
- [c] On the completion of the tenure of the JRF, the fellow may apply to the University for the up gradation of SRF. The RDC shall review and evaluate application of Research Fellow for SRF, on the basis of periodic progress reports of the candidate and recommendation of his Supervisor. The minutes of the RDC shall be put before Vice Chancellor. On approval of the Vice Chancellor, the fellow will be upgraded and designated as SRF.

[9] Code of Conduct/Obligations of Junior/Senior Research Fellow

- [a] The Research Fellow in this programme will be bound by the General Code of Conduct applicable to all Staff of the University and must uphold the Vision, Mission and Core Values of the University in their work ethics. Any breach of this obligation shall be misconduct.
- [b] The Research Fellow must be a full time researcher and must subscribe to the regulations of the University with regular attendance. Research fellow will be allotted a dedicated personal email id by the University which should be the principal contact for all official communications. The attendance norms for the fellow will be as applicable to the full time faculty members of the University and the same will be monitored by the Centre of Education.
- [c] The Research Fellow is not permitted to take any paid or unpaid assignment within or outside the University without written permission of the University. Permission may be granted only in exceptional circumstances of adding value to the approved research programme and will be on such terms and conditions as may be specified.
- [d] The Research Fellow shall administratively report to his/her Ph.D. Supervisor and shall submit the Research Progress Report to the University in

the prescribed format at such interval as may be specified.

- [e] No separate/fixed medical assistance is provided. However, the fellow may avail the medical facilities available in the University.
- [f] The Research Fellow will not be entitled for any leave other than on account of any specific emergency as may be approved by the Ph.D. Supervisor and the Director of Centre of Education. Such emergency leave shall not be normally permitted for more than 12 days in a year in addition to public holidays. Any absence from work for attending duly approved Seminars or Conferences, Field work etc. will be treated as 'duty leave' provided such absence does not exceed 15 days in a year. Unauthorised absence from work will not be permitted as leave and will be a deemed misconduct. All leave details must be pre-informed to the Director of Centre of Education. The doctoral fellow will not be entitled for any Vacation applicable to University faculties.
- [g] Research Fellow are eligible for maternity/ Paternity leave as per Govt. of India norms issued from time to time at full rates of fellowship once during the tenure of their award.
- [h] Beside this an 'Intermittent Break' for a maximum period of 1 year may also be permissible to the Women Research Fellows. The leave can be availed 3 times during the entire period of fellowship. However, the total duration of leave shall not exceed one year. This Flexi Time period should not be counted towards the tenure of the fellowship and thus effectively the total period of fellowship will remain the same.
- [i] The Research Fellow at the direction of and/or with the consent of the Supervisor and the Director of Centre of Education, shall assist the Department/University (including its Centres) in its academic work, including tutorials, evaluation of the test papers, laboratory demonstration, supervision of fieldwork, library activities like group seminars and sym-

posia, without hindering the progress of research being pursued. No such assignment shall normally carry any remuneration. The Research Fellow shall carry out any other work/task assigned by the University.

[j] The Research Fellow may be issued with an Identity cum Smart Card of the University which must be retained/carried by the JRF/SRF at all times during his/her tenure of research for verification by any of the Authorities of the University. The Card must be surrendered to the University on submission of the Ph.D. Thesis.

[k] The Identity cum Smart Card will entitle the Research Fellow to have access to the Libraries/Knowledge Centre and online resources of the University and to borrow books, journals etc. with privileges similar to other Ph.D. Scholars of the University. Any unauthorised or improper use of the Card/Library Resources will be deemed misconduct.

[10] Termination of the Fellowship

The Fellowship may be terminated at any time during the tenure and the decision of the University will be final and binding. The Fellowship is liable to be cancelled in the following circumstances:

[a] The Research Fellow directly or indirectly commits or becomes a party to any misconduct or is in breach of any of the obligations under this Regulation.

[b] Non submission of periodic progress reports as specified.

[c] Unsatisfactory progress of research work/failure in any examination related to Ph.D.

[d] He/She is found ineligible later.

[e] Failure to comply with the regulations stipulated for the conduct of doctoral research in the University.

[f] The Research Fellow is involved in any Criminal Proceedings.

- [g] The Research Fellow has secured the Fellowship by mis-representation of any of the material information and/or by fraudulent act.
 - [h] The Research Fellow avails or signs any contract for availing Fellowship/Financial Assistance or Grant from any third party sources.
 - [i] The Research Fellow engages in any paid or unpaid assignment without consent of the University.
 - [j] Wilful and continued negligence of Research work or unsatisfactory progress in Research or unauthorised and/or absence from work.
 - [k] Wilful disobedience of or indifference to the Supervisor.
- [11] Residual Powers of the Vice Chancellor
- [a] For all other matters related to JFR/SRF Scheme under the clauses which are in this Ordinance, the decision of the Vice Chancellor shall be final and binding to all concerned.
- [12] Conduct of JRF/SRF
- [a] JRF/SRF of the University shall be guided by the Ordinances of the University. Any relevant amendment/ modifications prescribed by the UGC from time to time will be considered by the University Authorities before their implementation.

Ordinance 17 Enrolment of Students

- [1] Any person who has passed the qualifying examination in such subjects and with such standards of attainments as may be prescribed for admission from time to time shall be eligible for enrolment as a student in the University.
- [2] In case of offline admission, applications for enrolment of students in the University shall be made to the Registrar through the Director in the prescribed form and shall be accompanied by a non-refundable fee prescribed

by the university for that session if in case. In the case of online admission, the enrolment will be done after the verification.

- [3] In the case of students who apply for enrolment, the Director shall send to the University, a general certificate to the effect that he is satisfied, on inspection of original document, that the students concerned have passed the qualifying examination entitling them for admission to the respective Courses of University.
- [4] All application forms for enrolment of students shall reach the Competent Authority on or before 1st of November of their first semester. Application for enrolment received after the prescribed date shall not be entertained.
- [5] On payment of a late fee as prescribed by the university, the Vice-Chancellor may, for special reasons to be recorded, permit the enrolment of student whose application forms, enrolment fee and the required certificates have been submitted after scheduled date.
- [6] If the Vice-Chancellor is satisfied that the delay in submission of Migration and other Certificates required is not due to any lack of diligence on the part of the student concerned in obtaining it he may remit the late fee.
- [7] The application for admission must be supported by migration/no objection certificate from the concerned University/Board;
Provided that the application of a student who has not completed his Course of study and has not appeared at the examination for which he was reading in any other University or Board shall be considered for admission in a Course of this University whose pattern and syllabi are similar to that Course studied by him in the former University/Board.

Ordinance 18 Transfer of Students

- [1] Transfer of a student from one college to another/University (wherever applicable) during a particular Course of study shall be permitted in the case of extraordinary situation only on production of:
- [a] A transfer/no objection certificate issued by the Director / Principals from which the migration is sought;
 - [b] Certified copies of the report of attendance against his/ her name by the Director concerned;
 - [c] A certificate from the University/ Director testifying to the conduct of the student;
- [2] No student shall be allowed to migrate from one college to another without a Leaving or Transfer Certificate signed by the Director from which he/she migrates.
- [3] Student migrating from one college to another shall be required to pay tuition fees for the semester for which he has already paid tuition fees in the college from which he/she migrates.
- [4] The transfer of students shall be approved by the Academic Council.

Ordinance 19 Committees for Examination**[1] Examination Committee**

The Examination Committee consists of at least three members who are permanent employees of University, Centers of University or affiliated colleges nominated by the Vice-Chancellor. The Examination Committee shall carry the overall supervision of the examination i.e. Conduct of examinations, Assessment Work, Moderation Work, Scrutinize the list of Examiners and finalize the same, deal with and decide cases relating to the use of unfair means by

the examinees and report the same to the University, to make recommendations for the improvement of the examination system and any other work necessary for smooth functioning of the Examination. In constituting the Examination Committee, the Vice Chancellor shall take into account the need for continuity in the decision making process.

- [a] The Examination Committee shall plan, organize, supervise and take decisions in all examination related matters, implement these Ordinances and make recommendations to the Vice - Chancellor for any desired change of these Ordinances from time to time. All matters relating to the examinations shall be decided by the Examination Committee. The Examination Committee will work under the guidance of the Vice - Chancellor.
- [b] All the records pertaining to Examinations as well as the decisions taken by the Examination Committee and the other committees constituted under these Ordinances shall be maintained by the Examination Branch of the University.
- [c] The Examination Committee may make recommendations as to procedures for maintenance of examination-related material by the Examination Branch, including maintenance of records by providing document numbers, and classification, for easy retrieval.
- [d] The Examination Committee may allow the Centre Coordinator Examination or Assessment to appoint the additional staff for smooth functioning of Examination with prior permission of Vice Chancellor. Additional Staff is eligible to draw the remuneration as per prevailing rates of remuneration.

[2] Exam Conduction Committee

- [a] Center Coordinator - Examination

- [i] The Vice-Chancellor shall appoint a Centre coordinator - examination who will oversee the arrangement of the whole examination. He / she will organize in accordance with the University norms & guidelines.
- [ii] The conduct of Examination in a fair and smooth manner is the responsibility of the Center Coordinator. They shall be present in the Centre throughout the examination. Under any Circumstances he / she shall not leave the premises of the Centre where examination is in progress.
- [iii] He/ She shall ensure strict vigilance against the use of unfair means by the students and shall be responsible for reporting such cases to the University as well as the law of enforcing authority.
- [iv] The Examinations of the University shall be held at such Examination centers which are having minimum required infrastructure to conduct the examination.
- [v] Center Coordinator will arrange supporting staff as per University norms guidelines. In case extra staff is required for smooth handling of examination than coordinator should make an application to Examination Committee and if committee satisfied than allow to appoint extra staff with reason to be recorded in writing.
- [vi] Such persons shall be paid such remuneration as may be fixed by the University from time to time and able to appoint the staff as per University norms.
- [vii] The Centre Coordinator shall be responsible for the safe custody of the Question Papers and Answer books.
- [viii] The Centre Coordinator shall make seating arrangements for the candidates allotted to the Centre.
- [ix] No Students shall be allowed to write examination who arrives after

the first 30 Minutes.

- [x] At the end of the examination, the Centre Coordinator shall be present at the time of packing and sealing of answer sheets.
- [xi] Candidates writing the examination assisted by the scribes are permitted an extra time as per rules specified by Right of Persons with Disabilities (RPWD) Act, 2016 and its amendments if any.
- [xii] They have to visit the exam rooms frequently and ensure that the Invigilators and other staff involved in examination works checks all the candidates to ensure that there is case of no impersonation.
- [xiii] When malpractice is brought to notice of the Centre Coordinator either by the Squad Member(s) or by the Junior Supervisor, Senior Supervisor, he/she shall hold a preliminary inquiry and take on record the Report of all the members present in the prescribed form. The statements of all concerned shall be in their own handwriting.
- [xiv] Only then, he/she shall forward UFM Report along with the answer script(s), other incriminating materials and other enclosures in a prescribed sealed cover, to the Examination Committee.
- [xv] Centre Coordinator should ensure that no candidate or Invigilators or other staff possess the cell phone with them in the centre premises. Only Observer, Centre Coordinator, Squad officers, may keep the mobile phones (in silent mode) with them during exam duty to cope with the unusual situations.
- [xvi] Staff set up for Examination Center
There shall be regulation for the staff set up for examination center.
- [b] Vigilance Squad
 - [i] The Vigilance Squad/s of not less than two and not more than three members may be appointed by the Vice-Chancellor if required to visit the Centers of University Examinations to:

- A. Ensure that the University Examinations are conducted as per norms laid down.
- B. Observe whether the Senior Supervisors and Block Supervisors are thoroughly following the instructions for conduction of the University Examinations.
- C. Check the students who try to use malpractices at the time of University Examinations and report such case to the Examination Committee.
- D. The Vigilance Squad shall submit the report on daily basis to Examination Committee.

[ii] The Vigilance Squad is authorized to visit any Examination Centre without prior intimation and enter office of the In-charge of the Examination Centre to check the record and other material relating to the conduct of the Examination. They can enter any block of Examination for checking the candidate's identity card, fee receipt, hall tickets etc. to ascertain the authenticity of the Candidate. The Vigilance Squad shall be authorized to detect the use of malpractices and unfair means in the University Examination.

[iii] The Vice-Chancellor may appoint a Vigilance Squad which may include: Senior Teachers of Affiliated College/Recognized Institution/University Centers and desirably one lady teacher; and any other person as the Vice Chancellor considers appropriate.

[c] Center not to be changed

Except with the special permission of the Vice-Chancellor, no candidate for an examination shall be allowed to take the examination from any centre, other than the centre allotted to the students.

[d] The Examination Centres shall be fixed as per the availability of all physical facilities like well-lit and ventilated rooms, adequate furniture, bank

for safe custody of Question Papers and Answer Sheets, CCTV etc.

- [e] It shall be mandatory for every student to appear for every examination conducted by the University. The examination shall be held according to the programme announced by the University from time to time. Any student / group of students who fail to present himself / themselves at the examination at appointed time and place or those who appear at the examination and leave the examination hall or boycott the examination for any reason whatsoever, shall forfeit his/their right to appear at the said examination. The University shall not hold fresh examination for any or all subjects for such students under any circumstances.
- [f] The Principal/Director of the respective College shall send a list of students eligible and not eligible for the End-Term Examinations. Only those students will be permitted to appear in the End-Term Theory and Practical Examinations, whose names appear in the list of eligible students. It is the sole responsibility of the college to check the eligibility of the students before sending the list and Examination Form to the University.
- [g] Only those candidates who have passed the internal assessment of the particular course shall be permitted to appear in the examination.
- [h] Hall tickets shall be issued to each student by the Examination Branch prior to the commencement of the examinations. No student shall be permitted to enter the Examination Hall without the Hall Ticket. The Students will be permitted to appear only in those examinations indicated in her / his Hall ticket. It is further clarified that the issuance of a Hall ticket is not an acknowledgement by the University that the student has fulfilled all the requirements which would entitle him/her to appear for the examination, such as, minimum attendance in any such case University may restrict the student to appear for the examination.
- [i] Provisional admission to Exam Centre

No candidate shall be admitted to an examination hall without his/ her Hall Ticket, provided, however, that the Centre In-charge in due concern with Controller of Examinations shall have power provisionally to admit a candidate who has lost his Hall Ticket or a candidate whose Hall Ticket has not been found among those issued by the University due to some mistake in transmission or in the registration of the candidate.

[3] Paper Setting Committee

- [a] No person can claim appointment as paper-setter/examiner/moderator or any other examination work as a matter of right.
- [b] In every subject the Vice Chancellor will appoint a committee called the “Paper Setting Committee” consisting of the chairman of BOS of the subject along with another subject expert appointed by the Vice chancellor. This committee will prepare a list of paper setters and examiners for theory.
- [c] The Examiners in different subjects at various examinations to be conducted by the University will be appointed by the Vice-Chancellor on the recommendations of the Paper Setting Committee.
- [d] The list of examiners/Paper Setters prepared by the committee shall be placed before the Vice Chancellor for approval, who may approve or modify the same. The list must include three names for each paper including one name of alternative examiner.
- [e] The paper setter must be a recognized teacher of the subject in any university department or affiliated college or having a related experience in the said subject.
- [f] The paper setters/examiners/moderators shall not refuse to accept the assignment of the examination work. They shall also ensure that their

availability for assignment is communicated to the University, in the prescribed time limit.

- [g] The paper setters/examiners/moderators shall follow all the directions given by the University from time to time in respect of the pattern of question papers, setting of question papers, model answers, scheme of marking, etc.
- [h] In case the paper is not submitted in time or an examiner is unable to accept the appointment the Exam Branch will ask the alternative examiner for the same and in case said list is not containing name of the alternative examiner or in case of emergency, the Vice-Chancellor shall appoint, in consultation with the Paper Setting Committee another person to fill in the vacancy.
- [i] The appointment letters in the prescribed format should reach the paper setter /examiners so there should be a clear gap of at least 7 days given for submission of the question papers.
- [j] No teacher shall be appointed as an examiner or paper setter for an examination for which his/her spouse or blood relation is appearing.
- [k] In the case of appointment of examiners for the practical examination, the appointment letter or email shall be sent well in advance before the commencement of the respective examination.
- [l] Instructions to the Paper Setters
Examination work should be executed with due seriousness, confidentiality, and sanctity. An examination is conducted to evaluate the students with respect to the portion of syllabus taught and various components of the curriculum. Setting of question papers with confusing language, vague questions, factual errors, repetition of questions in successive examination lead to lowering of the morale of students and damages the prestige and integrity of the examination system. The following

rules are set on this background.

- [i] Paper setters at various semester examinations in all the subjects shall be bound by these instructions and treat them as well as any other instructions issued to them from time to time in this respect as confidential.
- [ii] While framing a question paper, the following points should be considered:
 - A. The questions set should be from the prescribed syllabus only.
 - B. The paper should cover the whole of the prescribed syllabus.
 - C. The question should be worded with no ambiguity.
 - D. There should be a reasonably wide choice of questions to be answered.
 - E. The question paper should be such that a well-prepared student should be in a position to answer all the questions within provided time limit.
 - F. Main questions and sub-questions will be marked separately.
- [iii] The Instructions to the candidates should be given at the beginning of the question paper if any.
- [iv] The Question Paper should be set according to format provided by the University.
- [v] Sketches, figures, tables, and other details which form part of the question paper should be submitted appropriately.
- [vi] The paper setter should inform to the Controller of Examination, in writing, the specific requirements such as graph papers, drawing papers, data tables, etc. for smooth functioning of the examination.
- [vii] The numerical questions should be set by taking into account the fact that the students are allowed to use non-programmable scientific calculators.

