

# STATUTES 1988

(As amended upto 31-08-2018)



Chaudhary Sarwan Kumar  
Himachal Pradesh Krishi Vishwavidyalaya,  
Palampur -176 062 (HP)

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**STATUTES OF CHAUDHARY SARWAN KUMAR HIMACHAL PRADESH KRISHI  
VISHVAVIDYALAYA, PALAMPUR**

**CHAPTER I**

<b>Short title</b>	1.1	These Statutes, which have been framed in pursuance of section 54 of the H.P. Universities of Agriculture, Horticulture and Forestry Act, 1986 (Act No. 4 of 1987) shall be called the Chaudhary Sarwan Kumar Himachal Pradesh Krishi Vishvavidyalaya Statutes, 1988.
<b>Repeal and Savings</b>	1.2	(i) On the commencement of these Statutes the Himachal Pradesh Krishi Vishvavidyalaya Statutes, 1979 shall stand repealed.  (ii) Notwithstanding such repeal, anything done or any action taken under the Statutes repealed under clause (i) shall be deemed to have been done or taken under the corresponding provisions of these Statutes as if these Statutes had come into force on the day on which such thing was done or action taken.
<b>Commencement</b>	1.3	• These Statutes come into force with effect from the date of their publications in the Himachal Pradesh Rajpatra.
<b>Definitions</b>	1.4	In these Statutes unless there is anything repugnant to the subject or context:-  (i) 'Section' means a section of the Act.  (ii) 'Emoluments' means pay, dearness pay, special pay, personal pay and allowances other than travelling allowances and medical allowances.  (iii) 'Employees' means whole-time employees (including officers and teachers) other than part time employees, honorary employees or those paid from contingencies.  (iv) 'Competent authority' means the appointing authority or the officer to whom power of appointment or any special power is delegated.  (v) Unless otherwise specified all other words and expression used but not defined in the Statutes shall have the meaning respectively assigned to them in the Act.

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## CHAPTER II

### AUTHORITIES OF THE UNIVERSITY, CONSTITUTION, POWERS AND DUTIES

#### SENATE

- Election of the representatives of teachers** 2.1 All the teachers of the University as specified in Statute 4.1(1) shall form two electoral colleges for the purpose of the election to fill the two vacancies on the Senate for a period of 2 years as required under Section 11(1)(A) (viii) of the Act. One of the vacancies will be filled up out of the Professors, Associate Professors and equivalent and the second would be filled up amongst the Assistant Professors and its equivalent. The procedure to be followed for election shall be as prescribed by the Board.
- Election of the representatives of non teachers** 2.2 All the non-teaching employees of the University as specified under section 11(1)(A) (ix) of the Act shall form one electoral college for the purpose of election to fill up one vacancy on the Senate for a period of two years. The procedure to be followed shall be as prescribed by the Board.
- Powers and Duties** 2.3 Powers and duties of the Senate shall be as prescribed under section 11, sub section (5) of the Act.
- 2.4 The Senate shall on the date to be fixed by the Chancellor meet once in a Calendar year and this meeting shall be called the annual meeting of the Senate.

#### BOARD OF MANAGEMENT

- Powers and Duties** 2.5 In addition to the powers laid down in sub-section (1) of Section 13 of the Act, the Board shall exercise the following powers: -
- (1) To declare by Statutes, other Colleges as constituent colleges of the University under clause (a) (iii) of sub-section (1) of section 35 of the Act.
  - (2) The Board shall consider for approval the annual report containing:
    - (a) a review of the progress made in different spheres of activities of the University;
    - (b) the amount of receipts and disbursements and the purpose for which the disbursements were made;
    - (c) the number of officers and teachers as well as the number of students in different classes; and
    - (d) an estimate of the expenses for the following year.
  - (3) The Board may submit to the State Government legislative proposals which it considers necessary for the betterment and promotion of agriculture and allied sciences based on the results of research conducted in the University.
  - (4) The Board may create teaching, research, extension education, administrative, ministerial, technical and other necessary posts and abolish or retrench such posts on the recommendations of the Vice- Chancellor.
    - Provided that no post, position and assignment created by the Board/ University shall have any effect unless approved by the State Govt.
  - (5) The Board may establish a new department of study, abolish or sub-divide or otherwise reconstitute an existing department of study on the recommendations of the Academic Council under clause (ii) and (iii) of sub-section (3) of section 15 of the Act.
  - (6) The Board shall normally meet at the headquarters of the University but may also meet at any other place as decided by the Vice-Chancellor.
  - (7) Any other power or function of the University which has not been specifically assigned to any authority or officers of the University under the Act or the Statutes shall be exercised / performed by the Board on the advice of the Vice-Chancellor.

## ACADEMIC COUNCIL

- Selection of a member under section 14(2) (ix) (1) of the Act.** 2.6 (1) In accordance with clause (ix) (1) of sub-section (2) of section 14 of the Act, the two eminent scientists not below the rank of Professor to be nominated by the Vice-Chancellor as members of the Academic Council would be such as have at least five years of experience of teaching or research or extension education in a University or in a recognised organisation of repute. Such person to be nominated by the Vice-Chancellor shall have a term of two years. Provided that the Dean, Post-graduate Studies shall be ex-officio member of the Academic Council.
- Powers and duties** (2) In addition to powers and functions as specified in section 15 of the Act, the Academic Council shall have the following powers.
- (i) to initiate measures for improving the quality of teaching, students evaluation and students advisory service;
  - (ii) to recommend candidates for diplomas, degrees and certificates to be conferred by the University;
  - (iii) to recognise the examination of other Universities and recognised Institutes and to decide their equivalence with the corresponding examinations of the University;
  - (iv) to propose to the Board, the institution of fellowships, scholarships, stipends, medals etc., to be awarded to the students of various constituent colleges of the University;
  - (v) to make recommendations for the creation of additional colleges, when deemed necessary for the approval of the Board;
  - (vi) to make recommendations for the approval of the Board regarding the fixation, payment and receipt of fees etc., and penalty for non-payment of such dues in time by the student of the University;
  - (vii) to advise the Board on proposals for new expenditure on teaching, research and extension education in the University;
  - (viii) to make regulation regarding the holding of convocation;
  - (ix) to make regulations for the maintenance of discipline, and for regulation of the conduct of the students in the colleges and hostels of the University; and
  - (x) to consider any other academic matter
- (3) (i) the Academic Council may constitute Advisory Committees on (1) Educational and Resident Instructions (2) Library and (3) Students' Discipline and Welfare or (4) on any other matter. The Vice-Chancellor or his nominees shall be ex-officio Chairman of these Committees and (i) Senior most Dean, (ii) The Librarian, (iii) The Students' Welfare Officer or (iv) any Statutory Officer to be nominated by the Vice-Chancellor shall respectively be the Member-Secretary of the above Committees.
- (ii) Each of the above Advisory Committees shall advise the Academic Council on such matters as are referred to it by the Academic Council or the Vice-Chancellor.
- Extension Council** 2.7 (1) In pursuance of Section 16 of the Act, there shall be an Extension Council whose constitution, powers and functions shall be as under:-
- Constitution**
- (i) Vice-Chancellor (ex-officio Chairman);
  - (ii) Director of Agriculture, Himachal Pradesh;
  - (iii) Director of Animal Husbandry, Himachal Pradesh;
  - (iv) Chief Warden of Fisheries, Himachal Pradesh;
  - (v) Director, Central Potato Research Institute, Shimla;
  - (vi) Deans of the Colleges including Dean, Post-graduate Studies;
  - (vii) Director of Research;
  - (viii) Associate Director of Regional Research Stations;
  - (ix) Director of Extension Education, Dr. Y.S. Parmar University of Horticulture & Forestry, Solan;
  - (x) Two senior most Professors/equivalent of College of Agriculture by rotation for a period of two years to be nominated by the Vice-Chancellor;
  - ■ (xi) One senior most Professor/equivalent of College of Dr. G.C. Negi Vety. & Animal Sciences to be nominated by the Vice-Chancellor by rotation for a period of two years;
  - (xii) One senior most Professor/equivalent of College of Basic Sciences to be nominated by the Vice-Chancellor by rotation for a period of two years;
  - (xiii) One senior most Professor/equivalent of College of Home Science to be nominated by the Vice-Chancellor by rotation for a period of two years;
  - (xiv) Four progressive farmers from Agriculture of the State. One from tribal area and three from non-tribal area to be nominated by the Vice-Chancellor for a period of two years;

- (xv) One outstanding social worker to be nominated by the Vice-Chancellor for a period of two years;
- (xvi) Two progressive farmer women from agriculturist of the state one from tribal area and one from non-tribal area, to be nominated by the Vice-Chancellor for a period of two years;
- (xvii) Two outside eminent scientists to be nominated by the Vice-Chancellor for a period of two years;
- (xviii) Registrar;
- (xix) Comptroller;
- (xx) Director of Extension Education (Member-Secretary).

Additional Director of Research (AH), Additional Director of Extension Education, CSK HPKV, Director of Horticulture, H.P. Govt., Shimla and Director, All India Radio, Shimla shall be the special invitees in the meeting of the Extension Council.

**Powers and duties**

- (2) The Council shall advise the University regarding:
  - (a) planning and evaluation/review of various extension education activities of the University;
  - (b) ways and means of increasing the effectiveness of the University's extension programmes;
  - (c) the co-ordination of University extension programme with the State and National programmes.

**Research Council 2.8**

- (1) In pursuance of section 17 of the Act, there shall be a Research Council whose constitution, powers and functions shall be as under:-

**Constitution**

- (i) Vice-Chancellor (ex-officio Chairman);
- (ii) Director of Agriculture, Himachal Pradesh;
- (iii) Director of Animal Husbandry, Himachal Pradesh;
- (iv) Chief Warden of Fisheries, Himachal Pradesh;
- (v) Director, Central Potato Research Institute, Shimla;
- (vi) Deans of the Colleges including Dean, Post-graduate Studies;
- (vii) Director of Extension Education;
- (viii) Director of Research, Dr. Y. S. Parmar University of Horticulture & Forestry, Solan;
- (ix) Associate Directors of Regional Research Stations;
- (x) Two senior most Professors/equivalent of College of Agriculture by rotation of period of two years to be nominated by the Vice-Chancellor;
- ■ (xi) One senior most Professor/equivalent of College of **Dr. G.C. Negi** Vety. & Animal Sciences to be nominated by the Vice-Chancellor by rotation for a period of two years;
- (xii) One senior most Professor/equivalent of College of Basic Sciences to be nominated by the Vice-Chancellor by rotation for a period of two years;
- (xiii) One senior most Professor/equivalent of College of Home Science to be nominated by the Vice-Chancellor by rotation for a period of two years;
- (xiv) Two progressive farmers of the state – One from tribal area and the other from non-tribal area to be nominated by the Vice-Chancellor for a period of two years;
- (xv) One outstanding social worker to be nominated by the Vice-Chancellor for a period of two years;
- (xvi) Two outside eminent scientists to be nominated by the Vice-Chancellor for a period of two years;
- (xvii) Registrar;
- (xviii) Comptroller;
- (xix) Director of Research (Member-Secretary).

Additional Director of Research (AH) & Additional Director of Extension Education shall be the special invitees in the meeting of Research Council.

**Powers and Duties**

- (2) The Council shall advise the university regarding:
  - (a) planning and evaluation/review of various research activities of the University;
  - (b) ways and means of increasing the effectiveness of the university's research programmes;
  - (c) the co-ordination of University's research programmes with the State and National Programmes.

- Amended vide 32<sup>nd</sup> amendment and notified vide Notification No. 2-1/2001-CSKHPKV(GA)Vol. IX/-74458-601 dated 07.11.2003.
- Amended vide 41<sup>st</sup> amendment and notified vide Notification No. 2- 1/2005-CSKHPKV(GA)Vol. IX/35285-432 dated 31.05.2006.

## BOARD OF STUDIES

- Constitution of Board of Studies**      2.9      (1) There shall be a Board of Studies for each College and following shall be the College of the University:-
- (i) College of Agriculture;
  - (ii) **Dr. G. C. Negi** College of Veterinary and Animal Sciences; and
  - (iii) Such other colleges as may be established by the University from time to time.
- (2) The Board of studies shall be constituted in accordance with section 18 of the Act. In the absence of the Dean of the College, the Senior most Professor and the Head of Department shall act as Chairman of the Board of Studies.
- (3) The Secretary of the Board of Studies shall be appointed by the Dean of College concerned from amongst its member for a period of two years.
- Powers and Duties**      (4) The Board of Studies shall exercise all the powers and perform all the duties conferred on it by the Act. It will be the duty of the Board to:-
- (i) propose courses of study for various programmes of instructions;
  - (ii) determine the curricula of different programmes of studies;
  - (iii) suggest measure to improve the standard of teaching and of the student assessment; and
  - (iv) suggest changes in regulations regarding admission, instructions, continuance and examination of students in the College.
- Colleges and Department in the University**      2.10      Each College will comprise the Department of Studies as established from time to time.

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- Amended vide 41<sup>st</sup> amendment and notified vide Notification No. 2- 1/2005-CSKHPKV(GA)Vol. IX/35285-432 dated 31.05.2006.

## CHAPTER III

### STATUTES REGARDING THE DESIGNATION, THE MANNER OF APPOINTMENT AND DUTIES AND QUALIFICATIONS OF THE OFFICERS OF THE UNIVERSITY.

#### Vice-Chancellor

- 3.1(1)**
- (i) The Vice-Chancellor shall receive such pay and allowance as approved by the Hon'ble Chancellor from time to time. He shall, in addition be entitled to free furnished residential accommodation at the head-quarters of the University.
  - (ii) The Vice-Chancellor shall not be entitled to the benefits of the University Provident Fund. However, if a person already, in service of the University is appointed as Vice-Chancellor, he shall be entitled to Contributory Provident Fund benefits/pensionary benefits.
  - (iii) While on tour in connection with University business the Vice-Chancellor shall be entitled to traveling allowance, at the rates applicable to the highest category of Grade-I Officers of the H. P. Government for halts and travel.
  - (iv) The Vice-Chancellor shall be entitled to 15 days of casual leave in a Calendar year and to leave on full pay of one eleventh of the period spent on duty.
  - (v) In addition to the leave mentioned above, the Vice-Chancellor shall be entitled in case of illness or on account of private affairs, to leave without pay for a period not exceeding three months during the period of his tenure, provided that leave taken without pay may be subsequently commuted into leave on full pay to the extent to which leave may have become due under Statute 3.1(1) (iv).
  - (vi) The Vice-Chancellor shall be entitled to free medical aid and facilities.
  - (vii) The Vice-Chancellor may be deputed by the Board on non-university business or at the request of the Government business or in the public interest, in any part of India or outside India. The Chancellor shall be competent to make the requisite arrangements for exercising the powers and performing the duties of the Vice-Chancellor during the period of such deputation, in the manner as laid down under section 24(5) of the Act, provided that the arrangements made shall be such as do not entail any additional expenditure to the university.
  - (viii) Residential accommodation occupied by the Vice-Chancellor, including the lawns, etc., attached to such accommodation shall be maintained by the University and no charge thereof shall fall on the Vice-Chancellor.
  - (ix) The security arrangements for the Vice-Chancellor shall be made by the University by way of appointment of Security Guards and no charge thereof shall fall on the Vice-Chancellor.
  - (x) The journey performed by the Vice-Chancellor between office and residence will be treated as duty journey. The Vice-Chancellor shall also be authorised to use the University vehicle for private purpose as per the instructions applicable to the officer of his rank in the H. P. Government from time to time.
  - (xi) The Vice-Chancellor shall be entitled to leave encashment in accordance with the rules and instructions applicable to State Government employees.
  - (xii) The Vice-Chancellor shall also be entitled to same L.T.C. facilities as are admissible to the State employees of the highest grade.

#### Powers and Duties of the Vice-Chancellor

- 3.1(2)**
- In addition to the powers and duties mentioned in section 25 of the Act, the Vice-Chancellor shall exercise the following powers:-
- (i) to sanction recurring and non-recurring expenditure within the approved budget of the University provided he may re-appropriate amount within the various units of appropriation;
  - (ii) to recommend to the Board to abolish such posts which are considered superfluous in the University, subject to the protection given to the individuals holding such posts;

- (iii) to countersign his own T.A. bills as per T.A. rules;
- (iv) to transfer personnel from one post to another or to transfer posts from one scheme to another in the interest of the University without adversely affecting the service conditions;
- (v) to constitute adhoc committees for students admission, selection of staff other than teacher, conduct of inquiries of administrative nature and for such other purposes as he may deem necessary;
- (vi) to approve the tour programme and to countersign T. A. bills of subordinate officers of the University; and
- (vii) to make rules for the allotment of residential accommodation to employees of the University and for the maintenance and operation of vehicles owned by the University etc, and such other rules and standing instructions considered necessary from time to time for the maintenance and running of the Campus including instructions on 'black out' and other security or civil defence measures.

**Deans of the Colleges**

3.2

- (1) The Dean of the College shall receive a pay as approved by the Board of Management from time to time.
- (2) The Dean of the College shall be the Chief Executive Officer of the College responsible to the Vice-Chancellor for its administration.
- (3) In the absence of regular Dean of the concerned College due to his proceeding on leave, tour, deputation or the post falling vacant as a result of retirement, resignation or otherwise, the senior most Professor in the concerned College shall act as Dean of the College, unless otherwise decided by the Vice-Chancellor.

**Powers and Duties of the Deans.**

- (4) In addition to the duties specified in sub-sections (1) and (2) of section 27 of the Act, the powers and duties of the Dean of the College shall be as follows:-
  - (i) he shall be responsible for the Management of resident instructions in the Department of the College and for that purpose shall pass such orders as might be necessary in consultation with the Head of the Department concerned ;
  - (ii) he shall look into and be responsible for the due observance of provisions of the Act, the Statutes, the Regulation and the directions issued by authorities of the University or the Vice-Chancellor in so far as they relate to his College with regard to the resident instructions;
  - (iii) without prejudice to the right of any member to present any matter to the Board of Studies, he shall in his capacity as Chairman of the Board of Studies, formulate and present policies to the Board of Studies for its consideration ;
  - (iv) he shall submit report (s) to the Vice-Chancellor on the working of the College;
  - (v) he shall supervise the registration and progress of the students in the College;
  - (vi) he shall be responsible to the Vice-Chancellor for the educational use of the buildings and rooms assigned to the College and for the general equipment of the College as distinct from that of the separate departments;
  - (vii) he shall prepare the budget of the College;
  - (viii) he shall be responsible for the maintenance of discipline in the College;
  - (ix) he shall represent the University in conferences regarding educational issues;
  - (x) he shall serve as the medium of communication for all the official business of the College with other authorities of the University, the students and the public with regard to resident instruction;
  - (xi) he shall perform such other duties and functions as may be assigned to him by the Vice-Chancellor.

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- **Amended vide 34<sup>th</sup> Amendment and notified vide Notification No. 2-1/2004-CSKHPKV (GA)Vol.IX/-46480-624 dated 13.07.2004.**

**Dean, Post-graduate Studies**

3.2 (a) (1) The Dean, Post-graduate Studies shall receive a pay as approved by the Board of Management from time to time.

**Powers and Duties of the Dean, Post-Graduate Studies**

(2) The powers and duties of the Dean, Post-graduate Studies shall be as follows:-

- (i) he shall be responsible for the organisation and conduct of Post-graduate teaching in all the constituent Colleges of the University and for that purpose shall pass such orders as may be necessary in consultation with the Deans of the Colleges, Director of Research and Extension Education as the case may be;
- (ii) he shall in collaboration with the Director of Research be responsible for the co-ordination of research by the Post- graduate students and its integration with the general research programme of the University;
- (iii) he shall formulate and present policies pertaining to the Post-graduate Studies to the Vice-Chancellor for his consideration and further placement before the Academic Council;
- (iv) he shall maintain record of the Post-graduate Students and also supervise their progress;
- (v) he shall provide, in consultation with the Head of Departments, guidance and leadership in the development and periodic evaluation of curricula and integrate the said curricula into appropriate instructional programmes designed to prepare students for effective careers in research, teaching and extension;
- (vi) he shall perform such other duties and functions as may be assigned to him by the Vice-Chancellor.

**Director of Research**

3.3 (1) The Director of Research shall receive a pay as approved by the Board of Management from time to time.

**Powers and Duties of the Director of Research**

(2) In addition to the duties specified in sub-section (1) of section 28 of the Act, the powers and duties of the Director of Research shall be as follows:-

- (i) he shall develop and co-ordinate research in the University, promote interdisciplinary Collaboration in research programmes, and co-operate and collaborate with the Director of Extension Education in extending the results of researches to the fields;
- (ii) he shall co-ordinate all researches conducted within teaching departments by members of the staff and post-graduates students of the departments in the University in co-operation with the Deans. He shall be responsible to the Vice-Chancellor for all matters pertaining to research programmes of the University;
- (iii) he shall formulate research policies and programmes in consultation with Deans and Directors and present the same to the Research Council for its consideration;
- (iv) he shall exercise administrative control over (i) research staff, (ii) research funds allotted for the purpose and (iii) all properties, physical facilities and materials assigned by the University for the pursuit of research programmes;
- (v) he shall assess, in consultation with the Heads of Departments, the budgetary needs of different departments of the University for research;
- (vi) he shall be Principal Liaison Officer for dealing with aid granting agencies, such as the State Government, Central Government, the Indian Council of Agricultural Research, Commodity Committee or any other Central, State Organisation or Private Institution;

- (vii) he shall be responsible for the research publications of the University and press releases pertaining to the research problems and findings;
- (viii) he will represent the University in conferences regarding research;
- (ix) he shall assume leadership in development and maintenance of research productivity of a high level by:-
  - (a) Promotion of self-improvement on the part of research personnel;
  - (b) Stimulation of a wholesome, aggressive a spirit decorps; and
  - (c) Development of an attitude in the minds of the staff as to the worthiness and self-satisfaction (humble pride) of a life vacation of service in the field of agriculture and allied sciences.
- (x) he shall perform such other duties and functions as may be assigned to him by the Vice-Chancellor.

**Director of Extension Education.**

3.4

(1) The Director of Extension Education shall receive a pay as approved by the Board of Management from time to time.

