

NATIONAL SANSKRIT UNIVERSITY, TIRUPATI



ORDINANCES

The National Sanskrit University, Tirupati has been Established by an act of Parliament, 'Central Sanskrit Universities Act, 2020', hereinafter called as 'The Act', and came into force on 30 April, 2020 as notified by the Gazette of India, CG-DL-E-17042020-219068 dated 17th April, 2020.

The National Sanskrit University, Tirupati shall be governed by the Act and further by the Statutes of the University, hereinafter called as 'The Statutes', provided in Second Schedule of the Act.

The Ordinances of National Sanskrit University, Tirupati are made in accordance with Section 29 of the Act and Section 39 of the Statutes as follows:

1.
 - (a) The Ordinances of National Sanskrit University, Tirupati hereinafter be called as 'The Ordinances'.
 - (b) The Ordinances shall come into force on such date as the Executive Council of the University, by a Notification, appoint.
2. In the Ordinances made hereunder, unless the context otherwise required: -
 - (a) "Academic Staff" means regular teachers at the University.
 - (b) "Other Academic Staff" means all regular staff as designated as Other Academic Staff in University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018.
 - (c) "Non-Teaching Staff/Employees" means all regular staff other than academic and other academic staff.
3. The Ordinances are divided into seven parts as follows:
 - (a) Administrative Ordinances
 - (b) Academic Ordinances
 - (c) Centre of Distance and Online Education Ordinances
 - (d) Examination Ordinances
 - (e) Finance Ordinances
 - (f) Engineering Ordinances

(g) Medical Ordinances

4. The Administrative Ordinances are provided in the First Schedule.
5. The Academic Ordinances are provided in the Second Schedule.
6. The Centre of Distance and Online Education Ordinances are provided in the Third Schedule.
7. The Examination Ordinances are provided in the Fourth Schedule.
8. The Finance Ordinances are provided in the Fifth Schedule.
9. The Engineering Ordinances are provided in the Sixth Schedule.
10. The Medical Ordinances are provided in the Seventh Schedule.
11. Notwithstanding anything contained in the Ordinances the Vice Chancellor may take such measures as may be necessary for removal of doubts/difficulties and to resolve any other issues which needs his attention.
12. If any difficulty arises in giving effect to the provisions of the Ordinances, the Vice Chancellor may, by order, make such provisions, not inconsistent with the provisions of the Ordinances, as appear to him/her to be necessary or expedient for removing the difficulty. Provided that such order shall be ratified by the Executive Council in its meeting held after issuance of the order, failing which the order shall be treated as withdrawn.

THE FIRST SCHEDULE
The Administrative Ordinances
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Administrative Ordinance No. 1

Emoluments, Terms and Conditions of Service and Powers and Functions of the Vice-Chancellor

While it is expedient and necessary to formulate Ordinances governing Emoluments, Terms and Conditions of Service and Powers and Functions of the Vice-Chancellor and in pursuance of Section 11 of the Act and Sections 2 and 3 of the Statutes, the following ordinances are made.

1. The appointment of Vice-Chancellor and qualifications therefor shall be made in accordance with the UGC Regulations on minimum qualifications for appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 or as amended from time to time.
2. The Vice-Chancellor shall be entitled to Leave Travel Concession in accordance with provisions, mutatis mutandis, contained in Central Civil Services (Leave Travel Concession) Rules, 1988 or as amended from time to time.
3. The Vice-Chancellor and the dependent members of his family shall be entitled as per the Medical Ordinance No. 1. for reimbursement of medical expenses incurred on the medical treatment.
4. The Vice-Chancellor shall be entitled to the reimbursement of the expenses on account of T.A., D.A. for himself/herself and his/her family members from his hometown to place of duty and back on his / her assuming office or relinquishing it on the expiry of his/her tenure.
5. In case of any absence of the Vice-Chancellor occasioned due to any official engagement pertaining to Central Government or State Government or Public Service or representing the University in any public forum in public interest, the period, so spent shall be treated as on duty.
6. Where an employee of the University is appointed as the Vice-Chancellor, he/she shall be allowed to avail himself of any Leave at his credit before his/her appointment as the Vice-Chancellor. Similarly, on his/her relinquishing the post of the Vice-Chancellor and in event of his/her re-joining his/her pre-existing post, he /she shall be entitled to carry back the Leave at his/her credit to the new post. Further he / she may be allowed to contribute to any provident fund of which he/she is a member, and the University shall contribute to the account of such person in that provident fund at the same rate at which the person had been contributing immediately before his / her appointment as Vice-Chancellor.
7. The Earned Leave at the credit of the Vice-Chancellor at the close of the previous half year shall be carried forward to the new half year, subject to the condition that the leave, so carried forward plus the credit for that half year, does not exceed the maximum limit of 300 days.

8. The Vice-Chancellor, on relinquishing the charge of his/her office, shall be entitled to the number of days equivalent of the leave Salary admissible for the number of days of Leave on Full Pay due to him at the time of his relinquishing of charge, subject to a maximum of 300 days, including encashment benefit availed of elsewhere.
9. The Vice-Chancellor shall also be entitled to avail himself of Extraordinary Leave without pay for a maximum period of three months during the full term of five year on medical grounds or otherwise.
10. If a person, employed in another Institution, is appointed as the Vice-Chancellor on Deputation, he/she shall be entitled to Salary, Allowances, Leave and leave Salary as per deputation Rules of the institution to which he/she was entitled prior his/her appointment as the Vice-Chancellor and till he/she continues to hold his/her lien on that post. The University shall also pay Leave Salary, PF and Pension Contributions or NPS, as the case may be, to the Institution where he/she permanently employed, as admissible under the Rules.
11. Amenities:
 - (a) The Vice-Chancellor's residence will be wholly maintained by the University.
 - (b) The Vice-Chancellor shall be entitled to the facility of a Staff Car between the office and his/her residence and for using it for any other official purpose.
 - (c) He shall also be entitled to mobile phone and free telephone (with STD and ISD) service at his/her residence with all the charges, if any, incurred for using the same..
 - (d) The Vice-Chancellor shall be entitled to the services of one cook and two attendants at his/her residence.
12. As the Chairman of the authorities, bodies and committees of the University he should be empowered to suspend a member from the meeting of the authority, body or committee for persisting to obstruct or stall the proceedings or for indulging in behaviour unbecoming of a member.
13. He shall be responsible to allocate responsibilities and to cause the audit of performance of officers, faculty members, staff and students against the expected standards.

Administrative Ordinance No. 2

Terms and Conditions of Service and Powers and Functions of The Dean Academic Affairs

In order to further formulate Terms and Conditions of Service and Powers and Functions of The Dean Academic Affairs the following ordinance are made in accordance with Section 9(8) of the Act and Section 12(2)(iv) of the Statutes:

1. The Dean Academic Affairs shall be appointed by the Vice-Chancellor from amongst the Professors, of Sanskrit or any Sanskrit traditional subjects, of the University in the order of seniority on rotation.

Provided that Professor so appointed would discharge the duties of the Dean Academic Affairs in addition to his own duties as a Professor.

2. The term of Office of the Dean Academic Affairs shall be as decided by the Vice-Chancellor, but it shall not in any case exceed three years, and he shall be eligible for re-appointment.
3. The Dean Academic Affairs shall assist the Vice-Chancellor in respect of such matters as may be specified by the Vice-Chancellor in this behalf, from time to time, and shall also exercise such powers and perform such duties as may be assigned or delegated to him by the Vice-Chancellor.
4. Powers and duties of Dean Academic Affairs: -
 - (a) The Dean Academic Affairs shall be entitled to be present at, and address, any meeting of School Board or Board of Studies, but shall not be entitled to vote thereat unless he is a member of such authority or body.
 - (b) The Dean Academic Affairs is to supervise the academic activities of the University including designing new Academic Programmes in coordination with schools and departments. He shall coordinate and monitor Research Programmes. He shall coordinate proper conduct of Online Programmes. He shall promulgate Academic Calendar.
 - (c) The Dean Academic Affairs is to supervise the admission of students to various Programmes offered by the University. At the time of admission, ensure that a signed declaration from every student to the effect that he/she submits himself/herself to the disciplinary jurisdiction of the Vice-Chancellor and other authorities of the University is obtained (Refers to Section 30(7) of Statutes).
 - (d) The Dean Academic Affairs is to supervise conduct of Guest Lectures, Seminars, Workshops, Curricular, Co-Curricular, Extra-Curricular activities etc. in the University.
 - (e) It shall be the duty of the Dean Academic Affairs to ensure that all

examinations, viva-voce etc. are conducted and results are declared in time.

- (f) The Dean Academic Affairs shall exercise general supervision over the Library and the Publication and Research Section of the University.
 - (g) He shall arrange for Scholarships and Merit Awards to the students.
 - (h) The Dean Academic Affairs shall have the powers necessary for the proper maintenance of discipline amongst the Faculty, Other Academic Staff and Students and administer warnings to them in consultation with the concerned Dean of School. Any action taken according to this provision is to be reported to the Vice-Chancellor at the earliest.
5. When the office of the Dean Academic Affairs is vacant or when the Dean Academic Affairs is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
 6. He shall be entitled to mobile phone and telephone facilities (with STD) at his/her residence as per Govt. of India rules with the charges incurred therefor..
 7. He shall also perform such duties and functions as may be assigned to him from time to time by the Executive Council/Academic Council/Vice-Chancellor.

Administrative Ordinance No. 3

Terms and Conditions of Service of the Dean of School of Studies

In accordance with Section 12 of The Act and Section 4 of The Statutes, the following ordinances governing Terms and Conditions of Service of the Dean of School of Studies are formulated

:

1. The Dean of School of Studies shall be a permanent Professor/Associate Professor in Sanskrit or any Sanskrit traditional subjects.
2. He/she shall be ex-officio Chairperson of the respective School Board and shall convene the meetings of the School Board and keep the minutes of the meetings of the Board.
3. The Dean of School of Studies shall supervise the teaching and research works in the School and ensure discipline in the classrooms through the Heads of the Department.
4. He shall keep a record of the evaluation of sessional work and of the attendance of the students at lectures, tutorials or seminars when these are prescribed.
5. He shall carry out Academic Audit of the School annually and submit report to the Vice Chancellor through Dean Academic Affairs.
6. The Dean shall assist Dean Academic Affairs in admission of students to the University and in proper conduct of examinations etc.
7. The Dean shall assist Dean Academic Affairs in conduct of Guest Lectures, Seminars, Workshops, Curricular, Co-Curricular, Extra-Curricular activities etc. in the University.
8. The Dean shall have the powers necessary for the proper maintenance of discipline amongst the Faculty, Other Academic Staff and Students in the respect School of Studies and to administer warnings. Any action taken according to this provision is to be reported to the Vice-Chancellor at the earliest.
9. He shall also perform such other duties and functions as may be assigned to him from time to time by the Executive Council/Academic Council/Vice-Chancellor.

Administrative Ordinance No. 4

Terms and Conditions of Service of The Registrar

In furtherance of the provisions contained in Section 13 of The Act and Section 5 of The Statutes, the following Terms and Conditions of Service of The Registrar are formulated

1. The appointment of Registrar is made as per the Act, Statute and rules and regulations of Govt. of India / UGC and as per approved CRRs and as amended from time to time.
Where an employee of this University or any other Institution / Government and its organisations is appointed as Registrar, he/she shall continue to be governed by the same retirement benefit scheme, (namely General Provident Fund/ Contributory Provident Fund/ Pension / NPS / Gratuity /Transfer TA) to which he was entitled prior to his appointment as Registrar and till he/she continues to hold his/her lien on that post.
2. The terms and conditions of service of the Registrar shall be such as prescribed for other non-vacational employees of the University.
3. If the services of the Registrar are borrowed from Government or any other organization /Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of Government of India.
4. A Registrar on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice-Chancellor.
5. The Registrar shall have power to take disciplinary action against all employees, excluding teachers and other academic staff, and to suspend them pending inquiry, to administer warnings to them or to impose on them the penalty of censure or the withholding of increment.
6. The Registrar shall be entitled to unfurnished residential accommodation for which he shall pay prescribed rentals.
7. He shall also be entitled to mobile phone and telephone (with STD and ISD) service with reasonable charges for using the same at his/her residence as per the Govt. of India rules.
8. The Registrar shall be entitled to such Leave, Allowances and other terminal benefits as prescribed by the University from time to time for its non-vacational staff.
9. The Registrar shall be entitled to the facility of staff car between the office and his/her residence and for any other official purpose.

Administrative Ordinance No. 5

Terms and Conditions of Service of the Finance Officer

In Accordance with the provisions contained in Section 15 of The Act and Section 6 of The Statutes the following Terms and Conditions of Service of the Finance Officer are formulated

1. The appointment of Finance Officer is made as per the Act, Statute and Govt. of India / UGC Regulations and as per approved CRRs and as amended from time to time.

Where an employee of this University or any other Institution / Government and its organisations is appointed as Finance Officer, he/she shall continue to be governed by the same retirement benefit scheme, (namely General Provident Fund/ Contributory Provident Fund/ Pension / NPS / Gratuity /Transfer TA) to which he was entitled prior to his appointment as Finance Officer and till he/she continues to hold his/her lien on that post.

2. The terms and conditions of service of the Finance Officer shall be such as prescribed for other non-vacational employees of the University.
3. If the services of the Finance Officer are borrowed from Government or any other organization /Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of Government of India.
4. A Finance Officer on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice-Chancellor.
5. The Finance Officer shall be entitled to mobile phone and telephone (with STD) service at his/her residence as per the Govt. of India rules.
6. The Finance Officer shall be entitled to such Leave, Allowances and other terminal benefits as prescribed by the University from time to time for its non-vacational staff.
7. He shall also perform such duties and functions as may be assigned to him from time to time by the Executive Council/Vice-Chancellor.
8. The Finance Officer shall be entitled to the facility of staff car between the office and his/her residence and for other official purposes.

Administrative Ordinance No. 6

Terms and Conditions of Service of The Controller of Examinations

In accordance with the provisions contained in Section 16 of The Act and Section 7 of The Statutes the following Terms and Conditions of Service of The Controller of Examinations are formulated

1. The appointment of Controller of Examinations is made as per the Act, Statute and Govt. of India / UGC Regulations and as per approved CRRs and as amended from time to time.

Where an employee of this University or any other Institution / Government and its organisations is appointed as Controller of Examinations, he/she shall continue to be governed by the same retirement benefit scheme, (namely General Provident Fund/ Contributory Provident Fund/ Pension / NPS / Gratuity /Transfer TA) to which he was entitled prior to his appointment as Controller of Examinations and till he/she continues to hold his/her lien on that post.

2. The terms and conditions of service of the Controller of Examinations shall be such as prescribed for other non-vacational employees of the University.
3. If the services of the Controller of Examinations are borrowed from Government or any other organization /Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of Government of India.
4. A Controller of Examinations on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice-Chancellor.
5. He shall also be entitled to mobile phone and telephone (with STD) service with reasonable charges for using the same at his/her residence as per the Govt. of India rules.
6. The Controller of Examinations shall be entitled to the facility of staff car between the office and his/her residence and for any other official puposes.
7. The Controller of Examinations shall be entitled to such Leave, Allowances and other terminal benefits as prescribed by the University from time to time for its non-vacational staff.
8. The Controller of Examinations shall be responsible:
 - (a) To prepare and promulgate Annual Calendar of Examinations.
 - (b) To appoint paper-setters, examiners, moderators and tabulators etc., from

amongst the persons included in the panels prepared by the respective Boards of Studies and approved by the Academic Council. However, he/she shall not be a Member of paper-setters, examiners and moderators.

- (c) To arrange for printing of question papers.
 - (d) To ensure smooth conduct of examinations.
 - (e) To arrange to get the performance of the candidates at the examinations properly assessed and process results.
 - (f) To arrange for the timely publication of results of examinations and other tests.
 - (g) To postpone or cancel examinations, in part or in whole with the approval of the Vice-Chancellor, in the event of malpractices or if the circumstances so warrant.
 - (h) To take disciplinary action or initiate any civil or criminal proceedings, with the approval of the Vice-Chancellor against any person or persons alleged to have committed malpractices in examinations or related works.
 - (i) To issue degree and diplomas etc. to eligible students, coordinate conduct of convocation and other examinations works.
 - (j) To ensure confidentiality and to make assessment/ improvement in the process of the University examination/evaluation.
 - (k) To review from time to time, the results of the university examinations and report thereon to the Academic Council.
 - (l) To continuously improve the processes followed in the Examination Office through automation/ICT.
9. The Controller of Examinations shall be permanent invitee to the Academic Council.
10. He shall also perform such duties and functions as may be assigned to him from time to time by the Executive Council/Vice-Chancellor.

Administrative Ordinance No. 7

Terms and Conditions of Service of the Deputy Librarian

in accordance with the provision under Section 9(8) of the Act and Section 12(2)(iv) of the Statutes the following Terms and Conditions of Service of the Deputy Librarian are formulated :

1. The Deputy Librarian shall be a whole-time salaried officer appointed on the basis of direct recruitment on the recommendation of a Selection Committee constituted for the purpose by the Executive Council and shall be placed in the scale of pay and other allowances as per the University Grants Commission Regulations on minimum qualifications for appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 and as amended from time to time.
2. The Deputy Librarian shall retire on attaining the age of sixty years.
3. If the Deputy Librarian is appointed on deputation basis from any organization his/her salary shall be such as admissible to him/her according to the rules of deputation of service to which he/she belongs.
4. Where an employee of this University or any other Institution /Government and its organisations is appointed as Deputy Librarian, he/she shall continue to be governed by the same retirement benefit scheme, (namely General Provident Fund/ Contributory Provident Fund/ Pension / N P S /Gratuity /Transfer TA) to which he was entitled prior to his appointment as Deputy Librarian, and till he/she continues to hold his/her lien on that post..
5. The terms and conditions of service of the Deputy Librarian shall be such as prescribed for other academic staff in the University Grants Commission Regulations on minimum qualifications for appointment of teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 and as amended from time to time.
6. If the services of the Deputy Librarian are borrowed from Government or any other organization/Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.
7. When the office of the Deputy Librarian is vacant or when the Deputy Librarian is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
8. A Deputy Librarian on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendations of the Vice-Chancellor.
9. The Deputy Librarian of the University shall be responsible:
 - (a) To supervise and co-ordinate the work of University Library.
 - (b) To provide instructions to new members in the use of the Library.
 - (c) To plan book acquisition programme of the library and select books for order.

- (d) To contribute to the educational function of the University by providing bibliographical guidance to research scholars of the University and Visiting Scholars from other Indian Universities.
- (e) To develop, implement and upgrade programme of library management system for improving the efficiency of the library.

10. He shall also perform such duties and functions as may be assigned to him from time to time by the Executive Council/Vice-Chancellor.