- [viii] The original copy of the file must be permanently deleted from his /her computer and no copy in whatsoever form can be maintained by him/her.
- [ix] The paper setter shall also submit - solution for the question paper prepared by him/her.
- [x] The Vice-Chancellor has powers to cancel any appointment of a paper setter or take any disciplinary action for negligence of any kind on the part of the paper setters in carrying out the work entrusted to them and in accordance with the instructions issued to them.
- [xi] The paper setter(s) have great responsibility of maintaining integrity of the examination system. Failure to do so, in particular with known intention, may attract heavy penalty.

[4] Assessment Committee

[a] Center Coordinator - Assessment

- [i] The Vice-Chancellor shall appoint a Centre coordinator- assessment who will oversee the arrangement of whole assessment process. He/ she will organize in accordance with the University norms & the guidelines.
- [ii] Centre Coordinator- assessment will make arrangement for supporting staff as per university norms guidelines. In case extra staff is required for smooth handling of examination than coordinator should make an application to Examination Committee and if committee satisfied than allow to appoint extra staff with reason to be recorded in writing.
- [iii] Such persons shall be paid such remuneration as may be fixed by the University from time to time and able to appoint the staff as per University norms.

- [iv] The Centre Coordinator shall be responsible for the safe custody of the Answer-books and other Examination Related Material.
- [v] The centre coordinator – assessment will contact one or more members from the subject panel of the paper setters to check the papers. In case all the panel members are not in a position to correct the answer books, the coordinator, with the prior permission of Vice - Chancellor can appoint an eligible teacher to correct the answer books. However the refusal by all the teachers must be documented in the form of emails from them.
- [vi] The Centre Coordinator will Contact Moderators to perform moderation work simultaneously with the assessment of the Answer books if any.
- [vii] For the deadline of work there shall be regulation.

[5] Disciplinary Committee and Its Duties

- [a] The Vice-Chancellor shall appoint a Disciplinary Committee which may include: Senior Teachers of Affiliated Colleges/Recognized Institutions/ University Centers and any other person as the Vice Chancellor considers appropriate. The Disciplinary Committee shall inquire into disciplinary cases referred to it, including those involving use of unfair means in examinations and submit its report to the Vice-Chancellor.
- [b] The Disciplinary Committee shall, in addition to the various disciplinary issues related to examination work, referred to it, inquire into any cases of malpractice or unfair means adopted by the students in any examination.
- [c] The complaints must be addressed to the disciplinary committee, but must be submitted to the examination branch. The examination branch will organize meetings of the disciplinary committee. The disciplinary

committee shall scrutinize the cases individually, if necessary call the students for a personal hearing, analyze the proof submitted and prepare its report along with the penalties, punishments and recommendations. These recommendations must be submitted to the Vice Chancellor. The Vice Chancellor will go through the recommendations. If the Vice Chancellor disagrees with a particular recommendation, the Vice Chancellor can refer back the particular case to the Disciplinary committee. Once the report is approved by the Vice Chancellor that is implemented.

[d] Scope of the Procedures for Unfair Means Cases

- [i] No penalties shall be imposed on a student except after an inquiry is held, as far as may be, in the manner hereinafter provided:
- [ii] The committee shall frame definite charges together with a statement of allegation on which they are based, and direct the student in writing and he/she shall be required to submit his/her reply within such time as may be specified by the Committee.
- [iii] In the case of failure by the student to submit his/her reply or he/she fails to attend the inquiry within the time specified, the committee shall inquire into the charges alleged against him/her and impose the necessary penalties and punishments.
- [iv] The student shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose.
- [v] The committee shall in the course of inquiry, consider such documentary evidence and take such oral evidence as may be relevant or material in regard to charge or charges.
- [vi] The committee shall examine the evidences placed before it and inquire about the student for his/her involvement in the alleged malpractice. After ascertaining the severity of the case, the committee shall recommend suitable penalties or punishments on the student.

[vii] While recommending the penalties or punishments, the quantity of the material or matter and relevance of the same to the paper/ practical in which the student is booked under Malpractice shall be taken in to consideration to decide the severity of the case.

[viii] At the conclusion of the inquiry, the committee shall submit a Report to the Vice-Chancellor with findings on each of the charges together with all the documents and the recommended penalties and punishments that may be imposed.

[6] Special Squad

The Special Squads may be appointed by the Vice Chancellor and the Convener of Squad/s shall submit the report on the surprise visit directly to the Vice Chancellor. The Special Squad/s may make suggestions in the matter of proper conduct of examinations, if necessary. The Special Squad is authorized to visit any Examination Centre without prior intimation.

[7] Convener of the Committee

Every Committee shall be coordinated by a Convener, who shall conduct the responsibilities with the cooperation of its members. The convener will be appointed by the Vice-Chancellor.

[8] The Tenure of Committees

The Examination Committee and other committees constituted under this ordinance are having tenure of One Academic Year or until fresh committees are constituted by the Vice Chancellor.

[9] Maintenance of Office Records:

The Office Record shall be maintained in the University in which the grades secured by each candidate shall be entered. Any correction in the Office Record shall be recorded in the register maintained for the purpose by the Controller of Examinations. Corrections made in Office Record shall be supported by the

initials of the Controller of Examinations.

[10] After acquiring a grade equivalent to passing in university examination, in no case a student shall be allowed to re-appear in an external examination. Similarly, after acquiring a grade equivalent to passing in the internal, in no case, a student shall be allowed to re-appear in the internal examination for the purpose of improving the Grade.

[11] In case a student's term has been granted but he/she has remained absent in the university exam or failed to submit the university examination form, such student shall be allowed to get admission in a subsequent semester.

Ordinance 20 Eligibility for Degree

A student shall be awarded a degree if he/she has registered himself/herself, undergone the course of studies, completed the project reports/ dissertation specify in the curriculum of his/her programme within the stipulated time, and scored the minimum credits as mentioned in the regulations to award of the degree, within the maximum period of Course Duration + 2 years. There shall be regulations for the credits of each degree.

[1] The Records of all the certificates issued by the University shall be maintained by the Examination Branch, in consultation with the Registrar.

Ordinance 21 Award of Gold Medals and Rank Certificates

There shall be regulation for the award of gold medals and rank certificates.

Ordinance 22 Conduct of Examination

[1] Date, Place and Examination

- [a] All examinations shall be conducted at such places, at such times and on such dates as the Vice-Chancellor may decide from time to time. A list of the Centres at which examinations will be held shall ordinarily be published not less than 7 days before the commencement of examinations.
- [b] All examinations shall ordinarily be held twice in the academic year unless otherwise decided by the Academic Council from time to time.

[2] Notification of Date

- [a] The Controller of Examinations shall notify the last date of receipt of applications for examination together with the prescribed fees, the last date of receipt of Term Certificates, and the dates of conduct of examinations.

[3] Method of Examination

- [a] Unless provided for, examinations shall be conducted by one or more of the following methods.
 - [i] Written;
 - [ii] Practical;
 - [iii] Viva/Oral;
 - [iv] Computer based examination;
 - [v] OMR based examinations;
 - [vi] Open book exam;
- [b] Where there is more than one centre for written examinations in one paper of the same examination, the question papers shall be given out to candidates on the same day and at the same hour in every centre
- [c] Candidates may answer theory question papers in Gujarati / English / Hindi except in the case of languages.

[4] Publication of Results

The Controller of Examinations shall submit the result to the Vice Chancellor for the approval. After approval it shall be published.

Ordinance 23 ATKT System in the University**[1] For the courses of 3 and 4 years**

[a] For admission to 2nd semester: All the candidates even those who have failed in all the courses/Papers of 1st semester provided whose term of 1st semester is granted are eligible for admission to 2nd semester.

[b] For admission to 3rd semester: All the candidates even those who have failed in all the courses/Papers of 2nd semester provided whose term of 2nd semester is granted are eligible for admission to 3rd semester.

[c] For admission to 4th semester: All the candidates even those who fail in all the courses/papers of 3rd semester provided whose term of 3rd semester is granted are eligible for admission to 4th semester.

[d] For admission to 5th semester: All the candidates even those who fail in all the courses/papers of 4th semester provided whose term of 4th semester is granted and the student had cleared all the courses/papers of 1st Semester are eligible for admission to 5th semester. Even if the candidate passes all the courses/papers of 2nd, 3rd, and 4th semesters but still not cleared even a single course/paper of 1st semester he /she shall not be admitted to 5th semester.

[e] For admission to 6th semester: All the candidates even those who fail in all the courses/papers of 5th semester provided whose term of 5th semester is granted and the student had cleared all the courses/papers of 2nd Semester are eligible for admission in 6th semester. Even if the candidate passes all the courses/papers of 3rd, 4th, and 5th semesters

but still not cleared even a single course/paper of 2nd semester he /she shall not be admitted to 6th semester.

[f] For admission to 7th semester: All the candidates even those who fail in all the courses/papers of 6th semester provided whose term of 6th semester is granted and the student had cleared all the courses/papers of 3rd Semester are eligible for admission in 7th semester. Even if the candidate passes all the courses/papers of 4th, 5th and 6th semesters but still not cleared even a single course/paper of 3rd semester he /she shall not be admitted to 7th semester.

[g] For admission to 8th semester: All the candidates even those who fail in all the courses/papers of 7th semester provided whose term of 7th semester is granted and student had cleared all the courses/papers of 4th Semester are eligible for admission in 8th semester. Even if the candidate passes all the courses/papers of 5th, 6th and 7th semesters but still not cleared even a single course/paper of 4th Semester he /she shall not be admitted to 8th semester.

[h] The result of the last semester shall not be declared (kept withheld) unless and until the candidate clears all the courses/papers of a program.

[2] For the courses of 2 years

[a] For admission to 2nd semester: All the candidates even those who have failed in all the courses/Papers of 1st semester provided whose term of 1st semester is granted are eligible for admission to 2nd semester.

[b] For admission to 3rd semester: All the candidates even those who have failed in all the courses/Papers of 2nd semester provided whose term of 2nd semester is granted are eligible for admission to 3rd semester.

[c] For admission to 4th semester: All the candidates even those who fail in all the courses/papers of 3rd semester provided whose term of 3rd

semester is granted and the student had cleared all the courses/papers of 1st Semester are eligible for admission to 4th semester.

- [3] After the declaration of the result of the regular semester-end exam, there may be an arrangement for a supplementary examination in a month. There shall be a fee per paper of Rs. 2000 for each such examination. He/She may be allowed to attend the classes till the result of such examination.

Ordinance 24 Disciplines in the University

- [1] Code of conduct for the students

The student code of conduct is established to foster and protect the core values to foster the scholarly and civic development of students in a safe and secure learning environment and to protect the people, properties and processes that support the university and its objectives. However, the establishment and maintenance of a community where there is freedom to teach and to learn is dependent on maintaining an appropriate sense of order that allows pursuit of these objectives in an environment that is both safe and free of invidious disruption. This Code shall apply to all kinds of conduct of students that occurs on the University premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the college's interests or reputation.

- [2] He/she shall be regular and must complete his/her studies in the IITE.
- [3] In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the University subject to written consent of the Dean.
- [4] As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the University on a scholarship,

the said grant shall be revoked.

- [5] IITE believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
- [6] All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the IITE's interests and reputation substantially.
- [7] Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- [8] He/she shall not indulge in doing of intentionally damaging or destroying IITE property or property of other students and/or faculty members.
- [9] He/she shall not indulge in any disruptive activity in a class room or in an event sponsored by the Institute.
- [10] He/she shall not be unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards.
- [11] He/she shall avoid following activities:
 - [a] Organizing meetings and processions without permission from the University.
 - [b] Accepting membership of religious, social or terrorist groups banned by the University/ Government of Gujarat/ Government of India.
 - [c] Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
 - [d] Unauthorized possession or use of harmful chemicals and banned drugs.

- [e] Smoking on the campus of the University.
 - [f] Possessing, Consuming, distributing, selling of alcohol in the University and/or throwing empty bottles on the campus of the University.
 - [g] Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles.
 - [h] Rash driving on the campus that may cause any inconvenience to others.
 - [i] Theft or unauthorized access to others resources.
 - [j] Misbehaviour at the time of any activity of the University.
 - [k] Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the University.
- [12] Students are expected not to interact, on behalf of the University, with media representatives or invite media persons on to the campus without the permission of the authorities.
- [13] Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- [14] Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the University on the social media or indulging in any such related activities having grave ramifications on the reputation of the University.
- [15] Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of University property or facilities, private residences of staff/ professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

- [16] Damage to, or destruction of, any property of the University, or any property of others on the University premises.
- [17] Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
- [18] Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition.

Ordinance 25 Enforcement of Disciplines in the University

- [1] If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.
- [a] WARNING - Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
- [b] RESTRICTIONS - Reprimanding and Restricting access to various facilities on the campus for a specified period of time.
- [c] EXPULSION - Expulsion of a student from the University permanently. Indicating prohibition from entering the University premises or participating in any student related activities or campus residences etc.

[d] MONETARY PENALTY - May also include suspension or forfeiture of scholarship/ fellowship for a specific time period.

[e] SUSPENSION- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension, may also follow by possible dismissal, along with the following additional penalties.

[f] Ineligibility to reapply for admission to the University for a period of three years.

[g] Withholding the grade card or certificate for the courses studied or work carried out.

[2] APPEAL: If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Vice - Chancellor. The Vice - Chancellor may decide on one of the following:

[a] Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct.

OR

[b] Refer the case back to the committee for reconsideration.

In any case the Vice - Chancellor's decision is final and binding in all the cases where there is a possible misconduct by a student.

In the 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 2023".
- [2] These regulations shall come into force from 24/06/2023.
- [3] All previous regulations of the same subjects are hereby repealed. In case of matters related to de-affiliated colleges, the IITE Regulations 2021 may be read.
- [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.
- [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] The procurement at IITE shall be done through Government e-Marketplace (GEM) portal as per prevailing norms.
- [8] In special circumstances, if the purchase is to be made outside the GEM portal, the prior approval of the competent authority must be obtained.
- [9] If there is a need to buy/obtain goods or services frequently in small quantities during the year, the rate contract for the whole year has to be done.
- [10] After obtaining prior approval of the Competent Authority for incurring any expenditure, the work order for the purchase of goods/services shall be issued by the Branch Head/ Director of Centers.

- [11] For the payment to the vendor/ agency for goods/ services, the Branch Head/ Director of Centers shall stamp “Passed for Payment of Rs...” and sign on each and every bill.
- [12] It will be the responsibility of the respective Branch/ Centre to verify the sum and subtractions in the summary of any bill. Wherever corrections have been made in words or figures in the sum of the payment bill, the Branch Head/ Director of Centers shall have it signed with the date and certified.
- [13] The Head/ Director of Centers of each branch shall maintain a bill register in the branch. While presenting the bill in the accounting branch, the bill has to be noted in the bill register.
- [14] The Branch Heads/ Directors of Centres have to present all supporting documents at the time of various audits.
- [15] The accounts of the permanent advances given to the centers of the University are to be submitted to the Accounts Branch by the 10th of every month.
- [16] All the centers have to get the monthly statement of their bank account reconciled.
- [17] The forms and cheque of the amount of Statutory Deduction (TDS/GST) on account of payments made from the bank accounts of University Centers shall be submitted in the Accounts Branch on the 2nd day after the month ends.
- [18] If the advance amount is taken under any program, within 10 days after the completion of the program, the accounts of the advance settlement must be submitted to the accounts branch with the necessary approval/s of the competent authority.
- [19] Any advances and any standing advances taken in a financial year must be compulsorily cleared by 25th March of that year.

[20] If more than one party/person is to be paid in any bill, the following checklist should be prepared and submitted along with the bill form duly signed by the Branch Head/Director of Centers. The soft copy (Excel format) of the checklist should be sent to account.payment@iite.ac.in. The bank details required for bill payment should be written neatly and correctly in capital letters in English in the following format:

Sr. No.	Name of Party/ Person	A/C No	Bank Name	IFSC Code	PAN	Amount
1						
2						

[21] The bill form has to be prepared with necessary details (computerized) and submitted to the Accounts Branch on the 2nd day from the date of approval for payment with necessary enclosures.

[22] If any income related to the branch is deposited/to be deposited online, the same details have to be submitted to the Accounts Branch for the reconciliation of the income. In any case, if any income of the University is to be accepted by cash/ DD/ cheque, the same is to be submitted to the Accounts Branch by 11 am on the next day so that the amount can be deposited in the bank on time.

[23] Expenses of the same item in Jan - Jun or Jul - Dec can not be divided into parts.

[24] Delegation of Powers

(a) **F1 Group** means officer among Deputy Registrar / 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/ IQAC

Coordinator.

(c) The Administrative approval of the Vice-Chancellor on submission note with the need of item/matter and justification is always required for 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 every quarter by CAO.

(d)

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. 200000 without quotations.	Vice - Chancellor
5	Expenses up to Rs. 7500 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. 500000 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
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	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 may be used for the payment
16	Power to create seasonal/casual posts of teaching or non teaching or technical for seasonal/emergent work and to fill for maximum up to eleven months	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] 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 to provident fund as per the prevailing norms and in continuation of the 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 laptops, a mobile phone, and free telephone service at his/her residence. He/ She shall be entitled to a good quality internet connection and Printer at his / her residence.

[6] The Registrar shall be entitled to get the expenses of legal aid if it is 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 the Regulation 67 (??).

- [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, 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 a monthly bill of a mobile number with unlimited talk time and sufficient data pack up to Rs. 300 per month. They may submit for 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 the said facilities for a maximum of one of the above designations.