**Powers and Duties of Director of Extension Education**

(2) In addition to the duties specified in sub section (1) of section 29 of the Act, his powers and duties shall be as follows:-

- (i) he shall plan and execute all extension education programmes and activities in co-operation with the Deans and the Director of Research;
- (ii) he shall supervise and control the field activities of the extension specialists of various disciplines;
- (iii) he shall be responsible to the Vice-Chancellor for effecting close collaboration and co-ordination of the extension education activities of the University with those of the concerned State Government and allied departments;
- (iv) he shall be responsible for initiation, organisation and conduct of Extension Education programme of the University and for that purpose shall pass such orders as may be necessary in consultation with Heads of the Departments concerned;
- (v) he shall exercise administrative control over:-
  - (a) the Extension Education staff;
  - (b) the Extension Education funds, allotted for this purpose; and
  - (c) all properties, physical facilities and materials assigned by the University for the pursuit of Extension Programme;
- (vi) he shall assess, in consultation with the Heads of Departments, the budgetary needs of Extension Education work of different Departments of the University;
- (vii) he shall formulate and present extension education programme to the Extension Council for its consideration;
- (viii) he shall guide and supervise the working of the communications center dealing with publications, audio-visual aids, radio, press and other materials meant for the successful implementation of the Extension Education Programme;
- (ix) he will represent the University in conference regarding extension education;
- (x) he shall assume leadership in the development and maintenance of effective and productive extension educational programme by;
  - (a) promotion of self improvement on the part of extension personnel; and



- (b) inculcation of missionary spirit amongst extension staff for dedicated service to the farmers of the State;
- (xi) he shall perform such other duties and functions as may be assigned to him by the Vice-Chancellor.

**Registrar**                    **3.5**            (1) The Registrar of the University shall receive a pay as approved by the Board of Management from time to time.

**Powers and Duties of Registrar**                    (2) In addition to the duties specified in sub-section (1) of section 30 of the Act, the powers and duties of the Registrar shall be as follows:-

- (i) he shall be responsible for the compilation of Annual Report of the University for the approval of the Vice-Chancellor and the Board;
- (ii) he shall be the officer to sue and to be sued on behalf of the University and engage lawyer(s) if necessary, with the approval of the Vice-Chancellor;
- (iii) he shall conduct official correspondence of the Senate, Board and the Academic Council;
- (iv) he shall be responsible for the admission of the students to the University;
- (v) he shall be responsible for the registration of the students to the University;
- (vi) he shall be responsible for maintaining a register of all degrees, diplomas conferred by the University;
- (vii) he shall be responsible for maintaining all records of students;
- (viii) he shall obtain the grades of the students from the Dean(s) and issue semester report and transcripts;
- (ix) he shall assist the Vice-Chancellor in all matters of general administration;
- (x) he shall perform such other duties and functions as may be assigned to him by the Vice-Chancellor from time to time.

**Comptroller**                    **3.6**            (1) The Comptroller of the University shall receive a pay as approved by the Board of Management from time to time.

**Powers and Duties of Comptroller**                    (2) In addition to the duties specified in section 31 of the Act, the powers and duties of the Comptroller shall be as follows:-

- (i) he shall be the custodian of such property of the University as securities, title deeds cash and other liquid assets of the University and shall maintain complete records of all such properties.
- (ii) he shall regulate all accounts and effect internal inspection of accounts on all the University campuses and research stations;
- (iii) he shall communicate to the officers authorised to incur expenditure on behalf of the University, their annual and supplementary allotments from the budget allocations under respective heads of accounts;
- (iv) he shall bring to the notice of the Vice-Chancellor financial irregularities, if any, that might have occurred in the University;
- (v) he shall consolidate monthly and annual accounts of the University;
- (vi) he shall be responsible for presenting the annual accounts and balance sheet of the University to the Statutory Auditors for examination and certification by them;
- (vii) he shall ensure that the budget of the University is prepared in time and is submitted to the Vice-Chancellor and that the financial sanctions are obtained in time;

- (viii) he shall ensure that the accounts of the University are properly kept, adjusted and audited;
- (ix) he shall see that the income and receipts due to the University are collected and that all payments are made promptly;
- (x) he shall act as the **Member-Secretary** of the Finance Committee of the University;
- (xi) he shall be responsible to the Vice-Chancellor for the preparation of development plans of the University;
- (xii) he shall ensure that the dealing with the Government, the authorities responsible for auditing the accounts of the University, commodity Committees and other aid granting agencies regarding financial and accounts matters are maintained properly;
- (xiii) he shall perform such other functions and duties as may be assigned to him by the Vice-Chancellor.

**Estate Officer**      **3.7**      (1) The Estate Officer of the University shall receive a pay as approved by the Board of Management from time to time.

**Powers and Duties of Estate Officer**

- (2) In addition to the duties specified in section 32 of the Act, the powers and duties of the Estate Officer shall be:-
- (i) To maintain buildings, roads, fencing, playgrounds, parks and lands (other than the research and instructional farms) and other physical facilities of the University and to provide for protection against thefts, fire and other dangers;
  - (ii) to organise and supervise such service as water, electricity, communication and operation and maintenance of the University vehicles;
  - (iii) to provide for installation, use and maintenance of University equipment's and co-operation with other officers of the University and to ensure the proper use of rooms, houses, buildings and grounds etc;
  - (iv) to get designs, plans and estimate prepared for such purposes as addition/alterations of University buildings and preparation of grounds;
  - (v) to maintain records of allotment of buildings of the University for various purposes;
  - (vi) to maintain accounts relating to the works and of rentals of buildings and land in his charge on forms designed in consultation with the Comptroller;
  - (vii) to maintain upto date record of all the immovable properties of the University;
  - (viii) to procure/dispose of immovable property of the University as decided by the competent authority under section 3(4) of the Act; and
  - (ix) to perform such other duties and functions as may be assigned by the Vice-Chancellor.

**Librarian**      **3.8**      (1) The Librarian of the University shall receive a pay as approved by the Board of Management from time to time.

**Powers and Duties of Librarian**

- (2) In addition to the duties specified in section 33 of the Act, the powers and duties of the librarian shall be as follows:-
- (i) the Librarian shall work under the control and supervision of the Vice-Chancellor and shall be responsible for the maintenance of all Libraries of the University and for the organisation of the services of these libraries;
  - (ii) he shall have overall supervision of the University Library including Library personnel and Departments' Libraries or collections;

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• **Amended vide 39<sup>th</sup> Amendment and notified vide Notification No. 2-1/2005-CSKHPKV (GA) Vol.IX/-82559-706 dated 29.10.2005.**

- (iii) he shall prepare the budget for the University Library including Departments collections;
- (iv) he shall be responsible for receiving and accessioning all Library materials;
- (v) he shall be responsible for initiating the purchase of and requisitions for all Library materials;
- (vi) he shall be responsible for renewing in time subscription to journals and periodicals;
- (vii) he shall prepare a library news letter at reasonable intervals which will carry a list of all library materials received since the preceding news letter and other timely library news of interest to students and staff;
- (viii) he shall initiate, participate and co-operate in programme designed to stimulate and encourage the use of library facilities by students and staff;
- (ix) he shall arrange library hours which will permit maximum library use by the students and teachers;
- (x) he shall arrange for small collections of volumes and journals at Research Stations for use by the staff and post-graduate students;
- (xi) he shall perform such other duties and functions as may be assigned to him by the Vice-Chancellor.

**Students' Welfare Officer**

**3.9**

- (1) The Students' Welfare Officer of the University shall receive a pay as approved by the Board of Management from time to time.

**Powers and Duties of Students' Welfare Officer**

- (2) In addition to the duties specified in sub-section (1) of section 34 of the Act , the powers and duties of the Students Welfare Officer shall be:-

- (i) to make arrangements for the housing and messing of the students;
- (ii) to direct a programme of students counselling;
- (iii) to arrange for the part-time employment of students in accordance with the plan approved by the Vice-Chancellor;
- (iv) to assist in the placement of graduates of the University;
- (v) to obtain travel facilities for holidays/study tours of students;
- (vi) to communicate with the guardians of students concerning the welfare of the students;
- (vii) to exercise general control and supervision over the physical education programme and other co-curricular activities of the students;
- (viii) to promote discipline among the students of the University;
- (ix) to supervise health programmes and medical facilities for students;
- (x) to deal, in consultation with the Dean of the College concerned, with the students indiscipline, excessive absenteeism and other students irregularities from the point of view of maintenance of discipline in the hostels; and
- (xi) to perform such other duties as may be entrusted to him by the Vice-Chancellor from time to time.

**Procedure for Selection**

**3.10**

**Manner of Appointment**

- (1) The following procedure shall be adopted for the appointment of all the Deans, Director of Research, Director of Extension Education, Registrar, Comptroller, Estate Officer, Librarian and Students' Welfare Officer.

- (a) The Vice-Chancellor may have the post(s) advertised with qualifications as prescribed for each and/or may also invite suggestions and recommendations from such persons/ institutions/agencies as he deems proper.
- (b) On the expiry of the last date for receipt of applications so received alongwith the bio-data of those who have been suggested or recommended by persons/ institutions/ agencies and desired by the Vice-Chancellor to be considered as candidates shall be compiled and placed before the Screening Committee constituted for the purpose by the Vice-Chancellor. The Screening Committee after screening the qualifications of the applicants and excluding those not falling in the eligibility criteria shall prepare a list of candidates recommended to be called for interview and place it before the Vice-Chancellor for his approval. The Vice-Chancellor while according such approval shall have the power to include in such a list name(s) or person (s) who may not have applied or may not have been recommended by person (s)/ institutions/ agencies to whom the matter had been referred. Provided that they must fulfill the requisite qualifications on the last date prescribed for the receipt of applications.
- (c) The candidates finally approved by the Vice-Chancellor to be called for interview on a specified date will get adequate notice about the time, date and venue of the interview.
- (d) After interviewing the candidates or considering them in absentia, as the case may be, the Selection Committee shall make recommendations for each post separately.
- (e) Only those eligible candidates will be considered in absentia who at the time of interview are working outside the country.
- (f) The Vice-Chancellor shall then submit the recommendations of the Selection Committee for the approval of the Board.
- (g) The period of validity of any panel prepared by the Selection Committee and approved by the Board shall be one year from the date of approval.
- (h) The posts of Deans/Director of Research/Director of Extension Education will be filled up on all India basis on tenurial basis for the period of 5 years or till superannuation, whichever is earlier. The incumbent of the post can compete for second tenure also. The appointment of Dean/Director can be terminated by the BOM on recommendations of the Vice-Chancellor even before the completion of his/her tenure for reasons to be recorded in writing and after giving him opportunity of being heard.

# Provided that the candidates who apply for these posts must have minimum 2 years service remaining for retirement on superannuation on the last date of receipt of applications.

- • (i) The posts of Students' Welfare Officer, Estate Officer and Librarian will be filled up on tenurial basis for a period of 5 years or till superannuation, whichever is earlier. The incumbent of the post can compete for second tenure also. The appointment of Students' Welfare Officer, Estate Officer and Librarian can be terminated by the Board of Management on the recommendations of the Vice-Chancellor even before the completion of his/her tenure for reasons to be recorded in writing and after giving him opportunity of being heard.

# Provided that the candidates who apply for these posts must have minimum 2 years service remaining for retirement on superannuation on the last date of receipt of applications.

- (2) Four members of the Selection Committee shall form the quorum out of which at least two should be from outside the University.

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- Amended vide 27<sup>th</sup> Amendment and notified vide notification No. 2-1/2000-CSKHPKV(GA)Vol.-I 73105-233 dated 7.10.2002.
  - Amended vide 39<sup>th</sup> Amendment and notified vide Notification No. 2-1/2005-CSKHPKV (GA)Vol.IX/-82559-706 dated 29.10.2005.
  - # Amended vide 50<sup>th</sup> amendment and notified vide Notification No.QSD.2-1/2005-

**CSKHPKV(GA)/Vol.X/-76733-859 dated 13.8.2010.**

**Qualifications 3.11** The qualification for appointment to the posts of Deans, Director of Research, Director of Extension Education, Registrar, Comptroller, Estate Officer, Librarian and Students Welfare Officer, the composition of Selection Committee shall be given in the following table. The applicant must be citizen of India.

Sr. No	Name of Post	Qualifications	Composition of Selection Committee
1	2	3	4
<b>1.</b>	<b>Deans</b>		
	(a) College of Agriculture	1. (a) Ph.D. in any discipline of Agricultural Sciences.	1. Vice-Chancellor 2. Three Scientists or educationists with experience of work in scientific educational or administrative capacity from outside the University, two to be nominated by the Chancellor and one to be nominated by the Vice-Chancellor.
	♥(b) Dr. G.C. Negi College of Veterinary & Animal Sciences	(b) (i) B.V.Sc. & A.H. /B.V.Sc., (ii) M.Sc./M.V.Sc. & A.H. in any field of Vety. and Animal Sciences followed by Doctorate in the subject in any field of Vety. and Animal Sciences.	3. One nominee of ICAR. Member
	(c) College of Basic Sciences	(c) Ph.D. in any discipline of Basic Sciences.	◆4. One Officer of SC/ST category to be nominated by the Vice-Chancellor. Member
	(d) College of Home Science	(d) Ph.D. in any discipline of Home Science and allied discipline.  2. 10 years post doctoral teaching/ research/ extension experience in relevant field out of which at least 5 years should be as Professor/equivalent.  3. A significant contribution or accomplishment in the field of Research/Education as evidenced by publications.  4. Good knowledge of educational systems prevalent in the Agricultural Universities.	
	Dean, Post-Graduate Studies	1. Ph.D in any discipline of Agril. Science/ Vety. & Animal Science/ Basic Sciences/Home Science or allied disciplines.  2. 10 years post doctoral teaching/ research/ extension experience in relevant field out of which atleast five years should be as Professor /equivalent.  3. A Significant contribution or accomplishment in the field of research/education as evidenced by publications.  4. Good knowledge of educational systems prevalent in the Agricultural Universities.	Same as for the post of Deans.
<b>2.</b>	<b>Director of Research</b>	1. Same as for the post of Deans. 2. Same as for the post of Deans. 3. Same as for the post of Deans. 4. Ability to organise, supervise and co-ordinate research in the field of Agriculture / Animal Husbandry.	Same as for the post of Deans

3. <b>Director of Extension Education</b>	<ol style="list-style-type: none"> <li>1. Same as for the post of Deans</li> <li>2. 10 years post doctoral teaching/ research/ extension education experience in relevant field out of which at least 5 years experience should be as Professor/ equivalent rank.</li> <li>3. A significant contribution or accomplishment in the field of Research/Education/Extension Education, as evidenced by publications.</li> <li>4. Ability to organise, supervise and co-ordinate extension education activities in the field of Agriculture &amp; allied Sciences.</li> <li>5. He should be conversant with the socio-economic conditions and agricultural practices of Himachal Pradesh.</li> </ol>	Same as for the post of Deans
4. <b>• Registrar</b>	<p>The Registrar shall be appointed by the State Government from amongst the Officers who have put in at least five years service in the Indian Administrative Service or at least nine years service in Himachal Pradesh Administrative Services under the State Government, failing which by the Board on the recommendations of the selection committee, as may be constituted for the purpose under the Statutes, who have the following qualifications:</p> <p>Ph.D. Degree or its equivalent in any of the Science subjects with ten years experience of teaching/research/ extension education of which at least five years should be an Associate Professor or its equivalent.</p> <p style="text-align: center;"><b>OR</b></p> <p>Atleast 2<sup>nd</sup> class Master's degree with 15 years minimum experience in administrative/ supervisory capacity in a University or Organisation of comparable standard of which 5 years' experience should be as Deputy Registrar.</p>	<ol style="list-style-type: none"> <li>1. Vice-Chancellor <span style="float: right;">Chairman</span></li> <li>2. One of the Deans/ Directors of the University to be nominated by the Vice-Chancellor. <span style="float: right;">Member</span></li> <li>3. Three experts from outside the University, two to be nominated by the Chancellor and one to be nominated by the Vice-Chancellor. <span style="float: right;">Members</span></li> <li>◆4. <b>One Officer of SC/ST category to be nominated by the Vice-Chancellor.</b> <span style="float: right;">Member</span></li> </ol>
5. <b>■ Comptroller</b>	<p>The Comptroller shall be appointed by deputation from amongst the Officer(s) of the Himachal Pradesh Subordinate Accounts Service (Ordinary Branch) not below the rank of Deputy Controller.</p>	
6. <b>Estate Officer</b>	<p>Degree in Civil Engineering or equivalent qualifications with not less than 7 years' experience of work as Executive Engineer in a Govt. or Autonomous Organisation, preferably in an University.</p> <p style="text-align: center;">Or</p> <p>If the Officer is taken on deputation, he should be from the cadre of Superintending Engineers (Civil) of the HP Govt.</p>	<ol style="list-style-type: none"> <li>1. Vice-Chancellor <span style="float: right;">Chairman</span></li> <li>2. One of the Officers of the University to be nominated by the Vice-Chancellor. <span style="float: right;">Member</span></li> <li>3. Three experts from outside the University, two to be nominated by the Chancellor and one to be nominated by the Vice-Chancellor. <span style="float: right;">Members</span></li> <li>◆4. <b>One Officer of SC/ST category to be nominated by the Vice-Chancellor.</b> <span style="float: right;">Member</span></li> </ol>
7. <b>Librarian</b>	<ol style="list-style-type: none"> <li>1. Master's degree in Library Science /Information Science/ Documentation with at least 55% marks or its equivalent grade of B in the UGC seven point scale and consistently good</li> </ol>	<ol style="list-style-type: none"> <li>1. Vice-Chancellor <span style="float: right;">Chairman</span></li> <li>2. Two Deans/Directors of the University to be nominated by the Vice-Chancellor. <span style="float: right;">Members</span></li> <li>3. Three experts from outside <span style="float: right;">Members</span></li> </ol>

- |    |  |   |                   |
|----|--|---|-------------------|
|    | academic record.   |   |                   |
|    | 2. At least thirteen years experience as a Deputy Librarian in a University Library or eighteen years experience as a College Librarian. | the University, two to be nominated by the Chancellor and one to be nominated by the Vice-Chancellor                                | Member            |
|    | 3. Evidence of innovative Library service and organisation of published work.  |   |                   |
|    | 4. Desirable:- M.Phil / Ph.D. degree in Library Science / Documentation / Archives and Manuscript Keeping.                               | ◆4. <b>One Officer of SC/ST category to be nominated by the Vice-Chancellor.</b>  |                   |
| 8. | <b>Students' Welfare Officer</b>   |   |                   |
|    | 1. Atleast 2 <sup>nd</sup> Class Master's degree in any discipline.  | 1. Vice-Chancellor  | Chairman          |
|    | 2. Adequate experience of organizing sports games and other Student Welfare activities for a period of not less than 10 years.           | 2. One of the Deans to be nominated by the Vice-Chancellor  | Member            |
|    | 3. Must have played at the National Level.   | 3. Three experts from outside the University, two to be nominated by the Chancellor and one to be nominated by the Vice-Chancellor. | Members<br>Member |
|    |  | ◆4. <b>One Officer of SC/ST category to be nominated by the Vice-Chancellor.</b>  |                   |

- Amended vide 39<sup>th</sup> Amendment and notified vide Notification No.2-1/2005-CSKHPKV(GA)Vol.IX/-82559-706 dated 29.10.2005.
- ◆ Amended vide 40<sup>th</sup> Amendment and notified vide Notification No.2-1/2006- CSKHPKV(GA)Vol.IX/-35433-580 dated 31.05.2006.
- ♥ Amended vide 41<sup>st</sup> Amendment and notified vide Notification No.2-1/2006-CSKHPKV(GA) Vol.IX/-35285-432 dated 31.05.2006.
- Amended vide 42<sup>nd</sup> Amendment and notified vide Notification No.2-1/2005-CSKHPKV(GA) Vol.IX/- 47859-48001 dated 17.07.2006.

## CHAPTER IV

### STATUTES REGARDING THE CLASSIFICATION, THE MANNER OF APPOINTMENTS AND QUALIFICATIONS OF THE TEACHERS OF THE UNIVERSITY

- Classification of teachers** 4.1 Teachers of the University (1) the teacher of the University shall be classified as follows:-
- # (i) Professor/Principal Scientist/Principal Extension Specialist or equivalent, Associate Professor/Senior Scientist/Senior Extension Specialist or equivalent, Assistant Professor/Scientist/Extension Specialist or equivalent, conducting/guiding/ teaching/ research/extension education programmes.
  - (ii) Any other employee of the University declared as a teacher by the Board on the recommendations of the Academic Council.
- Appointments** 4.2 The appointment of a teacher of the University shall be made by the Board on the recommendations of the Selection Committee.
- Duties** 4.3 A teacher of the University shall be required to do teaching, research, extension education and/ or any other work as assigned to him by the Vice-Chancellor.
- Procedure of appointments** 4.4 (1) The procedure for appointment of teachers of the University except those to be appointed under the Personal Promotion Scheme/ Career Advancement Scheme shall be as under:-
- (a) The Vice-Chancellor may have the post(s) advertised with qualifications as prescribed and/or may invite suggestions and recommendations from such persons/ institutions/ agencies as he deems proper.
  - (b) On the expiry of the last date for receipt of applications so received along with the bio-data of those who have been suggested or recommended by persons/ institutions/ agencies and desired by the Vice-Chancellor to be considered as candidates, shall be compiled and placed before the Screening Committee constituted for the purpose by the Vice-Chancellor. The Screening Committee after screening the qualifications of the applicants and excluding those not falling in the eligibility criteria shall prepare a list of candidates recommended to be called for interview and place it before the Vice-Chancellor for his approval. The Vice-Chancellor while according such approval shall have the power to include in such a list name (s) or person (s) who may not have applied or may not have been recommended by person (s)/institutions/agencies to whom the matter had been referred. Provided that they must fulfill the requisite qualifications on the last date prescribed for receipt of application.
  - (c) The candidates finally approved by the Vice-Chancellor to be called for interview on a specific date will get adequate notice about the time, date and venue of the interview.
  - (d) After interviewing, the candidates or considering them in absentia, as the case may be, the Selection Committee shall make its recommendations for each post separately. Provided that the candidate having thorough knowledge of the manner, customs and dialects of the people of the Pradesh shall be given preference especially in Extension Education.
  - (e) Only those eligible candidates will be considered in absentia who at the time of interview are working outside the country.
  - (f) The Vice-Chancellor shall then submit the recommendations of the Selection Committee for the approval of the Board and the Board shall have the powers to accept the recommendations or reject it giving reasons and in that event the post will be re-advertised.
  - (g) The period of validity of any panel prepared by the Selection Committee and approved by the Board shall be one year from the date of approval.
- ☞ Provided that the candidates who apply for the posts of Associate Director (Research/Extension) must have minimum 2 years service remaining for retirement on superannuation on the last date of receipt of applications.
- (2) Four members of the Selection Committee shall form the quorum provided one of them is from out side the University for the posts upto the rank of Associate Professor or its equivalent and two for the post of Professor or its equivalent.