Administrative Ordinance No. 8

Terms and Conditions of Service of the Dean of Students Welfare

in accordance with provisions of Section 9(8) of the Act and Further to the provisions contained in Section 38(1)(i) of The Statutes the following Terms and Conditions of Service of the Dean of Students Welfare are formulated:

1. The Dean of Students' Welfare shall be appointed from amongst the Professors or from amongst such Associate Professors having a standing of not less than 2 years as Associate Professor in the University, by the Executive Council on the recommendation of the Vice-Chancellor and shall discharge his duties in addition to his own duties as teacher and shall be entitled to such allowance and facilities as may be determined by the Executive Council.
2. He shall hold the office for a term of three years and shall be eligible for re-appointment.
3. The Dean of Students' Welfare (DSW) shall look after the general welfare of the students outside the classroom which contribute to the growth and development of their personality. The DSW shall endeavor to promote understanding among the students of fuller realisation of their objects through fruitful intellectual, social, cultural and corporate life in the University.
4. The DSW shall assist the Vice-Chancellor in all matters affecting, students generally and shall exercise such powers and perform such other duties as assigned to the DSW by the Vice-Chancellor.
5. In addition to all other duties, the DSW shall perform duties and functions in respect of the following matters in consultation and coordination with other relevant Officers and units of the University:
 - (a) Arrangement of facilities for educational tours and excursions and participation in sports activities outside the University.
 - (b) Organisation of social and cultural activities with student participation.
 - (c) Management of Sports facilities in the University and encouraging the students in making their best use.
 - (d) Student-teacher relationship.
 - (e) Financial aid/Scholarships/Fellowships to needy students.
 - (f) Securing fellowships or scholarships for further studies in the country or abroad.
 - (g) Health and medical services to students by arranging suitable Medical Insurance on payment of premium by the students.
 - (h) Student counselling.
 - (i) Special arrangement to be provided, if any, to women students, and differently abled students.
 - (j) Liaison between University administration and students.

- (k) Student-information services.
 - (l) Alumni Association and
 - (m) Issue of certificates as authorized and delegated by the Vice-Chancellor.
6. The DSW shall maintain essential particulars of each student from the date of his enrolment in the University.
 7. The DSW may communicate with the parents/ guardians of the students in respect of any matter requiring assistance and cooperation of the parents/guardians.
 8. The DSW will function under the control of the Vice-Chancellor and will be a member of Discipline Committee and other Committees involving students and student's matters.
 9. The DSW shall report to the Vice-Chancellor cases of students who require special attention or whose conduct and activities are not in the best interests of the University or who are not likely to profit by their continuance in the University.
 10. When the office of the Dean Students Welfare is vacant or when the Dean Students Welfare is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
 11. He shall also perform such duties and functions as may be assigned to him from time to time by the Executive Council/Vice-Chancellor.

Administrative Ordinance No. 9

Terms and Conditions of Service of The Proctor

In accordance with the provisions contained in Sections 30(2) and 30(3) of The Statutes the following Terms and Conditions of Service of The Proctor are formulated:

1. The Proctor shall be appointed from amongst the permanent Professors or from amongst such permanent Associate Professors having a standing of not less than 2 years as Associate Professor in the University, by the Executive Council on the recommendation of the Vice-Chancellor and shall discharge his duties in addition to his own duties as teacher and shall be entitled to such allowance and facilities as may be determined by the Executive Council,
2. He shall hold the office for a term of three years and shall be eligible for re-appointment.
3. When the office of the Proctor is vacant or when the Proctor is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
4. The Proctor is responsible for maintenance of discipline amongst students in the University.
5. The Proctor shall be the Chairperson of the Discipline Committee (Students), and he/she shall convene the meetings of the Committee.
6. The Proctor shall have the power to take cognizance of any breach of discipline, and if the circumstances so require, to take immediate disciplinary action in such cases.
7. The Proctor shall
 - (a) monitor the discipline among the student community.
 - (b) take preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline.
 - (c) collect relevant facts about the incidents of indiscipline, evaluate the evidence and decide/recommend the quantum of punishment to be imposed on the erring students. Whenever considered necessary, the Proctor shall place the relevant information before the Vice-Chancellor or the Discipline Committee for their decision; and
 - (d) issue all orders relating to disciplinary proceedings against students.
8. The Proctor shall have the power:
 - (a) to suspend or institute proceedings in cases of breach of discipline by of student(s), referred to him/her by the Vice-Chancellor or reported to him/her by any other person or noticed by himself/herself.
 - (b) to suspend or gate a student up to a maximum period of two weeks, and
 - (c) to impose a fine as prescribed from time to time.
9. Every student of the University shall have the right to appeal within ten days against the decision of the Proctor to the Executive Council and there upon the Executive Council may confirm,

modify or reverse the decision appealed against.

- 10.** In all cases of disciplinary action, where the Proctor dealing with the matter considers that a higher punishment than he/she has power to impose is required, he/she shall report the same to the Vice-Chancellor for suitable action.
- 11.** The Proctor shall perform such other functions as the Vice-Chancellor may direct from time to time.

Administrative Ordinance No. 10

Terms and Conditions of Service of the Chief Warden and *Wardens*

In accordance with the provision under Section 9(8) of the Act and Section 12(2)(iv) of the Statutes, the following Terms and Conditions of Service of the Chief Warden and Warden are formulated

Chief Warden

1. The Chief Warden shall be appointed from amongst the permanent Professors or from amongst such permanent Associate Professor having a standing of not less than 2 years as Associate Professor in the University, by the Vice-Chancellor, and shall discharge his duties in addition to his own duties as teacher and shall be entitled to such allowance and facilities as may be determined by the Executive Council.
2. He/She shall hold the office for a term of three years and shall be eligible for re-appointment.
3. When the office of the Chief Warden is vacant or when the Chief Warden is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by senior most Warden of the University.
4. The Chief Warden functions under the aegis of the Registrar and the Dean Students Welfare.
5. The supervision and control of the hostels of the students is vested in Chief Warden who shall be assisted by Wardens in performing his duties.
6. The Chief Warden shall perform such other functions as the Vice-Chancellor may direct from time to time.
7. The Chief Warden shall have the right to inspect hostel rooms and shall have administrative control over the staff assigned to the hostel.

Wardens of Hostels

1. The Wardens shall be appointed for each of the Hostel from amongst the permanent Associate Professors and Assistant Professors, by the Vice-Chancellor, and shall discharge their duties in addition to their own duties as teachers and shall be entitled to such allowance and facilities as may be determined by the Executive Council.
2. They shall hold the office for a term of three years and shall be eligible for re-appointment.
3. When the office of a Warden is vacant or when a Warden is, by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by another Warden as nominated for the purpose by the Chief Warden.
4. The Wardens function under the orders of the Chief Warden.

5. The Wardens shall perform the duties and functions as follows:
 - (a) Manage the Hostel and the Mess attached to it.
 - (b) Allot rooms to the students and maintain a list of students along with permanent addresses of guardians and such other information as may be required for emergency purposes and maintain discipline among them.
 - (c) Maintain daily record of the resident students such as students present each day, students absent from the hostel together with reasons for absence.
 - (d) Oversee health, hygiene and general life of the students in the hostels and to ensure that the students observe discipline.
 - (e) Report to the Chief Warden all cases of misbehavior, indiscipline and illness of students residing in his/her hostel.
 - (f) Ensure safe custody and maintenance of such properties of the concerned hostel as are entrusted to him and for their repairs within the funds allotted and norms laid down by the University authorities for the same.
 - (g) The Wardens shall have the right to inspect rooms at any time of the day.
 - (h) The Wardens shall have administrative control over the staff assigned to the respective Hostel.
 - (i) The Warden be available in the Hostel Office every day at specified hours to attend to official business and to the problems of resident students.
 - (j) The Warden shall be responsible for the proper up keep and maintenance of such properties of the concerned Hall of Residence, as are under his/her charge.
 - (k) The Warden shall take disciplinary action against a resident student for keeping any unauthorized guest.
 - (l) The Warden shall take action for the eviction of resident students, when required, in consultation with the Chief Warden.
 - (m) The Warden shall periodically verify the furniture and fittings of the rooms with the assistance of the Manager and take action for their repairs/replacement for obtaining additional furniture.
 - (n) In case of misuse /damage of the property in the Hostel by the students, the Warden shall impose necessary fines including withholding of the hostel deposit amount.
6. The Wardens shall perform such other functions as the Chief Warden may direct from time to time.

Administrative Ordinance No. 11

Appointment to The Posts of Professor, Associate Professor, Assistant Professor and Other Academic Staff

In accordance with the provision under Section 29(2) and in furtherance to the provisions of Section 20 of the Statutes the following ordinances for Appointment to The Posts of Professor, Associate Professor, Assistant Professor and Other Academic Staff are formulated:

1. The Procedure/Norms for appointment for the post of Professor, Associate Professor, Assistant Professor and Other Academic Staff shall be as per the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018, and as amended from time to time.

Administrative Ordinance No. 12

Promotion of Assistant Professors, Associate Professors, Professors and Other Academic Staff through Career Advancement Scheme

In accordance with the provisions of Section 24 of the Statutes the following ordinances are made for Promotion of Assistant Professors, Associate Professors, Professors and Other Academic Staff through Career Advancement Scheme :

1. Promotion of Assistant Professors, Associate Professors, Professors and Other Academic Staff through Career Advancement Scheme will be as per the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018, and as amended from time to time.

Administrative Ordinance No. 13

Cadre Recruitment Rules

In accordance with the provisions contained in Section 18 of The Act and Section 25(2) of The Statutes the following ordinance relating to Cadre Recruitment Rules is made

Cadre Recruitments Rules are to be prepared in respect of employees of the University and the same is to be adopted for recruitment and other conditions of the employees after due approval of the competent authority.

Administrative Ordinance No. 14

Appointment and Emoluments of Non-Teaching Employees

In accordance with the provisions contained in Section 18 of The Act and Section 25(2) of the Statutes, the Appointment and Emoluments of Non-Teaching Employees are governed as under

1. The Non-Teaching employees of the University shall be grouped into Group A, B and C category and such other categories as classified by UGC / Government of India from time to time.
2. The age, qualification and method of recruitment for appointment to various posts of Non-Teaching positions of the University shall be as per the Cadre Recruitment Rules of the University.

Administrative Ordinance No. 15

Promotion through Departmental Promotion Committee (DPC)

In accordance with the provisions contained in Section 18 of The Act and Section 25(2) of The Statutes the following ordinance for Promotion through Departmental Promotion Committee (DPC) is formulated

Promotion through Departmental Promotion Committee to various posts of Non-Teaching employees other than Other Academic Staff of the University shall be as per the Cadre Recruitment Rules of the University.

Administrative Ordinance No. 16

Modified and Dynamic Assured Career Progression Schemes

In accordance with the provisions contained in Section 18 of The Act and Section 25(2) of The Statutes the following ordinance relating to Modified and Dynamic Assured Career Progression Schemes is formulated

Conditions for grant of the financial upgradation under the Modified Assured Career Progression (MACP) Scheme is applicable to Non-Teaching employees of the University as per the MACP Scheme notified through DoPT O.M. No.35034/3/2015-Estt.(D) dated 22.10.2019 and as amended from time to time. Dynamic Assured Career Progression Scheme is applicable to Doctors of the University as per the rules of GoI.

Administrative Ordinance No. 17

Service Contract Form for Teachers

In accordance with the provisions contained in Section 34 of The Act and Section 24 of The Statutes and Administrative Ordinance 21 the following provision is made

Every teacher and member of the academic staff of the University shall be appointed on a written contract, the form of which is hereby prescribed and appended to this ordinance.

FORM OF CONTRACT UNDER SECTION 34(1) OF ACT.

(TO BE TYPED ON Rs.100/- NON-JUDICIAL STAMP PAPER, ONE ORIGINAL AND TWO COPIES THEREOF TO BE SUBMITTED)

Memorandum of Agreement made this the ___day of Two thousand and___ between _____(hereinafter called the 'Teacher') of the first part, and the National Sanskrit University being a body corporate constituted under the Central Sanskrit University Act 2020 (5 of 2020) (hereinafter called the University) of the second part.

It is hereby agreed as follows:

1. That the University hereby appoints _____to be a member of the teaching staff of the University with effect from the date _____ the said teacher takes charge of the duties of his/her post _____ and the said teacher hereby accepts the engagement, and undertakes to take such duties in the University as may be required by and in accordance with the said Act, being in force, whether the same relate to organization of instruction or teaching, or research or the examination of students or their discipline or their welfare, and generally to act under the direction of the senior officers of the University.
2. (i) The teacher shall be on probation for a period of one year which may be extended for a further period of one more year.
(ii) If the University is satisfied with the suitability of the teacher for confirmation he/she shall be confirmed in the post to which he/she was appointed at the end of the period of his/her probation.
(iii) In case the University decides not to confirm the teacher whether at the end of the one year period or otherwise of his/her probation or at the end of the extended period of probation, as the case may be, the teacher shall be informed in writing, before the expiration of that period that he/she would not be confirmed and would, consequently cease to be in the service of the University at the end of the period of his/her probation.
3. That the said _____shall be a whole-time

teacher of the University, if his/her service has been confirmed, unless the contract is terminated by the Executive Council or by the teacher, he/she shall continue in the service of the University until he/she completes the age of 65 years or changes thereon adopted by the University from time to time as per the guidelines of UGC/MoE.

4. That the University shall pay a remuneration for his/her services during the continuance of his/her engagement as per the scales of pay laid down by the UGC/GOI and adopted by the University.

Provided that whenever there is any change in the nature of the appointment or the emoluments of the teacher, particulars of the change shall be recorded in the Schedule annexed hereto, under the signature of both the parties and the terms of this agreement shall apply mutatis mutandis, to the new post and the terms and conditions attached to that post:

5. That the said teacher agrees to be bound by the Statutes, Ordinances, Regulations and Rules of the University and changes thereon if any from time to time, provided that no change in the terms and conditions of service of the teacher shall be made after his/her appointment in regard to designation, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation, confirmation, leave and leave salary so as to adversely affect him/her.
6. That the teacher shall devote his/her whole-time to the service of the University and shall not, without the written permission of the University, engage, directly or indirectly, in any trade or business whatsoever, or in any private tuition or other work to which any emoluments or honorarium is attached. This condition however shall not apply to the work undertaken with prior permission Vice-Chancellor in connection with the examination of Universities or learned bodies or Public Service Commissions or to any literary work or publication or radio talk or extension lectures or to any other academic work.
7. That the said teacher agrees to observe the code of conduct stipulated and amended from time to time by the University to its employees.
8. On the termination of this engagement, from whatever cause, the teacher shall deliver up to the University all books, apparatus, records and such other articles belonging to the University as may be due from him/her.

Notwithstanding provisions of 1-08, the university may on case-to-case basis determine the course of action with regard to specific matters.

In witness where of the parties hereto affix their hands and seal:

1. Signature :
Designation

In the presence of:

1. Signature:
Designation

2. Signature:
Designation

Signed and sealed on behalf of the University under the authority of the Executive Council

by:

1. Signature:
Designation:

In the presence of:

- | | |
|------------------------------|------------------------------|
| 1. Signature:
Designation | 2. Signature:
Designation |
|------------------------------|------------------------------|

SCHEDULE

Name of the Teacher in Full: _____

Address:

Designation:

Salary Rs:

In the grade of

Note: **The change in grade, salary or designation should be briefly described.**

Change of Designation or Grade:

Date of EC approval:

Date from which change takes effect:

Signature of the teacher:

Signature of the Officer of the University:

Administrative Ordinance No. 18

Service Contract Form for Other Academic Staff

This format of contract of service is *made in accordance with the provisions contained in Section 34 of The Act and Section 24 of The Statutes and Administrative Ordinance 22*

Every Academic staff of the University other than the teachers shall be appointed on a following form of written contract, as hereby prescribed and appended to this ordinance.

FORM OF CONTRACT UNDER SECTION 34(1) OF ACT.

(TO BE TYPED ON Rs.100/- NON-JUDICIAL STAMP PAPER, ONE ORIGINAL AND TWO COPIES THEREOF TO BE SUBMITTED)

Memorandum of Agreement made this the ____day of ____Two thousand and ____ between _____(hereinafter called the 'Other Academic staff') of the first part, and the National Sanskrit University being a body corporate constituted under the Central Sanskrit University Act 2020 (5 of 2020) (hereinafter called the University) of the second part.

It is hereby agreed as follows:

1. That the University hereby appoints _____ to be a member of the Other Academic staff of the University with effect from the date _____ the said employee takes charge of the duties of his/her post _____ and the said employee hereby accepts the engagement, and undertakes to take such duties in the University as may be required by and in accordance with the said Act, being in force, to act under the direction of the senior officers of the University.
2. (i) The Other Academic staff shall be on probation for a period of 2 years which may be extended for one more year and in no circumstance an employee should be kept on probation for more than double the normal period.
(ii) If the University is satisfied with the suitability of the Other Academic staff for confirmation he/she shall be confirmed in the post to which he/she was appointed at the end of the period of his/her probation.
(iii) In case the University decides not to confirm the Other Academic staff whether at the end of the 2 years period or otherwise of his/her probation or at the end of the extended period of probation, as the case may be, the Other Academic Staff shall be informed in writing, before the expiration of that period that he/she would not be confirmed and would consequently cease to be in the service of the University at the end of the period of his/her probation.
3. That the said _____ shall be a whole-time

Other Academic staff of the University, if his/her service has been confirmed, unless the contract is terminated by the Executive Council or by the Other Academic staff, he/she shall continue in the service of the University until he/she completes the age of 62 years or changes thereon adopted by the University from time to time as per the guidelines of UGC/GOI.

4. That the University shall pay remuneration for his/her services during the continuance of his/her engagement as per the scales of pay laid down by the UGC/GOI and adopted by the University.

Provided that whenever there is any change in the nature of the appointment or the emoluments of the Other Academic staff, particulars of the change shall be recorded in the Schedule annexed hereto, under the signature of both the parties and the terms of this agreement shall apply mutatis mutandis, to the new post and the terms and conditions attached to that post:

5. That the said Other Academic staff agrees to be bound by the Statutes, Ordinances, Regulations and Rules of the University and changes thereon if any from time to time, provided that no change in the terms and conditions of service of the Other Academic staff shall be made after his/her appointment in regard to designation, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation, confirmation, leave and leave salary so as to adversely affect him/her.
6. That the Other Academic staff shall devote his/her whole-time to the service of the University and shall not, without the written permission of the University, engage, directly or indirectly, in any trade or business whatsoever, or in any private tuition or other work to which any emoluments or honorarium is attached. This condition however shall not apply to work undertaken with prior permission Vice-Chancellor.
7. That the said Other Academic staff agrees to observe the code of conduct stipulated and amended from time to time by the University to its employees.
8. On the termination of this engagement, from whatever cause, the Other Academic staff shall deliver up to the University all books, apparatus, records and such other articles belonging to the University as may be due from him/her.

Not with standing provisions of 1-8, the university may on case-to-case basis determine the course of action with regard to specific matters.

In witness where of the parties hereto affix their hands and seal:

1. Signature :
Designation

In the presence of:

- | | |
|---------------|---------------|
| 1. Signature: | 2. Signature: |
| Designation | Designation |

Signed and sealed on behalf of the University under the authority of the Executive Council by:

1. Signature:
Designation:

In the presence of:

1. Signature:
Designation

2. Signature:
Designation

SCHEDULE

Name of the Other Academic staff in Full: _____

Address:

Designation:

Salary Rs:

In the grade of

Note: **The change in grade, salary or designation should be briefly described.**

Change of Designation or Grade:

Date of EC approval:

Date from which change takes effect:

Signature of the Other Academic staff:

Signature of the Officer of the University:

Administrative Ordinance No. 19

Service Contract Form for Non-Teaching Staff

As per the provisions contained in Section 34 of The Act and Section 25 of The Statutes and Administrative Ordinance 23

Every Non- Teaching staff of the University shall be appointed on a written contract, the form of which is hereby prescribed and appended to this ordinance.

