

Dr. Babasaheb Ambedkar
Open University
Ahmedabad



Ordinances

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1. Ordinance* on
Conduct of Examination and Evaluation of Student Performance
(Under Section 22(1)(e) of the Act)

A. EVALUATION

1. Evaluation of Students Performance

The successful completion of a course/programme of study for the award of degree/diploma/certificate will be determined on the basis of the performance of students enrolled in the relevant course/programme in the manner laid down in this ordinance.

2. Methods of Evaluation

Unless otherwise specified, the performance of a student enrolled in a course/programme will be assessed :

- (1) continuously on the basis of the evaluation of the assignments submitted by him/her ;
- (2) on the basis of an examination conducted at the expiry of the minimum duration prescribed for the concerned course/programme;
- (3) the University may also prescribe for course/programme, wherever appropriate, execution of specific projects by students, the successful completion of which , and the levels of performance in their execution shall be taken into account in the overall assessment of student performance; and
- (4) in appropriate cases, the University may also prescribe field work, seminars, practicals, or any other techniques/methods for assessment to determine the levels of performance of students pursuing different courses/programmes.

3. Assignments

- (1) The methods of evaluation for each course/programme involving the combination of two or more components mentioned in Clause 2 above, including the relative weightage to be assigned to each of those components, shall be prescribed by the Academic Planning Board.
- (2) A student pursuing a programme of study shall be required to submit one assignment for every two credits of each course that constitutes the programme, provided that the maximum number of assignments for a course shall not exceed three.

- (3) The assignments may generally be of two types; those marked by tutors/counsellors and those marked by computer (multiple choice type). The instructions to candidates about the nature and type of assignments and the schedule for their submission shall be prescribed in the relevant programme guide and/or in the course itself.

4. Term-end Examination

The term-end examinations for various courses/programmes will ordinarily be held in the months of July and January every years. Students will be free to appear at any of these examinations either for specific courses or for whole programmes provided that the minimum period of study prescribed for the relevant course/programme has elapsed.

5. Grading

- (1) (a) The levels of student performance, both in continuous evaluation as well as at term-end examinations, in respect of all degree/diploma/certificate programmes except B.A., B.Com. and BPP will be indicated in letter grades.
- (b) For the successful completion of a course and to qualify for the relevant degree/diploma/certificate as in (a) above, student has to obtain an overall average of grade "C" in the relevant course, provided that he/she does not obtain a grade lower than "D" either in continuous evaluation or in term-end examination.
- (c) The student performance, both in continuous evaluation as well as at term-end examinations for the programmes of B.A. & B.Com. will be in numerical marking as indicated below :

For B.A. & B.Com.

I Division	60% & more
II Division	50% - 59%
Pass	36% - 49%
Unsuccessful	Below 36%

Provided that the marks statement/grade cards may reflect both marks as well as their equivalent letter grade as specified at sub-clause(a) above.

- (d) The mechanics of evaluation of assignments and answer scripts of the term-end examinations for the programmes of Bachelor of Arts (B.A.) and Bachelor of Commerce (B.Com.) shall be laid down in the form of guidelines for evaluators with the approval of the Academic Planning Board from time to time.

examinations, wherever prescribed, the levels of attainment necessary to qualify for the award of degrees/diplomas/certificates will be prescribed in respect of each such course of study separately by the Academic Planning Board on the recommendation of the concerned academic unit.

B. CONDUCT

6. Appointment of Paper-setters/Moderators/Examiners

The concerned academic unit shall draw up panels of paper-setters, moderators and examiners for each course (in accordance with the provisions of Statute) and submit them through academic unit to the Vice-Chancellor who shall appoint the paper-setters, moderators and examiners from such panels for a period of three years. Provided that only those persons who have atleast five years of teaching/academic experience at College/University level shall be eligible for inclusion in the panel.

7. Conduct Procedure

- (1) The term-and examinations shall ordinarily be conducted twice a year in each course for each programme on such dates in the months of July and January and at such places as may be notified by the University from time to time. A candidate who has prosecuted the course of study for the required duration and who has submitted the required number of assignments shall be eligible to appear at the term-end examination in the course concerned.
- (2) Each candidate will be required to fill in the Examination Form and forward the same to the Evaluation Division of the University within the limits of the time notified.
- (3) The University may allow a candidate to change the examination centre provided he/she applies atleast 30 days before the commencement of the examination on the prescribed form.
- (4) The conduct of examination shall be in accordance with the regulations framed by the University for the purpose.

8. Rates of Remuneration

- (1) The remuneration to be paid to paper-setters, moderators, examiners and evaluators of student assignments, answer scripts, projects etc. shall be as fixed by the Academic Planning Board from time to time.
- (2) The remuneration to be paid to various categories of persons appointed for the conduct of examinations shall be as prescribed by the Academic Planning Board from time to time.

- (c) Writing on blotting paper or any other piece of paper, a question or matter connected with or relating to as question or solving a question on anything excepting the answer-book or the continuation sheet supplied to the candidate.
- (d) Using abusive or obscene language in the answer-books.
- (e) Deliberately disclosing one's identity or making any distinctive marks in the answer-book for that purpose.
- (f) Making an appeal to the Examiner through the answer-book.
- (g) Possession by a candidate or having access to books, notes, paper 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.
- (h) Concealing, destroying, disfiguring, rendering illegible, swallowing, running away with, 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 in answering a question or a part thereof.
- (i) Passing on or attempting to pass on, during the examination hours, a copy of a question, or a part thereof, or solution to a question paper or a part thereof, to any other candidate or to any person.
- (j) 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, or replacing or attempting to get replaced the answer-book or continuation sheet during or after the examination with or without the help in connivance with any person connected with the examination, or through any other agency, whatsoever.
- (k) Receiving or attempting to receive, with or without the help of or in connivance with any member of the supervisory or other staff or any person, a solution to a question or a part thereof.
- (l) Approaching or influencing directly or indirectly a paper-setter, examiner, evaluator, moderator, tabulator or any other person connected with the University examination with the object, directly or indirectly, of influencing him to leak out the question paper or any part thereof, or to enhance marks, or favourably evaluate, or to change the award in favour of the candidate.

(m) Any attempt by a candidate or by any person on his behalf to influence, or interfere with, directly or indirectly, the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before, during or after the examination. Provided that without prejudice to the generality of the provision of the clause any such person as is referred to therein who :

- i) abuses, insults, intimidates, assaults any member of the supervisory or inspecting staff, or threatens to do so ;
- ii) abuses, insults, intimidates, assaults any other candidate or threatens to do so.

shall be deemed to have interfered with or influenced the discharge of the duties of the Supervisory and the inspecting staff within the meaning of the clause.

- (n) 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.
- (o) Presenting a thesis, dissertation, practical or classwork note-book wherever required, not prepared or produced by the candidate himself.
- (p) Arranging to impersonate for any person, whosoever he may be, or impersonating for the candidate at the examination.
- (q) Forging a document or using a forged document knowing it to be forged in any matter relating to the examination.
- (r) The Board of Management may declare any other act of omission or commission to be unfair means in respect of any or all the examinations.

5. If the Vice-Chancellor is satisfied that there has been a mass-scale copying or use of unfair means on a mass-scale at a particular centre(s), he may cancel the examination of all the candidates concerned and order re-examination.

Note : Where the invigilator incharge is satisfied that one third or more students were involved in using unfair-means or copying in a particular Examination Hall, it shall be deemed to be a case of mass copying.

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- (a) The Superintendent of the examination centre shall report to the Director (Evaluation) without delay and on the day of the occurrence, if possible each case where use of unfair means in the examination is suspected or discovered with full details of the evidence in support thereof and the statement of the candidate concerned, if any, on the forms supplied by the Director (Evaluation) for the purpose.
 - (b) A candidate shall not be forced to give a statement but the fact of his having refused to make a statement shall be recorded by the Superintendent and shall be got attested by two other members of the supervisory staff on duty at the time of occurrence of the incident.
 - (c) A candidate detected or suspected of using unfair means in the examination may be permitted to answer the question paper, but on separate answer-book. The answer-book in which the use of unfair means is suspected shall be seized by the Superintendent, who shall send both the answer-books to the Director (Evaluation) with his report. This will not affect the concerned candidate appearing in the rest of the examinations.
 - (d) All cases of use of unfair means specified in sub-clauses (d), (e), (l), (n), (o) and (q) of clause 4 shall be reported immediately to the Director (Evaluation) by the examiner, paper-setter, evaluator, moderator, tabulator or the person connected with the University examination as the case may be, with all the relevant material.

7. Examination Discipline Committee

- (a) All the cases of alleged use of unfair means shall be referred to a Committee called the Examination Discipline Committee to be appointed by the Vice-Chancellor.
- (b) The Committee shall consist of at least three but not more than five members drawn from amongst the teachers and officers of the University.
- (c) A member shall be appointed for a term of two years, and shall be eligible for re-appointment.
- (d) Three members present shall constitute the quorum.

- (e) Ordinarily, all decisions shall be taken by the Committee by simple majority. If the members are equally divided the case shall be referred to the Vice-Chancellor, whose decision shall be final.
- (f) All decisions taken by the Examination Discipline Committee will be placed before the Vice-Chancellor for approval.
- (g) A candidate, within one month of the receipt of the decision of the University, may appeal to the Vice-Chancellor is satisfied that the representation merits consideration, he may refer the case back to the Examination Discipline Committee for reconsideration.

8. The Examination Discipline Committee may recommend that :

- (a) The Examination for the session or paper in respect of which a candidate is found to have used unfair means specified in sub-clauses (a) & (b) of clause 4 cancelled.
- (b) The Examination for the session or paper or the entire examination of a candidate in respect of which, he is found to have used unfair means specified in sub-clauses (c), (d), (e) and (f) of clause 4 be cancelled.
- (c) The entire examination of candidate in respect of which he is found to have used unfair means specified in sub-clause (g) of clause 4 be cancelled and the candidate shall further be disqualified from appearing at any University examination for a period of one year.
- (d) The entire examination of candidate in respect of which he is found to have used unfair means specified in sub-clauses (h), (i), (j), (k), (l), (m), (n), (o) of clause 4 be cancelled and he shall further be disqualified from appearing at any University examination for a period of two years.
- (e) The entire examination of a candidate in respect of which he is found to have used unfair means specified in sub-clause (p) and (q) of clause 4 be cancelled and the candidate shall further be disqualified from appearing at any University examination for a period of three years.

**3. Ordinance* on
Symbol and Logo of the University
(Under Section 22(1)(q) of the Act)**

1. The Logo of the University will be स्वाध्यायः परमं तपः (Swadhyayah Paramam Tapah). This will be written along the left curve of the symbol as shown in the Schedule.
2. The explanation of the symbol and the Logo shall be as given in the attached Schedule.
3. The symbol and the logo will be printed in monocolour.
4. The symbol and the logo will be printed on the title page of all publications of the University as well as on all printed literature, letter heads etc.

Schedule of the Ordinance



- स्वाध्यायः परमं तपः (Self-study is the highest penance) was the basis of my form visualisation.
- The resources which we have, the inner capabilities, are to be drawn out, to rise higher, to fulfil our aim.
- The circular form stands for the source i.e. seed, a womb or sun from where creation begins. Emphasis is on the source – the self.
- स्वाध्यायः परमं तपः (Self-study is the highest penance) ज्ञानपथं उज्ज्वल (Illuminate the path of life) both the slogans have a common element – light – which is represented through a flame symbolising penance, light, passion, knowledge, enlightenment.
- The whole form has a certain binding but at the same time it provide an 'open space' for learning. The fluidity of the form suggests its 'flexibility' and 'wider reach' which are the characteristics of Dr. Babasaheb Ambedkar Open University.

- ◆ 'સ્વાધ્યાય: પરમં તપ:' સ્વ-અધ્યયન એ સર્વોચ્ચ તપ છે' એ મારો સંજ્ઞાદર્શનનો આધાર હતો. આપણી પાસે રહેલાં સાધનો અને આંતરિક શક્તિઓને જીવનમાં ઉંચે ચઢવા અને આપણું ધ્યેય સિધ્ધ કરવા બહાર લાવવાનાં છે.
- ◆ સંજ્ઞાનું વર્તુળાકાર સ્વરૂપ બીજ, ગર્ભાશય અથવા સૂર્યનું પ્રતિક છે, કે જેમાંથી સર્જનની શરૂઆત થાય છે. સમગ્ર ભાર સ્ત્રોત-સ્વ-ઉપર છે.
- ◆ 'સ્વાધ્યાય: પરમં તપ:' (સ્વ-અધ્યયન એ સર્વોચ્ચ તપ છે) અને જીવનપંથ ઉજાળ-બત્રે સૂત્રોમાં એક સહિયાડું તત્ત્વ પ્રકાશ છે, કે જે જ્યોત દ્વારા દર્શાવાય છે જ્યોત તપ, પ્રકાશ, ઝંખના, જ્ઞાન અને દર્શનનું પ્રતિનિધિત્વ કરે છે.
- ◆ સમગ્ર સંજ્ઞામાં એક પ્રકારની બધ્ધતા જોવા મળે છે, પણ સાથે સાથે તે જ્ઞાન પ્રાપ્તિ માટે ખુલ્લી જગ્યા ધરાવે છે. સંજ્ઞામાં રહેલી પ્રવાહિતા 'પરિવર્તનશીલતા' અને વિસ્તૃત વ્યાપ દર્શાવે છે, કે જે ડૉ.બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટીના લક્ષણો છે.