**Qualifications** 4.5 The qualification for appointment to the posts of teachers and the composition of Selection Committee shall be as given in the following table. The applicant must be a citizen of the India:-

S. No.	Name of Post	Qualifications	Composition of Selection Committee
1	2	3	4
1.	<b># Professor/Principal Scientist/Principal Extension Specialist or equivalent</b>	<ol style="list-style-type: none"> <li>1. Ph.D. Degree or equivalent in the subject/discipline with consistently good academic record.</li> <li>2. Ten years' teaching/ research/ extension education experience in the subject out of which five years should be as Associate Professor/equivalent.</li> <li>3. Significant contribution as evidenced by publication in journals of repute.</li> <li>4. Ability to provide leadership to the department.</li> </ol>	<ol style="list-style-type: none"> <li>1. Vice-Chancellor</li> <li>2. Dean P.G. Studies</li> <li>3. Concerned Dean</li> <li>4. Director of Research</li> <li>5. Director Extension Education</li> <li>6. A representative of the Indian Council of Agricultural Research</li> <li>7. Three subject specialists from out side the University two to be nominated by the Chancellor and one to be nominated by the Vice-Chancellor.</li> <li>•8. One officer of SC/ST category to be nominated by the Vice- Chancellor.</li> </ol>
	<b>#Professor/ Principal Scientist/ Principal Extension Specialist or equivalent (for Vety. &amp; Animal Sciences faculty)</b>	<ol style="list-style-type: none"> <li>1. B.V.Sc./B.V.Sc &amp; AH. concerned</li> <li>2. M.Sc./M.V.Sc &amp; AH in the field of Vety. &amp; Animal Sciences.</li> <li>3. Doctorate in the subject concerned.</li> <li>4. Ten years' teaching/ research/ extension education experience in the subject out of which five years should be as Associate Professor or equivalent.</li> <li>5. Significant contribution as evidenced by publication in journals of repute.</li> <li>6. Ability to provide leadership to the Department.</li> </ol>	-do-
2.	<b>#Associate Professor/Senior Scientist/ Senior Extension Specialist or equivalent</b>	<ol style="list-style-type: none"> <li>1. Ph.D degree or equivalent in the subject/discipline with consistently good academic record.</li> <li>2. Eight years teaching/ research/ extension education experience in the subject.</li> <li>3. Significant contribution as evidenced by publication in journals of repute. Provided that in case the ICAR has relaxed/will relax qualifications for the posts of Associate Professor or equivalent for certain disciplines in which candidates with Ph.D. degree are not available, the relaxed qualifications be adopted in University.</li> </ol> <p>» # O Note: The qualification for the post of Programme Coordinator/ Senior Scientist (Pay Band-4 of Rs. 37400-67000 with AGP of Rs. 9000) shall be as under:- O Essential: a) For Disciplines other than Engineering subject :</p>	<ol style="list-style-type: none"> <li>1. Vice- Chancellor</li> <li>2. Dean, Post-graduate Studies</li> <li>3. Concerned Dean</li> <li>4. Director of Research</li> <li>5. Director Extension Education.</li> <li>6. Head of Deptt. (if he is a Professor/ equivalent).</li> <li>7. A representative of the ICAR</li> <li>♦Note:- No representative of ICAR shall be in the Selection Committee constituted for various posts of Krishi Vigyan Kendras.</li> <li>8. Three subject specialists from out side the University, two to be nominated by the Chancellor and one to be nominated by the Vice-Chancellor.</li> <li>• 9. One officer of SC/ST category to be nominated by the Vice-Chancellor.</li> </ol>

Doctoral degree in relevant subject including relevant Basic Sciences with 8 years experience in the relevant subject as Scientist/Lecturer/ Extension Specialist or in an equivalent position in the pay band-3 of Rs. 15600-39100 with Grade pay of Rs.5400/-,Rs.6000/-,Rs.7000/-, Rs.8000/- having made contribution to research/teaching/extension education as evidenced by published work/innovations and impact.

**b) For Engineering Disciplines:**

Doctoral degree in relevant engineering subject with 6 years experience as Scientist/ Lecturer/Extension Specialist or in an equivalent position in the pay band-3 of Rs. 15600-39100 with Grade Pay of Rs. 5400/-, Rs. 6000/- , Rs. 7000/-, Rs. 8000/- having made contribution to research teaching/extension education as evidenced by published work/ innovations and impact.

**OR**

Master's degree in relevant engineering subject with 10 years' experience as Scientist/Lecturer/ Extension Specialist or in an equivalent position in the pay band-3 of Rs. 15600-39100 with Grade Pay of Rs. 5400/-, Rs. 6000/-, Rs. 7000/- ,Rs. 8000/- having made contribution to research/ teaching/ extension education.

**Desirable:**

Specialization in implementing extension education programmes.

**#Associate Professor/  
Senior Scientist/  
Senior Extension  
Specialist or  
equivalent (for Vety. &  
Animal Sciences  
faculty)**

1. B.V.Sc./B.V.Sc & AH.
2. M.Sc./M.V.Sc.&AH in the concerned field of Vety. & Animal Sciences.
3. Doctorate in any field of Vety. Sciences
4. Five year's teaching/ research /extension education experience in the subject.
5. Same as for the post of Professor or equivalent.

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**#Associate Professor,  
Senior Scientist/ Senior  
Extension Specialist or  
equivalent in  
Engineering Disciplines**

1. Master's degree in the case of Engineering disciplines with 8 years experience in research/ teaching/ extension education as Asstt. Scientist (Rs. 2200-4000) (now revised to Rs. 8000-13500) or in an equivalent position in the relevant Engineering subject.
2. Evidence of contribution to research/ teaching/extension education as supported by published work/ innovation
3. Specialization (to be defined)

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**#Associate Professor/  
Senior Scientist/  
Senior Extension**

Ph.D/M.Tech. in Computer Science with 5 years experience in teaching/research.

Specialist or  
equivalent (for  
Computer Science)

OR

Ph.D. Degree in Computer Application  
with 5 year teaching/research  
experience.

OR

Ph.D.(Statistics/Mathematics/Physics)  
with 2 year post graduation Diploma in  
Computer Application and 5 years  
teaching experience in Computer  
Science or Computer Application.

**Note:-** If Ph.D. candidates in Computer  
Application are not available then  
M.Sc. in Computer Application with 8  
years experience teaching/research.

3. ■# (a) Assistant  
Professor/ Scientist/  
Extension Specialist  
or equivalent  
(Agriculture faculty)

○ ø\$ M.Sc./M.Tech./MBA having  
qualified NET from UGC/CSIR, ICAR  
or similar test accredited by UGC in the  
concerned discipline.

**Note:** For the candidates having  
Master's degree, NET shall remain  
compulsory along with one publication  
in NAAS (National Academy of  
Agricultural Sciences, New Delhi)  
rated refereed journal for recruitment to  
the post of Assistant Professor and  
equivalent in the disciplines in which  
NET is conducted.

Same as for the post of  
Associate Professor.

◆**Note:-No representative  
of ICAR shall be in the  
Selection Committee  
constituted for various posts  
of Krishi Vigyan Kendras.**

**Provided that NET essentiality  
for recruitment to the post of  
Assistant Professor and equivalent in  
the disciplines in which NET is  
conducted, for the candidates  
registered for Ph.D. prior to July 11,  
2009 shall be exempted subject to the  
conditions that:-**

- a) Ph.D. degree of the candidate  
awarded in regular mode only;
- b) Evaluation of the Ph.D. thesis  
by at least two external  
examiners;
- c) Open Ph.D. viva-voce of the  
candidate had been conducted;
- d) Candidate has published two  
research papers from his/her  
Ph.D. work out of which at  
least one must be in refereed  
Journal;
- e) Candidate has made at least  
two presentations in  
conference / seminar, based on  
his /her Ph.D. work.

**a) to e) as above are to be certified by  
the Vice-Chancellor / concerned  
Deans.**

■#(b) Assistant  
Professor/ Scientist/  
Extension Specialist  
or equivalent  
(Home Science faculty)

○ ø\$ M.Sc./M.Tech having qualified  
NET from UGC/CSIR, ICAR or similar  
test accredited by UGC in the  
concerned discipline.

**Note:** For the candidates having  
Master's degree, NET shall remain

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compulsory along with one publication in NAAS (National Academy of Agricultural Sciences, New Delhi) rated refereed journal for recruitment to the post of Assistant Professor and equivalent in the disciplines in which NET is conducted.

**Provided that NET essentiality for recruitment to the post of Assistant Professor and equivalent in the disciplines in which NET is conducted, for the candidates registered for Ph.D. prior to July 11, 2009 shall be exempted subject to the conditions that:**

- a) **Ph.D. degree of the candidate awarded in regular mode only;**
- b) **Evaluation of the Ph.D. thesis by at least two external examiners;**
- c) **Open Ph.D. viva-voce of the candidate had been conducted;**
- d) **Candidate has published two research papers from his/her Ph.D. work out of which at least one must be in refereed Journal;**
- e) **Candidate has made at least two presentations in conference/seminars, based on his /her Ph.D. work.**

**a) to e) as above are to be certified by the Vice-Chancellor/ concerned Deans.**

**■ # (c) Assistant Professor/ Scientist/ Extension Specialist or equivalent (Basic Science faculty)**

- i) **Good academic record as defined by the concerned University with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign University.**

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- ii) **Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, ICAR or similar test accredited by the UGC.**

- iii) **Notwithstanding anything contained in i) and ii) above, candidates who are, or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 or subsequent regulations if notified by the UGC, shall be exempted from the requirement of the minimum**

eligibility condition of NET.

**Provided that NET essentiality for recruitment to the post of Assistant Professor and equivalent in the disciplines in which NET is conducted, for the candidates registered for Ph.D. prior to July 11, 2009 shall be exempted subject to the conditions that:**

- a) **Ph.D. degree of the candidate awarded in regular mode only;**
- b) **Evaluation of the Ph.D. thesis by at least two external examiners;**
- c) **Open Ph.D. viva-voce of the candidate had been conducted;**
- d) **Candidate has published two research papers from his/her Ph.D. work out of which at least one must be in refereed Journal;**
- e) **Candidate has made at least two presentations in conference/seminars, based on his /her Ph.D. work.**

**a) to e) as above are to be certified by the Vice-Chancellor/ concerned Deans.**

- iv) NET shall also not be required for such Master's Degree Programmes in disciplines for which NET is not conducted.

A relaxation of 5% may be provided, from 55% to 50% of the marks to the Ph.D. degree holders, who have passed their Master's degree prior to 19<sup>th</sup> September, 1991.

Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized University shall also be considered eligible.

**■# (d) ø\$ Assistant Professor/ Scientist/ Extension Specialist or equivalent (Vety. & Animal Science faculty)**

- ø 1. B.V.Sc./B.V.Sc. & AH Degree. However in case of discipline of fisheries, the qualifications shall be B.Sc.(Biology/Fisheries) or -do- equivalent.
2. M.V.Sc./M.F.Sc./M.Sc. or its equivalent Master's degree in the concerned subject.
3. The candidate must be registered with the State Vety. Council/Vety. Council of India (This will not be applicable in case of discipline of Fisheries).
4. Qualified the National Eligibility Test conducted by UGC/CSIR/ICAR/ ASRB or similar test accredited by UGC.

**Note:** For the candidates having Master's degree, NET shall remain compulsory along with one publication in NAAS

(National Academy of Agricultural Sciences, New Delhi) rated refereed journal for recruitment to the post of Assistant Professor and equivalent in the disciplines in which NET is conducted.

**Provided that NET essentiality for recruitment to the post of Assistant Professor and equivalent in the disciplines in which NET is conducted, for the candidates registered for Ph.D. prior to July 11, 2009 shall be exempted subject to the conditions that:**

- a) Ph.D. degree of the candidate awarded in regular mode only;
  - b) Evaluation of the Ph.D. thesis by at least two external examiners;
  - c) Open Ph.D. viva-voce of the candidate had been conducted;
  - d) Candidate has published two research papers from his/her Ph.D. work out of which at least one must be in refereed Journal;
  - e) Candidate has made at least two presentations in conference / seminars, based on his /her Ph.D. work.
- a) to e) as above are to be certified by the Vice-Chancellor/concerned Deans

**4. • Deputy Librarian**

- 1. Master's Degree in Library Science/ Information Science with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.
- 2. Five years experience as an Assistant University Librarian /College Librarian.
- 3. Evidence of innovative Library services, published work and professional commitment, computerization of Library;

- 1.Vice-Chancellor Chairman
- 2.Two Deans/ Directors of the Members  
university to be nominated  
by the V.C.
- 3. Librarian Member
- 4.Three experts from outside Members  
the University two to be  
nominated by the Chancellor  
and one to be nominated by  
the Vice-Chancellor.
- 5. One Officer of SC/ST Member  
category, to be nominated  
by the Vice-Chancellor.

Desirable:- M.Phil/Ph.D. Degree in Library Science/ Information Science/ Documentation / Archives and Manuscript Keeping, Computerization of Library.

**5. •Assistant Librarian**

- 1. Qualified in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- 2 Master's Degree in Library Science /Information Science/ Documentation or an equivalent professional degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale plus a consistently

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good academic record,  
Computerization of Library.

- **Note-1: Relaxation of 5% (From 55% to 50%) of the marks at the Master's level for SC/ST category for appointment of Assistant Librarian will be given.**
- **Note-2: The post of Assistant Librarian shall be filled in 50% by direct recruitment and 50% by promotion from amongst Professional Assistants as per promotion rules.**

6. ● Associate Director (Research/ Extension)
1. Ph.D. degree or equivalent in any subject/discipline of Agricultural and/ or Animal Sciences with consistently good academic record.
  2. Minimum ten years of experience in teaching/research/ extension education out of which at least five years should be in the rank of Associate Professor/ equivalent.
1. Vice-Chancellor
  2. Director of Research
  3. Director, Extension Education
  4. Three scientists of repute with experience of Management/ Scientific Contribution from outside the University, two to be nominated by the Chancellor and one by the Vice-Chancellor
- Chairman  
Member  
Member  
Members
- **5. One Officer of SC/ST category, to be nominated by the Vice-Chancellor.**

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- Amended vide 28<sup>th</sup> amendment and notified vide Notification No. 2-1/2001-CSKHPKV (GA) Vol.IV/-73234-362 dated 07.10.2002.
  - Amended vide 35<sup>th</sup> Amendment and notified vide notification No. 2-1/2004-CSKHPKV (GA) Vol. IX/-828-965 dated 6<sup>th</sup> January, 2005 .
  - ☞ Further amended vide 60<sup>th</sup> amendment and notified vide notification No. QSD.2-1/2012-CSKHPKV(GA) Vol. XII/- 5465-5564 dated 3.2.2016.
  - ◆ Amended vide 36<sup>th</sup> amendment and notify vide Notification No. 2-1/2005-CSKHPKV(GA) Vol. XI/-73200-334 dated 29<sup>th</sup> Sept., 2005.
  - » Further amended vide 43<sup>rd</sup> Amendment and notified vide notification No. 2-1/2005-CSKHPKV(GA) Vol. X/- 83986-84123 dated 8.12.2006.
  - # Further amended vide 46<sup>th</sup> amendment and notified vide Notification No. QSD.2-1/2005-CSKHPKV(GA) Vol. XI/-13815-944 dated 21.2.2009.
  - O Further amended vide 57<sup>th</sup> amendment and notified vide Notification No. QSD.2-1/2013-CSKHPKV(GA) Vol. XII/-29338-448 dated 29.5.2015.
  - Amended vide 40<sup>th</sup> amendment and notified vide notification No. 2-1/2006-CSKHPKV(GA) Vol. IX/35433-580 dated 31.5.2006.
  - Amended vide 44<sup>th</sup> amendment and notified vide Notification No. QSD.2-1/2005-CSKHPKV(GA) Vol. X/- 87607-749 dated 27.12.2006.
  - # Amended vide 54<sup>th</sup> amendment and notified vide Notification No. QSD.2-1/2012-CSKHPKV(GA) Vol. XII/- 70694-813 dated 26.11.2012.
  - \$ Amended vide 48<sup>th</sup> Amendment and notified vide notification No. 2- 1/2005-CSKHPKV(GA) Vol. X/- 69991- 70117 dated 05.9.2009.
  - Ø Further amended vide 53<sup>rd</sup> amendment and notified vide Notification No. QSD.2-1/2012-CSKHPKV (GA) Vol. XII/- 69293-412 dated 15.11.2012.
  - \* Further amended vide 60<sup>th</sup> amendment and notified vide Notification No. QSD.2-1/2012-CSKHPKV (GA) Vol. XII/- 5465-5564 dated 3.2.2016.
  - ¥ Further amended vide 61<sup>st</sup> amendment and notified vide Notification No. QSD.2-1/2016-CSKHPKV(GA) Vol. XIV/- 51668-767 dated 4.10.2016.
  - \* Further amended vide 62<sup>nd</sup> amendment and notified vide Notification No. QSD.2-1/2016-CSKHPKV(GA) Vol. XIV/- 23384-488 dated 4.5.2017.
  - o Further amended vide 64<sup>th</sup> amendment and notified vide Notification No. QSD.2-1/2017-CSKHPKV(GA) Vol. XV/- 63864-971 dated 28.11.2017.

## CHAPTER V

### STATUTES REGARDING THE CLASSIFICATION, QUALIFICATIONS AND APPOINTMENTS OF EMPLOYEES OF THE UNIVERSITY OTHER THAN THE OFFICERS AND TEACHERS

- Classification**
- 5.1 Employees of the University other than officers and teachers shall belong to the following grades:-
- (i) Grade 'A' employees, viz. employees whose minimum of time scale is Rs. 8000/- or more (UGC scale) and/or who are equivalent to Class –I officers of the State Government.
  - (ii) Grade 'B' employees, viz. employees whose minimum of time scale is Rs. 6400/- or more and not included in grade 'A' above (State scale) or who are equivalent to Class –II officers of the State Government.
  - (iii) Grade 'C' employees, viz. employees whose minimum of the time scale is Rs. 3120/- or more and not included in the grade 'A' or 'B' above (State scale)
  - (iv) Grade 'D' employees, viz. all other employees not included in grade 'A', 'B' or 'C' above (State scale).
- 5.2 The employees of all grades shall in respects of their day-to day work be under the administrative control of the Head of the Office/ College/ Department to which they are posted.
- 5.3 # The Head of the Office/College/Departments will have the power to allot/re-allot work to each employee under his administrative control.
- 5.4 The authority/Officer/Head of the Department who has been delegated the powers of appointment shall have the power to take disciplinary action against such employees in respect of which the powers of appointment have been delegated to the authority/Officer/Head of the Department concerned.
- 5.5 Power with regard to service matters like issue of certificate of experience and/or completion of probation period, to allow crossing of efficiency bar, to allow periodical increment and grant of leave, shall be exercised by the authority/Officer/Head of the Department which has been delegated the powers of appointment or a person authorised in this behalf.
- Scale of pay of University employees**
- 5.6 (1) The scale of pay of the posts of grade A, B, C, and D employee of the University shall be as prevalent at present. Conditions and rules for the release of higher scales of pay, for admissibility of special pay and other allowances to the employees shall be the same as applicable from time to time to the employees holding corresponding posts in the concerned Departments of the Himachal Pradesh Government with which the present scale have been equated. For example for the ministerial staff including drivers the scale will correspond to the Secretariat staff of the Himachal Pradesh Government, for the scale of posts in the Estate Cell with the Public Works Department and for technical staff with the Department of Agriculture/ Horticulture/ Animal Husbandry/ Fisheries or where the University has evolved its own pay scales, the same will be revised by keeping in view the relative position of the pre-revised scales. For lab stream posts the pay scales will be the same as prevalent in the H.P.University, Shimla and UHF, Solan. The rates of local allowances shall be as admissible to the Government servants at the concerned Station of posting. However, the release of a higher scales or allowances will not be automatic consequent upon a revision in the Governments but shall be subject to the approval of the Board of Management.
- (2) The Board shall have the power to review the conditions for the release of scales and scales of pay and allowances attached to any post of the University as and when the same are revised by the Himachal Pradesh Government for their own employees and subject to the conditions imposed by the Government for their own employees.



- (3) For such post in the University as don't exist under the Government of Himachal Pradesh, the University reserve the powers to frame its own pay scales which shall, as far as possible, be in consonance with the pay scales of comparable posts in the Himachal Pradesh Government. However, all such matter shall be decided by the Board of Management after considering the recommendations of the Finance Committee.

5.7

- ♦ϕ (1) Posts with a minimum of the time scale of Rs.12000/- (UGC) or more shall be filled in by direct recruitment. The other post of grade "A" shall be filled in by promotion and direct recruitment in the ratio of 50:50. The posts of grade 'B' and 'C' shall be filled in by promotion and direct recruitment in the ratio of 75:25 i.e. 75% by promotion and 25% by direct recruitment subject to the conditions that quota for promotion from Grade 'D' to the lowest posts of Grade 'C' in any cadre of posts shall be limited to 25% of the vacancies. The promotions shall be made in accordance with the promotion rules prescribed.

- Provided that in respects of Non-teaching ministerial and administrative staff, the posts of Deputy Registrars/ Deputy Comptroller and Assistant Registrars, shall be filled in by the promotion and direct recruitment in the ratio of 75:25, i.e. 75% by promotion and 25% by direct recruitment. The posts of Section Officers, Private Secretaries, Superintendents, Personal Assistants, Sr. Assistants and Sr. Scale Stenographer shall be filled in cent per cent by promotion or as applicable in H.P. Secretariat from time to time. The posts of Junior Scale Stenographers shall be filled in by direct recruitment only and the post of Clerks shall be filled in 10% by promotion from grade 'D' and 90% by direct recruitment or as applicable in the H.P. Secretariat from time to time. The recruitment to the posts of lab stream except Lab. Attendant, will be made cent per cent by promotion and the posts of Lab. Attendant shall be filled in the ratio of 25:75 i.e. 25% by promotion and 75% by direct recruitment. The promotions shall be made in accordance with the promotion rules as prescribed.

- It is further provided that the posts of Engineering and Architectural of the Estate Organization of the University will be filled up by promotion or by direct recruitment on the pattern as applicable in the HPPWD from time to time.

(2) In case eligible candidates for promotion are not available, the vacancies in promotion quota may be filled in by direct recruitment.

(3) For direct recruitment following procedure shall be adopted:

- (a) The Vice-Chancellor may have the posts advertised with such qualifications as prescribed.
- (b) On expiry of the last date of receipt of applications all the applications shall be compiled and placed before the Screening Committee appointed for the purpose by the Vice-Chancellor.
- (c) ϕ The Screening Committee after scrutinizing the qualifications of the applicants, shall prepare the list of candidates to be called for interview **except for Class-III & Class-IV posts** and place the same before the Vice-Chancellor for his approval.
- (d) ϕ After conducting the required test/examination as per rules framed under the Statutes wherever necessary, and interviewing the candidates, **except for Class-III and Class-IV posts**, the Selection Committee shall make recommendations to the appointing authority.
- (e) The period of validity of any panel prepared by the Selection Committee and approved by the competent authority shall be one year from the date of approval.