FORM OF CONTRACT UNDER SECTION 34(1) OF ACT.

(TO BE TYPED ON Rs.100/- NON-JUDICIAL STAMP PAPER, ONE ORIGINAL AND TWO COPIES THEREOF TO BE SUBMITTED)

Memorandum of Agreement made this the ____ day of _____ Two thousand and _____ between _____ (hereinafter called the 'Non- Teaching staff') of the first part, and the National Sanskrit University being a body corporate constituted under the Central Sanskrit University Act 2020 (5 of 2020) (hereinafter called the University) of the second part.

It is hereby agreed as follows:

1. That the University hereby appoints _____ to be a member of the Non- Teaching staff of the University with effect from the date _____, the said employee takes charge of the duties of his/her post _____ and the said employee hereby accepts the engagement, and undertakes to take such duties in the University as may be required by and in accordance with the said Act, being in force or to act under the direction of the senior officers of the University.
2. (i) The Non- Teaching staff shall be on probation for a period of two years which may be extended for one more year and in no circumstance an employee should be kept on probation for more than double the normal period.
(ii) If the University is satisfied with the suitability of the Non- Teaching staff for confirmation he/she shall be confirmed in the post to which he/she was appointed at the end of the period of his/her probation.
(iii) In case the University decides not to confirm the Non- Teaching staff whether at the end of the two years period or otherwise of his/her probation or at the end of the extended period of probation, as the case may be, the Non- Teaching staff shall be informed in writing, before the expiration of that period that he/she would not be confirmed and would, consequently cease to be in the service of the University at the end of the period of his/her probation.
3. That the said _____ shall be a whole-time Non- Teaching staff of the University, if his/her service has been confirmed, unless the contract is terminated by the Executive Council or by the Non- Teaching staff,

he/she shall continue in the service of the University until he/she completes the age of 60/62 years or changes thereon adopted by the University from time to time as per the guidelines of UGC/GOI/DoPT.

4. That the University shall pay remuneration for his/her services during the continuance of his/her engagement as per the scales of pay laid down by the UGC/GOI/DoPT and adopted by the University.

Provided that whenever there is any change in the nature of the appointment or the emoluments of the Non- Teaching staff, particulars of the change shall be recorded in the Schedule annexed hereto, under the signature of both the parties and the terms of this agreement shall apply mutatis mutandis, to the new post and the terms and conditions attached to that post:

5. That the said Non- Teaching staff agrees to be bound by the Statutes, Ordinances, Regulations and Rules of the University and changes thereon if any from time to time, provided that no change in the terms and conditions of service of the Non-Academic staff shall be made after his/her appointment in regard to designation, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation, confirmation, leave and leave salary so as to adversely affect him/her.
6. That the Non- Teaching staff shall devote his/her whole-time to the service of the University and shall not, without the written permission of the University, engage, directly or indirectly, in any trade or business whatsoever, or in any private tuition or other work to which any emoluments or honorarium is attached. This condition however shall not apply to work undertaken with prior permission Vice-Chancellor.
7. That the said Non- Teaching staff agrees to observe the code of conduct formulated and amended from time to time by the University to its Non- Teaching staff.
8. On the termination of this engagement, from whatever cause, the Non- Teaching staff shall deliver up to the University all books, apparatus, records and such other articles belonging to the University as may be due from him/her.

Not with standing provisions of 1-8, the university may on case-to-case basis determine the course of action with regard to specific matters.

In witness where of the parties hereto affix their hands and seal:

1. Signature :
Designation

In the presence of:

- | | |
|---------------|---------------|
| 1. Signature: | 2. Signature: |
| Designation | Designation |

Signed and sealed on behalf of the University under the authority of the Executive Council by:

1. Signature:
Designation:

In the presence of:

1. Signature:
Designation

2. Signature:
Designation

SCHEDULE

Name of the Non- Teaching staff in Full: _____

Address:

Designation:

Salary Rs:

In the grade of

Note: **The change in grade, salary or designation should be briefly described.**

Change of Designation or Grade:

Date of EC approval:

Date from which change takes effect:

Signature of the Non- Teaching staff:

Signature of the Officer of the University:

Administrative Ordinance No. 20

Conditions of Service of Teachers

In accordance with the provisions contained in Section 34 of The Act and Section 24 of The Statutes the following ordinance relating to Conditions of Service of Teachers is formulated.

The Conditions of service of Teachers of the University shall be in accordance with the UGC (Minimum Qualification for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 and GOI/DoPT Rules and Regulations, mutatis mutandis, as the case may be, and as amended from time to time.

Administrative Ordinance No. 21

Conditions of Service of Other Academic Staff

In accordance with the provisions contained in Section 34 of The Act and Section 24 of The Statutes the following ordinance for Conditions of Service of Other Academic Staff is formulated.

The Conditions of service of Other Academic Staff of the University shall be in accordance with the UGC (Minimum Qualification for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 and GOI/DoPT Rules and Regulations, mutatis mutandis, as the case may be, and as amended from time to time.

Administrative Ordinance No. 22
Conditions of Service of Non-Teaching Staff

In accordance with the provisions contained in Section 34 of The Act and Section 25 of The Statutes the following ordinance is made

The Conditions of service of Non-Teaching Staff of the University shall be in accordance with the Cadre Recruitment Rules approved by the Competent Authority and as amended from time to time and UGC/GOI/DoPT rules and regulations, mutatis mutandis, as the case may be.

Administrative Ordinance No. 23

Appointment of Adjunct Faculty Members and Scholars in Residence

In accordance with the provisions contained in Sections 6(1)(x), 6(1)(xvii) of the Act and Sections 20(6) and 21 of The Statutes the following ordinance is formulated for Appointment of Adjunct Faculty Members and Scholars in Residence

The Guidelines for empanelment of Adjunct Faculty and Scholars in Residence in the University shall be in accordance with guidelines issued by the UGC from time to time.

Administrative Ordinance No. 24

Floating Posts

Following ordinance is laid in accordance with Section 6(1)(xvii) of the Act and Sections 12(2)(xviii), 20(6) and 21 of The Statutes.

1. There shall be a few floating posts of Professors, within the overall sanctioned posts by the University Grants Commission.
2. These posts shall not be assigned to any particular Department but shall be made available to certain Departments which may be finding it difficult to fill up certain vacancies by the normal procedure.
3. Persons appointed against these posts will be eminent scholars including those who may have retired as Professors from this University or any other University or similar institutions of higher learning in India or abroad.
4. All appointments under floating posts will initially be made ordinarily for one year and efforts continued for filling these posts in the normal programme.

Provided that no floating appointment shall be renewed at the end of the year if the vacant post in the Department is filled up.

5. No appointment letters to persons appointed under the floating posts shall be issued unless the appointee enters into a contract with the University as per prescribed format for 'Contract Appointment'.
6. Persons appointed under these posts shall be eligible to draw the pay last drawn or as fixed by the University, in accordance with the U.G.C. guidelines in this regard.

Administrative Ordinance No. 25

Visiting Professors

Following ordinance is laid in accordance with Section 6(1)(xvii) of the Act and Sections 12(2)(xviii), 20(6) and 21 of The Statutes.

1. A visiting Professor should be an eminent scholar in his/her field. Generally a person who has held or is holding the post of Professor / Director of a research Institutes or equivalent or a person who has achieved distinction outside the University sector, should be considered for appointment as Visiting Professor.
2. The Visiting Professor will be appointed by the Vice-Chancellor within the overall sanctioned strength of the Professor in the University.
3. The maximum tenure of appointment of a Visiting Professor shall be two years and the minimum of not less than three months.
4. The University may appoint a person up to the age of 70 years as a Visiting Professor.
5. A Professor should not be appointed as a Visiting Professor in the same University in which he/she holds a post immediately before or after superannuation.
6. A superannuated Professor, not belonging to the University, on his appointment as Visiting Professor may be paid an honorarium @ Rs. 15,000/- per month as revised from time to time by the UGC excluding any superannuation benefits. Visiting Professor appointed for less than a month shall be paid on a pro-rata basis. A person appointed as Visiting Professor from outside the country shall be paid an honorarium of up to Rs. 20,000/- per month as revised from time to time by the UGC.
7. In case a person serving in an Indian University is appointed as Visiting Professor, the honorarium payable should be determined on the basis of salary plus 10% of the basic pay plus dearness allowance, and other allowances, if any admissible (except conveyance allowance, if any) as per the rates of the parent University. The receiving University would also contribute towards pensionary benefits or CPF/GPF/NPS as per usual Rules.
8. It is expected that when a serving person is appointed as Visiting Professor, the parent University would give him/her duty leave without pay.
9. If a person working abroad on a permanent basis is invited as a Visiting Professor, the University may meet the cost of international air travel from its own resources. Visiting Professor appointed may be paid travel expenses within India in accordance with the Rules of the University.
10. Guest House accommodation will be provided free of charge by the host University, but food charges would be paid by the Visiting Professor.

Administrative Ordinance No. 26

Visiting Fellow

Following ordinance is laid in accordance with Section 6(1)(xvii) of the Act and Sections 12(2)(xviii), 20(6) and 21 of The Statutes.

1. A Visiting Fellow should be a Scholar of Eminence in his/hersubject.
2. Superannuated persons up to the age of 70 years may also be considered for appointment as Visiting Fellow. The minimum tenure of a Visiting Fellow should not be less than a week and maximum- up to three months.
3. The Visiting Fellow will be paid an honorarium @ Rs. 600/- per day for the duration of his/her stay. The minimum tenure of a Visiting Fellow should not be less than a week and the maximum up to one year. For visits beyond one month, the rate may be as in the case of Visiting Professor. The allowances may be revised from time to time as amended by UGC.
4. Travel expenses may be met in accordance with the rules of the University.
5. The parent institution will grant academic leave with pay and usual allowance for the duration of the appointment as Visiting Fellow.
6. The host University would provide accommodation to the Visiting Fellow in the University Guest House free of charge, but food charges would be paid by the Visiting Fellow.
7. The same person may not be invited as Visiting Fellow more than once in a year, but the period of 3 months can be split up as desired by the University within the period of one year.

Administrative Ordinance No. 27

Seniority

In accordance with and furtherance to the provisions of Section 26 of The Statutes the following ordinance for the purpose of counting seniority is made

1. Teachers:

- (i) The inter-se seniority of a direct recruit shall be determined in the following order:
 - a. Hierarchy of cadre.
 - b. Order of merit in which they are selected for such appointment on the recommendations of the selection committee. Irrespective of date of joining the University within three months from the date of offer of appointment, the order of seniority shall be according to the order of merit.
 - c. Chronology of the Selection Committee Recommendation letter.
 - d. Where the date of the recommendation letter is same, chronology of interview board report.
 - e. date of joining.
 - f. date of birth.
- (ii) The seniority of teacher promoted under CAS shall be determined with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates and approved by the Executive Council.

2. Other Academic Staff:

- (i) The inter-se seniority of a direct recruit shall be determined in the following order:
 - a. Hierarchy of cadre.
 - b. Order of merit in which they are selected for such appointment on the recommendations of the selection committee. Irrespective of date of joining the University within three months from the date of offer of appointment, the order of seniority shall be according to the order of merit.
 - c. Chronology of the Selection Committee Recommendation letter.
 - d. Where the date of the recommendation letter is same, chronology of interview board report.
 - e. date of joining.
 - f. date of birth.
- (iii) The seniority of teacher promoted under CAS shall be determined with reference

to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates and approved by the Executive Council.

3. Non-Teaching Staff:

(i) The inter-se seniority of a direct recruit shall be determined in the following order

- a. Hierarchy of cadre.
- b. Order of merit in which they are selected for such appointment on the recommendations of the selection committee. Irrespective of date of joining the University within three months from the date of offer of appointment, the order of seniority shall be according to the order of merit.
- c. Chronology of the Selection Committee Recommendation letter.
- d. Where the date of the recommendation letter is same, chronology of interview board report.
- e. date of joining.
- f. date of birth.

(ii) Seniority of Promotees:

- a. the seniority of an officer assessed as fit, in the promoted grade shall be same as in the feeder grade from which they are promoted. Where, however, a person is considered as unfit for promotion and is superseded by a junior, such person shall not, if he/she is subsequently found suitable and promoted, take seniority in the higher grade over the junior persons who had superseded him/her.
- b. persons appointed as a result of an earlier selection shall be senior to those appointed as a result of subsequent selection

Administrative Ordinance No. 28

Employees Grievances Redressal Committee

Following ordinance is laid in accordance with Section 29(1)(n) of The Act and Section 12 (2)(xiii) of The Statutes.

1. There shall be an Employees Grievances Redressal Committee to address the grievances of employees of the University. The Grievances Committee shall observe the following general principles:
 - (a) The Campus Community should be made fully aware of the Grievance Redressal Mechanism;
 - (b) Every grievance from the employee should be registered and acknowledged;
 - (c) If a final decision is not possible within a fortnight, an acknowledgement should be sent to the applicant along with an indication as to when he/she can expect a final reply;
 - (d) As a matter of general rule, no grievance should be pending beyond the limit of three months;
 - (e) The officer nominated by the Vice-Chancellor and the person responsible for addressing grievances should make himself/herself freely available to hear the grievances personally, at least once in a fortnight at fixed timings and also through email; and
 - (f) Aggrieved parties who are not satisfied with redressal in subordinate/attached formation can approach the Registrar. The Registrar in turn, can take a decision in consultation with Vice-Chancellor.

2. The Employees Grievances Redressal Committee shall consist of the following:
 - Vice-Chancellor's Representative - Chairperson
 - Vice-Chancellor's nominee - Member Secretary
 - Eight representatives nominated by the Vice-Chancellor from the employees representing gender, minority, SC, ST, OBC, OC, PwD & EWS. Among these, the issue based relevant representative will interact with Chairperson and secretary for a solution for the contextual grievance.

3. There shall be a separate committee constituted for Women Grievances with women members by the Vice-Chancellor.

4. The Powers and Functions of the Employees Grievances Redressal Committee.
 - (a) to entertain written and signed complaints and petitions of employees in respect of matters directly affecting them individually.
 - (b) to enquire into the grievances and make recommendations and report to the Vice-Chancellor for redressal or suitable action.

- (c) to recommend appropriate action against complainant, if allegations made in the documents found intentional and baseless.
- 5. The grievances shall be acknowledged and the confidentiality shall be maintained.

Administrative Ordinance No. 29

Local Purchase Committee

Following ordinance is laid in accordance with Section 12(2)(xi) of The Statutes.

1. All Stores and Purchases of the University shall be regulated as per the provisions of The General Financial Rules 2017 as amended by Govt of India from time to time and CVC guidelines.
2. The Local Purchase Committee shall consist of the following: -

(a) Registrar	Chairperson
(b) Finance Officer	Member
(c) Deputy Registrar	Member
(d) University/Assistant Engineer	Member
(e) System Analyst	Member
(f) Indenter or his representative	Member
(g) Stores I/c	Member
(h) Assistant Registrar (Admin)	Member-Convener
3. The Local Purchase Committee may co-opt additional members from indenting departments/sections as considered necessary.
4. Four members of the Local Purchase Committee shall form a quorum for a meeting of the Local Purchase Committee and it shall meet on at least once every week.
5. The Local Purchase Committee shall place Purchase Orders for all the proposals which have been accorded financial approval by the Competent Authority.
6. The Assistant Registrar (Admin) shall pursue all the Purchase Orders so placed, receive the goods, enter details of goods in ledger/take them on stock, keep the goods safe and secure and issue to the indenter as per the approved indent. The Assistant Registrar (Admin) shall also take necessary action in case the goods are not received within the period specified in the Purchase Order.

Administrative Ordinance No. 30

Modalities of Communication to Authorities/ Ministry/ UGC

Following ordinance is laid in accordance with Sections 6(1) (xxii) and 6(1) (xxiii) of The Act.

1. For all communications/ submissions of any memorandum/representation etc., the principle of “Proper Channel” should be followed scrupulously.
2. It should be established that all available remedies are exhausted before addressing to the higher authority.
3. Failure to comply with the above shall be treated as Misconduct and shall attract disciplinary action as per rules in force or as amended from time to time.

Administrative Ordinance No. 31
Discipline (Students)

In accordance with the provisions contained in Section 6(1)(xxiii) of The Act and Section 30 of The Statutes the following ordinance is made.

1. Discipline includes the observance of good conduct and orderly behaviour by the students of the University;
2. The following shall strictly be observed by the students of the University.
 - (a) Every student of the University shall maintain discipline and consider it his/her duty to behave decently at all places.
 - (b) No student shall visit places or areas declared by the University as "Out of Bounds" for the students.
 - (c) Every student shall always wear appropriately his/her Identity Card issued by the competent authority.
 - (d) Any Student found guilty of impersonation or of giving a false name shall be liable to disciplinary action.
 - (e) The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the Dean Student Welfare.
 - (f) If a student is found to be continuously absent from Classes without information for a period of 15 days in one or more Classes, his/her name shall be struck off from the rolls. He/she may, however, be readmitted within the next fortnight by the Dean on payment of the prescribed readmission fee etc. Such student will not be readmitted if he/she fails to pay the readmission fee within the prescribed period
3. Indiscipline shall include:
 - (a) Irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned.
 - (b) Causing disturbance to a Class or the Office or the Library or the auditorium or the Play Ground etc.
 - (c) Disobeying the instructions of teachers or the authorities.
 - (d) Misconduct of any nature at the Examination Centre.
 - (e) Misconduct of any nature towards a teacher or any employee of the University or any visitor to the University.
 - (f) Causing damage, spoiling or disfiguring to the property/equipment of the University.

- (g) Inciting others to do any of the aforesaid acts.
 - (h) Giving publicity to misleading accounts or rumor amongst the students.
 - (i) Misconduct of any nature, Mischief, and/or nuisance committed by the residents of the hostels.
 - (j) Visiting places or areas declared as 'out of bounds' for the students.
 - (k) Refusing to produce or surrender the Identity Card when demanded by the authority concerned.
 - (l) Any act and form of sexual harassment, ragging or discrimination on the basis of caste, category, religion, race etc.;
 - (m) Constitution of any type of association based on caste/creed/religion/region etc.
 - (n) Any other conduct anywhere which is considered to be unbecoming of a student.
4. Students found guilty of breach of discipline shall be liable to punishment of Fine, Campus Ban, Expulsion and Rustication. However, no such punishment shall be imposed on an erring student unless he /she is given a fair chance to defend himself /herself. This shall not preclude the Vice-Chancellor from suspending an erring student during the pendency of disciplinary proceedings against him /her.
5. All powers relating to discipline and disciplinary action in relation to the student shall vest in the Vice-Chancellor. However, the Vice-Chancellor may delegate all or any of his powers as he deems proper to the competent authority or to the Discipline Committee as the case may be or any functionary of the University.
6. Discipline Committee (Students)
- (a) The Disciplinary Committee (Students) consists of the following members:

(i) The Proctor	Chairperson
(ii) Deans of the Schools	Member
(iii) Chief Warden	Member
(iv) Dean Students' Welfare	Member Secretary
 - (b) The Committee shall take cognizance of all matters relating to discipline and proper standards of behaviour of the students of the University and shall have the powers to punish the guilty as it deems appropriate.
 - (c) The said Committee shall, make such Regulations as it deems fit for the performance of its functions and these Regulations and any other Orders under them shall be binding on all the students of the University.
 - (d) The recommendations of the Discipline Committee shall be submitted to the Vice-Chancellor whose decision will be final and binding.
 - (e) One-third of the total members shall constitute the quorum for a meeting of the said Committee.