SYMBOL & LOGO FOR **Dr. Babasaheb Ambedkar Open University**

This symbol and logo, taken together, are intended to highlight the advantage of self-improvement and of the quest for knowledge through one's own efforts. The semicircular form of the symbol is reminiscent of a seed, the basic source from which all life springs. It can also represent the sun, from which several rays of light, knowledge and enlightenment. All these qualities lead to growth and inner development. One's capabilities are enhanced by such study and this in turn leads to progress in life :

In this sense, it is correct to say that study for self-improvement in a systematic manner, is the greatest discipline, as suggested by the Sanskrit words below the symbol : "Swadhyaya Paramam Tapah". Dr. Babasaheb Ambedkar Open University provides the requisite opportunities to those who wish for self-improvement and its flexible form reflects the characteristics suggested in the symbol.

ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી

સંજ્ઞા અને બોધ ચિહ્ન

આ સંજ્ઞા અને બોધ ચિહ્ન જો ભેગા લેવામાં આવે તો તે સ્વપ્રયત્નો દ્વારા આત્મ-સુધારણા અને જ્ઞાનની ખોજનો લાભ દર્શાવે છે. સંજ્ઞાનો અર્થ વર્તુળાકાર સ્વરૂપ બીજ દર્શાવે છે, કે જે સમગ્ર જીવનનું સ્ત્રોત છે. એનો અર્થ સૂર્ય એવો પણ ઘટાવી શકાય, કે જેમાંથી જમણી બાજુએ અનેક કિરણો ઉદ્ભવતા જોવાં મળે છે. આ કિરણો પ્રકાશ, જ્ઞાન અને બોધનું પ્રતિનિધિત્વ કરે છે. વ્યક્તિ ની ક્ષમતાઓ આવા અભ્યાસને કારણે વધે છે અને તે તેના પરિણામરૂપે જીવનમાં પ્રગતિ તરફ દોરીજાય છે.

આ અર્થમાં એમ કહેવું સાચું છે કે આત્મ-સુધારણા માટેનો વ્યવસ્થિત અભ્યાસ એ સૌથીમોટી શિસ્ત છે, કે જે આ સંજ્ઞાની નીચે આપેલું સંસ્કૃત પદ 'સ્વાધ્યાયઃ પરમં તપઃ' દર્શાવે છે. ડૉ.બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી જેઓ આવી સ્વ-સુધારણા કરવા માંગતા હોય તેમને જરૂરી તક પૂરી પાડે છે અને સંજ્ઞામાં સૂચવાયેલાં લક્ષણો તેના પરિવર્તનશીલ સ્વરૂપનું પ્રતિબિંબ પાડે છે.

4. Ordinance on

Degrees, Diplomas and Certificates

[Under Section 22(1) (a)]

1. The university may award the following degrees, diplomas and certificates to students who have successfully completed the prescribed programme of study in each case in accordance with the requirements laid down by the Academic Planning board from time to time.
 - (i) Bachelor of Arts
 - (ii) Bachelor of Commerce
 - (iii) Bachelor of Education
 - (iv) Bachelor of Library and Information Science
 - (v) Diploma in Tourism Studies
 - (vi) Certificate in Tourism Management
 - (vii) Certificate in Tourism Marketing
 - (viii) Certificate in Food and Nutrition
 - (ix) Certificate in Computing
 - ** (x) Certificate in Child Care & Development
 - ** (xi) Post Graduate Diploma in Journalism and Mass Communication
 - ** (xii) Post Graduate Diploma in Computer Application
 - ** (xiii) Certificate in Office Management and Sacreterial Practice in Co-operatives.
 - ** (xiv) Certificate in Office Management and Sacreterial Practice in Panchayat.
 - ** (xv) Certificate in Co-operative Banking
 - ** (xvi) M. A.
 - ** (xvii) M. Com.
 - ** (xviii) Postgraduate Diploma in Distance Education
 - ** (xix) Certificate in Personal Computer Software

2. The University may add new degrees/ diplomas/certificates to those mentioned in clause 1 or delete any of them, with the approval of the Board of Management on recommendations of Academic Planning Board from time to time.

***Approved by Board of Management at its meeting held on 13.2.98 vide Resolution No.4.24.**

****Is amended in the 9th meeting of Board of Management held on 28.9.99 vide Resolution No.9.8.**

**5. Ordinance* on
Admission of Student to Programmes of
Study and eligibility qualification thereof
(Under Section 22(1)(a) of the Act)**

1. Admission Procedure

Admissions to various programmes/courses of study will be made as per the procedure to be decided by the Vice-Chancellor from time to time.

2. Eligibility Qualification for admission

The eligibility qualification for admission to different programmes / courses of study will be as prescribed by the Academic Planning Board from time to time.

* Approved by Board of Management at its 4th Meeting held on 13-2-98 vide : Resolution No. 4.22.

**6. Ordinance* on
Fees payable by Students
(Under Section 22(1)(a))**

1. Fees payable

Students admitted to various courses of study of the University shall pay the fees as may be prescribed by the Board of Management on the recommendations of the Academic Planning Board from time to time.

2. Due Date and mode of payment

The fees shall be payable on such dates and by such mode as may be notified from time to time.

3. Concession in Fee

The University may grant exemption from payment of fees, either in full or in part to any class or category of students as may be notified from time to time.

4. Refund of fees

Programme fee once paid shall not be refunded except in genuine cases to be decided by Vice-Chancellor.

Students may claim refund of any excess amount lying at their credit within 12 months, failing which it shall lapse automatically.

* Approved by Board of Management at its 4th Meeting held on 13-2-98 vide : Resolution No. 4.23.

**7. Ordinance* on
Medium of Instruction
(Under Section 22(1)(q) of the Act)**

The medium of instruction for all programmes will be Gujarati. However, the University may take some programmes available in English or Hindi medium as well with the approval of the Board of Management. If any student want to write answers in the term-end examination in English or Hindi medium, he may be permitted on condition that the University will not be obliged to provide course material and counselling services in medium other than Gujarati.

* Approved by Board of Management at its 4th Meeting held on 13-2-98 vide : Resolution No. 4.37.

Convocations

(Under Section 22(1)(i) of the Act

1. Convocations for the purpose of conferring Degrees/Diplomas shall ordinarily be held once a year at Ahmedabad or at such Regional Centre(s), and on such date(s), as may be decided by the Vice-Chancellor.
Provided that special convocations for conferring Honorary Degrees shall be held only at Ahmedabad.
2. The Vice-Chancellor, in the absence of the Chancellor, shall preside over all Convocations and shall confer Degree/Diplomas;
Provided that the Board of Management, on the recommendation of the Vice-Chancellor, may invite a distinguished person to preside over any Convocation held at Ahmedabad.
3. The Vice-Chancellor may invite a distinguished person to deliver the Convocation address at the Convocations at Ahmedabad or at the Regional Centre(s).
4. The Vice-Chancellor shall present a report on the progress of the University at the Annual Convocation.
5. The students who have passed their examinations in the year for which the Convocation is held shall be eligible to be admitted to the convocation;
Provided that in case the Convocation is not held in a particular year for any reason, the Vice-Chancellor shall be competent to authorise admission of successful students in that year to the respective Degrees/Diplomas, in absentia and issue the Degree/Diplomas on payment of prescribed fees.
** Provided that in the case of certificates for short term courses, it shall be issued continuously and immediately after the completion of the course, in which case the report of the award of such certificates shall be made at the convocation.
6. Such students as are unable to present themselves in person at the Convocation shall, at their request, and on payment of the prescribed fees, be admitted to the Degrees/ Diplomas, in absentia by the Vice-Chancellor, and their degrees/Diplomas shall be issued by the Registrar, or a person designated by the Vice-Chancellor for the purpose.
7. The fees for admission to the Degree/Diploma shall be Rs.100/- or as may be revised from time to time.
8. The procedure to be followed at the convocations shall be laid down by the Regulations framed by the Academic Planning Board.

***Approved by Board of Management at its 4th meeting held on 21.2.98 vide Resolution No.4.19.**

****As amended in the 9th meeting of Board of Management held on 28.9.99 vide Resolution NO.9.1.**

**9. Ordinance* on
Payment to teachers, course writers, translators,
editors, evaluators, academic counsellors
(Under Section 22(1)(c)(ii) of the Act)**

The teachers, course writers, translators, editors, evaluators, academic counsellors and other academic staff engaged for different works pertaining to development of course materials and programme delivery will be paid honorarium/remuneration as per the rates approved by the Board of Management on recommendations of Academic Planning Board from time to time.

* Approved by Board of Management at its 4th Meeting held on 13-2-98 vide : Resolution No. 4.26.

**10. Ordinance* on
Fixation of remuneration, T.A. and other allowances
to be paid to people engaged in Examination work
(Under Section 22(1)(c)(i) of the Act)**

The examiners and other engaged for any examinations work of the University will be paid such remuneration, Travelling Allowances and other allowances as may be fixed by the Board of Management on recommendations of Academic Planning Board from time to time.

* Approved by Board of Management at its 4th Meeting held on 13-2-98 vide : Resolution No. 4.25.

**11. Ordinance* on
Selection Committee Procedures
(Under Statute 21 & 22)**

1. The Vice-Chancellor shall fix the date and venue of the meeting of the Selection Committee.
2. A fortnight's notice of a meeting shall be given to the members.
3. The applications received for any of the posts mentioned in relevant Statutes may, where necessary, be screened by a Committee appointed for the purpose by the Vice-Chancellor. The Screening Committee may short list the applications taking into account the qualifications and experience prescribed and available posts.
4. The Selection Committee shall recommend candidates from among those referred to it, who are found suitable for appointment to the posts for which the Committee was constituted, for consideration by the Board of Management.
5. The Decision of a Selection Committee shall be by consensus. Where necessary, the matter will be decided by a majority vote. In case there is a tie the Chairman at the meeting shall exercise a casting vote.
6. The Vice-Chancellor shall have the power to lay down procedures in respect of matters not specified in these Ordinances
7. The Selection Committee may, for reasons to be recorded, consider the curriculum vitae of a candidate for a post not below the rank of a Reader in absentia, and make recommendations for consideration of the Board of Management.
8. Every Selection Committee shall be competent to adopt its own procedure regarding the mode of assessment of the candidates presented before it.
9. The quorum for meetings of Selection Committee shall be four, which will include at least two experts in case of Selection Committee for teachers and other academic staff

10. The Selection Committee may, for reasons to be recorded in writing recommend a higher start in pay to a candidate than what is normally admissible according to rules and the Board of Management may consider such recommendations on pay fixation.
11. The Selection Committee shall draw's up a panel of selected candidates in order of merit.
12. The recommendations of the Selection Committee shall be placed before the Board of Management. If the Board of Management is unable to accept the recommendations of the Selection Committee it shall record reasons for such non-acceptance and submit the case to the Chancellor for final orders.
13. The panels recommended by a Selection Committee shall be valid for a period of one year from the date of their approval by the Board of Management. Provided that the Board of Management may, for reasons to be recorded, extend the validity of the panel by one more year.

12. Ordinance* on
Building and Works Committee of BAOU
(Under Section 22(1)(p) of the Act)

1. **The Building and Work Committee will consists of :-**

- | | | | |
|-----|---|---|-------------------|
| (1) | The Vice-Chancellor | - | Chairman |
| (2) | The Registrar, BAOU | - | Member |
| (3) | The Finance Officer, BAOU | - | Member |
| (4) | Two members of the Board of Management to be nominated by the Board of Management. | - | Member |
| (5) | The Chief Engineer, Roads & Buildings Department, Government of Gujarat. | - | Member |
| (6) | Two experts from amongst eminent Engineers /Architects / Consultants etc. to be nominated by the Vice-Chancellor, | - | Members |
| (7) | The Engineers (Civil), BAOU | - | Member-Secretary, |

2. **Tenure of Membership**

The term of the office of members other than ex-officio members shall be two years. The term of office of the members nominated by the Board of Management shall be analogous to the term their membership of the Board of Management.