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- **Amended vide 31<sup>st</sup> amendment and notified vide notification No. 2-1/2001-CSKHPKV (GA)Vol.IX/-17354-501 dated 3.3.2003.**
  - **Amended vide 33<sup>rd</sup> amendment and notified vide notification No. 2-1/2004-CSKHPKV (GA)Vol.IX/-43170-102 dated 29.06.2004.**
  - ♦ **Further amended vide 55<sup>th</sup> amendment and notified vide Notification No.2-1/2012-CSKHPKV (GA)Vol. XII/-26595-711 dated 27.4.2013.**
  - ϕ **Amended vide 63<sup>rd</sup> amendment and notified vide Notification No.2-1/2016- CSKHPKV (GA)Vol. XIV/-53598-692 dated 23.9.2017.**

**Qualifications 5.8** Qualifications for recruitment to the posts of grade 'A', 'B', 'C' and 'D', composition of selection committees for these posts shall be as given in the following table. These qualifications can be relaxed by the Vice-Chancellor in case of persons otherwise well qualified. The applicant must be a citizen of India.

S N 1.	Name of the post 2.	Qualifications 3.	Composition of Selection Committee 4.
1.	<b>Deputy Registrar</b>	<p>Master degree or L.L.B. from a recognised university with a good working knowledge of Hindi and English and not less than five years experience in an administrative /supervisory capacity in a University or an Organisation of comparable standard.</p> <p style="text-align: center;">OR</p> <p>Bachelor's degree with a good working knowledge of Hindi and English and not less than ten years experience in an administrative/ supervisory capacity in a University or an Organisation of comparable standard.</p>	<p>1.V.C., or his nominee      Chairman</p> <p>2. Registrar      Member</p> <p>3. Comptroller      Member</p> <p>4. One of the Dean/Director to be nominated by the V.C.      Member</p> <p>5. One expert to be nominated by the V.C.      Member</p> <p><b>•6. One Officer of SC/ST category to be nominated by the Vice-Chancellor.</b>      Member</p>
2	<b>Deputy Comptroller</b>	<p>Master's degree or LLB from a recognised University with not less than five years experience in administration and financial management in the University or an Organisation of comparable standard.</p> <p style="text-align: center;">OR</p> <p>Bachelor's degree with S.A.S. certification and with at least five years experience in a gazetted post in the Government or equivalent post in a university or an Organisation of comparable standard.</p>	Same as for the post of Deputy Registrar
3.	<b>Assistant Registrar</b>	<p>Master's degree or LLB from a recognised University with not less than three years experience in a supervisory capacity in a University or an Organisation of comparable standard.</p> <p style="text-align: center;">OR</p> <p>Bachelor's degree from a recognised University with not less than six years experience in a supervisory capacity in a University or an Organisation of comparable standard.</p>	Same as for the post of Deputy Registrar
4.	<b>Secretary to Vice-Chancellor</b>	<p>The selection for the post of Secretary shall be made by the Vice-Chancellor from amongst the Assistant Registrars/ Dy. Registrars/ Assistant Professors/ Associate Professors in the CSK HPKV for such a term as the Vice-Chancellor may decide. The person so appointed as Secretary to the Vice-Chancellor shall however draw pay in his own grade of pay and in addition shall be entitle to a special pay as may be approved by the Board from time to time. The incumbent of the post shall revert to his original post if the exigencies of University service so require.</p>	
5.	<b>Personal Assistant</b>	<p>Master's degree with not less than two years experience as Sr. Scale Steno in a University or Government Institution. Short hand speed of 120 W.P.M. of English or 80 W.P.M. of Hindi. Type writing speed of 35 W.P.M. of English or 20 W.P.M. of Hindi.</p> <p style="text-align: center;">OR</p> <p>Bachelor's degree with not less than four year experience as Sr. Scale Steno in a University or Government Institution. Shorthand speed of 120 w.p.m. of English or 80 w.p.m. of Hindi. Typing speed of 35 w.p.m. of English or 20 w.p.m. of Hindi.</p>	<p>1.V.C., or his nominee      Chairman</p> <p>2. Registrar      Member</p> <p>3. Comptroller      Member</p> <p>4. One expert to be nominated by Vice-Chancellor from outside the University.      Member</p> <p><b>•5. One Officer of SC/ST category to be nominated by the Vice-Chancellor.</b>      Member</p>

6.	<b>Section Officer</b>	<p>Master's degree with not less than three years experience as Asstt./ Sr. Scale Stenographer in a University or Government Institution.</p> <p style="text-align: center;">OR</p> <p>Bachelor's degree with not less than 5 years experience as Asstt./ Sr. Stenographer in a University or Government Institution.</p>	<p>1.V.C., or his nominee 2. Comptroller 3. Registrar 4. One expert to be nominated by the V.C. from outside the University</p> <p><b>•5. One Officer of SC/ST category to be nominated by the Vice-Chancellor.</b></p>	<p>Chairman Member Member Member</p> <p>Member</p>
7.	<b>Superintendent</b>	<p>Master's degree with not less than two years experience as Assistant/Senior Scale Stenographer in a University or Government Institution.</p> <p style="text-align: center;">OR</p> <p>Bachelor's degree with not less than four years experience as Assistant/Senior Scale Stenographer in a University or Government Institution.</p>	-do-	
8.	<b>Senior Assistant</b>	<p>Master's degree from a recognized University.</p> <p style="text-align: center;">OR</p> <p>Bachelor's degree from a recognized University with not less than three years experience of office work.</p> <p style="text-align: center;">OR</p> <p>Matriculation 2<sup>nd</sup> Class with not less than 10 years experience as Clerk/Sr. Clerk/ Jr. Assistant combined regular service in a University or Government Institution.</p>	<p>1. Registrar. 2. Comptroller 3. Dean/ Director 4. One nominee of the V.C. out of Statutory Officers</p> <p><b>•5. One Officer of SC/ST category to be nominated by the Vice-Chancellor.</b></p>	<p>Chairman Member Member Member</p> <p>Member</p>
9.	<b>Senior Scale Stenographer</b>	<p>Graduates of recognised University, shorthand speed 120 W.P.M. of English or 80 W.P.M. of Hindi. Type writing speed of 35 W.P.M. of English or 20 W.P.M. of Hindi.</p>	<p>1. Registrar 2. Comptroller 3. Dean/ Director 4. One nominee of the V.C. out of Statutory Officers</p> <p><b>•5. One Officer of SC/ST category to be nominated by the Vice-Chancellor.</b></p>	<p>Chairman Member Member Member</p> <p>Member</p>
10.	<b>Junior Scale Stenographer</b>	<p>Matric or above and a speed of 100 WPM of English shorthand or 60WPM of Hindi Shorthand with typewriting speed of 35 WPM of English or 20 WPM of Hindi.</p>	-do-	
11.	<b>Clerk</b>	<p><b>*ESSENTIAL QUALIFICATION</b></p> <p>i) 10+2 Examination or its equivalent from a recognized Board of School Education/ University.</p> <p>ii) Should possess a minimum speed of 30 words per minute in English or 25 words per minute in Hindi typewriting.</p> <p><b><u>DESIRABLE QUALIFICATION(S)</u></b></p> <p>Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in peculiar conditions prevailing in Himachal Pradesh.</p>	-do-	

12.	<b>Peon/ Chowkidar</b>	At least middle	1. Registrar 2. Comptroller 3. Estate Officer 4. Head of the Departments/ Office concerned <b>•5. One Officer of SC/ST category to be nominated by the Vice- Chancellor.</b>	Chairman Member Member Member Member
13.	<b>Driver</b>	Middle Pass, should possess driving license of both light and heavy vehicles.	-do	
14.	<b>Sweeper</b>	Should be physically and medically fit.	-do-	
15.	<b>Deputy Students' Welfare Officer.</b>	(1) At least second class Master's degree in any discipline preferably in Physical Education. (2) Diploma in coaching from National Institute of Sports. (3) Must have represented in the Inter University or National Championship in any game and sports. (4) Adequate experience in organizing sports, games and other students welfare activities for period of not less than five years.	1. V.C. 2. One of the Deans to be nominated by the V.C. 3. Students' welfare officer 4. Three experts from outside the university two to be nominated by the Chancellor and one to be nominated by the Vice-Chancellor <b>•5. One Officer of SC/ST category to be nominated by the Vice- Chancellor.</b>	Chairman Member Member Member Member
16.	<b>Executive Engineer.</b>	Degree in Civil Engg. or equivalent from recognised University/Institution with seven years practical experience as Assistant Engineer or equivalent.	1. V. C. 2. E.O. 3. Two experts from outside the University to be nominated by the Vice-Chancellor 4. One nominee of the Vice-Chancellor amongst the Deans/Directors <b>•5. One Officer of SC/ST category to be nominated by the Vice- Chancellor.</b>	Chairman Member Member Member Member
17.	<b>Assistant Engineer</b>	Degree in Civil Engg. from a recognised University/ Institution or equivalent with atleast two years experience OR Diploma in Civil Engg. with eight years experience.	1. V. C. or his nominee 2. E.O. 3. One expert from outside the University to be nominated by the Vice-Chancellor 4. Executive Engineer concerned 5. One nominee of the Vice-Chancellor amongst the Deans /Directors <b>•6. One Officer of SC/ST category to be nominated by the Vice-Chancellor.</b>	Chairman Member Member Member Member Member

18.	<b>Junior Engineer</b>	Degree in Civil Engg. from a recognised University/Institution or equivalent. OR Diploma in Civil Engg. from recognised Institution. Note:- Candidates having a degree in Civil Engineering can be considered for higher start.	1.V. C. or his nominee 2.Estate Officer 3.Executive Engineer concerned 4.One nominee of the V.C. amongst the Deans/ Directors 5.One expert from outside the University. •6. <b>One Officer of SC/ST category to be nominated by the Vice-Chancellor.</b>	Chairman Member Member Member Member Member
19.	<b>Architect</b>	Degree or Diploma in Architecture of recognised University / Institution recognised for recruitment to superior posts in the Government of India. OR Qualification included in the schedule of section 14 of Architects Bill, 1972 and five years experience in a responsible position in the field of Architecture.	Same as for the post of Executive Engineer.	
20.	<b>Assistant Architect</b>	Degree or equivalent Diploma in Architecture of recognised University with one year experience under a qualified Architect. OR 3 years Diploma in Architectural Assistantship from a recognised University/Institution with 8 years experience.	1.V. C. or his nominee 2. E.O. 3. One expert from outside the University to be nominated by the V.C. 4. Architect 5. One nominee of the V.C. amongst the Deans/ Directors •6. <b>One Officer of SC/ST category to be nominated by the Vice-Chancellor.</b>	Chairman Member Member Member Member Member
21.	<b>Architectural Assistant Grade-I</b>	Degree or equivalent Diploma in Architecture from a recognised University/Institution. OR Three years diploma in Architectural Assistant ship from a recognised University/Institution.	Same as for the post of Assistant Architect.	
22.	<b>Architectural Assistant Grade-II</b>	Degree or equivalent diploma in Architecture of a recognised University/Institution. OR Intermediate in Architecture from a recognised University/Institution. OR Three years diploma in Architectural assistantship from a recognised University.	1.V.C. or his nominee 2. E.O. 3. One expert from outside the University to be nominated by the V.C. 4. Architect 5. One nominee of the V.C. amongst the Deans/ Directors •6. <b>One Officer of SC/ST category to be nominated by the Vice-Chancellor.</b>	Chairman Member Member Member Member Member
23.	<b>Head Draftsman</b>	(a). Diploma in Civil or Mechanical Draftsmanship from a recognised University/Institution. (b). Five years experience as Assistant Draftsman or equivalent.	Same as for the post of Junior Engineer	
24.	<b>Other 'B' and 'C' grades technical posts under the Estate Officer</b>	As prescribed by the Vice-Chancellor.	1.Estate officer 2.Architect 3. Executive Engineer concerned 4.One other person to be nominated by the V.C.	Chairman Member Member Member

			<p>• <b>5. One Officer of SC/ST category to be nominated by the Vice-Chancellor.</b></p>	Member
25.	<b>Medical Officer</b>	Bachelor's degree in Medical Science of a recognised University with not less than two years experience as registered practitioner.	<p>1.V. C. or his nominee 2.Students' Welfare Officer 3.Two experts from outside the University to be nominated by the Vice-Chancellor 4.One of the Deans/ Directors to be nominated by the Vice-Chancellor.</p> <p>•<b>5. One Officer of SC/ST category to be nominated by the Vice-Chancellor.</b></p>	Chairman Member Member Member Member
26.	<b>Assistant Director (Information &amp; Publication)</b>	<p>(i) A Bachelor's degree in any subject. (ii) About 5 years' experience of editorial or journalistic or Agriculture Information Communication work including experience of writing articles in simple English or Hindi as the case may be on the subjects related to Agriculture (iii) Experience of producing publicity materials for mass communication.</p>	<p>As prescribed by the Vice-Chancellor from time to time.</p> <p><b>However, One Officer of SC/ST category as member to be nominated by the Vice-Chancellor.</b></p>	
27.	<b>Editor (English and Hindi)</b>	As prescribed for the post of Assistant Director (Information & Publication).	<p>As prescribed by the Vice-Chancellor from time to time.</p> <p><b>However, One Officer of SC/ST category as member to be nominated by the Vice-Chancellor.</b></p>	
28.	<b>Assistant Editor</b>	<p>(i) Bachelor's degree in any subject. (ii) About three years experience as editorial Journalist in the field of agricultural and allied Science, information, communication including experience of writing articles in simple English and Hindi on the subject related to Agriculture. (iii) Experience of producing publicity materials for mass communication. Desirable-Diploma in Journalism.</p>	-do-	
29.	<b>Assistant Development Officer (Planning/ Research)</b>	A Master's degree in Agricultural Economics or Statistics or Economics with Statistics.	-do-	
30.	<b>Press Manager</b>	<p>(i) Intermediate with Diploma in Printing Technology of 3 years duration. (ii) 10 years experience in supervisory position in a large Printing press/Government press. OR Pre-Engineering with Degree in Printing Technology. (iii) 5 years experience in a large Printing Press/ Government Press.</p>	-do-	
31.	<b>Lady Hostel Superintendent</b>	<p>M.A./ M. Sc. from any recognised University. OR B.A./B.Sc. from any recognised University with at least three years experience of supervising Hostel affairs in a reputed institution.</p>	-do-	

**Desirable:-**

Ability to organise sports, co-curricular and various other students' activities.

Candidate with age of 40 years or above free from encumbrances will be preferred.

32. ➤ **Pharmacist** a) **Essential Qualification(s):-** -do-  
(i) 10+2 in Science or its equivalent from recognized University or Board.  
(ii) Bachelor's Degree/Diploma in Pharmacy or its equivalent from a recognized University or an Institution duly recognized by the Central/State Government.  
(iii) Must be registered with the Pharmacy Council of the concerned State/Central Government.  
b) **Desirable Qualification(s)**  
Knowledge of customs, manners and dialects of H.P. and suitability for appointment in the peculiar conditions prevailing in the Pradesh.
33. **Staff Nurse** Matric/Hr. Sec. (Part-I) or equivalent. Fully qualified 'A' grade Nurse with Midwifery or basic B.Sc. Nursing must have been registered with H.P. Nursing Council. -do-
34. **Laboratory Technician** Matric/Hr. Sec. (Part-I) or equivalent with Science (Physics, Chemistry) fully trained Laboratory Technician from a recognised Institution Or one year training at the recognised Institution. -do-  
OR  
Certificate course/Diploma in Laboratory Technician Training from the recognised Institution.
35. **Bus Conductor** Matric with Conductor's License. -do-
36. **Security Supervisor** (1) Ex-Servicemen (Defence Force) (not below the rank of Hav./equivalent) -do-  
OR  
Policeman/Home Guard/ Para Military Forces (not below the rank of Head Constable/equivalent)  
(2) Should have passed Matriculation examination or equivalent army qualification as recognised by the Govt. from time to time.
37. **Security Guard** Ex-Servicemen (Defence Forces)/ Policeman/ Home Guard/Para Military Forces having passed matriculation examination or equivalent army qualification as recognised by the Govt. from time to time. -do-
38. **Sub-Inspector (Sanitary)** Matric, Diploma in Sanitation from recognised Institution. -do-  
**Desirable:-**  
Experience of work in an Institution/Municipality/autonomous body.
39. **Glass Blower** Matric and diploma in Glass Blowing from a recognised Institution. -do-  
OR  
Matric with Science and having 5 years experience in glass blowing.
40. **Artist** Matric or equivalent with five years diploma course in commercial art. -do-  
**Desirable:-**  
Experience of making drawings of plants, etc.

41.	<b>Proof Reader</b>	(i) Matriculation or equivalent (ii) Experience of 3 years in proof reading in a press where about 50 employees are working.	-do-
42.	<b>Compositor</b>	(i) Matriculation or equivalent (ii) Practical knowledge of English and Hindi language.	-do-
43.	<b>Treadleman (Machine-man)</b>	(i) Middle (ii) Practical knowledge of working on automatic/hand operated Printing Press treadle machine	-do-
44.	<b>Copy Holder</b>	Matric or its equivalent. <b>Desirable :-</b> 2 years certified experience.	-do-
45.	<b>Hostel Attendant</b>	Middle pass. Required to do manual work in the Hostel.	-do-
46.	<b>▪ Laboratory Attendant</b>	10+2 with science or any other examination equivalent to 10+2 with science <b>or</b> matric with 2 years experience in a science laboratory.	-do-
47.	<b>Field Assistant</b>	At least 2 <sup>nd</sup> class Matric with Science.	-do-
48.	<b>▪ Junior Technician</b>	B.Sc.(Agri.) OR allied Sciences OR Diploma/Certificate in Agri./Vety. & Animal Sciences/ Home Sc./ Hort./ Lab Technician/ Instrumentation/ Lab Attendant/Assistant OR Specialty of diploma/certificate will be mentioned as per requirement of the concerned Laboratory /Field from recognized Institutions established by Law in India or Foreign qualifications recognized equivalent thereof. <b>Note:-</b> 1. The required experience is to be in the line of specialty suiting job requirement. 2. Before interview a practical test be conducted to assess the proficiency of the candidate for required job.	-do-
<b>FOR INTERNAL CANDIDATES:</b> The candidates working as Laboratory Attendants with 8-years experience in that grade.			
49.	<b>Field Assistant Gr-I</b>	Matric with certificate or Diploma in Agriculture. OR Should have passed 10+2/Pre-Medical/Pre-Engineering/T.D.C. part I with Agriculture or Science in 2 <sup>nd</sup> Division. Person with higher qualification in Agriculture can be considered for higher start in the grade	-do-
50.	<b>▪ Technical Assistant Grade-I &amp; II (Field)</b>	B.Sc. (Agr.) or allied Sciences. <b>Note:-</b> In respect of candidates possessing higher qualification in Agriculture or allied Sciences, two advance increments will be given.	-do-
51.	<b>‘B’ and ‘C’ and ‘D’ grade employees other than categories covered above</b>	As prescribed by the Vice-Chancellor.	1. Nominee of the V.C. Chairman 2. Comptroller Member 3. Registrar Member 4. Head of Deptt. /office concerned Member <b>•5. One Officer of SC/ST category of the same status to be nominated by the Vice-Chancellor.</b> Member
52.	<b>Assistant Security</b>	1. JCO of Indian Forces (Army/Navy/Air Force) OR	1.Nominee of the V.C. Chairman



Officer	<p>Sub Inspector of Police OR Having equivalent rank in Home Guard/ Para – Military Forces.</p> <p>2. Should have passed at least matriculation examination or equivalent army qualification as recognised by the Govt. from time to time.</p>	<p>2. Comptroller 3. Registrar 4. Head of department • 5. One Officer of SC/ST category of the same status to be nominated by the Vice-Chancellor.</p>	<p>Member Member Member Member</p>
53. ■ Senior Technical Assistant Gr.II	<p>B.Sc.(Agri.) OR allied Sciences OR B.Sc. with 3-years experience OR Diploma/Certificate in Agri./Vety. &amp; Animal Sciences/ Home Sc./ Hort./ Lab. Technician/ Instrumentation/Lab. Attendant/ Assistant OR Specialty of diploma/certificate will be mentioned as per requirement of the concerned Laboratory /Field from recognized Institutions established by Law in India or Foreign qualifications recognized equivalent thereof.</p> <p><b>Note:-</b> 1. The required experience is to be in the line of specialty suiting job requirement. 2. Before interview, practical test be conducted to assess the proficiency of the candidate for required job.</p> <p><b>FOR INTERNAL CANDIDATES:</b> The candidates working as Junior Technician with 8-years service in that cadre.</p>	<p>1. Registrar 2. Comptroller 3. Concerned Dean. 4. One of Deans/ Directors to be Nominated by the Vice-Chancellor. • 5. One Officer of SC/ST category to be nominated by the Vice-Chancellor.</p>	<p>Chairman Member Member Member Member</p>
54. ■ Sr. Technical Assistant Gr.I	<p>M.Sc.(Agri.) Or allied Sciences OR M.Sc. atleast 2<sup>nd</sup> Class in the relevant subject with 3-years experience OR B.Sc.(Agri) Or allied Sciences with 3-years experience Or B.Sc. with 5-years experience OR Diploma/Certificate in Agri./Vety. &amp; Animal Sciences/Home Sc./ Hort./ Lab Technician/ Instrumentation/ Lab Attendant/Assistant OR Specialty of diploma/certificate will be mentioned as per requirement of the concerned Laboratory /Field from recognized Institutions established by Law in India or Foreign qualifications recognized equivalent thereof.</p> <p><b>Note:-</b> The required experience is to be in the line of specialty suiting job requirement.</p> <p><b>FOR INTERNAL CANDIDATES:</b> The candidates working as Sr. Tech. Asstt. Gr.II with 8-years service in that cadre.</p>	<p>1. Registrar 2. Comptroller 3. Concerned Dean 4. One of Deans/ Directors to be Nominated by the Vice-Chancellor • 5. One Officer of SC/ST category to be nominated by the Vice-Chancellor.</p>	<p>Chairman Member Member Member Member</p>
55. ■ Lab. Helper	Atleast middle	As prescribed for Class-IV cadres from time to time. "However, one Officer of SC/ST Category to be nominated by the V.C.	
56. Junior Office Assistant	<p>a) <b>ESSENTIAL QUALIFICATION:</b> i) 10+2 from a recognized Board of School Education/ University. ii) One year Diploma in Computer Science/ Computer Application/ Information Technology from a recognized University/ Institution. iii) Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi. OR i) 10+2 from a recognized Board of School Education/University.</p>	<p>1. Registrar 2. Comptroller 3. Dean/ Director 4. One nominee of the V.C. out of Statutory Officers • 5. One Office of SC/ST category to be nominated by the Vice-Chancellor.</p>	<p>Chairman Member Member Member Member</p>

- ii) 'O' or 'A' level Diploma from National Institute of Electronics & Information Technology(NIELIT).
  - iii) Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi.
- OR
- i) 10+2 from a recognized Board of School Education/ University.
  - ii) Diploma in Information Technology(IT) from a recognized ITI/Institution.
  - iii) Computer typing speed of 30 words per minute in English or 25 words per minute in Hindi.

