

**KRISHNA KANTA HANDIQUE STATE
OPEN UNIVERSITY
GUWAHATI**



ORDINANCES

(Under Section 23 of the Act)

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Whereas it is expedient to provide for the ordinances on matters related to implementation of various programmes of study including day to day activities of the university the honourable Governor of Assam and Chancellor of the University in accordance with the powers conferred on him by Section 23(2) of the Act is pleased to make hereby the following First ordinances, communicated vide Memo No. GSA.29/2008/114 dtd 20.2.2009.

*These ordinances shall come into force with immediate effect.
The ordinances shall be numbered and called as detailed hereunder :*

Ordinance No. 1

Ordinance on Eligibility for Admission of Learners to Different Programmes of Study (Under Section 23(1)(a) of the Act)

Admission to the University under open and Distance Learning Scheme shall be open to the residents of Assam or any other state irrespective of sex, race, caste, creed or class. Admission to various programmes, wider access to higher education to persons of all ages to develop education as a life long activity so that the individual can refresh his/her knowledge in an existing discipline or to acquire knowledge in new areas. The education shall be based on the supply of reading materials for home study by the learner supported and supplemented by contact programmes in study centres, assignments/response sheets, library facilities, audio/TV programmes and audio-visual aids etc.

The eligibility for admission to various programmes of study shall be as follows:

1. Preparatory Programme :

Any one having completed 18 years of age on the day of admission shall be eligible for being enrolled as a learner of Preparatory Programme. He/She shall produce a certificate in support of date of birth. No minimum qualifications are required for admission to this programme.

2. 1st Year B.A./B.Com./BBA/BMC :

Any one having completed any of the following courses/examination shall be eligible for being enrolled in the 1st year of B.A./B.Com./BBA/BMC.

i) Any one who has duly enrolled and successfully completed/passed the relevant Preparatory Programme of KKHSOU or any Open University established by an Act of Parliament/State Legislature.

OR

ii) Any one who has passed the 10+2 examination conducted by Assam Higher Secondary Education Council or similar Board/Council of any other state,

OR

- iii) Any one who has passed the terminal 11th Yr. Pre-University/Pre-Degree examination of any University/Board.

3. 1st Year B. Sc./BCA :

- i) Any one who has passed the 10+2 examination in Arts/Commerce and successfully completed and passed the Relevant Preparatory Programme or BPP of KKHSOU shall be eligible for being enrolled in the 1st year B.Sc./BCA Programme.

OR

- ii) Any one who has passed the 10+2 (Science) examination conducted by Assam Higher Secondary Education Council or similar Board/Council of any other State

OR

- iii) Any one who has passed Pre-University/Pre-Degree (Science) or Terminal 11th examination conducted by the Universities and Board of Secondary Education, Assam respectively or similar other Universities or Boards of any other state.

4. Certificate and Diploma Courses :

- i) Any individual who has completed 18 years of age and can read and write is eligible to undergo certificate course(s)
- ii) Any one who has passed the relevant Preparatory Programme of KKHSOU or any other Central/State Open University or passed 10+2 or its equivalent examination of any recognized University/Board is eligible to be enrolled in Diploma programme.

5. In-Service Teachers Training Programme :

- i) A teacher serving in Govt./Provincialised/ Govt. aided Primary and Secondary schools and completed at least 5 years of service will be held eligible for admission,. However, such applications for admission must be forwarded through the Head of the institution.

6. Bachelor of Education (B.Ed.) :

- i) Any individual who has a bachelor's degree in Arts/Science/Commerce of any statutory University will be held eligible for admission,

OR

- ii) One who is a full time teacher in Govt./Provincialised/ Govt. aided Primary/Secondary/Higher Secondary schools or Jr. College/College recognized by Govt. will be held eligible for admission. However, he/she shall have to obtain prior permission from the Head of the institution where he/she is working mentioning that he/she shall continue to be teacher even after completion of the programme.

7. Post-Graduate Diploma :

Any graduate will be held eligible for admission into Post-graduate Diploma programmes in subjects/areas having relevance with subjects of his/her graduate programme.

8. Post-Graduate Programmes :

M.A.

A bachelor's degree in the relevant subject of any recognized university, deemed to be university or any other examination recognized by the University as equivalent thereto.

M. Com.

A bachelor's degree in Commerce of any recognized university, deemed to be university or any examination recognized by the university as equivalent thereto.

M. Sc.

A bachelor's degree in Science of any recognized University, deemed to be University or any examination recognized by the University as equivalent thereto.

9. M. Phil. Programme :

A Master's degree in any subject with at least Second class of any recognized University, deemed to be University or any examination recognized by the University as equivalent thereto.

10. Ph. D. Programme :

A candidate who wishes to get admitted to Ph. D. programme must have

i) An M. Phil. Degree in any discipline of any University, deemed to be University, or any institution recognized by the University Grants Commission.

OR

ii) A master's degree with second class or equivalent grade of any University, deemed to be University

Persons without the qualifications mentioned above but having substantial work achievement in a related field may be admitted to this programme after each individual case is considered by the Research Council and approved by the appropriate authority. Such a category may include teachers, educational administrators, writers, independent researchers, journalists, persons working in media, social workers etc.

General :

No individual shall be allowed to register for two degree programmes of this University at the same time.