3. **Procedure for Meetings**

The Committee shall meet as often as necessary under the direction of the Vice-Chancellor. In the absence of the Vice-Chancellor, the meeting shall be chaired by the member elected by the Committee.

4. **Quorum**

The quorum for meetings of the Committee shall be 3 with the presence of at least two experts from categories (5), (6) and (7) of 1 above.

If the Committee's meeting on a particular date cannot be held for want of quorum, the Chairman shall adjourn the meeting. The adjourned meeting will be held on the same day after one hour and will transact the same agenda, and will be deemed to have been validly held.

5. Ordinarily, 7 days notice will be given for the meeting. Provided that an urgent meeting may be convened by giving a shorter notice by the Vice-Chancellor.
6. The minutes of all meetings of the Committee shall be submitted to the Board of Management for final approval. Provided that in matters considered to be urgent by the Committee, action could be taken after the approval of the minutes of the Committee's meeting by the Chairman.
7. The Committee shall look after both Original Works and Repairs & Maintenance of the University buildings and Campus.
8. The details of functions, responsibilities of the Committee and other related matters shall be prescribed by Regulation to be framed by the Board of Management on the basis of recommendations of the first meeting of the Building and Works Committee.

**13. Ordinance* on
Leave and Holidays
(Under Section 22(1)(q) of the Act)**

1. The University will observe holidays as per the Public Holidays declared by the State Government from time to time.
2. In accordance with the State Government system, the University will observe holidays on 2nd and 4th Saturdays every month.
3. University office will remain close as and when the Government declares holidays.
4. The Vice-Chancellor shall have the power to declare two days of additional holidays in a year.
5. The Vice-Chancellor shall also have the power to grant exchanged leave of One day in a year.
6. These holidays will be common for all academic and non-academic staff and will be applicable to them.

**14. Ordinance* on
Payment of T.A./D.A. and Other Allowances
(Under Section 22(1)(q) of the Act)**

1. T.A./D.A. :
 - 1.1 T.A./D.A. to University employees and other invited/deputed by the University for official purposes will be paid as per rates approved under State Government rules from time to time.
 - 1.2 In exceptional cases for the reasons to be recorded the Vice-Chancellor shall be competent to approve payment at the rates other than those mentioned in 1.1 above.
2. Transfer T.A./D.A. and other charges shall be paid as per rates approved by the State Government from time to time.

15. Ordinance* on B.Ed. Programme

The Bachelor of Education (B.Ed) programme of the University shall be conducted as per the following provisions.

1. **Duration** : Minimum duration : 2 years (excluding time taken for admissions)
Maximum duration : 5 years

2. **Fee Structure** : The fee of the programme will be as fixed by the University from time to time so as to cover the operational cost of running the programme with acceptable quality.

3. **Eligibility** : Eligibility criteria for admission to B.Ed. Programme shall be as follows :
 - (a) Graduate degree from a recognised University
 - (b) Full time working teacher in a recognised school in Gujarat State with at least two years of teaching experience.

Note : For the remote areas where there is a high incidence of non-availability of trained teachers, admissions for those not in the school system may be allowed if demanded by the State Govt. and with due approval of the NCTE.

4. **Admission Procedure** :

- (a) Admission will be strictly on merits.
- (b) Separate subject-wise merit list will be prepared.
- (c) Preference will be given to the teachers working in secondary school classes.
- (d) Length of service will be given priority.
- (e) Admission will be regulated on the basis of access to study centres.
- (f) Reservation of seats for SC/ST/SEBC etc. will be as per Govt. of Gujarat rules in force from time to time.

5. **Annual Intake** :

Annual intake will be determined in consultation with the State Govt. The following factors will be taken into consideration.

- (a) Jurisdiction of the University as also of different study centres.
- (b) Human Resource Development

- (c) Needs of teachers in the school system.
- (d) Number of untrained teachers in the state.
- (e) Organizational capacity of the University.
- (f) Capacity of the conventional teacher education system to support the programme delivery.

6. **Programme outline:** The entire B.Ed. Programme will have two main components: Part - I and Part - II, both having equal weightage of 500 marks each.

Part - I (Theory) will have five courses as follows :

Course	Title	Marks
B.Ed - 1	Teacher and Education in Developing Society.	100
B.Ed - 2	Learner : Nature and Development	100
B.Ed - 3	Current Problems and Issues of Secondary Education in India and Educational Evaluation.	100
B.Ed - 4	Educational Management and Educational Technology.	100
B.Ed - 5	Teaching Methods : Any two of the following : (50 marks each)	100
	5/1 Gujarati	
	5/2 Hindi	
	5/3 English	
	5/4 Sanskrit	
	5/5 History	
	5/6 Geography	
	5/7 Mathematics	
	5/8 Science	
	5/9 Economics	
	5/10 Commerce	
	5/11 Elements of Book-Keeping	

Part - II (Practical Work) will have the following components.

Item	Marks
(a) Practice Teaching Lessons (40 lessons out of which 30 will be in actual classroom setting, and observation of 60 lessons)	: 100
(b) Assignment tests (3 assignments per course)	: 200

(c) Field work - (Two)	:	40
(d) Term Papers - (Two)	:	20
(e) Blue Print (of two courses)	:	40
(f) Annual Practical lessons (of two subjects)	:	100

7. **Instructional System** : This will comprise the following components :

- (a) **Self-Instructional Materials (SIMs)** : To enable the students to learn on their own the theoretical part i.e. Part-I, printed course materials designed in the self-instructional format will be sent to all enrolled students. This will cover 100% of the course content. The printed materials will be supplemented by audio, video and multi-media components as far as possible.
- (b) **Personal Contact Programmes and Counselling** : There will be atleast 300 hours of guided interaction including group discussions covering SIMs, practical work, assignments, field work etc. The percentage of compulsory attendance will be decided by the University.
- (c) **Practice Teaching** : Student will be required to do 40 lessons out of which 30 will be in actual class room setting of identified schools under the supervision of qualified teacher educators. At least 10 of these lessons will be supervised by the full-time faculty of University. In addition students will be required to observe 60 practical lessons (15 per term).
- (d) **Assignments** : Students will be required to submit at study centres 3 assignments per theory course. These will be evaluated by duly appointed academic counsellors, and will be sent back to students with grades and comments for further improvement.
- (e) **Term Paper** : Students will be required to submit two term papers at the study centres as per schedule.
- (f) **Blue Prints** : Students will be required to prepare two blue prints in the subjects chosen by him as teaching methods and submit them at study centres.
- (g) **Field Work** : Two field work prepared under the guidance of the counsellor.

8. **Staff-Structure** :

- (a) **At the Headquarters** : Full-time academic and non-academic staff will be appointed as per norms laid down by the NCTE and the sanction accorded by the State Government.

The full-time faculty will coordinate and supervise programme delivery, course maintenance and revision.

- (b) **At Study Centres** : Sufficient number of Part-time academic staff will be appointed at study centres including Coordinator / Programme-in-charge, academic counsellors, supervisors as per norms prescribed by the University, for conduct of contact programmes, practicals etc. and delivery of student services.

However, at least one part-time academic counsellor (teacher-educator) will be appointed for every ten students enrolled at a study centre.

9. Academic Schedules :

- (a) The academic session for the Programme of two years will be divided into four terms of six months each as follows :

<u>Terms</u>	<u>Period</u>
I	August to January
II	February to July
III	August to January
IV	February to July

- (b) All prescribed academic activities will be carried out as follows :

- (i) Completion of Admission procedure & distribution of SIMs : By 3rd week of July
- (ii) Preparation of detailed schedules by study centres : Last week of July
- (iii) Identification of academic counsellors and conduct of orientation meetings by the University faculty. : By 2nd week of July
- (iv) Induction Meetings at Study Centres : 1st week of August
- (v) Personal contact Programmes including counselling sessions for theory and practical work. : 10 days in each term. The exact dates will be decided by study centres consultation with the University faculty.
- (vi) Practice Teaching : 10 sessions, in actual class room setting in each term.
- (vii) Field work : One in each year
- (viii) Term Paper : One in each year latest by February.

- (ix) Assignments : One each in the first three terms.
- (x) Term End Examinations & Practical Lessons : In July of the IV Term.
- (c) It will be competent for the Vice-Chancellor to make alteration in (a) and / or (b) above in view of exigencies deemed sufficient by him.

10. Study Centres :

- (1) Study centres will be located in Colleges / University departments of Education which are recognised by the NCTE.
- (2) Study Centres will provide academic, administrative and information support to the learners as per guidelines issued by BAOU from time to time.
- (3) A senior academic from the host institution will be appointed Coordinator / Programme-In-Charge on Part-time basis and he / she will be responsible for all activities of the Study Centre, and will organise and conduct various activities with the help of part-time academic / non-academic staff engaged by the University.
- (4) The broad functions of study centres will be as follows :
 - (a) Plan and organise contact programmes, counselling sessions and practical work, and keep records thereof.
 - (b) Prepare in the prescribed proforma and circulate respective schedules and ensure implementation thereof.
 - (c) Identify academic counsellors / supervisors and get them approved by the University.
 - (d) Identify schools for practice teaching lessons and get them approved by the University.
 - (e) Allot students to different schools and send lists of allotted students to respective schools and copies to University office in the proforma prescribed by the University.
 - (f) Identify eligible supervisors for practice teaching lessons and get them approved by the University.
 - (g) Maintain records of all academic, administrative and financial activities and send regular feedback reports to the University as prescribed.

- (h) Send to the University the following information / record as per instructions issued from time to time.
- (i) Individual Student Record Card.
 - (ii) Evaluation Sheets of practical lessons, term papers, blue prints, field work and assignments.
 - (iii) Attendance Sheets of Contact Programmes, Counselling sessions and practical lessons.
 - (iv) Monthly Feedback Report in the prescribed proforma.
 - (v) Monthly accounts and Annual Accounts.
 - (vi) Annual Stock Verification Report.
 - (i) Organise orientation programmes for academic counsellors / supervisors as per schedules prepared by the University.
 - (j) Conduct term-end examinations for both theory and practical lessons.

11. **Eligibility criteria for academic counsellors for conduct of contact programmes / counselling sessions and evaluation of practical work.**

- (a) Teachers working in recognised colleges / university departments of education.
- (b) Retired Teachers of Colleges of education / University departments.

12. **Eligibility criteria for supervisor of practical lessons.**

- (a) Teachers working in recognised colleges / university departments of education.
- (b) Retired teachers of Colleges of education / university departments.
- (c) Principals / Supervisors of recognised secondary / Higher Secondary Schools.
- (d) Secondary School teachers with M.Ed. degree.
- (e) Secondary School teachers possessing post-B.Ed. teaching experience of five years.
- (f) Trained teachers fulfilling eligibility criteria for lecturer in Education.

13. **Evaluation System** :

This will consist of two components as follows:

<u>Type</u>	<u>Weightage</u>	<u>Basis</u>
(a) Continuous Evaluation	50%	Assignments, field work, blue prints, term papers, practice teaching lessons, and term-end practical lessons.
(b) Term-End Evaluation	50%	Term end examination for theory courses.

(a) **Continuous Evaluation** :

- (i) Continuous Evaluation through different specified components will be conducted as per the norms and procedure prescribed by the University from time to time.
- (ii) Successful completion of all prescribed components will be the pre-requisite for appearing in the final term-end examination.
- (iii) Practical component will be evaluated on the basis of grades which will be converted to corresponding marks for the final result. A completion certificate to this effect will be issued by the Coordinator / Programme-in-charge of a study centre.

(b) **Term-end Examination** : (TEE)

- (i) Term-end examination for theory papers will be conducted at examination centres identified and approved by the University.
- (ii) TEE will be conducted as per norms and guidelines laid down by the University.
- (iii) Practical lessons will be conducted at identified schools and as per the norms and procedure laid down by the University.
- (iv) Only those students who have successfully completed the practical work and internal evaluation components will be eligible for appearing at the TEE.

14. **Standard for Successful Completion :**

(a) The standard for successful completion of the programme will be as follows:

Sr. No.	Component	Max. marks	Minimum % required for passing
1.	Theory courses B.Ed.-1 to B.Ed.-4	100 each	30% each
2.	B.Ed.-5 : Two Teaching Method	50 each	30% each
3.	Total of Part-I (No. 1 & 2 above)	500	40%
4.	Term-end practical lessons (Two)	50 each	40%
5.	Practical work (including teaching assignments, papers, blue prints & field work)	400	40%
6.	Total of Part-II (No. 4 & 5 above)	500	40%

(b) Standards for award of Classes will be as follows :

Class	Standard	Remarks
Distinction	66% and above	In both Part-I and Part-II separately
I	60% and above	- do -
II	50% and above	- do -
Pass	40% and above	- do -

- (c) Condonation will be done as per general provisions of University Regulations.
- (d) Candidates failing to clear a course / Part will be able to appear in the same again to successfully clear the programme. It will not be necessary for them to appear again in the course/s successfully cleared provided that the students failing to achieve 40% in the total of Part-I after having achieved the minimum 30% in all individual courses (B.Ed.-1 to B.Ed.-5) will be allowed to appear again in any one or more courses in order to successfully complete the programme.