**b) DESIRABLE QUALIFICATION**

Knowledge of customs, Manner and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.

- 5.9 For the technical and non-technical posts not covered by Statutes 5.8 qualifications and composition of Selection Committee shall be as prescribed by the Vice-Chancellor from time to time. • **However, One Officer of SC/ST category as member to be nominated by the Vice-Chancellor.**
- 5.10 **Promotion Rules** Promotion rules, conditions of eligibility for promotion and composition of Promotion Committee shall be as prescribed by the regulations. • **However, One Officer of SC/ST category as member to be nominated by the Vice-Chancellor.**

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- Amended vide 33<sup>rd</sup> amendment and notified vide Notification No.2-1/ 2004-CSKHPKV (GA)Vol. IX /- 43170-302 dated 29.6.2004.
  - Amended vide 40<sup>th</sup> Amendment and notified vide Notification No. QSD.2-1/2006-CSKHPKV(GA) Vo.IX /-35433-580 dated 31.05.2006.
  - \* Amended vide 47<sup>th</sup> Amendment and notified vide Notification No. 2-1/2005-CSKHPKV (GA) Vol.X/ - 50064-191 dated 3.7.2009.
  - Amended vide 58<sup>th</sup> Amendment and notified vide Notification No. 2-1/2012-CSKHPKV(GA) Vol.XII/ - 53128-238 dated 23.9.2015.

## SCALES OF PAY

- 6 (1) Notwithstanding anything contained in Chapter III, IV, and V of the Statutes, the scales of pay to be prescribed by the Board shall follow the pattern given in the succeeding clauses of this chapter.
- ☞(2) The conditions and rules for grant of scales of pay, for admissibility of special pay and allowances {other than the allowances mentioned in Clause (5) below} to all the Deans/ Directors, Teachers, Librarian, Students' Welfare Officer, Deputy Students' Welfare Officer, Sports Officer and other teaching posts on the UGC pattern, shall be the same as prescribed by the University Grants Commission from time to time and approved by the Board of Management.
- ☞(3) The conditions and rules for grant of scales of pay, for admissibility of special pay etc. etc. and allowances {other than the allowances mentioned in Clause (5) below} to the Estate Officer, Medical Officer, Deputy Registrar, Deputy Comptroller, Assistant Registrar and other non- teaching employees of the University shall be the same as has been revised by the HP Govt. Rules 2009. Any future General Revision of pay by the State Govt, will also be applicable to these officers/employees.
- (4) For such post in the University as do not exist under the Himachal Pradesh Government and which do not fall with in the UGC pattern of scales, the pay scales and allowances [other than the allowances mentioned in clause (5) below], shall be such as the Board may determine having regard to the functions, duties, status and qualifications of such posts, in relation to other post in the University or other Universities in the region or posts in the Government.
- (5) In granting the Hill Compensatory allowance, House rent Allowances and other local allowances (other than DA and ADA) Himachal Pradesh Government pattern shall be followed.
- (6) The incumbents of various posts in the University shall be entitled to the pay scales, special pay and other allowances admissible to them on the date of commencement of these Statutes unless revised by the Board.

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☞ Amended vide 56<sup>th</sup> amendment and notified vide notification No.QSD.2-1/2012-CSKHPKV (GA)Vol.XII/-50166-287 dated 17.8.2013.

## CHAPTER VII

### STATUTES REGARDING THE CONDITIONS OF SERVICE OF OFFICERS, TEACHERS AND OTHER EMPLOYEES OF THE UNIVERSITY AND PREPARATION AND MAINTENANCE OF RECORDS OF THEIR SERVICE AND ACTIVITIES.

<b>Definitions</b>	7.1	In this Statutes unless the context otherwise requires:- (i) A person on “probation” on a post is one appointed by ‘selection or promotion’ to the post for determining his fitness for his eventual substantive appointment to the post. (ii) ‘Salary’ means the amount of the monthly pay and allowances granted by the University to an employee. (iii) ‘Foreign service’ mean service in which an employee receives his substantive pay with the sanction of the University from the source other than the funds of the University.
<b>Age of entry / retirement</b>	7.2	(i) A person whose age is less than 18 years may not ordinarily be appointed to any post in the University. (ii) An employee of the University shall retire from service on the last day of the month in which he attains the age of 60 years provided that nothing in this clause shall apply to the Vice-Chancellor or to any person appointed for a specific period under a contract.
<b>Number of posts</b>	7.3	The number of different categories of posts in the University shall be such as may be determined from time to time by the Vice-Chancellor with the prior approval of the Board.
<b>Advance Increment</b>	7.4	At the time of appointment the competent authority may on the recommendations of the Selection Committee sanction a starting pay other than the minimum of the grade or subsequently give advance increment (s) for outstanding work.
<b>Remuneration for extra work</b>	7.5	An employee of the University may be permitted to accept remuneration for work done other than on the business of the University on such terms and conditions as may be approved by the Vice-Chancellor.
	7.6	Medical certificate of fitness on first entry in the University service: (i) All employee of the University shall, on first appointment to a post in the University, be examined for physical fitness (unless exempted by the competent authority or under the provisions of the Statute) by one of the Medical Officer of the University or the State Government. In order to continue in the University service, the employee must be declared medically fit by the Medical Officer. Before being examined by the Medical Officer, he shall be required to make a declaration in the prescribed form. The Medical Officer examining the employee shall furnish a certificate about the health of the employee in the prescribed form. (ii) In case of doubt, the Vice-Chancellor may constitute a panel of doctors to examine an employee for medical fitness. This may be done either on the receipt of the report of the Medical Officer or on an application made by the concerned employee. (iii) The standard of medical fitness shall be as prescribed. (iv) An employee of the University not found medically fit by the Medical Officer or any other medical expert approved by the Vice-Chancellor for this purpose shall cease to be in the employment of the University. The employee concerned shall have a right to appeal to any Appellate Medical Board to be constituted by the Vice-Chancellor for this purpose. All costs in connection with the re-examination of the employee concerned shall be borne by the employee himself unless he is declared fit by the Appellate Medical Board. (v) The following classes of employees shall be exempted from producing medical certificate of fitness:- (a) An employee appointed in a temporary vacancy for a period not exceeding six months. (b) An employee on deputation with the University.
<b>Probation</b>	7.7	(i) Except, when otherwise provided in the Act or Statutes or in the special terms of an appointment on fixed tenure or contract or deputation which will be governed by the terms and conditions of that contract or deputation, all employees of the University shall, on appointment to any post, remain on probation for a period of two years. (ii) The Head of the Office or Controlling Officer of an employee shall send to the competent authority at least two months before the date of expiry of the probation period a report about the work and conduct of the employee appointed on probation with definite recommendations about the fitness of his confirmation in the service. (iii) If during his period of probation, the work and conduct of an employee is, in the opinion of appointing/competent authority not satisfactory, it may dispense with his service or revert him to his former post, if any or extend the period of probation and thereafter pass such orders as would have been passed by it on the expiry of the first period of probation provided that the total period of

probation including extension, if any, shall not exceed three years. If it is decided to dispense with the service of employee it shall not be necessary to serve a notice on the employee for the termination of his service.

- (iv) On satisfactory completion of the period of probation the competent authority may confirm an employee in the appointment provided that the employee appointed in a leave vacancy or in a tenure post shall not be considered for confirmation in the service.

**Seniority**

7.8

- (i) The seniority inter se of the employee shall be determined by the date of their continuous appointment to the post:  
Provided that in the case of an employee appointed directly, the seniority will be determined by the order of merit drawn up by the Selection Committee.  
Provided further that in case of two or more employees appointed on the same date their seniority shall be determined as follows:-
- (a) In case of employee recruited by promotion/transfer seniority shall be determined according to seniority of such employees in the appointments from which they have been promoted/transferred.
  - (b) In case of employee recruited by transfer from different cadres their seniority shall be determined according to pay; preference being given to a member who was drawing higher rate of pay in his previous appointment and if the rates of pay drawn are also the same then by their length of service in those appointments; and if the length of such service is the same an older member shall be senior to a younger member.
  - (c) In case of employee recruited by promotion, his seniority shall be determined from the date of his initial promotion either on ad hoc / temporary/regular basis, made in accordance with the guidelines/principles followed by the H.P. Govt. from time to time in this behalf/regard.

**Explanation :-** service rendered by Government employee on foreign service with University shall count for seniority from the date of his joining the University provided such employee resigns Government job and is absorbed in the service of the University.

- (ii) In the case of an employee whose period of probation is extended, the date of appointment for the purpose of seniority shall be deemed to have been deferred to the extent the period of probation is extended.

**Ex-gratia and other facilities**

7.9

Ex-gratia and other facilities to the family of the University employee who dies while in service shall be the same which are admissible to the employees of Himachal Pradesh Government as amended from time to time.

**Royalties etc.**

7.10

Royalties, patent rights for inventions and discoveries and honoraria for testing work in the University laboratories, etc.

- (i) The University shall have the sole right in respect of any invention or discovery or any process made in the University laboratories, farm or workshops and may move for securing the patent right for invention or process from the Government. The University will bear the cost of securing the patent right and receive all royalties, remuneration or income accruing from the sale or commercial exploitation of such a patent.
- (ii) The University shall pay to the employees concerned such amount as may be determined by Board as reward provided that in cases where the expenditure incurred by the University on such invention or process is high, the entire, or part expenditure may be deducted by the University at its discretion from the amount of the reward fixed by the Board before it is paid to the employee.
- (iii) In case the University decides not to apply for the patent right, the employee concerned may, if he so desires, apply for a patent right solely in his own name on payment of 10 per cent of royalty to the University.
- (iv) Testing or research work on behalf of any organisation for which a fee is offered to the University may be accepted by the Vice-Chancellor in consultation with the Heads of the Departments concerned. The Vice-Chancellor shall determine and sanction honoraria to be paid to the employees concerned for such work taking into account all expenditure incurred and to be incurred by the University on the said research testing work.

**Foreign Service**

7.11

- (i) The State, Central, Semi and Quasi-Government employees may be taken on deputation into the University. Service conditions of such employees/persons shall be the same as mutually agreed upon between the employees parent body and the University. The leave salary and pension and/or provident fund contribution of such employees shall be paid, if necessary by the University to the parent body.
- (ii) The University employees may take up temporary appointment in a State or Central Government Department or in any other authorised agency and the said employee shall be considered as on deputation. The leave salary and pension and/or provident fund contribution of such employees shall be made either by the employee or the employer, as the case may be.
- (iii) The period of deputation on foreign service within the country or abroad shall normally be three

years at a time which can be extended upto five years. However, a period of atleast five years should elapse before an employee is again allowed to proceed on deputation on foreign service. The total period of deputation shall be as per Himachal Pradesh Govt. rules.

- (iv) The Vice-Chancellor may send any employee/teacher of the University on deputation/foreign service.
- (v) The employee at the time of transfer on foreign service/deputation should hold a substantive post in the University.

<b>Declaration of age</b>	7.12	An employee shall make a declaration of the age to the appointing authority at the time of entering into the service based on his Matriculation Certificate and in case of the Non-matriculate, such other documentary proof, namely the school leaving certificate or birth certificate. After the declaration of age and acceptance of the same by the authority, it shall be binding on him and no revision of such age shall be allowed to be made at a later date for any purpose whatsoever.
<b>Increment and Efficiency Bar</b>	7.13	<ul style="list-style-type: none"> <li>(i) An increment shall ordinarily be drawn as a matter of course unless it is stopped by the competent authority as punishment. Where an efficiency bar has been prescribed in a time scale, the increment next above the efficiency bar shall not be given without the specific sanction of the competent authority.</li> <li>(ii) The service rendered on temporary post shall count for increment provided that post is in the time scale of pay.</li> <li>•(iii) The service rendered on adhoc basis on a post will count for annual increment in accordance with the procedure as is followed by the State Government.</li> <li>(iv) The service during the period of demotion and the period spent on leave without pay, shall not count for an increment except when such leave is taken for higher studies or deputation/foreign service; provided that but for such leave, the deputation/foreign service, employee would have continued to hold the post.</li> </ul>
<b>Termination of Service</b>	7.14	<p>The appointing authority shall have the powers to terminate the services of an employee on any of the following grounds:</p> <ul style="list-style-type: none"> <li>(i) Gross negligence in the discharge of his duty;</li> <li>(ii) Misconduct;</li> <li>(iii) Insubordination or any breach of discipline;</li> <li>(iv) Physical or mental unfitness for the discharge of duty;</li> <li>(v) Any act prejudicial to the University or its property;</li> <li>(vi) Any act prejudicial to national security and integrity;</li> <li>(vii) Guilty of activity which is anti-secular and tends to create communal disharmony; Conviction by a Court of law for offences involving moral turpitude.</li> </ul>
<b>Resignation/ Termination notice thereof</b>	7.15	<ul style="list-style-type: none"> <li>(i) If a temporary employee wishes to resign from service, he shall give one month's notice in writing to the University. If the employee fail to give such a notice, the University shall be entitled to recover one month salary, or salary for the period by which the notice falls short of one month, from him in lieu of such notice.</li> <li>(ii) If the University decides to relieve an un-confirmed employee, one month's notice shall be given to him or in lieu of notice, he shall be paid one month's salary.</li> <li>(iii) Permanent employee shall be required to give three months notice in case he desires to be relieved, or he shall pay to the University three month's salary in lieu of such a notice unless otherwise directed by the Board.</li> <li>(iv) An employee, before leaving the University service, shall handover the charge of the post to the duly authorised employee and shall return to the University all books, apparatus, furniture, etc. issued to him for his personal or official use and shall pay, in full all the charges due from him for occupation of residential quarter, any taxes, water and electricity charges, etc. If he fails to do so, the Head of the Institution or the office in which he was working, shall recover the amount due from him, on account of the above items, from his last salary or from the University Contribution to the Provident Fund.</li> <li>(v) An employee who is in occupation of the residential accommodation of the University, shall be in the Status of licensee and shall leave the University accommodation allotted to him by the University.</li> </ul>

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- **Amended vide 29<sup>th</sup> Amendment and notified vide Notification No. 2-1/2001-CSKHPKV(GA) Vol.IX/-15054-201 dated 24.02.2003**
  - **Amended vide 38<sup>th</sup> Amendment and notified vide Notification No. 2-1/2005-CSKHPKV(GA) Vol.IX/-82707-854 dated 29.10.2005.**

- Service Book** 7.16 (1) (i) There shall be maintained a service book of every employee in which shall be entered all matters relating to his service in the University. The service book shall contain in particular history of service from the date of his appointment including increment, promotion, reward, punishment and all other special events of his service career. The service book shall also contain a leave account form showing a complete record of all types of leave undertaken as well as earned by him (except casual leave). All entries in the service book shall be attested under the dated signature of the Head of the Department/Office or person duly authorised by the competent authority. The service book shall be in the form as prescribed for the employees of the Himachal Pradesh Government.
- (ii) The service book shall be maintained by and kept in the custody of the Head of the Institution/Office where the employee is posted.
- (iii) Every employee shall be allowed to inspect the service book on request. He shall be required to put his signature in the appropriate column as and when there is any change in his pay as a proof of his having verified the entries. The Officer incharge of service books may permit the employee concerned to examine his service book should he so desire at any time.
- (iv) The service book shall not be given to an employee who is proceeding on leave or quits the University service. A certified copy of the service book may, however, be supplied on request on retirement, discharge or resignation.
- Personal Confidential File/Annual Character Roll** (2) A personal Confidential File or Annual Character Roll shall be maintained for each employee in the manner to be prescribed. Adverse remarks recorded in the course of periodical or occasional assessment of an employee shall be duly communicated to him to give him an opportunity to make representation, if any, against such remarks.
- General leave rules** 7.17 (1) The authority competent to grant leave shall be as per delegation of powers.
- (2) The leave account of every employee of the University shall be maintained.
- (3) Leave cannot be claimed as a matter of right when the exigency of service so requires, discretion to refuse or revoke leave of any description is reserved to the competent authority.
- (4) Leave salary, wherever payable, shall be paid monthly in the first week of the succeeding month.
- (5) Earned leave may be combined with sabbatical leave, study leave or leave on medical grounds wherever applicable.
- (6) Employee on leave shall not return to duty before the expiry of leave granted to him unless he is permitted to do so by the authority which grants him leave. If he is on the leave preparatory to retirement he cannot return to duty.
- (7) The leave sanctioning authority shall have the authority to change the date of commencement of leave granted to a University employee.
- (8) No employee may leave his head quarters during Sunday or holidays without the permission of the competent authority.
- (9) An employee on leave, shall not take up any service or accept any employment without the permission of the competent authority.
- (10) When an employee is recalled to duty before the expiry of his leave, he is entitled to no concession if the recall is optional. If it is compulsory, the period from the date on which he starts his journey to join his office may be treated as on duty but he shall draw only leave salary until he join his post. In addition he may be allowed travelling allowance as journey on tour.
- (11) When proceeding on or return from leave, the official concerned will submit a departure or arrival report, as the case may be, to the Head of office/Institution concerned.
- (12) The authority incharge of the service book will make the necessary entry regarding grant of leave or return from leave in the relevant columns of the service book and leave account, under the signature of the officer authorised to sign entries in the service book.
- (13) (i) Unless the authority competent to grant leave extends the leave, an employee who remains absent after the end of leave is entitled to no leave salary for the period of such absence and that period shall be debited against his leave account as though it were half pay leave, to the extent such leave is due, the period in excess of such leave due being treated as extraordinary leave.
- (ii) Willful absence from duty after the expiry of leave renders an employee liable to disciplinary action.
- (14) (i) In special circumstances, the Vice-Chancellor may grant hospital leave to any employee of the University while under medical treatment for illness or injury if such illness or injury is directly due to an accident or to risks incurred in the course of official duty.
- (ii) Hospital leave may be granted on leave salary equal to either full pay or half pay as the competent authority granting the leave may decide. The period of hospital leave shall be limited to three months on average pay in any period of three years. Hospital leave on half pay will count for the purpose of this limit as half the amount of leave on full pay. This leave shall not be debited against the leave account of the employee and may be combined with any other kind of leave admissible.

<b>Casual leave</b>	7.18	<p>(1) Every employee shall be eligible for 15 days of casual leave, in a calendar year.</p> <p>(2) Casual leave cannot be combined with any other leave. It can be combined with holidays provided the total period including holidays does not exceed 10 days in one spell.</p>
<b>Compensatory leave</b>	7.19	An employee excluding Officer, teacher and other supervisory staff who is required by the competent authority to work on holiday(s) / Sunday(s) before or after normal office working hours, shall be eligible for compensatory leave as allowed from time to time by the State Government to its employees.
<b>Special casual leave</b>	7.20	Special casual leave not counting against ordinary casual leave, may be allowed to an employee who is an office bearer of an Association / Union recognised by University for attending the meetings of the Association / Union. The total leave permissible for this purpose shall be the same as allowed from time to time by the H. P. State Government to the office bearers of the Union of its employees.
<b>Regular and maternity leave</b>	7.21	<p>For the purpose of following kinds of leave, the leave rules in case of University employees shall be the same as adopted by the H.P. Government in case of their own employees from time to time unless specified other-wise:-</p> <p>(i) Earned leave</p> <p>(ii) Half pay (including commuted and leave not due).</p> <p>(iii) Extraordinary leave.</p> <p>(iv) Maternity leave.</p>
<b>Other kind of leave</b>	7.22	The teachers of the University shall also be eligible for study leave, sabbatical leave and duty leave in addition to other types of leave.
<b>Study Leave</b>	7.23	<p>(1) No teacher shall be entitled to study leave as a matter of right and shall not be granted if the applicant has not completed five years of continuous service in the University.</p> <p>(2) Study leave may be granted to a whole time teacher other than a Professor of the University to pursue a special line of study or research directly related to his work in the University. Application for such leave must be accompanied by a full plan of work to be done during leave.</p> <p>(3) Study leave may be granted on the recommendations of the Head of Department/Dean of College/Director of Research/Director of Extension Education, as the case may be, by the Vice-Chancellor.</p> <p>(4) The study leave shall not be granted to a teacher who is due to retire within a period of five years of the date on which he is expected to return to duty after the expiry of study leave.</p> <p>(5) The study leave shall not be granted for more than two years, except in very exceptional cases in which the Vice-Chancellor is satisfied that such extension is unavoidable on academic grounds and is necessary in the interest of the University. The period of study leave, in no case, shall exceed three years except for M.Sc. degree where it will be restricted to 2 years.</p> <p>(6) Study leave may be granted more than once provided that not less than 5 years have elapsed between the date on which a teacher had returned to duty on completion of earlier spell of study leave and date of commencement of subsequent spell of study leave. The teacher shall indicate the work done during the period of earlier leave and also give details of work to be done during the proposed spell of study leave.</p> <p>(7) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or programme of research without the permission of the Vice-Chancellor.</p> <p>(8) A teacher availing of study leave exceeding one year shall be required to execute a bond to serve the University for a period equal to twice that of study leave from the date of resuming duty after the expiry of the study leave.</p> <p>(9) The teacher availing of study leave for less than one year shall be required to execute a bond to serve the University for a period of two years after the expiry of study leave.</p> <p>(10) In addition to executing a bond as aforesaid the teacher shall have to provide two sureties when study leave is granted to him on full pay and one surety when the leave is granted without pay and should give security of immovable property to the satisfaction of the University or a fidelity bond of any Insurance Company or a guarantee of a scheduled bank. The sureties furnished should be acceptable to the University. Where the two sureties or one surety, as the case may be provided by the teachers are/is those/that who are/is permanent teacher (s) of the Institution to which he belongs, the University, in its discretion waive off additional requirements of getting security of immovable property or fidelity bond of Insurance Company or a grantee of a schedule bank. The surety clause shall form part of the study leave bond and the persons giving surety shall be liable to pay to the University the amount recoverable from the teacher concerned on the failure of the fulfillment of obligation of the bond.</p> <p>(11) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within six month of its sanction.</p> <p>(12) Study leave shall be granted on full pay. The necessary increment will also accrue as and when due. But during study leave the teacher shall draw leave salary equal to the pay (without allowances other than the dearness allowance) that he drew while on duty with the University immediately</p>



before proceeding on such leave. During study leave on full pay a teacher may be allowed to receive the amount of scholarship / fellowship or other financial assistance awarded to him by any agency other than the University in addition to pay and allowance on which study leave is granted and this benefit will only be admissible to those teachers who are pursuing their studies outside the University:

Provided, however that if a teacher who is granted study leave is permitted to receive and retain any remuneration in respect of part time employment during the period of study leave he shall ordinarily not be granted any study leave salary but in case the amount of remuneration received in respect of part time employment is not considered adequate, Vice-Chancellor may determine the amount of study leave salary payable in each case. It shall be the duty of the teacher granted study leave to communicate immediately to the University the amount of financial assistance in any form received by him during the course of study leave from any persons or institution whatsoever:

Provided further that no teacher shall be eligible for more than one fellowship/scholarship at a time.