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, Yoga and Student Welfare Committee;
- [4] University Library Committee;
- [5] Building and Works Committee;
- [6] Digital Innovation Committee;
- [7] Hostel Committee;
- [8] Purchase Committee;
- [9] Writing Off Committee
- [10] Curbing the Menace of Ragging in Higher Educational Institutions;
- [11] Grievance Redressal Cell;
- [12] Equal Opportunity Cell;
- [13] Women Development Cell;
- [14] Internal Complaint Committee;

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] Branch Head of Estate Branch;
 - [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 constitution of IQAC shall be as per the guidelines of the National Assessment and Accreditation Council. The University shall constitute an Internal Quality Assurance Cell (IQAC) to-

- [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 the 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] Three Teachers to represent all level
 - [c] (1) One member from the management. (2) Two administrative officials of the University (3) One nominee from local society/ Student/ Alumni
 - [d] One nominee from Employers/ Industrialist/ Stakeholders.
 - [e] One of the senior teachers as the coordinator as Head, (IQAC) will act as a member secretary.

- [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 follow-up reports, Upload AQAR and other quality reports on the exclusive window of the university website;
- [n] Any other works suggested by NAAC and authorities of IITE.

Reg 11 Sports, Yoga and Student Welfare Committee

[1] It shall consist of

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

- [c] Two experts from sports/ yoga/ music/ fine arts to be nominated by the Vice Chancellor.
 - [d] One teacher from the University nominated by the Vice-Chancellor.
 - [e] Associate NCC Officer (ANO) or above cadre of the University to be nominated by the Vice Chancellor on the committee.
 - [f] NSS Program Coordinator of the University to be nominated by the Vice Chancellor on the committee.
 - [g] Two students who have the best performance in sports/ yoga/ youth festival/ cultural activities in the previous year to be nominated by the Vice Chancellor.
 - [h] One student from NCC/NSS nominated by the Vice-Chancellor.
 - [i] Branch Head, SYSWB as member secretary.
- [2] The term of office of the nominated members shall be three years. They will, however, be eligible for re-nomination one more time.
 - [3] The committee shall meet at least once in a year and may meet as often as required, if necessary.
 - [4] The meeting will be convened by the member secretary in consultation with the Chairperson.
 - [5] Half of the members of the total members shall constitute the quorum for the meeting.
 - [6] The powers and functions shall be as follows:
 - [a] To prepare annual planning of concerned activities.
 - [b] To prepare the Annual Budget for this annual planning and shall be recommended to Finance Committee for approval.

- [c] To decide in which games, sports, yoga, and tournaments the University should participate in the Inter-University tournaments/ competitions.
- [d] To select players for the various teams for participation in Inter-University Tournament/ competition.
- [e] To institute and receive Prizes and Trophies and to receive donations for the purpose.
- [f] To nominate team Managers, Selection Committees, and Coaches for the teams which are participating in the Inter-University tournaments.
- [g] To organize the student support activities by NCC/ NSS volunteers;
- [h] To educate the students about their obligations towards society;
- [i] To promote national integration and solidarity among students;
- [j] To channelize the resources and energy of students for social reconstruction and social outreach activities;
- [k] To organize recreational activities such as mountaineering, hobby, workshop, hiking, cycling, etc. for the encouragement of the spirit of adventure;
- [l] To organize the cultural and literary activities of the University at the various level;
- [m] To organize youth festival competitions, of the various level;
- [n] 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;
- [o] The committee may issue guidelines from time to time in connection with the organization of its activities;
- [p] 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 program and shall be recommended to the Finance Committee for the approval;

Reg 12 Student Career Progression and Alumni Network

- [1] There shall be an alumni association titled as "TOSHA".
- [2] 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);
- [3] Initially, the posts shall be nominated by the Vice Chancellor for the tenure of three years.
- [4] All administrative work-related documents will remain with Honorary Secretary.
- [5] There shall be a mechanism to monitor Student Career Progression at every stage, in the age of 'student-centric learning'.
- [6] There shall be a 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 % of the 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 to important university programs as alumni or chief guests etc.
- [14] The wing is typically responsible for all alumni engagement initiatives, fundraising, and often, for the 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 in the utilization of their funds.

[16] The alumni-relations wing shall collect information regarding the career progress of the alumni. It is important to keep confidential the personal information of alumni.

[17] There shall be a 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 the 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 the 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 13 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 three years.
 - [e] One member shall be nominated by the Vice Chancellor from Libraries organizations for three years.
 - [f] University Librarian or in case of his/her unavailability any teacher from IITE nominated by the Vice Chancellor 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 a necessary inquiry. If the value is exceeding Rs. 10,000 /- the matter shall be recommended to Executive Council.

Reg 14 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 DE;
 - [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] Registrar;
- [h] Branch Head of Estate Branch 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.
 - [e] Any other work directed by the Vice Chancellor or authority.

Reg 15 Purchase Committee

- [1] There shall be a University Purchase Committee consisting of:
 - [a] Vice Chancellor's nominee as Chairman.
 - [b] Chief Account Officer
 - [c] Branch Head, Estate Branch;
 - [d] Branch Head, IT Branch;
 - [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 16 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] Three experts to be nominated by 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 17 Hostel Committee

- [1] There shall be Hostel Committee if hostel facilities available for IITE.
- [2] The committee shall advise the Statutory Authorities in all matters relating to the hostel of the university or recognized hostels.
- [3] The Hostel Committee shall consist of:
 - [a] The Vice chancellor as Chairman;
 - [b] The Registrar;
 - [c] Director of Centre of Education;
 - [d] Branch Head, Sports, Yoga, and Student Welfare Branch;

- [e] Branch Head, Estate Branch;
 - [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 shall be nominated by the Vice Chancellor. The student nomination will be for one year from the date of nomination while his/her studentship;
- [4] The hostel committee shall meet at least once in every term and at other times decided by the Vice Chancellor.
- [5] The quorum to hold the meeting is 2/3 members of total strength.
- [6] The nomination except students will be of three years from the date of nomination.
- [7] 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 hostel related matters;

Reg 18 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] Branch Head, Estate Branch - Member secretary;
 - [c] Internal Auditor (if available);
 - [d] Branch Head, IT Branch;
 - [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;
- [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 19 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 Sports, Yoga and Student 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 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 affidavits from parents/guardians and from students, each academic year.
 - [iv] Any such other activities suggested by the UGC regulation.
- [4] Each affiliated college (if any) 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.

[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 the 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, and the Nodal Officer of the affiliating University if the incident reported has taken place in an institution affiliated with 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 members, members of the anti-ragging committee and anti-ragging squads, district and sub-divisional authorities, Wardens of hostels and other func-

tionaries 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 on 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 Cells, committees, and squads under this regulation shall follow the guideline prescribed by UGC regulation / State or Central Government guidelines time by time.

Reg 20 Students Grievance Redressal Cell

[1] The committee and officers appointed under this regulation shall read University Grants Commission (Redressal of Grievances of Students) Regulations, 2023 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.

[3] Centre of Education shall constitute Students' Grievance Redressal Committees (SGRC) as per the UGC Regulation read in [1].

- [4] The Vice-Chancellor shall nominate the positions as mentioned in the committees for the term of two years.
- [5] At least three members shall form the quorum of the committee for the meeting.
- [6] Functions of the Ombudsperson and the committees shall be as read in UGC regulation [1].

Reg 21 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 and staff 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, Persons 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 the 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 22 Women Development Cell

- [1] The objective of the Women Development Cell is to create a congenial and safe working environment for all the female students, women faculty, and staff of the university.
- [2] The cell shall be comprised of female members and nominated as follows:
 - [a] Director / Professor as Chairperson.
 - [b] One faculty member of the University.
 - [c] One non-teaching member of the 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 a 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 23 Internal Complaints Committee

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

[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 24 Entitlement of Fees of Members of Various Committees

[1] The members of the following committees shall be entitled to sitting fees of Rs. 2500 except the Officers of the University mentioned in Statute 3(1) - 3(4).

[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] All members of the committees in 2a - 2b shall be entitled to sitting fees of Rs. 1500. The members other than IITE staff shall be eligible in 2c - 2g for the sitting fees of 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 Vice-Chancellor may change the sitting fees with the reason to be noted in the file.

Reg 25 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 26 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 27 Disqualifications for Membership

- [1] This regulation shall be applicable to authorities/bodies/committees 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/she

[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 offense 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 the above clause the question shall be referred to the Vice Chancellor and his decision thereon shall be final.

Reg 28 Examination

[1] Eligibility of students for examination.

[a] The Centres shall publish the presence report of each student on the institute website every month within six days of the following month and shall send it to the university via email id studentpresence@iite.ac.in. It shall be made sure that it reaches every student by email also. For the presence of students, there may be a 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 Director/ 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, the Director/Principal may recommend to the Vice Chancellor for the waiver of this condition on the medical ground/maternity leave/ unavoidable circumstances only, on or before the one day of commencement of examination form fill up along with the details of attendance after considering the period of leave based on documents submitted by the students. If the recommendation is consented to 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 Director/ 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 the 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 the 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 the completion of the

Examination.

- (c) Soft copy of Mark Sheets along with the sign of Assessor and Assessment coordinator 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 Kurto 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.
- [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

[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 Ap-
pointing 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 candi-
date 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 exam-
inee 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
Above 70	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 successful candidates contain the performance of the student in terms of grades/ marks and it should contain photographs of the student, hologram of the college, QR Code, Name of the college where the 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	160	160	40 %
2	B.Sc.-B.Ed.	4	6	160	160	40 %
3	B.Ed.-M.Ed.	3	5	120	120	40 %
4	M.Sc.-M.Ed.	3	5	120	120	40 %
5	M.A.-M.Ed.	3	5	120	120	40 %
6	M.Ed.	2	4	80	80	40 %

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

[13] Award of Gold Medals

The Prizes and Medals shall be instituted by the university. The prizes and medals shall be presented to the awardees in the convocation if he/she chooses to remain present at the ceremony. If he/she chooses to remain absent then the prize/medal can be collected after the convocation. The awardees shall be determined by the process as follows:

- (a) Participation in various Curricular / Co-curricular activities

Sr. No.	Activity	Marks per activity	Maximum Marks
1	Institute Level Activities	1	Maximum 10
2	Inter college or zonal level activities	2	Maximum 20
3	State level activities	4	Maximum 40
4	National level activities	5	Maximum 50
5	International level activities	10	Maximum 100
6	Outstanding Performance		Maximum 30
	1st Rank	10	
	2nd Rank	5	
	3rd Rank	3	

Suppose the total mark obtained is X in the above table. Then marks in percentage say $Y = (100 * X) / 250$ will be considered further.

- (b) These activity marks represent the involvement of students during the program duration. The marks shall be credited by the coordinator in favor of students with the recommendation of the Director of the Centre within one week after the event.
- (c) Lesson execution
- (d) Top five candidates from each program will be called for Personal Interviews.
- (e) Sum up of the above activities :

Sr. No.	Activity	Percentage	Marks for consideration
1	Academic Performance	30 %	(30 * percentage)/100
2	Participation in various Curricular/ Co-curricular activities	25 %	(25 * percentage)/100
3	Lesson Execution	25 %	
4	Personal Interview	20 %	

- (f) Gold Medal(s) shall be awarded on the basis of Total Marks obtained by the student as above. Medal will only be awarded for the Courses in which a Minimum of 5 Students are enrolled in the last semester.
- (g) The University shall also issue Certificates indicating the name of the Medal awarded to the students.
- (h) 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.
- (i) If both students also secure the same external marks, then both students should be awarded the gold medal
- (j) The rank holders on the basis of Marks shall be awarded the rank certificate. The first, second, and third rank holders shall be given rank certificates by the university.
- (k) 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 the 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 29 Remuneration for Examination

[1] Remuneration for Examination Committee

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 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	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

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	Subject-wise 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

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 the college level - One	500
3	Contingency charge to annual lessons School per day for hospitality, and support staff, and miscellaneous expenses of college	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	60
3	PG	Viva - voce / Practical	50
4	PG	Dissertation assessment	500
5	PhD	Viva -voce per student	1000
6	PhD	Thesis assessment	5000

[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 30 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 a bequest, donation or endowment received. The fund received for the purpose may be invested in Bonds declared by the Central or State Governments including Gold, Infrastructure, or any other such instruments or Public Sector Bank Deposits as University may deem fit and award fel-

lowships, scholarships, medals, prizes, etc., out of the interest accrued thereon as per the direction of Finance Committee.

- [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 the donation amount. In such cases, the donor shall be informed to make an 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.
- [e] In case of any donor wants to cancel the donation then the proportionate amount as decided in FC may be returned to the donor.
- [f] In case of closure of any program or in any case, the donation in the proportionate amount as decided in FC may be returned to the donor and the medal shall be stopped to be awarded.

Reg 31 Strategic Plan

- [1] There shall be a strategic plan of five years to follow the mission, vision, and objectives of the university.
- [2] Each year the status report of the prevailing Strategic Plan shall be prepared.
- [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 a year or as and 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 may cover 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 / Status report shall be submitted to Academic Council, Executive Council, and General Council every year.
- [8] After approval of the General Council it shall be distributed to all administrative branches and centers of IITE for implementation.

Reg 32 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 33 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 34 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 35 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) Executive Council approval related to Accounts;
 - (i) Audit para and their answers;
- [4] The Annual Accounts shall be put in Finance Committee, Academic Council, Executive Council, and General Council for approval.

Reg 36 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 37 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 38 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 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

38 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
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

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) ----- Maintenance Charge	200	1000 -- 500	1000 -- 1000	100 -- 100
4	Open Amphitheatre ----- Maintenance Charge	250	1500 -- 500	3000 -- 1000	800 -- 200
5	Open Ground Area (open space) ----- Maintenance Charge	1000	10000 -- 3000	20000 -- 3000	2000 -- 1000
6	Electricity with above facility		Actual	Actual	Actual
7	Deposit		10000	10000	10000
8	Classroom Maintenance Charge	50	500 200	1000 200	100 50

(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		7000	15000	2000
	-----	96	--	--	--
	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
8	Classroom Maintenance Charge	50	1000 200	2000 200	200 50

[7] Vehicles

The bus vehicles may be given on rent as per the prevailing market rate. It shall be approved by the competent authority.

[8] The GST on all above rates shall be extra.

Reg 39 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 facilities 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 40 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;

[c] Registrar;

[d] One expert from the 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
- [i] University Development Officer - Member Secretary;
- [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 41 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 42 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 / adjunt / daily basis as per the requirement for the period of not more than 11 months.

Reg 43 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 clauses 15 (b), (c), and (d).
- [3] The Centre of Education shall be headed by Director nominated by Hon'ble Vice Chancellor.
- [4] A Deputy Director may be appointed/nominated by the Vice Chancellor to assist in the functions of the Centre.

- [5] The Centre of Education may offer UG, PG and Research courses and Skill courses, Certificate courses, Professional Enhancement Programme which are duly recognized by Statutory Bodies, or Govt. of Gujarat or the University as per the discretion of University authorities.
- [6] The following Department shall be functioning as the 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;
 - [h] Guru Drona Skill Department (GDSD);
- [7] Each Department shall be headed by the Head nominated by the Director of the Centre of Education after the approval of the Vice Chancellor.
- [8] The functions of Guru Drona Skill 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.
- [9] There shall be SSIP Cell.
- [10] The Coordinator of the Student Start-up and Innovation Cell shall work as the University SSIP Coordinator.
- [11] The functions of the Student Start-up and Innovation Cell shall be as follows:
- [a] The members of the cell 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 grants at university level under the 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 Education;
 - [iii] Director of Centre of Research;
 - [iv] An industry expert who shall be nominated by the Vice-Chancellor;
 - [v] An alumni who is having own startup / patent / innovation / industry shall be nominated by the Vice Chancellor;
 - [vi] Finance Expert shall be nominated by the Vice-Chancellor;
 - [vii] Two academic experts nominated by the Vice-Chancellor;
 - [viii] University SSIP Coordinator as a member secretary;
 - [d] There shall be an 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 a minimum three-year experience in the field of IPR nominated by the Vice-Chancellor;
 - [v] University SSIP Coordinator as a member secretary;
- [12] There shall be Placement Cell named ADITYA - Accomplishing Dreams for Indian Teachers and Young Administrators;
- [13] 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.
- [14] The Centre of Education shall have the following Centre Coordination Committee for inter-discipline and Subject coordination for the smooth functioning

of the Centre.

[a] Director (Chairperson);

[b] Deputy Director;

[c] Heads of all Departments, Placement Cell and SSIP Cell;

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

Reg 44 The Centre of Training

[1] The Centre of Training is established vide IITE Act, 2010, Section 6(4)(iii).

[2] The Centre of Training shall function as envisaged in IITE Act, 2010, Section VI and its clauses 15 (e) and (f).

[3] The Centre of Training shall be headed by Director nominated by Hon'ble Vice Chancellor.

[4] A Deputy Director may be appointed/nominated by the Vice Chancellor to assist in the functions of the Centre.

[5] The other functions 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.

[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.

Reg 45 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'ble Vice Chancellor.
- [4] A Deputy Director may be appointed/nominated by the Vice Chancellor to assist in the functions of the Centre.
- [5] The other functions shall be as follows:
- [a] To construct, and adopt psychological tests and experiments.
 - [b] To develop testing services for psychological tests.
 - [c] To provide standardized tools to schools, colleges and research scholars.
 - [d] To conduct research in the area of examination anxiety, use of computer technology in the 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.
 - [f] To deal with the affairs of Research Councils and Centre Council.
 - [g] To encourage the university faculties for research activities;
 - [h] To encourage for quality publications;
 - [i] To encourage faculties for minor / major research projects and grants;
 - [j] To establishing Facilities for Research and availability of standard tools;
 - [k] To provide a research repository.
 - [l] To conduct MoU with other research organizations and centers.
 - [m] To establish facilities of Data Analysis software (Qualitative as well as Quantitative) and provide its services to researchers and different institutions
 - [n] To process JRF and SRF to the scholars as per Act.