15. **Monitoring and Review.**

The Programme will be constantly monitored by the University in the manner laid down below:

- (a) Regular feedback reports from study centres, academic counsellors and students will be obtained. The full-time faculty will analyse the reports and recommend remedial measures to the Director (Student Services) who will take immediate necessary action.
 - (b) The full-time faculty members will regularly visit study centres to personally observe key activities such as contact programmes and practical lessons and submit reports to Director (Student Services) who will take action as may be necessary.
 - (c) On the basis of feedback from learners and counsellors, and also new developments in the field of education, the self-instructional material will be adequately reviewed and updated.
16. In the event of any doubt or dispute arising in respect of any of the above provisions, the decision of the Vice-Chancellor shall be final.

* Approved by Board of Management at its 8th Meeting held on 27-5-98 vide Resolution No. 5.11.

**16. Ordinance on
Sanction on Non Interest bearing
Advances to University Employee
(Under Section 22-1(Q) of the Act)**

Under the financial matters the University will sanction for the benefit of its Officers, teachers and other employees in such matters as Non interest bearing advances as it may deem fit in such manner and subject to such conditions as per State Government rules/regulations issued from time to time and as may be amended from time to time by the Government of Gujarat for its employees.

**Ordinance on
Eligibility Criteria
for
Appointment to Non - Teaching Posts
Recruitment Rules, 1998
(Under Statute - 16)**

PART-A : GENERAL

1. These rules may be called "Dr. Babasaheb Ambedkar Open University Recruitment Rules, 1998".
2. These Rules shall be deemed to have come into force from the date of approval by the Board of Management.
3. Classification :
 - 3.1 All posts shall be broadly classified under the following two categories :

Category	Cadres included
(A) Academic	: Teachers as defined in the BAOU Act, 1994 and such other positions of student services as may be declared to be academic from time to time.
(B) Non-academic	: Administrative, Secretarial, technical & professional posts.
 - 3.2 All posts falling under the two categories mentioned in 3.1, will be further classified under four Groups - A,B,C,D - as specified in Annexure - 'A'
 - 3.3 Notwithstanding anything contained in 3.1 and 3.2 above, the University may :
 - a) create cadre as it deems fit;
 - b) make such alteration, variation and other modification (including changes in the strength of the cadre) as it deems fit; and
 - c) amalgamate two or more cadres or divide one or more cadres into such number as it deems fit.

4. Appointments : Recruitment & Promotion :
 - 4.1 All appointments made hereafter shall be either by direct recruitment or by promotion as prescribed under these rules.
 - 4.2 The qualification, age, experience etc. required for direct recruitment to various posts will be as indicated against each.
 - 4.3 The vacancies of Group-'D' posts shall be notified to the specified Government agencies and candidates sponsored by, them will be considered alongwith departmental candidates who have completed at least six months of adhoc/daily wages service in the University.
 - 4.4 The Selection Committee for making direct recruitment to various posts shall be constituted as per the provisions of relevant Statutes and Ordinances.
 - 4.5 The policy and the procedure for promotion shall be separately prescribed by the University in accordance with relevant Ordinances.
5. Direct Recruitment :
 - 5.1 Direct recruitment will be made by inviting applications in the prescribed form by advertisement in leading dailies and/or by notifying the specified Government agencies as in case of Group-'D' posts.
 - 5.2 Minimum qualifications and experience shall be as mentioned in the rules pertaining to each post.
 - 5.3 Relaxation of upper age-limit in cases of candidates belonging to Schedule Caste/Schedule Tribes shall be given as per the State Government rules.
 - 5.4 Written Tests/ Skill Tests may be prescribed where considered necessary.
 - 5.5 All candidates who qualify in the tests prescribed for respective posts will be Interviewed by the Selection Committee.
 - 5.6 Details of Written/Elimination Tests under direct recruitment or promotion to various posts in the University will be as may be prescribed from time to time.
 - 5.7 Candidates appointed by direct recruitment shall be kept on probation for a period not exceeding 24 months.
 - 5.8 Candidates recruited to any post in the University shall be required to possess adequate knowledge of Gujarati.
6. All employees other than those of Group-'D' will be liable for transfer / posting any where in Gujarat.
7. The Controlling Authority of all posts shall be the Vice Chancellor.
8. Notwithstanding anything contained in these rules the Vice Chancellor shall have the powers to appoint any employee on the basis of seniority in or agnimal any post on an adhoc basis for a period not exceeding one year or till regular appointment is made whichever is earlier in the public interest and subject to the person's fulfilling the minimum essential qualifications prescribed for the post under reference.

9. Removal of difficulties

The Board of Management may from time to time issue such general or specific direction as may be necessary to remove difficulties in the operation of any of the provision of these rules.

10. Interpretation

Where any doubt arises as to the interpretation of any of the provision of these rules the matter shall be referred to the Board of Management for its decision.

11. Saving

Nothing in these rules shall affect reservations and other concessions required to be provided to SC/ST and other specific categories of persons in accordance with the orders issues by the State Government from time to time in the regard.

PART-B : SPECIFIC POST-WISE ELIGIBILITY CRITERIA :

Recruitment rules pertaining to specific posts, other than academic posts, are given in Annexure-'B'.

There shall be the following two categories of staff of the University.

- (1) Academic including those involved in programme development as well as programme delivery, and
- (2) Non-Academic including Administrative, Technical and Professional staff.

Different posts under both categories will be classified under four groups as follows :

Annexure - A

Group	Posts included
A	Director, Professor, Registrar, Finance Officer, Readers, Deputy Director, Regional Director, Development Officer, Lecturer, Asstt. Regional Director, Asstt. Registrar, Librarian, Engineer (Civil), Asstt. Finance officer, Programmer / Analyst.
B	Steno Grade-I, Section Officer, Accounts Officer.
C	Office Superintendent, Head Clerk, Senior Clerk, Steno Grade-II, Computer Operator, Store keeper, Supervisor (Civil), Electrician-cum-Wireman, Data / Entry Operator, Jr. Clerk, Typist, Driver.
D	Peon, Sweeper, Mali, Hamal

**17. Ordinance* on
Eligibility Criteria
for
Appointment to Non - Teaching Posts
(Under Statute-16)**

Sr. No	Name of the post & Pay Scale	Mode of appointment	Eligibility for promotion	Eligibility for direct recruitment		Ratio DR:P)	Upper Age limit	Any other
				Qualification & Experience				
				Essential	Desirable			
1.	2.	3.	4.	5.	6.	7.	8.	9.
1.	Asstt. Registrar Rs. 2200-4000	Promotion and direct recruitment	At least 5 years in the feeder cadre	At least II class Master's degree with at least 5 years experience in University administrative post. Or Bachelors's degree with at least 8 years experience in University administrative post out of which at least 5 years experience in conduct of examination & academic work.	Working knowledge of computer.	25:75	35	--
2.	Librarian Rs. 2200-4000	Direct recruitment	--	(a) Master's degree in Library and Information Science with at least 55% marks or its equivalent grade plus consistently good academic record Or (a) Master degree in Arts, Commerce, Science or equivalent degree with at least 55% marks or its equivalent grade with Bachelor degree in Library and Information Science with at least 55% marks or its equivalent grade plus consistently good academic record.	Working knowledge of Computer	N.A.	28	--

1.	2.	3.	4.	5.	6.	7.	8.	9.
				<p>(b) Qualifying the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>If the persons who have passed the UGC Test are not available, the persons who fulfil the requirement at (a) above, with two years or more experience in Library Management will be considered eligible</p>				
3.	Asstt. Finance Officer Rs. 2200-4000	Promotion and direct recruitment	At least 5 years in the feeder cadre	<p>(a) At least II class Master's degree. Preferable in Commerce with at least 5 years experience in the rank of class II officer in University / Government Organisation / Public Sector undertaking.</p> <p style="text-align: center;">Or</p> <p>Bachelors's degree in Commerce with Accountancy as a special subject with 8 years experience out of which at least 5 years experience in maintenance of accounts/auditing in University / Government Organisation / Public Sector undertaking.</p>	Working knowledge of Computer	25:75	35	--
4.	Programmer/Analyst Rs. 2200-4000	Direct recruitment	--	<p>M.C.A. or B.E. Computer Engineering with minimum second class and one years experience of Programming/System development in a reputed organisation.</p> <p>Candidate should have sound knowledge of DOS, NT, Unix, C++ and as RDBMS.</p>	Direct experinece of system design and software development using any RDBMS	N.A.	35	--

1.	2.	3.	4.	5.	6.	7.	8.	9.
5.	P.A. cum Steno Grade-I Rs. 2000-3200	Promotion and direct recruitment	5 years service in the cadre of Steno Gr-II	<p>(a) Bachelor's degree of a recognised University with 120 w.p.m. in English shorthand and 60 w.p.m. in English Typewriting of G.C.C. examination</p> <p>At least 8 years experience in secretarial/ administrative work including at least 5 years as Steno Gr-II/P.A./P.S. in the University/ Government Organisation / Public Sector undertaking.</p> <p>(b) Bachelor's degree of a recognised University with 100 w.p.m. in Gujarati shorthand and 40 w.p.m. in Gujarati Typewriting of G.C.C. examination.</p> <p>At least 8 years experience in secretarial/ administrative work including 5 years Steno Gr-II/P.A./P.S. in the University/ Government Organisation/ Public Sector undertaking.</p>	Working knowledge of Computer	25:75	35	--
6.	Office Supreintendent Rs. 2000-3200	Promotion and direct recruitment	At least 5 years experience in the feeder cadre.	Bachelor's degree of a recognised University with at least 5 years experience of University administration as a Head Clerk/ Senior Clerk.	Working knowledge of computer	25:75	35	--
7.	Computer Operator Rs. 1400-2600	Promotion and direct recruitment	At least 5 years in the feeder cadre.	Graduate plus Diploma in Computer Science/ Application (one year full time programme) of recognised University.	Knowledge/ Experience of DTP operations and LAN management.	25:75	28	--

1.	2.	3.	4.	5.	6.	7.	8.	9.
8.	Steno Gr-II Rs. 1400-2600	Direct recruitment	--	10 + 2 with 100 w.p.m. in English stenography and 40 w.p.m. in English Typewriting and/or speed of 80 w.p.m. in Gujarati stenography and 35 w.p.m. in Gujarati Typewriting of G.C.C. examination.	Working knowledge of Computer.	N.A.	25	--
9.	Head Clerk Rs. 1400-2600	Promotion and direct recruitment	At least 5 years experience in the feeder cadre.	Bachelor's degree of a recognised University with at least 10 years experience of University administration as a Sr. Clerk/Jr. Clerk.	Working knowledge of Computer	25:75	35	--
10.	Supervisor (Civil) Rs. 1400-2600	Direct recruitment	--	Diploma in Civil Engineering with minimum 5 years experience in Government department / Public Sector undertaking / institute / construction and maintenance works.	Working knowledge of Computer	N.A.	30	--
11.	Data Entry Operator Rs. 1200-2040	Direct recruitment	--	Bachelor's degree plus Certificate in Date Entry Operating from a recognised/ reputed institution and one years experience in data entry/ verification knowledge.	--	N.A.	25	--
12.	Senior Clerk Rs. 1200-2040	Promotin and direct recruitment	t least 7 ears xperience in ower cadre.	Bachelor's degree of a recognised University with at least 7 years experience of University administration as a Jr.Clerk.	Working knowledge of Computer	25:75	35	--
13.	Junior Clerk Rs. 0950-1500	Direct recruitment	--	10 ^m pass	Working knowledge of Computer	N.A.	25	--

1.	2.	3.	4.	5.	6.	7.	8.	9.
14.	Typist (English) Rs. 0950-1500	Direct recruitment	--	10 th pass with 40 w.p.m. Speed in English Typewriting of G.C.C. examination.	Working knowledge of Computer	N.A.	25	--
15.	Typist (Gujarati) Rs. 0950-1500	Direct recruitment	--	10 th pass with 25 w.p.m. Speed in Gujarati Typewriting of G.C.C. examination.	Working knowledge of Computer	N.A.	25	--
16.	Driver Rs. 0950-1500	Direct recruitment	--	8 th pass and holding heavy/ light vehicle licence with minimum 5 years experience of driving and maintenance of vehicle.	--	N.A.	28	--
17.	Peon Rs. 0750-0940	Direct recruitment	--	8th pass	1) General Suitability of physical fitness. 2) Driving licence holder of light/heavy vehicles with experience of driving and maintenanc e of vehicles for about 2 years.	N.A.	25	--

1.	2.	3.	4.	5.	6.	7.	8.	9.
					Note :- If the selected candidates given the duties of driving, he will paid driving allowance as per rules.			
18.	Sweeper Rs. 0750-0940	Direct recruitment	--	8 th pass	1) General suitability of physical fitness.	N.A.	25	--

* Approved by Board of Management at its 6th Meeting held on 27-8-98 vide : Resolution No. 6.1(1).

