

PAMPHLET No. 2

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA



(Handbook referred to herein is the University
Handbook-Part-II, 1984 edition)

ORDINANCES

1. **Addition of Section 7-A after Section 7 in Ordinance 31 (S.R. No. 24 of 31-7-1985).**

Section 7-A as follows has been added after Section 7 in the Statement 'A' on Page No. 418 under Ordinance 31 :

Section	Item	Registrar	Dean/Principal/ Head	Vice-Chancellor/ Pro-Vice-Chancellor
7 -A	Permitting to cross the Efficiency Bar	-	-	For all subordinates in all grades-Teach- ing as well non- Teaching.

2. **Substitution of Ordinance 198-B on Page No. 164 of Handbook - Part-II subsequently substituted vide Item No. 4 of Pamphlet No. 1 (S.No.15 of 30-10-1985).**

The relevant portion of 198-B has been substituted to read as under :

- O.198 B :** (i) No person shall ordinarily be appointed as a Professor who does not possess high academic qualifications, required experience and research to his credit. The minimum qualifications for teaching appoints in constituent colleges, affiliated colleges and recognised institutions shall ordinarily be as prescribed below or an equivalent qualifications approved by the Syndicate.

- (ii) While making appointments of persons, who do not satisfy the prescribed qualifications, on the teaching posts, specific reasons for doing so should be mentioned.
- (iii) Persons who have taken their Doctorate degree directly after Bachelor's degree without taking the Master's Degree be also considered eligible for applying for the post of Professor, Reader or Lecturer for which Master's degree has been prescribed as a minimum qualifications.
- (iv) The Syndicate shall be competent to relax qualifications and experiences laid down under this Ordinance in individual cases on the recommendation of the Selection Committee.
- (v) Where the number of eligible candidates is very small or for any other justifiable reason/s, the Vice-Chancellor shall have power to relax the requirement of qualifications in individual cases, from amongst those who have applied and call the candidate for interview. Specific reasons for doing so will be mentioned.

Qualifications for appointment to the posts of Professors and Readers in the Faculties other than Faculty of Technology and Engineering, Faculty of Fine Arts and Faculty of Performing Arts.

Professor

An eminent scholar with published work of high quality actively engaged in research. Ten year's experience of teaching and/or research. Experience of guiding research at doctoral level.

OR

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

Reader

- (a) Good academic record with a doctoral degree or equivalent published work. Evidence of being actively engaged in
 - (i) research or
 - (ii) innovation in teaching methods or
 - (iii) Production of teaching materials.
- (b) About five year's experience of teaching and /or research provided that at least three of these years were as Lecturer or in an equivalent position.

This condition may be relaxed in the case of candidates with outstanding research work.

CRITERIA For Determining Good Academic Record

- (i) A candidate holding a Ph.D. Degree should possess atleast a Second Class Master degree, or
- (ii) A candidate without a Ph.D. degree should possess a high Second Class Master's degree and Second Class Bachelor's degree, or
- (iii) A candidate not possessing Ph.D. degree but possessing Second Class Master's degree should have obtained First Class in the Bachelor's degree.

Faculty of Fine Arts

Professor of Painting, Sculpture or Applied Arts :

- (i) A first or high second class Degree or Diploma in Fine Arts of a Statutory University or a recognized institution or an equivalent qualification of a foreign University or recognized institution in the subject concerned.
- (ii) Ten Year's teaching or professional experience or a combined teaching and professional experience of ten years with a record of outstanding achievement in the field as a reputed artist.
- (iii) Specialization in a field according to the requirement of Department concerned.

Reader in Painting, Sculpture of Applied Arts :

- (i) A first or high second class Degree or Diploma in Fine Arts of a Statutory University or a recognized institution or an equivalent qualification of a foreign University or recognized institution in the subject concerned.
- (ii) Five Year's teaching or professional experience or a combined teaching and professional experience of five years with a record of outstanding achievement in the field as a reputed artist.
- (iii) Specialization in a field according to the requirement of the Department concerned.

Professor of Art History

An eminent scholar with published work of high quality actively engaged in research. Ten year's experience of teaching and/or research. Experience of guiding research at doctoral level.

OR

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

Reader in Art History

- (a) Good academic record with a Doctoral Degree or equivalent published work, Evidence of being actively engaged in
- (i) research or
 - (ii) innovation in teaching methods or
 - (iii) production of teaching materials.
- (b) About five year's experience of teaching and/or research provided that atleast three of these years were as Lecturer or in an equivalent position.

This condition may be relaxed in the case of candidates with outstanding research work.

Reader in Graphic Art

- (i) A first or high second class Degree or Diploma in Fine Arts with specialization in the subject from a statutory University or recognized institution or an equivalent qualification of a foreign University or recognised institution.
- (ii) Outstanding Printmaker or Graphic artist of five year's standing or a combined teaching and professional experience of five years in the field, with knowledge of printing processes both autographic and photomechanical.
- (iii) Specialization in a field according to the requirement of the Department.

EXPLANATION for qualification for the posts in the Departments of Painting, Sculpture, Applied Arts and Graphics Arts :

The Degree or Diploma in Fine Arts should be those that have been awarded by recognized institutions of Fine Arts/Applied Arts at the professional level, after under-going fulfilled training and specialization in the relevant Art Field.

Professor of Museology

An eminent scholar with published work of high quality actively engaged in research. Ten years' experience of teaching and/or research. Experience of guiding research at doctoral level.

OR

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

Reader in Museology

- (a) Good Academic record with a doctoral degree or equivalent published work, Evidence of being actively engaged in

- (i) research or
 - (ii) Innovation in teaching methods or
 - (iii) Production of teaching materials.
- (b) About five years' experience of teaching and/or research provided that at least three of these years were as Lecturer or in an equivalent position.

This condition may be relaxed in the case of candidates with outstanding research work.

Faculty of Performing Arts

Professor

A first or high second class degree of a Statutory University or an equivalent qualification of a recognized institution in the subject concerned and ten year's teaching research or professional experience or a combined teaching, research and professional experience of ten years in the field as reputed artist with a record of outstanding achievement in the field.

OR

Outstanding Competence assessed from a review of published research or a Traditional Artist with professional achievement in the subject concerned and combined teaching and professional experience of fifteen years.

Reader

A first or high second class degree of a Statutory University or an equivalent qualification of a recognized institution in the subject concerned and five years' teaching, research or professional experience or a combined teaching research and professional experience of five years in the field as reputed artist with a record of outstanding achievement in the field.

OR

Outstanding Competence assessed from a review of published research or a Traditional Artist with professional achievement in the subject concerned and a combined teaching and professional experience of ten years.

Minimum Qualifications prescribed for Recruitment to the post of Lecturers in Faculty of Arts, Science, Commerce, Home Science, Education and Psychology (For the post of Lecturer in Psychology only), and Social Work. Except Lecturer in English and Foreign Languages (Faculty of Arts), Faculty of Fine Arts, Faculty of Performing Arts, Faculty of Management Studies, Faculty of law and Faculty of Technology and Engineering.

Lecturer

- (a) A doctoral degree or research work of an equally highest standard; and
- (b) Good academic record with atleast second class (C in the seven point scale) Master's degree in a relevant subject from an Indian University or an equivalent degree from a foreign University.

Having regard to the need for developing inter-disciplinary programmes the degrees in (a) and (b) above may be in relevant subjects.

Provided that if the selection committee is of the view that the research work of a candidate as evident either from his thesis or from his published work is of a very high standard, it may relax any of qualifications prescribed in (b) above.

Provided further that if a candidate possessing a Doctor's degree or equivalent research work is not available or is not considered suitable a person possessing a good academic record (weightage being given to M.Phil. or equivalent degree or research work of quality) may be appointed provided he has done research work for atleast two years or has practical experience in a research laboratory/organisation on the condition that he will have to obtain a Doctor's degree or give evidence of research of high standard within eight years of his appointment, failing which he will not be able to earn future increment until he fulfils these requirements.