Ordinance No. 2

Ordinance on Evaluation of Learners' Performance and Conduct of Examination (Under Section 23(1)(b) of the Act)

A. EVALUATION

1. Evaluation of Learners 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 Learners 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 learner 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 Learners the successful completion of which, and the levels of performance in their execution shall be taken into account in the overall assessment of Learners 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 Learners 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 Council.
- 2) A Learner 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/counselors 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 June and December every year. Learners 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/Marking**

- 1) a) The levels of Learner performance, both in continuous evaluation as well as at term-end examinations, in respect of all degree/diploma/certificate programmes and BPP will be indicated in marks/letter grades.
 - b) For the successful completion of a course and to qualify for the relevant degree/diploma/certificate as in (a) above, Learner has to obtain an overall average of grade/marks in the relevant course, as may be prescribed by the Academic Council provided that he/she does not obtain a grade/marks lower than that prescribed either in continuous evaluation or in term-end examination. The marks statement/grade cards may reflect both marks as well as their equivalent letter grade as specified at sub-clause(a) above.
 - c) The mechanics of evaluation of assignments and answer scripts of the term-end examinations for the programmes shall be laid down in the form of guidelines for evaluators with the approval of the Academic Council from time to time.
- 2) In respect of components other than continuous evaluation and term-end 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 Council on the recommendation of the concerned academic unit.

B. CONDUCT OF EXAMINATION

6. **Appointment of Paper-setters/Moderators/Examiners**

The concerned school of study/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 council to the Vice-Chancellor who shall appoint the paper-setters, moderators and examiners from such panels for a period not exceeding three years. Provided that only those persons who have at least five years of teaching/academic experience at College/University level shall be eligible for inclusion in the panel.

7. Procedure of Conduct

- 1) The term-end examinations shall be conducted once or twice a year depending on nature of the course/programme on such dates in the months of July and December 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 Examination 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 at least 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 Council/Board of Management 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 Council from time to time.

C. LEARNERS DISCIPLINE IN RELATION TO UNIVERSITY EXAMINATIONS

1. Disciplinary control of an Examination Centre

- a) During an examination the candidates shall be under the disciplinary control of the Superintendent of the centre who shall issue the necessary instructions. If a candidate disobeys instructions or misbehaves with any members of the supervisory staff or with any of the invigilators at the centre, he may be expelled from the examination for that session.
- b) The Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee. The Committee will make recommendations for disciplinary actions as it may deem fit to the Vice-Chancellor as provided under Clause 8.

2. Everyday, before an examination begins, the Invigilators shall call upon all the candidates to hand over all papers, books, notes or other reference material

which they are not allowed to have in their possession or accessible to them in the examination hall. They are also to see that each candidate carries his/her Identity Card.

3. Use of Unfair means

A candidate shall not use unfair means in connection with any examination.

4. The following shall be deemed to be unfair means :

- a) Talking/communicating to another candidate or any person inside or outside the examination hall by any mode of communication during the examination hours without the permission of a member of the supervisory staff.
- b) Leaving the examination hall without delivering the answer book and or continuation sheet, if any, to the Superintendent or Supervisors concerned, and taking away, tearing off or otherwise disposing off the same or any part thereof.
- 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-book.
- 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 in answering any part of the question paper.
- h) 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.
- i) 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.
- 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 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 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.
 - 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 class work 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 in-charge 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.

- 6. a) The Superintendent of the examination centre shall report to the Controller of Examinations 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 University 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 Controller of Examinations 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 of clause 4 shall be reported immediately to the Controller of Examinations 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 and if he 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 as may be decided by the committee.
- 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.

Ordinance No. 3

Ordinance on Fees payable by Students

(Under Section 23(1)(a) of the Act)

1. **Fees payable**
Learners 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 Council 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 learners as may be notified from time to time.
4. **Refund of fees**
Programme fee once paid shall not be refunded. However, in genuine cases the Vice-Chancellor may consider if a part of the fee can be refunded.

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

Ordinance No. 4

Ordinance on Degree, Diplomas and Certificates

(Under Section 23(1)(a) of the Act)

The University may award the following degrees, diplomas and certificates to the learners who have successfully completed the prescribed programme of study in each case in accordance with the requirements laid down by the Academic Council from time to time.

1. Bachelor of Arts
2. Bachelor of Commerce
3. Bachelor of Mass Communication
4. Bachelor of Business Administration
5. Bachelor of Computer Application
6. Bachelor Programmes in other professional subjects
7. Master Programmes including Professional subjects
8. Diploma Courses
 - Diploma in Disaster Management
 - Diploma in Office Management
 - Diploma in Creative Writing
 - Diploma in Women Empowerment and Development
 - Diploma in Food Processing
 - Diploma in Fruit Processing
 - Diploma in Horticulture
 - Diploma in Sericulture
 - Diploma in Pisciculture
 - Diploma in Nursery Management
 - Diploma in Floriculture and Landscape Gardening
 - Diploma in Printing Technology and Graphic Arts
 - Diploma in Interior Decoration and Design
 - Diploma in Electrical and Domestic Appliances Maintenance
 - Diploma in Electronic Equipment Maintenance
 - Diploma in Nutrition and Health Education
 - Diploma in Audio-Visual Production
 - Diploma in Photography
 - Diploma in Journalism and Mass Communication
 - Diploma in Tourism and Hospitality Management
 - Diploma in Computer Hardware and Networking
 - Diploma in Computer Application
 - Advanced Diploma in Computer Application (2 years)
 - Diploma in Computerised Financial Accounting