Qualification for the Post of Registrar
Dr. Babasaheb Ambedkar Open University

(a) **Essential** :

- (I) A second class Master's Degree from a recognised University.
- (ii) At least ten year's administrative experience in a responsible executive position in an institution of higher education and /or research.
- (iii) Proficiency in Gujarati language.
- (iv) Not less than 35 years of age.

The above qualifications may be relaxed in case of the candidate having Bachelor's degree with wide experience of University Administration for a period of 20 year's or more

(b) **Desirable** :

- (I) Degree / Diploma in distance education.
- (ii) Experience of working in Open University/Distance education system.
- (ii) Working knowledge of Computer.

19. Ordinance on
Qualifications for Academic Posts.
(Under Statute 8(A)(xxii) and Statute 23.1)

(1) **Director :**

(a) **Essential :**

An eminent scholar with published work of high quality, actively engaged in research with 10 years of experience in post-graduate teaching and/or research at University/National level institutions, including experience of guiding research at doctoral level and management of educational institution / student services.

OR

An outstanding scholar with established reputation who has made significant contribution to knowledge.

(b) **Desirable :**

- (a) A degree/ diploma in Distance Education.
- (b) Experience of working in open University / Distance Education system in programme production / programme delivery.
- (c) Working knowledge of Computer.

(2) **Professor :**

(a) **Essential :**

An eminent scholar with published work of high quality actively engaged in research with 10 years of experience in post-graduate teaching and/or research at University/National level institutions, including experience of guiding research at doctoral level.

OR

An outstanding scholar with established reputation who has made significant contribution to knowledge.

In exceptional cases, the teachers with 15 years of UG Teaching / Research experience could also be considered.

(b) **Desirable :**

- (a) A degree / diploma / experience in Distance Education.
- (b) Working knowledge of Computer.

(3) **Reader :**

(a) **Essential :**

- (i) Good academic record with a doctoral degree or equivalent published work. Candidates from outside the university system in addition shall also possess at least 55% marks or an equivalent grade of B in 7 point scale at the Master's degree level.
- (ii) Eight years experience of teaching and /or research including upto 3 years for research degree and has made some mark in the areas of scholarship as evidenced by quality of publications, contribution to educational innovation, design of new courses and curricula.

(b) **Desirable :**

- (a) A degree/ diploma in Distance Education.
- (b) Experience of working in open University / Distance Education system.
- (c) Working knowledge of Computer.

(4) **Regional Director :**

(a) **Essential :**

- (i) Good academic record with doctoral degree or equivalent published work. Candidates from outside university system in addition shall also possess at least 55% marks or an equivalent grade in the Master's degree level.
- (ii) Eight years experience of teaching and/or research including upto 3 years for research degree and has made some mark in the areas of scholarship as evidenced by quality of publications, contribution to educational innovation , design of new courses and curricula and educational administration.

(b) **Desirable :**

- (a) A degree/diploma in Education.
- (b) Experience of working open University / Distance Education system.
- (c) Working knowledge of Computer.

(5) **Lecturer :**

(a) **Essential :**

- (i) Good academic record with atleast 55% of the marks or an equivalent grade of B in 7 point scale at Master's degree level in the relevant subject from an Indian University or an equivalent degree from a foreign University.
- (ii) Candidates besides fulfilling the above qualifications should have cleared the eligibility test (NET) for lecturers conducted by UGC,CSIR or similar test accredited by the UGC
- (iii) The minimum requirements of a good academic record, 55% of the marks at the master's level and qualifying in the National Eligibility Test, or an accredited test, shall remain for the appointment of Lecturers. But the candidates having Ph.D. degree are exempted from the requirement of NET/SET accreditation in the University.
- (iv) A relaxation of 5% may be provided, from 55% to 50% of the marks. at the master's level for the SC/ST category.
- (v) A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. degree holders who have passed their Master's degree prior to 19th Sept.. 1991.
- (vi) B in the 7 point scale with letter grades O, A, B, C, D, E & F shall be regarded as equivalent of 55% wherever the grading system in followed.
[Criteria for Determining Good Academic Record : "Good academic record shall be an average record of Third Year(Final Year) Degree and Master Degree assessment which would atleast be 52.5% or M.Phil. Or Ph.D."]

(b) **Desirable :**

- (a) A degree/ diploma in Distance Education.
- (b) Experience of working open University / Distance Education system.
- (c) Working knowledge of Computer

(6) **Assistant Regional Director :**

(a) **Essential :**

Good academic record with at least 55% marks/equivalent grade at Master's level in any discipline under the following areas :-

- I) Humanities and social Sciences,
- II) Science and Technology
- III) Management, Commerce and professional programmes.

(b) **Desirable :**

- (a) A degree/ diploma in Distance Education.
- (b) Experience of working open University / Distance Education system.
- (c) Working knowledge of Computer.

***Approved by Board of Management at its 6th meeting held on 27.8.98 vide:Resolution No.6.1(3).**

****As amended in the 9th meeting of Board of Management held on 28.9.99 vide:Resolution No.9.9.**

20.* Ordinance on
OFFICIAL LANGUAGE
(Under Statute-22(q))

The Official language of the University shall be Gujarati and all its correspondence, minutes of the various authorities of the University and accounts (inclusive of budget) shall be kept and maintained in Gujarati.

Provided, however that English may continue to be the authentic language of the text of the Statutes, Ordinances and Regulations and of the business connected therewith.

Notwithstanding what is contained herein the correspondence between this University and such other bodies and persons, as Vice-Chancellor thinks fit may be carried on in English.

Qualification for the post of Finance Officer

(A) **Essential :**

- (1) A Chartered Accountant with atleast 10 years experience in Financial Management and/or accounts and auditing in Government Departments / University / Education Institutions.

OR

- (1) A second class Master's Degree in Commerce / Management or equivalent Diploma from recognised University / Institute with atleast 10 years experience in a responsible executive position in Government Departments / University / Education Institution.
- (2) Proficiency in Gujarati language.
- (3) Not less than 35 years of age.

(B) **Desirable :** Working knowledge of Computer.

22. Ordinance* on

SYSTEM OF ANNUAL SELF-APPRAISAL REPORT OF TEACHERS

[Under Statute 23.6 (c)]

1. The assessment of performance of teachers will be done on the basis of his/her Annual Self-Appraisal Report (ASAR).
2. The ASAR will be submitted by the concerned teacher in a form prescribed by the University with the approval of the Vice Chancellor. The form shall provide for wide range of activities in the areas of programme development, programme delivery, research etc. in which teachers are involved. It will not be necessary for every teacher to have something to record under each activity mentioned in the form.
3. Verification of data provided by teachers in ASAR will be done by a senior teacher/unit head, nominated by the Director (Acad) or (SS), who is most familiar with the work of the teacher whose self-appraisal is to be verified.
4. ASAR's of unit-heads will be verified by the Director(Acad) or Director(SS) as the case may be, and that of Directors by the Vice Chancellor.
5. If there is any disagreement on any of the statements made in the ASAR, the verifying authority will specify the precise nature and extent of disagreement and communicate the same to the teacher concerned.
6. Any written representation made by a teacher against any disagreement by the verifying authority shall be considered by the Director concerned in consultation with the verifying authority and the teacher concerned. The corrections/changes made as a result of such consideration shall be recorded separately by the concerned Director in the report.
7. If the matter is not settled at the stage mentioned in 6 above, and a dispute arises from it, the teacher concerned shall be entitled to make a written representation to the concerned Director, and it shall be considered by a Committee appointed by the Director concerned, and on its recommendations the dispute may be settled. The corrections made on the basis of such settlement shall be recorded separately in the report by the Chairman of the Committee.
8. If the dispute still persists, the teacher concerned may represent the matter before the Vice Chancellor, who may appoint a Committee of Appeal to look into the matter and its decision shall be final.
9. In all cases of disputes, the written representations made by teachers together with the decisions of the Committee and/or the Committee of Appeal will form part of the performance appraisal record.

* Approved by Board of Management at its 6th Meeting held on 27-8-98 vide : Resolution No. 6.8.

23. Ordinance* on
DEFINING THE SCOPE OF 'TEACHERS'
(Under Section 2(15) of the Act)

1. Persons holding the following designations, who are actively involved in both programme production and programme delivery including organisation and maintenance of students support services and performing functions mentioned in Section 2(15) of the Act shall be designated as 'teachers' of the University:
 - (a) Director (Academic)
 - (b) Director (Students Services)
 - (c) Regional Director/Deputy Director
 - (d) Assistant Regional Director/Assistant Director.

2. The qualifications, pay scales and service conditions of the above posts shall be similar to those for professors, readers and lecturers as the case may be.

* Approved by Board of Management at its 6th Meeting held on 27-8-98 vide : Resolution No. 6.9.

Regulating Leave to Employees

[Under ^{524/1/72} ~~Section~~-16(6)]

No leave can be claimed as a matter of right; but it may be granted subject to the exigencies of service.

The following kinds of leave would be admissible to employees of the University:

1. Casual Leave

- (1) An employee of the University will be entitled to a maximum of 12 day's casual leave in a calendar year subject to the condition that :
 - (a) Casual leave exceeding 7 days at a time may not be sanctioned. The Vice-Chancellor may, however, grant this leave for more than 7 days at a time in case of genuine difficulties.
 - (b) The casual leave cannot be joined with any other kind of leave except Sunday and Second and Fourth Saturdays and University general holidays. However, Sundays and Holidays prefixing or suffixing or falling within the casual leave shall not be counted as casual leave.
 - (c) Within the over all 12 days limit of casual leave, Half casual leave shall also be allowed to the employees of the University, and in such case when half casual leave is granted, two such half day casual leave shall be treated as a full day casual leave.
 - (d) An employee going on such leave, is entitled to the admissible allowances.
 - (e) A new employee will be entitled to such leave commensurate with the period of his appointment during the year, even though he may not have actually earned it at the time of his going on leave. If he fails to complete the full period of appointment, proportionate deduction will be made from his salary at the time of last payment.

2. Special Casual Leave

No employee of this University shall accept any work in other Universities or any Government or private body without the previous sanction of the Vice-Chancellor

- (A) (i) The Vice-Chancellor may grant upto the limit of 10 days in an academic year, leave of absence on duty to 'teacher' in connection with the following:
 - [a] to deliver academic lectures to which no remuneration is attached at a University or college of University status;
 - [b] to conduct examinations of Universities in Gujarat/Public Service Commission or other similar bodies/institutions.
 - [c] to attend meetings of the Committees, Boards, Faculties and other academic bodies of a University or of a Statutory Board;

- [d] to attend academic Conferences, Symposium, Seminar/Workshop recognised by the University;
- [e] to inspect academic institutions attached to a University or to a Statutory Board;
- [f] to attend meetings of the committees constituted by Government or other bodies approved by the Board of Management;
- [g] to do such other work as may be approved by the Vice-Chancellor as academic work.

- (ii) Before the above leave of absence is availed of previous permission of the Vice-Chancellor should be obtained.
- (iii) Leave of absence under this rule shall not be combined with any other kind of leave; but may be combined with casual leave and holidays.
- (iv) Deputation leave on full pay may be granted to the employees of the University for attending conferences. For working on delegations and for attending programmes arranged between the Government of India and the other foreign countries where the person does not receive any salary or honorarium, such leave may be granted for such period as may be determined by the Board of Management.
- (v) A member of the staff may draw half salary for a such a period of deputation as may be sanctioned by the Board of Management without any prejudice to leave on full pay to which he may otherwise be entitled.

(B) An employee of the University, undergoing sterilization operation may be granted special casual leave as mentioned below on production of a Medical Certificate from the Doctor who actually performs the operation :

- (i) Special Casual Leave not exceeding 6 days to a male employee who has undergone sterilization operation.
- (ii) Special Casual Leave not exceeding 7 days to a male employee whose wife has undergone non-puerperal sterilization operation to enable him to look after the children and carry out other household duties. Special Casual Leave only under this clause may be combined with ordinary Casual Leave.
- (iii) Special Casual Leave not exceeding 14 days to a female employee who has undergone non-puerperal sterilization (Tubectomy operation without delivery.)