CRITERIA for Determining Good Academic Record :

- (i) A candidate holding a Ph.D. degree should possess atleast a second class Master's degree; or
- (ii) A candidate without a Ph.D. degree should possess a high second class Master's degree and second class in the Bachelor's degree; or
- (iii) A candidate not possessing Ph.D. Degree but possessing second class Master's degree should have obtained first class in the Bachelor's degree.

Lecturer in English

- (a) A Doctor's degree or research work of an equally high standard; and
- (b) Good academic record with atleast second class (C in the seven point scale) Master's degree in a relevant subject from an Indian University or an equivalent degree from a foreign University.

Having regard to the need for developing inter-disciplinary programmes, the degrees in (a) and (b) above may be in relevant subjects.

Provided that if the Selection Committee is of the view that the research work of a candidate as evident either from his thesis or from his published work is of a very high standard, it may relax any of qualifications prescribed in (b) above.

Provided further that if a candidate possessing a Doctor's degree or equivalent research work is not available or is not considered suitable, a person possessing a good academic record (weightage being given to M.Phil or equivalent degree or research work of quality) may be appointed provided he has done research work for atleast two years on the condition that he will have to obtain Doctor's degree or give evidence of research work of equivalent high standard within eight years of his appointment failing which he will not be able to earn future increments until he fulfils these requirements.

CRITERIA for Determining Good Academic Record :

- (i) A candidate holding a Ph.D. degree should possess atleast a second class Master's degree; or
- (ii) A candidate without a Ph.D. degree should possess a high second class Master's degree and second class in the Bachelor's degree; or
- (iii) A candidate not possessing Ph.D. Degree but possessing second class Master's degree should have obtained first class in the Bachelor's degree.

Lecturers in Foreign Languages (French, German, Russian etc.)

- (a) A Doctor's degree or research work of an equally high standard; and
- (b) Good academic record with atleast second class (C in the seven point scale) Master's degrees from an Indian University or an equivalent degree from a Foreign University.

Having regard to the need for developing inter-disciplinary programmes, the degrees in (a) and (b) above may be in relevant subjects.

Provided that if the Selection Committee is of the view that the research work of a candidate as evident either from his thesis or from his published work is of very high standard, it may relax any of qualifications prescribed in (b) above.

Provided further that if a candidate possessing a Doctor's degree or equivalent research work is not available or is not considered suitable, a person possessing a good academic record may be appointed provided he has done one year post M.A. diploma course in the teaching of foreign language concerned from a University on the condition that he will

have to obtain a Doctor's degree or give evidence of research work of equivalent high standard within eight years of his appointment, failing which he will not be able to earn future increments until he fulfils these requirements.

CRITERIA for Determining Good Academic Record :

- (i) A candidate holding a Ph.D. degree should possess atleast a second class Master's degree; or
- (ii) A candidate without a Ph.D. degree should possess a high second class Master's degree and second class in the Bachelor's degree; or
- (iii) A candidate not possessing Ph.D. Degree but possessing second class Master's degree should have obtained first class in the Bachelor's degree.

FACULTY OF EDUCATION AND PSYCHOLOGY

Lecturer (Except for the post of Lecturer in Psychology)

- (a) A Doctor's degree in Education or Research work of an equally high standard and
- (b) Good academic record with atleast second class (C in the seven point scale) Master's degree in a relevant subject from an Indian University or an equivalent degree from a Foreign University.

OR

- (a) A Doctor's degree in any University discipline or research work of an equally high standard; and
- (b) Good academic record with a M.Phil. degree in Education (which may be acquired while in service) from an Indian University or an equivalent degree from a Foreign University.

Having regard to the need for developing inter-disciplinary programmes, one of the degrees in (a) and (b) above may be in relevant subjects, the other being in Education.

Provided that if the Selection Committee is of the view that the research work of a candidate as evident either from his thesis or from his published work is of a very high standard it may relax any of qualifications prescribed in (b) above.

Provided further that if a candidate possessing a Doctor's degree or equivalent research work is not available or is not considered suitable, a person possessing a good academic record (weightage being given to M.Phil or equivalent degree or research work of

quality) may be appointed provided he has done research work for atleast two years or has practical experience in a research laboratory organisation on the condition that he will have to obtain a Doctor's degree or give evidence of research work of equivalent high standard within eight years of his appointment, failing which he will not be able to earn future increments until he fulfils these requirements.

CRITERIA for Determining Good Academic Record :

- (i) A candidate holding a Ph.D. degree should possess atleast a second class Master's degree; or
- (ii) A candidate without a Ph.D. degree should possess a high second class Master's degree and second class in the Bachelor's degree; or
- (iii) A candidate not possessing Ph.D. Degree but possessing second class Master's degree should have obtained first class in the Bachelor's degree.

Faculties of Fine Arts and Performing Arts

Lecturer

- (a) Good academic record with atleast second class (C in the seven point scale) Master's degree in a relevant subject or an equivalent degree or diploma recognised by the University; and
- (b) Two year's research or professional experience or evidence of creative work and achievement in his field of specialisation or a combined research and professional experience of three years in the field as an artist of outstanding talent.

OR

A traditional or a professional artist with highly commendable professional achievement in the subject concerned.

CRITERIA for Determining Good Academic Record :

- (i) A candidate holding a Ph.D. degree should possess atleast a second class Master's degree; or
- (ii) A candidate without a Ph.D. degree should possess a high second class Master's degree and second class in the Bachelor's degree; or
- (iii) A candidate not possessing Ph.D. Degree but possessing second class Master's degree should have obtained first class in the Bachelor's degree.

Faculty of Management of Studies

Lecturer

A Master's degree in Business Administration or M.Tech. in Engineering with first class with the provision that the incumbent would acquire a Doctoral degree within a period of eight years.

In the case of allied subjects like Industrial Psychology, Personnel Management, Business Statistics, Cost Accountancy etc. where Lecturers could be recruited with qualification other than M.B.A. and M.Tech., the minimum qualifications would be the same as prescribed by the Commission for the Faculties of Arts, Social Sciences including Commerce and Sciences.

Faculty of Law

Lecturer

LL.M. Degree with Good Academic Record.

CRITERIA for Determining Good Academic Record :

- (i) A candidate holding a Ph.D. degree should possess atleast a second class Master's degree; or
- (ii) A candidate without a Ph.D. degree should possess a high second class Master's degree and second class in the Bachelor's degree; or
- (iii) A candidate not possessing Ph.D. Degree but possessing second class Master's degree should have obtained first class in the Bachelor's degree.

Note :- These qualifications may not be insisted upon where a University appoints practicing advocate as Part-time Lecturer.

Baroda Sanskrit Mahavidyalaya

Pradhyapaka (Lecturer)

- (a) A Doctor's degree or Vachaspati or research work of an equally high standard; and
- (b) Good academic record with atleast second class (C in the seven point scale) Acharya/ Master's degree in a relevant subject from an Indian University or an equivalent degree from a Foreign University.

Having regard to the need for developing inter-disciplinary programmes, the degree in (a) and (b) above may be in relevant subjects.

Provided that if the Selection Committee is of the view that the research work of a candidate as evident either from his thesis or from his published work is of a very high standard, it may relax any of qualifications prescribed in (b) above.

Provided further that if a candidate possessing a Doctor's degree or equivalent research work is not available or is not considered suitable, a person possessing a good academic record (weightage being given to M.Phil or equivalent degree or research work of quality) may be appointed provided he has done research work for atleast two years or has practical experience in a research laboratory/organisation on the condition that he will have to obtain Doctor's degree or give evidence of research of high standard within eight years of his appointment, failing which he will not be able to earn future increments until he fulfils these requirements.

CRITERIA for Determining Good Academic Record :

- (i) A candidate holding a Ph.D. degree or Vachaspati should possess atleast a second class Acharya/Master's degree; or
- (ii) A candidate without a Ph.D. degree or Vachaspati should possess a high second class Acharya/Master's degree and Second class in the Shastri/ Bachelor's degree; or
- (iii) A candidate not possessing Ph.D. Degree or Vachaspati but possessing second class Acharya/Master's degree should have obtained first class in Shastri/ Bachelor's degree.

Oriental Institute

Director

- (i) An eminent scholar with published work of high quality and actively engaged in research in Sanskrit. Ten year's experience of teaching and/or research. Experience of guiding research at Doctoral level.

