

**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:<br>Designation | 2. Signature:<br>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.