- [o] To establish facilities for publications of research outputs of national and state importance and dissemination of the same.
- [p] To give awards and rewards to excellent researchers at State and National Levels.
- [q] To provide facilities for publication research to the researchers in the research journals at national and international levels.
- [r] To get the research projects from the agencies like MHRD, UGC, ICSSR, DST, NCERT, GCERT, IUCTEs, and Schools of Education under PMMMMNTT Scheme etc.
- [s] 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.
- [t] Publishing and Disseminating Advanced Research
 - [i] To gather materials of advanced research relating to teachers' education.
 - [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.

Reg 46 The Centre of Extension Services

- [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'ble Vice Chancellor.
- [4] A Deputy Director may be appointed/nominated by the Vice Chancellor to assist in the functions of the Centre.
- [5] The other functions are ANGIRA, K-Studio, Siksharth, and Teachers' Tune.

Reg 47 The Centre of Special Education

- [1] The Centre of Special Education is established vide IITE Act, 2010, Section 6(4)(v).

- [2] The Centre of Special Education shall be headed by Director nominated by Hon'ble Vice Chancellor.
- [3] A Deputy Director may be appointed/nominated by the Vice Chancellor to assist in the functions of the Centre.
- [4] 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 community 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, Edu-

cation etc. that is making efforts to train and develop facilities for persons with special needs.

[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.

[5] 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.

Reg 48 Duties of Director of Centre

- [1] The Director of the Centre is among the teaching faculties as per Statute [8] and accordingly they will be considered as vocational academic staff. However, they have to plan the work to be performed during vacation and shall be taken approval from the competent authority.
- [2] The Director of the Centre has to prepare and submit the rules with annexures if any, to govern the activities of the Centre to the Academic Council and Executive Council for approval.
- [3] He/She shall look after the day-to-day work of the Centre as per the provisions of the Act / Statutes/ Ordinance/ Regulations/ instructions from the higher authorities from time to time.
- [4] Office Stationery and other related items procurement and their utility register for the Centre.
- [5] 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 file,
 - (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 Centre well in advance and shall take the periodical reviews of its execution.
- [7] He/She shall ensure and maintain proper coordination and follow-up with other departments/ Centers/ Affiliated Colleges/ Units/ branches and shall be totally accountable for follow-up actions on the decisions given by the University authorities.

- [8] 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.
- [9] He/She shall ensure that the cases/letters requiring immediate and urgent disposal are dealt with immediately.
- [10] 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.
- [11] 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.
- [12] He/She shall exercise constant vigilance of speedy and qualitative disposal of work, safety of the record, regular and orderly behaviors of the staff.
- [13] 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.
- [14] 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.
- [15] 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.
- [16] He/She shall be responsible for the agenda, minutes of meeting, action taken report, as per the direction of authorities/ committees of the university.

- [17] He/She shall work as PIO of their Centre or as defined.
- [18] 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 49 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 50 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. Candidate Registration for admission test, Integrated Test for Teacher Trainee (i3T) conduction, Admission Process.
- [h] Fellowship, scholarship, Academic Awards, Honorary degree.
- [i] Academic Calendar, Annual Report.
- [j] 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.
- [k] AISHE, AIU, UGC, NCTE, Correspondence with Central Government Agency.
- [l] Office Stationery and other related items procurement and their utility register for the branch.
- [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.

[2] 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 audits.
- [k] Code of conduct of employees.
- [l] Performance appraisal of teaching and non-teaching employees.
- [m] Salary and leave of all employees.
- [n] Movement Register - to be observed and necessary actions.
- [o] Biometric presence - late login and early login - monthly report shall be sent to the employee with remarks.
- [p] Roster.
- [q] NPS, GPF, IFMS.
- [r] Advisory to the staff, staff training and welfare, insurance, etc.
- [s] Office Stationery and other related items procurement and their utility register for the branch.
- [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.

[3] 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 the government and such other bills.
- [m] GEM procurement and E-tender for every Centre/Branch.
- [n] Maintenance of ground.

- [o] Office Stationery and other related items procurement and their utility register for the branch.
- [p] 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.
- [q] RTI and Legal work pertaining to the branch.
- [r] Any other task assigned by the Registrar and the Vice Chancellor.

[4] Sports, Yoga and Student Welfare Branch

- [a] Student support, various competitions, awareness programme, community outreach programme, blood donation camp etc.
- [b] Organizations of camps for adventure activities.
- [c] Youth festival and cultural activities at various levels.
- [d] Celebrations of various days.
- [e] Student welfare and information about various schemes and scholarships.
- [f] Student Induction Programme.
- [g] Activities for the weaker and needy section students.
- [h] Planning and maintenance of sports facility.
- [i] Necessary tenders/ AMC shall be made for the procurement and services of the branch.
- [j] Celebration of university sports day.
- [k] Organization of coaching camps and events.
- [l] MOU with other organizations to use their sports facilities.
- [m] Organization of various sports at college, university, inter-university and various level as per AIU.

- [n] Procurement of sports equipment, sports accessories and dresses for participants.
- [o] Dead stock of sports equipment.
- [p] Planning and celebration of International Yoga Day.
- [q] Organization of various sports and physical activities for staff and students.
- [r] Reports with photos, videos, and financial statements of various events.
- [s] Office Stationery and other related items procurement and their utility register for the branch.
- [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.

[5] 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] Audio - Video Studio

[j] ANGIRA

[k] Annual maintenance contract for IT hardware.

[l] Troubleshooting of IT hardware and software problems.

[m] Internet Connection.

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

[o] Office Stationery and other related items procurement and their utility register for the branch.

[p] 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.

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

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

[6] 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 audit purposes.
 - [m] Dealing with all other branches for their various payments.
 - [n] Office Stationery and other related items procurement and their utility register for the branch.
 - [o] 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.
 - [p] RTI and Legal work pertaining to the branch.
 - [q] Any other task assigned by the Registrar and the Vice Chancellor.
- [7] University Planning and Development Branch
- [a] Five-year action plan.
 - [b] Correspondence with UGC for 2f and 12B recognition for the 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] Museum
 - [j] UGC Minor and Major research projects, UGC JRF Schemes, and such other schemes. Grants from the central government.

- [k] Office Stationery and other related items procurement and their utility register for the branch.
- [l] 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.
- [m] RTI and Legal work pertaining to the branch.
- [n] Any other task assigned by the Registrar and the Vice Chancellor.

[8] Examination Branch

- [a] Registration and Enrollment of students of Certificate courses, UG, PG, and Research Courses. Eligibility, Transfer, Migration, Roll of Graduates, and Code of Conduct of students, 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] Office Stationery and other related items procurement and their utility register for the branch.
- [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] Convocation, Special Convocation.
 - [q] Statistical data of examination process.
 - [r] Office Records of students' marks and grades.
 - [s] Issuance of Transcript, Rank certificates, and duplicate Mark sheet.
 - [t] ERP module updating.
 - [u] 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.
 - [v] RTI and Legal work pertaining to the branch.
 - [w] Any other task assigned by the Registrar and the Vice Chancellor.
- [9] 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/empaneling/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, and communication platforms related to the PR and Publication branch.
 - [x] Office Stationery and other related items procurement and their utility register for the Branch and VCO/RO.
 - [xi] All matters relating to the public domain on behalf of the 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] Inward, Outward registers.
- [iv] Reception activity.
- [v] MOU with post and another courier service.
- [vi] Telephones and mobile service procurement and bills.
- [vii] Hospitality and food arrangement for various guests of the university at VCO and RO.
- [viii] Pro-active disclosure, Record of RTIs, and RTI shall be distributed point-wise to the concerned branch.
- [ix] Organizing Press conferences and media interactions, press notes, and advertising material.
- [x] Provide creative inputs from the communication perspective for different events and activities of the University to ensure brand positioning in the academia.
- [xi] Conceptualization, planning and reporting of different events and activities of the University.
- [xii] 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.
- [xiii] Creation of social media posts for different platforms like Facebook, Instagram, Twitter, and YouTube.
- [xiv] Making a content calendar for regular social media postings
- [xv] Developing Social Media campaigns and events to increase engagement of the education fraternity with IITE on social media platforms.
- [xvi] Executing Social Media Live broadcast of IITE's various events on appropriate platforms.
- [xvii] Data analysis of social media platforms for enhancing the engagement of the stakeholders of Education fraternity and impactful so-

cial media communication.

[xviii] Social Media campaigns to increase engagement of the education fraternity with IITE on social media platforms.

[xix] 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 51 Registers to be maintained

[1] There shall be registers to mark the presence of members in the meeting for all statutory authorities/bodies/ committees in the concerned branch.

[2] There shall be registers to maintain the minutes of meetings for all statutory authorities/bodies/committees in the 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 52 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 53 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 or authority may direct to work from a safe place:

- [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 54 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 of the 31st of December.
- [3] It shall be published and displayed on the university website by 7th January. The no. of graduates course-wise and year-wise updated in the roll of registered graduates shall be put before the Academic Council for 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 55 Dikshant Samaroh (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 Chief Guest / Guest of Honour;

[c] The Minister-in-charge of Education;

[d] The Minister-in-charge of Women and Child Welfare;

[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] Heads/Directors/Principals of affiliated/ approved/ recognized institutions;

[p] Donner of the medals;

[6] In the case of other distinguished dignitaries present precedence shall be regulated in accordance with 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 the dias may have a common dress code. The full dress shall be in Indian attire whose material shall be Linen/Khadi/ Silk with a unique stall.

[b] The member of statutory bodies and other special invitees may have Koti/Kurta /Saree / such attire in Khadi dress material may be with unique stall.

[c] The invited or present students may have to wear the khadi or cotton kurta/ saree/ stall/ sutar aanti.

[9] **Instructions for the Candidates:**

[a] Candidates must appear in the prescribed academic dress.

[b] A rehearsal may 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 venue, 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/ Yagna and the university song.

[c] 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 an Honorary degree on a distinguished person then the Vice-Chancellor welcomes 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 the 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.
- [d] 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.
- [e] The Vice-Chancellor will present the annual report of activities of the University.
- [f] Chancellor’s Address.
- [g] The Chief Guest shall deliver his convocation address.
- [h] Vote of thanks.
- [i] The Registrar shall request the august gathering to rise from their seats for the National Anthem.
- [j] The National Anthem
- [k] 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 56 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 the Centre of Education by notification.
2	Seat determination under a supervisor for the number of students (3rd Week of April)	Center of Education shall submit it after approval to the Academic Branch
3	Advertisement (Before 15th of May)	Academic Branch
4	Entrance test and declaration of Result (3rd Week of June)	Academic Branch
5	RDC for GD and PI and Declaration of Admission to PhD Course (4th Week of June)	Academic Branch. There shall be a notification by the branch.
6	Fee Collection (Starting of New Term) and Issue of Provisional Registration Number after admission notification (4th Week of June)	Examination Branch shall make notification

Sr. No.	Activity (Duration)	Role and Responsibility
8	Induction Programme (During the First week of the 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 May)	Centre of Education shall submit to Academic Branch and Examination Branch
12	Course Work Examination and Declaration of Result (Last Week of May)	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

Sr. No.	Activity (Duration)	Role and Responsibility
14	RDC for the review of the recommendation of RAC (1st week of February, August)	Academic Branch
15	Eligibility, Migration, and Final Registration Number and Certificate (1st Week of February)	Examination Branch shall make a notification and shall forward it to the Centre of Education
16	The above process may be arranged for the students who failed in coursework with the approval of the Vice-Chancellor if in case. (The 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 of six RAC reports for full-time students and minimum of 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

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 56 (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

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	

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.	

Sr. No.	Particular	Details
12	Fees details for thesis submission	
13	Copy of Student File which was maintained by Research 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 57 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 58 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] One or two NSS student representatives nominated by the Vice-Chancellor;
 - [i] One or two Programme Officers nominated by the Vice Chancellor;
 - [j] State Liaison Officer NSS;
 - [k] 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.);

- [l] Chief Account Officer;
- [m] 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] 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.
- [9] 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 59 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 60 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.A./M.Sc.- M.Ed., B.Sc./B.A.- B.Ed. (Sp. Edu.) and all such courses approved by the Statutory body in future to be run at Centre of Education:
 - [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.
 - [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 61 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 uni-

versity 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 62 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 63 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) 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.
- [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 64 Fees of Students of Affiliated/ Recognised/ Approved Institutions

- [1] This regulation shall be applicable to the students of Affiliated, 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.

Reg 65 Recruitment in Affiliated/ Recognised/ Approved Institutions

[1] The recruitment of Teachers shall be as per the prevailing norms of the Council/ University/ UGC.

- [2] The recruitment of Teachers / Principals/ Heads/ Directors in affiliated government colleges/institutes done by the Public Service Commission or any body/committee constituted by the Government shall be deemed to be approved by the University.

Reg 66 Qualification, Pay, Duties, and Recruitment of Teaching Posts

- [1] UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in Universities and colleges and other measures for the maintenance of standards in Higher Education, 2018 and NCTE regulation / Government of Gujarat guide lines / IITE Act shall be read by the concerned for this regulation.
- [2] Subject to the availability of vacant positions and fitness, teachers such as Assistant Professor, Associate Professor, Professor and Senior Professor only, may be re-employed on contract appointment beyond the age of superannuation, as applicable to the concerned University, college and Institution, up to the age of seventy years. Provided further that all such re-employment shall be strictly in accordance with the guidelines prescribed by the UGC, from time to time.
- [3] The committee for the appointment of Professor shall be as prescribed in the section 37 of the IITE Act.
- [4] Selection Committee Composition for other University Teachers
- [a] The Selection Committee for the post of Assistant Professor, Associate Professor in the University shall consist of the following persons :
- [i] Vice Chancellor who shall be the Chairperson of the Committee.
- [ii] An academician not below the rank of Professor to be nominated by the Chancellor, wherever applicable.

- [iii] Three experts in the subject/ field concerned to be nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
 - [iv] Dean.
 - [v] Head of the Department.
 - [vi] An academician belonging to the SC/ST/OBC/EWS/Minority/ Women/ Differently-abled categories, if any of the candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee does not belong to that category.
- [b] At least four members, including two outside subject experts, shall constitute the quorum.

[5] Assistant Professor (Education) (Direct Recruitment)

1	Name of the Post	Assistant Professor (Education)
2	Number of Posts	As per sanction strength
3	Classification	Class 2
4	Scale of Pay	6th CPC: PB-3 (15600 - 39100) with Grade Pay 6000 7th CPC: Level 10 (57,700)
5	Educational and other qualification required for direct recruits	Essential: (1) Post Graduate Degree in Arts / Humanities/ Sciences/ Commerce with a minimum of 55 % marks (or an equivalent grade in a point scale wherever grading system is followed) (2) Post Graduate Degree in Education (M.Ed.) with minimum 55 % marks (or an equivalent grade in a point scale wherever grading system is followed) (3) Doctor of Philosophy in Education as prescribed by UGC Regulation, 2018.
6	Period of probation, if any	Two Year

[6] Assistant Professor (Subject) (Direct Recruitment)

1	Name of the Post	Assistant Professor (Subject)
2	Number of Posts	As per sanction strength
3	Classification	Class 2
4	Scale of Pay	6th CPC: PB-3 (15600 - 39100) with Grade Pay 6000 7th CPC: Level 10 (57,700)

5	Educational and other qualification required for direct recruits	<p>Essential:</p> <p>(1) A Master's degree with 55 % marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.</p> <p>(2) Degree in Education (B.Ed.) with minimum 55 % marks (or an equivalent grade in a point scale wherever grading system is followed)</p> <p>(3) Doctor of Philosophy in the Subject as prescribed by UGC Regulation, 2018.</p> <p>Desirable:</p> <p>(1) M.Ed. or M.A. Education</p>
6	Period of probation, if any	Two Year

[7] Associate Professor (Education) (Direct Recruitment)

1	Name of the Post	Associate Professor (Education)
2	Number of Posts	As per sanction strength
3	Classification	Class 1
4	Scale of Pay	6th CPC: PB-4 (37400 - 67000) with Grade Pay 9000 7th CPC: Level 13A (1,31,400)
5	Educational and other qualification required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> (1) Post Graduate Degree in Arts /Humanities /Sciences /Commerce with a minimum of 55 % marks (or an equivalent grade in a point scale wherever grading system is followed) (2) Post Graduate Degree in Education (M.Ed.) with minimum 55 % marks. (or an equivalent grade in a point scale wherever grading system is followed) (3) Ph.D.Degree in Education <p>Experience:</p> <ol style="list-style-type: none"> (1) An Assistant Professor or above who has a minimum 08 years of teaching experience in Department of Education at University level / College of Education and / or as a Teacher Educator in institution of Teacher Education with PG Teacher recognition and /or research experience at equivalent level at the University / National Level / State Level Institutions with evidence of having successfully guided doctoral candidates and / or equivalent research work. (2) A minimum of 7 publications in the peer reviewed or UGC listed journal sand a total research score of 75 as per the criteria given in Appendix II,Table-2,UGC Regulations-2018.
6	Period of probation	Two Year

[8] Associate Professor (Subject) (Direct Recruitment)

1	Name of the Post	Associate Professor (Subject)
2	Number of Posts	As per sanction strength
3	Classification	Class 1
4	Scale of Pay	6th CPC: PB-4 (37400 - 67000) with Grade Pay 9000 7th CPC: Level 13A (1,31,400)
5	Educational and other qualification required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> (1) A Master's degree with 55 % marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university. (2) Degree in Education (B.Ed.) with minimum 55 % marks. (or an equivalent grade in a point scale wherever grading system is followed) (3) A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines. <p>Experience:</p> <ol style="list-style-type: none"> (1) A minimum of 08 years or experience of teaching equivalent to that of assistant professor in a University/ College and/ or research experience at equivalent level at the University/ National Level/ State Level Institutions with evidence of having successfully guided doctoral candidates and /or equivalent research work. (2) A minimum of 7 publications in the peer reviewed or UGC listed journals and a total research score of 75 as per the criteria given in Appendix II, Table-2, UGC Regulations-2018. <p>Desirable:</p> <ol style="list-style-type: none"> (1) M.Ed. or M.A. Education
6	Period of probation, if any	Two Year

[9] Professor (Education) (Direct Recruitment)

1	Name of the Post	Professor (Education)
2	Number of Posts	As per sanction strength
3	Classification	Class 1
4	Scale of Pay	6th CPC: PB-4 (37400 - 67000) with Grade Pay 10000 7th CPC: Level 14 (1,44,200)
5	Educational and other qualification required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> (1) Post Graduate Degree in Arts /Humanities /Sciences /Commerce with a minimum of 55 % marks (or an equivalent grade in a point scale wherever grading system is followed) (2) Post Graduate Degree in Education (M.Ed.) with minimum 55 % marks. (or an equivalent grade in a point scale wherever grading system is followed) (3) Ph.D. Degree in Education <p>Experience:</p> <ol style="list-style-type: none"> (1) An Associate Professor or above who has a minimum 10 years of teaching experience in Department of Education at University level/ College of Education and/ or as a Teacher Educator in institution of Teacher Education with PG Teacher recognition and/ or research experience at equivalent level at the University/ National Level/ State Level Institutions with evidence of having successfully guided doctoral candidates; or (2) An outstanding professional having a Ph.D. degree in Education from any academic institutions, Industry, who has made significant contribution to the knowledge in the field of Education, supported by documentary evidence provided he/she has ten years experience. (3) Published work of high quality, actively engaged research with evidence of published work with a minimum of 10 research publications in the peer reviewed or UGC listed journals and a total research score of 120 as per the criteria given in Appendix II, Table - 2, UGC Regulations-2018.
6	Period of probation, if any	Two Year

[10] Duties of University Teachers

- (1) Teaching (Number of classes taught / total classes assigned which includes sessions on tutorials, lab, and other teaching-related activities) shall be more than 80 % for the faculties who are engaged with teaching. Other faculties shall be engaged with Research/ Training/ Consultancy or Extension.
- (2) He/She shall be involved in at least three activities of the University like administration /examination /research /Book writing /E-content /MOOCs /start up /consultancy /co-curricular related activities / etc. as assigned by the authority.
- (3) The workload of teachers shall not be less than forty hours a week. Teachers shall devote at least Two hours per day for mentoring of students (minimum Fifteen students per coordinator) for Community Development /Extra-Curricular Activities/library consultation/research in case of Under-Graduate Courses and/or at least Two hours per day for research in case of Post Graduate courses.
- (4) Professors/ Associate Professors/ Assistant Professors involved in administration/ extension work can devote two hours per week from the teaching and learning hours.
- (5) Every teacher shall follow code of professional ethics.