Administrative Ordinance No. 32

Students' Grievances Redressal Committees

Following ordinance is laid in accordance with Section 29(1)(n) of the Act and Section 12(2)(xiii) of The Statutes.

There shall be a Students' Grievances Redressal Committee to address the grievances of students of the University. The Committee shall observe the following general principles:

1. The Student Community should be made fully aware of the Grievance Redressal Mechanism.
2. Every grievance from the student should be registered and acknowledged.
3. If a final decision is not possible within a fortnight, an acknowledgement should be sent to the applicant along with an indication as to when he/she can expect a final reply.
4. As a matter of general rule, no grievance should be pending beyond the limit of three months.
5. Aggrieved parties who are not satisfied with redressal of the Committee may approach the Registrar. The Registrar in turn, can take a decision in consultation with Vice-Chancellor.
6. The Students Grievance Redressal Committee shall consist of the following: -

(a) The Dean Academic Affairs	Chairperson
(b) Deans of the Concerned School	Invited Member
(c) Chief Warden	Member
(d) Three representatives of Students' Council	Members
(e) Dean Students' Welfare	Member Secretary

7. Powers and Functions of the Committee

- (i) To entertain written and signed complaints and petitions of students in respect of matters directly affecting them individually or as a group;
- (ii) To enquire into the grievances, and make recommendations and report to the Executive Council for Redressal or suitable action; and
- (iii) To recommend appropriate action against complainant, if allegations made in the documents are found to be intentional and baseless.
- (iv) The grievances shall be acknowledged and the confidentiality shall be maintained in case of sensitive issues.

Administrative Ordinance No. 33

Hostels

Following ordinance is laid in accordance with Section 29 (1) (h) of The Act and Section 12(2)(xi) and 12(2)(xvi) of The Statutes.

1. The objectives of the Hostels are as follows:
 - (a) To provide to the students of the University a congenial place to live so that they can devote themselves to pursuit of higher learning;
 - (b) To ensure that students coming from different backgrounds have an opportunity to live together, imbibe a spirit of co-operation and goodwill and acquire broader societal frame;
 - (c) To provide opportunities for co-curricular and extra-curricular activities for all round development or individual personality and for giving expression to their artistic and creative talent; and
 - (d) To develop in the students the capacity to govern their own affairs.

2. Hostels in Campus
 - (a) The University shall maintain such Hostels as may be necessary to fulfil the objectives of residence.
 - (b) The students residing in the Hostels shall pay such fee as may be prescribed by the relevant regulations from time to time.
 - (c) Each Hostel shall be under the charge of a Warden.

3. Supervision and Control - Central Committee on Hostels
 - (a) The Central Committee shall comprise of the following:

(i) Dean Students' Welfare	Chairperson
(ii) Chief Warden	Member
(iii) Wardens	Member
(iv) Asst. Director (PE)	Member
(v) Manager	Secretary

 - (b) The functions of the Committee shall be as follows:
 - (i) Management, selection and admission of students to the University Hostels.
 - (ii) Supervision of the Hostels and Advice University on matters of policy, etc. relating to their management.
 - (iii) Maintenance of discipline amongst the resident students.
 - (iv) Transfer of a student from one Hostel to another.
 - (v) Such other duties as may be assigned by the Vice-Chancellor.

- (c) The Committee may admonish a student for misconduct, may impose a fine as fixed by the University on a student, may remove a student from the Hall of Residence.
- (d) The Central Committee shall meet as often as necessary and at least twice in every semester. Meetings shall be convened and presided over by the DSW and one third of its members shall form the quorum.
- (e) The Dean, Students' Welfare shall submit the decision of the Committee to the Vice - Chancellor.

Administrative Ordinance No. 34

Sensitisation, Prevention and Redressal of Sexual Harassment

Following ordinance is laid in accordance with Section 29(1)(n) of the Act and Section 12(2)(xiii) of The Statutes

1. Gender equity, including protection from sexual harassment and right to work with dignity is universally recognized basic human right. Eradication of social evils has been the prime aim of Constitution of India. Article 15 of the Constitution of India prohibits discrimination on grounds of religion, race caste, sex, or place of birth. Article 42 makes provision for securing just and human conditions of work. Article 51-A(e) makes it incumbent on every citizen to promote harmony and spirit of the common brotherhood amongst all the people of India transcending religious, linguistic, and regional or sectional diversities; to renounce practices derogatory to the dignity of women. India is also a signatory to the convention on the Elimination forms of discrimination against women.
2. The women of the university shall be protected under The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and in accordance with the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015 as amended from time to time.

Administrative Ordinance No. 35

Congregation for Political or any other purposes except for matters pertaining to education and research not permitted inside the University

Following ordinance is laid in accordance with Section 6(1) (xxii) and 6(1) (xxiii) of the Act and Section 12(2)(vi).

1. Congregation for Political or any other matters other than matters relating to education and research shall not be permitted inside the campus of National Sanskrit University.
2. Members of the staff (Teaching and Non-teaching) and students shall be required to maintain absolute integrity at all times and to maintain high ethical standards and values.
3. They shall keep away from Congregation / demonstrations organized by political groups in the vicinity / neighbourhood of the University. No meetings are permitted to be convened inside the premises of the University without prior approval of the Vice Chancellor.
4. Refrain from doing anything which is or may be contrary to any law, rules, regulations, decorum and established practices.
5. Perform and discharge duties with highest degree of professionalism and dedication to the best of the individual's abilities.
6. Do not get involved in unauthorized communication of any official document or any part thereof or classified information to any Government servant or any other persons to whom you are not authorized to communicate such document or classified information.
7. Anybody who is found to be deficient will attract disciplinary action against them according to the rules in force and amendments from to time.

THE SECOND SCHEDULE
The Academic Ordinances

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ORDINANCE No. 01**ADMISSION OF STUDENTS****(For Regular on Campus Mode)**

(In accordance with the provisions contained in Section 6(1)(xix) and 29(1)(a) of the Act)

The University shall enable imaginative and flexible curricular structures for creative combinations of disciplines for study, and shall offer multiple entry and exit points, creating new possibilities for life-long learning.

- NEP-2020 11.5

1. Candidate shall be eligible for admission to any Programme of study in the University only after passing the examination prescribed by the University. Provided, the application for admission must be supported by:
 - (a) A migration/no objection certificate from the concerned University/ Board; and
 - (b) A certificate from the Head of the Institution, in which last studied, certifying the record of attendance and conduct of the student.

Provided further that, the application of a student who has not completed his Programme of study and has not appeared at the examination for which he was studying in any other University or Board in India shall be considered for admission in a Programme of this University whose pattern and syllabi are similar to that Programme studied by him in the former University/Board.
2. Application form for admission to the various programmes offered by University shall be as approved by Academic Council or any other body like admission committee; which will be ratified by the executive council, from time to time. In respect of collaborating Institutes with which the University has a formal MoU or those institutes which have been recognized in accordance with the provisions of the Act, the application form will be suitably modified.
3. The students' intake for various programmes of the University shall be as approved each year by the Academic Council.
4. Admissions to various Programmes of the University, shall be made by the Admission Committee as constituted by the respective School/Department/Centre.
5. There shall be an Admission Committee for each school for regulating the admissions to all programmes of the school concerned, comprising of:

- | | | |
|-------|---|-------------------|
| (i) | The Dean of the School concerned | - Chairperson |
| (ii) | One faculty member, not below the rank of an Associate Professor to be nominated by the Dean | - Member |
| (iii) | Three teachers, one each from amongst the Professors, Associate Professors and Assistant Professors by rotation | - Members |
| (iv) | One person each representing SC /ST /OBC/ Women/EWS/PwD and Minority candidates from the teaching community preferably if not already represented by the above members nominated by Vice Chancellor | - Members |
| (v) | Head of the Department concerned | - Member Convener |

The Committee shall

- i. scrutinize the application forms for admission of the candidates in accordance with the conditions of admission prescribed by the Academic Council from time to time;
 - ii. conduct the Admission Test(s) and/or Interview; or as otherwise, as required. Provided, however in case of Common Entrance test, the performance in such test will form the basis for subsequent admission process; after the evaluation of the Admission test(s), a reasonable number of candidates from each category will be called for admission to the programme in concerned subject to their scoring the minimum cut-off marks in the entrance test for admission to different programmes as prescribed by the Admission Committee;
 - iii. prepare the merit list based on the marks obtained by the candidates in the Admission Test and/or Interview;
 - iv. prepare a list of the candidates selected for admission to be submitted by the Chairperson of the Committee to the academic section;
 - v. suggest methods to improve reliability and standard of the entrance test(s).
6. The members of the Committee other than ex-officio members shall hold office for a term of one academic year.
 7. In case of non-availability of any teacher from any of the aforesaid categories, the Vice Chancellor may appoint another teacher from the remaining categories of the teachers by rotation.
 8. The Chairperson of Admission Committee may co-opt not more than three members of

- the Department/Centre representing different areas of specialization with prior intimation to the Vice- Chancellor.
9. Not less than 50% of total number of members of the Committee shall form the quorum.
 10. Admission to the programme leading to the Doctor of Philosophy shall be considered by the Departmental Research Committee (DRC) of the concerned department comprising of:
 - (i) The Dean of the School concerned - Chairperson
 - (ii) All the Professors of the department - Members
 - (iii) Four teachers, two each from amongst Associate Professors and Assistant Professor by rotation - Members
 - (iv) One person each representing SC /ST/OBC/ Women/EWS/PwD and Minority candidates from the teaching community preferably if not already represented by the above members nominated by Vice Chancellor - Members
 - (v) Head of the Department concerned - Member Convener
 11. In the case of collaborating Institutes, in addition to the admission Committee of the Institutes, a nominee of the Vice Chancellor shall be a member of the admission Committee.
 12. Candidates who satisfy the requirement of eligibility may be considered for admission on the basis of performance of the candidate at any entrance test as may be prescribed in respect of each programme. Candidates shall be admitted to the various programmes in order of merit. No candidate shall claim admission as a matter of right.
 13. The equivalence of foreign degrees /courses will be determined by the University in consultation with the Department in which the student is seeking admission.
 14. An Office for International Students' Affairs shall be established: as per UGC D.O.NO. 152-8/2020(IC) dated : 13th January 2021
 - i. to coordinate all matters relating to welcoming and supporting foreign students
 - ii. to disseminate information related to admission process among prospective foreign students
 - iii. to engage in promotional activities and brand building campaign abroad
 - iv. to act as Single point contact for carrying out all collaborative activities with foreign institutions

- v. to act as a liaison body between the foreign students and the sponsoring agency
 - vi. to address the grievances of foreign students in all matters
 - vii. to act as single point contact for registration with FRRO/e-FRRO
 - viii. to facilitate networking with fellow students
 - ix. to extend all possible help to the foreign students to adapt to the new cultural environment and make their stay in India comfortable and enriching.
15. Provided further that no such special provision shall be made on the ground of domicile except in cases prescribed by GoI (eg. J&K).
 16. No candidate shall ordinarily be admitted to more than one regular programme at a time. However, Students may be permitted by the University, in consultation with the Dean concerned of the School/Director of the Centre, to pursue a Part-time/evening Certificate / Diploma programme, Online/Distance of professional in nature in the University or in other Institutions. Pursuing such studies should not interfere with the academic activities of the student in the University. Permissions can be withdrawn by the University if it is found to interfere in the academic activities of the students in the University.
 17. Candidates at the time of admission shall submit a medical fitness certificate from an Authorized Medical Practitioner/Asst. Civil Surgeon wherever necessary.
 18. A candidate shall be enrolled in a programme as a student of the University after paying the prescribed fee.
 19. Whenever a student proposes to withdraw from the University, he/she shall submit an application to the Dean of the School concerned through the Head of the Department/Centre intimating the date of his /her withdrawal.
 20. For self-supporting and self-financing programmes, the fee structure shall be determined by the University after detailed working of the economics of the running of the programmes.
 21. If at any time it is found that a candidate has made a false or incorrect statement or has made use of other fraudulent means on the basis of which he/she has secured admission, his/her name shall be removed from the rolls of the University forthwith.
 22. The commencement of classes for all programmes, other than professional programmes, shall be governed by the UGC norms concerning Minimum Standards of Instruction for the Grant of Degrees as issued and amended from time to time.
 23. The minimum and maximum duration for the programmes offered by the University shall be prescribed by the Academic Council in conformity with requirements of regulations prescribed by national regulatory bodies from time to time.

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ORDINANCE No. 02**RESERVATION OF SEATS AND OTHER SPECIAL PROVISIONS FOR
ADMISSION**

(in accordance with and in *furtherance to the provisions contained in Section 7 of the Act*)

Reservation of Seats

Reservation of seats for the students belonging to the categories such as SC/ST/OBC/EWS/PwD etc., in different Academic Programmes including MoU Institutions shall be in accordance with rules / regulations specified by the Govt of India / UGC and other similar bodies/regulatory authorities as amended from time to time.

- If a candidate in the reserved category qualifies for admission in the general category he/she shall be transferred to the general category without prejudice to the number of seats already allocated in that category which will be offered to the next eligible candidate in that category.
- If sufficient number of candidates are not available in OBC category, such vacant seats shall be transferred to the general category.

1. Special provision for Admission**1.1. Sports quota**

- (a) 2% of seats in both the under-graduate and post-graduate programmes, shall be reserved for admission of outstanding players and sports persons, who have represented their Universities/Region/State, provided that they fulfil the minimum eligibility requirements prescribed for seeking admission to various programmes.
- (b) Relaxation to the extent of 5% of marks in the aggregate or in the subject, as the case may be, will be given to such candidates.

1.2. N. C. C.

- (a) Relaxation to the extent of 5% of marks in the aggregate or in one subject, as the case may be, will be given to NCC Cadets having the following NCC Certificates for admission to all programmes:
 - (i) " A " Certificate for admission to undergraduate programmes.
 - (ii) "B" or "C" Certificate for admission to a postgraduate programmes.

- (b) Students admitted on the basis of NCC will have to continue in the NCC at least for one year.
- (c) The relaxation of marks on the basis of NCC Certificate shall be permissible only on the production of a certificate duly verified by the NCC Officer

1.3. N. S. S. Volunteers

NSS volunteers who have attended two 10 days' Special Camps and one National Integration Camp or Republic Day Camp may be provided a relaxation of 2% marks in the aggregate or in one subject as the case may be, for admission in both the under-graduate and post-graduate programmes.

Relaxation of marks given on the basis of NSS Certificates shall be permissible on the production of relevant Certificates.

1.4.Extracurricular activities

2% of seats in both the under-graduate and post-graduate programmes will be reserved for students with extra-curricular activities provided that they have participated in the National/Zonal level cultural/literary competitions.

1.5.Internal candidates

20% of seats in both the under-graduate and post-graduate programmes shall be reserved for students who have studied and passed through their qualifying examination in the National Sanskrit University.

In case, if no eligible candidate is available in the special provision, then the same shall be filled up by the candidates of general category.

2. Other Reservations

As prescribed by the UGC / GOI from time to time.

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ORDINANCE No. 03**PROGRAMMES OF STUDY**

(in accordance with and in furtherance to the provisions contained in Section 29(1)(b) of the Act)

1. There shall be programmes of study in the University for the Degrees, Diplomas and Certificates in various Schools through Regular, Evening, Online and Distance streams as decided by the University and approved by the competent body from time to time. **Provided that the degree to be awarded by the University shall be from the list of specified degrees under section 22(3) of the UGC Act 1956 and as amended from time to time.**

The Regulations in respect of all the programmes above shall be framed by the University.

2. The structure and lengths of degree programmes shall be defined according to NEP 2020 involving the multiple entry and exit principle (11.9, Page No. 37).
3. In addition to above, the Academic Council shall have the power to introduce, modify or discontinue a programme on the recommendations of the Board of Studies.
 - (i) The percentage of marks as given in the minimum eligibility requirements and allotted seats shall be approved by the Academic Council from time to time.
 - (ii) The minimum eligibility conditions for the Degrees/Diplomas/Certificates as decided by the University, shall be the same for other Universities/ Institutions/ Boards, which have been recognised by the University.

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ORDINANCE No. 04

MEDIUM OF INSTRUCTION

(In accordance with and in furtherance to the provisions contained in Section 29(1)(c) of the Act)

1. The medium of instruction and examination in respect of all programmes conducted in the Schools, Departments and Centres in the University shall be in Sanskrit.
2. The medium of instruction and examination for modern subjects offered by the University like Computer Science, Mathematics, History and languages other than Sanskrit and certain online programmes shall be the language approved by the respective Boards of Studies.

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ORDINANCE No. 05**FEES PAYABLE BY STUDENTS OF THE UNIVERSITY**

(In accordance with and in furtherance to the provisions contained in Section 29(1)(e) of the Act)

1. The Executive Council on the recommendations of the Academic Council from time to time prescribe the fees payable by students for various programmes, which shall consist of the following components:

I- Administrative process fee

- (a) Application and Prospectus Fee
- (b) Application processing fee
- (c) Admission/Regd. fee
- (d) Registration Fee
- (e) I.D Card Fee
- (f) Recognition Fee
- (g) University Development Fee
- (h) Amenities Development Fee

II- Extra Curricular Activities Fee

- (a) Sports Fee
- (b) Cultural Activities Fee
- (c) Students' Welfare Fee
- (d) Medical Fee

III — Programme Fees

- (a) Tuition Fee
- (b) Laboratory Fee
- (c) Library Fee
- (d) Credit fee (includes examination fee)
- (e) Computer fee

IV – Deposits (Refundable)

- (a) Caution Money (Laboratory)
- (b) Caution Money (Mess)
- (c) Caution Money (Hostel)

Any other fee approved by the Academic council from time to time.

The students shall remit the fees to the university as prescribed in the regulations framed by the University from time to time.

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ORDINANCE No. 06
**AWARD OF FELLOWSHIPS, SCHOLARSHIPS, STUDENTSHIPS,
 MEDALS AND PRIZES**

*(in accordance with and in furtherance to the provisions contained in Section 6 (1) (xiv) and
 Section 29 (1) (f) of Act)*

1. In order to encourage meritorious and deserving students to pursue Programmes of studies and research in the University without financial strain, the University shall strive to provide for adequate number of Scholarships, Fellowships, Studentships and Free-ships, for financial help, and also provide for award of Medals and Prizes.
2. There shall be instituted Scholarships in every programme to be awarded to the students of the University and Institutions (wherever applicable) subject to availability of funds. Rules for award of the same shall be laid down in the Regulations.
3. There shall be fee concession in the form of half and full Free-ships of tuition fee in each School and teaching Departments as per norms of the UGC.
4. There shall also be a scheme of merit Scholarship, subject to availability of funds, where the first and second rank holders in every programme shall be awarded. The quantum of scholarship shall be decided by the University from time to time.
5. There shall be Fellowships instituted in the University, subject to availability of funds, for studies or research as approved under the norms of UGC or other funding Agencies from time to time.
6. All types of Scholarships and Free ships shall be administered at the University level by a Committee to be constituted by the Vice-Chancellor.
7. There shall be a scheme to award medals/ prizes to the meritorious students of the University and Institutions (wherever applicable) for their best performance in various University Examinations.
8. The University shall have power to institute endowments from time to time.
 Detailed regulations shall be framed from time to time by the Executive Council, governing the administration of Scholarships, Free-ships, Fellowships, Medals and other such endowments created in the University.