OR

An outstanding scholar with established reputation who has made significant contribution to knowledge in the field of Sanskrit studies.

(2) *Special Requirements :*

- (a) Ability of reading, interpreting and editing Sanskrit and Prakrit Manuscripts.
- (b) A person having administrative experience and background in traditional Sanskrit learning may be preferred.

Deputy director

- (1) Good academic record with a doctoral degree or equivalent published work. Evidence of being actively engaged in Research.

About five year's experience of teaching and/or research provided that atleast three of these years were as Lecturer or in equivalent position. This condition may be relaxed in the case of candidate with outstanding research work.

- (2) *Special Requirements :*

Ability of reading, interpreting Sanskrit and Prakrit Manuscripts. Knowledge of Gujarati will be an advantage.

Research Officer/Assistant Editor

- (a) A Doctor's degree or Research work of an equally high standard; and
 (b) Good academic record with atleast second class (C in the seven point scale) Master's degree in a relevant subject from an Indian University or an equivalent degree from a foreign University.

Having regard to the need for developing inter-disciplinary programmes, the degrees in (a) and (b) above may be in relevant subjects.

Provided that if the Selection Committee is of the view that the research work of a candidate as evident either from his thesis or from his published work is of a very high standard, it may relax any of qualifications prescribed in (b) above

Provided further that if a candidate possessing a Doctor's degree or equivalent research work is not available or is not considered suitable, a person possessing a good academic record (weightage being given to M.Phil. or equivalent degree or research work of quality) may be appointed provided he has done research work for atleast two years or has practical experience in a research laboratory/organisation on the condition that he will have to obtain Doctor's degree or give evidence of research of high standard within eight years of his appointment, failing which he will not be able of earn future increments until he fulfils these requirements.

CRITERIA for Determining Good Academic Record :

- (a) A candidate holding a Ph.D. degree should possess atleast a second class Master's degree; or

- (b) A candidate without a Ph.D. degree should possess a high second class Master's degree and second class in the Bachelor's degree; or
- (c) A candidate not possessing Ph.D. Degree but possessing second class Master's degree should have obtained first class in the Bachelor's degree.

Faculty of Technology and Engineering

Minimum Qualifications prescribed for Recruitment to the posts of Lecturers, Readers and Professors in Engineering and Technology including Architecture.

(The qualifications for teaching posts in subjects of Humanities, Social Sciences and Applied Sciences in the Faculty of Technology and Engineering will remain the same as are presently prescribed for corresponding teaching post for Faculty of Arts, Science and Commerce).

Lecturers (Engineering and Technical Subjects)

- (a) Master's degree in appropriate field in Engineering/Technology.
- (b) Consistently good academic record with a Bachelor's Degree in Engineering/Technology. First Class at Bachelor's Degree and/or Master's degree level.
- (c) One Year's relevant professional experience outside academic/research institutions.

Having regard to the requirements to emerging fields of Engineering and or developing inter-disciplinary programme, the requirements of Engineering/Technology degree may be waived in the cases of otherwise well qualified candidates.

Provided further that if a candidate does not possess professional experience or a person possessing such experience is not found suitable, the person appointed will be required to obtain desired professional experience within a period of five years of his appointment failing which he will not be able to earn further increments, until he fulfils this requirement.

Provided further that wherever candidates with M.Tech./M.E. qualifications are not available or M.Tech./M.E. candidates are not found suitable for appointment, persons possessing First Class degree in Engineering/Technology may be appointed on the condition that they shall have to obtain the M.Tech./M.E. degree within a period of five years of their appointment, failing which they shall not be entitled to earn future increments until they fulfil this requirement.

Readers

Good academic record with a Doctor's degree in a relevant field. About 5 years' experience of teaching and/or research and development.

Provided further that candidates not possessing Ph.D. may be considered if they have to their credit equivalent research published work or design/development work of a high order either in the institution or in an industry.

OR

In the case of persons to be recruited from industry or professional fields, candidate should possess good academic record with recognised professional work of about 7 years which should include innovation and/or research and development.

Professors

An eminent scholar with published work of high quality actively engaged in research. Ten years experience of teaching and /or research. Experience of guiding research at doctoral level.

OR

An outstanding Engineer/Technologist with established reputation who has made significant contribution to knowledge.

ARCHITECTURE**(1) Lectures**

Bachelor's degree in architecture plus two years of relevant professional experience.

OR

Master's degree in architecture and one year's relevant professional experience.

Provided further that if a candidate does not possess a Master's degree in architecture and professional experience or a person possessing such experience is not found suitable, the person appointed will be required to obtain the desired professional experience within a period of eight years on his appointment failing which he will not be able to earn future increments until he fulfils this requirements.

(2) Readers

B.Arch. with 7 years experience in teaching/research/professional work.

OR

M.Arch. with 5 years experience in teaching/research/professional work.

(3) Professors

An eminent scholar with published work of high quality actively engaged in research. Ten years of experience in teaching/research/professional work. Experience in guiding research.

OR

An outstanding architect with established reputation who has made significant contributor knowledge.

POLYTECHNIC**Details of Qualifications for the different Teaching posts and Workshops Superintendent.****Head of Department/Reader**

- (a) A Master's Degree with First Class or Second Class in Engineering/Technology or its equivalent qualifications in the subject concerned.

OR

A Bachelor's Degree with First Class or Second Class in Engineering/Technology or its equivalent qualifications in the subject concerned.

OR

A.M.I.E. Or equivalent qualifications with a First Class or Second Class marks in the subject concerned.

- (b) About five years professional/Teaching experience for Master's degree candidates or about seven years Professional/Teaching experience for
- (c) Adequate knowledge of Gujarati or Hindi or both.

- Note :** (1) In relaxing of qualifications for the post of Head of the Department/Reader the University may in suitable cases call for interview the candidates holding Master's/Bachelor's/degree and having experience of fifteen years of teaching/ Professional in the subjects/concerned.
- (2) A candidate not possessing Master's Degree shall have to obtain such degree within eight years of his appointment as Reader/Head.

Lecturer (Technical Subjects)

- (a) A Master's Degree with First Class or Second Class in Engineering/Technology or its equivalent qualifications in the subject concerned.

OR

A Bachelor's Degree with First Class or Second Class with minimum 55% marks in Engineering/Technology or its equivalent qualification in the subject concerned.

- (b) One Year's teaching or industrial experience for Bachelor degree candidates.

Provided further that if a candidate possessing Bachelor's degree qualifications is appointed as Lecturer, he shall be required to obtain Master's degree in Engineering/Technology in the relevant subject within a period of eight years of his appointment failing which he shall not be entitled to earn further increments, until he fulfils this requirement.

Note : The qualifications for the post of Lecturer may be relaxed by the University in suitable cases and may call for interview the candidates possessing qualifications of Diploma with First Class in appropriate field of Engineering/Technology having professional experience atleast 3 years.

Provided further that if a candidate possessing Diploma qualifications is appointed as Lecturer, he shall be required to obtain Bachelor's and Master's degrees in Engineering/Technology within a period of 10 years from the date of his appointment failing which, he shall not be allowed to earn further increments until he fulfils the requirements.

Lecturer (Non-Technical Subjects)

A Master's degree in atleast second class in the subject concerned.

OR

A Bachelor's degree in atleast second class plus a Master's degree in Pass Class in the subject concerned with two years teaching experience as a Tutor in an affiliated College.

Provided that a candidate with a Bachelor's degree in first class will be considered eligible if suitable candidate possessing qualifications specified above are not available.

Provided further that preference will be given to candidates with original research work to their credit.

Senior Instructor (Technical Subjects)

Atleast second class degree in the respective branch of Engineering with or without experience.

OR

Atleast a degree or atleast a second class Diploma in the respective branch of Engineering with atleast three year's teaching and/or Professional experience.