Reg 67 Qualification, Pay, Duties, and Recruitment of Non-Teaching Posts**[1] Registrar**

1	Name of the Post	Registrar
2	Number of Posts	01
3	Classification	Group A
4	Scale of Pay	6th CPC: PB-4 (37400 - 67000) with Grade Pay 10000 7th CPC: Level 14 (1,44,200)
5	Age limit for direct recruitment	Not exceeding 57 years. 5 years tenure post on Deputation (including Short Term Contract) for a period of 5 years (extendable by 5 years) or till attaining the age of 62 years whichever is earlier, or as fixed by State Government issued in this regard from time to time.
6	Educational and other qualification required for direct recruits	<p>Essential:</p> <p>Master's Degree with at least 55 % of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>Experience:</p> <p>(1) At least 15 years of experience as Assistant Professor in the Academic Level 11 (AGP 7000) and above or with 8 years of service in the Academic Level 12 (AGP 8000) and above including as Associate Professor along with 3 years experience in educational administration; or</p> <p>(2) Comparable experience in research establishment and/ or other institutions of higher education; or</p> <p>(3) 15 years administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>Desirable:</p> <p>(1) Qualification in the area of Management/ Engineering / Law.</p> <p>(2) Experience in computerized administration/ legal/ financial/ establishment matters.</p>
7	Period of probation, if any	Not applicable

8	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	Direct recruitment, failing which on Deputation/ Transfer on Deputation for a tenure of up to 5 (Extendable by 5 years) years or till attaining the age of 62 years, whichever is earlier or as fixed by State Government from time to time.
9	In case of recruitment by promotion/ by deputation/ transfer/ grades from which promotion/ deputation/ transfer is to be made	<p>DEPUTATION</p> <p>Officers under the Central/ State Governments/ Universities/ Recognized Research Institutes or Institutes of national importance or Govt. Laboratory or PSU.</p> <ol style="list-style-type: none"> (1) Holding analogous post; (2) With at least 15 years' experience as Assistant Professor in the AGP of Rs.7000/- (Level 11 of the 7th CPC) and above or with 8 years of service in the AGP of Rs.8000/- (Level-12 of the 7th CPC) and above including as Associate Professor along with 3 years' experience in educational administration; or (3) Comparable experience in research establishment and/ or other institutions of higher education; or (4) 15 years of administrative experience of which 8 years shall be as Deputy Registrar (of which 3 years in the GP of Rs 8700/-, Level 13 of the 7th CPC) or equivalent.
10	Duties	<ol style="list-style-type: none"> (1) He/She has to work as a member secretary of statutory authorities and committees as defined in the Act / Statutes / Ordinances / Regulations. (2) He/She has to work or execute the work as per the direction of the Vice Chancellor for the smooth administration of the University. (3) He/She is the custodian of the University. (4) He/She has to monitor the status of available grants and shall communicate to the State Government for grants and new items. (5) He/She has to work as Applet Authority as per the RTI Act 2005.

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11	Performance Appraisal Report (PAR)/ Confidential Report (CR)	(1) Reporting Authority: Vice-Chancellor (2) Reviewing Authority: – (3) Referral Board: Executive Council
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[2] Deputy Registrar

1	Name of the Post	Deputy Registrar
2	Number of Posts	As approved by the State Government
3	Classification	Group A (Class - 1)
4	Scale of Pay	7th CPC: Level 11 (67,700)
5	Age limit for direct recruitment	Not exceeding 50 years.
6	Educational and other qualification required for direct recruits	<p>(1) Essential Qualification: Master's Degree with at least 55 % of the marks or an equivalent grade of 'B' in the UGC 7-point scale.</p> <p>(2) Experience: Nine years of experience as Assistant Professor in the AGP of Rs. 6000 and above with experience in educational administration. OR Comparable experience in research establishment and/or other institutions of higher education. OR Five years of experience as Assistant Registrar or in an equivalent post in the Pay Level 10 and above.</p>
7	Period of probation, if any	Two Year. It may be relaxed to one year if the selected candidate is a regular employee from IITE.
8	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	<p>Direct Recruitment OR DEPUTATION Officers holding analogous posts on a regular basis or with five years of regular service in Pay Level 10 or with eight years of regular service in Pay Level 9 in the Central/State Government, Universities, and other autonomous organizations.</p>

9	Duties	<p>(1) He/She has to work as Branch Head and / or any other portfolio / work assigned to him/her by the authority and / or Vice-Chancellor and / or Registrar.</p> <p>(2) He/She has to work or execute the work as per the direction of the Vice Chancellor or Registrar for the smooth administration of the University.</p> <p>(3) He/She has to work / support to execute the functions of Registrar as per the direction / as per norms.</p>
10	Performance Appraisal Report (PAR) / Confidential Report (CR)	<p>(1) Reporting Authority: Registrar</p> <p>(2) Reviewing Authority: Vice - Chancellor</p> <p>(3) Referral Board: Executive Council</p>

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[3] University Development Officer

1	Name of the Post	University Development Officer
2	Number of Posts	As approved by the State Government
3	Classification	Group A (Class - 1)
4	Scale of Pay	7th CPC: Level 11 (67,700)
5	Age limit for direct recruitment	Not exceeding 50 years.
6	Educational and other qualification required for direct recruits	<p>(1) Essential Qualification: Master's Degree with at least 55 % of the marks or an equivalent grade of 'B' in the UGC 7-point scale.</p> <p>(2) Experience: Nine years of experience as Assistant Professor in the AGP of Rs. 6000 and above with experience in educational administration. OR Comparable experience in research establishment and/or other institutions of higher education. OR Five years of experience as Assistant Registrar or in an equivalent post in the Pay Level 10 and above.</p>
7	Period of probation, if any	Two Year. It may be relaxed to one year if the selected candidate is a regular employee from IITE.
8	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	<p>Direct Recruitment OR DEPUTATION Officers holding analogous posts on a regular basis or with five years of regular service in Pay Level 10 or with eight years of regular service in Pay Level 9 in the Central/State Government, Universities, and other autonomous organizations.</p>

9	Duties	<p>(1) He/She has to work as Branch Head concerned with university development and/or any other portfolio/work assigned to him/her by the authority and/or Vice-Chancellor and/or Registrar.</p> <p>(2) He/She has to work or execute the work as per the direction of the Vice Chancellor or Registrar for the smooth administration of the University.</p> <p>(3) He/She has to work / support to execute the functions of Registrar as per the direction / as per norms.</p>
10	Performance Appraisal Report (PAR) / Confidential Report (CR)	<p>(1) Reporting Authority: Registrar</p> <p>(2) Reviewing Authority: Vice - Chancellor</p> <p>(3) Referral Board: Executive Council</p>

[4] Assistant Registrar

1	Name of the Post	Assistant Registrar
2	Number of Posts	As approved by the State Government
3	Classification	Group A (Class - 1)
4	Scale of Pay	7th CPC: Level 10 (56,100)
5	Age limit for direct recruitment	Not exceeding 35 years.
6	Educational and other qualification required for direct recruits	Essential Qualification: Master's Degree with at least 55 % of the marks or an equivalent grade in a point scale wherever the grading system is followed.
7	Period of probation, if any	Two Year. It may be relaxed to one year if the selected candidate is a regular employee from IITE.
8	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	Direct Recruitment
9	Duties	<p>(1) He/She has to work as Branch Head and/or any other portfolio/work assigned to him/her by the authority and/or Vice-Chancellor and/or Registrar.</p> <p>(2) He/She has to work or execute the work as per the direction of the Vice Chancellor or Registrar for the smooth administration of the University.</p> <p>(3) He/She has to work/support to execute the functions of the Registrar as per the direction/ as per norms.</p>
10	Performance Appraisal Report (PAR) / Confidential Report (CR)	<p>(1) Reporting Authority: Registrar</p> <p>(2) Reviewing Authority: Vice - Chancellor</p> <p>(3) Referral Board: Executive Council</p>

[5] Selection Committee Composition for Non-teaching staff other than Registrar.

- [a] The committee in Regulation 42 shall recommend the qualification, pay, duties of the required posts as per the guidelines of State Government or prevailing norms.
- [b] The Selection Committee for the post of Class 1 and 2 posts:
 - [i] The Vice Chancellor or his nominee who shall be the Chairperson of the Committee.
 - [ii] An academician not below the rank of Professor to be nominated by the Vice Chancellor.
 - [iii] Three experts in the subject/ field concerned to be nominated by the Vice Chancellor.
 - [iv] A person belonging to the SC/ST/OBC/EWS/Minority/ Women/ Differently-abled categories, if any of the candidates representing these categories is the applicant, to be nominated by the Vice Chancellor.
 - [v] At least four members, including two experts, shall constitute the quorum.
- [c] The Selection Committee for the post of Class 3 and 4 posts:
 - [i] The Vice Chancellor or his nominee who shall be the Chairperson of the Committee.
 - [ii] Two experts in the subject/ field concerned to be nominated by the Vice Chancellor.
 - [iii] A person belonging to the SC/ST/OBC/EWS/Minority/ Women/ Differently-abled categories, if any of the candidates representing these categories is the applicant, to be nominated by the Vice Chancellor.
 - [iv] At least three members, including two experts, shall constitute the quorum.

Reg 68 Appointment of Adjunct Faculty

[1] Target Groups:

Professionals, experts, officials and managers having experience of working

in:

- [a] Teaching and research organizations supported by bodies like ICAR, ICSSR, CSIR, ICMR, DRDO, Central and State Universities, etc.
- [b] Central and state public sector undertakings (PSUs), business corporations, NGOs and professional associations.
- [c] Civil servants (IAS / IPS / officials from Central and Provincial Services) and professionals & officials from professional councils and statutory bodies like UGC and NCTE, both serving and retired;
- [d] Skill training providers recognized by National Skills Development Corporation and / or Sector Skill Councils in their respective area for skills education and training;
- [e] NRIs and PIOs working with overseas academic, research and business organizations or having a demonstrated interest in Teacher Education.
- [f] Skilled professionals working in organized and unorganized sectors known for their hands-on skilling techniques and expertise.

[2] Qualifications

Candidate for adjunct faculty should satisfy the following norms

- [a] For Conventional Higher Education Courses:
 - [i] Should have the minimum qualifications as prescribed in the regulations framed by UGC / respective statutory council / IITE from time to time. OR
 - [ii] A person of eminence with or without a postgraduate or Ph.D. qualifications
- [b] For Skill based Courses:
 - [i] Should be an accomplished professional / expert in his chosen field

of discipline and may not necessarily possess qualifications prescribed under UGC regulations. OR

[ii] Should be a certified professional, for teaching and training on National Occupational Standards under NSQF, by the Sector Skills Council for teaching respective trade / job role.

[c] In addition to the above, it is expected that the adjunct faculty in both the above streams would be an accomplished scholar in his area of specialization and his association would add value to the academic programmes he is associated with.

[3] Selection Criteria:

[a] Adjunct Faculty will be appointed by the Vice Chancellor. The Vice Chancellor may ask for the opinion to the committee of Regulation(42). Period of empanelment will vary from 6 months to 3 years as decided by the Vice Chancellor on mutually agreed terms and conditions.

[b] The strength of Adjunct faculty may not exceed 25 % the sanctioned strength of faculty at any time.

[4] Honorarium:

[a] He/She will be provided an honorarium of Rs. 1000/- (Rs. One Thousand Only) per lecture or two-hour specified task to a maximum of Rs. 4000/- (Rs. Four Thousand Only) per day of service subject to a maximum ceiling of Rs. 1,00,000/- (Rs. One Lakh Only) per month.

[5] Roles and Responsibilities:

[a] He/She shall be actively involved in Conventional Higher Education Courses or Skill based Vocational Courses or Research Courses or Training or Research or Services.

- [6] The appointment may be terminated by the Hon'ble Vice Chancellor at any time if the work of the appointed person is not found satisfactory or in case of no requirement of his/her service with one month notice period or remaining period, whichever is less.
- [7] The appointed person shall have to follow the code of conduct (Ordinance - 12) and disciplines in the University.

Reg 69 Appointment of Visiting Teacher

- [1] The teaching load where the requirement is not on regular basis as a permanent faculty may be engaged with visiting teacher with prior approval of the Vice Chancellor before the beginning of the academic term.
- [2] He/She will be provided an honorarium of Rs. 500/- (Rs. Five Hundred Only) per lecture and Rs. 150/- (Rs. One Hundred Fifty Only) per practical.
- [3] The eligibility and scope of work of visiting faculty shall be considered and approved by the committee of Regulation (42).
- [4] The visiting teacher shall have to follow the code of conduct (Ordinance - 12) and disciplines in the University.

Reg 70 Appointment of Contractual and Adhoc

- [1] The posts which are recommended by the committee of Regulation (42) can be filled as Contractual or Adhoc till the sanction obtained from the State Government.
- [2] The appointed person shall be bound to work for Monday - Saturday and in case of requirement Sunday also.
- [3] The pay, allowances, qualification, and job responsibilities shall be decided by the committee of Regulation (42).

- [4] After the duration stated in the appointment order, the appointment shall be terminated automatically without any further notice.
- [5] The appointment may be terminated by the Hon'ble Vice Chancellor at any time if the work of the appointed person is not found satisfactory or in case of no requirement of his/her service with one month notice period or remaining period, whichever is less.
- [6] The appointed person shall have to follow the code of conduct (Ordinance - 12) and disciplines in the University.
- [7] The appointed person for the academic work shall be responsible to complete the teaching and assessment work of the semester even after the completion of their tenure.
- [8] He/She will not be entitled to get any type of certificates except experience certificate and salary certificate.

Reg 71 Appointment of Project Fellow, Consultant and Advisor

- [1] The Project Fellow, Consultant and Advisor may be appointed if the committee of Regulation (42) recommend such requirement.
- [2] The appointed Person/Firm shall be bound to work on Project basis.
- [3] The pay / fees, qualification/eligibility, and job responsibilities shall be recommended by the committee of Regulation (42) to the University.
- [4] After the duration stated in the appointment order, the appointment shall be terminated automatically without any further notice.
- [5] The appointment may be terminated by the Hon'ble Vice Chancellor at any time if the work of the appointed person/Firm is not found satisfactory or in

case of no requirement of his/her service with one month notice period or remaining period, whichever is less.

[6] The appointed person/Firm shall have to follow the code of conduct (Ordinance - 12) and disciplines in the University.

[7] He/She will be entitled to get project completion certificate.