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ORDINANCE No. 07**BOARD OF STUDIES**

(In accordance with and in furtherance to the provisions contained in Section 23 of the Act and section 18(2) of the statutes)

1. Each Department shall have a Board of Studies comprising the following members:
 - a. Head of the Department shall be the Chairperson & Convener.
 - b.
 1. All professors of the department.
 2. Not more than two Associate Professors of the department by rotation on seniority.
 3. Not more than two Assistant Professors of the department by rotation on seniority.
 - c. Under special circumstances one faculty member each from other involved departments within the school.
 - d. Not more than two subject experts, not in the service of the University, to be nominated by the Vice chancellor from a pool of six experts, suggested by the HoD in consultation with the department.
 - e. Wherever necessary, not more than two persons (Alumni / Industry / Experts), may be invited as special invitee by the Chairperson with the prior permission of the Vice-Chancellor.
2. The tenure of the constitution of the board of studies shall be three years.
3. Any casual vacancy may be filled for the un-expired period.
4. The Board of Studies should meet at least once in two years and on such occasions as may be determined by the Vice-Chancellor.
5. The quorum for the Board of Studies Meetings shall be 50% of the members which shall include at least one outside expert.
6. In the absence of the Chairperson, the senior-most member present shall act as Chairperson for that meeting.
7. If in the opinion of the Chairperson, it is not necessary or expedient to convene a meeting of the Board of Studies to consider any item and if he/she considers that a matter could be disposed off by circulation among the members of Board of Studies he/she may issue necessary instructions to that effect.

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ORDINANCE No. 08**CENTRE FOR SASTRA PARIRAKSHNA***(through Unique Gurukula Paddhathi)**(in accordance with and in furtherance to the provisions contained in Section 6(1)(xiii)of the Act and Section 17(5)(a) of the Statutes)*

In the light of National Educational Policy 2020 (10.2 Page No. 34), there is a dire need to protect the Indian tradition and culture and disseminate the same to the posterity. The system of oral transmission of knowledge (Gurukula Paddhathi) is a Unique Characteristic feature of Indian Culture. The scholar trained through this system will be capable of communicating and disseminating his knowledge both in the verbal and written form. In this connection, a Centre for Sastra Parirakshana shall be established.

Gurukula paddhati

Gurukula system shall be the place to impart in-depth traditional Shastric knowledge through oral system of ancient days. Disciples with thirst for deep knowledge in Shastras shall be enrolled under the respective Guru and learn Shastras with the aim of completing prescribed texts thoroughly. They shall stay along with their respective Gurus and undergo eccentric training in accordance with the timings mentioned by the Guru. Continuous and comprehensive evaluation will be made by the Guru which is the highlight of this system.

- (a) Gurukula shall alone be the accommodation and boarding for students at free of cost.
- (b) The students shall adhere to the traditional aspects such as dress code etc., as prescribed in the regulations.
- (c) The students shall obey the orders of their respective Guru.
- (d) The intake of students for each Sastra shall be as prescribed in the regulations.
- (e) Teaching at Gurukula shall be in traditional fervor.

1. Objects:

1. To preserve and propagate the traditional knowledge in unique way.
2. To preserve Sastra tradition that has been followed from centuries by our ancestors.
3. To propagate Sastra tradition by imparting Sastric lore to the students in a specific and extensive mode of teaching.

4. To revive ancient traditional teaching system of Sastra subjects.
5. To bring out eminent scholars in Sastras for posterity.

The Centre for Sastra Parirakshana shall look after the following functions.

1. Gurukula at National Sanskrit University.
 2. Off-campus Shastra Parirakshana programme.
 3. Adoption/affiliation of Shastra Parirakshana centre/s.
 4. Conducting of Annual All India Sastrartha Parirakshana varga.
2. There shall be four Shastras to be taught initially in this traditional stream viz., Nyaya, Advaita Vedanta, Vyakarana and Mimamsa at three levels of programmes i.e., Pre Graduate, Under Graduate and Post Graduate.

Both unique and regular degrees will be conferred to those who get through Mahapareeksha compulsorily.

3. Advisory Board:

An advisory board shall be constituted comprising the following members.

- | | | |
|--|---|-----------------|
| 1. Vice-Chancellor | - | Chairman |
| 2. Dean Academic Affairs | - | Member |
| 3. Deans of all Schools | - | Members |
| 4. Respective Heads of Department | - | Members |
| 5. One external expert from each respective Sastra
nominated by Vice-Chancellor | - | Member |
| 6. Centre Director | - | Member Convener |

Functions of Advisory Board:

1. To recommend appointment of traditional Gurus through an interview.
2. To monitor activities of Gurukula through the Director.
3. To review the progress of students periodically.
4. To meet atleast twice a year for the smooth function of Gurukula.
5. To get sponsorship/donations from various sources apart from regular budget allocated.
6. To monitor the procedure of all examinations of the centre including Mahapareeksha.

4. Centre Director:

There shall be one In-charge of the centre, nominated by the Vice-Chancellor as Director.

Provided, the person nominated to this post must have passed traditional examinations at least in one Sastra in such available stream or recognized as a traditional Sastra teacher/ evaluator in such stream.

Powers and Duties of Director:

1. The Director shall;
 - a) run Gurukula in the campus as per norms.
 - b) collect day to day reports of Gurukula activities.
 - c) process adopting of new Centres and supervising them.
 - d) enroll off-campus students.
 - e) conduct oral examinations in;
 - i) Pre Graduate, Under Graduate and Post Graduate syllabi;
 - ii) Upa-Mahapareeksha; and
 - iii) Mahapareeksha in Public dais.
 - f) conduct unique Board of Studies for the entire traditional stream
 - g) supervise teachers and students of Shastra Parirakshana
 - h) act as a bridge between centre and administration.

5. Examination:

Examinations shall be conducted as per regulations under unique traditional Sastra stream.

1. Examination for regular degree shall be conducted as per the regulations of Distance/Online stream.
2. Examination for unique degree shall be conducted as per regulations under unique traditional Sastra stream.
3. It is compulsory to appear both unique and regular degree examinations. One who doesn't appear Mahapareeksha examination shall not be entitled to award both unique and regular degrees.
6. Free meals & accommodation shall be provided to the students admitted to the Gurukula system.

7. Incentive Scholarship:

Incentive scholarship shall be given for which norms shall be framed by the committee duly constituted for the purpose.

8. Unique Board of Studies:**Composition**

1. Director – Chairperson
2. One external Subject expert shall be the member from each of the following Sastras
 - i. Nyaya
 - ii. Advaita Vedanta
 - iii. Vyakarana
 - iv. Mimamsa
3. One internal subject expert shall be the member from each Sastra mentioned above provided, he shall have completed Mahapareeksha in the concerned Sastra or shall be traditionally recognized teacher in the concerned Sastra. If such member is not available Head of the concerned department shall become the member.

The syllabi framed by the unique BOS shall be forwarded to the Academic council through Advisory Board. The Advisory Board is empowered to make any such alterations if necessary.

All other functions of the centre shall be in accordance with the regulations framed for the purpose.

ADMISSION PROCEDURE

1. Entrance examination shall be conducted to admit the students in different Shastras.
2. A declaration shall be taken from the parents of the students who intend to admit their wards into Gurukula system.

***** ** *****

ORDINANCE No. 09**CENTRE FOR SANSKRIT LANGUAGE PROMOTION**

(In accordance with and in furtherance to the provisions contained in Section 6(1)(xiii) of the Act)

In the light of National Educational Policy 2020 (22.15, 22.17 Page No. 55), for the promotion of values, protection of Indian tradition, culture, integrity, heritage and disseminate the same to the posterity by interesting and innovative ways through Sanskrit language with new vigor, children shall be trained in informal way of learning Sanskrit to make them capable of communicating their knowledge both in the verbal and written form. In this connection, a Centre for Sanskrit Language Promotion shall be established.

1. Objects:

1. To promote Sanskrit language in innovative way.
2. To propagate ancient Indian tradition through novel medium of instruction.
3. To kindle national integration and patriotism among children.
4. To recreate learning environment through interesting and innovative pedagogy.

2. Functions:

The Centre for Sanskrit Language Promotion shall look after the following functions.

1. Organising Bala Kendras.
2. Conducting Sambhashana Sibiras.
3. Conducting short term courses in functional Sanskrit for new entrants of Pre-Graduate, Under Graduate and Post Graduate of the University.
4. Creating Sanskrit homes (Sanskrita Grihas).
5. Organising contact classes for students appearing Sanskrit exams conducted by different organizations.
6. Adopting villages for propagation of Sanskrit language.
7. Organising traditional events like Sanskrit week celebrations, Geeta Jayanthi, Valmiki Jayanthi, Kalidasa Jayanthi etc.,
8. Organising special lectures on Indology in modern, technical and science institutions.

3. Advisory Board:

An advisory board shall be constituted comprising the following members.

- | | | |
|--------------------------|---|-----------------|
| 1. Vice-Chancellor | - | Chairman |
| 2. Dean Academic Affairs | - | Member |
| 3. Deans of all Schools | - | Members |
| 4. Centre Director | - | Member Convener |

Functions of Advisory Board:

1. To recommend appointment of teachers to run Bala Kendras, Sambhashana Sibiras etc.,
2. To monitor activities of Centre through the Director.
3. To review the progress of Centre periodically.
4. To meet atleast twice a year to review the functions of the Centre.
5. To get sponsorship from various sources apart from regular budget allocated.

4. Centre Director:

There shall be one In-charge of the centre, nominated by the Vice-Chancellor as Director.

Powers and Functions of Director:

The Director shall;

- a) run Bala Kendras in and around the head quarters and also in centres approved from time to time.
- b) monitor activities of the centre.
- c) find and implement innovative ways of teaching, to propagate Sanskrit and Indian culture.
- d) issue certificates to the children periodically after successful completion of each level.
- e) perform any other activities assigned by the Vice-Chancellor from time to time.

5. Bala Kendras shall;

- (a) be the place for learning Sanskrit as a language and Indian culture through innovative teaching methods;
- (b) kindle culture, patriotism and national integration through injecting ethical and moral values; and
- (c) act as hubs of heritage and culture and make awareness about the significance of traditionally important places and activities.

All other functions of the centre shall be in accordance with the regulations framed for the purpose.

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ORDINANCE No. 10**CENTRE FOR YOGA THERAPY**

(in accordance with and in furtherance to the provisions contained in Section 6(1)(xiii) of the Act)

“Courses and programmes in subjects, such as Indology, Indian languages, AYUSH systems of medicine, yoga, arts, music, history, culture, and modern India, internationally relevant curricula in the sciences, social sciences, and beyond, meaningful opportunities for social engagement, quality residential facilities and on-campus support, etc. will be fostered to attain this goal of global quality standards”.

- NEP 2020, 12.7 Page No.39.

In this connection, a special centre for yoga therapy shall be established under the ambit of the Department of Yoga Vignana.

1. Objects:

1. To create awareness about Yoga Therapy in the society.
2. To offer non-pharmacological remedies to the most common physical and mental disorders.
3. To adopt villages from the surroundings of Tirupati Rural for community engagement.

2. Functions:

The Centre shall look after the following functions.

1. Organising Yoga therapy camps.
2. Organising online yoga programmes.
3. Taking up Multidisciplinary research rooted from ancient yogic texts.

3. Advisory Board:

An advisory board shall be constituted comprising the following members.

- | | | |
|--------------------------|---|-----------------|
| 1. Vice-Chancellor | - | Chairman |
| 2. Dean Academic Affairs | - | Member |
| 3. Deans of all Schools | - | Members |
| 4. Centre-Incharge | - | Member Convener |

Functions of Advisory Board:

1. To recommend appointment of trainers to run Yoga camps.
2. To monitor activities of Centre through the Centre-Incharge.
3. To review the progress of Centre periodically.
4. To meet atleast twice a year to review the functions of the Centre.
5. To get sponsorship from various sources apart from regular budget allocated.

4. Centre-Incharge:

There shall be one In-charge of the centre, nominated by the Vice-Chancellor.

Functions of Centre-Incharge:

The Centre-Incharge shall;

- a) run yoga camps in and around the head quarters and in centres approved from time to time.
- b) monitor activities of the centre.
- c) get feedback from patients treated through yoga therapy to initiate innovative ways of therapy and record it.
- d) Perform any other activities assigned by the Vice-Chancellor from time to time.

All other functions of the centre shall be in accordance with the regulations framed for the purpose.

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ORDINANCE No. 11**CENTRE FOR ANCIENT INDIAN KNOWLEDGE SYSTEMS**

(In accordance with and in furtherance to the provisions contained in Section 6(1)(xiii) of the Act)

“India urgently needs to bring back this great Indian tradition to create well-rounded and innovative individuals, and which is already transforming other countries educationally and economically”

– NEP 2020 (10.2 Page No. 34)

This notion of a ‘knowledge of many arts’ or what in modern times is often called the ‘liberal arts’ (i.e., a liberal notion of the arts) must be brought back to Indian education, as it is exactly the kind of education that will be required for the 21st century

– NEP 2020 (11.1 Page No. 36)

Having identified the importance of unearthing the scientific and ethical teachings of the Vedas to prove the relevance of the Ancient Indian Knowledge Systems in the modern world, A Centre for ancient Indian Knowledge Systems shall be established.

1. Objects:

1. To shed light upon the Canons of Ancient Indian knowledge systems with special reference to Science and Technology in the Vedas and Other Traditional Indian Knowledge Disciplines.
2. To undertake explorative pursuits in the field relevant and bringing a comparison with modern trends from economy and utilitarian point of view.
3. To frame a detailed research programme based on all ancient scriptures.
4. To give international focus to various Scientific and Technological aspects found in Indian Traditional Disciplines of Knowledge.
5. To introduce many academic programmes gradually at Certificate, Diploma, Advanced Diploma, UG and PG Levels at both PURE and APPLIED STUDY levels.

3. Functions:

1. To set up a wing for Upavedas (Gāndharvaveda, Arthaveda, Āyurveda and Sthāpathya Veda)
2. To start a special programme on Indian Dramatics (Drama accompanied with Dance and Music) based on Nāṭyaśāstra which can produce actors/dancers with the knowledge of the ancient text and the language.

3. To initiate programmes on ancient art forms like painting (Citra śāstra), Prāsādalakṣaṇa and Pratimālakṣaṇa etc.
4. To make products based on the prescriptions in ancient Indian scriptures.
5. To make experiments on various scientific fields based on ancient Indian knowledge systems.

3. Advisory Board:

An advisory board shall be constituted comprising the following members.

- | | | |
|--------------------------|---|-----------------|
| 1. Vice-Chancellor | - | Chairman |
| 2. Dean Academic Affairs | - | Member |
| 3. Deans of all Schools | - | Members |
| 4. Centre-In charge | - | Member Convener |

Functions of Advisory Board:

1. To recommend innovative ways to impart ancient Indian knowledge systems.
2. To set up museums, galleries and audio/visual documentary of the arts.
3. To monitor activities of Centre through the Centre-Incharge.
4. To review the progress of Centre periodically.
5. To meet atleast twice a year to review the functions of the Centre.
6. To get sponsorship from various sources apart from regular budget allocated.

4. Centre-In charge:

There shall be one In-charge of the centre, nominated by the Vice-Chancellor.

Functions of Centre-In charge:

The Centre-In charge shall;

- a) run training programmes in arts and ancient sciences in and around the head quarters and in centres approved from time to time.
- b) monitor activities of the centre.
- c) perform any other activities assigned by the Vice-Chancellor from time to time.

All other functions of the centre shall be in accordance with the regulations framed for the purpose.

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ORDINANCE No. 12**CENTRE FOR INSERVICE TEACHER EDUCATION**

(in accordance with and in furtherance to the provisions contained in Section 6(1)(xiii) of the Act)

In-service teacher education is significant to the pre-service teacher education. Teachers in Sanskrit and other languages, working at school level are in need of enhancing their skills through orientation and other such programmes. Hence, a Centre for In-service teacher education shall be established.

1. Objects:

1. To enhance the teaching skills of the in-service teachers.
2. To kindle innovative pedagogy for providing practicum-training.
3. To impart Sanskrit centric teaching models in a novel way.
4. To introduce multi-disciplinary teaching methods.
5. To create awareness about the contemporary teaching and technology including online mode.

2. Functions:

The Centre for in service teacher education shall look after the following functions.

1. To organize specially designed Orientation Programmes (OPs) with special focus on Sanskrit and other language teaching methodologies;
2. To organize training programmes and short term courses for capacity enhancement and continuous knowledge up-gradation and exposure to emerging developments of teachers involved in school level education with special focus on Sanskrit and other languages;
3. To organize specially designed workshops to enable the in service teachers involved in school level education to utilize fast growing Information and Communication Technology support to teaching with special focus on Sanskrit and other languages;

3. Advisory Board:

An advisory board shall be constituted comprising the following members.

- | | | |
|--------------------------|---|-----------------|
| 1. Vice-Chancellor | - | Chairman |
| 2. Dean Academic Affairs | - | Member |
| 3. Deans of all Schools | - | Members |
| 4. Centre Director | - | Member Convener |

Functions of Advisory Board:

1. To engage resource persons to run special orientation programmes and short-term courses etc.,
2. To monitor activities of Centre through the Director.
3. To review the progress of Centre periodically.
4. To meet atleast twice a year to review the functions of the Centre.
5. To get sponsorship from various sources apart from regular budget allocated.

4. Centre Director:

There shall be one In-charge of the centre, nominated by the Vice-Chancellor as Director.

Powers and Functions of Director:

The Director shall;

- a) run orientation and short term courses etc. for in service language teachers.
- b) monitor activities of the centre.
- c) perform any other activities assigned by the Vice-Chancellor from time to time.

All other functions of the centre shall be in accordance with the regulations framed for the purpose.

***** ** *****

ORDINANCE No. 13**UNIVERSITY RESEARCH COMMITTEE**

*(in accordance with and furtherance to the provisions contained in Section 29(1) (l) and
(o) of the Act)*

1. University Research Committee shall be constituted (URC) comprising of the following:

- | | |
|---|--------------------|
| (a) Vice-Chancellor | - Chairperson |
| (b) Dean Academic Affairs | - Member |
| (c) Deans of Schools of Studies | - Members |
| (d) Heads of Departments (not exceeding 5 by rotation) | - Members |
| (e) Professors other than Deans of Schools and Heads of Departments (not exceeding 5 by rotation) | - Members |
| (f) Four Associate Professors to be nominated by the Vice-Chancellor representing different disciplines in the University | - Members |
| (g) Two external experts to be nominated by the Vice-Chancellor representing different disciplines in the University | - Members |
| (h) HoD, Research and Publications | - Member Secretary |

2. Subject to the overall guidance of the Academic Council, the URC shall perform, inter alia, the following functions:

- i. To prepare a perspective of research and major thrust areas for research, if any, in the disciplines under its purview;
- ii. To evaluate institutional research projects for funding by National/International agencies;
- iii. To review the current status of research in each department
- iv. To indicate the priority areas of research in the departments
- v. To take into account the facilities available in the University and also create facilities wherever necessary in keeping with the major thrust areas accepted for the concerned Departments and individual interest of the members of the faculty;
- vi. To evolve norms for consultancy and sharing of revenue between the Principal Investigator and the University for approval of the Executive Council; and
- vii. To perform such other functions as may be assigned to it by the Academic Council.