- ▲ PG Diploma in Media Management
- ▲ PG Diploma in Film Appreciation
- ▲ PG Diploma in Human Resource Management
- ▲ PG Diploma in Marketing Management
- ▲ PG Diploma in Financial Management
- ▲ PG Diploma in Banking and Financial Management
- ▲ PG Diploma in Business Management
- ▲ PG Diploma in Broadcast Journalism
- ▲ PG Diploma in Advertising and Public Relation
- ▲ PG Diploma in Marketing and Advertising
- ◆ Certificate in Mobile repairing
- ◆ Certificate in TV and VCD repairing
- ◆ Certificate in Radio and Tape repairing
- ◆ Certificate in Refrigeration and Air conditioning
- ◆ Certificate in Motor rewinding
- ◆ Certificate in Nutrition and Child Care
- ◆ Certificate in New Born and infant care
- ◆ Certificate in Interior Decorations
- ◆ Certificate in Fruit Processing
- ◆ Certificate in piggery farming
- ◆ Certificate in Broiler farming
- ◆ Certificate in layer farming
- ◆ Certificate in Hatchery Management
- ◆ Certificate in Mushroom production
- ◆ Certificate in Plumbing
- ◆ Certificate in Welding
- ◆ Certificate in Tailoring
- ◆ Certificate in Masonry
- ◆ Certificate in Carpentering
- ◆ Certificate in Advanced Carpentering
- ◆ Certificate in Computer aided design
- ◆ Certificate in Domestic Wireman
- ◆ Certificate in Broadcast Journalism
- ◆ Certificate in Food and Nutrition
- ◆ Certificate in Laboratory Techniques
- ◆ Certificate in Disaster Management
- ◆ Certificate in Maternal and Child Care
- ◆ Certificate in Nutrition and Health Care
- ◆ Certificate in Computer Application
- ◆ Certificate in Travel and Tourism
- ◆ Certificate in Shorthand and Computer Operations
- ◆ Certificate in Office Computing and Desk Top Publishing (DTP)
- ◆ Certificate in processing techniques of Fruits and Vegetables

- ◆ Certificate in Nursery Management for Commercial Horticulture
- ◆ Certificate in Scientific Methods of Tea-cultivation in Small Scale
- ◆ Certificate in IPM in small Tea Plantation
- ◆ Certificate in Commercial Seed Production Techniques
- ◆ Certificate in Commercial Silkworm Seed production for quality Cocoon
- ◆ Certificate in Commercial Silkworm Cocoon production
- ◆ Certificate in Management of Major Diseases of field crops.
- ◆ Certificate in Management of Major Diseases of horticultural crops.
- ◆ Certificate in Commercial apiculture techniques
- ◆ Certificate in Organic farming and fertilizer Management
- ◆ Certificate in Vermiculture techniques
- ◆ Certificate in Empowerment of rural women in Health and Economy.
- ◆ Certificate in Textile Designing
- ◆ Certificate in Dyeing and Printing
- ◆ Certificate in Interior Decoration
- ◆ Certificate in Home Management
- ◆ Certificate in Early Childhood care and Management
- ◆ Certificate in Management of early Childhood Education
- ◆ Certificate in Preservation of Fruits and Vegetables
- ◆ Certificate in Food Processing
- ◆ Certificate in Therapeutic Nutrition
- ◆ Certificate in Childcare and Nutrition

The University may award new degrees/diplomas/certificates to those mentioned above or delete any of them with the approval of Board of Management on the recommendations of the Academic Council from time to time.

Ordinance No. 5

Ordinance on Recognition of Examinations/Degrees

(Under Section 23(1)(a) of the Act)

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

Vice-Chancellor	--	Chairman
Dean (Academic)	--	Member (Ex-officio)
Two Director's of School of Studies (nominated for a period of three years, by the Vice-Chancellor)	--	Members (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.

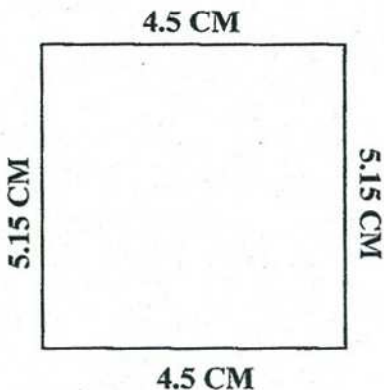
3. In special cases, the Vice-Chancellor may, if he is satisfied grant equivalence/recongnition to any examination/qualification of other Universities/Institutions and the action taken shall be reported to the Committee.

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 Council.

Ordinance No. 6

Ordinance on the Motto and Emblem of the University (Under Section 23(1)(d) of the Act)

1. The motto of the University will be **Education Beyond Barriers**, and the Sanskrit Version of which will be **मुक्ता वै या विद्या**.
2. The motto **Education Beyond Barriers** signifies the transcendence of knowledge and education beyond the barriers of culture, religion, caste, creed, geographical location, as well as the barriers of conventional education system i.e. confined class room teaching, upper age and pre-requisite qualification.



3. The emblem of the University will be round in shape and shows the name of the University. The motto of the University in English, **Education Beyond Barriers**, will be written inside upper half of the globe and the Sanskrit version **मुक्ता वै या विद्या** horizontally on the top of the manuscripts as shown in the emblem.
The base of the 'Sarai' will be extended downward where the year of establishment will be written. At the top of the middle part three human figures are shown with an open book encircled with sparkle of light. In the lower part of the emblem manuscripts are shown on a traditional Assamese *Sarai* with a *gamocho* to indicate the thought and values of education.
4. The symbol and logo taken together are intended to highlight the global quest for knowledge through one's own efforts. The three unequal human figures with an open book symbolises the desire for education beyond barriers of age

and gender, the encircled radiating light symbolises the spread of education and knowledge. The manuscripts on the traditional Assamese 'Sarai' and 'Gamocha' are the results (products) of education.