Reg 72 Quarterly PAR for Non Teaching

[1] Name: _____

[2] Designation: _____

[3] Quarter: Month _____ to _____

[4] Date of Presentation: _____

[5] Time of Presentation: _____

[6] Mobile Number: _____

[7] Email Id: _____

[8] Main Duties

[a] _____

[b] _____

[c] _____

[d] _____

[e] _____

[9] Goals - Achievements

(1) _____ (1) _____

(2) _____ (2) _____

(3) _____ (3) _____

(4) _____ (4) _____

[10] Self Assessment (1 - Extremely dissatisfied, 2 - Dissatisfied, 3 - Neutra, 4 - Satisfied, 5 - Extremely satisfied)

Completion of works	
Quality of works	
Adherence to work related procedures	
Ability to make work decisions	
Ability to coordinate work matters	

[11] Participation in various committees

University	
Branch	
Any Other	

[12] Best Practices

University	
Branch	
Any Other	

[13] Involvement in Professional Readiness

University	
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Branch	
Any Other	

Date:

Signature of Applicant

Place:

Reg 73 Quarterly FAR for Teaching Staff

- [1] Name: _____
- [2] Designation: _____
- [3] Subject _____ Department _____
- [4] Quarter: Month _____ to _____
- [5] Date of Presentation: _____
- [6] Time of Presentation: _____
- [7] Academic Qualification: _____
- [8] Date of Appointment: _____
- [9] Date of Confirmation: _____
- [10] Total Experience: _____
- [11] Period of Absence and Leave Type: _____
- [12] Brief History of work (completed and ongoing) during the quarter:
- [a] Allotted Assignments
 - [i] Curricular _____
 - [ii] _____
 - [iii] Co-Curricular _____
 - [iv] _____
 - [b] Initiative Taken
 - [i] by University _____
 - [ii] _____
 - [iii] by Department _____

[iv] _____

[v] by Individual _____

[vi] _____

[c] Contribution in Assembly

[i] _____

[ii] _____

[iii] _____

[d] Any innovation introduced in the Institute

[i] _____

[ii] _____

[iii] _____

[e] Any New Experiment added in the Institute

[i] _____

[ii] _____

[iii] _____

[f] Any Step Taken for Resource Generation

[i] _____

[ii] _____

[iii] _____

[g] Any Contribution to Student Support

[i] _____

[ii] _____

[iii] _____

[h] Any Contribution to Enhance the Capacity Building of the University

[i] _____

[ii] _____

[iii] _____

[i] Publications

(Give total number and details of Local/State/National/International)

[i] Books _____

[ii] Articles _____

[iii] Research Papers _____

[iv] Chapters in Books _____

[v] Books Edited _____

[j] Details regarding applications forwarded for various posts at another institute:

[i] Name of Institute: _____

[ii] Post: _____

[iii] Pay Scale: _____

[iv] Reason for Apply: _____

[13] Creation of ICT Mediated Teaching Learning Pedagogy, Content and Development of New and Innovation Courses and Curricula.

[a] MOOCs developed in 4 quadrant (Per module/Lecture): _____

[b] _____

[c] _____

[d] _____

[14] Research Guidance

1				
---	--	--	--	--

2				
3				

[15] Curriculum Transaction Status:

Month _____ Week _____

(a) Course: _____

(b) Subject and Name of Paper with Code:

(c) Name of Chapter: _____

(d) Number of Lectures (In Hours): _____

(e) Number of Practicals (In Hours): _____

(f) Number of Guidance (In Hours): _____

(g) Remarks: _____

Date:

Signature of Applicant

Place:

Reg 74 Career Advancement Scheme (CAS)

- [1] UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 shall be followed for the promotion of teachers under the Career Advancement Scheme (CAS).
- [2] The Internal Quality Assurance Cell (IQAC) shall act as the documentation and record-keeping Cell for the institution, including assistance in the development of Assessment Criteria and Methodology Proforma based on the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018. The IQAC shall further forward the eligible applications to the Committee after verification.
- [3] The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of the students' assessment of individual teachers in the Assessment Criteria and Methodology Proforma.
- [4] The "Screening-cum-Evaluation Committee" for CAS promotion of Assistant Professors (1) from level 10 to level 11 (2) from level 11 to level 12:
- [a] For University teachers:
- [i] The Vice Chancellor or his/ her nominee shall be the Chairperson of the Committee;
 - [ii] The Dean;
 - [iii] The Head of the Department/ Director of Centre; and
 - [iv] One subject expert in the subject concerned nominated by the Vice-Chancellor from the University panel of experts.
- [b] For College teachers:

- [i] The Principal of the college;
 - [ii] Head /Teacher-Incharge of the department concerned from the college;
 - [iii] Two subject experts in the subject concerned nominated by the Vice Chancellor from the university panel of experts;
- [c] The quorum for these committees in all categories shall be three which will include one subject expert/ university nominee.

[5] The “Selection Committee” for CAS promotion:

This committee is for the promotion (1) from level 12 to level 13A (2) from level 13A to level 14.

- (a) Vice-Chancellor or his/her nominee who has 10 years of experience as a Professor.
- (b) Academician not below the rank of Professor to be nominated by Chancellor.
- (c) Three experts in the subject / field concerned to be nominated by the Vice Chancellor, out of the panel of names approved by the relevant statutory body of the university.
- (d) Dean of the faculty
- (e) Director of the Centre of Education
- (f) An academician representing SC/ ST/ OBC/ Minority/ Women/ Differently abled categories to be nominated by the Vice Chancellor, if any of the candidates from any of these categories is an applicant and if any of the above members of the selection committee does not belong to that category.

[6] The “Selection Committee” for CAS promotion:

This committee is for the promotion (1) from level 14 to level 15.

- (a) Vice-Chancellor or his/her nominee who has 10 years of experience as a Professor.
 - (b) An academician not below the rank of Senior Professor/Professor with minimum ten years experience who is the nominee of the Visitor/Chancellor, wherever applicable.
 - (c) Three experts not below the rank of a Senior Professor/Professor with a minimum of ten years experience in the subject/field concerned nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university.
 - (d) Dean (not below the rank of Senior Professor/Professor with minimum ten years experience) of the faculty, wherever applicable.
 - (e) Director of the Centre of Education (not below the rank of Senior Professor/Professor with minimum of ten years experience) or Senior-most Professor (not below the rank of Senior Professor/Professor, with a minimum of ten years experience) of the Centre
 - (f) An academician (not below the rank of a Senior Professor/Professor with minimum ten years experience) representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.
- [7] Four members, including two outside subject experts, shall constitute the quorum.

Reg 75 Performance Based Appraisal System for Teachers

[1]

Part A - Self Information

- (1) Name of Faculty: _____
- (2) Father's Name: _____
- (3) Department: _____
- (4) Present Designation and Pay band: _____

- (5) Date of first appointment: _____
- (6) Date of last promotion: _____
- (7) Which position and Pay Band are you an applicant under CAS?

- (8) Date of eligibility for promotion: _____
- (9) Date and Place of Birth: _____
- (10) Sex : _____
- (11) Marital Status: _____
- (12) Nationality: _____
- (13) Category: _____
- (14) Address for Communication:

Mobile:_____ Email : _____
- (15) Permanent Address:

(16) Performance Appraisal Report for the period:

(17) Academic Qualifications (HSC till Post Graduation)

Examination	Board/University	Year of Passing	%	Class	Subject
HSC					
UG					
PG					
B.Ed.					
M.Ed.					

(18) Academic Qualifications (Research Degrees)

Degrees	Title	Date of Award	University
M.Phil.			
Ph.D./ D.Phil.			
D.Sc./ D.Lit.			

(19) Appointments held before joining IITE.

Designation	Name of Employer	Date of Joining	Date of Leaving	Salary with Grade Pay	Reason of Leaving

(20) Posts held after appointment in IITE

Designation	Department	Date of Joining	Date of Leaving	Salary with Grade Pay

(20) Period of teaching experience

PG Classes (in Years)	UG Classes (in Years)

(21) Research Experience excluding years spent in M.Phil / Ph.D.

In Years

(21) Fields of Specialization under the Subject / Discipline.

(a)	
(b)	

(22) Academic Staff College Orientation / Refresher Course attended:

Name of the Course / Summer School	Place	Duration	Sponsoring Agency

Date:

Signature of Applicant

Place:

[2]

Part B - Academic Performance Indicators

Category 1 - Teaching, Learning and Evaluation related Activities

[a] Work plan and achievement:

Task to be performed	Deliverables	Actual Achievement

[b] During the period under report, do you believe that you have made any innovation / best practices / extra ordinary contribution? If so, please give a verbal description (within 100 words):

--

[c] Initiatives taken:

Initiative by University	
Initiative by Department	
Initiative by Individual	

[d] Contribution in Assembly:

--

[e] Curricular Activities: Lectures(L), Seminars(S), Tutorials(T), Practicals(P), Contact Hours(C) (Give semester wise details, where necessary)

S.No.	Course /Paper	Level	Mode of Teaching	Hours per week allotted	% of class taken as per documented record

		API Score
(a)	Class taken (Max 50 for 100 % performance and proportionate score upto 80 % performance, below which no score may be given)	
(b)	Teaching Load in excess of UGC norms (Max Score 10)	

[f] Reading / Instructional material consulted and additional knowledge resources provided to students

S.No.	Course /Paper	Consulted	Prescribed	Additional Resource Provided

API Score based on Preparation and imparting of knowledge / instruction as per curriculum and syllabus enrichment by providing additional resources to students (Max. Score 20)				API Score

[g] Creation of ICT Mediated Teaching Learning Pedagogy and Content Development of new and innovative courses and curricula or Use of Participatory and Innovative Teaching - Learning Methodologies, updating of Subject Content, Course Improvement etc.

S.No.	Short Description	API Score
MOOCs		
1		
2		
Total Score (Max Score: 20)		

[h] Examination duties assigned and performed.

S.No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score
	Total Score (Max Score: 25)			

Category 2 - Co-Curricular, Extension, Professional Development related Activities

[a] Please mention your contribution to any of the following:

S.No.	Type of Activity	Average Hrs/Week	API Score
	(1) Extension, Co-curricular and field based activities		
	Total (Max: 20)		
	(2) Contribution to Corporate Life and Management of the Institution	Yearly / Semester wise responsibilities	API Score

	Total (Max: 15)		
	(3) Professional Development Activities		API Score
	Total (Max: 15)		
	Total Score ((1)+(2)+(3)) (Max: 25)		

Category 3 - Research, Publications and Academic Contributions

[a] Published Papers in Journals

S.No.	Title with page no.	Journal	ISSN / ISBN No.	Whether peer re-viewed? Impact factor if any	No. of Co - authors	Whether you are the main author?	API Score

--	--	--	--	--	--	--	--

[b] Articles /Chapters published in Books

S.No.	Title with page no.	Book Title, Editor & Publisher	ISSN /ISBN No.	Whether peer re-viewed?	No. of Co - authors	Whether you are the main author?	API Score

[c] Full Papers in Conference Proceedings

S.No.	Title with page no.	Details of Conference Publications	ISSN /ISBN No.	No. of Co - authors	Whether you are the main author?	API Score

[d] Books Published as single author or as editor

S.No.	Title with page no.	Type of Book & Authorship	Publisher & ISSN /ISBN No.	Whether peer re-viewed?	No. of Co - authors	Whether you are the main author?	API Score

--	--	--	--	--	--	--	--

[e] Ongoing Research Projects and Consultancies

S.No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. lakh)	API Score

[f] Completed Research Projects and Consultancies

S.No.	Title	Agency	Period	Grant/ Amount Mobilized (Rs. lakh)	Whether policy document / patent as outcome	API Score

[g] Research Guidance

S.No.	Number Enrolled	Thesis Submitted	Degree Awarded	API Score
M. Phil. or equivalent				
Ph. D. or equivalent				

[h] Training Courses, Teaching - Learning - Evaluation Technology programmes, Faculty Development programmes (not less than one week duration)

S.No.	Programme	Duration	Organized by	API Score

[i] Papers presented in Conferences, Seminars, Workshops, Symposia.

S.No.	Title of the paper presented	Title of Conference / Seminar etc.	Organized by	Whether international / national /state / regional / college or university level	API Score

[j] Invited Lectures and Chairmanships at national or international conference / seminar etc.

S.No.	Title of Lecture / Academic Session	Title of Conference / Seminar etc.	Organized by	Whether international / national	API Score

--	--	--	--	--	--

[3] Summary of API Scores

S.No.	Criteria	Last Academic Year	Total - API Score for Assessment Period	Annual Average API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities			
II	Co-curricular, Extension, Professional development etc.			
	Total I + II			
III	Research and Academic Contribution			

[4]

Part C - Other Relevant Information

Please give details of any other credential, significant contribution, awards received etc. not mentioned earlier.

S.No.	Details (Mention year, value etc. where relevant)

[5] List of Enclosures: (Please attach copies of certificates, sanction orders, papers etc. wherever necessary)

1	6
2	7
3	8
4	9
5	10

I certify that the information provided is correct as per records available with the university and/or documents enclosed along with the duly filled PBAS proforma.

Place: Signature of the faculty with
Date: Designation

Place:
Date: Signature of the HOD

Place:
Date: Signature of the Director/Principal

Note: The individual PBAS proforma duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the University / College as necessary and placed before the Screening cum Evaluation Committee for assessment/ verification.

[6] IQAC may issue such other necessary forms as per the prevailing norms after approval of the Vice-Chancellor.

Reg 76 Performance Appraisal Report for Non Teaching Staff

Form of Performance Appraisal Report up to Class-I and Class-II Administrative Employees of IITE.

[1]

Section I - Basic Information
(To be filled in by Establishment Branch)

(1) Name of the Employee reported upon :

(2) Designation:

(3) Department:

(4) Additional Responsibility, if applicable :

(5) Date of Appointment :

(6) Quarterly Performance Appraisal Report for the period:

(7) Date of Birth :

(8) Reporting and Reviewing Authorities:

Authority	Name & Designation	Period Worked
Reporting Authority		
Reviewing Authority		

(9) Period of absence due to on leave other reason(S):

Period	Specify Type of Leave	Remarks

(10) Training Programs attended:

Date from	Date to	Institute	Subject

(11) Please give the details if the officer had held the additional charge of any other post for three months or more:

S.No.	Date from	Date to	The name of branch and name of post

(12) Overall Grade of last three year's Performance Appraisal Report:

S.No.	Period	Overall Grade

(13) Details of PAR for the year _____ (Previous Year) which has not been reported or reviewed by him/her.

Activity	To be done	Done	Not Done
Reporting			
Reviewing			

Date:

Signature on behalf of

Place:

Establishment Branch

[2]

Section II - Self-Appraisal

(1) Brief description of duties : (Objectives of the position you hold and the tasks you are required to perform, in about 100 words)

--

(2) Work plan and achievement:

Task to be performed	Deliverables	Actual Achievement

- (3) During the period under report, do you believe that you have made any extra ordinary contribution? E.g. You may mention any awards or honors received. (Resulting in Significant benefits to the public and/or reduction in time and costs) If so, please give a verbal description (within 100 words):

--

- (4) What are the factors that hindered your performance?

--

- (5) Involvement in Professional Readiness

University	
Branch	
Any Other	

(6) Declaration:

S.No.	Activities	Detail	Date
1	Have you filed your immovable property return of previous year before 31st January?	Yes/No	
2	PARS of how many subordinate employees for previous year have to be assessed by you?		
3	PARS of how many subordinate employees for previous year have been assessed and sent to the reviewing officer before 15th June?		

(7) Self Assessment (1 - Extremely dissatisfied, 2 - Dissatisfied, 3 - Neutra, 4 - Satisfied, 5 - Extremely satisfied)

Completion of works	
Quality of works	
Adherence to work related procedures	
Ability to make work decisions	
Ability to coordinate work matters	

(8) Participation in various committees

University	
Branch	

Any Other	
-----------	--

(9) Best Practices

University	
Branch	
Any Other	

(10) Additional Charges: If you have held the additional charge of any other post for 3 months or more, please attach Annexure with following details:

- (1) Name and Post of the officer Reported upon:
- (2) Duration of holding additional charge:
- (3) Achievements under additional charge:
- (4) Any extra ordinary contribution:

Date:

Signature of

Place:

Officer reported Upon

[3]

Section III - Appraisal by Reporting Officer

- (1) Please state whether you agree with the responses relating to the accomplishments of the work plan and unforeseen tasks as filled out in Section II. If not, please furnish factual details. **YES/NO.**

- (2) Please comment on the claim (if made) of extra ordinary contribution by the officer reported upon.

- (3) Has the officer reported upon met with any significant failures in respect of his work or if any disciplinary action has been taken, during the year under report? If yes, please Furnish factual details. **YES/NO**
-

--

- (4) Assessment of work output (Grades Should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade). (40 Marks)

S.No.	Activity	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Accomplishment of planned work			
2	Quality of Output			
3	Accomplishment of extraordinary work			
4	Analytical ability			

- (5) Assessment of personal Attributes (Grade should be assigned on a scale of 1-5, in whole numbers, with 1 referring to the lowest grade and 5 to the best grade). (30 Marks)

S.No.	Activity	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Attitude to work			
2	Sense of responsibility			

3	Inter-personal relation and emotional stability			
4	Communication skills			
5	Moral courage			
6	Leadership qualities			

- (6) Assessment of Function Competency (Grades should be assigned on a scale of 1-5, in whole numbers, with 1 referring to the lowest grade and 5 to the best grade). (25 Marks)

S.No.	Activity	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Knowledge of laws/ rules/procedures/ IT skills			
2	Decision making ability			
3	Initiative			
4	Coordination ability			
5	Ability to motivate and Team spirit			

- (7) Assessment of Organization Discipline (5 Marks)

S.No.	Activity	Reporting Authority
1	Filed or not filed the immovable property return before 31'st January? If yes 2 mark, otherwise 0 mark.	
2	Has the officer reported upon sent his/her PAR of the current year before 15th May to the reporting officer? If yes 1 marks, otherwise 0 mark.	
3	Has the officer reported upon sent PAR of the subordinate employees for the previous year to the concerned reviewing officer before 15th Jun.? If 85% or more PAR's are sent, give 2 marks otherwise give 0 mark.	

(8) Integrity: Please comment on the integrity of the officer.

(9) Pen picture by Reporting Officer, Please comment (In about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections and ability for field / Secretariat.

(10) Recommendation for domain assignment (Please tick mark any four) :

	Culture and information		Establishment		Legislative and Court matter		Project Planning
	Accounting		Field work		Project management		IT
	Inquiry Matter		Service Matter		Co-ordination		

(11) overall assessment (Total Marks on the basis of cols. 4 to 7 out of 100.)