Workshop Superintendent

- (a) A degree in Mechanical or Mechanical and Electrical Engineering of recognised University atleast in the Second Class or a post-graduate degree in Mechanical or Mechanical and Electrical Engineering (by papers) of a recognised University, and
- (b) About three year's teaching experience in a degree Engineering College or about five year's teaching experience in a Polytechnic or about three years Professional experience in the workshop of Degree Engineering College or a Polytechnic or a firm of repute or a combined teaching experience in a degree Engineering College or a Polytechnic and Professional experience in a Workshop for a total period of about five years.

OR

- (a) A Diploma in Mechanical or Mechanical and Electrical Engineering of a recognised Institution atleast in the second class, and
- (b) Professional experience of about five years in the Workshop of a Degree Engineering College or a Polytechnic or a firm of repute and/or teaching experience in a Degree Engineering College or a Polytechnic.

OR

- (a) A Diploma in Mechanical or Mechanical and Electrical Engineering of a recognised institution in a pass class, and
- (b) Professional experience of about seven years in the Workshop of a Degree Engineering College or a Polytechnic or a firm of repute and/or teaching experience in a Degree Engineering College or in a Polytechnic.

Faculty of Medicine

As per the directive of the Medical Council of India from time to time.

3. **Addition of Ordinance 198-BA under the Ordinance 198-B on Page 187 in Chapter XXVI. (S.R. No. 4 of 28-5-1985).**

New Ordinance 198-BA after Ordinance 198-B has been added to read as under :

Ordinance : 198-BA

1. All appointments of Professors and Readers in the University shall be made by the Syndicate on the recommendations of the Selection Committee constituted under Section 48 of the M.S. University Act.
2. Following procedure shall be adopted for the appointments of such teachers :
 - (i) University shall advertise the post with such qualifications as prescribed.
 - (ii) All applications received will be placed before the Chairman of the **Committee after scrutiny and on the approval of the Chairman, the candidates will be called for interview**, before the Selection Committee constituted for the purpose, under Section 48 of the M.S. University Act. Out of the four experts nominated on the Committee atleast two must be present.
 - (iii) After interviewing the candidates, the procedure will be in accordance with the provisions made under Section 48 (3), (4) and (5) of the Act are to be followed.
4. **Addition of Ordinance 198-BB after the newly added 0.198-BA on Page 187 in Chapter XXVI. (S.R. No. 4 of 28-5-1995).**

Ordinance 189-BB, after newly added 0.198 BA has been added to read as under :

Ordinance : 198-BB

For the purpose of recruitment of Lecture and other teaching posts below it, the following shall be the procedure :

- (1) All appointments of such teachers of the University shall be made by the Syndicate on the recommendations of the Selection Committee.
- (2) The University shall advertise the post with such qualifications as prescribed.
- (3) All applications received will be placed before the Chairman of the Selection Committee, after scrutiny and on the approval of the Chairman, the candidates will be called for interview, before the Selection Committee constituted for the purpose.
- (4) After interviewing the candidates, the recommendations of the Selection Committee will be placed before the Syndicate.

- (5) The Selection Committee for such teachers shall consist of :
- (a) Vice-Chancellor-- as Chairman
 - (b) Pro-vice-Chancellor
- } Atleast one shall be present
- (c) Dean of the Faculty concerned or Head of Institution. If any
- } Atleast one shall be present
- (d) Head of the Department concerned.
- } -
- (e) Two experts in the subjects concerned to be appointed by the Vice-Chancellor of which atleast one must be present.
- (6) The Selection list of candidates prepared by the Selection Committee shall be valid, for a period of one year.
- (7) Notwithstanding anything contained in (1) to (6) above, the Vice-Chancellor may make temporary appointments for a period not exceeding one year, excepting the posts of U.G.C. where rules do not permit for such temporary appointments.

5. Substitution of Ordinance 200—18 and 19 on Page No. 195 of Handbook Part II. (S.R. No. 2 (20) of 31-7-1985).

Clauses 18 and 19 of the Ordinance 200 have been substituted to read as under :

- 0.200-(18)** In case of acting or officiating appointment for period of less than 10 days, no allowance shall be paid.
- 0.200-(19)**
- (i) Where a person is appointed to officiate in higher post, his pay on the higher post should be regulated as per the provision of B.C.S.R. 41.
 - (ii) When an employee is required to hold additional charge of another post which is equivalent or higher in rank to the post held by him, special pay @ 1/10 of the presumptive pay of such other post is to be sanctioned
 - (iii) The Special pay granted as mentioned in (ii) above shall also be taken into account as part of pay for the purpose of working out all allowances except in case of D.A. for employees drawing pay of Rs. 1519--and above restricted para-4 of Government Resolution No. F.D. No. VLB/1182/491- J dated 15th April, 1982. Similarly it shall also be taken into account for the purpose of pension and for the recovery of house rent.
 - (iv) When one person is required to do the work of more than one post over and above his/her work, he she shall be entitled to the work allowance of only one post which carries the higher work allowance.

**Revised Ordinances Regarding Leave Rules as Approved under S.R. No. 36
dated 31-12-1985 effecting from 1-1-1986**

Leave Rules

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

- (a) In case of the University Press Workers, however, except earned leave no leave can be claimed as a matter of right.
- (b) All casual workers in the University Press will be governed by the Factory Act Regulations and not by the University Rules.
- (c)
 - (i) The Syndicate may grant the balance of leave due to a member of the staff to the extent not exceeding six months as leave prior to retirement if applied for by him sufficiently in advance i.e. two months before the commencement of such leave.
 - (ii) In case such leave is refused to a member of the non-teaching staff, the Syndicate may grant the leave so refused to him from the date of his retirement or from the date of his actual relief from service after his re-employment.
 - (iii) For the period of refused leave the member of the teaching staff will be granted an allowance equivalent to leave salary. Such allowance will be subject to deduction of income tax. The allowance may be drawn from month to month on completion of each month or it may be paid in lumpsum, if sanctioned by the Vice-Chancellor. Such leave shall not count for any other service benefit.
- (d) Before an employee is granted leave or an extension of leave on medical certificate he must obtain medical certificate and produce the same to the leave sanctioning authority through proper channel.
- (e) When a medical certificate has been produced from a Registered Medical Practitioner and a second medical opinion is considered necessary, the leave sanctioning authority may direct, a University employee to obtain the medical certificate from the University Medical Officer.
- (f) No University employee who has been granted leave on medical certificate for two months or more may return to duty without first producing a medical certificate to fitness, from the Medical Officer. If the Medical Officer gives unfitness certificate then the employee has a right to appeal to the Syndicate. The leave sanctioning authority may at its discretion require a similar certificate from any University employee who has been granted leave for reasons of health even though such leave was not actually granted on a medical certificate.
- (g) A University employee on leave may not return to duty before the expiry of the period of leave granted to him unless he is permitted to do so by the leave sanctioning authority.

- (h) Wilful absence from duty after the expiry of leave may be treated as misconduct for the purpose of disciplinary action. Unless the wilful absence is converted into any kind of leave by the competent authorities on the request of the employee. No salary shall be released for such absence.
- (i) During leave, a University employee shall not take any service or accept any employment without obtaining the specific prior permission of the Syndicate. The leave salary of a University employee who is permitted to take up employment during leave shall be subject to such restriction as the Syndicate may decide.
- (j) A University employee who is removed or dismissed from the University service but is reinstated on appeal or revision, is entitled to count this former service for leave.

- 0.202 (A)**
- (i) A member of the staff will be paid cash equivalent of leave salary in respect of the period of earned leave at his credit at the time of his actual retirement on superannuation, subject to a maximum of 180 days of earned leave or as may be prescribed from time to time by Government.
 - (ii) The cash equivalent of leave salary thus admissible will become payable on retirement and will be paid in one lumpsum as a one time settlement.
 - (iii) Cash payment under this Ordinance will, subject to (iv) below, be equal to 'leave salary as admissible for earned leave and Dearness Allowance and Additional Dearness Allowance admissible on that leave salary, at the rates in force on the date of retirement. No City Compensatory Allowance and or House Rent Allowance shall be payable.
 - (iv) From the cash amount worked out in accordance with (iii) above will be deducted the pension and pension equivalent of other retirement benefits in case of those employees whose pension rights are guaranteed by the Government and who are deemed to have retired for purpose of pension on their reaching the age of 55 years. However, in case of employees appointed after 30-4-1979 who are on Provident Fund basis no pension equivalent of the Provident Fund will be deducted.
 - (v) The authority competent to grant leave shall 'suo moto' issue orders granting cash equivalent of earned leave at credit on the actual date of retirement.
 - (vi)
 - (a) The benefit of encashment of earned Leave at the credit shall also be extended to an employee who takes Voluntary retirement upto the extent of 180 days or as may be prescribed by the Government from time to time.
 - (b) The employees of the University shall be eligible for the benefit of encashment of half of the balance of Earned Leave at the time of resignation subject to the maximum of 90 days.