5. The emblem with the motto will be printed in mono colour. The mono colour can be black with white background or white with black background. If any colour other than black needed to be used then it should be maroon.
6. The emblem and the logo will be printed in the title page of all publications of the University as well as on all printed literatures, letterheads etc.

Ordinance No. 7

Ordinance on Appointment on Contract Basis or Fixed Tenure Contract Basis

(Under Section 23(1)(d) of the Act)

1. **Appointment on Contract basis :** Appointments on all categories of staff; namely Academic, Professional or Technical and Administrative shall be made on contract basis.
2. **Tenure of Appointments :** The tenure of appointment on contract basis shall generally be five years or as may be decided by the Board of Management/Vice-Chancellor.
3. **Terms and Conditions of Appointments :**
 - i) The following persons shall be eligible for appointment on contract basis--
 - a) Persons who have the qualifications for appointment as lecturer in any College or University.
 - b) Persons who are un-employed or self-employed but having requisite qualifications as per requirements for relevant posts.
 - c) Persons in employment with institutions/organizations/Govt. Depts/ Public Sector undertakings.
 - d) Persons who may have retired from educational institutions, State/ Central Govt. Depts or Public Sector undertakings.
 - ii) All appointments on contract basis shall be for a specified durations as may be decided by the Board of Management in each case. The appointments will automatically terminate at the end of the duration. The University may however decide, on the basis of needs and service performance, further appointments for one or more terms of similar durations.
 - iii) The terms and conditions of all appointments will be specified in the letter of appointment and the same will be required to be accepted in writing by the appointee before joining the University.
 - iv) No person who has completed 65 years of age will be appointed on contract basis or continued as such.

- v) Persons in employment with institutions/organisations/Govt. Departments may be appointed on deputation basis.
- vi) Every person appointed on contract basis shall perform such duties and functions or attend to such assignments as may be prescribed by the Vice-Chancellor or competent authority.
- vii) Persons appointed on contract basis shall sign an agreement with the university in the prescribed proforma, and shall be bound by the terms and conditions mentioned therein.
- viii) Persons appointed on contract basis shall be paid a total consolidated salary to be fixed by the Board of Management in each case on the basis of level of posts. He/She shall not be eligible to claim any other allowances. Such consolidated salary shall not exceed the sum of pay and allowances admissible to a person holding an analogous post and drawing a basic pay at the maximum of the scale of pay.
- ix) Persons appointed on contract basis for a period of less than one year shall not be admitted to the Contributory Provident Fund. Those appointed for a period of more than one year can be admitted to the Contributory Provident Fund from the date of their joining, subject to the condition that if the person ceases to be in the employment of the university after a period less than one year, he/she will not be eligible to claim the employer's contribution.
- x) No pension benefit on retirement or on death would be admissible to the persons appointed on contract basis.
- xi) The contract appointment can be terminated by either party without assigning any reason by giving one month's notice in writing, or by payment of an amount equal to one month's consolidated salary drawn by him/her in lieu of the notice.

6. Procedure for appointment :

The procedure to be followed for selection and appointment shall be as laid down in relevant ordinance. However, the Vice-Chancellor shall have the power to make short-term appointments for a period not exceeding one year of such persons as may be considered necessary for the functioning of the University. In such cases the prescribed procedure of selection shall not be necessary.

FORM OF AGREEMENT FOR APPOINTMENT ON
CONTRACT BASIS

Memorandum of Agreement made this _____ day of _____ Two Thousand and _____ between Dr./Shri/Smt _____ (hereinafter called the employee) of the first part and the Krishna Kanta Handique State Open University being the body corporate constituted under Assam Act. No. 332 dated 29.9.05.

1. That the University hereby appoints Dr./Shri/Smt. _____ to be a member of its staff on contract basis with effect from the date the said _____ takes charge of the duties of his/her office and the said _____ hereby accepts the appointment and undertakes to take such part in such activities and perform such functions and duties in the University as may be assigned to him/her by the Vice-Chancellor of the University and as may be required by and in accordance with the Act, Statutes and Ordinances for the time being in force of the University.

2. The designation of the employee will be _____

3. The period of contract appointment of the employee shall be _____ months/years. The University may extend the fixed tenure contract for any further period subject to satisfactory service and need of the University.

4. The employee shall be paid a consolidated salary of Rs. _____ per month and he/she shall not be eligible to claim any other allowances (like Dearness Allowances, HRA, CCA, etc.) as part of their monthly salary.

5. The employee shall not be eligible for any joining time or transfer TA or any other TA for joining the contract appointment. Similarly he/she shall not be eligible for any transfer traveling or other allowances or reimbursement of expenditure on packing, transportation of luggage, etc. on completion of the contract appointment.

6. The employee shall, however, be eligible for TA and DA for journeys on duty performed during the period of contract appointment. The rate of TA/DA admissible to him/her will be as decided by the Board of Management of the University.

7. The employee shall be eligible for Leave Travel Concession medical reimbursement.

8. The employee shall be eligible for casual leave as admissible to the employee of the Govt. of Assam. However in the first year of his/her appointment, casual leave will be restricted to one day for each completed month.