3. The URC shall meet regularly at least twice a year.
4. The URC shall determine its own procedures for working.
5. The quorum of the committee shall be one-third of the total members;
6. The term of Office of the members other than ex-officio members shall be for a period of three years.
7. There shall be an Anti-plagiarism committee, constituted for each and every department with research programme under the supervision of URC.

Other such functions shall be in accordance with the regulations prepared for the purpose.

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ORDINANCE No. 14
SPORTS AND GAMES COMMITTEE

(in accordance with and in furtherance to the provisions contained in Section 29(1)(j) of the Act)

1. (a) There shall be a Sports and Games Committee consisting of the following members, namely:
- | | | | |
|-------------|---|---|------------------|
| i. | Dean Students' welfare | - | Chairperson |
| ii. | Deans of all Schools | - | Members |
| iii. | Two Outstanding Sports persons from among the students on rolls, nominated by the Chairperson | - | Members |
| iv. | Director/Assistant Director Physical Education | - | Member Secretary |

(b) One-third of the total members shall form the quorum for a meeting of the Committee.

The Committee shall:

- (1) make arrangements and supervise the Sports and Games of the University and frame Regulations in this regard;
- (2) frame the budget for Sports and Games;
- (3) maintain the play-grounds, indoor stadium and gymnasias of the University;
- (4) hold competitions, tournaments, athletic meets etc.;
- (5) take measures to attract the sports talent available in the University;
and
- (6) perform such other functions, as may be assigned to it by the Academic Council from time to time.

The Director/Assistant Director, Physical Education, will operate the budget under the supervision of DSW.

3. The Committee shall hold its meetings at least once in a semester under the supervision of the DSW.

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ORDINANCE No. 15
COMMITTEE ON EQUIVALENCE OF EXAMINATIONS

*(in accordance with and in furtherance to the provisions contained in Section 29(1) (g)
and (j) of the Act)*

1. There shall be a standing Committee on Equivalence of Examinations consisting of the following members, namely:
 - i. Dean Academic Affairs - Chairperson
 - ii. Deans of the Schools - Members
 - iii. One person nominated by the Academic Council from amongst its members for a period of three years - Member
 - iv. Registrar - Member
 - v. Controller of Examinations - Member Secretary
2. **The functions of the Committee shall be;**
 - (1) to consider the proposal in respect of the recognition of new programmes/courses/examinations of other Universities/Boards/Institutions together with the report of the Dean of the School concerned.
 - (2) to examine the courses of study and the standard of the Courses and recommend the same to the Academic Council about the Examinations of other Universities/Boards/Institutions including those of foreign Universities as equivalent to the corresponding Examinations of the University;
 - (3) to examine and recommend to the Academic Council the withholding, suspension or cancellation/recognition to any examination/degree for such reasons and such time as it may deem fit;
 - (4) to report to the Academic Council on all matters, which are referred to it;
 - (5) to prepare a case of moving application for seeking recognition of Degrees/Diplomas and Certificates awarded by the University equivalent to the corresponding Degrees, Diplomas and Certificates of Universities and other institutions within and outside the country; and
 - (6) the Committee may invite a domain expert, wherever necessary, to assist it in its functioning.
3. Not less than half the total number of members of the Committee shall constitute the quorum for a meeting of the Committee.

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ORDINANCE No. 16
SCHOOL BOARD

(in accordance with and in furtherance to the provisions contained in Section 17 (3) of the Statutes)

The School Board shall consist of:

- (i) Dean of the School - Chairperson
- (ii) All Professors in the School
- (iii) Heads of the Departments assigned to the School who are not Professors
- (iv) One Associate Professor and one Assistant Professor from each Department in the School by rotation on the basis of seniority;
- (v) One representative from each of the Boards of other Schools which have inter-disciplinary work with the School, to be nominated by the Vice-Chancellor on the recommendations of the School Board concerned;

Powers and Functions

The powers and functions of the Board shall be;

- (a) to suggest the qualifications and procedures for admission of candidates to the various study Programmes in the Departments of the School;
- (b) to co-ordinate the teaching, evaluation and research work in the Departments of the School;
- (c) to suggest subjects for research for various Degrees.
- (d) to constitute Committees to organise the teaching and research work in subjects or areas of inter-disciplinary in nature within/across the School and to supervise the work of such Committees;
- (e) to recommend the Academic Council for creation of teaching posts, and to consider proposals received from the Departments or Committees mentioned in Clause (d) above;
- (f) to consider Schemes for the advancement of the standards of teaching and research, and to submit proposals in this regard to the Academic Council;
- (g) to promote and review research within the School and to submit reports to the Academic Council;
- (h) to consider and act on any proposal regarding the welfare of the students of the

Schools;

- (i) to perform all other functions which may be prescribed by the Act, Statutes and Ordinances, and to consider all such matters as may be referred to it by the Executive Council, the Academic Council or the Vice-Chancellor; and
- (j) to delegate to the Dean, or to any other member of the Board or to a Committee such powers, general or specific, as may be decided upon by the Board from time to time.

Meetings

- (a) The committee shall hold at least two meetings in an Academic year, one in each semester;
- (b) The Dean may convene special meetings of the committee at his own initiative or at the suggestion of the Vice - Chancellor or on a written request from at least one-fifth of the members of the Board.

Quorum

The quorum for the meeting of the committee shall be one-third of its total members.

Rules of Business

Rules of conduct of the meetings shall be as prescribed by the Regulations in this regard.

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ORDINANCE No. 17
ASSIGNMENT OF DEPARTMENTS TO SCHOOLS OF STUDIES

(Further to the provisions contained in Section 17(5) (a) of the Statutes)

The assignment of various Departments and Centre of Studies to various Schools of Studies shall be as under:

SCHOOL	DEPARTMENT
School of Veda-Vedangas	1. Department of Vedabhashyam 2. Department of Vyakarana 3. Department of Jyotisha and Vasthu 4. Department of Dharmasastra
School of Darsanas	5. Department of Nyaya 6. Department of Sankhya Yoga 7. Department of Mimamsa 8. Department of Advaita Vedanta 9. Department of Visistadvaita Vedanta 10. Department of Dvaita Vedanta 11. Department of Agama 12. Department of Yoga Vignana 13. Department of Sabdabodha Systems and Computational Linguistics 14. Centre for Shastra Parirakshana
School of Sahitya & Samskriti	15. Department of Sahitya 16. Department of Puranetihasa 17. Department of History 18. Department of Telugu 19. Department of Hindi 20. Department of English 21. Department of Research and Publications 22. Department of Performing Arts 23. Centre for Ancient Indian Knowledge Systems
School of Education	24. Department of Education 25. Department of Mathematics 26. Department of Computer Science 27. Department of Translation 28. Department of Physical Education 29. Centre for Sanskrit Promotion 30. Centre for Inservice Teacher Education

Any other Departments as may be established by the University from time to time will come under respective Schools.

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ORDINANCE No. 18
DEANS' COUNCIL

(in accordance with and in furtherance to the provisions contained in Section 47 of the Act and section 12(2)(xxii) of the statute)

1. The University shall constitute a Council of Deans of the University to be known as the Deans' Council.
2. The Deans' Council shall comprise the following:
 - (i) The Vice-Chancellor - Chairperson
 - (ii) Deans of all Schools - Members
 - (iii) Dean, Academic Affairs - Member - Convener
3. The functions of this council shall be;
 - a. to consider all academic matters relating to functioning of Schools and Departments;
 - b. to consider such matters as may be necessary arising from the conduct of examinations, standard of results, etc.;
 - c. to recommend deputation of teachers for International Conferences; and
 - d. to consider such other matters as may be assigned to it by the Executive Council or may be referred to by the Vice-Chancellor.
4. The quorum of the council shall be two third of the total number.
5. The rules of conduct of meetings shall be as may be prescribed by Regulations in this regard.

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ORDINANCE No. 19**POWERS AND FUNCTIONS OF HEADS OF DEPARTMENTS OF STUDIES**

(in accordance with and in furtherance to the provisions contained in Section 29(1)(o) of the Act)

1. There shall be a Head for each of the Departments in the University who shall be appointed by the Vice-Chancellor from amongst the Professors of the concerned Department by rotation in the order of seniority for a period of three years.

Provided that, if there is no Professor in the Department or there is only one Professor in the Department whose term as Head of the Department is ending, the Vice-Chancellor may appoint an Associate Professor as Head of the Department.

Provided further that if there is no Professor/ Associate Professor in the department, the Dean concerned shall act as the Head of the department also.

2. The Head of the Department shall:

- a) be the Academic Head of the Department and shall convene and preside over the meetings of the Department and the Board of Studies;
- b) maintain discipline in the Classroom and Laboratories through teachers of the Department;
- c) assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department;
- d) frame the time table for various programmes offered by the Department and ensure the compliance of the same;
- e) frame academic calendar of the department;
- f) be responsible for the coordination, facilitation and supervision of teaching and research in the Department;
- g) recommend leave application of the members of the teaching and non-teaching staff of the Department to the Dean of the School concerned, according to the regulations framed for the purpose;
- h) be responsible for the records, laboratory, furniture, all equipments of the Department and the books of the Departmental Library;

- i) shall be responsible for observance of the provisions of the Act /Statutes /Ordinances and Regulations relating to the Department; and
- j) perform such other academic duties as may be assigned to him/her by the Academic Council, the Executive Council or the Vice-Chancellor.

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ORDINANCE No. 20**DUTIES OF THE DEPARTMENTS IN THE SCHOOL**

(in accordance with and in furtherance to the provisions contained in Section 17(5)(b) of the Statutes)

Duties

Duties of the Department;

- (a) to participate in admission process into various Programmes offered by the department and to suggest the procedure for such admissions;
- (b) to suggest the pattern and the schedule of sessional evaluation for each programme offered by the Department;
- (c) to make proposal to the Academic Council, through the School Board, regarding the creation of teaching posts;
- (d) to propose and facilitate research projects to be taken up by the members of the Department individually and in groups;
- (e) to propose the curriculum, reference and other reading materials for the programmes of study to the Board of Studies;
- (f) to constitute Committees from its members and to assign specific functions falling within its competence;
- (g) to appoint mentors from amongst teachers for guiding and counseling the students with a ratio of 1:20;
- (h) to propose schemes for and help in the maintenance and improvement of the standards of various Programmes of study and research of the subject in the department;
- (i) to prepare Annual Report of each Academic year and submit to the school board on or before 31st July every year for Academic Audit which shall be conducted during the month of August;
- (j) to recommend for the engagement of Adjunct Faculty in the department in accordance with guidelines issued by the UGC from time to time; and
- (k) to perform such other functions as may be assigned to it by the concerned School or the Vice-Chancellor.

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ORDINANCE No. 21**RESEARCH AND PUBLICATIONS**

*(in accordance with and in furtherance to the provisions contained in Section 6 (1) (i),
(xiii) of the Act)*

Providing Research based specialization at Graduate/Post-Graduate and Doctoral Programmes.

- NEP 2020, 11.5, 11.9, Page No. 37

In the light of National Education Policy 2020, In addition to regular teaching activities within the department and other departments wherever necessary and research guidance, the Department of Research and Publications shall take up following activities.

1. Finding emerging/thrust areas in research.
2. Creating awareness about research projects and funding agencies among the Faculty members.
3. Publishing periodical research journals.
4. Publishing periodical Newsletters.
5. Publishing books recommended by panel constituted.
6. Editing/Critically editing and publishing rare/unpublished manuscripts in coordination with Manuscript section.
7. Carrying out research works.
8. Preparing descriptive catalogues of Manuscripts in coordination with Manuscript section.
9. Introducing programmes of Certificate/Diploma/PG Diploma in
 1. Manuscriptology
 2. Paleography
 3. Epigraphy
 4. Textual Criticism
10. Introducing programmes in Research Methodology, Manuscriptology and oriental research at PG level.
11. Conducting workshops/training programmes in Research methodology, Manuscriptology, Paleography, Epigraphy and Textual Criticism.
12. Preparing database of research theses and Sanskrit scholars.

13. Preparing summaries/bibliography of Doctoral theses and Sanskrit Journals.
14. Preparing Sastra Texts in simple standard Sanskrit.
15. Digitalization and study of Manuscript.
16. Exploring ICT facilities for research.

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ORDINANCE No. 22**UNIVERSITY MODEL SCHOOL**

(in accordance with and in furtherance to the provisions contained in Section 6(1)(xiii) of the Act)

NEP 2020 “A quality higher education must enable personal accomplishment and enlightenment, constructive public engagement, and productive contribution to the society. It must prepare students for more meaningful and satisfying lives and work roles and enable economic independence” - 9.1.1-Page No.33

University Model School shall be established with the idea that children must be given an environment that makes them for promoting individuality through Value added education through Sanskrit medium, which promotes a global outlook (*Vasudhaiva Kutumbakam*) yet retains in intrinsic Indian cultural and traditions. The main motive to establish this school shall be to work for the all-round development of children.

1. The University Model School shall;

- promote Sanskrit as medium of instruction in innovative pedagogy;
- provide education as not only a tool to achieve professional mile stones, but also to make lives better;
- mould every student to be unique and strive to offer platform to let them discover their own special light at their own pace through Sanskrit;
- practice education inclusive for all children and sensitize the entire faculty through training programmes.

2. **Objects:**

- a) To provide quality education through Sanskrit medium, encouraging pursuit of excellence and up-to date knowledge in all fields of life.
- b) To propagate patriotic, social and ethical values for a responsible citizenship in students.
- c) To ensure physical mental and spiritual growth of students and create in them the thirst for learning.
- d) To enlarge the mental horizon and broaden their outlook through training and developing in them a sense of co-operation, mutual understanding, team spirit and social service.

- e) To assist them in enjoying their leisure period through healthy and recreational activities and developing habits like reading which shall become sources of joy and pleasure for a life time.
- f) To channelize youthful energy towards positive, socially approved creativity and activities that enhance self-realization.
3. The school shall be affiliated to Central Board of Secondary Education, New Delhi.
4. The curriculum for class I to X is according to the guidelines laid by National Council of Educational Research and Training (NCERT).

5. Management Committee: -

Vice Chancellor	Chairman
Dean Academic Affairs	Member
Deans of all Schools	Members
Two Professors nominated by the Vice-Chancellor from the Department of Education	Members
Finance Office	Member
Dean, School of Education	Member Secretary

Functions of Management Committee:

1. To design the structure of UMS;
2. To frame the rules and regulations;
3. To constitute committees necessary for the smooth functioning of UMS;
4. To monitor the working of the school;
5. To prepare and recommend school development plan; and
6. To monitor the utilization of the grants received from the appropriate Government or local authority or any source.

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ORDINANCE No. 23

UGC-HUMAN RESOURCE DEVELOPMENT CENTRE (HRDC)

(in accordance with and in furtherance to the provisions contained in Section 6(1) (xiii) of the Act)

The UGC-Human Resource Development Centre shall be established with the approval of the University Grants Commission, New Delhi, with the following broad plan of action:

To organize specially designed Orientation Programmes (OPs) and Faculty Induction Programmes (FIPs) in subjects prescribed by the UGC regulations from time to time with special focus on Sanskrit and its allied subjects for all new entrants at the level of Assistant Professor;

To organize advanced level and more discipline oriented Refresher Courses (RCs), for capacity enhancement and continuous knowledge up-gradation and exposure to emerging developments of faculty involved in teaching in institutions of higher education with special focus on Sanskrit and its allied subjects;

To organize specially designed training programmes and workshops to enable the faculty involved in teaching and research in institutions of higher education to utilize fast growing Information and Communication Technology support to teaching and research with special focus on Sanskrit and its allied subjects;

Other such functions shall be in accordance with the regulations framed for the purpose.

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ORDINANCE No. 24**CONFERMENT OF HONORARY DEGREES**

(Further to the provisions contained in Section 28 of the Statutes)

1. The following Honorary Degrees shall be conferred upon a person on the ground that he/she is, by reason of eminent position and attainments or by virtue of his/her contribution to learning or eminent services to the cause of Education or Society, a fit and proper person to receive such Degree(s):

1. Vachaspati (D.Lit.)

This Honorary Degree shall be conferred upon an eminent scholar who is not working in the field of Sanskrit but devoted a good amount of time for propogation of Sanskrit, Vedas and Sastras.

2. Mahamahopadhyaya

This Honorary Degree shall be conferred upon an eminent scholar who devoted his life for propagation of Vedas and Shastras by producing several scholars in Shastras or publishing a good volume of books pertaining to Vedas or Shastras.

2. Degrees, including Honorary Degrees, shall be conferred at convocation /special Convocation and may be taken in person or in absentia.

3. The presentation of the persons at the Convocation on whom Honorary Degrees are to be conferred shall be made by the Vice-Chancellor or by a person nominated by him.

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ORDINANCE No. 25**ALUMNI ASSOCIATION**

(in accordance with and in furtherance to the provisions contained in Section 37 of the Statutes)

The Alumni Association of the National Sanskrit University AASRAYA (Alumni Association of Rashtra Sanskrita ViswavidyalaYA) shall be established

Objects

The objects of AASRAYA are to:

- i. establish a link with the NSU alumni and enroll them as members; establish liaison between NSU and similar other associations at the universities in the country and abroad;
- ii. raise various endowment funds and award stipends out of it to the deserving students on need-cum-merit basis;
- iii. institute and disburse scholarships, fellowships, medals, awards, etc. to the meritorious students of the university out of the corpus of the Association;
- iv. seek donations from alumni and potential donors for promoting various righteous activities of the Association;
- v. suggest ways and means for the participation of the Association in the working of the University;
- vi. arrange get together of the alumni and social/cultural functions of the alumni;
- vii. honour distinguished alumni of NSU, who have brought national/global acclaim in their respective domains;

MEMBERSHIP

- a) Any student who successfully obtains any degree/diploma from the National Sanskrit University automatically becomes a Life member of the Association from the date of issue of the Result/Notification granting the said degree/diploma; on payment of the appropriate membership fees as described in Clause (c).
- b) Any ex-student, members of the staff or ex-member of the staff of the University who does not fulfill the above condition as in (a) but who, on the recommendation of the Executive Committee, is admitted by the Association on payment of the appropriate

membership fees as prescribed in clause (c).

c) The membership fee in respect of all the members defined in Clause (a) and (b) would be decided by mutual discussions between the University and the Association from time to time. The mode of collection of the membership fees shall be decided from time to time in mutual discussions between the University and the Association.

Organization

The following shall be the authorities of the Association.