- (c) The employee who is relieved from the service by giving three months notice or in lieu of notice of the three months pay then he shall be entitled to encash leave to his credit to 180 days.

0.202-B No leave, except casual leave and leave on medical grounds supported by a certificate from a registered medical practitioner shall be granted without previous permission of the Vice-Chancellor to an employee who has given notice of resignation.

1. Heads of Offices and Institutions while seeking permission to grant leave under this Ordinance shall satisfy themselves that the employees' need to go on leave is genuine and that the University work will not suffer by the grant of leave.
2. Orders of the Vice-Chancellor regarding continuance or otherwise of the leave granted to an employee will also be necessary in case he sends notice of resignation during the leave period.

0.203 Casual Leave

- 0.203** (1) An employee of the University will be entitled to a maximum of 12 day's casual leave in a academic year (July to June) subject to the condition that :
- (a) in the case of an employee other than a Press Workers ordinarily not more than 7 day's casual leave, and
 - (b) in the case of the Press Worker ordinarily not more than 5 day's casual leave.

Shall be enjoyed at a time to be extended to nine days in the case of a Press Worker and ten days in the case of any other employee only in exceptional circumstances.

Provided however that in case of the member of the administrative staff working in the Maharaja Sayajirao University Press, the maximum period of such leave shall be 20.

- (1.A) A Press Worker desiring to go on casual leave shall apply in writing—
- (i) not later than the day on which he desires to go on leave, in case he desires to go on leave for one day only, and
 - (ii) before atleast one week, in case he desires to go on leave for more than one day.
- (2) The leave (i.e. casual leave) cannot be joined with any other kind of leave except Sunday and University general holidays. However, Sundays and Holidays prefixing or suffixing or falling within or between the casual leave shall not be counted as casual leave.

- (3) Half casual leave shall also be allowed to be sanctioned to nonteaching staff of the University Office and the Faculties and Institutions. Provided further that such half Casual Leave shall not be granted on Saturday to those who work for half day.

For purposes of salary full pay shall be given during such leave.

- (4) A new employee will be entitled to such leave commensurate with the period of his appointment during the year, even though he may not have actually earned it at the time of his going on leave. If he fails to complete the full period of appointment, proportionate deduction will be made from his salary at the time of the last payment.
- (5) An employee going on such leave is entitled to the allowances that he may be getting.

0.203-A Special Casual Leave

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

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

0.203 (B) Special Casual Leave for Academic and other purposes

- (i) Special Casual Leave not exceeding 15 days in an academic year may be granted to an employee :
 - (a) Who conducts examinations of other Universities, Public Service Commission, Board of Examination or other similar bodies/ institutions, and to work on the Committees of similar Institutions.
 - (b) Who inspects academic institutions attached to a Statutory body, etc. The above leave may be granted by the authority competent to sanction due leave.
- (ii) Special academic leave upto 30 days in an academic year may be granted with the permission of the Vice-Chancellor for academic work provided it does not interfere with the academic work, including participation and affiliation at National/International Sports, Events Tournaments etc., where the Employee is selected and invited to participate.

- (iii) Special Casual Leave upto maximum of ten days in a Calendar year may be granted to not more than two Office Bearers of the recognised Employees Association/Unions for attending executive meetings, conferences and such other activities pertaining to the Association/Union by the Vice-Chancellor.
- (iv) Special Casual Leave for a half day may be granted to the University employees donating blood to the Red Cross Society with a view to provide rest after tapping the blood.

Note : Special Casual Leave and Special Leave for academic purposes cannot be accumulated nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.

Provided further that total leave granted under (i) and (ii) should not exceed 30 days in a year.

O-204 Earned Leave for (Non-Vacation Staff)

- (1) One month Earned leave in a calendar year will be granted to an employee. However, in every first day of the month of January and July, 15 days earned leave will be credited in advance for sub sequent 6 months.

If any employee joins or resigns or expires or retires in middle of the period of 6 months the earned leave shall be calculated at the rate of 2 1/2 days for each completed month.

- (2) The employee shall be paid during such leave the full salary which he would have received if he were on duty.
- (3) Any allowance attached to the post will be paid to his substitute but if no substitute is appointed the allowance will lapse.
Provided however, that this clause is not applicable to the Press Workers.
- (4) The employee shall get earned leave at the rate mentioned in (i) and (a) above irrespective of the fact whether the employee has enjoyed and kind of leave during the period of six months except leave without or extraordinary leave.
- (5) Earned leave can be joined with Half Pay Leave or commuted leave.

- (6) Earned leave shall be sanctioned not more than 3 times in a year and total absence shall not be less than 7 days including Sunday, Holiday at a time.
- (7) The leave will accumulate upto a period not exceeding 6 months i.e. 180 days or as may be prescribed by Government from time to time. Provided however that no employee can enjoy more than 120 days earned leave at a time.

- A Rules regarding Encashment of Earned Leave Clause 7-A of 0.204 (i to ix) for Non-Teaching Staff

- (i) The University employee who is entitled to earn leave should be allowed to surrender the earned leave to his credit at his option in two equal instalments of 15 days each in the Block of 2 years without actually going on leave.
- (ii) The University employee should be granted leave salary, Dearness Allowance, Additional Dearness Allowance and Compensatory Local Allowance for the leave surrendered under this clause.
- (iii) The concession of encashment of earned leave should be allowed once in each block of two calendar years. The first block should count from the year 1972.
- (iv) The leave salary, Dearness Allowance, Additional Dearness Allowance and Compensatory Local Allowance admissible for the leave surrendered should be the salary and allowances admissible to the employee on the date the surrender is requested. For this purpose a month should be reckoned as of 30 days irrespective of the month in which the employee request for surrender of the leave.
- (v) The leave salary, Dearness Allowance, Additional Dearness Allowance and Compensatory Local Allowance for the period of surrendered leave should be paid in full as soon as possible after the employee's request for the same is sanctioned. It shall not be liable to deductions on account of Provident Fund subscription, house rent and repayment of any advance to the University and repayment of any dues of Co-operative Societies etc.
- (vi) The number of days of earned leave surrendered under this clause should be reckoned as surrendered on the date the application for surrender of leave is granted and should be deducted from the leave balance of the employee on that date.
- (vii) In order to guard against omission to post a debit in the leave account in respect of the leave surrendered in the case of University employees, details of surrender leave should be noted in their service book and their

leave accounts when the leave salary is drawn. A certificate to the effect that necessary entries have been made in the Service Book and the leave account should be furnished by the disbursing officers in the bill in which the leave salary for the surrendered leave is drawn.

- (viii) The provision of this clause shall apply to all the employees of the University who are eligible to earn earned leave in accordance with Clause (i to viii) of 0.204.
- (ix) The authorities who are empowered to sanction earned leave will be competent to accept surrender of earned leave in accordance with above rules on receipt of the application of the employee in the matter.

0.204 (8) The earned leave admissible to a teacher and other vocational staff, shall be :

- (a) 1/30th of actual service including vacation plus.
- (b) 1/3rd of the period, if any, during which he is required to perform duty during Vacation.

- Note :*
- (i) For the purpose of computation of period of service, period of leave except casual, special casual and duty leave shall be excluded.
 - (ii) Earned leave at the credit of a teacher or vocational staff shall not accumulate beyond 180 days. The maximum earned leave that may be sanctioned at a time shall not exceed 120 days provided that if such leave is prefixed or suffixed with summer vacation then the leave should not exceed 60 days.
 - (iii) When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum account of leave on average pay which may be included in the particular period of leave.
 - (iv) In cases where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in aggregate exceed 120 days.