9. The employee shall be eligible for Earned Leave of 30 days per annum or two and a half days per month.

10. The employee shall be eligible for encashment of unutilized earned leave at the end of the contract period.

11. The employee shall be eligible for Half pay leave/commuted leave on production of medical certificate, as admissible to the employees of the Govt. of Assam.

12. The employee shall not be eligible for any Extra Ordinary Leave during the first one year of the service. However Extra Ordinary Leave upto 30 days can be sanctioned to him/her on completion of one year of service in the University. He/She can avail Extra Ordinary Leave in addition to the earned leave, if any, to which he/she is entitled.

13. The employee shall be admitted to the Contributory Provident Fund. The employee appointed for a period of one year or more can however be admitted to the CPF from the date of their joining, subject to the condition that if a person ceases to be in the employment of the university after a period less than one year, he/she will not be eligible to claim the employer's contribution. For the purposes of the CPF the basic salary will be taken into consideration.

14. The employee shall not be eligible for any pension.

15. The Contract appointment can be terminated by either party without assigning any reason, by giving one month's notice in writing, or by payment of an amount equal to one month's consolidated salary drawn by him/her in lieu of the notice.

16. On termination of this agreement for whatever cause or reason, the employee shall deliver up to the University all books, apparatus, records and such other articles belonging to the university as may be due from his/her.

In witness hereof both the parties have appended hereunder their signatures in full.

Signature of the Registrar
for and on behalf of the
University

Signature of the Employee

Witnesses

1.

2.

Ordinance No. 8

(Under Section 23(1) (d) of the Act)

Ordinance on Recruitment, Service Condition, Workload and Leave Rules for Professors, Readers, Regional Directors, Lecturers, Assistant Regional Directors and other officers of the University

No person shall be appointed in any of the posts mentioned below without fulfilling the requirements mentioned against each such posts.

1. Professor, Dean (Academic), Dean (Study Centres), Director (Multimedia Course material) Director (Computer).

Essential : An eminent scholar with published work of high quality, actively engaged in research, with ten (10) years of experience in Post-graduate teaching and/or experience in research at the 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.

Desirable :

- i) A degree/diploma in distance education
- ii) Experience of working in open University/Distance education system in programme production and programme delivery.
- iii) Working knowledge of Computer.

2. Reader, Regional Director :

Essential :

- i) Good academic record with a doctoral degree or equivalent published work. In addition to these, candidates who join from outside the University system, shall possess 55% of marks on an equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E & F at the Master's degree level.
- ii) Five years of experience of teaching and/or research excluding the period spent for obtaining the Research degrees and has made some mark in the areas of scholarship as evidenced by quality of publications, contributions to educational innovations, design of new courses and curricula.

- Desirable :**
- i) A degree/diploma in distance education.
 - ii) Experience of working in Open University/Distance Education System
 - iii) Working Knowledge of Computer.

3. Lecturer, Assistant Regional Director :

- Essential :**
- i) Consistently good academic records with at least 55% of the marks, or an equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E & F at the Masters degree level in the relevant subject from an Indian University or an equivalent degree from a foreign University.
 - ii) Besides fulfilling the above qualifications candidates should have cleared the NET for lecturers conducted by UGC, CSIR or similar test accredited by the UGC.

- Desirable :**
- i) A degree/diploma in Distance Education.
 - ii) Experience of working in Open University/Distance Education System
 - iii) Working knowledge of Computer.

Provided that relaxation to requirement of NET, marks at master's level or any other requirement shall be as per UGC guidelines circulated for the purpose from time to time.

4. Registrar and Equivalent Posts :

- i) A Master's degree with at least 55% of the marks or its equivalent grade of B in the seven point scale.
- ii) At least 15 year of experience as lecturer (senior scale), lecturer with 8 years in Reader's Grade along with experience in educational administration.

OR

- iii) Comparable experience in a research established establishment and/or other institutions of higher education.

OR

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

5. Deputy Registrar and Equivalent Posts :

- i) A master's degree with at least 55% of the marks or its equivalent grade of B in the seven point scale.
- ii) Five years of experience as a Lecturer in a College or a University with experience in educational administration.

OR

Comparable experience in research establishment and/or other institutions of higher education.

OR

Five years of administrative experience as Assistant Registrar or in an equivalent post.

6. Assistant Registrar and Equivalent Posts :

- i) Good academic record plus Master's degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale.

7. Assistant Librarian :

- i) Master's degree in Library Science/Information Science/Documentation or an equivalent professional degree with at least 55% marks or its equivalent grade of B in the seven point scale with consistently good academic record.
- ii) Qualified in the NET conducted for the purpose by the UGC or by any other agency approved by the UGC.
- iii) Experience in computerization of Library will be a desirable qualification.