(C) Special Casual Leave upto maximum of ten days in a Calendar year may be granted to not more than two Office Bearers of the recognised Employees Association/Unions for attending executive meetings, conferences and such other activities pertaining to the Association/Union by the Vice-Chancellor.

(D) Special Casual Leave for a half day may be granted to the employees donating blood to the Red Cross Society with a view to provide rest after tapping the blood.

[Note: Special Casual Leave cannot be accumulated nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays.]

- (1) One month Earned leave in a calendar year will be granted to an employee. However, in every first day of the month of January and July, 15 days earned leave will be credited in advance for subsequent 6 months.
 - (a) If any employee joins or resigns or expires or retires in middle of the period of 6 months, the earned leave shall be calculated at the rate of 2-1/2 days for each completed month.
- (2) The employee shall be paid during such leave the full salary which he would have received if he was on duty.
- (3) Any allowance attached to the post will be paid to his substitute but if no substitute is appointed, the allowance will lapse.
- (4) The employee shall get earned leave at the rate mentioned in (1)(a) above irrespective of the fact whether the employee has enjoyed any kind of leave during the period of six months except leave without pay or extra -ordinary leave.
- (5) Earned leave can be joined with Half Pay Leave or commuted leave.
- (6) The leave will accumulate upto a period not exceeding 8 months i.e. 240 days or as may be prescribed by Government from time to time. Provided however that no employee can enjoy more than 120 days earned leave at a time.

4. Half Pay Leave

- (1) The half pay leave shall be given to an employee at the rate of 20 days for completed year of service. However, on every first day of the month of January and July, 10 days half pay leave will be credited in advance in the accounts of the respective employees for subsequent six months and if the employee joins in between the period i.e. between January to June or July to December, he will be entitled for half pay leave at the rate of 5/3 per month and such leave may be granted on medical ground or for private affairs or for academic purposes.
- (2) The employee will be entitled to half pay only.
- (3) This leave can accumulate upto any period but no employee shall get more than 12 months half pay leave at a time.
- (4) This leave can be commuted into full pay leave subject to a maximum of 3 months at a time only on production of medical certificate.
- (5) An employee going on commuted leave on full pay shall have to produce a medical certificate.
- (6) The employee shall be paid during full pay leave the full salary and during half pay leave half the salary he would have received, if he were on duty. He shall not be paid any work allowance during the period.
- (7) This leave can be joined with earned leave.

Employee who is granted leave on medical ground, for a period of two months or more shall return to duty without first producing a certificate of fitness from the Registered Medical Practitioner, Civil Surgeon in form given below :

This to certify, I have carefully examined Shri/Smt./Kum. _____
_____ (designation) _____
to-day and have found that he/she has recovered from illness and is now fit to resume his/her duties in the University.

Medical Officer / Civil Surgeon.

- (9) An employee may be granted commuted leave in case of sickness of any member of his/her family who is dependent on the employee. The medical certificate as is now necessary in respect of the University employee shall also be necessary when commuted leave is asked for on the ground of sickness of any of the dependent member of the family of the University employee.

The term "dependent" for the purpose of this rule means of a University employee's spouse, parents, sisters, brothers, children including step children.

- (10) When the commuted leave is granted twice the amount of such leave shall be debited against half pay leave due.

5. Compensatory Leave for Non-Academic Staff

Employees who are required to work on Sundays and/or holidays shall be entitled to receive leave of exchange, provided however that the work on Sundays and/or holidays is done under written orders of a competent authority and the presence is marked in the Attendance Register. Such leave of exchange shall be enjoyed in the calendar year (Jan. to Dec.) in which it is earned.

Provided that such leave shall not be allowed to accumulate beyond 7 days at a time withing the calendar year in which it is earned.

6. Maternity Leave

- (1) A competent authority may grant to a female employee in permanent employment, maternity leave for a period of three months from the date of its commencement, or to the end of six weeks from the date of confinement, whichever is earlier. Such leave is not debited to the leave account.

[Note : Leave under this Ordinance is admissible in a case of miscarriage and inevitable abortion.]

- (2) A competent authority may grant maternity leave as mentioned in subclause(1) above to female employees, not in permanent employment, subject to the proviso that the concession of maternity leave will be admissible only to those temporary female employees who have put in atleast one year of continuous service.

Provided further that no leave under Sub-clause(1) and (2) above shall be granted to a female employee who at the time where application for grant of leave is made has three or more living children.

- (a) In case of female employees in permanent employment and in case of temporary female employees who have put in two year's continuous service, the leave salary admissible will be salary, which the employee would have received, if she were on duty.
- (b) In case of temporary female employees who have put in continuous service for a period of one year or more but less than two years, two leave salary admissible will be half the salary which the employee would have received, if she were on duty.
- (4) Leave of any kind may be granted in continuation of maternity leave, if the request for its grant is supported by a medical certificate from the Medical Officer.

7. Extra-Ordinary Leave

- (1) **Extra-ordinary leave may be granted to University employees who applies in writing for such leave/s:**
 - (a) When no other leave is admissible,
 - (b) Extra Ordinary Leave shall always be without pay and allowance except H.R.A. & C.L.A.
 - (c) The Extra Ordinary leave shall not count for increment except in the following cases:
 - (i) Leave on Medical Certificate.
 - (ii) Cases where the Vice-Chancellor is satisfied that the leave has taken due to causes beyond the control of the employee such as inability to join or rejoin duty due to Civil, Commotion, Natural Calamity, provided that the employee does not have any kind of leave to his credit.
 - (iii) Leave taken for prosecuting higher studies and
 - (iv) Leave granted to accept an invitation to teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
 - (d) Extra ordinary leave may be combined with any other leave except casual leave and special casual leave provided that total period of continuous absence from duty on leave shall not exceed one year except in case where leave is taken on Medical Certificate. The total period of absence from duty shall in no case exceed three years in all.
- (2) Except in case of a person in permanent employment of the University, the duration of leave without pay shall not exceed three months on any one occasion.
- (3) Applications of grant of leave without pay for period over three months shall be placed for orders before the Board of Management.

8. Leave Not due

Leave not due may, at the discretion of the Vice-Chancellor, be granted to a University employee for a period not exceeding 360 days during his entire service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on Medical Certificate. Such leave shall be debited against the half pay leave earned by him subsequently.

- Note : (1) Leave not due shall not be granted unless the competent authority satisfied that as far as can reasonably foreseen, the employee will return to duty on the expiry of the leave and earn the leave granted thereafter.
- (2) An employee applying for leave not due shall have to give an undertaking in writing that in case, he is not able to earn the leave not due, enjoyed by him, leaves the University service before he earns the leave, he shall refund to the University the salary and allowance drawn by him during such leave.

Provided no leave salary shall be recovered if the retirement is by reason of illhealth, incapacitating the employee for full service or in the event of his death or if the employee is compulsorily retired permanently.

9. Special Leave to T.B./Cancer / Leprosy Patients

- (1) The University will help employees who are T.B./Cancer/Leprosy Patients in getting admission in Government Hospitals.
- (2) All due leave may be granted to such patients in continuation for the period as may be recommended by the M.O. about joining of leave of different kinds as maximum limits of leave permissible at the time will not be applicable in such cases.
- (3) In addition, the University may in deserving cases grant special leave on full pay upto the maximum period of one year and subsequently for further maximum one year on half-pay subject to the recommendation of the M.O. on the line of the Government directives for the same.

- Note : (a) In the matter of interpretation of any leave rules, the decision of the Vice-Chancellor shall be final.
- (b) The rules and procedure for granting leave shall be same as laid down for Govt. employees as amended from time to time.

25. Ordinance* On
Recognition of Examinations/Degrees
(Under Section 5(xviii) read with Section 22(1)(q))

1. There shall be an Equivalence Committee consisting of the following:

Vice-Chancellor	Chairman
Director (Academic)	Member (Ex-officio)
Director(Student service)	Member (Ex-officio)
Director of School of Studies (nominated by the Vice-Chancellor)	Member (Ex-officio)
Registrar	Secretary (Ex-officio)
2. The Committee shall
 - (i) recognise and determine the weightage to be given to the examinations conducted by other Universities or other examining bodies.
 - (ii) decide equivalence of such examinations / qualifications as may be referred to it from time to time for the purpose of admission; and
 - (iii) withhold, suspend or cancel recognition of any examination / qualification for such reasons and for such time as it may deem fit.
3. In special cases, the Vice-Chancellor may, if he is satisfied grant equivalence/ recognition to any examination/qualification of other Universities / Institutions and the action taken shall be reported to the Committee.
4. The Committee may determine the procedure for the transaction of its business. It shall formulate guidelines, for the purpose of determining equivalence and/or accord recognition to examinations / qualifications, with the approval of the Academic Planning Board.

**26. Ordinance* on
Maintenance of Discipline amongst
Students of the University
(Under Section-22(1)(d) of Act)**

1. The powers regarding enforcing discipline and disciplinary action in regard to the Students of the University shall vest with the Vice-Chancellor. The Vice-Chancellor may delegate all or any of his powers, as he may deem fit.

2. Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such actions as he may deem appropriate for the maintenance of discipline, the Vice-Chancellor, may in, the exercise of his power, by order, direct that any student or students be expelled or rusticated for a specified period and not admitted to a course or courses of the study in the University for a period specified in the order, or be punished with a fine for an amount to be specified in the order, or debar him from taking an examination or examinations conducted by the University for one or more years or that the result of the student or students concerned in the examination or examinations in which he or she has appeared be cancelled .

**27. Ordinance* on
Library committee of BAOU
(Under Section 22(1)(p)
read with Statute : 20(2))**

1. The Library Committee shall consist of :

- | | |
|--|------------------|
| 1. The Vice-Chancellor ✓ | Chairman |
| 2. The Director (Academic) ✓ | |
| 3. The Directors of Schools of Studies | |
| 4. Two members to be nominated by the Academic Planning Board. | |
| 5. Registrar ✓ | |
| 6. The Finance Officer ✓ | |
| 7. University Librarian ✓
/Officer-In-charge | Member-Secretary |

2. The Vice-Chancellor or in his absence a member elected by the meeting shall preside at the meeting.
3. The members of the committee shall hold office for Two years and may be re-appointed. The office of a member of this Committee shall be vacated by the death, resignation or by the member being absent from four consecutive meetings or his ceasing to hold the office by virtue of which he is such a member.
4. The committee shall ordinarily meet once in every term and at other times when convened by the Chairman.
5. Five members of the committee shall constitute the quorum for the meeting of the committee.
6. The library committee shall subject to the general control of the Academic Planning Board, manage the Library and advise the Academic Planning Board on any matter connected with the Library referred to it by the Academic Planning Board. In particular and without prejudice to the generality of the foregoing power, the Committee shall have power to make recommendations to the Academic Planning Board :

- i) as to the administration of the funds set a part for the library,
- ii) as to appointment of the staff of the library,
- iii) other matters connected with the library.

- 7. The Committee shall report to the Academic Planning Board 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 this Ordinance, books shall include manuscripts, periodicals, and audio-video cassettes.
- 8. The Library Committee shall have the power to make rules governing the use of the library from time to time and to amend them. Such rules, and any changes made therein, shall be reported to the Academic Planning Board.

**28. Ordinance* on
Eligibility Criteria
for
Appointment to Non - Teaching Posts
(Under section 20(e) read with Statute-22)**

Sr. No	Name of the post & Pay Scale	Mode of appointment	Eligibility for promotion	Eligibility for direct recruitment		Ratio (DR:P)	Upper Age limit	Any other
				Qualification & Experience				
				Essential	Desirable			
1.	2.	3.	4.	5.	6.	7.	8.	9.
1.	Account Officer Rs.2200-4200	Promotion and direct recruitment	At least 5 years in the feeder cadre.	(a) At least II class Master's degree in Commerce with at least 5 years experience in the University Systems / Government Organisation / Reputed Institutions / Organisations Or (b) Bachelor's degree in Commerce with Accountancy as a special subject with 8 years experience out of which at least 5 years experience in maintenance of accounts / auditing in University Systems / Government Organisation / Reputed Institutions / Organisations.	Working knowledge of computer	25:75	35	Proficiency in Gujarati language.
2.	Store keeper / Senior Clerk (Store) Rs.1200-2040	Promotion and direct recruitment	-----	Bachelor's degree of a recognised University with atleast 7 years experience in Government Department / University / Educational Institution as Jr. Clerk.	Working knowledge of computer	25:75	35	Proficiency in Gujarati language.