Note : The following shall be considered as vacation employees for the purpose of this Ordinance :

- (1) Deans and Principals
- (2) Professors

- (3) Readers
- (4) Lecturers
- (5) Part-Time Teachers
- (6) Demonstrators, Tutors and Instructors
- (7) Teachers of Baroda Sanskrit Mahavidyalaya, Chetan Balwadi,
University Experimental High School
- (8) Ustads, Faculty of Performing Arts
- (9) Director of Physical Education and Physical Instructors
- (10) Mistries of various shops in the Faculty of Technology and Engineering
- (11) Fellows
- (12) Technician and Printer in the Faculty of Fine Arts.

(9) Earned leave for performing duty during vacation will be given as mentioned in clause (8) above subject to following conditions :

- (i) A vacation employee who is directed in writing by the University, or the Dean of the Faculty or by any competent authority, to perform during vacation such academic or administrative work which cannot be done in regular terms as is solely in the interest of the University, and for which no remuneration is paid, will be eligible for Earned leave. Appropriate orders in writing regarding this must be taken in advance. A copy of such orders be forwarded to University. However, no post facto sanction shall be considered or given.
- (ii) A vacation employee will be eligible for Earned leave if he is deputed to organise and/or participate during vacation a Seminar, Summer School, Refresher Course, N.C.C. Camps or any training useful for betterment of the Department. The actual period of proportionate leave will be recorded on being certified by the competent authority.
- (iii) The work of research or supervision over the research staff or students shall not be considered for Earned leave. Deputation to refresher courses; Seminars; Conferences etc. for less than seven working days or special training beneficial to the employee in the enhancement of his qualifications or experience shall not be considered for Earned leave.
- (iv) Activities like accompanying the students on educational tours, field work, study tours, N.C.C. duties (other than training camps and all other activities which form part of the curricular programme of the institutions shall not be considered for earning Earned leave.

- (v) When a vacation employee is directed to perform certain work during vacation, necessary orders for that requirement be passed quite in advance before the commencement of the vacation, and attendance of such employee be marked in the office of the Institution concerned. After such attendance is marked, the 15 Earned leave @ 1/3 of the period of such attendance can be granted by the competent authority in accordance with the powers vested in it by issuing a memorandum to all concerned and necessary entries made in the leave account.
- (vi) Any claim for Earned leave with regard to the duty performed in the past in respect of which the procedure laid down in para (v) above is not followed, shall not be entertained.
- (vii) In cases not covered under the above instruction, the Vice-Chancellor's orders will be binding and final.
- (10) If an employee is transferred from clerical or administrative side to the teaching side, he will be entitled to the leave which he has earned on the administrative side;

0.205 - Half Pay Leave

- (1) Half Pay Leave shall be given to an employee at the rate of 20 days for each completed year of service. Such leave may be granted on medical ground or for private Affairs or for academic purpose.
- (2) The employee will be entitled to half pay only.
- (3) This leave can accumulate upto any period but no employee shall get more than 12 months half pay leave at a time.
- (4) This leave can be commuted into full pay leave subject to a maximum of 3 months at a time only on production of medical certificate.
- (5) An employee going on commuted leave on full pay shall have to produced a medical certificate.
- (6) The employee shall be paid during full pay leave the full salary and during half pay leave half the salary he would have received, if he were on duty. He shall not be paid any work allowance during the period.
- (7) This leave can be joined with earned leave.

- (8) No employee who is granted sick leave for a period of two month or more shall return to duty without first producing a certificate of fitness from the University Medical Officer in form given below:-

This is to certify, I have carefully examined Shri/Smt./Kum.....

(designation)

to-day and have found that he/she has recovered from illness and is now fit to resume his/her duties in the University.

Baroda :

Medical Officer

Dated :

M.S. University of Baroda

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

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

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

O.206 -- LEAVE ON PRIVATE AFFAIRS

Leave on Private Affairs is deleted however following Transitory Provision is added.

Transitory Provision

Provided however that due to transfer of such balance in Earned Leave, if the balance exceeds 180 days the same Leave, will not be lapsed and a separate account will be maintained for such leave. This transferred leave will not be considered for encashment purpose.

However, the present balance of leave on Private Affairs earned till the effective date of new leave rules, be carried forward to Half Pay Leave and Earned Leave- 50% of Private Affairs leave be credited to half pay leave and 50% of balance of Private Affairs leave by commuting the same, be credited to earned leave in the accounts of respective employee.

0.207--Leave of Exchange for Non-Teaching Staff

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

0.208--Deleted**0.209--Duty Leave on Full Pay with Allowances**

The duty leave on full pay and allowances without travelling allowance and/or daily allowance from the University Grant to the employees of the University be granted by observing following rules :

Provided that, in case where part of the Inter-national cost are to be met from some other special grant or borne by some other agency, the remaining part may be sanctioned by the Syndicate out of the University Conference grant.

1. Purposes

- 1.1 To attend National and International Conference, Symposiums, Seminars, Workshops etc.
- 1.2 To deliver National lectures or other lectures invitation from the organisation like other Universities, Government of India, State Government and similar other Semi Government agencies.
- 1.3 Short Term Educational Training Research Programme and/or such other engagements.
- 1.4 The above leave can be granted solely for the object of increasing their educational proficiency which would be subsequently become useful to the Department/Faculty/ University.

2. Eligibility for such leave

Duty leave can be granted subject to the following conditions :

- 2.1 The employee is regularly appointed and who is confirmed in the University Service.
- 2.2 The employee concerned has to present paper, which will have to be accepted by the sponsoring agency if it is for attending Conference/Seminar.
- 2.3 The employee who is invited to Chair one of the sessions of the Conference or to give a key note address or to lead the Seminar/Workshop or discussion group, etc.

- 2.4 The employee who is deputed by the University on its own or is invited by the Government of India University Grants Commission, State Government or any other Universities and also National or International reputed Educational Institutions, the invitation letter must come through the Head of the respective institution.

3. Application

- 3.1 The application must be presented in a prescribed proforma.
- 3.2 The application should be sent through the Head, Dean and the Head/Dean should give specific remarks whether his deputation can be useful to the Department concerned and if so, in what way.
- 3.3 All the attested copies of all the relevant documents i.e. invitation letter, evidence of acceptance letter, etc. should be attached with the application.
- 3.4 Normally the employee concerned should apply for such leave well in advance i.e. atleast one month before. However, in emergency this condition can be relaxed.

4. Quantum of Leave

- 4.1 Such duty leave/s can only be granted for the day of Conference/Seminar/Symposium/Workshop/Lectures etc. plus days of travel.
- 4.2 Such leave/s can be granted only once in/an academic term subject to maximum for a period of 20 days in a year. However in case of U.G.C. invitation for National Lectures such period can be extended by the Vice-Chancellor.

5. Other Conditions

- 5.1 No substitute appointment can be made against the employee proceeded on such leave. The work will have to be shared by the colleagues working in the Department.
- 5.2 Only vacations and public holidays can be prefixed and suffixed.
- 5.3 From the same department not more than 30% employees of the University may be deputed at a time.
- 5.4 The employee who is granted duty leave has to give brief report of the deliberation of such Conferences Workshops, lectures etc.

6. Authority to Sanction Leave (National or State Level)

- 6.1 If such conference is organised by the State Government, Government of India, University Grants Commission, other Universities and the invitation is received by name and the period of such leave does not exceed one week in a year, the Deans/ Heads of Institutions be allowed to grant such duty leave under intimation to the University subject to condition that they have to observe the eligibility prescribed for the same in these rules.

- 6.2 If the period of such leave for attending the Conference etc. as mentioned above exceeds one week, but upto two weeks, the same can be granted by the Vice-Chancellor. Beyond two weeks, but for a period upto one month such leave can be granted by the Syndicate.
- 6.3 If the Conference/Seminar, etc. is organised by the agencies other than above, i.e. by Private Associations, Federations etc. Such duty leave can be granted upto the period, of one week by the Vice-Chancellor and beyond that, but upto the period of one month by Syndicate.