Notes :

- i) A relaxation of 5% may be given from 55% to 50% for the marks at the Master degree level for the SC/ST candidates.
- ii) A relaxation of 5% may be given from 55% to 50% for the marks at the Master's level to the Ph.D. degree holders who have passed their Master's degree prior to 19th September 1991.
- iii) B in the 7 point scale of letter grade shall be regarded as equivalent to 55% marks.
- iv) The minimum requirement of 55% marks at the Master's level shall not be insisted upon for the existing incumbents of Professors, Readers, Lecturers, Registrar, Deputy Registrar, Librarian, Deputy Librarians, Directors of Physical Education, Deputy Directors of Physical Education, and other persons in equivalent posts who are already in the University system. However, these marks shall be insisted upon for those entering the system from outside and those at the entry point of Lecturers, Assistant Registrar, Assistant Librarians, Assistant Directors of Physical Education and other equivalent posts.
- v) A relaxation of the minimum marks at the PG level from 55% to 50% for appointment as Lecturer may be provided to the candidates who have cleared the JRF examination conducted by UGC/CSIR only prior to 1989 when the minimum marks required to appear for the JRF examination were 50%.
- vi) The Ph.D. degree will be a compulsory requirements for the designation of Reader. However, for other categories like those of Registrar, Librarian, Director of Physical Education and the equivalent posts, the

- Ph. D. degree shall be desirable and not an essential qualification.
- vii) The University system includes the Universities and the constituent affiliated Colleges and accredited Study Centres.
 - viii) Any matter not covered by the Ordinance will be decided upon by the Board of Management as and when called for.

8. Career Advancement :

- i) Minimum length of service for eligibility to move into the grade of Lecturer (Senior Scale) would be four years for those with Ph. D., five years for those with M. Phil. And six years for others at the level of lecturer, and for eligibility to move into the Grade of Lecturer (Selection Grade/Reader), the minimum length of service as Lecturer (Senior Scale) shall be uniformly five years.
- ii) For movement into grades of Reader and above, the minimum eligibility criterion would be Ph. D. Those without Ph. D. can go up to the level of Lecturer (Selection Grade).
- iii) A Reader with a minimum of eight years of service in that grade will be eligible to be considered for appointment as a Professor.
- iv) The Selection Committees for Career Advancement shall be the same as those for Direct Recruitment for each category.

Lecturer (Senior Scale) :

A Lecturer will be eligible for placement in a senior scale through a procedure of selection, if she/he has

- i) Completed 6 years of service after regular appointment with relaxation of one year and two years respectively for those with M. Phil or Ph. D.
- ii) Participated in one orientation course and one refresher course of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission. (Those with Ph.D. degree would be exempted from one refresher course).
- iii) Consistently satisfactory performance appraisal reports.

Lecturer (Selection Grade) :

Lecturer in the Senior Scale who do not have a Ph. D. degree or equivalent published work, and who do not meet the scholarship and research standards, but fulfill the other criteria given above for the post of Reader, and have a good record in teaching and, preferably, have contributed in various ways such as to the corporate life of the institution, examination work, or through extension activities, will be placed in the Selection Grade. Subject to the recommendations of the Selection Committee which is the same as for promotion to the post of Reader.

They will be designated as Lecturers in the Selection Grade. They could offer themselves for fresh assessment after obtaining Ph. D. and/or fulfilling other requirements for promotions as Reader and, if found suitable, could be given the designation of Reader.

Reader (Promotion) :

1. A Lecturer in the Senior Scale will be eligible for promotion to the post of Reader if she/he has
 - i) Completed 5 years of service in the Senior Scale.
 - ii) Obtained a Ph. D. degree or has equivalent published work.
 - iii) Made some mark in the areas of scholarship and research as evidence e.g. by self-assessment, reports, quality of publications, contribution to educational innovation, design of new courses and curricula, and extension activities.
 - iv) After placement in the senior scale, participated in two refresher courses/summer institutes of approved duration, or engaged in other appropriate continuing education programmes of comparable quality as may be specified or approved by the University Grants Commission, and
 - v) Possesses consistently good performance appraisal reports.
2. Promotion to the post of Reader will be through a process of selection by a Selection Committee, which is the same as for direct recruitment of Reader.

Professor (Promotion) :

In addition to the sanctioned positions of Professors, which are filled in through direct recruitment, promotions may be made from the post of Reader to that of Professor after 8 years of service as Reader.

1. The Selection Committee for promotion to the post of Professor will be the same as that for direct recruitment.
2. For the promotion from Reader to Professor, the following method will be followed.
 - i) The candidate will present herself/himself before the Selection Committee with the following –
 - a) Self-appraisal reports.
 - b) Research contribution/books/articles published.
 - c) Any other academic contributions.
 - d) Seminars/Conferences attended.
 - e) Contribution to teaching/academic environment/institutional corporate life.
 - f) Extension and field outreach activities.
 - ii) Three best written contributions of the teacher (as defined by her/him) will be sent to experts in advance to review before coming for the selection.

Selection Committees :

The process of selection and the Selection Committee for promotion under Career Advancement Scheme shall be as per guidelines of UGC.

9. Incentives for Ph. D./M. Phil.

- i) Four and two advance increments will be admissible to those who hold Ph. D. and M. Phil. Degree respectively at the time of recruitment as lecturers. Candidates with D. Litt/D. Sc. should be given benefit at par with Ph. D. and M. Phil.
- ii) One increment will be admissible to those teachers with M. Phil. Who acquire Ph. D. within two years of recruitment.
- iii) A lecturer with Ph. D. will be eligible for two advance increments when she/he moves into Selection Grade/Reader.
- iv) A teacher will be eligible for two advance increments as and when she/he acquires a Ph. D. degree in her/his service career.

10. Period of Probation and Continuation :

- i) The minimum period of probation in all posts will be one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
- ii) The University will decide upon continuation at the end of the statutory period of probation.

11. Workload :

The work load of each teacher shall not be less than 40 hours a week for 30 weeks in an academic year. The teacher shall be available for at least 5 hours daily in the University/College.

12. Superannuation and Re-employment of teachers :

Teachers, Officers and other Employees will retire at the age of 60 years. The University can consider re-employing a superannuated Teacher according to the existing guidelines framed by the UGC.