= _____

Date:

Signature of

Place:

Reporting Officer

[4]

Section IV - Review

(1) Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes and extraordinary achievements and/ or significant failures in section III? (In case you do not agree with any of the numerical assessments of attributes please record your assessments in the column provided for you in that section and initial your entries). **YES/NO**

(2) In case of difference of opinion details and reasons for the same may be given.

(3) Comments, if any, on the Pen Picture written by the Reporting Authority.

(4) Overall assessment (Total Marks on the basis of cols. 4 to 7 out of 100 in Section 3). (If the reviewing officer differs from reporting officer).

= _____

Date:

Signature of

Place:

Reviewing Authority

Reg 77 Leave benefits for University Employees

[1] This regulation shall be applicable to all the permanent University employees.

[2] Right to Leave

[a] Leave is a permission granted by the competent authority, at its discretion to the employee, to remain absent from duty.

[b] Leave shall not be claimed as a matter of right.

[c] The leave application of teacher shall include the allotment of teaching load to other staff with their sign or alternate arrangement.

[d] The leave application of Branch Head shall include the on going work and completion plan.

[e] The leave application shall contain the date and time of submission and shall be applied at least three days before. In case of fewer than three days of application, the decision of leave approval may not be informed before the date of leave.

[f] Leave shall be availed with prior approval of the authorities. Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.

[g] Leave of any kind cannot be claimed as a matter of right.

[h] The leave sanctioning authority may refuse or revoke leave of any kind.

[i] Leave sanctioning authority cannot alter the kind of leave due and applied for, except at the written request of the University Employee.

[j] Absence from duty after expiry of leave entails disciplinary action.

[k] Absence without leave will constitute an interruption in service.

[l] A staff on leave should not take up any service or employment elsewhere.

[3] Authority empowered to sanction Leave

[a] For the teaching staff:

[i] Application for leave other than casual leave shall be addressed to the Director. Director shall forward this application to Registrar, which will be presented to the Vice Chancellor. Vice Chancellor shall be the competent authority to sanction such leave, except provision is made in this regulation otherwise.

[ii] Casual Leave of Director/ Professor/ Deputy Director shall be sanctioned by the Vice Chancellor. Casual Leave of all other teaching staff shall be sanctioned by the Head of the Department. Leave record for the casual leave of teaching staff will be maintained by respective Centre.

[b] For all other staff:

[i] Applications for leave other than casual leave shall be addressed to the Registrar. It Shall be presented to the Vice Chancellor. Vice Chancellor shall be the competent authority to sanction such leave, except provision is made in this regulation otherwise.

[ii] Casual Leave of Registrar shall be sanctioned by the Vice Chancellor. Casual Leave of all other staff shall be sanctioned by the Registrar. Leave record for the casual leave of staff will be maintained by respective Centre/ Department/ Branch.

[4] Consideration for sanctioning of leave on application

[a] In case, where applications for grant of leave are more in numbers, and in public interest all applications cannot be granted, the authority competent to grant leave while deciding the applications shall take into consideration the following points, namely:

[i] The University employee who can be spared for the time being;

- [ii] The amount of leave due to the various applicants;
- [iii] The amount and character of the service rendered by each applicant since he last returned from leave;
- [iv] Whether such applicant was compulsorily re-called from his leave;
- [v] Whether such applicant has been refused leave in the public interest;

[5] Grant of leave should not unduly deplete cadre

- [a] Leave may not be granted of Registrar / Director / Deputy Director / Branch Head / Head of the Department (COE) to an extent which would deplete the strength of a service or department available for duty below the essential minimum. The charge of the cadre may be given to another employee by the Vice Chancellor in such case.

[6] Commutation of one kind of leave into another

- [a] At the request of a University Employee, the authority which granted him leave may commute it retrospectively into leave of a different kind which was due and admissible to him at the time the leave was granted, but such commutation shall not be claimed as a matter of right by the University Employee.

- [b] The commutation of one kind of leave into another shall be subject of adjustment of leave salary on the basis of leave finally granted to the University Employee. Any amount paid in excess shall be recovered or any arrears due to him shall be paid.

Note: Extraordinary leave granted on medical certificate or otherwise may be commuted retrospectively into leave not due as per provision of regulation for Leave Not Due (Sr. No. 37).

[7] Combination of different kinds of leave

[a] Except as otherwise provided in this regulation, any kind of leave under this regulation may be granted in combination with or in continuation of any other kind of leave.

Explanation: Casual leave which is not recognizing as leave under this regulation shall not be combined with any other kind of leave admissible under this regulation.

[8] Maximum period of continuous leave

[a] Unless University in view of the exceptional circumstances of the case otherwise determines, no University employee shall be granted leave of any kind for a continuous period exceeding three years.

[b] A University employee shall be deemed to have resigned from the service if, he:

[i] is absent without authorization for a period of 180 days from the date of expiry of sanctioned leave or permission : or

[ii] is absent from the duty for a continuous period exceeding three years even if the period of the unauthorized absence is for less than 180 days. Provided that a reasonable opportunity to explain the reason for such absence shall be given to the University employee before the provisions of sub-rule (8b) are invoked.

[9] Formal joining of duty at the end of leave with the intention of taking leave again:

[a] Formal joining of duty at the end of leave with the intention of taking leave again within a few days should not be permitted. The principle on which the requirements of this regulation should be enforced is that no deliberate or intentional evasion of the regulation should be permitted: but so long as this condition is satisfied, it is at the discretion of the competent authority to grant or refuse the leave.

[10] Acceptance of service or employment while on leave:

- [a] A University employee while on leave shall not take up any service or employment elsewhere without previous sanction of the competent authority.
- [b] The leave salary of a University employee who is permitted to take up employment under Government, other institute or a private employer during leave shall be subject to such conditions as the University may by order specify.
- [c] A University employee who is on leave on Medical Certificate shall not be permitted to undertake any service or employment elsewhere during such leave. When a University employee on leave, whether with or without leave salary, is allowed to take up under this regulation an employment in another Government office, institution or any other employment, all leave salary shall be ipso facto cease on joining the new employment, other than work or service referred to in sub-rule (10a) of this regulation.

[11] Application for leave

- [a] An application for grant or extension of leave shall be made in **Form 1** (Sr. No. 44) / [ERP](#) to the competent authority. The leave application shall contain the date and time of submission and shall be applied at least three days before.

[12] Leave account

- [a] A leave account in the service book of each permanent employee shall be maintained by the establishment branch.

[13] Combination of holidays with leave:

- [a] When the day, immediately preceding the day on which an employee's leave begins or immediately following the day on which his/ her leave expires, is a holiday or one of a series of holidays, the employee may be permitted to leave his/ her station at the close of the day before, or return to it on the day following such holidays or series of holidays.
- [b] An employee who has availed of half day casual leave and then proceeds on leave from the next day may be allowed to prefix half day's casual leave to the leave.
- [c] A **compensatory leave** granted in lieu of duty performed by a class 4 employee on Sunday or a holiday for a full day granted to an employee may be treated as a holiday for the above purpose.

[14] Verification of title to leave

- [a] The grant of leave shall be subject to verification of leave account by the Establishment Branch and modified sanction for the period of leave shall be issued where necessary.
 - [i] No leave shall be granted to an employee until a report regarding its admissibility has been confirmed by Establishment Branch in the Form 1 / [ERP](#).
 - [ii] The Establishment Branch shall mention the balance of such leave at his/her credit in the Form 1 / [ERP](#) **and orders sanctioning earned leave or half pay leave.**

[15] Leave not to be granted in certain circumstances

- [a] Leave shall not be granted to an employee whom a competent punishing authority has decided to dismiss, remove or compulsorily retire from the service.

[16] Repeated grant of leave on medical certificate within short intervals

- [a] When an employee applies for leave on medical certificate within short intervals, the attention of the Medical Board or Medical Officer may be drawn with a view to consider the period of absence necessary for his complete recovery.
- [b] An employee shall be required to appear before the Medical Board or Medical Officer, at the discretion of the Vice Chancellor.
- [c] Leave on Medical grounds to the employee may be granted on production of a Medical Certificate in Form-3 (Sr. No. 45) issued by a Civil Surgeon or an authorized Medical Attendant or the Registered Medical Practitioner.

[17] Conditions governing issue of Medical Certificate

- [a] A Medical Officer shall not recommend the grant of leave in any case in which there appears to be no reasonable prospect that the employee concerned will ever be fit to resume his duties and in such cases, the opinion that the employee is permanently unfit for service shall be recorded in the medical certificate.
- [b] The Vice Chancellor, at its discretion, secure a second medical opinion by requesting a Government Medical Officer, not below the rank of Civil Surgeon, to have the applicant medically examined on the earliest possible date and forward the original medical certificate produced by the applicant to the Medical Officer by whom he /she is to be re-examined.
- [c] The Medical Officer shall express an opinion both as regards to the facts of the illness and as regards the necessity of leave required to be recommended and he shall either require the applicant to appear before him.
- [d] An employee who has been granted leave on a medical certificate shall return to duty only after producing a medical certificate of fitness in

Form-4 (Sr. No. 46).

[18] Medical Certificate not to confer right to Leave

[a] The grant of a medical certificate under this regulation shall not confer upon the concerned employee any right to proceed on leave. The certificate shall be forwarded to the Vice Chancellor to grant the leave and the order of the Registrar shall be awaited.

[19] Leave in case of an employee unlikely to return to duty

[a] When the Medical board/officer has reported that there is no reasonable prospect that a particular employee shall ever be fit to return to duty, leave shall not necessarily be refused to such employee. The leave may be granted, if due, by the Vice Chancellor to grant leave subject to the following conditions:

[i] If the Medical board/Officer is unable to say with certainty that the employee will never again be fit for service, leave not exceeding twelve months in all may be granted and such leave shall not be extended without further reference to Medical board/Officer;

[ii] If an employee is declared by a Medical Board/Officer to be completely and permanently incapacitated for further service, leave or an extension of leave may be granted to him after the report of the Medical Board/Officer has been received, provided such leave is due to him and the amount of leave as debited to leave account does not exceed six months from the date of the report.

[b] An employee who is declared by a Medical Authority/Officer to be completely and permanently incapacitated for further service shall

[i] if he is on duty, be invalided from service from the date of relief of his duties, which shall be arranged without delay on receipt of the

report of the Medical Authority/Officer. If, however, he is granted leave he shall be invalided from service on the expiry of such leave.

[ii] if he is already on leave, he shall be invalided from service on the expiry of that leave or extension of leave, if any, granted to him.

[20] Recall to duty before expiry of leave

[a] All orders recalling an employee to duty before the expiry of his leave shall state whether the return to duty is optional or compulsory.

[b] Where the return to duty is optional, the employee shall not be entitled any concession.

[c] Where the return to duty is compulsory, the employee shall be entitled

[i] if the leave from which he/she is recalled is in India, to be treated as on duty from the date on which he starts for the station to which he is ordered, and to draw

[A] travelling Allowance as per norms in this behalf for the journey; and

[B] leave salary, until he joins his post, at the same rate at which he would have drawn it but for recall to duty.

[ii] if the leave from which he is recalled is out of India

[A] to count the time spent on the voyage to India as duty for purpose of calculating leave, and to draw

[B] the cost of change in return ticket as travelling allowance in this behalf for the journey.

[21] Return from leave

[a] A University employee on leave shall not return to duty before the expiry of the period of leave granted to him unless he/she is permitted to do so by the authority, authorised to grant leave.

[b] An employee who has been granted leave on Medical ground may not return to duty until he has produced a medical certificate of fitness Form 4 (Sr. No. 46).

[c] An employee returning from leave is not entitled, in the absence of specific orders to that effect, to resume, as a matter of course, the post which he held before going on leave.

[22] Absence after expiry of leave

[a] Unless the Vice Chancellor approves the extension of leave, an employee who remains absent shall not be entitled to the leave salary for the period of such absence and that period shall be debited against his leave account as though it were half-pay leave, to the extent such leave is due and the period in excess of such leave due being treated as extraordinary leave.

[b] Willful absence from duty after the expiry of leave shall render an employee liable to disciplinary action.

[23] Leave intervening treated as over-stayed

[a] The entire period (including Sundays and holidays) intervening between the day on which the employee resumes duty shall be treated as over-stayed.

[24] Permanent Teachers shall be considered as vacation staff and all other permanent staff shall be considered as non-vacation staff.

[25] Prefix / Suffix of Leave and Holidays to Vacation

[a] Vacation may be taken by vacation staff in combination with or in continuation of any kind of leave under this regulation :

[i] provided that the total duration of vacation and earned leave taken in conjunction, whether the earned leave is taken in combination with or in continuation of other leave or not, shall not exceed the amount of earned leave due and admissible to the employee at a time.

[b] Vacation may either be prefixed or suffixed to leave, but may not be both prefixed and suffixed, nor may it be interposed between two periods of leave.

[26] A vacation staff liable to be recalled at his own expense

(a) A vacation staff who leaves his place of duty during vacation is liable to be recalled thereto at his own expenses.

[27] Kinds of Leave for Permanent Employees of the University:

[a] Leave treated as duty;

[i] casual leave;

[ii] special casual leave;

[iii] duty leave;

[b] Leave earned by duty;

[i] earned leave;

[ii] half-pay leave;

[iii] commuted leave;

[c] Leave not earned by duty;

[i] extraordinary leave;

[ii] leave not due;

[d] Leave for academic pursuits (Only for Teachers);

[i] study leave;

- [ii] sabbatical leave;
- [e] Leave on grounds of health;
 - [i] maternity leave;
 - [ii] paternity leave;
- [f] The Executive Council may grant, in exceptional cases, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

[28] Casual Leave

- [a] The total casual leave granted to a teacher shall not exceed twelve days in an academic year (1st July to 30th June).
- [b] Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.
- [c] An Employee going on such leave is entitled to full pay including work and conveyance during the period of such leave.
- [d] Holidays and Sunday falling within the period of casual leave will not be counted as casual leave.
- [e] Employee should attend his/her duty at least half of their working hours continuously in case of Half Casual Leave.
- [f] Casual Leave cannot be accumulated and leave not availed of during any particular academic year shall lapse at the end of that year.
- [g] The Head of Department is empowered to sanction maximum three consecutive leaves of teachers. More than that shall be forwarded to the Vice Chancellor through the Director of Centre for the approval.
The Registrar is empowered to sanction maximum three consecutive lea-

ves of all non teaching staff.

More than that shall be forwarded to the Vice Chancellor for the approval.

Important Note: More than three casual leaves shall be asked for unavoidable situation only.

[29] Special Casual Leave

[a] Special casual leave to the extent mentioned below, may be granted;

[i] To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case shall be restricted to six working days; and

[ii] To a female teacher who undergoes non-puerperal sterilization. Leave in this case shall be restricted to 14 days.

[b] The special casual leave shall not accumulate, nor can it be combined with any other kind of leave except the casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion.

[30] Duty Leave

[a] Duty Leave of the maximum of 20 days in an academic year may be granted for the following purposes:

[i] Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Short Term Courses, Symposia and Seminar, as a delegate with the prior permission of the university;

[ii] Delivering lectures in institutions and universities at the invitation of such institutions or universities with prior approval of the Vice Chancellor;

- [iii] Working in another Indian or foreign university, any other agency, institution or organisation, with prior approval of the Vice Chancellor;
 - [iv] Participating in a delegation or working on a committee appointed by the Central Government, State Government, UGC, DST, NCTE, RCI, CBSE, NIOS, NCERT, GCERT, GSEB, SEB, SSA, Textbook Board, or any other similar academic body;
 - [v] To conduct examination of other university/ Public Service Commission/ Board of Examination or any other similar body/ institution; and
- [b] The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- [c] The leave may be granted on full pay, provided, that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
- [d] Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.
- [e] Clarification:
If any employee shall be nominated/deputed/work assigned/ nominated by the office order of the university then he/she shall be considered on - duty.

[31] Earned Leave

- [a] [i] A vacation staff employee shall not be entitled to any earned leave in respect of duty performed in any year in which he avails himself of the full vacation.

- [ii] Earned leave admissible to a vacation staff shall be 1/3rd of the period of the vacation days, if any, during which he/she shall be required to perform duty during the vacation.
Provided that such leave shall not be admissible to an employee for the first year of his service and who is not in permanent employment.
- [A] The admissible Earned Leave shall not be more than 30 days in a year.
- [B] The work done by the staff and his/her full day presence during the vacation shall be certified by the Director of the Centre.
- [C] The establishment department shall issue an order for the earned leave to be book in his/her service book after the prior approval of the Vice Chancellor.
- [D] For purposes of computation of the period of actual service, all periods' of leave except casual, special casual, and duty leave, shall be excluded.
- [E] The vacation staff shall be allowed to utilize the earned leave from his/her balance, with prior approval of the Vice-Chancellor during the service period.
- [iii] A non-vacation permanent employee shall be entitled to earned leave at the rate of 15 days for each half year. This shall be credited in advance to the leave account of the employee on first January and first July of every year.
- [iv] The credits under para (31(a)iii) and (31(a)iiC) shall be reduced by 1/10th of the period of extraordinary leave only availed of during the previous half year, subject to a maximum of 15 days.
- [v] Encashment of earned leave shall be applicable to only non vacation permanent staff.
- [vi] Encashment of Earned Leave of permanent non-vacation employee

shall be maximum of three hundred days or as per the norms of the State Government.