* Approved by Board of Management at its 7th Meeting held on 8-1-99 vide Resolution No. 78

Ordinance* on
Delegation of powers to officers of the University
(Under Section 22(1)(p) of the Act read with Statutes-8(xxxvii) & 9(F)

The Board of Management, in accordance with the powers conferred on it hereby delegates its powers to various officers of Dr. Babasaheb Ambedkar Open University to the extent indicated in the schedules annexed here to.

The exercise of the powers delegated in these schedules shall be subject to the observance of Rules and Regulations made by the Board of Management, norms and scales and general or special orders, directions, conditions or stipulations which may be issued or prescribed by the competent authority. These will be subject to following conditions:

- (i) A Budget provision exists for meeting the expenditure in the financial year in which it is proposed to be incurred.
- (ii) (a) No expenditure can be sanctioned on a 'new item' without prior approval of the Board of Management.
 (b) No new post can be created in a scale of pay which does not exist in the University.
- (iii) All purchases exceeding Rs.25,000/- shall be made on the recommendations of purchase committee constituted by the Vice-Chancellor except the cases in which the concerned divisions are specifically authorised to make purchases of stores exclusively required by them. If the recommendations of the purchase committee are not unanimous, approval of the next higher authority Vice Chancellor will be necessary.
- (iv) The Heads of Divisions specified in the schedules will be as shown below:

Sr. No.	Expenditure Relating to	Head of Division Specified *
1.	Common services & General administration, Governance, Co-ordination & Estate Management	Registrar
2.	Material Development, Schools of Studies, Computer Centre and Library	Director (Academic)
3.	Admission, Material Distribution, Regional Services, Evaluation	Director (Student Services)
4.	Finance and Accounts	Finance Officer

*Any other officer who may be declared Head of the Division by the Vice-Chancellor,

Explanation :

- (i) 'Per annum in each case' in respect of recurring contingent expenditure means 'each type of expenditure' i.e. if an authority is empowered to incur expenditure on repairs upto to Rs.1000/- per annum in each case, it would be competent for it to incur expenditure on repairs on any number of occasions during the year but subject to a limit of Rs.1000/- for that year.
- (ii) 'Each case' in respect of non-recurring contingent expenditure means' on each occasion. If on a particular occasion, a number of articles are to be purchased the powers of the sanctioning authority should be reckoned with reference to the total value of articles of furniture to be purchased on that occasion, and not with reference to individual articles like tables, chairs, racks etc. constituting the furniture. The authority empowered to incur expenditure on the purchase of furniture to the extent of Rs.1000/- in each case, would be competent to purchase various articles of furniture not exceeding Rs.1000/- in value on each occasion.
- (iii) A complete review of delegation shall be undertaken atleast once in three years, keeping in view the organisational requirements and workload, price rise and other factors, the basic factor being the efficiency of the University services.

***Approved by the Board of Management at its 7th meeting held on 8.1.99 vide : Resolution No.7.10.**

****Schedule-XI as amended in the 8th meeting of Board of Management held on 28.5.99 vide:Resolution No.8.20.**

*****Amended in the 10th meeting of Board of Management held on 7.1.2000 vide:Resolution No.10.6.**

SCHEDULE-1

Power to incur Contingent & Miscellaneous Expenditure

General Powers not specified in any other schedules

Sr. No.	Authority	Extent of power		Remarks
		Recurring	Non-Recurring	
1	(i) Vice-Chancellor	i) Full powers	Rs.1.50 lakhs in each case	(1) The Vice Chancellor may redelegate powers to the officers not below the rank of Asst. Registrar in the interest of smooth financial administration. (2) Subject to follow the purchase procedure and availability of funds.
	(ii) Heads of Divisions	ii) Rs.10000/- per annum in each case.	Rs.15000/- in each case per annum	-----

SCHEDULE - II
Common to all Divisions

Sr. No.	Items of Expenditure	Authority			Remarks
		Vice-Chancellor	Registrar.	Heads of Divisions	
1	2	3	4	5	6
1.	Purchase of office equipments (excluding computers), including Typewriters, electronic, manual inter-com equipments, calculators, photocopiers, franking machines, filing and indexing systems.	Rs.2 lakhs in each case	Rs.25,000 in each case	Rs.10,000 in each case	(a) Purchases exceeding Rs.25,000 is subject to the recommendations of the Purchase Committee. (b) Also, subject to follow the purchase procedure and availability of funds sanctioned grants.
2.	Purchase of Furniture and fixtures (including Air conditioners, fans, coolers, clocks)	Full powers	Upto Rs.25,000/- in each case (above Rs.25,000/- on the recommendation of purchase committee)	----	(a) Subject to scales where prescribed by the Board of Management. (b) Purchase of Air-Conditioner will require an approval of Vice-Chancellor
3.	Purchase of Motor and other Vehicles	Full powers	----	----	(a) Subject to the approval of Board of Management

1	2	3	4	5	6
4.	Repairs to Motor Cars and Jeeps (inclusive of the cost of spares)	Full powers	Full powers	----	<p><u>Monetary limits in each case are as under</u></p> <p>1st and 2nd year 10% of prevailing market value of the vehicles</p> <p>3rd and 4th year 15% of prevailing market value of the vehicles.</p> <p>Subsequent years. 25% of prevailing market value of the vehicles.</p>
5.	Operation and maintenance of Vehicles.	Full powers	Full powers	----	<p>(a) Subject to the condition the suppliers/manufacturers warranty period for servicing is availed of before expenditure is incurred.</p> <p>(b) The prescribed norms and procedure should be observed.</p>
6.	Repairs and maintenance of office equipments including Typewriters, copiers, duplicators, calculating machines and other mechanically/electrically operated equipments and furniture.	Full powers	Full powers	----	<p>(a) <u>Monetary limits in each case</u></p> <p>1st year: 15 % of prevailing market value.</p> <p>2nd year: 20 % of prevailing market value.</p> <p>Subsequent : 35% of prevailing market value. Year</p> <p>(b) The prescribed norms and procedure should be observed.</p>

1	4	5	6
7. Stationery stores	Upto Rs.20000 in each case	Upto Rs.5000 in case to meet emergent needs and subject to an annual ceiling of Rs.10,000	Purchase in excess of Rs 25,000 at recommendation of purchase committee.
8. Stores required for working of the University except specialised stores for divisions mentioned in schedule-IV.	Full powers	Upto Rs.5000 in each case	Purchase in excess of Rs 25,000 at recommendations of purchase committee.
9. Post and telegraph charges	Full powers	Full power	-----
10. Telephone and telex charges	Full powers (including sanctioning installation of residential and office telephones).	Full power for rental and call charges	----- The call charges for residential telephones will be within the limit prescribed by Board of Management.
11. Municipal Rates & Taxes	Full powers	Full powers	-----
12. Other standing charges like charges for water supply, Electricity etc.	Full Powers	Full powers	-----
13. Advertisement charges	Full powers	Full powers for advertisement approved by Vice Chancellor	Upto Rs.5000 in each case Subject to guidelines received by University from time to time.

1	2	3	4	5	6
14.	Hiring of furniture and typewriters	-----	Full powers	-----	The hire charge should not exceed Rs. per month in case of a standard size Typewriter and Rs.100 per month in case of portable Type-writer. As per rate approved by the State-Government.
15.	Hiring taxies and other modes of conveyance for official purposes.	Full powers	Full powers Subject to ceiling of Rs.10,000 per annum.	-----	Expenditure in excess of Rs.10,000 require an approval of Vice-chancellor.
16.	Conveyance hire (1)Re-imbusement of conveyance charges to officers and staff.	Full powers	Full powers	-----	Subject to the conditions, rates and limit approved by the Board of Management from time to time.
17.	(i)Freight-Charges	Full powers	Full powers	-----	Freight charges exceeding Rs.1000 in each case will require concurrence of Finance officer.
	(ii)Demurrage charges/warfare charges	Full powers	Full powers	-----	Demurrage charges exceeding Rs.100 require concurrence of Finance officer.
18.	Insurance for Building and Equipments	Full powers	Full powers	-----	
19.	Legal Charges (Fees to Advocates, cost of stamps etc.)	Full powers	Rs.2500 in each case	-----	Subject to the norms and guidelines prescribed by the Board of Management

1	2	3	4	5	6
20. Rent		Full powers (for hiring of a building for office accommodation)	Full powers (for payment of rents of building hired with the approval of Vice- Chancellor	-----	(a) Subject to the guidelines including the rents prescribed by the Board of Management. (b) All cases involving rental of Rs.1 lakh and above per annum will be reported to Board of Management
21. Staff paid from contingencies.		Full powers	Upto three months in each case	Upto three months in each case	Subject to the norms and guidelines prescribed by the University.
22. Supply of Uniforms to Class-IV and Drivers.		-----	Full powers as per prescribed scales	----	As per general instructions issued by the state Government and followed by Board of Management.
23. Miscellaneous Expenditures		Full powers	-----	-----	
(i) Inaugural functions					
(ii) Conference / Seminars / Symposia / work shops / orientation programmes, etc.		Full powers	Rs.500 at each occasion	Rs.5000 at each occasion	Subject to general instructions of Board of Management. Expenditure in excess of Rs.10,000 in each case to be reported to the Board of Management.
(iii) Entertainments expenses at official meetings.		Full powers	Rs.2000 per annum.	Rs.2000 per annum.	Subject to the limits prescribed per head for tea and snacks and dinner, lunch by the Vice Chancellor from time to time.
(a) Tea-and snacks					
(b) Lunch / Dinner (meal)					

SCHEDULE - III
Publication and Distribution Division

Sr. No.	Items of Expenditure	Authority				Remarks
		Vice Chancellor	Registrar	Heads of Divisions		
1	2	3	4	Director (Acad)	Director (S.S.)	7
1.	Purchase of printing paper, title papers, artcard, envelope, packing materials etc.	Full powers (for the requirement estimated for one year.)	Upto Rs.20,000 for repeat order against existing contract for purchase of printing paper only	Upto Rs.20000 for purchase of items other than printing papers	Upto Rs.20000 for purchase of items other than printing papers	Subject to recommendations of purchase committee.
2.	Printing including designing and binding. (a) Empanelment of printers	Full powers for fixing of rates and empanelment	----	Powers for empaneling additional printers at the approved rates	-----	Subject to the recommendations based on evaluation / considerations of tenders from open market by the committee nominated by Vice-Chancellor for the purpose.
	(b) Award of work to empanelled printers.	Full powers	----	Full Powers	----	-----
	(c) Award of printing works to printers not on panel.	Upto Rs.50,000/-	* Upto Rs.5000/- in	Upto Rs.10000 in	-----	* In case of urgent requirements with

1	2	in each case 3	each case 4	each case 5	6	7 the concurrence of Finance officer.
3.	Postage & Registration or any freight charges for material distribution	Full powers	----	Upto Rs.10,000 in each case.	Upto Rs.10,000 in each case.	-----
4.	Payment of Copy-right charges for using printed materials under different modes.	Full powers	----	----	----	Subject to the approval by the Board of Management.
5.	Hiring of outside agency for (i) Packaging (ii) Dispatch & (iii) Transportation	Full powers	----	Upto Rs.20000 in each case		

SCHEDULE - IV
Programme development / Audio / Video

Sr. No.	Items of Expenditure	Authority				Remarks
		Vice-Chancellor	Registrar	Heads of Divisions Director (Acad)	Director (S.S.)	
1	2	3	4	5	6	7
1.	Purchase of stores and equipments for studio facilities.	Full power	—	Upto Rs.20,000 in each case	----	(i) Subject to the recommendation of purchase committee and (ii) The expenditure should not exceed the ceiling approved for each programme.
2.	Hiring of the services and facilities of out side agencies for studio production facility including hiring of equipments like camera etc.	Full power	----	—	—	On the rates approved by the Board of Management.
3.	Conveyance and incidental expenses in connection with production of programme.	Full powers	----	Upto Rs.5000 in each case	—	-----
4.	Fees to resource persons experts and participants for research analysis, script writing, commentary, narration,	Full powers	----	—	—	-----

Direction / Production etc.

1	2	3	4	5	6	7
5.	Programme production by Government departments institutions, other Universities or autonomous organisations.	Full powers	-----	Upto Rs.5000 in each case	---	Within the limits and conditions approved by the Board of Management.
6.	Payment of Copy-right charges for Video/Audio programme.	Full powers	-----	---	---	On the recommendations of the committee set for the purpose.