7. International Level

- 7.1 So far as the International Conference/Seminar and other engagement are concerned such leave can be granted upto the period of one week by the Vice-Chancellor, if the T.A. D.A. etc. are not to be borne by the University or are to be borne from the University Grants Commission unassigned grant subject to conditions as mentioned in the foregoing paras. Beyond one week such leave will be granted by the Syndicate looking to the norms prescribed above.
- 7.2 Such Duty Leave can be granted only once in two years.
- 7.3 Notwithstanding anything contained above if a teacher is invited to chair any of the session or is required to give key note address his case can be considered as an exception and the Syndicate may relax the provision given under 7.1 and 7.2
- 7.4 Notwithstanding anything contained above, the Syndicate shall have powers in any exceptional case to relax any of conditions mentioned in the above rules.

0.299 A Sabbatical Leave

The Syndicate may grant on the consideration of the application in the prescribed form of a permanent whole time University teacher in the service, of the University with not less than 3 years continuous service Sabbatical leave to him for a period not exceeding 1 year including vacations if any, and without any additional period for joining duties etc. subject to the terms and conditions as stated below :

- (i) The Sabbatical leave shall be on full pay and all other allowances except charge allowance. No other rights or privileges of the University teacher shall be adversely affected on account of grant of such leave.
- (ii) No substitute appointment shall be made during the leave period of the University teacher and his work will be shared by his colleagues during the leave period.

- (iii) Sabbatical leave shall be granted solely for the object of increasing their proficiency and usefulness to the University and the Syndicate shall be the sole judge to decide this.
- (iv) This leave shall not be granted to a University teacher, who has at the time of completion of such leave, less than three year's service to be put in before attaining age of superannuation.
- (v)
 - (a) No University teacher shall be entitled to enjoy such leave for more than two times during his entire span of service in the University.
 - (b) The second chance of such leave shall not be granted before completion of five year's service after resuming duties at the end of first period of such leave.
 - (c) For the purpose of calculating the period of Five Years mentioned in (b) above, if the University teacher is away from duty for any reason whatever, for a period exceeding three months (excluding vacation) during the said period of Five years, such excess shall be made good by extending accordingly the said five year period.
- (vi) If any vacation period is prefixed and/or suffixed to sabbatical leave, the said vacation period shall also count towards the total period for sabbatical leave.
- (vii) A University teacher in Sabbatical leave shall not take up during the period of such leave any regular appointment under another organisation in India or abroad or shall not do any other work of similar nature, such as private practice or consultancy work.*
- (viii)
 - (a) The Programme to be followed during the Sabbatical leave shall be submitted alongwith the leave application for consideration and approval by the Syndicate.
 - (b) On return of leave, the teacher shall report to the Vice-Chancellor, the nature of study, research or writing work undertaken/done during the leave period.
- (ix) Subject to the over all limit of not more than 30 teachers of the University who may be allowed to be on Sabbatical Leave at any one point to time, not more than one teacher from any one Department and not more than two teachers from Padra College shall be allowed to be on Sabbatical Leave at one and the same time. In a Financial year, not more than ten teachers will be granted Sabbatical Leave under this Ordinance.

*He may, however be allowed to accept a fellowship or scholarship or adhoc teaching and research assignment with honorarium of any other form of assistance other than a regular employment.

0.209 B -- Study Leave

- (A) The Syndicate may grant study leave to the teacher other than a Professor for any of the educational purpose stated below :

To pursue a special line of study of research directly related to his work the University organisation and methods of education giving full plan of work, which may be got approved in advance.

- (B) (i) Study Leave may be granted to permanent wholetime teacher (other than a Professor of the University) with not less than two years continuous service to pursue a special line of study or research directly related to his work in the University organisation and methods of education giving full plan of work.
- (ii) Study leave shall not be granted for more than two years in the first instance. In exceptional cases in which the Syndicate is satisfied that extension is unavoidable on academic grounds and necessary in the interest of the University, study leave may be extended for a period not exceeding one year.
- The period of study leave shall in no case, exceed three years in all.
- (iii) Study Leave shall not be granted to a teacher who is due to retire within three years of the date on which he is expected to return to duty after the expiry of study leave.
- (iv) Study Leave may be granted more than once provided that not less than five years have elapsed after the teacher returned to duty on completion of earlier spell of Study Leave. For subsequent spell of Study Leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.
- (v) No teacher who has been granted Study Leave shall be permitted to alter substantially the course of study or the programmes of research without prior permission of the Syndicate. When the course of Study falls short of study leave sanctioned, the Teacher shall resume duty on the conclusion of the course of study.
- (vi) The teachers granted study leave would be entitled to continue to draw their total emoluments for the duration of the Study Leave in addition of scholarship/ fellowship allowance not exceeding Rs. 500/- p.m. obtained by the teacher from any other source. The necessary increment will also be sanctioned as and when due. However, the amount of emoluments payable to the teachers on Study Leave shall be reduced subject to the provisions of Sub-Clauses (vii) and (viii) below :

- (vii) The amount of scholarship/fellowship or other financial assistance that a teacher granted Study Leave has been awarded, will not preclude his being granted Study Leave with pay and allowances but the scholarship etc. so received shall be taken into account in determining the pay and allowance on which the Study Leave may be granted.

The following guidelines may apply while determining the admissibility of pay and allowance where financial assistance is received by a teacher is :

- (a) U.S.\$ 10,000/- or above per annum excluding Tuition Fees the leave shall be granted without pay :
- (b) U.S. \$ 5,000/- and above excluding Tuition Fees but less than U.S.\$ 10,000/- per annum excluding Tuition fees the leave on half pay and ;
- (c) Below U.S. \$ 5,000/- per annum excluding tuition fees the leave with full pay :
- (d) If the financial assistance secured for study within the country is more than Rs. 1,000/- p.m. the amount in excess of the said Rs. 1000/- shall be deducted from the total emoluments payable to the teacher.

- (viii) 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 cases, where the amount of remuneration received in respect of Part-time employment is not considered adequate the Syndicate may determine the Study Leave Salary payable in each case.

Note : 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 person or Institution whatsoever.

- (ix) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, or vacation provided that the earned leave at the credit of the teacher shall be availed of at the commencement of the study leave. When Study Leave is taken in continuation of vacation the period of study leave shall be deemed to begin to run on the expiry of the vacation.
- (x) The period of Study Leave shall count as service for purposes of retirement benefits, provided that the teacher rejoins the University on the expiry of his Study Leave and serves for the period for which the bond has been executed.
- (xi) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within six months of its sanction provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

(xii) A teacher availing of Study Leave, shall undertake that he shall serve the University continuously for double the period of Study Leave subject to a maximum of three years from the date of his resuming duty after expiry of the Study-Leave.

(xiii) A teacher :--

(a) Who is unable to complete his studies within the period Leave granted to him

OR

(b) Who fails to rejoin the service of the University on the expiry of his Study Leave,

OR

(c) Who rejoins the service of the University but leaves the service without completing the prescribed period of service after rejoining the service :

OR

(d) Who within the said period is dismissed or removed from the service by the University, 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 has served in the University for a period of 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. In case the teacher has been granted Study Leave without pay and allowances, he shall be liable to pay to the University an amount equivalent to his four months pay and allowances last drawn as well as other expenses incurred by the University in connection with the course of Study.

EXPLANATION :

If a teacher asks for extension of Study Leave and is not granted the extension but does not rejoin 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 purposes of recovery of dues under these rules.

(e) Notwithstanding with the above, the Syndicate 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.