- (13) Subject to the maximum period of absence from duty on leave not exceeding five years, study leave may be combined with earned leave and half pay leave and extraordinary leave.
- (14) The period of study leave shall count as service for the purpose of retirement benefits provided that the teacher rejoins the University on expiry of study leave and serves the University for the period for which the bond has been executed.
- (15) The teacher shall submit to the Vice-Chancellor six monthly report of progress of the study through the Supervisor/Head of the Institution. The report should reach the Vice-Chancellor within one month of the expiry of six months of the study leave. If the report does not reach the Vice-Chancellor within the time specified, the payment of salary may be deferred till the receipt of such report.
- (16) A teacher :
  - (i) who fails to rejoin the service of University on the expiry of study leave; or
  - (ii) who rejoins the service of the University but leave the service without completing the prescribed period of service after joining the service; or
  - (iii) who within the said period is dismissed or removed from the University service; shall be liable to refund to the University the amount of leave salary and allowances and other expenses incurred on the teacher or paid to him or on his behalf in connection with the course of study:

Provided that if a teacher had served in the University for a period not less than half the period of service under the bond on return from study leave, he shall refund to the University half of the amount calculated as above. Provided further that in case no pay and allowances had been granted or pay and allowances had been granted on reduced rates as per provisions of Statute 12 recovery amount will be calculated on the pay drawn before the commencement of leave in addition to the recovery of other expenses incurred by the University in connection with course of study.

- (17) If a teacher after refusal for extension of study leave does not resume duty on the expiry of the leave originally sanctioned, he will be deemed to have failed to rejoin the service on the expiry of his leave for the purpose of recovery of dues under these rules.
- (18) Notwithstanding the above, the Board may order that nothing in these rules shall apply to a teacher who within three years of return to duty from study leave is permitted to retire from service on medical grounds. Provided further that the Board may, in any exceptional case, waive off or reduce, for reasons to be recorded, the amount refundable by a teacher under these rules.
- (19) Admission to Ph.D. study/courses shall be permitted to eligible teachers/scientists within the University as well as outside in the other Universities/Institutions. For that study leave shall normally be admissible to eligible teachers for pursuing studies courses within the University for the period of completing the courses and comprehensive examination. For candidates doing Ph.D. outside the University they may be entitled for study leave for the full period.
- (20) A teacher who has been granted EOL for prosecuting higher studies shall be required to execute a bond to serve the University for a period of minimum two years from the date of resuming duty after the expiry of the **Extra Ordinary Leave**.

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- **Amended vide 30<sup>th</sup> Amendment and notified vide Notification No. 2-1/2001-CSKHPKV (GA) Vol.IX /-15202-349 dated 24.2.2003.**
  - **Amended vide 59<sup>th</sup> Amendment and notified vide Notification No. QSD.2-1/2012-CSKHPKV (GA) Vol.XII/-61541-640 dated 7.11.2015.**

<b>Sabbatical leave</b>	7.24	<p>(1) A permanent University teacher of the rank of Professor, Associate Professor or Assistant Professor desirous of undertaking advanced research work in his own field and who has served in the University as a teacher for not less than four years may be granted sabbatical leave for a period upto six months on full pay and for another period upto six months on half pay if:</p> <p>(i) Programme to be undertaken during the leave is submitted along with application for grant of leave and approved by the Vice-Chancellor.</p> <p>(ii) He is in a position to serve the University for atleast three years after return from leave and executes a bond that after such leave he shall so serve failing which he shall refund to the University the leave salary received by him and interest thereon at bank rate.</p> <p>(2) The leave is to be utilized for advanced work in his own field, research or in pursuit of knowledge solely with the object of increasing professional efficiency and usefulness to the University. He shall, on return from leave, report to the University the nature of advanced work in his own field or research work undertaken during the leave.</p> <p>(3) Sabbatical leave shall not be granted to a teacher before the expiry of six years from the date of last return from sabbatical leave or study leave.</p> <p>(4) Ordinarily one teacher from a department with a total strength upto five shall be granted sabbatical leave at a time, and normal budget provision of that department shall not exceed on account of grant of leave; provided that no teacher shall be granted the sabbatical leave for more than two times during his entire service period.</p> <p>(5) A teacher on sabbatical leave may be allowed to accept a Fellowship or Research scholarship or any other remunerative appointment in an institution of advanced study and amount so received will not affect the amount of leave salary drawn by him from the University.</p>
<b>Duty leave</b>	• 7.25	<p>(i) Duty leave on full pay upto 15 days in a year may be granted to a Dean/Director by the Vice-Chancellor for attending meeting of Selection Committee or for any Academic Work pertaining to organizations other than the University.</p> <p>(ii) Duty leave on full pay upto 15 days in a year may be granted to a teacher/scientist by the concerned Dean/Director working under their control for attending meeting of Selection Committee or for any Academic Work pertaining to organizations other than the University.</p>
<b>General</b>	7.26	No employee shall on account of any higher academic or other qualifications acquired by him in the course of his employment, claim as a matter of right any increase in pay or any extra remuneration or any promotion to higher grade or cadre unless the same is specifically sanctioned by the Board.
	7.27	Any matter regarding conditions of service not covered by the provisions of this Statute may be decided in accordance with the rules laid down by the Himachal Pradesh Government for its own employees or in such other manner as the Vice-Chancellor with the approval of the Board or under the powers delegated to him by the Board may deem fit.
<b>Assessment/ Evaluation of teaching/ Research/ Extension work of the Teachers</b>	7.28	In accordance with sub-section (13) of section 25 of the Act, the procedure for assessing/evaluating the teaching/research/ extension work of the teachers shall be as prescribed by the Regulation.

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- Amended vide 37<sup>th</sup> Amendment and notified vide Notification No. 2-1/2005-CSKHPKV (GA)VI.IX/-78326-461 dated 15.10.2005.

## CHAPTER VIII

### STATUTES REGARDING THE CONDUCT, DISCIPLINE INQUIRY, PUNISHMENT AND APPEAL IN RESPECT OF OFFICERS, TEACHERS AND OTHER EMPLOYEES OF THE UNIVERSITY

- Conduct Rules**            8.1        The conduct rules are as below:-
- (1) Every employee shall at all times :
    - (a) Maintain absolute integrity;
    - (b) Show devotion to duty; and
    - (c) Do nothing which is un-becoming of an employee of the University.
  - (2) Every employee shall abide by and comply with the rules of the University and all orders and directions of the superior authority/officer issued from time to time.
  - (3) Every employee shall extend the utmost courtesy and attention to all persons with whom he is to deal in the course of duty.
  - (4) (i) No employee shall be a member of any political organisation or take part in any political activity nor shall he take part in any social or cultural activity or programme organised or conducted by or under the auspices of any political party.
    - (ii) No employee shall be member/office bearer of any students organization and shall not participate in activities of any students organization.
  - (5) No employee shall contest election to the Parliament or the State Legislature or any of the local bodies or authorities other than the Universities.
  - (6) No employee shall participate in any Demonstration, Dharna and Gherao or resort to any form of strike in connection with his official duties and conduct.
  - (7) No employee shall, except by general or special orders of the University or in the performance of good faith of the duties assigned to him, communicate directly or indirectly any official document or information to any University employee or any other person to whom he is not authorised to communicate such document or information.
  - (8) No employee shall join or continue to be a member of an association the objects or activities of which are prejudicial to the interest of the University, public order, decency and morality.
  - (9) No employee shall, except with previous permission of the competent authority own wholly or in part, or participate in the editing, managing and publishing of any newspaper or other periodical publication.
  - (10) No employee shall, except with previous permission of the competent authority or in the bonafide discharge of duty, participate in the radio and T.V. broadcast or contribute any article or write any letter to any newspaper or periodical or write a book or issue a pamphlet either in his own name or anonymously or pseudonymously.
  - (11) No employee shall, except with previous permission of the competent authority, ask for or accept/contribution to, or other-wise associate himself with the raising of any funds or other collections in cash or in any manner in pursuance of any purpose other than religious or charitable.
  - (12) The employee shall manage his private affairs so as to avoid habitual indebtedness or insolvency. Any employee who becomes the subject of a legal proceeding or insolvency shall report the facts of the case to the University.
  - (13) No employee shall bring or attempt to bring any political or other influence to bear upon any higher authority/officer to further his interests in respect of matters pertaining to his service in the University.
  - (14) No employee of the University shall accept or permit any member of his family or any other person acting on his behalf to accept any gift.

**Explanation:-** the term “gift” in this connection shall include free transport, boarding, lodging or any other pecuniary advantages when provided by any person other than his near relatives or personal friend having no official dealing with the University.
  - (15) (a) No employee shall, except with the previous permission of the competent authority, have recourse to any court or the press for vindication of any official act which has been the subject matter of adverse criticism or any attack of a defamatory character.
    - (b) Nothing in this rule shall be taken to prohibit an employee from vindicating his private character or any act done by him in his private capacity.
  - (16) No employee shall accept fee for any work done by him for any public body or any private person without the sanction of the competent authority.
  - (17) (a) No employee shall, except with previous permission of the Vice-Chancellor, give evidence before any public committee.
    - (b) Nothing in this rule shall apply to evidence given before a committee/ court which has power to compel the attendance of witness or the production of documents.
      - **Amended vide 57<sup>th</sup> Amendment and notified vide Notification No. QSD. 2-1/2013-CSKHPKV(GA)Vol.XII/-29338-448 dated 29.5.2015.**

- (18) (a) No employee who has wife/husband living shall contract another marriage without first obtaining the permission of the competent authority notwithstanding that such subsequent marriage is permissible under the personal law applicable to him.
- (b) No employee shall marry person who has wife/husband living without the permission by the competent authority.
- (19) No employee shall disregard the order when called upon to perform any work as may be assigned to him at any time and when transferred to any place in the interest of the University.
- (20) No employees shall, except with the previous permission of the Vice-Chancellor, engage directly or indirectly in any trade or business, or undertake any other employment.
- Provided that an employee may, without permission, undertake honorary work of a social or charitable nature or an occasional work of literary or artistic or scientific character subject to the conditions that his official duties do not thereby suffer, but he shall not undertake and shall discontinue such work if so directed by the Vice-Chancellor.
- (21) Canvassing by an employee in respect of business, insurance agency, commercial agency, owned or managed by his wife or any other member of his family shall be deemed to be a breach of the above rules.
- (22) Every employee shall report to the Vice-Chancellor if any member of his family is engaged in a trade or business or owns or manages any insurance agency or commercial agency.
- (23) It shall be the duty of an employee who has been arrested on a criminal charge made or on a proceeding taken against him to intimate the fact of his arrest and the circumstances connected therewith to the Vice-Chancellor promptly in writing even though he might have subsequently been released on bail.
- (24) No employee of the University shall without the previous knowledge of the Vice-Chancellor; acquire or dispose of any movable property in the shape of shares, security or debenture, or any immovable property by lease, mortgage, sale, gift or otherwise in his own name or in the name of any member of his family.
- (25) (i) Every employee shall on his first appointment to any post submit a return of his assets and liabilities, in such form as may be prescribed by Vice-Chancellor giving the full particulars regarding-
- (a) the immovable property inherited by him, or owned or acquired by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person;
- (b) shares, debentures and cash including bank deposits inherited by him or similarly owned, or held by him;
- (c) other movable property inherited by him or similarly owned, acquired or held by him; and
- (d) debts and other liabilities incurred by him directly or indirectly.
- (ii) Every employee holding any post of category A or B shall submit an annual return in such form as may be prescribed by the Vice-Chancellor in this regard giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person.
- (iii) No employee shall, except with the previous knowledge of the prescribed authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale gift or otherwise either in his own name or in the name of any member of his family:
- Provided that the previous sanction of the prescribed authority shall be obtained by the employee if any such transaction is with a person having official dealings with him.
- (iv) Where an employee enters into a transaction in respect of movable property either in his own name or in the name of the member of his family, shall, within one month from the date of such transaction, report the same to the prescribed authority, if the value of such property exceeds Rs. 2,000.00 in the case of an employee holding grade A or B post or Rs. 1000.00 in case of an employee holding any grade C or D posts:
- Provided that the previous sanction of the prescribed authority shall be obtained by the employee if any such transaction is with a person having official dealings with him.
- (v) The Board or the prescribed authority may, at any time, by general or special order, require an employee to furnish, within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or on his behalf or by any member of his family as may be specified in the order. Such statement shall, if so required by the Board or by the prescribed authority, include the details of the means by which, or the source from which, such property

was acquired.

## **Disciplinary**

- 8.2 The following shall constitute improper conduct on the part of an employee making himself liable for disciplinary action:
- (1) The violation of provision of any of these Statutes.
  - (2) Participation in a strike, abetting, instigating or acting in furtherance of the same.
  - (3) Non-compliance of any order or habitual neglect of work.
  - (4) Theft, fraud, dishonesty in connection with the University property.
  - (5) Willful damage to the University property.
  - (6) Willful absence from duty after the expiry of leave.
  - (7) Refusal to accept a charge-sheet, order or any other communication.
  - (8) Misbehaviour, misconduct or “insolence”.
  - (9) Gross partiality in assessment of students, deliberate over-marking, under-marking or attempts at victimisation on any grounds.
  - (10) Inciting students, against other students, colleagues or administration; provided that this will not interfere with the rights of a teacher to express his differences on principles in seminars or other places where students are present.
  - (11) Raising question of caste, creed, religion, race or sex in his relationship with his colleagues and trying to use such practice for the improvement of his prospects.
- 8.3 ***Discipline, Inquiry, Punishment, Suspension and Appeal;***
- (1) The following penalties may, for a good and sufficient reasons and as hereinafter provided be imposed upon an employee:
    - (a) **Minor penalties:**
      - (i) censure;
      - (ii) withholding of promotion;
      - (iii) withholding of increments of pay;
      - (iv) recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders.
    - (b) **Major penalties :**
      - (i) reduction to a lower post or to a lower stage in time scale of pay;
      - (ii) removal from University service which does not ordinarily disqualify for any other employment in the University;
      - (iii) compulsory retirement;
      - (iv) dismissal from University service which ordinarily disqualifies from further employment in the University and involves ordinarily loss of all accrued financial benefits.
  - (2) The following shall not amount to a penalty within the meaning of this Statute, namely:
    - (a) Stoppage of any employee at the efficiency bar in the time scale of pay on the ground of his unfitness to cross the bar.
    - (b) Non-promotion of an employee whether in a substantive or officiating capacity, after consideration of his case, to a service, grade or post for promotion to which he is eligible.
    - (c) Reversion of an employee officiating in a higher service, grade or post, on the ground that he is considered to be unsuitable for such higher service, grade or post on any administrative ground not connected with his conduct.
    - (d) Reversion of an employee appointed on probation to any other service, grade or post to his permanent service, grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the Statutes and regulations governing such probation.
    - (e) Compulsory retirement of employee in accordance with the provisions relating to his superannuation of retirement.
    - (f) Termination of the service of:
      - (i) a person appointed on probation during or at the end of period of probation, in accordance with the terms of appointment under rules governing the probationary service; or
      - (ii) a temporary employee appointed, otherwise than under contract, on the expiration of the period of appointment or on the abolition of post or before the due time, in accordance with the terms of appointment; or
      - (iii) a person, engaged under a contract in accordance with the terms of his contract.
  - (3) The appointing authority shall be competent to impose any of the major penalties provided that no orders shall be passed imposing such penalty on University employee unless he has been given an adequate opportunity of making representation that he may desire to make, and such representation has been duly taken into consideration.
  - (4) The competent authority may place an employee under suspension pending an enquiry if

it is satisfied that there is a prima-facie case against him or in subordination, intemperance or other misconduct, or any breach or non performance of his duties or non-compliance with any of the provisions of the conduct rules applicable to him.

- (5) In case a University employee has been convicted for an offence involving moral turpitude and the orders of conviction has become final, the disciplinary authority may consider the circumstances of the case and make such orders thereon for departmental action as it deems fit.

## **Inquiry**

- 8.4
- (1) The grounds on which it is proposed to impose any of the major penalties on an employee, shall be communicated in writing to the concerned employee by the competent authority together with a statement of allegations and of any other circumstances which it proposes to take into consideration, in passing orders of the case.
  - (2) The employee shall be required within a reasonable time, ordinarily not exceeding two weeks, to state in writing:-
    - (i) whether he admits the truth of all or any of the charges;
    - (ii) what explanation of defence, if any, he has to offer; and
    - (iii) whether he desires to be heard in person.
  - (3) If the competent authority is satisfied that a prima facie case against the defaulting employee is established, an inquiry shall be instituted by appointing an Inquiry Officer.
  - (4) The competent authority may appoint an employee of the University as the Presenting Officer to present on its behalf the case before the Inquiry Officer in support of statement of allegations.
  - (5) The employee shall appear in person before the Inquiry Officer on such day and at such time as the Inquiry Officer may by a notice in writing specify in this behalf. All notices from the Inquiry Officer shall, unless served in person, be deemed to have been served when sent by registered post to the employee at the last known address.
  - (6) The Inquiry Officer may entertain or reject for reasons to be recorded any request from the accused employee to be represented by a counsel at the inquiry.
  - (7) At the inquiry all evidence, oral or documentary, by which charges are proposed to be proved, shall be produced on behalf of the competent authority. The witnesses shall be examined by or on behalf of the Presenting Officer and may be cross-examined by or on behalf of the employee. The Presenting Officer shall be entitled to re-examine the witnesses on any points on which they have been cross-examined but not on any new matter without the permission of the Inquiry Officer.
  - (8) The Inquiry Officer may also put such questions to the witness, as he thinks fit.
  - (9) Before the close of the case on behalf of the competent authority the Inquiry Officer may, in his discretion allow the Presenting Officer to produce evidence not included in the list given to the employee or may itself call for new evidence or re-call or re-examine any witness and in such cases the employee shall be entitled to have, if he demands it, a copy of list of further evidence proposed to be produced and an adjournment for reasonable period not exceeding seven days before the production of such new evidence. The Inquiry Officer shall give to the employee an opportunity of inspecting such documents before they are taken on record.
  - (10) It shall not be necessary to frame any additional charges when it is proposed to take action in respect of any statement of allegations made by the person charged in the course of his defence.
  - (11) (a) These provisions shall not apply where a person has been removed or reduced in rank on the ground of conduct which had led to his conviction on criminal charge, or where an authority empowered to remove him or reduce him in the rank is satisfied that for reasons to be recorded by him in writing, it is not reasonably practicable to give him an opportunity of showing cause against the action proposed to be taken against him or where in the interest of the University, or the security of State or the Union of India, it is considered expedient not to give that person such an opportunity.
    - (b) If any question arises whether it is reasonably practicable to give any person an opportunity to defend himself under statute 8.4 (11) (a), decision there of the competent authority shall be final.
  - (12)(a) When the statement of allegations against an employee shows that his general behavior has been such as to be unbecoming of his position, or that he has failed to reach or to maintain a reasonable standard of efficiency, he may be and should be charged accordingly and finding on such a charge may be valid ground for the infliction of any authorised punishment which may be considered suitable in the circumstances of the case.
    - (b) This procedure shall not apply in the case of a person appointed in temporary capacity or on probation. In his case one month's notice or pay in lieu thereof will

be enough.

- (13) Where any person has made a statement on oath, in evidence before any criminal or civil court, in any case in which the employee is charged as a party and had full opportunity to cross-examine such a person, and where it is intended to prove the same facts as deposed by such person, it shall not be necessary to call such persons to give oral evidence in proof of facts stated by him earlier. A certified copy of the statement previously made by him in any such case may be read as a part of evidence.  
Provided that the officer conducting the inquiry may in the interest of justice, order the production of such witness in person either for further examination or for further cross-examination by the person charged.
- (14) The employee charged shall not be allowed, except at the discretion of the Inquiry Officer to be exercised in the interest of justice, to call as a witness, in his defence, any person whose statement has already been recorded and whom he has had opportunity to cross-examine, or where previous statement has been admitted.
- (15) When an employee who has not admitted in his written statement of evidence any of the charges or has not submitted any written statement of his defence, the Inquiry Officer shall ask him whether he is guilty or has any defence to make. If he pleads guilty to any of the charges, the Inquiry Officer shall record the plea, sign the record and obtain the signatures of the employee thereon.
- (16) The Inquiry Officer shall, if the employee fails to appear within the specified time or refuses or omits to plead, require the Presenting Officer to produce the evidence by which he proposes to prove the charges and shall adjourn the case and afford to the employee another opportunity:
  - (a) to inspect the documents filed with the statement of the allegations; and
  - (b) to submit a list of witnesses to be examined and see a list of documents desired to be produced from the custody of the University indicating the relevance of the documents required by him.
- (17) If the employee to whom a copy of the articles of charges has been delivered does not submit the written statement of defence on or before the date specified for the purpose or does not appear in person before the Inquiry Officer or otherwise fails or refuses to comply with the provisions of this rule, the Inquiry Officer shall hold inquiry ex-parte.
- (18) The Inquiry Officer shall, on receipt of notice for the production of documents from the employee, forward the same to the authority in whose custody or possession the documents are kept with a requisition for the production of documents by such date as may be specified in such requisition:  
Provided that Inquiry Officer may for reasons to be recorded by him in writing refuse to requisition such documents, as are in his opinion, not relevant to the case.
- (19) On receipt of the requisition referred to above, the authority having the custody or possession of the requisitioned documents shall produce the same before the Inquiry Officer unless the Inquiry Officer is satisfied on representation by the authority having the custody or possession of the requisitioned documents that such documents are of confidential nature and should not be produced.
- (20) When the case for the competent authority is closed, the employee shall be required to state his defence orally or in writing as he may prefer. If the defence is made orally, it shall be recorded and the employee shall be required to sign the record.
- (21) The evidence on behalf of the employee shall then be produced. The employee may himself examine in his own behalf if he so prefers. The witnesses produced by the employee shall then be examined and shall be liable to cross-examination, re-examination by the Inquiry Officer according to the provisions applicable to the witnesses for the competent authority.
- (22) The Inquiry Officer may, for reasons to be recorded, refuse to call any witness cited by the employee.
- (23) The Inquiry Officer may, after the employee closes his case, and shall, if the employee has not examined himself, generally question him on the circumstances appearing against him in the evidence for the purpose of enabling the employee to explain any circumstances appearing in the evidence against him.
- (24) The Inquiry Officer may, after the completion of the production of evidence, hear the Presenting Officer, if any appointed, and the employee or permit them to file written briefs of their respective cases, if they so desire.
- (25) Whenever an Inquiry Officer after having heard and recorded the whole or any part of the evidence in an inquiry ceases to exercise jurisdiction therein, and is succeeded by another Inquiry Officer who has and who exercises such jurisdiction, the Inquiry Officer so succeeding may act on the evidence so recorded by his predecessor, or partly recorded by his predecessor and partly recorded by him. He will also have power to re-call, examine, cross-examine and re-examine any witnesses if in his opinion such examination is necessary in the interest of justice.