SCHEDULE - V
Academic Division

Sr. No.	Items of Expenditure	Authority			Remarks
		Vice-Chancellor	Director (Acad)	Director (S.S.)	
1	2	3	4	5	5
1	Purchase of equipments and materials required for teaching and research purposes.	Full powers	Upto Rs.20,000/- in each case.	-----	Subject to the recommendation of the committee constituted for the purpose.
2.	Honorarium/fees to course / lesson writers, script writers and others for preparation of course materials, editors subject experts, etc.	Full powers	Full powers	-----	Subject to the rates and conditions approved by the Board of Management.
3.	Fees for evaluations / assessment.	Full powers	Full powers	-----	- do -
4	Expenditure in connection with examination, including Hiring of taxis, Honorarium to paper setters and to members of staff for invigilation duties.	Full powers	Full powers	-----	- do -
5	Staff paid from contingencies for work pertaining to academic including admission, material distribution and examination		Upto three months in each case		

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SCHEDULE - VI

Library Division

Sr. No.	Items of Expenditure	Vice-Chancellor	Head of Division Director (Acad) / Librarian	Remarks
1	2	3	4	5
1.	Special equipments and furniture and fittings for the library.	Upto Rs.50,000 in each case	Upto Rs.25,000 in each case	(a) Purchases exceeding Rs.25,000 is subject to the recommendations of the Purchase Committee. (b) Also, subject to follow the purchase procedure and availability of funds in sanctioned grants.
2.	Purchase of books and Journals.	Full powers	Upto Rs.25000/- On each occasion	(a) Subject to recommendations of library committee. (b) Purchase of newspapers and periodicals for the use of office and library will require the approval of Vice-Chancellor (c) State Governments priced publications should be obtained from government printing and stationery departments.
3	Purchase of materials for packing, binding, indexing and special registers.	Full powers	Upto Rs.10,000 in each case	-----

Schedule - VII
Computer Division

Sr. No.	Items of Expenditure	Vice Chancellor	Head of Division Directro (Acad)	Remarks
1	2	3	4	5
1	(a) Purchase of computers, printers and other computer Hard ware.	Upto Rs.5 lakhs in each case.	-----	(a) Subject to follow the purchase procedure and the expenditure in excess of Rs.25.000 on recommendations of purchase committee.
	(b) Purchase of Computer stationery peripherals, floppy, Disks, tapes and equipments etc.	Full powers	Upto Rs.10000* in case for urgent requirements	* Subject to annual ceiling of Rs.50.000
	(c) Annual and casuals maintenance of Computers.	Full powers	Full powers	-----
2.	Acquisition of software packages, hiring of agencies for software developments, training of employees and other specified items of works.	Full powers	Upto Rs.25000 in each case.	Expenditure in excess of Rs.25.000 on recommendations of purchase committee.

SCHEDULE - VIII
Advances to University employees.

Sr. No.	Nature of Advances	Authority	Remarks
1	2	3	4
1.	Festival Advance	Registrar	Subject to the monetary limit prescribed by the Government.
2.	Advances for purchase of food grains.	Registrar	- do -
3.	Advances in connection with official tours.	Registrar	As per prescribed rules.
4.	Advances in connection with attendance at conference / seminars etc.	Registrar	- do -
5.	Lump sum advance to provide immediate financial relief to families of University employees, who die while in service.	Registrar	As per prescribed limits.
6.	Advances in connection with leave travels concession.	Registrar	As per Government rules.
7.	Leave salary advance.	Registrar	- do -

SCHEDULE -IX
Signing of Contracts / Documents

Sr. No.	Nature of Power	Authority to whom delegated	Extent of delegation	Remarks
1	2	3	4	5
1	Execution of documents relating to contracts for works supplies, hiring of residential or office accommodation, hiring of premises for the purpose of stocks/stores, maintenance agreement, service contracts with the employees, agreements relating to advances	Registrar	Full powers	Subject to the terms and conditions as as form of documents having been approved by the Board of Management.
2.	Execution of documents relating to sale endorsement, transfer, negotiation etc. of securities, standing in the name of the University.	Finance Officer	Full powers	Subject to the provision of the Act Statutes
3.	Powers to sign contracts/documents, agreement to be entered into and to authenticate records on behalf of the University .	Registrar	Full powers	----
4.	Powers to sign contracts/documents, agreement to be entered into and to authenticate records on behalf of the University.	Drawing & Disbursing Officer	Full powers	----
5.	Countersigning the T.A. bills of members of Board of Management/Academic Planning Board / finance committee and any other committees constituted by these authorities.	Concerned Member Secretary	----	----

SCHEDULE -X
Write off of losses

Sr. No.	Nature of loss	Authority	Monetary limits Upto which the loss may be written off in each case	Remarks
1	2	3	4	5
1	Irrecoverable loss of stores, tools & plants, book-stocks University money etc.	Vice-Chancellor	Upto Rs. 100,000 Upto Rs.2,000	Provided that the loss is not due to theft, fraud, embezzlement or serious negligence. In other cases
		Finance Officer	Upto Rs. 5,000 Upto Rs. 1,000	
2.	Write off irrecoverable items of University revenue	Vice-Chancellor Registrar	Upto Rs.5,000 Upto Rs.2,000	Provided that sanctioning authority is satisfied and irrecoverable amount is certified.
3.	Condemnation and write off unserviceable articles including vehicles,tools equipments which have outlived their utility.	Vice-Chancellor	Full powers	(a) Subject to the guidelines and procedure prescribed for condemnation and write of articles. (b) Un-serviceable articles should be disposed off by public auction in the presence of an officer authorised by competent authority and after fixing the upset price in accordance with principles prescribed by the University.
		Registrar	Upto Rs.5,000/-	
		Finance Officer	Upto Rs. 5,000/-	

Schedule - XI
Other miscellaneous Financial Powers

Sr. No.	Nature of power	Authority	Remarks
1.	Counter-signing authority for the purpose of establishment contingencies ,T.A. etc.	Finance Officer	The authority specified can re-delegate powers to the Registrar or the Officer as may be declared by the statute to be officers of the University
2.	Drawing & Disbursing authority for the purpose of pay & allowance etc.	Finance officer	The authority specified is empowered to re-delegate power to any other officer not below the rank of Assistant Finance officer / Assistant Registrar
3.	To sanction permanent advances.	Finance officer	<p>a) The amount of permanent advances should not exceed the monthly average petty expenditure to be defrayed out of the advances.</p> <p>b) When advance exceeds the monthly average of the expenditure, the approval from the authority requires to be obtained.</p>

**30. Ordinance* on
Procedure for Recording of Annual Confidential Reports
of the Non-Teaching Staff of the University.
[Under Section 22(q) of the Act]**

1. The Term Annual Confidential Report (ACR) would relate to the performance appraisal of the non-academic staff i.e. the administrative, technical and professional staff of the University.
2. It will be the duty of the Registrar of the University to supply to every member of the staff concerned, a blank copy of the ACR between 15th and 31st March of the year for which the ACR is to be recorded.
3. The ACRs will be recorded for each financial year beginning from 1st April and ending on 31st March of the next year.
4. The format of the ACR will have four parts. In the first part information will be recorded by the staff member concerned himself. He will take every care to provide the relevant information as full and complete as possible. If necessary additional information under any item or column can be given by attaching additional sheets of information.
5. The employee will return the ACR form duly completed with the information to be recorded by him, to the Registrar by 20th April of that year.
6. The Registrar will immediately arrange to forward the ACRs to the Reporting Officers concerned for recording their observations in Part III of the ACR. It will be the responsibility of every Reporting Officer to record his observations in respect of all the members of staff for whom he is the Reporting Officer, before 30th April of that year and directly pass on these ACRs to the Reviewing Officers concerned.
7. The Reviewing Officers should carefully assess the work carried out by the employee and as recorded in Part-I of the ACR, and also examine the observations made by the Reporting Officer on the work and conduct of the staff member concerned. He will then record his own observations in regard to the work and conduct of the staff member concerned and return the ACRs to the Registrar before 15th May of that year.
8. It shall be the responsibility of the Registrar to keep a complete record of the ACRs and their movements, and to ensure their safe custody. The VC may, if he so deems fit, assign this or any part of this responsibility to any other employee of the University.
9. No ACRs shall be reported unless the official concerned has worked under the Reporting Officer for a period of at least three months in a year. (not continuous)
10. It shall be the responsibility of every employee to fill in the correct and true information in the ACRs.
11. It shall be the responsibility of the Reporting Officer/Reviewing Officer to record his observations on the work and conduct of the employee without any bias, prejudice, or caste, community or religious considerations.
12. If any employee fails to compile the necessary information in his ACR and return it to the Registrar in time, the Registrar shall provide another copy to the ACR sans the information to be compiled by the employee to the Reporting Officer for recording his observations. The Registrar shall, however, clearly mention in the ACR form the fact that the employee failed to return the format to him in time.
13. The Formats to be used for Non-Teaching Staff are given vide Schedules I, II and III of this Ordinance.
14. The details procedure for recording and reviewing of the ACR shall be prescribed by Regulations.

15 The table below indicates the Reporting and the Reviewing Officers in respect of the employees of the University.

Non-teaching Staff

Sr No.	Staff Member Reported Upon	Reporting Officer	Reviewing Officer
1.	Registrar / Finance Officer	Vice Chancellor	Vice Chancellor
2.	Deputy Registrar	Registrar	Vice Chancellor
3.	Asst. Registrar	Registrar / Director	Vice Chancellor
4.	Group-B-Staff	Dy. Registrar / Asst. Registrar / Dy. Director	Registrar/Director
5.	Group-C-Staff	Asst. Registrar	Dy. Registrar / Registrar
6.	Group-D-Staff	Section Officer / Registrar	Dy. Registrar / Registrar
7.	Personal Staff attached to the Senior Officers (Secretaries, A.R. PAs, Clerical Staff, Drivers, Attendants etc.)	Officer to whom attached	Vice Chancellor

Note : The Vice-Chancellor may, if need be, designate or make changes in the Reporting and/or Reviewing Officers in respect of any categories of Staff and his decision will be final.

* Approved by Board of Management at its 7th Meeting held on 8-1-99 vide : Resolution No. 7.9

Ordinance^{*} on

Constitution of Council of Schools of Studies and its Powers and Functions

(Under Section 15(iv) read with Statutes : 17)

1. Every Schools of Studies, hereinafter called "School", shall have a Council, which shall comprise the following :
 - (i) Director of the School, nominated by the Vice Chancellor.
 - (ii) All Professors of the Disciplines assigned to the Schools of Studies, as may be determined by the Academic Planning Board, from time to time.
 - (iii) Atleast two Readers/Lecturers assigned to the School, nominated by the Vice Chancellor.
 - (iv) Not more than two Professors/Readers/Lecturers from disciplines not assigned to the School, nominated by the Vice Chancellor.
 - (v) Not more than three persons, who are not the employees of the University, co-opted by the Council for their specialised knowledge in any discipline assigned to the School or in any allied branch of knowledge.

- 2 All members of the Council, other than the ex-officio members, shall hold office for a term of three years. The term of members will commence from such date as may be notified.

- 3 Council of school shall have the powers to perform the following functions.
 - (i) To organise developmental and research work in the School,
 - (ii) To approve the course structure of the academic programmes of the School, in accordance with the directions of the Academic Planning Board, in pursuance of Statute : 11(powers of Academic Planning Board) on the recommendations of the Programme Advisory Committee(s) constituted by it,
 - (iii) To approve the syllabus in accordance with the course structure on the advice of Programme Advisory Committee(s),
 - (iv) To recommend to the Vice Chancellor names of course writers; examiners and moderators for different courses on the proposal of the Director of the School prepared in consultation with the Professors of the disciplines assigned to the School,

- (v) To formulate proposals for orientation programmes for course writers in collaboration with other Schools,
 - (vi) To formulate proposals for orientation programmes for tutors and counselors.
 - (vii) To prepare general instructions for counseling to students for different programmes,
 - (viii) To review methodologies adopted for preparation of educational materials for the courses in the disciplines assigned to the School, to evaluate the educational materials, and to make suitable recommendations to Academic Planning Board,
 - (ix) To review, from time to time, the programmes/courses already in use with the assistance of outside experts, if necessary, and to make such changes in the courses, as may be required,
 - (x) To review the facilities of the Study Centres and arrangements for Practicals/Laboratory/Field work periodically, as may be determined by the School,
 - (xi) To perform all other functions, which may be prescribed by the Act, the Statutes, the Ordinances and to consider all such matters, as may be referred to it by the Board of Management, the Academic Planning Board or the Vice Chancellor, and
 - (xii) To delegate to the Director of the School or to any other member of the Council or to a Committee such general or specific powers, as may be decided upon by the School, from time to time.
- 4 The Council shall meet, as and when necessary, but shall meet at least twice a year. One-third of the total membership of the Council shall form a quorum for a meeting of the School.

***Approved by the Board of Management at its 9th meeting held on 28.9.99 vide Resolution No.9.6.**