- [b] In case of a non-vacation employee who is permanently appointed during the half-year, earned leave shall be credited to his leave account at the rate of two and half days for each completed calendar month of service.
- [c] The earned leave at the credit of the employee on the close of the half-year shall be carried forward to the next half year, subject to the condition that the earned leave so carried forward plus the credit for that half year shall not exceed three hundred days.
- [d] The earned leave at the credit of the employee on the close of the half-year shall be carried forward to the next half year, subject to the following conditions:
 - [i] In the case of a non vacation employee, having at his credit earned leave of 285 days or less as on 1st January or 1st July of a year earned leave of 15 days or proportionately less in respect of retiring persons or those leaving service during the next half-year, shall be credited to his leave accounts in advance.
- [e] The credit for the half-year in which a non vacation employee is due for retirement from service or resigns shall be afforded only at the rate of two and half days per completed calendar month in the half-year up to the date of retirement or resignation. If the leave availed of is more than the credit so due to him necessary adjustment shall be made in respect of leave salary overdrawn, if any.
- [f] All credit in the leave account shall be made only for complete days, the fraction being rounded off to the nearest day.
- [g] When a non vacation employee is removed or dismissed from the service or dies while in service, credit of earned leave shall be allowed at the rate

of two and half days per completed calendar month in the half-year in which he/she was removed or dismissed from service or dies in service. When the quantum of earned leave is more than the leave enjoyed, the over payment of leave salary shall be recovered.

- [h] Earned Leave may be sanctioned ordinarily to an employee on not more than three occasions during a year, and the minimum period on each occasion shall not be less than seven days inclusive of holidays allowed to be prefixed or suffixed. If the full period of seven days is not admissible in a given case, the authority sanctioning leave may, at its discretion grant leave for a lesser period.
- [i] Earned Leave may be granted to an employee for a period exceeding one hundred twenty days, but not exceeding one hundred eighty days, if the entire leave so granted for travelling abroad.
- [j] Subject to the provisions of sub-regulation (31e), (31h) and (31i), the maximum earned leave that may be granted at a time shall be one hundred twenty days.

[32] Encashment of earned leave while availing of Leave Travel Concessions

- [a] A non vacation employee shall be permitted to encash ten days earned leave at the time of availing of Leave Travel Concession, subject to the following conditions:
 - [i] the total leave so encashed during the entire service shall not exceed sixty days in aggregate;
 - [ii] earned leave of at least an equivalent duration is also availed of simultaneously by the employee;
 - [iii] a balance of at least thirty days of earned leave is still available to the credit of the employee after taking into account the period of encashment as well as leave;

[iv] the period of leave encashed shall be deducted from the quantum of leave that can be normally encashed by him at the time of superannuation;

[b] the sanction to the encashment of earned leave shall be accorded by the Vice Chancellor.

[33] An employee holding two positions:

An employee holding two positions, of which one is as a vacationing staff and one is not, will not be deemed to serve as a vacationing staff.

[34] Half-pay Leave

[a] [i] An employee shall be entitled to Half Pay Leave at the rate of ten days for each half year's service. This shall be credited in advance to the leave account of the employee on first January and first July of every year by the establishment branch.

[ii] If an employee is appointed during the half-year, Half pay leave shall be credited to his leave account at the rate of 5/3 days for each completed calendar month of service. The Half pay leave at the credit of the employee on the close of the half-year shall be carried forward to the next half-year;

[iii] All credit in the leave account shall be made for complete days, the fraction being rounded of to the nearest day.

[b] [i] The credit for the half-year in which an employee is due for retirement from service or resigns shall be afforded only at the rate of 5/3 days per completed calendar month in the half-year up to the date of retirement or resignation. If the leave availed of is more than the credit so due to him, necessary adjustment shall be made in respect of leave salary overdrawn, if any;

[ii] When an employee is removed or dismissed from the service or dies while in service, credit of Half pay leave shall be allowed at the rate of 5/ 3 days per completed calendar month in the half-year in which he was removed or dismissed from service or dies while in service. When the quantum of Half pay leave is in excess of the leave enjoyed, the over-payment of leave salary shall be recovered.

[c] Note :

Half-pay leave shall be combined with earned leave for calculating the number of earned leaves in case the number of earned leaves are less than 300 for purpose of encashment of leave at the time of superannuation as applicable to the employees of the Government of India/ State Government.

[35] Commuted Leave

[a] Commuted leave not exceeding half the amount of half pay leave may be granted to an employee on medical certificate in Form-3 from Civil Surgeon or authorized Medical Officer or the Registered Medical Practitioner subject to the following conditions :

[i] the Vice Chancellor is satisfied that there are reasonable prospects of the employee returning to duty on expiry of the leave;

[ii] when commuted leave is granted, twice the amount of such leave is debited against the half-pay leave due;

[iii] the authority competent to grant leave obtains an undertaking from the employee that in the event of his voluntary retirement from service he/she shall refund the difference between the leave salary drawn during commuted leave and that admissible during half pay leave.

[b] Commuted Leave up to 90 days may be allowed during the entire service,

without production of a medical certificate, where such leave is utilized for an approved course of study whether full time or part-time certified to be in the public interest by the Vice Chancellor.

- [c] Where an employee who has been granted commuted leave is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered; Provided that no such recovery shall be made if the retirement is by the reason of ill-health incapacitating the employee for further service or in the event of his death.
- [d] Commuted Leave may be granted at the request of the employee even though earned leave is due to him.
- [e] An employee may be granted commuted leave also in case of sickness of any member of his family who is dependent on him on the production of medical certificate from the medical officer **in the Form-5, appended to these rules** who is competent to issue such medical certificate in respect of the employee himself.
- [f] The minimum period of commuted leave sanctioned to an employee on each occasion shall not be less than seven days inclusive of holidays allowed to be prefixed and suffixed. If the full period of seven days is not admissible or the medical officer has certified the necessity of leave less than seven days, the Vice Chancellor, at its discretion may grant leave for a lesser period.

[36] Extraordinary Leave

- [a] Extraordinary Leave not exceeding thirty-six months in aggregate during the entire service may be granted to a permanent employee in special circumstances:

- [i] when no other leave is admissible;
 - [ii] when other leave is admissible but the employee applies in writing for the grant of extraordinary leave;
- [b] Unless the Vice-Chancellor in view of the exceptional circumstances of the case otherwise determines, no employee, shall be granted extraordinary leave for a continuous period in excess of the following limits
- [i] Nine months; except in the case of the period of suspension converted into extraordinary leave.
 - [ii] Twelve months, where the employee who has completed one year of continuous service is undergoing treatment for Cancer in an institution recognized for the treatment of such disease or under a Civil Surgeon or a specialist in such disease.
 - [iii] Fifteen months, where the Government employee who has completed one year continuous service is undergoing treatment for
 - [A] pulmonary tuberculosis or pleurisy of tubercular origin, in a recognised sanatorium;
 - [B] tuberculosis of any other part of the body by a qualified tuberculosis specialist or a Civil Surgeon ;
 - [iv] Note: The concession of extraordinary leave up to fifteen months shall be admissible also to an employee suffering from pulmonary tuberculosis or pleurisy of tubercular origin who receives treatment at his residence under a tuberculosis specialist recognized as such by the State Administrative Medical Officer concerned and produces a certificate signed by that specialist to the effect that he is under his treatment and that he has reasonable chances of recovery on the expiry of the leave recommended.
- [c] Two spell of extraordinary leave, if intervened by a spell of vacation or by any other kind of leave, shall be treated as one continuous spell of

extraordinary leave.

[d] The Vice Chancellor may commute retrospectively period of absence without leave into extraordinary leave.

[e] The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except in the following cases:

[i] Leave taken on the basis of medical certificates;

[ii] Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the employee, such as inability to join or rejoin duty due to civil commotion or a natural calamity, and the employee has no other kind of leave to his credit;

[iii] Leave taken for pursuing higher studies; and

[iv] Leave granted to accept an invitation to a teaching post or fellowship or research-cum- teaching post or on assignment for technical or academic work of importance.

[f] Extraordinary leave may be combined with any other leave except the casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years, except in cases where the leave is taken on medical certificate. The total period of absence from duty shall in no case, exceed **five** years in the entire service period of the individual.

[37] Leave Not Due

[a] Leave Not Due may be granted to a permanent employee subject to the following conditions :

[i] the Vice Chancellor is satisfied that there is a reasonable prospect of the employee returning to duty on expiry of the leave.

- [ii] Leave Not Due shall be limited to the half pay leave he is likely to earn thereafter.
 - [iii] Leave Not Due during the entire service shall be limited to a maximum of three hundred sixty days out of which not more than ninety days at a time and one hundred eighty days in all may be granted without a medical certificate.
 - [iv] Leave not due shall be debited against the half-pay leave the employee may earn subsequently.
 - [v] The Vice Chancellor obtains an undertaking from the employee that in the event of his resigning or voluntary resignation from service without returning to duty, he shall refund the leave salary paid to him.
- [b] [i] Where an employee who has been granted leave not due, resigns from service or is at his request permitted to retire voluntarily without returning to duty, the leave not due shall be canceled, his resignation or retirement taking effect from the date on which such leave had commenced and the leave salary shall be recovered.
- [ii] Where an employee who has availed leave not due, returns to duty but resigns or retires from service before he has earned such leave, he shall be required to refund the leave salary to the extent of the leave he has not earned subsequently.
- [iii] If the retirement is voluntary, the refund shall be enforced. If it is unavoidable by reasons of ill-health incapacitating him from further services, the refund may be partly or wholly waived on the merits of each case by the authority competent to permit the employee to retire.

[38] Study Leave

- [a] The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature called), for pursuing further studies, leading to a Ph.D./ Post-doctoral qualification or for undertaking a research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary paid to him/her by his /her parent institution. The awardee shall be paid salary for the entire duration of fellowship/ scholarship, provided, that he/ she does not take up any other remunerative jobs, like teaching, in the host country.
- [b] A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organisation in India or abroad. He/ she be allowed to accept a fellowship or a research scholarship or an ad aching and research assignment with an honorarium or any other form of assistance, other than the regular employment in an institution either in India or abroad, provided, that the Executive Council of his/ her parent institution may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in-lieu of teaching etc., which may be determined by his/her employer.
- [c] The study leave shall be granted to an entry-level appointee as Assistant Professor (other than as Associate Professor or Professor of a University, who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/ her work in the University/ College/ Institution or to make a special study of the various aspects of University organisation and methods of education, giving a full plan of the work.

- [d] The study leave shall be granted by the Executive Council on the recommendation of the Director of the Centre concerned. The leave shall not be granted for more than three years in one spell, save in exceptional cases, in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.
- [e] The study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/ she is expected to return to duty after the expiry of study leave.
- [f] The study leave shall be granted not more than twice during one's entire career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.
- [g] The study leave may be granted more than once, provided, that not less than five years have elapsed after the teacher/returned to duty on completion of the earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.
- [h] No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council, in the event the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council to treat the period of shortfall as Extra-Ordinary leave has been obtained.
- [i] Subject to the maximum period of absence from duty, on leave not exceeding three years, the study leave may be combined with the earned leave, half-pay leave, extra ordinary leave of vacation provided that the

earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When the study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.

- [j] The period of study leave shall count as service for purpose of the retirement benefits (pension/ contributory provident fund), provided that the teacher rejoins the University on the expiry of his/ her study leave, and serve the institution for the period for which the Bond has been executed.
- [k] The study leave granted to a teacher shall be deemed to have been cancelled in case it is not availed of within 12 months of its sanction, provided, that where the study leave granted has been so cancelled. The teacher may apply again for such leave.
- [l] A teacher availing himself/ herself of the study leave, shall undertake that he/she shall serve the University for a continuous period of at least three years to be calculated from the date of his/her resuming duty on the expiry of the study leave.
- [m] A teacher -
 - [i] who is unable to complete his/her studies within the period of study leave granted to him/her or
 - [ii] who fails to rejoin the services of the University on the expiry of his/her study leave or
 - [iii] who rejoins the service of the university but leaves the service without completing the prescribed period of service after rejoining the service or

[iv] who, within the said period, is dismissed or removed from the service by the University.

He/She shall be liable to refund, to the University, the amount of the leave salary and allowances and other expenses, incurred on the teacher or paid to him/ her or on his/ her behalf in connection with the course of study.

[v] Explanation

[A] If a teacher asks for extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these Regulations.

[B] Notwithstanding the above provision, the Executive Council may order that nothing in these Regulations shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Executive Council may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under these Regulations.

[n] After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University, binding himself/herself for the due fulfillment of the conditions laid down in paragraph (38j) to (38m) above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University in accordance with paragraph (38j) to (38m) above.

[o] The teacher on study leave shall submit to the Registrar six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the Registrar within one month of the expiry of every six months of the period of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

[p] The teacher on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/ monograph/ academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the University.

[q] With a view to enhancing the knowledge and skills of the faculty members, especially the junior faculty, at the level of Assistant Professor, the Heads of universities and their subordinate Departments are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting the academic standards of the University in the long run.

[r] The study leave shall be applicable to non-teaching staff as per prevailing GCSR norms.

[s] Permission for Higher Studies without Study Leave

This section shall be applicable for the higher studies permission without Study Leave.

An employee shall make an application for permission for higher studies of degree or diploma with the following conditions:

[i] I am eligible to get admission for the said higher studies.

[ii] The purpose of my higher studies is to increase my professional growth and beneficiary to the University Administration / Curriculum of the University.

- [iii] The office timings, duties, and functions assigned to me shall not be disturbed or compromised as a result of the pursuit of my higher studies.
- [iv] I shall be responsible for ensuring that my admin /academic pursuits do not hinder or impede my ability to perform job responsibilities effectively and in a timely manner.
- [v] I shall bear the financial responsibilities associated with my higher studies.
- [vi] I shall submit a progress report every six months.
- [t] IITE reserves the right to reassess and evaluate the employee's performance and progress periodically to ascertain the impact of the higher studies on their job performance and to ensure compliance with the agreed-upon conditions.
- [u] The permission shall be given in the form of a "No Objection Certificate"
- [v] The employer reserves the right to revoke or amend this permission or certificate if the employee fails to adhere to the agreed-upon conditions or if it is determined that the pursuit of higher studies is adversely affecting their job performance or the functioning of the organization.

[39] Sabbatical Leave

- [a] The permanent, whole-time teachers of the university who have completed seven years of service as a Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.

- [b] A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration of one year or more.
- [c] A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/ her immediately prior to his/ her proceeding on sabbatical leave.
- [d] A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or adhoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, provided that in such cases the Executive Council may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.
- [e] During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, provided that the teacher rejoins the university on the expiry of his/ her leave.

[40] Maternity Leave

- [a] Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage, including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.

[b] If an employee has put in two or more years' continuous service, the leave salary admissible shall be equal to the pay drawn immediately before proceeding on leave.

[c] If an employee has put in continuous service for a period exceeding one year, but less than two years, the leave salary admissible shall be equal to half the pay drawn immediately before proceeding on leave.

[d] Maternity leave may be combined with any earned leave, half-pay leave or extraordinary leave, but any leave applied for in continuation of the maternity leave may be granted if the request is supported by a medical certificate.

[41] Paternity Leave

[a] Paternity leave of 15 days may be granted to male teachers during the confinement of their wife, and such leave shall be granted only up to two children.

[42] Miscellaneous

[a] If any employee applies for leave for the unavoidable situation, which is not mentioned in this regulation from the Gujarat Civil Services (Leave) Rules 2002 and subsequent amendments, then the decision of the Vice Chancellor shall be final and binding.

[b] In case of any dispute or discrepancy regarding interpretation of any matter under this regulation, the decision of the Vice Chancellor of IITE shall be final and binding.

[43] Encashment of Leave

[a] The encashment of leave of non vacation permanent staff shall be as per the norms of State Government.

[44]

Form 1

One Original copy shall be sent to the Establishment Branch

1	Name of applicant	
2	Designation	
3	Department / Branch	
4	Nature and period of leave	
5	Sundays and holidays, if any, proposed to be prefixed/suffixed to leave	
6	Grounds on which leave is applied for	
7	Date of return from last leave, and the nature and period of that leave	
8	Address during leave period	
9	Alternate Arrangement:	
10	Applicant Signature: Date: Time:	
	Forwarding Authority Signature and Name:	
	Verification of title to leave by Establishment Branch:	
	Registrar / Director Signature:	

[45]

Form 3

Medical certificate for leave or extension of leave or commutation of leave

Statement of the case:

Name: _____

Appointment held: _____

Age: _____ Total Service: _____ Previous periods
of leave of absence on medical certificate: _____

Habits: _____

Disease: _____

(to be filled in by the applicant in the presence of the Civil Surgeon or authorized Medical Attendant).

I _____ Civil Surgeon/ Medical Officer of
_____ after careful personal examination of the
case hereby certify that Mr./Ms. _____
is in a bad state of health and I solemnly and sincerely declare that according
to the best of my judgement a period of absence from duty is essentially
necessary for the recovery of his/her health and recommend that he/she
may be granted leave for _____ with effect from
_____.

Remarks:

Signature of

Civil Surgeon/Authorized Medical attendant/Registered Medical Practitioner

[46]

Form 4

Medical Certificate of Fitness to return to duty

Signature of the employee: _____

I _____ Civil Surgeon/ Authorized Medical Attendant/ Registered Medical Practitioner, do hereby certify that I have carefully examined Mr./ Mrs./ _____ whose signature is given above, and find that he/ she has recovered from his/ her illness and is now fit to resume duties in Government service. I examined the original medical certificate(s) and statement(s) of the case (or certified copies thereof) on which leave was granted or extended and have taken these into consideration in arriving at our/my decision.

Remarks:

Date:

Signature of

Civil Surgeon/Authorized Medical attendant/Registered Medical Practitioner

Note: The original medical certificate(s) and statement(s) of the case on which the leave was originally granted or extended shall be produced before the authority required to issue the above certificate.

[47]

Form 5

Medical Certificate for commuted leave on the ground of sickness of a family member of an employee

This is to certify that _____ days of leave would be necessary for Mr./Mrs. _____ serving in _____ Office / Department for looking after the health of his / her wife / husband / Legitimate and step son / daughter / unmarried sister / brother / father / mother who is suffering from _____ and is under my treatment.

Date:

Signature of

Civil Surgeon/Authorized Medical attendant/Registered Medical Practitioner