13. Superannuation Benefits :

- i) The benefit in service upto a maximum of 3 years, shall be given to the teachers who have acquired Ph. D. degree at the time of entry so that they can get the full retirement benefits, which are available after 33 years of service, subject to overall age of superannuation.
- ii) Other conditions with respect to Superannuation Benefits will be given as per Provision of Rules.

14. Service Agreement :

Every teacher must enter into a Service Agreement with the University by filling in the prescribed format at the time of joining the University.

15. Leave Rules :

The following kinds of leave would be admissible to permanent teachers.

- i) Leave treated as duty, viz.,
Casual leave;
Special Casual leave and
Duty leave
- ii) Leave earned by duty, viz.
Half-Pay leave; and
Commutated leave.
- iii) Leave not earned by duty viz.,
Extraordinary leave, and
Leave not due.
- iv) Leave not debited to leave account –
 - a) Leave for academic pursuits, viz. Study leave; and
Sabbatical leave/Academic leave.
 - b) Leave on grounds of health, viz. Maternity leave.

Quarantine Leave :

The Board of Management may, in exceptional cases, grant for the reasons to be recorded, other kinds of leave, subject to such terms and conditions as it may deem fit to impose.

2. Casual Leave

- i) Total casual leave granted to a teacher shall not exceed twelve days in an academic year.
- ii) Casual leave cannot be combined with any other kind of leave except special casual leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

3. Special Casual Leave

- i) Special casual leave, not exceeding ten days in an academic year, may be granted to a teacher :
 - a) to conduct examination of a University/Public Service Commission/ board of examination or other similar bodies/institutions; and
 - b) To inspect academic institutions attached to a statutory board, etc.

Note :

- i) In computing the ten days' leave admissible, the days of actual journey,

if any, to and from the places where activities specified above, take place, will be excluded.

- ii) In addition, special casual leave to the extent mentioned below may also be granted.
 - a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days; and
 - b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to fourteen days.
- iii) 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 or vacation.

4. Duty Leave

- i) Duty leave may be granted for :
 - a) Attending conferences, congresses, symposia and seminars on behalf of the University or with the permission of the University;
 - b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the University, and accepted by the Vice-Chancellor;
 - c) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the University;
 - d) Participating in a delegations or working on a committee appointed by the Government of India, State Government, the University Grants Commission, a sister university or any other academic body, and
 - e) For Performing any other duty for the University.
- ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;
- iii) The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances; and
- iv) Duty leave may be combined with earned leave, half-pay leave or extraordinary leave.

5. Earned Leave :

- i) Earned leave admissible to a teacher shall be :
 - a) $1/30^{\text{th}}$ of actual service including vacation; plus
 - b) $1/3^{\text{rd}}$ of the period, if any, during which he/she is required to perform duty during vacation.

Note : For purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.

- ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

Note:1

When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

Note:2

In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.

Note:3

Encashment of earned leave shall be allowed to members of the teaching staff as applicable to the employees of State Governments.

6. Half-Pay Leave

Half-pay leave admissible to a teacher shall be 20 days for each completed year of service. Such leave may be granted on the basis of medical certificate from a registered medical practitioner, for private affairs or for academic purposes.

Note:

A "completed year of service" means continuous service of specified duration under the university and includes periods of absence from duty as well as leave including extraordinary leave.

7. Commuted Leave :

Commuted leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions:

- i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- ii) when commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and
- iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. Provided that no commuted leave shall be granted under this rules unless the authority

competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

8. Extraordinary Leave :

- i) A permanent teacher may be granted extraordinary leave when;
 - a) No other leave is admissible; or
 - b) No other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- ii) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:
 - a) Leave taken on the basis of medical certificates;
 - b) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as, inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit:
 - c) Leave taken for pursuing higher studies; and
 - d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum teaching post or on assignment for technical or academic work of importance.
- iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.
- iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

9. Leave Not Due :

- i) Leave not due, may at the discretion of the Vice-Chancellor, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be other wise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- ii) 'Leave not due' shall not be granted unless the Vice-Chancellor is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- iii) A teacher to whom 'leave not due' is granted shall not be permitted to

tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Board of Management.

Provided further that the Board of Management may, in any other exceptional case waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

10. Study Leave :

- i) Study leave may be granted after a minimum of 3 years of continuous service, to pursue a special line of study or research directly related to his/her work in the university or to make a special study of the various aspects of university organization and methods of education.

The paid period of study leave should be for 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department. Provided that the Board of Management may, in the special circumstances of a case, waive the condition of five years service being continuous.

Explanation : In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided—

- a) The person is a teacher on the date of the application; and
 - b) There is no break in service.
- ii) Study leave shall be granted by the Board of Management on the recommendation of the concerned Head of the Department. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Board of Management is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.
 - iii) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
 - iv) Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed five years.
 - v) No teacher who has been granted study leave shall be permitted to alter subsequently the course of study or the programme of research without the permission of the Board of Management. When the course of study

falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Board of Management to treat the period of shortfall as ordinary leave has been obtained.