- 8.5 (1) After the inquiry against the person has been completed and the disciplinary authority has arrived at a provisional finding and has proposed punishment, the University employee shall, if the penalty proposed is dismissal, removal, compulsory retirement or reduction in the rank, be supplied with a copy of the report of the Inquiry Officer and be called upon to show cause within a reasonable time which shall not be less than two weeks and not more than one month against the particular penalty proposed to be inflicted upon him. Reply to the show cause, if any, submitted by the accused employee shall be taken into consideration, before final orders are passed.
- (2) A copy of the orders made by the punishing authority along with a copy of the report of the Inquiry Officer shall be sent to the employee by registered post.
- (3) Where two or more employees are concerned in any case, the prescribed authority may direct disciplinary action against all of them in common proceedings.
- Payment during suspension and on reinstatement** 8.6 The payments to the University employees during the period of suspension and on reinstatement will be regulated in the same manner as admissible to an employee under Himachal Pradesh Government from time to time.
- Appeal** 8.7 (1) An employee has the right to appeal against an order of punishment imposed on him to the officer next higher to the one that ordered the punishment.
- (2) Notwithstanding anything else contained in these Statutes, and official, on whom a major penalty has been imposed by the Board of Management, may appeal to the Chancellor against such order within three months of the communication of the order to him.
- Explanation: -** For purpose of this Statutes, any of the major penalties listed in Statute 8.3 (1) (b) will be treated as a major penalty.
- (3) He shall have the right of second appeal against the order of the first appellate authority to the next higher officer or authority provided that in case the first appeal lies with Chancellor or the Board of Management, there shall be no second appeal against the orders of the Board of Management on the first appeal.
- (4) The order of the second appellate officer or authority or order of the Board of Management on the first appeal shall be final.
- (5) Appeal should be disposed of within 90 days of the filing of the same.
- (6) No appeal preferred under this part shall be entertained unless such appeal is preferred within a period of three months from the date on which a copy of the orders appealed against is delivered to the applicant:  
Provided that the appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.
- (7) In case the Statutes are silent or are not explicit on any matters regarding conduct, inquiry, punishment and appeal the provisions contained in Central Civil Services (Conduct) Rules, 1964 and Central Civil Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time, shall be followed.



## CHAPTER –IX

### STATUTES REGARDING CONSTITUTION OF G.P.F. -cum- PENSION-CUM-GRATUITY OR C.P.F. CUM GRATUITY FOR THE BENEFIT OF OFFICERS, TEACHERS AND OTHER EMPLOYEES OF THE UNIVERSITY

#### Provident Fund-cum-Gratuity:

- Definition** 9.1 In these Chapters, unless the context otherwise requires:-
- (a) 'Emoluments' means the pay and allowances including special pay, personal pay, dearness pay and dearness allowance but excluding house rent allowance and hill or local compensatory allowance.
  - (b) 'Employee' means a person in the whole time service of the University appointed on probation or otherwise to a permanent, temporary or a tenure post but does not include a person on deputation or contingent paid or engaged on daily wages or work charged or a person employed on adhoc basis unless preceded by a regular employment.
  - (c) 'Subscriber' means an employee admitted to the fund and on whose behalf a deposit is made under these Statutes.
  - (d) 'Continuous service' means uninterrupted service and includes all types of leave except leave without pay unless it is specially permitted by the Board to be counted as a part of continuous service.
  - (e) 'Family' means :
    - (i) In case of male subscriber, the wife, children whether married or unmarried and dependent parents of the subscriber, and the widow and children of the deceased son of subscriber; provided that if a subscriber proves that his wife has ceased under the personal law governing him or the customary law of the community to which the subscriber belongs and she is entitled to the maintenance allowance, she shall no longer be deemed to be part of the subscriber's family for the purpose of this scheme.
    - (ii) In case of female subscriber, the husband and children of the subscriber, the dependent parents of the subscriber or of the husband and the widow and children of the deceased son of the subscriber or of the husband; provided that if a subscriber by notice, in writing, to the Comptroller expressed her desire to exclude her husband from her family, the husband and his dependent parents shall no longer be deemed to be part of the family for the purpose of this scheme, unless the subscriber subsequently cancels in writing any such notice.

*Explanation: - In either of the above two cases, if the children of the subscriber have been adopted by another person and if under the personal law of the adopter, adoption is legally recognised, such, child shall be excluded from the subscriber's family.*
  - (f) 'Fund' means the Contributory Provident Fund of Himachal Pradesh Krishi Vishvavidyalaya.
  - (g) 'Year' means the financial year
- Membership** 9.2 New entrants into regular service of the University on or after the date of notification of the pension rules shall as a condition to their service be eligible to the benefit of GPF-cum-Pension-cum-Gratuity Scheme.
- Provided the existing employees as stood on the date of notification of the Pension Scheme shall have the right to either opt:
- i) to continue to be governed by the CPF-Gratuity Scheme. OR
  - ii) to elect to be governed by GPF-Pension-Gratuity Scheme.
- Provided further that the family of a deceased employee who was a beneficiary of CPF-cum-Gratuity scheme prior to the commencement of these Statutes and dies while in service may opt for GPF-cum-Pension-cum Gratuity benefits by surrendering the University contribution to the fund.
- ♦ Provided further that new employees appointed in the University on or after 15.05.2003 shall not be covered under the GPF-cum-Pension Scheme of the University and such employees shall be governed by the University Contributory Pension Scheme.
- Subscriptions of University contribution** 9.3 Every whole time employee of the University shall subscribe monthly to the fund when on duty or leave except leave without pay. The University contribution for the leave period shall be credited to an employee's account on the basis of emoluments due immediately before proceeding on leave. No University contribution shall be payable for the period of University employee remains on deputation or on foreign service. He may, however, at his option continue to subscribe to the fund. No University contribution will be paid for the period of leave without pay.

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♦ Amended vide 45<sup>th</sup> Amendment and notified vide Notification No. QSD. 2-1/ 2005-  
CSKHPKV (GA)Vol.X/-38211-343 dated 15.5.2008.

<b>Treatment of period of suspension</b>	9.4	An employee under suspension who is in receipt of subsistence allowance shall have the option to subscribe to the fund but University contribution shall not be payable during the period of suspension. In the event of re-instatement with full pay and allowances for the period spent under suspension, full subscription, if not already paid shall be recovered from the arrears of pay and allowances and University contribution shall also be made in lump sum.
<b>Cessation of the Membership refused</b>	9.5	Subscription to the fund shall stop from the date of retirement. This benefit will also not be admissible during refused leave as may be availed after the date of retirement.
	9.6	<ul style="list-style-type: none"> <li>(i) Subscription to the fund shall not be less than ten per cent of the emoluments of the subscriber. A subscriber may subscribe any amount exceeding the said minimum but the University contribution shall be limited to ten per cent of emolument.</li> <li>(ii) Subscription may be reduced once at any time during the course of the year and/or may be enhanced twice during the year.</li> <li>(iii) The subscription shall be deducted month by month from the salary of a subscriber and credited to his account in the fund.</li> <li>(iv) A subscriber shall have an option to subscribe the whole or part of any arrears of pay and allowances, payable to him in cash.</li> <li>(v) An account shall be maintained in the name of each subscriber in such a manner as may be prescribed in the regulations.</li> </ul>
<b>Payment of University contribution</b>	9.7	<ul style="list-style-type: none"> <li>(i) At the time of leaving the University service, the University contribution credited to the subscriber's account and interest thereon shall be paid to such subscriber as under : <ul style="list-style-type: none"> <li>(a) Nil, if the period of service rendered by the employee is two years or less;</li> <li>(b) half of the amount of University contribution and interest thereon if the service put in exceeds 2 years but is less than 5 (five) years;</li> <li>(c) full amount of the University contribution and interest thereon if the service put in is five years or more;</li> <li>(d) Full amount, irrespective of length of service, on superannuation.</li> </ul> </li> <li>(ii) Unless the Board otherwise decides no employee of the University who has been guilty of dishonesty or gross mis-conduct and has been dismissed from service as a consequence thereof be entitled to receive any part of the sums at any time contributed by the University to the fund in his account or the accumulated interest or any profits thereon and that the University shall be entitled to recover from the amount in the account of an employee, sum equivalent to the amount of any loss or damage at any time, sustained by the University by reason of dishonesty or negligence of such employee, but not exceeding, in any case, the total amount of contribution credited to his account by the University and of any interest or increment which has accrued on this contribution.</li> </ul>
<b>Interest</b>	9.8	The University shall pay interest on all sums deposited in the fund at a rate to be decided by the Vice-Chancellor in consultation with the Comptroller and the amount of such interest shall be credited to the subscriber's account half yearly.
<b>Accounts</b>	9.9	The Comptroller shall cause to maintain proper account relating to the fund showing the amount, for the time being, at the credit of each subscriber and the general state of fund. Each subscriber shall be supplied with an annual statement of account showing the opening balance, deposits, withdrawal and interest of the year and the closing balance at the credit of the subscriber.
<b>Rounding in whole rupee</b>	9.10	All subscriptions, contributions and interest credited to a subscriber's account shall be in whole rupee, interest of 50 paise or more being rounded to a rupee and less than 50 paise shall be ignored.
<b>Investment of money</b>	9.11	All money belonging to the fund shall be deposited in such a scheduled bank/post office as may be approved by the Vice-Chancellor. The amount shall be invested in long term deposits by the Comptroller from time to time to earn maximum interest, a small amount needed for advances and payments to the subscriber's may however, be kept in saving bank account. Forty per cent of the amount available for long term investment shall be deposited in Post Office Time Deposit Account on a month to month basis.
<b>Transfer of surplus to Employee's Welfare Fund</b>	9.12	Any surplus liabilities of fund to the subscriber's in exceptional cases, at any time, may be transferred to the Employee's Welfare Fund with the approval of the Vice-Chancellor.

<b>Audit</b>	9.13	The account of the fund shall be subject to the audit of the University audit authority.
<b>Maturity</b>	9.14	Subject to the provisions of Statute, the amount standing to the credit of a subscriber shall become payable on the death of the subscriber or on his quitting the service of the University.
<b>Final payment to be allowed within prescribed time</b>	9.15	Every employee on leaving the University service or on retirement shall claim payment of the amount standing to his credit in the Fund within one year of its becoming due. Interest shall not be payable from the date of expiry of one year of his leaving the University service, or retirement, unless the delay in final payment is not due to any fault on the part of the claimant.
<b>Nomination</b>	9.16	<p>(i) A subscriber shall as soon as he may after joining the fund, send to the Comptroller's Office a nomination signed by him and attested by two witnesses stating the name or names of persons conferring the right to receive, the amount that may stand to his credit in the fund in the event of his death, before that amount has become payable or having become payable has not been paid; provided that if at the time of making the nomination, the subscriber has a family, the nomination shall not be in favour of any person or person other than the members of the family.</p> <p>(ii) If the subscriber nominates more than one person he shall specify in the nomination the amount or share payable to each of the nominee in such manner as to cover the whole of the amount that may stand to his credit in the fund at any time.</p> <p>(iii) Every nomination shall be made in the form as prescribed in the regulations for the purpose.</p> <p>(iv) A subscriber may, at any time, cancel the nomination by sending a notice to the Comptroller; provided that subscriber alongwith such notice sends a fresh nomination made in accordance with the provisions of this Statute.</p> <p>(v) A subscriber may provide in a nomination :</p> <p style="padding-left: 40px;">(a) that in the event of any specified nominee predeceasing the subscriber, the right conferred upon that nominee shall pass to such other person or persons as may be specified in the nomination; provided that such other person(s) shall, if the subscriber has other members or members of his family, be such other member or members;</p> <p style="padding-left: 40px;">(b) that the nomination shall become invalid in the event of the happening or the contingency specified therein:</p> <p>Provided that if at the time of making the nomination the subscriber has no family he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family:</p> <p>Provided further that if at the time of making the nomination the subscriber has only one member of the family, he shall provide in the nomination that the right conferred upon the alternate nominee under (v) (a) shall become invalid in the event of his subsequently acquiring other members or members of his family.</p> <p>(vi) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under (v) (a) above or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of (v) (b) or the proviso thereto, the subscriber shall send to the Comptroller a notice in writing canceling the nomination together with a fresh nomination made in accordance with the provision of this Statute.</p> <p>(vii) Every nomination made by a subscriber, shall, to the extent that it is valid, take effect on the date on which it is received by the Comptroller.</p> <p>(viii) Except as provided in (i) to (vii) above, no assignment, charge or other encumbrance, affecting the dispose of the amount contributed in the fund whether by way of subscription, contribution or interest shall be recognised or given effect to by the Comptroller.</p>
<b>Subscription not subject to assignment, attachment</b>	9.17	<p>(i) The amount standing at the credit of any subscriber in the fund as his own subscription and interest thereon shall not, in any way, be capable of being assigned or changed and shall not be liable to attachment under any decree or order in Civil, Revenue or Criminal Court in respect of any debt or liability incurred by the subscriber or depositor, and neither the official assign nor any receiver appointed under the Provincial Insolvency Act, 1900 shall be entitled to have any claim on any such compulsory deposit.</p> <p>(ii) Any amount standing to the credit of any subscriber or depositor in any such fund at the time of his demise and payable under the rules of the fund to any dependent of the subscriber or depositor or to such person as may be authorised by law to receive the payment on his behalf, shall subject to any deduction authorised by the said Statutes, vest in the nominee and shall be free from any debt or other liabilities incurred by the deceased or the nominee before the death of the subscriber or depositor.</p>

<b>Advances</b>	9.18	<p>(1) An advance from the fund may be permitted to the subscriber by the Vice-Chancellor, or any other authorised officer to whom the powers are delegated in this behalf subject to the condition that no advance shall be granted unless the sanctioning authority is satisfied that the applicant's pecuniary circumstances justify it and that it will be expended on the following objects and not otherwise:-</p> <p>(i) to defray the cost of purchase of house, purchase of land for construction of house and for construction of house; provided that the subscriber has no residential house of his own.</p> <p>(ii) to purchase a motor-car, motor cycle or a scooter.</p> <p>(iii) to pay expenses in connection with prolonged illness of the applicant or any person actually dependent on him.</p> <p>(iv) to pay for the overseas passage only of the reasons of health or education of the applicant or any person actually dependent on him.</p> <p>(2) An advance from the fund may also be granted to a subscriber, subject to the usual conditions, to meet the cost of education of himself or any person actually dependent on him for the following types of cases:-</p> <p>(i) for education outside India, whether for academic, technical, professional or vocational course;</p> <p>(ii) for medical, engineering and other technical or specialized course in India beyond high school stage; provided that the course of study is of not less than three year's duration.</p> <p>(3) Advance from the fund may also be granted to pay obligatory expenses on a scale appropriate to the applicant's status which by customary usage the applicant has to incur in connection with his own marriage or marriage, funerals or other ceremonies of persons actually dependent on him and to meet the cost of legal proceedings for vindicating his position in allegation made against him in respect of any act done or purported to have been done by him in the discharge of his official duty; provided that the advance shall not be admissible in respect of any matter unconnected with his official duty.</p> <p>(4) An advance shall, in no case, exceed the amount of subscription and interest thereon standing to the credit of the subscriber and shall be limited to 12 months emoluments exclusively in case of clause I (i) (ii) above and six months emoluments in any other-case.</p>
<b>Recovery of Advance</b>	9.19	<p>An advance shall be recovered from the salary of the subscriber in such number of equal installments as the sanctioning authority may direct, but such number shall not be less than 12 unless the subscriber so elects and not more than 24. A subscriber may, at his option, make repayment in a small number of installments than that prescribed. Each installment shall be a number of whole rupees, the amount of advance being raised or reduced, if necessary, to admit the fixation of such installments. However, in case of an advance equal to 12 months pay, recovery in 48 installments will be permissible.</p>
<b>Recovery during leave or suspension</b>	9.20	<p>Recovery shall not be made except without the subscriber's consent while he is on leave or is in receipt of subsistence grant and may be postponed by the sanctioning authority during the recovery of an advance granted to the subscriber.</p>
<b>Limit in advances</b>	9.21	<p>Normally only one advance will be admissible. But if, in special cases, more than one advance has been made to a subscriber each advance shall be treated separately for the purpose of recovery.</p>
<b>Withdrawals</b>	9.22	<p>Withdrawals from the fund may be permitted by the Vice-Chancellor or any other officer to whom the powers are delegated in this behalf for the following purposes:-</p> <p>(i) A subscriber after completion of 20 years service (including broken period, if any) or within 10 years before his retirement on superannuation, whichever is earlier, may be permitted a withdrawal equal to 12 months emoluments or one half of his own subscription and interest thereon, whichever is less to meet the expenses in connection with the marriage of subscriber's daughter or son or any other female close relative wholly dependent and residing with the subscriber.</p> <p>(ii) A subscriber, after the completion of 10 years of service (including broken period, if any) or within 10 years before his retirement on superannuation whichever is earlier, may be permitted to withdraw an amount equal to 20 months emoluments of the subscription or his own contribution and interest thereon, whichever is less, for building or acquiring a suitable house for his residence or for purchasing a house site.</p> <p>(iii) A subscriber with a basic pay of Rs. 4000 and Rs. 2000/- p.m., who has put in 10 years service or within 10 years of his retirement, whichever is earlier, may be permitted to withdraw for the purchase of Motor Car and Motorcycle/Scooter respectively or bicycle upto the limit of 70% of the cost of such conveyance or half the amount of the subscriber's own subscription and interest thereon, whichever is less, provided that the condition of basic pay will not be applicable in the case of withdrawal for purchase of bicycle.</p>

<b>Utilisation of advances</b>	9.23	A subscriber who has been given an advance or permitted to withdraw money from the fund shall satisfy the Comptroller within a period of three months that the money has been utilised for the purpose for which it was drawn and if he fails to do so, the whole sum so drawn or so much thereof as has not been utilised for the purpose for which it was drawn shall be forthwith repaid in lump sum together with interests thereon by the subscriber to the fund and for default of such payment it shall be ordered by the sanctioning authority to be recovered from his emoluments either in lump sum or in such number of monthly installments as may be determined by the Comptroller/sanctioning authority.
<b>Payment of insurance premium from the fund</b>	9.24	Payment of premium for a policy of insurance may, at the option of subscriber, be made from the subscription to the fund, subject to the conditions which may be laid down in this behalf.
<b>Disposal of dead accounts</b>	9.25	When an account becomes dead, the balance at the credit thereof shall be credited to the Employees Welfare Fund of the University as prescribed in regulations as Miscellaneous Receipt.
	9.26	An employee under the CPF- cum-Gratuity scheme shall be eligible to a death-cum retirement gratuity calculated in the manner prescribed by the Government from time to time in respect of its own employees governed by pension-cum gratuity scheme provided that :- (i) No employee shall be entitled to gratuity unless he has completed at least 10 years qualifying service (ii) In the case of an employee who dies before completion of 10 years qualifying service or an employee who joins the University service at an age when he cannot complete 10 years service upto the date of superannuation, proviso (i) will not be applicable.
<b>Pension-cum-Gratuity-cum-GPF</b>	9.27	Rules for Pension-cum-Gratuity-cum-GPF in case of University employees covered under this scheme shall be the same as adopted by the Himachal Pradesh Government, in case of its own employees from time to time.
<b>Group Saving Linked Insurance Scheme</b>	9.28	A Group Saving Linked Insurance Scheme of the Life Insurance Corporation shall be introduced for the benefit of the employees of the University. This scheme shall be compulsory for all the future employees of the University. However, the existing employees will be allowed to exercise their option.

## CHAPTER – X

### STATUTES REGARDING THE REMUNERATION AND ALLOWANCES INCLUDING TRAVELLING AND DAILY ALLOWANCES TO BE PAID TO THE PERSONS EMPLOYED ON THE BUSINESS OF THE UNIVERSITY

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|---|------|--|
| <b>Remuneration and Travelling Allowances to outsiders.</b>                         | 10.1 | Remuneration and allowances to persons appointed on the various committee/bodies of the University, if any, shall be as prescribed in the regulations.   |
| <b>Travelling Allowance to University employees.</b>                                | 10.2 | Teachers/officers/other employees of the University who travel on University business shall be paid daily and travelling allowance as per Government of Himachal Pradesh Travelling Allowances Rules, as amended from time to time.  |
| <b>Travelling Allowance to members of Board.</b>                                    | 10.3 | The official members of the Board shall draw daily and travelling allowance as per rules governing them in their parent bodies. Other members of the Board shall be paid daily and travelling allowances as Grade-I Officers of the State Government or the rate admissible under the rules by which they are governed in their parent bodies, whichever is less.  |
| <b>Travelling Allowance to Government and Public Sector Under taking employees.</b> | 10.4 | Employees of the State/Central Government/Corporate Bodies who travel on University business shall be paid daily and travelling allowance admissible under the rules in force in their respective parent organisation or under rules of the University. When such other persons who do not fall under any of the categories mentioned above, travel on University business they shall be paid daily and travelling allowance as per rules applicable to Grade-I Officers of the Himachal Pradesh Government. |
| <b>Travel to foreign countries.</b>   | 10.5 | All travels outside India by the officers, teachers and other employees shall be authorised by the Board on the recommendations of the Vice-Chancellor.  |

CHAPTER – XI

STATUTES REGARDING MODE OF CONTRACT OR AGREEMENTS BY OR ON BEHALF OF THE UNIVERSITY

**Contract and Agreements**

11 Under Section 53 (x) of the Act, the following officers shall sign contracts and agreements on behalf of the University:-

<i>Documents</i>	<i>Officers authorised to sign on behalf of the University</i>
(i) Agreements regarding appointments, training, deputations, study leave etc.	Appointing authority (provided that the Registrar shall sign for the University in cases where Board or Vice-Chancellor is the appointing authority)
(ii) Agreements in respect of scholarships, stipend or fellowship.	Deans
(iii) Agreements in respect of works.	The Estate Officer, Executive Engineer & Assistant Engineer for all works as per power being exercised by their counterparts in the State Public Works Department.
(iv) Other agreements and contracts	Officers nominated by the Vice-Chancellor.