1. Chairman (Dean Students' Welfare)
2. President
3. Vice President
4. General Secretary
5. Joint Secretary
6. Treasurer
7. General Body
8. Executive Committee

The Elected Office Bearers of the Executive Committee shall be:

1. President and Vice-President

The President and Vice-President shall be elected by majority vote of the members who are eligible for voting. He/she shall be an alumnus of at least twenty years standing. The President and Vice-President shall perform the duties and functions of the Association. The Vice-President shall perform the duties and function of the President in his absence.

2. General Secretary:

The General Secretary shall be elected by majority vote of the members who are eligible for voting. He shall be an alumnus of at least fifteen years.

The General Secretary shall perform the following duties: -

- i. To keep the Minutes of all meetings.
- ii. To carry out the directions of the Association.
- iii. To conduct correspondence on behalf of the Association.
- iv. To issue notice of all meetings of Association.
- v. To exercise administrative control over the Central office of the Association.

The General Secretary shall seek the advice of the President/Vice Chancellor in the

matters wherever necessary.

Joint Secretary:

The Joint secretary shall be elected by majority vote of members. He shall be an alumnus of at least fifteen years standing. In the absence of the General Secretary, the Joint Secretary shall perform the functions of the General Secretary.

Treasurer:

The treasurer shall be elected by majority vote of members who are eligible for voting. He shall be an alumnus of at least fifteen years standing.

The President shall introduce the new office bearers of the Alumni Association.

CHAPTERS

(i). Regional Chapter:

The Executive Committee shall recognize a Chapter of the Association in any city/region of India provided, it has twenty-five members enrolled. The expenses of the chapter shall be managed by the respective Chapter.

(ii). Overseas Chapter:

The Executive Committee shall recognise an overseas chapter provided it has minimum ten members. The membership fee and the mode of collection of the membership fees shall be decided from time to time in mutual discussions between the University and the Association.

Other such functions shall be in accordance with the regulations framed for the purpose.

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ORDINANCE No. 26

Award of the Degree of Doctor of Philosophy (Ph.D.)

(in accordance with and in furtherance to the provisions contained in Section 6(1) (xiii) of the Act)

The Award of the Ph.D degree shall be conferred according to the guidelines of UGC amended from time to time.

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THE THIRD SCHEDULE
The Center of Distance and Online Education Ordinances

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CENTER OF DISTANCE AND ONLINE EDUCATION (CDOE)

(In accordance with and in furtherance to the provisions contained in Section 6(1) (v) of the Act
Section 42 of the Statutes)

PRELIMINARY

1. Motto of CDOE :

Tradition says – fish nurtures its off springs from a ‘distance’ through its vision without its immediate presence.

स्वापत्यानि यथा मत्स्यः वीक्षणेनैव पोषयेत् ।
दृग्दीक्षाख्योपदेशस्तु तादृशः कथितः प्रिये ॥

-(Kularnava Tantra, 14.36)

Similarly, a Teacher in Distance and Online Education directs, guides and teaches the students through self learning material. What the student requires is, the will to learn and perseverance like that of *Ekalavya* who in spite of the absence of immediate presence of his guru *Drona* could master the skill of archery.

The CDOE shall follow the regulations of University Grants Commission (Open and Distance Learning Programmes and Online Programmes), 4th September, 2020 and amended from time to time.

2. Objects of CDOE:

- i. to preserve and impart instruction in traditional Sanskrit lore with special attention to highly specialised branches of *Śāstras* to make it reach the people at large;
- ii. to provide means for education in modern disciplines needed for meaningful interpretation of original Sanskrit texts including technical literature in Sanskrit to accustom to the modern technologies;
- iii. to facilitate the people to continue the higher education in Sanskrit who could not be able to study in regular colleges due to various reasons;
- iv. to facilitate the people with High Quality Sanskrit education with minimum expenditure;
- v. to facilitate the people to bring out their potential with respect to Sanskrit Language and Literature to accommodate themselves to meet the challenges in the modern world.

***** ** *****

ORDINANCE No. 01
FUNCTIONS OF THE CDOE

OBJECTS

The objects of CDOE are to

- i. promote equality of opportunity in the field of education by providing necessary facilities through Distance and Online modes of education.
- ii. establish its study-cum information centres across the country; as may be deemed necessary for the purpose;

Functions of the CDOE are:

- i. to enroll candidates residing in any part of the country in different programmes as per the approval in the capacity and
- ii. to enroll applicants from other countries also for all online mode programmes.
- iii. to provide instructions through correspondence to such persons who are not otherwise in a position to acquire knowledge, education and improve upon their professional competence by remaining whole-time students in the University or in its affiliated and constituent institutions/colleges;
- iv. to provide instructions in such branches of learning as the Advisory Board of the CDOE/University may think fit for the advancement and dissemination of knowledge through correspondence/ distance/ online modes of education;
- v. to co-operate with other Universities for promoting education through distance/ online mode in such a manner and for such purposes as the Advisory Board of the CDOE/University may determine;
- vi. to suggest the Academic Council, the syllabi and courses of studies of different courses/programmes after consulting the Board of studies in the concerned subject;
- vii. to establish and maintain the study-cum-information centres at different places for the benefit of the students enrolled with the CDOE for promoting and facilitating distance/ online education, subject to the approval of the competent authorities.
- viii. to demand and receive payments of such fees and other charges as may be prescribed by the Academic Council;

- ix. to prepare the course-wise study material for all Programmes in approved branches of learning, and issue instructions to students through electronic or any other mode;
- x. to undertake editing, printing and publication of Study Materials and other relevant materials for various programmes, as the CDOE may deem proper;
- xi. to design admission procedure for students to various programmes.

Organisational structure:

Subject to the changes from time to time, the CDOE shall have the following Organisational Structure.

- Advisory Board
- Director
- Joint Director
- Divisions

The Headquarter of the CDOE shall be at the University Campus, Tirupati only.

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ORDINANCE No. 02

ADVISORY BOARD

(In accordance with and in furtherance to the provisions contained in Section 6(1) (v) of the Act
Section 42 of the Statutes)

1. Advisory Board

The Advisory Board shall consist of the following members :

- | | |
|---|-------------------|
| (i) Vice-chancellor | - Chairman |
| (ii) Dean, Academic Affairs | - Member |
| (iii) Two Deans nominated by the Vice-Chancellor | - Members |
| (iv) Nominee of the Distance Education Bureau | - Member |
| (v) Two external Experts of Distance Education
nominated by the Vice- Chancellor | - Members |
| (vi) Director of the CDOE, NSU | - Member |
| (vii) Registrar of the University | - Member |
| (viii) Two faculty members amongst Professors/
Associate Professors of the CDOE nominated
by the Vice Chancellor. | - Members |
| (ix) Joint Director of the CDOE, NSU | - Member-convener |

(2) The term of office of the members of the Advisory Board other than ex-officio members shall be THREE YEARS.

(3) The quorum for the meeting of the Advisory Board shall be 50 % of the members of the Board.

1.1. Powers & functions of the Advisory Board:

- i. To review the existing academic programmes;
- ii. To introduce or suspend any programme as per necessity;
- iii. To suggest the rates of remuneration for conducting different activities of the CDOE;
- iv. To frame/review the Annual Budget;
- v. To suggest measures for improving the functioning of the CDOE.

- vi. To collaborate with other institutions.
- vii. To approve the proposals for future expansion of the CDOE.
- viii. To recommend the creation of new positions (Teaching/non-teaching) in different disciplines;
- ix. To review any other matter which may be referred by the Director.

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ORDINANCE No. 03

CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)

*(In accordance with and in furtherance to the provisions contained in Section 6(1) (v) of the Act
Section 42 of the Statutes)*

Centre for Internal Quality Assurance (CIQA) shall be established as per the UGC Open and Distance Learning Programmes and Online Programmes Regulations, 2020 for ensuring the quality of programmes being offered in Distance and Online Learning mode. The object of CIQA is to develop and put in place a comprehensive and dynamic internal Quality assurance system to provide high quality programmes of higher education in Distance and Online Learning mode.

1. Composition of the CIQA Committee:

- | | | |
|---|---|------------------|
| i. Vice-Chancellor | - | Chairman |
| ii. Three Professors nominated by Vice-Chancellor | - | Members |
| iii. Heads of Three Departments nominated by Vice-Chancellor, offering recognized programmes in Distance Learning and Online mode | - | Members |
| iv. Two external experts of Distance Learning and/or online education | - | Members |
| v. Officials from the Administration & Finance sections of the University | - | Members |
| vi. Director (CDOE) | - | Member Secretary |

1.1. Tenure of members:

The membership of the above committee shall be for a period of two years. The committee shall meet at least once in a semester. The quorum for the meeting shall be two-third of the total number of members with mandatory presence of one external expert.

1.2. Powers, duties and functions of the CIQA committee:

The powers, duties and functions of the CIQA committee shall be as per the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.

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ORDINANCE No. 04

POWERS, DUTIES AND FUNCTIONS OF THE DIRECTOR

*(In accordance with and in furtherance to the provisions contained in Section 6(1) (v) of the Act
Section 42 of the Statutes)*

1. The Director:

The CDOE shall be headed by a Director appointed in accordance with the provisions of the University Regulations.

2. Powers and duties of the Director:

- i. to make proposals/plans for development and expansion of the CDOE to place before the Advisory Board/other bodies of the University.
- ii. to propose reforms and re-organization of the existing system of distance/ online education for the smooth and efficient functioning of the CDOE.
- iii. to issue orders to the members of Academic committees subject to non-financial matters.
- iv. to have the power to prescribe instructions/ guidelines for the preparation of the Study material/Evaluation of Response Sheets and Assignments/guidance of Project work, by issuing notifications from time to time keeping in view the requirements for the same, through the joint director.
- v. to submit panels of subject experts of various programmes to the Vice-Chancellor for approval.
- vi. to sanction deputation of officials to visit Study Centres/Offices with respect to CDOE.

3. The Director shall engage:

(1) Resource Persons for:

- (i) writing, revising, proof reading and editing of study material;
- (ii) delivering of lectures in Contact Programmes;

(2) Part-time Co-ordinators and other supporting staff for conducting such new programmes as may be offered by the CDOE from time to time.

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ORDINANCE No. 05

POWERS, DUTIES AND FUNCTIONS OF THE JOINT DIRECTOR

*(In accordance with and in furtherance to the provisions contained in Section 6(1) (v) of the Act
Section 42 of the Statutes)*

1. The Joint Director:

A Joint Director shall be appointed in accordance with the provisions of the University Regulations.

2. Powers and duties of the Joint Director:

- i. to engage Liaison Officers, Academic Counselors, Part-time coordinators and other supporting staff for study-cum-information centres in consultation with the concerned Authorities on fixed Honorarium basis.
- ii. to supervise the teaching, Ministerial, technical and other supporting staff of the CDOE and shall maintain discipline in all the Divisions and Units of the Centre and take action whenever needed for the purpose.
- iii. to organise/ arrange Contact Programmes for the students enrolled with the CDOE and Orientation Programmes for Academic Counselors, as and when necessary, and engage subject Experts/Resource Persons/Part-time coordinators/supporting staff for this purpose.
- iv. to prescribe the instructions/ guidelines for the preparation of the Study material/Evaluation of Response Sheets and Assignments/guidance of Project work, by issuing notifications from time to time keeping in view the requirements for the same.
- v. to make arrangements for writing, typing, editing, proof reading and printing of the study Material of all programmes offered by the CDOE.
- vi. To convene advisory board meetings from time to time.
- vii. Any other duties assigned by the director from time to time.

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ORDINANCE No. 06

DIVISIONS

*(In accordance with and in furtherance to the provisions contained in Section 6(1) (v) of the Act
Section 42 of the Statutes)*

1. Divisions

The CDOE shall have the Divisions as may be established with the approval of the Advisory Board/ University from time to time.

2. Head of the Division (H.O.D)

- i. Each of the Divisions shall be headed by a senior most faculty member of the concerned Division for a period of TWO YEARS.
- ii. Each Head of the Division in the execution of his official duties shall be assisted by the teaching, ministerial, technical and other supporting staff of the concerned Division in such manner as the Head/Director may assign from time to time.

3. Powers and duties of Head of the Division (H.O.D):

- i. The Heads of Divisions shall work under the overall supervision of the Director.
- ii. Each H.O.D shall be responsible for the due observance of Regulations relating to his/her division.
- iii. The other duties and functions of the H.O.D. shall be the same as prescribed for teaching staff/ programme co-ordinators.

4. Divisional Committee :

There shall be a Divisional Committee comprising following members;

- | | |
|---|-------------------|
| (i) Director | - Chairman |
| (ii) Joint Director | Member |
| (iii) All teachers/programme Coordinators of the Division; | - Members |
| (iv) Any other person whose presence may be considered essential by the Chairman. | - Member |
| (v) Head of the Division | - Member Convener |

The quorum for the meeting of the Divisional committee shall be the majority of the members, including the Chairman.

5. Powers & Functions of Divisional Committee:

- i. To organize the teaching work/contact classes for all the programmes.
- ii. Each Head of the division will be co-opted member for concerned Board of studies.
- iii. To assign the writing/revising the study material to resource persons.
- iv. To perform such other functions as may be prescribed by the Regulations.

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ORDINANCE No. 07

TEACHING STAFF/ PROGRAMME COORDINATOR

*(In accordance with and in furtherance to the provisions contained in Section 6(1) (v) of the Act
Section 42 of the Statutes)*

1. Teaching staff/ Programme Coordinators

The Teaching Staff/ Programme Coordinators shall be appointed in accordance with the provisions of the National Sanskrit University prescribed on such terms and conditions from time to time.

2. Duties & functions of Teaching staff/ Programme Coordinators:

- i. Teaching, editing, writing and revising the study material in their own area of specialisation
- ii. Assigning the job of script writing to resource persons of various subjects after seeking approval of the Director
- iii. Ensuring the supply of Study Material to students of the concerned Programme;
- iv. Preparing panel of resource persons/ academic counselors and subject experts for writing of study material/ providing guidance to students and upgradation respectively and submit the same to the Director through Head of the Division for approval of the Vice-chancellor.
- v. Subject to the Regulations that may be framed in this behalf, each Programme coordinator shall, in the execution of his duties be assisted by the ministerial, technical and other supporting staff of the Programme concerned and it shall be obligatory upon them to tender such assistance to the Programme Co-ordinator as may be required/assigned by him in the performance of his official duties.
- vi. The Programme coordinators shall supervise the Contact Programmes and examinations whenever arranged by the CDOE.
- vii. The Programme coordinators shall maintain the record of work done and shall submit the same to the Director after every six months in an academic year.

- viii. It shall be the duty of the Programme Co-ordinators to review the stock position of the study material and submit a report to the Director regarding the availability of and/or for preparation of new study material.
- ix. The teaching staff engaged in Contact Programmes on Sundays and other holidays will be entitled to compensatory leave/Remuneration subject to approval of concerned authorities.
- x. The norms of work-load for teachers shall be governed by Regulations.
- xi. Such other work as assigned by the Director for smooth conduct of the CDOE;

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ORDINANCE No. 08
INFORMATION CELL

*(In accordance with and in furtherance to the provisions contained in Section 6(1) (v) of the Act
Section 42 of the Statutes)*

1. The CDOE shall constitute a separate Information Cell for keeping the public in general and the desirous students in particular, informed of its programmes and activities.
2. The Information Cell shall be under the direct control of the Director/Joint Director.
3. The Director shall prescribe the procedure to establish, run or maintain the Information cell.
4. The Information cell shall consist of a Counselor and other supporting staff to be appointed in accordance with the Regulations of the University.

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ORDINANCE No. 09

DUTIES & FUNCTIONS OF COUNSELOR

*(In accordance with and in furtherance to the provisions contained in Section 6(1) (v) of the Act
Section 42 of the Statutes)*

The Counselor shall perform the following duties and functions:

1. To provide information to the students regarding admission procedure and schedules, contact programmes, examinations, examination centres, results, and matter incidental thereto;
2. To keep liaison with the Part-time Co-ordinators of the Study-cum-Information Centres;
3. To arrange publication of notification of the CDOE through media;
4. To maintain liaison between Programme co-ordinators for the information of students;
5. To respond to the queries of the students/public;
6. To maintain Liaison with various units of the University for the information of the students;
7. To discharge such other duties as may be assigned by the Director.

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ORDINANCE No. 10

STUDY-CUM-INFORMATION CENTRES

*(In accordance with and in furtherance to the provisions contained in Section 6(1) (v) of the Act
Section 42 of the Statutes)*

1. Study-cum-Information Centres:

- i. The CDOE shall establish its study-cum-Information Centre for the furtherance of its objects across the country as may be deemed necessary for the purpose subject to the approval of the authorities.
- ii. The CDOE shall engage a Liaison Officer for each Study-cum-information Centre.
- iii. The Liaison-cum-information Officers shall be engaged on such terms and conditions and for such periods during an academic session as the Director may deem fit from time to time.

2. Duties & Functions of Liaison Officers of Study-cum-information centres :

- i. To make necessary arrangements for conducting Contact Programmes for the students of the Centre in consultation with the Programme-Co-ordinator concerned;
 - ii. To provide guidance to the students of the concerned area enrolled with the CDOE;
 - iii. To issue instructions to the students regarding contact programmes, examinations etc.
 - iv. To supply study material and issue books to the students;
 - v. To maintain the books, audio-visual equipments, or any other movable or immovable property of the Study Centre supplied by the CDOE.
 - vi. To perform such other functions for the benefit of the students as the Director may prescribe from time to time.
- (2) Each Liaison Officer shall be assisted by such other supporting staff as may be deemed necessary for the purpose.
- (3) The terms and conditions of service and emoluments of the Liaison Officers shall be as per the rules and regulations of University from time to time.

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ORDINANCE No. 11
ACADEMIC COUNSELORS

*(In accordance with and in furtherance to the provisions contained in Section 6(1) (v) of the Act
Section 42 of the Statutes)*

1. The Director shall on the recommendation of the Programme Co-coordinator(s) engage Academic Counselors for providing counseling to the students.
2. The Academic counselor shall be qualified/experienced/expert in the subject concerned.
3. Each Academic Counselor will perform his/her functions under the guidance and supervision of the Programme Co-coordinator concerned, of the Centre. The minimum number of students to be engaged by an Academic counselor shall be fifteen at Graduate level and ten at Post-Graduate level.

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ORDINANCE No. 12
PROGRAMMES OFFERED

*(In accordance with and in furtherance to the provisions contained in Section 6(1) (v) of the Act
Section 42 of the Statutes)*

There shall be programmes of study in the CDOE for the Degrees, Diplomas and Certificates in various Divisions through Distance and Online streams as decided by the University and approved by the competent body from time to time and the regulations of University Grants Commission (Open and Distance Learning Programmes and Online Programmes), 4th September, 2020 and amended from time to time; provided that the programme shall be in existence for at least two years in regular stream.

The programmes pertaining to Management, Computer Applications shall be offered according to the “AICTE (Open and Distance Learning Education and Online Education) Guidelines, 2021”.

The Regulations in respect of all the programmes above shall be framed by the University.

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ORDINANCE No. 13

ADMISSIONS AND PROGRAMME ADMINISTRATION

*(In accordance with and in furtherance to the provisions contained in Section 6(1) (v) of the Act
Section 42 of the Statutes)*

1. Admission Notification:

The admission into various programmes offered by the CDOE shall be notified during the month of April/May every year.