- vi) (a) Subject to the provisions of sub-clauses (vii) and (viii) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the University.
- vii) The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowances on which the study leave may be granted.
The Foreign scholarship/fellowship would be offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.
- viii) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- ix) A teacher granted study leave shall on his/her return and re-joining the service of the university may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time he/she had not proceeded on study leave. No teacher shall, however, be eligible to receive arrears of increments.
- x) Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the University on the expiry of his/her study leave.
- xi) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.
Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- xii) Teacher availing himself/herself of study leave shall undertake that he/she shall serve the university for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave.
- xiii) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the university,

- binding himself/herself for the due fulfillment of the conditions laid down in sub clause (xiii) and (xiv) above and give security of immovable property to the satisfaction of the Finance Officer of a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university in accordance with sub-clause (xiv) above.
- xiv) The teacher shall submit to the Registrar, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

11. Sabbatical Leave/Academic Leave :

- i) Permanent, whole-time teachers of the university who have completed seven years of service as Lecturer Selection Grade/Reader or Professor, may be granted sabbatical leave to undertake study of research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the University and higher education system.
- ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- iii) A teacher who has availed himself/herself of study leave would not be entitled to the sabbatical leave.
Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme.
- (iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to him/her proceeding on sabbatical leave.
- (v) A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Board of Management may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- (vi) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, provided that the teacher rejoins the university on the expiry of his/her leave.

NOTE-1 : The programme to be followed during sabbatical leave shall be submitted to the university for approval along with the application for grant of leave.

NOTE-2: On return from leave, the teacher shall report to the university the nature of studies, research or other work undertaken during the period of leave.

12. Maternity Leave

- (i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 135 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the applications for leave is supported by a medical certificate.
- (ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave, but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

Paternity Leave :

Paternity leave of 15days may be granted to male teachers during the confinement of their wives, provided, the limit is up to two children.

Adoption Leave :

Adoption leave may be provided as per the rules of the State Government.

Duty Leave :

Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher invited to share expertise with academic bodies, government or NGO.s

NOTE : Leave cannot be claimed as a matter of right. When the exigencies of service so require discretion to refuse or revoke leave of any of the description is reserved to the authorities concerned to grant it.

Ordinance No. 9

Ordinance on Regulating Leave to officers and Employees

(Under Section 23(1) (d) of the Act)

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 the officers and employees of the University:

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 weekly holiday and general holidays. However, weekly holidays and general 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 fully 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/her appointment during the year, even though he/she may not have actually earned it at the time of his/her going on leave, if he/she fails to complete the full period of appointment, proportionate deduction will be made from his/her salary at the time of last payment.

Special Casual Leave :

1. 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)
2. 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.
 3. 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.

Earned Leave

The earned leave shall be calculated at the rate of $2\frac{1}{2}$ days for each completed month.

1. One month Earned leave in a calendar year will be granted to an employee.
2. The employee shall be paid during such leave the full salary which he/she would have received if he/she was on duty.
3. Any allowance attached to the post will be paid to his/her substitute but if no substitute is appointed, the allowance will lapse.
4. The employee shall get earned leave at the rate mentioned in (1) above irrespective of the fact whether the employee has enjoyed any kind of leave during the period 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 300 days or as may be prescribed by Government from time to time. Provided however that no employee can enjoy more than 90 days earned leave at a time.

Half Pay Leave :

1. The half pay leave shall be given to an employee at the rate of 20 days for every completed year of service.
2. This leave can accumulate upto any period but no employee shall get more than 3 months half pay leave at a time.
3. 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.
4. An employee going on commuted leave on full pay shall have to produce a medical certificate.
5. The employee shall be paid during full pay leave the full salary and during half pay leave half the salary he/she would have received, if he/she were on duty. He/She shall not be paid any work allowance during the period.
6. This leave can be joined with earned leave.
7. No 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, District Medical Officer in the form given below :

This is to certify that 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

8. 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, children including step children.
9. When the commuted leave is granted twice the amount of such leave shall be debited against half pay leave due.

Compensatory Leave

Employees who are required to work on weekly holidays and/or other holidays shall be entitled to receive leave of exchange, provided however that the work on 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 within the calendar year.

Provided that such leave shall not be allowed to accumulate beyond 3 days at a time within the calendar year in which it is earned.

Maternity Leave

1. A competent authority may grant to a female employee 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 case of miscarriage and inevitable abortion.)

2. A competent authority may grant maternity leave as mentioned in subclause (1) above to female employees who have put in at least 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 when application for grant of leave is made has two or more living children.

3. The leave salary admissible during the period of maternity leave shall be regulated as follows :

- a) In case of female employees who have put in two year's continuous service, the leave salary admissible will be salary, which the employees would have received, if she were on duty.
- b) In case of female employees who have put in continuous service for a period of one year or more but less than two years, the 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.

Extra-Ordinary Leave

- 1) Extra-ordinary leave may be granted to University employees who applies in writing for such leave:
 - a) When no other leave is admissible.
 - b) Extra Ordinary Leave shall always be without pay and allowance.
 - 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 been 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.

- 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) The duration of leave without pay shall not exceed three months on any one occasion.
- 3) Applications for grant of leave without pay for period over three months shall be placed for orders before the Board of Management.

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 the entire service, out of which not more than 90 days at a time and 180 days in all may be granted otherwise than on Medical Certificate. Such leave shall be debited against the half pay leave earned by him/her subsequently.

- Note:**
- 1) Leave not due shall not be granted unless the competent authority satisfied that as far as can reasonably be 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/she is not able to earn the leave not due, enjoyed by him/her, leaves the University service before he/she earns the leave, he/she shall refund to the University the salary and allowance drawn by him/her during such leave.

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

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. Maximum limits of leave permissible at the time will not be applicable in such cases.

- 3) The University may in deserving cases grant special leave on full pay upto the maximum period 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.

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