## CHAPTER – XII

### STATUTES REGARDING LIBRARY SERVICE AND MUSEUMS

- Library**                    12.1        The University shall maintain a network of Libraries as follows:-
- (i)    University Library at Palampur.
  - (ii)   Libraries for Research Stations and off-campus academic institutions.
- Museum**                    12.2        University shall maintain museums as follows:-
- (i)    University Museum at Palampur.
  - (ii)   Museum at Regional Research Stations and off-campus academic institutions.



## CHAPTER – XIII

### STATUTES REGARDING FUNDS, ACCOUNTS AND AUDIT AND DELEGATION OF FINANCIAL POWERS

- |                             |      |  |
|-----------------------------|------|--|
| <b>Funds</b>                | 13.1 | The procedure for collecting the dues of the University, for regulating the incurring of expenditure on behalf of the University for maintaining the accounts of income and expenditure of various funds of the University and for maintaining the account of stores, farms, works and property of the University shall be as prescribed.  |
| <b>Accounts and audit</b>   | 13.2 | In accordance with sub-section (2) of section 45 of the Act the Local Fund Examiner of the State Government shall be the agency prescribed for statutory pre-audit of the University which shall be supplemented by an internal inspection organisation under the supervision of Comptroller, Officers and employees of the University shall render all assistance and co-operation to the internal inspection unit and the statutory audit organisation, so as to ensure speedy submission of accounts and the audited reports of the University to the State Government. |
| <b>Delegation of powers</b> | 13.3 | Schedule of delegation of powers to various officers/teachers and other employees shall be as prescribed in the regulations.   |
| <b>Financial powers</b>     | 13.4 | The financial powers shall be exercised subject to the availability of funds in the budget and observance of prescribed rules and procedures.  |

## CHAPTER – XIV

### ESTABLISHMENT, AMALGAMATION, SUB-DIVISION AND ABOLITION OF DEPARTMENTS AND SELECTION OF HEAD OF DEPARTMENT, HIS DUTIES, POWERS AND FUNCTIONS

- Department as a unit** 14.1 The Department shall be the primary unit of education and administration. It shall carry on programme of teaching, research and extension education entrusted to it.
- Creation and reconstitution of departments** 14.2 Subject to the provisions of the Act, -
- (i) Establishment of a new department, division of the existing department which has the effect of creating an additional department, and abolition of any existing department shall be decided by the Board on the recommendations of the Academic Council.
  - (ii) Amalgamation of department or the reconstitution of the existing department(s) may be decided by the Board on the recommendations of Academic Council.
- Mode of appointment of the Head of Department** 14.3 Mode of appointment of the Head of Department:
- (i) The Vice-Chancellor with the approval of the Board of Management, may make the appointments of Heads of Departments by selection from amongst the Professors/Principal Scientists/Principal Extension Specialists or equivalent irrespective of their mode of appointment i.e. whether by direct recruitment/ appointment or by personal promotion or by any other method of appointment as per statutory provisions.
  - (ii) A Head of the Department shall be selected out of the Professors/Principal Scientists/Principal Extension Specialists or equivalent in the concerned discipline of that Department as well as Professors/Principal Scientists/Principal Extension Specialists or equivalent of the same discipline working in other Departments.
- \* # Provided that in respect of multi disciplinary departments, a Head of the Department shall be selected out of the Professors/Principal Scientists/Principal Extension Specialists or equivalent in the concerned/allied disciplines in position in the said Department as well as Professors/Principal Scientists/Principal Extension Specialists or equivalent of concerned/ allied disciplines working in the University.
- (iii) In the departments in which one or more Professors/Principal Scientists/Principal Extension Specialists or equivalent are available in addition to the Head of the Department, the post of the Head of Department shall be a tenure post. In a department in which there is only one Professor/Principal Scientist/Principal Extension Specialist or equivalent in the concerned discipline, that Professor/Principal Scientist/Principal Extension Specialist or equivalent shall act as Head of Department.
  - (iv) Where there is no Professor/Principal Scientist/Principal Extension Specialist or equivalent in a department who is so eligible, Associate Professor/Senior Scientist/Senior Extension Specialist or equivalent irrespective of the mode of appointment i.e. whether by direct appointment or by personal promotion or by any other method of appointment as per statutory provisions shall be eligible to apply provided they have 5 years service on the post of Associate Professor/Senior Scientist/Senior Extension Specialist or equivalent. Provided where there is only one Associate Professor/Senior Scientist/Senior Extension Specialist or equivalent in Department, and he has earlier worked as Head of the Department, he will be eligible for reappointment. Provided further that if in any department, there is no Associate Professor/Senior Scientist/Senior Extension Specialist or equivalent with required 5 years service, the Associate Professor/Senior Scientist/Senior Extension Specialist or equivalent even without 5 year service as Associate Professor/Senior Scientist/Senior Extension Specialist or equivalent will be eligible to apply for headship.
  - (v) In case there is no teacher of the rank of Professor/Principal Scientist/Principal Extension Specialist or equivalent or Associate Professor/Senior Scientist/Senior Extension Specialist or equivalent, the Dean of the College concerned shall act as the Head of the Department.
- (vi) Integrity of the applicant is good for the last ten years.

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\*Amended vide 51<sup>st</sup> amendment, Notified vide amendment Notification No. QSD.2-1/2008-CSKHPKV (GA) Vol.X/ 64509-628 dated 20.9.2011.

# Further amended vide 52<sup>nd</sup> amendment, notified vide notification No.QSD.2-1/2008-CSKHPKV(GA)Vol.X/82898-83011 dated 28.12.2011 read with notification No. QSD.2-1/2012-CSKHPKV (GA)Vol.-XII-70694-813 dated 26.11.2012.

■ Amended vide 54<sup>th</sup> amendment, notified vide Notification No. QSD.2-1/2012-CSKHPKV(GA)Vol.XII/-70694-813 dated 26.11.2012.

- (vii) In a department in which post of the Head of the Department is a tenure post as per provision of rules, the term of appointment of Head of Department will be three years and he will be eligible for appointment for not more than three terms in any case provided that relaxation upto one year may be given if the incumbent is due to retire during that period. In case the Head of Department proceeds on leave/deputation for one year or more, he shall stand reverted to his original post of Professor/Principal Scientist/Principal Extension Specialist or equivalent and new Head of Department shall be appointed as per procedure provided in the Statutes.
- (viii) The appointment of Head of Department can be terminated by the Board on the recommendations of the Vice-Chancellor even before completion of his tenure for reasons to be recorded and new Head of Department appointed as per prescribed procedure.
- (ix) Selection of the Head of Department may be made by the Vice-Chancellor with the approval of the Board of Management on the basis of panel of the two names in order of merit as per recommendations by a Selection Committee consisting of :-
  1. Vice-Chancellor - Chairman
  2. Dean (Concerned College) - Member
  3. Dean, PGS - Member
  4. Director of Research - Member
  5. Director, Extension Education - Member
  6. **Two** outside expert Scientists of repute to be nominated by the Vice-Chancellor

**“Four members of the Selection Committee shall form the quorum provided two of them are from outside the University”.**
- (x) The normal appointment of Head of Department shall be before a period of 3 years. However, this period may be reduced by the Vice-Chancellor if the work of the incumbent is not found satisfactory for which the Vice-Chancellor shall review the performance every year through the following committee:-
  1. Vice-Chancellor - Chairman
  2. Dean of the constituent College - Member
  3. Director of Research - Member
  4. Director, Extension Education - Member
  5. Registrar - Member Secretary

**Duties, powers and functions**

- 14.4 Subject to the provision made in section 18 (5) and section 35 (5) of the Act, the Head of Department shall have the following duties, powers and functions: -
- (i) He shall supervise, guide and co-ordinate teaching, research and extension education work of the Department in consultation with the Dean of the College, Director of Research and Director of Extension Education, respectively. Provided that in respect of Post-graduate teaching & research, he shall supervise, guide and co-ordinate the same in consultation with the Dean, Post-graduate Studies;
  - (ii) He shall allocate teaching and other academic work among the teachers, research scientists and extension education workers;
  - (iii) He shall ensure proper distribution of Post-graduate students among the staff members of his Department;
  - (iv) He shall suggest changes in the syllabus, methods of teaching and evaluation with a view to upgrading and modernising the programme of instruction in the Department;
  - (v) He shall suggest changes to the Directors for making improvement in research and extension education activities of the Department;
  - (vi) He shall ensure smooth working of the Department and discipline;
  - (vii) He shall submit to the concerned officers, on dates fixed by them, a general report on the activities of the Department;
  - (viii) He shall submit to the concerned officers, on dates fixed by them, an assessment of each staff member of the Department;
  - (ix) He shall prepare the budget of his Department;
  - (x) He shall be responsible for distribution and expenditure of departmental funds and for the care of departmental property; and
  - (xi) He shall perform such other duties as may be assigned to him from time to time by the Vice-Chancellor.

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■ Amended vide 54<sup>th</sup> amendment, notified vide Notification No. QSD.2-1/2012-CSKHPKV(GA)Vol.XII/-70694-813 dated 26.11.2012.

➤ Amended vide 60<sup>th</sup> amendment and notified vide notification No. QSD.2-1/2012-CSKHPKV(GA)Vol.XII/-5465-5564 dated 3.2.2016.

## CHAPTER - XV

### INSTITUTION OF DEGREES AND DIPLOMAS

- Degrees and Diplomas**      15.1      The University shall, subject to the conditions to be laid down by the Academic Council and approved by the Board, institute and grant:-
- (i) Degree of Bachelor of Science in Agriculture and other allied sciences;
  - (ii) Degrees of Master of Science and Doctor of Philosophy in various disciplines of Agriculture and allied sciences; and
  - (iii) Diploma in any discipline of Agriculture and allied sciences.
- Withholding of degree/diploma**      15.2      The University may, on the recommendation of the Dean of the College concerned, withhold the grant of any degree/diploma for the non-payment of dues; provided the person whose degree/diploma is to be with-held is given opportunity by the concerned Dean to show cause as to why such an action should not be taken.
- Withdrawal of degree / diploma**      15.3      The University may, on the recommendation of the Academic Council and approval of the Board, withdraw any degree or diploma granted by it from a person on the grounds of conviction by a court of law for an offence which in the opinion of the Academic Council and the Board is serious offence involving moral turpitude:
- Provided the person whose Degree/Diploma is to be withdrawn is given opportunity by the Registrar to show cause as to why such an action should not be taken.

## CHAPTER – XVI

### CONFIRMATION OF HONORARY DEGREES

#### Honorary Degrees

- 16
- (i) The Board, shall subject to the confirmation by the Chancellor, have power to confer Honorary Degree and other academic distinctions on the recommendations of the Academic Council.
  - (ii) All proposals for the conferment of Honorary Degree shall be made to a Committee consisting of the Vice-Chancellor and all the Deans and, if accepted by the Committee, shall be placed before the Academic Council and the Board for approval before submission to the Chancellor for confirmation.

## CHAPTER – XVII

### COURSES OF STUDY TO BE LAID DOWN FOR ALL DEGREES AND DIPLOMAS

- |   |      |  |
|---|------|--|
| <b>Courses of study</b>                 | 17.1 | (i) Only such courses as have been approved by the Academic Council shall be imparted by the various Colleges of the University and shall count towards the requirements for the various degrees and diplomas of the University.<br><br>(ii) The authority to alter or abolish a particular course of study shall be with the Academic Council.  |
| <b>Types of courses</b>                 | 17.2 | The courses may be of the following types:-<br>(i) Those compulsorily required for any degree or diploma;<br>(ii) Those compulsorily required for specialisation in any branch; and<br>(iii) Those to be taken at the option of the student with the concurrence of his Advisor/ Advisory Committee.   |
| <b>Proportion of courses for degree</b> | 17.3 | (i) The Academic Council may further specify the relative proportions of the three types of courses in the programme of study for any degree or diploma.   |
| <b>Credit requirement for degree</b>    |      | (ii) Each course shall carry credits as approved by the Academic Council. The credit rating of each course shall be determined by the number of contact hours.<br><br>(iii) The minimum credit requirements for various degrees and diplomas of the University shall be fixed by the Academic Council.<br><br>(iv) In addition, the Academic Council may prescribe a thesis by research as part of the requirement for any of the post-graduate degrees or diplomas of the University.<br><br>(v) The course work of research for the post-graduate degree and diplomas of the University may be completed at the University or some other institution approved for this purpose by the Academic Council. Where the requirements are completed in some institutions, other than the University, the credits so earned may be transferred to the University and counted towards the requirements for the degree or diploma concerned. Where the research has been conducted at some institution, other than the University it may be submitted as a thesis to the University in partial fulfillment of the requirements of the degree or diploma concerned.<br><br>(vi) The details of courses to be offered by the University in various subjects shall be published in the University Course Catalogue. |

## CHAPTER – XVIII

### INSTITUTION OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES

<b>Institution</b>	18.1	The Board shall institute fellowships, scholarships, medals and prizes etc. on the recommendations of the Academic Council.
<b>Number</b>	18.2	The number and value of fellowships and scholarships to be instituted shall be determined by the Board on the recommendations of the Academic Council.

## CHAPTER – XIX

### CONDITION FOR THE AWARDS OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS, PRIZES, STIPENDS AND FEE CONCESSIONS

- The recipients**            19.1    The Academic Council shall lay down the conditions for the award of the following recognition and incentive for study and research, and for distinction in sports and co-curricular activities:-
- (i) Fellowships                      For post-graduate studies and research;
  - (ii) Scholarships                    For post-graduate studies and research and under-graduate studies;
  - (iii) Medals and prizes            For meritorious academic pursuits and outstanding performance in sports and co-curricular activities of the University;
  - (iv) Stipends                        To all deserving post-graduate students not in receipt of any other financial assistance; and
  - (v) Fee Concession                For financially handicapped students.
- Conditions**                19.2    Meritorious academic pursuit assessed on the basis of results of various University examination, outstanding performance in various sports, co-curricular activities and good behaviour shall alone serve as the guiding principles for the award of various fellowships, scholarships, medals, stipends and prizes, unless otherwise specifically provided for in the regulations.



## CHAPTER – XX

### A- ADMISSION OF STUDENTS TO THE UNIVERSITY, THEIR ENROLMENT AND CONTINUANCE

- Admission** 20.1 (i) Subject to the provisions made in Section 6 of the Act, the students shall be admitted to the different colleges/institutions of the University in accordance with the regulations framed by the Academic Council.
- (ii) The number of students to be admitted each year in various colleges shall be approved by the Academic Council on the recommendations of the concerned Board of Studies.
- (iii) Applications for admission to various colleges shall be received by the Registrar not later than a prescribed date and on forms approved for the purpose.
- (iv) Admission requirements to various degrees, diplomas, etc. shall be such as laid down by the Academic Council on the recommendations of the concerned Board of Studies.
- Enrolments** 20.2 After being duly selected and notified for the admission by the Registrar the candidates shall have to enroll within the prescribed date.
- Continuance** 20.3 The privilege of continuance by a student in the University shall be held only by maintaining a certain level of academic performance, class attendance and requirements of discipline as may be prescribed by the Academic Council in consultation with the concerned Board of Studies and by regular payment of dues of the University.

### B- CONDUCT OF EXAMINATIONS AND ELIGIBILITY FOR THE AWARD OF DEGREES AND DIPLOMAS

- Conduct of Examination** 20.4 (i) The University may hold one or more of the following types of examinations and tests:-
- Entrance, hourly, Mid-term and End-of-Term Examination, practical examination, oral examination and any other examination as may be approved by the Academic Council. All examinations administered in each course during the term shall count towards the final grade in that course. The weightage given for each of these shall be determined by the Instructor(s) concerned within the limits approved by the Academic Council from time to time. All questions shall be set and answered in the medium of instruction adopted by the University.
- (ii) Entrance examination shall be administered only to the students seeking admission to the University as and when prescribed by the Academic Council.
- (iii) All other examinations and tests shall be administered only to the students duly registered in the University and who have paid all dues and attended the prescribed courses of study.
- (iv) All examinations test papers shall be set by the Instructor (s) concerned and the answer scripts shall be evaluated by him/them in accordance with the regulations approved by the Academic Council.
- (v) All examinations shall be conducted by the Dean concerned in accordance with the regulations framed by the Academic Council.
- Eligibility for award for degree/ diploma** 20.5 Detailed conditions of eligibility for the award of degrees and diplomas shall be laid down by the Academic Council on the recommendations of Board of Studies.

## CHAPTER – XXI

### THE FEES TO BE CHARGED BY THE UNIVERSITY

- Fees** 21.1 The University fees other than hostel fees, shall be classified in the following main categories:-
- (i) Admission fee;
  - (ii) Tuition fee;
  - (iii) Medical fee;
  - (iv) Examination fee;
  - (v) University registration fee;
  - (vi) Contributions to such educational, social and recreational funds as may be specified; and
  - (vii) Any other fee/charges prescribed from time to time.
- Amalgamated fund and other charges** 21.2 In addition to the above fees/funds, the constituent colleges may charge funds/fees like the Amalgamated Fund, Magazine Fund, Students' Welfare Fund, Identity Card Fee, or any other fees as decided by the Board on the recommendations of the Academic Council. Rules governing the utilization of these funds/fees shall be as prescribed in the regulations.
- Quantum of dues/penalties** 21.3 The amount chargeable under each category and the terms of payment and the provision of penalties for non-payment shall be approved by the Board on the recommendations of the Academic Council.

## CHAPTER – XXII

### ESTABLISHMENT AND ABOLITION OF HOSTELS

- |                                |      |  |
|--------------------------------|------|--|
| <b>Establishment</b>           | 22.1 | The Board shall, on the recommendations of the Vice-Chancellor, establish Hostels for the students of the University.  |
| <b>Residential requirement</b> | 22.2 | Normally all students of the University will reside in the Hostels maintained by the University. But the Dean of the college concerned, on the recommendations of the Students' Welfare Officer, may allow any student to reside outside the Hostel. |
| <b>Abolition</b>               | 22.3 | No hostel shall be abolished without the approval of the Board.  |

## CHAPTER – XXIII

### CONDITIONS OF RESIDENCE OF THE STUDENTS OF THE UNIVERSITY AND LEVYING OF FEES FOR RESIDENCE IN HOSTELS MAINTAINED BY THE UNIVERSITY

<b>Rules regarding hostel maintenance and discipline</b>	23.1	The rules regarding the residence of the students of University, provision of cafeteria and other food services, health and hygienic facilities, accommodation and other reasonable comforts, the responsibility of the students in the proper up-keep of the hostel properties, observance of discipline in the hostels and colleges and other allied matters shall be as prescribed by regulations.
<b>Admission</b>	23.2	Admission to and continuance in the hostels shall be restricted to the registered students of the University as prescribed by regulations.
<b>Wardens</b>	23.3	Under the overall control of the Students' Welfare Officer, supervision of the affairs of each hostel shall be entrusted to a teacher designated as Hostel warden for a prescribed period.
<b>Wardens' Committee</b>	23.4	A committee of hostel wardens and representatives of students one from each hostel shall be set up under the Chairmanship of Students' Welfare Officer, to advise and assist him with regard to hostel affairs.
<b>Dues</b>	23.5	Every student residing in the University hostel shall deposit hostel fees, various securities and other dues at such rates as may be prescribed by regulations.

## CHAPTER – XXIV

### RECOGNITION AND SUPERVISION OF HOSTELS NOT MAINTAINED BY THE UNIVERSITY

- Recognition of privately owned places as a hostel**
- 24.1 (i) In addition to the hostels maintained by the University, students may also be allowed to reside at such privately maintained places as would provide living comforts, sanitation and proper atmosphere for study.
- (ii) The minimum conditions as in 24.1 (i) above shall be laid down in detail by the Students' Welfare Officer, with the approval of the Vice-Chancellor, and shall serve as criteria for recognition of these places as fit for residence of University students.
- (iii) The Students' Welfare Officer shall issue a formal certificate of recognition to the person maintaining a building as a hostel or a lodge for residence of students. The certificate shall be displayed properly in the premises.
- Supervision**
- 24.2 (i) The Students' Welfare Officer shall periodically visit these places to satisfy himself about the minimum conditions of space, sanitation and atmosphere for study.
- (ii) A list showing the locations, nature and cost of accommodation available in the recognised place shall be maintained in the office of the Students' Welfare Officer for guidance of students.
- (iii) An up-to-date list showing the residential address, room number etc. of each student of the University, living in private recognised hostels/lodges, shall be maintained by the Students' Welfare Officer.

## CHAPTER – XXV

### MAINTENANCE OF REGISTER OF GRADUATES

#### Maintenance of Register of Graduates

- 25 The register of graduates shall contain the following information:-
- (i) Full name of the student
  - (ii) Name of the father/guardian/husband
  - (iii) Permanent address
  - (iv) Date of birth of the student
  - (v) Qualifying examination passed for entry into the University
  - (vi) Year of passing the qualifying examination
  - (vii) Name of the Institution from which passed
  - (viii) Roll number in the qualifying examination
  - (ix) College/Institutions joined
  - (x) Date of joining
  - (xi) Date of migration to another constituent college/institution of the University and the name of the college/institution.
  - (xii) Date of migration to another University and the name of University.
  - (xiii) Date of rejoining the University together with the college joined
  - (xiv) Name of the examination of the University in which appeared
  - (xv) Year of examination
  - (xvi) Roll number
  - (xvii) Result of examination i.e. whether passed or failed, and if passed the OGPA/Division in which placed,
  - (xviii) Prizes, Fellowships, Medals or Scholarships won
  - (xix) Any other relevant information

**CHAPTER – XXVI**

**REMUNERATION TO BE PAID TO PERSONS EMPLOYED ON THE BUSINESS OF THE UNIVERSITY**

- |                             |      |   |
|-----------------------------|------|---|
| <b>Remuneration</b>         | 26.1 | The remuneration to persons employed on the business of the University shall comprise: <ul style="list-style-type: none"><li>(i) Remuneration to external examiner; and</li><li>(ii) Remuneration to persons from outside the University invited on the business of the University.</li></ul> |
| <b>Rate of Remuneration</b> | 26.2 | The rates of remuneration for (i) and (ii) above shall be as prescribed.  |