2. Admission committee

(1) The admission to the various programmes of the CDOE shall be made by the Admission Committee consisting of

- (i) Director (Chairman)
- (ii) Joint Director
- (iii) All Heads of the Divisions of the Centre.

(2) The admissions to the various programmes shall be made in accordance with the instructions/guidelines to be issued by Admission Committee of the CDOE from time to time. Provided, it shall be obligatory to give some relaxation for admission to various programmes offered, through distance/ online mode as per DEB guidelines

(3) The quorum of the Admission Committee shall be the majority of the members including the Chairman.

3. Fees:

The University shall from time to time prescribe the enrolment, admission, tuition and other fees to be collected from the candidates at the time of admission for a particular programme.

4. Programme Administration

All programmes shall be administered through various modes of distance/ online education for convenience and benefit of the students.

The main components of a programme shall comprise of lessons/Printed Study

Material, Compulsory/Optional Contact Programmes/Evaluation of Response Sheets, Individual Consultation etc.,.

5. Panel of Resource persons/Academic Counselors/other functionaries

The Director shall in consultation with the programme Coordinators draw a panel of qualified Resource Persons after every two years in the subjects concerned for the preparation of Self-Instructional Material (SIM), delivering of lectures in Contact Programmes and for providing counseling and guidance to students.

The SIM shall be prepared by the Resource Persons/Subject experts strictly in conformity with the syllabi and guidelines prescribed by the CDOE.

6. Contact Programmes:

The Director shall, every year, arrange conducting of Contact Programmes and Extension Lectures in each Course/Programme.

The Contact Programme may extend twice an academic year. On the recommendation of the Director, the Vice-Chancellor shall authorize extension of a Contact Programme or/and conducting of a special programme as may be considered necessary.

7. Study material/Evaluation of Assignments

The preparation of study material and evaluation of Assignments shall be done in accordance with the regulations.

8. Remuneration

The remuneration for the engagement of Resource Persons for preparation of Study Material/delivering of lectures in Contact Programmes/evaluation of Response sheets and Assignments/guidance of Project work, etc., shall be prescribed by the University from time to time.

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ORDINANCE No. 14

UTILISATION OF FUNDS AND MAINTENANCE OF ACCOUNTS

*(In accordance with and in furtherance to the provisions contained in Section 6(1) (v) of the Act
Section 42 of the Statutes)*

1. Utilisation of Funds

- (1) The funds reflected in the annual budget under different heads of expenditure shall be utilized strictly in accordance with the budgetary allocation.
- (2) The funds shall be utilized with the prior approval of the competent authority on case-to-case basis as per the requirement of the CDOE.

2. Maintenance of Accounts

The accounts shall be maintained by the CDOE as per the Financial Rules prescribed by the University from time-to-time.

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ORDINANCE No. 15
CONDUCT OF EXAMINATIONS

*(In accordance with and in furtherance to the provisions contained in Section 6(1) (v) of the Act
Section 42 of the Statutes)*

1. Examination

The examination for all the programmes under CDOE shall be held at the completion of each academic session on annual pattern.

The dates for the examinations shall be fixed by the Controller of Examinations in consultation with the Director.

2. Examination Fees

The University shall prescribe the examination fees for each programme from time to time.

The norms for examination applications, attendance and other such procedures shall be in accordance with the regulations prescribed for the same.

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THE FOURTH SCHEDULE
THE EXAMINATION ORDINANCES

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Examination Ordinance relating to general definitions and interpretations

Whereas it is expedient to define and explain various terms used in connection with examination, they are formulated hereunder

Unless the context otherwise requires,

- “Examination” means any examination (Oral/Project Oriented/Online/Written) conducted by the University either at the end of Semester or at the end of the year or on any specific occasion as the case may be.
- “Examination Centre” means the place/s earmarked by the University to conduct its examinations.
- “Examiner” shall mean an examiner who is to set the end-term examination question papers/moderator/evaluation of answer sheets/dissertation and thesis etc. and/or act as a practical examiner in the University.
- “Grading systems” means allotting defined letters’ grades based of the marks secured by a student in an examination.
- “Headquarters” means the main campus situated at Tirupati.
- “Improvement” means the facility given to a candidate to improve his/her marks in a programme or all the programmes in an examination of a particular year/semester conducted by the University.
- “Internal Assessment” means a process of testing a student enrolled in a programme of the university, by the faculty member concerned.
- “Moderation of Marks” is a measure adopted by the University for establishing justification for awarding grace marks through a duly constituted committee.
- “Recognised Institution” means an educational institution/Board/University/Deemed to be University recognised by the Academic Council of the University.
- “Result” means the output of the examinations written by a student, evaluated by the examiner based on his/her performance in grades/divisions.
- “Student” shall mean a person admitted to any academic programme of the University.

ORDINANCE - 1

APPOINTMENT OF EXAMINERS

(In accordance with and in furtherance to the provisions contained in Section 29(1)(g) of the Act section 12(2)(xiv) of the Statutes)

1. The continuous internal assessment shall be conducted by the concerned faculty member and end semester/annual and all other examinations shall be conducted by the Controller of Examinations.
2. The examiners shall be appointed from the panel of experts proposed by Board of Studies concerned and approved by the Academic Council.
3. The adjudicators for the evaluation of thesis shall be appointed from the panel of experts proposed by the research supervisor and Head of the department. Provided, the adjudicators may be selected by the persons concerned who are not less than the cadre of Associate professor. However in special cases, eminent/ reputed traditional scholars shall be appointed without the prescribed cadre.
4. Persons with not less than four years of teaching experience in a college/institution, shall be eligible for appointment as Examiners.
5. Examiners shall be appointed for one year and eligible for reappointment.

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ORDINANCE - 2

CONDUCT OF EXAMINATIONS

(In accordance with and in furtherance to to the provisions contained in Section 29 (1)(g) of the Act)

1. Examinations of the University, other than the doctoral examination shall be open to eligible students studying in Regular, Evening, Online, Distance and unique traditional streams, i.e. such students who have undergone a programme of study in the University for a duration specified for that programme after fulfilling the minimum attendance and credit requirements as laid down by the University.
2. Examinations of all streams of the University shall be conducted at headquarters and other such places as specified and approved by the university from time to time as per the regulations framed for the purpose. The format and timing of continuous internal assessment shall be decided by the faculty member concerned and the format and timing/duration of the end-semester/annual/other programmes examinations shall be decided by the Board of Studies with the concurrence of Academic Council. The examinations for the programmes offered by Institutions having MoU with the NSU shall be conducted in the respective institutions under the supervision of NSU.
3. The format of the entrance examination shall be decided by the Schools concerned or as decided by the competent authority in case of conduct of national level entrance examination by participating/consortium of Universities. The Entrance Examination shall be held at headquarters and other such places as specified and approved by the university/consortium from time to time.
4. Discipline among the students in University examinations, grading systems and conversion of percentage of marks to grade points shall be prescribed in the regulations governing as prescribed by the Board of Studies.

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ORDINANCE - 3**EXAMINATION COMMITTEE**

(In accordance with and in furtherance to the provisions contained in Section 29(1)(o) of the Act)

1. There shall be an Examination Committee in the University.

The Committee shall consist of the following persons:

- | | |
|--|--------------------|
| (i) The Vice-Chancellor or his nominee | - Chairman |
| (ii) Dean Academic Affairs | - Member |
| (iii) All Deans of Schools | - Members |
| (iv) Two persons appointed by the Academic Council | - Members |
| (v) The Controller of Examinations | - Member Secretary |

2. The nominated members and the members appointed by the Academic Council shall hold office for a period of three years and shall be eligible for re-nomination/re-appointment.

3. One-third of the members shall form quorum for a meeting of the Committee.

4. The Committee shall have power to award grace marks in addition to the marks given by moderation committee in deserving cases.

5. The Committee shall submit a report every year to the Academic Council on the working of the University examinations and make recommendations for effecting improvement.

6. The Committee shall make recommendations regarding disciplinary action to be taken against candidates using unfair means in examinations.

7. It shall perform such other duties and functions as may be assigned to it by the Academic council: Provided that the Examination Committee may delegate any or all of its powers mentioned above to any officer of the University.

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ORDINANCE - 4
DECLARATION OF RESULTS

(In accordance with and in furtherance to the provisions contained in Section 6 (1) (xxviii) of the Act section 7 (5) of the Statutes)

1. Results may be declared classifying the results either into Divisions or Grades according to the regulations made for the purpose.
2. Revaluation shall be done according to the regulations.
3. Failed candidates shall be permitted to appear for the supplementary Examinations conducted by the University.
4. In case no Supplementary Examination is conducted by the University, the failed candidates shall appear as Supplementary candidates/Private candidates for the next examination conducted for regular candidates.
5. Passed candidates shall also be permitted to appear for such examinations to improve their performance in the earlier Examinations either for a single course or any number of courses prescribed for the Under Graduate and Post Graduate programmes.

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ORDINANCE - 5
TRANSFER OF CREDIT

(In accordance with and in furtherance to the provisions contained in Section 6(2) (iv) of the Act)

The university shall facilitate and promote;

- (a) transfer of credits earned by the students of this University to other Universities/educational institutions;
- (b) policy framework, procedure and conditions for accepting transfer of credits earned by a student from other Universities/educational institutions/SWAYAM.

Academic Bank of Credit (ABC) system shall be implemented under aegis of UGC which would digitally store the academic credits earned by the students from various recognized Universities/educational institutions. (NEP-2020, 11.9, page 37)

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ORDINANCE - 6

CONVOCATION

(In accordance with and in furtherance to to the provisions contained in Section 29(1)(o) of the Act section 31 of the Statutes)

1. Convocation for the purpose of conferring Degrees shall be held on such date and place as may be fixed by the Executive Council/Vice-Chancellor.
2. Provided also that in case the Convocation could not be held in a particular year, the Vice-Chancellor shall be competent to admit candidates to the respective degrees without waiting for formal Convocation but on payment of prescribed fees.
3. Provided that in case the Convocation is not held in a particular year, the Vice-Chancellor shall be competent to authorize admission of successful candidates in the year to their respective Degrees in absentia and issue the degrees on payment of prescribed fee.
4. The name of the recipients of medals and prizes shall be read by the Registrar or the person nominated by the Vice-Chancellor.

5. Special Convocation

- i. A special Convocation may be held at such time as may be decided by the Executive Council for the purpose of conferring Honorary Degrees in accordance with the procedure or for the purpose of conferring other Degrees under special circumstances on the recommendation of the Academic Council.
- ii. The Convocation shall consist of the body corporate of the University. The Chancellor shall preside over at the Convocations of the University held for conferring Degrees.

6. Notice

- i. Not less than four weeks' notice shall be given by the Registrar for meetings of the relevant statutory authorities for the Convocation.
- ii. The officer concerned shall, with the notice, issue to each member of the Convocation, a programme of the procedure to be observed there at.
- iii. The candidates who have passed their examinations in the years since the last Convocation shall be eligible to be admitted to the Convocation.

7. Application

- i. A candidate for the Degree must submit to the Officer concerned his/ her application on or before the date prescribed for the purpose for admission to the Degree at the Convocation in person along with the prescribed fee.
- ii. Such candidates who are unable to present themselves in person at the Convocation shall be admitted to the Degree in absentia by the Chancellor and their Degrees shall be given by the Controller of Examinations on application and payment of the prescribed fee.

8. Fees

- i. The fee for convocation to the Degree at the Convocation in person and in absentia shall be fixed by the University.

10. Academic Dress

- i. The Academic Dress of the University for the Convocation shall be as prescribed by the University. Candidates at the Convocation shall wear Academic Dress appropriate to their respective Degree as specified by the University. No candidate shall be admitted to the Convocation without proper Academic Dress as prescribed by the University.
- ii. Whenever Ministers of the Indian Union, Ministers of State Governments, Ministers of the Union Territories, Speaker of LOK SABHA / State Legislatures / Union Territory Legislatures, attend the Convocation, they shall be provided special robes according to their status, as may be decided by the Vice-Chancellor in individual cases, and like other authorities / officers of the University, they may attend the Convocation with their academic robes on.

11. Convocation Procedure

- i. For the award of degree at the Convocation, candidates present shall be formally presented to the Chancellor or in his/her absence to the Vice Chancellor for admission to their respective degrees. The Deans of respective Schools of Studies will present the candidates for admission to the respective Post-Graduate degrees. Senior-most professor will present the candidates for admission to the doctoral degree. The names

of the recipients of medals and prizes shall be read out by the Registrar or the by the person appointed for the purpose.

- ii. Degree/ Certificate shall be supplied to the candidates in a manner to be prescribed by the Vice Chancellor after the Convocation is over.
- iii. The Chancellor, The Chief Guest, The Vice-Chancellor, the Pro-Vice-Chancellor, the Registrar, the Controller of Examinations, the Finance Officer, the Deans of Schools and the members of the University Authorities shall wear their special convocation dress as prescribed by the University.
- iv. The Chancellor, The Chief Guest, The Vice-Chancellor, The Pro-Vice Chancellor, The Registrar, The Controller of Examinations, The Finance Officer, The Deans, The members of the Court and Executive committee shall assemble in the meeting room at the appointed hour and shall walk in procession to the Convocation Hall:
 - The Chancellor
 - The Chief Guest
 - The Vice Chancellor
 - The Pro Vice-Chancellor
 - The Registrar
 - Members of the Court
 - Members of the Executive Council
 - The Deans of Schools
 - The Finance Officer
 - The Controller of Examination

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THE FIFTH SCHEDULE
The Finance Ordinances
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3	Drawing and Disbursement Officer	4

Finance Ordinance No. 1

Travelling and Daily Allowance

In accordance with and in furtherance to the provisions contained in Section 29(2) of Act and Sections 2(7)(iii) and 12(2)(viii) of The Statutes.

Subject to conformity with the Act and Statute of the University, the Travelling and Daily Allowances to all Teaching and Non-Teaching employees should be in accordance with Travelling and Daily Allowance Rules of Govt. of India / UGC as amended from time to time.

Finance Ordinance No. 2

Purchase Procedure

In accordance with and in furtherance to the provisions contained in Section 29(2) of the Act and Sections 12(2)(vi), 12(2)(vii), 12(2)(viii) and 12(2)(ix) of The Statutes.

All Stores and Purchases of the University shall be regulated as per the provisions of The General Financial Rules 2017 and as amended from time to time by Government of India.

Finance Ordinance No. 3

Drawing and Disbursement Officer

In accordance with and in furtherance to the provisions contained in Section 15 and 29(2) of the Act and Sections 6 and 43 of the Statues

The Finance Officer shall function as Drawing and Disbursement Officer of the University and shall comply with the instructions contained in Central Government Account (Receipts and Payments) Rules, 1983, Central Government Accounting Rules, 1990 and General Financial Rules and other relevant Government of India rules, mutatis mutandis, as amended from time to time.

THE SIXTH SCHEDULE
The Engineering Ordinances
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Engineering Ordinance No. 1

University Building Committee

In accordance with Section 29(2) of the Act and Section 39 of the Statutes following made.

1. The University Building Committee shall consist of the following: -
 - (a) Vice-Chancellor Chairperson
 - (b) Finance Officer - Member
 - (c) A representative of the Planning and Monitoring Board of the University nominated by the Vice-Chancellor. - Member
 - (d) A representative of the user Department. - Member
 - (e) Two Professors/Associate Professors of the University nominated by the Vice-Chancellor - Member
 - (f) External Member (Civil Engineer/Architect) - Member
 - (g) Chief Engineer of CPWD or his representative not below the rank of Executive Engineer. - Member
 - (h) Deputy Registrar - Member
 - (i) University Engineer/Assistant Engineer - Member
 - (j) Registrar Member - Secretary
2. Half of the members of the Building Committee shall form the quorum for holding meeting of the Building Committee.
3. External members of the committee may be paid remuneration as per rules approved by Executive Council /UGC.
4. The Building Committee shall be responsible for finalizing the plans and estimates of the various building project proposals and for ensuring the completion of the building in accordance with the approved plans and estimates and proper utilization of the funds.
5. The Building Committee should also ensure the following:
 - (a) Value Architecture and Value Engineering:

That the Architects involved suggest value architecture with a view to economize the project by avoiding unnecessary high-cost options, without compromising on quality. The Value Engineering also aims to achieve the same goals.

- (b) That the master plan not only takes care of the immediate requirements but also takes into account future expansion scopes for varied and unforeseeable needs.
 - (c) That the implementation of the project is properly prioritized so as take up only essential works in the first/earlier phases. It may also consider certain modular designs, which can be expanded gradually in future as per requirements.
 - (d) That a plantation Master Plan' for the whole campus, involving experts in landscaping, horticulture, forestry etc., is prepared to plant maximum number of trees and plants, wherever possible, which are not to be used for any other purpose.
 - (e) That the green building concept is adopted so that the proposed buildings are less power consuming. Use of Solar energy should be promoted.
 - (f) The Planning should include rain water harvesting and waste water recycling.
 - (g) That no wasteful expenditure is incurred on any component.
6. The Building Committee of the University may, after thorough examination, properly prioritize and recommend the specific projects to be started along with their cost and quarterly/yearly requirement of funds till completion.
 7. The recommendations of the Building committee in respect of each building project shall be placed before Finance Committee for its approval. After FC's approval, the University may place the same before Executive Council for its approval. These proposals then should be forwarded in prescribed format to UGC for examination by its Standing Committee and for funding.
 8. The Committee shall meet at least twice in a year, or as and when necessary.
 9. The Building Committee shall be responsible for ensuring the completion of new buildings in accordance with the approved plans and estimates and proper utilization of the funds received from the University Grants Commission, the Government and from the University's own resources.

Notwithstanding anything contained in this ordinance, the General Financial Rules 2017 and the guidelines issued by UGC/GoI as amended from time to time shall be followed *mutatis-mutandis*.

THE SEVENTH SCHEDULE
The Medical Ordinances
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Medical Ordinance No. 1

Medical Reimbursement

In accordance with the provisions contained in Sections 6(1)(xxi) and 29(2) of the Act and further to the provisions of Section 12(2)(viii) of The Statutes.

1. The Employees appointed on Regular/Deputation basis shall be entitled to reimbursement of medical expenses incurred on the medical treatment of himself and/or the dependent members of his/her family obtained for the Private OPD/Private Wards of any Hospital/Nursing Home as contained in the list of hospitals recognized by the Government of India or the Government of Andhra Pradesh or the Executive Council.
2. Executive Council may recognize private hospitals in and around Tirupati based on the recommendations of the Medical Advisory Committee.

Provided that the reimbursement of Medical claims in all the above cases shall be restricted to the CGHS rates and further would be in accordance with CSMA rules of Government of India.

3. The retired employees of the University will not be governed under medical reimbursement scheme.

Medical Ordinance No. 2

Medical Advisory Committee

In accordance with the provisions contained in Section 29(2) of the Act and Section 23 of The Statutes.

1. The Medical Advisory Committee shall consist of the following: -
 - (a) Registrar Chairperson
 - (b) Finance Officer Member
 - (c) Dean Students Welfare Member
 - (d) Chief Warden Member
 - (e) Medical Expert External Member
 - (f) Medical Expert II External Member
 - (g) Deputy Registrar Member
 - (h) Medical Officer Member
 - (i) I/c Health Centre Member – Secretary
2. Four members of the committee shall form a quorum for a meeting of the Medical Advisory Committee and it shall meet at least twice in a year.