- (xiv) (a) After the leave has been sanctioned, the teacher shall before availing of the leave execute a bond in favour of the University in the prescribed form undertaking to serve the University for not less than double the period of Study Leave sanctioned to him on full, half or no pay subject to a maximum period of three years.
- (b) 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 Study Leave is granted to him on half pay and give security of immovable property to the satisfaction of the University or a Fidelity Bond of an Insurance Company, or a Guarantee by a Scheduled Bank. The sureties furnished should be acceptable to the University. Where the two sureties or the one surety as the case may be provided by the teacher are those who are permanent teachers of the University to which the teacher belongs, the University may, in its discretion, waive the additional requirement of getting security of immovable property or a Fidelity Bond of an Insurance Company or a Guarantee by a Scheduled 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 his failure to fulfill the obligations of the Bond.
- (xv) A teacher who has been granted study leave for pursuing studies towards his doctorate shall submit to the Registrar six monthly reports of progress in his studies through his supervisor or the Head of the Institution. These reports shall reach the Registrar within one month of the expiry of every six months of the study leave. If the reports do not reach the Registrar within the time specified, the payment of salary may be deferred till the receipt of such report.
- (xvi) Subject to the over all limit of not more than 30 teachers of the University who may be allowed to be on a study leave at any one point of time not more than one teacher from any one Department and not more than two teachers from Padra College shall be allowed to be on Study Leave at one and the same time. In a financial year, not more than ten teachers will be granted Study Leave under this Ordinance."

0.210 — Maternity Leave

- (1) A competent authority may grant to a female employee in permanent employment maternity leave for a period of three months from the date of its commencement. Such Leave is not debited to the leave account.

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

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

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

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

- (a) In case of female employees in permanent employment and in case of temporary female employees who have put in two year's continuous service, the leave salary admissible will be the salary, which the employee would have received, if she were on duty.

University employee appointed on probation on a permanent post should be regarded as an employee in permanent employ for this purpose.

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

- (4) Leave of any kind may be granted in continuation of maternity leave, if the request for its grant is supported by a medical certificate from the University Medical Officer.

0.211 — Extra Ordinary Leave

A University Employee may be granted extra-ordinary leave

- (1) (a) When no other leave is admissible, or
- (b) When the employee applies in writing for the grant of such leave :
- (i) Extra Ordinary Leave shall always be without pay and allowance.
- (ii) The extra ordinary leave shall not count for increment except in the cases :
- (a) Leave on Medical Certificate.

- (b) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the employee such as inability to join or rejoin but due to Civil, Commotion Natural Calamity, provided that the employee does not have any kind of leave to his credit.
 - (c) Leave taken for prosecuting higher studies, and
 - (d) Leave granted to accept an invitation to teaching post or fellowship or research-cum-teaching posts or on assignment for technical or academic work of importance.
- (iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave provided that total period of continuous absence from duty on leave shall not exceed one year except in case where leave is taken on Medical Certificate. The total period of absence from duty shall in no case exceed three years in all.
- (2) Except in case of a Person in permanent employment of the University, the duration of leave without pay shall not exceed three months on any occasion.
- (3) Applications of grant of leave without pay for period over three months shall be placed for order before the Syndicate.

0.212 A — Leave Not Due

Leave not due may be granted to a University employee by the Syndicate in permanent employ for a period not exceeding 360 days during his entire service out of which not more than 90 days at a time and 180 days in all may be otherwise than on Medical Certificates. Such leave shall be debited against the half pay leave the University employee may earn subsequently provided that such leave shall always be granted on half pay.

- Note :* (1) Leave not due should be granted only if the Syndicate is satisfied that there is a reasonable prospect of employee's returning to duty on the expiry of the leave and it should be limited to the half pay leave he is likely to earn thereafter.
- (2) The University employee applying for leave not due shall have to give an undertaking in writing that in case he is not able to earn the leave not due, enjoyed by him and leaves the University service before he earns the leave, he shall refund to the University the salary and allowances drawn by him during such leave.

0.212 B — Special Leave to T.B./Cancer/Leprosy Patients

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

0.212 C — Leave with Permission to serve elsewhere in Educational and Renowned Research Institutions

- (1) A permanent member of the staff who is below 55 years of age on the date of proceeding on leave and who has put in atleast five year's continuous active service in the University is eligible for leave under this Ordinance. For a second or subsequent request for leave under this Ordinance, it is necessary that he has put in each time another period of atleast five year's continuous active service.
- (2) The Syndicate may grant leave without pay to members of the staff of this University for a period of not more than two years and once only in a period of 5 years or more of continous service, to enable them to avail of the offer of teaching assignment or an appointment to serve elsewhere received from the Management of any Concern, Agency or Head of an Institution or Government etc.
- (3) The leave without pay with permission to serve eleswhere granted under this Ordinance will be on the following terms and conditions, unless otherwise directed by the Syndicate :
 - (i) The employee or the new employer, shall inform the University the salary, grade, allowance etc. and other facilities if any to be paid to him during the period of leave without pay.
 - (ii) The University will not pay the employee the joining time pay and travelling allowances on acceptance of and reversion from such service.
 - (iii) (a) The employee or the new employer shall pay pension contribution as may be fixed by the competent authority every month regularly. (This is applicable only in case the member is a pensioner).

- (b) The employee or the new employer shall pay regularly every month to this University, the University Contribution equal to the member's own subscription to his Provident Fund at the rate of 1/12th (or at such rate as may be fixed from time to time) of the member's basic salary in the University during the period of such service. The employee who is under pension scheme is also required to give pension contribution to the University during such period as prescribed from time to time.
- (c) The member of the staff or the new employer shall pay regularly every month to this University Gratuity Contribution at the rate of 5% (or at such rate that may be fixed from time to time) of the basic salary in the University towards Gratuity Fund.
- (iv) The member of the staff or the new employer shall pay regularly every month to this University, the leave salary contribution at the rate of 11% (or at such rate as may be fixed from time to time) of the member's basic salary in the University during the period of such service.
- (v) The member of the staff will be entitled to earn increment during the period of such leave.
- (vi) The member of the staff who is granted this leave shall enter into an agreement guaranteed by a surity, with the University on a Government Revenue Stamp Paper (to be purchased at his cost) to serve the University on completion of the leave, for twice the period of the leave granted to him, or in default to pay as liquidated damages to the University an amount of Rs. 3,000/- or six months' monthly basic salary on the date of proceeding on the leave, whichever is higher.
- These liquidated damages shall under no circumstances be considered in 'terrorem'.
- (vii) In order to facilitate recovery of liquidated damages mentioned in clause (vi) above, such member of staff shall give a further undertaking in the agreement that in the eventuality of the member becoming liable to pay the liquidated damages, the University will be entitled to recover the amount of damages from all kinds of his dues from the University including the Provident Fund amount becoming payable to him and for this purpose, he (the member concerned) shall give a letter of authority in favour of the Registrar, M.S. University to

recover the same. If even after adjusting the dues of the member as above, the full amount of liquidated damages is not recovered, the University shall be entitled to recover the balance from the monetary dues including Provident Fund payable to the surety or sureties of such member. The permanent employee of the University who has become a surety shall not be released from his obligations under the bond unless and until the concerned member replaces another surety acceptable to the University in his place.

Notwithstanding anything contained above, the Syndicate may grant leave without pay for one month more provided that it is not an extension of the appointment held by the employee elsewhere.

0.213 — Leave for Part-Time Employees

- (1) Part-time employees of the University shall be entitled to casual leave as laid down in Ordinance 203.
- (2) No other kind of leave except on half pay on medical certificate shall be granted to part-time employees.
- (3) Leave admissible under sub-para (2) shall be allowed at the rate of 15 days for each completed year of duty.
- (4) The maximum amount of leave to be granted at any time under sub-para (2) shall be limited to ninety days.
- (5) Part-Time employees shall be eligible to enjoy vacations if they are employed in Vacation Institutions or are employed on posts which are declared to be vacation posts under Ordinance 204 (8) subject however to the provisions of Ordinance 214.
- (6) Part-time employees shall also be eligible to the grant of leave without pay as prescribed under Ordinance 211.

Note : This Ordinance is applicable to these part-time employees who are given fixed monthly remuneration, whose names are maintained on the attendance registers of the Institution or Office concerned, and are assigned fixed duties.

0.214— Salaries to Teachers for Vacation Periods

The following shall be the rules regarding the payment of salaries for vacation periods to the teachers appointed temporarily by the University from the year 1952-53. :

- (1) If the teacher has worked throughout the first term, he shall be paid his salary for the period of the Diwali Vacation.

- (2) If the teacher has worked for the whole of the second term only, he shall be paid his salary for the first three weeks of the Summer Vacation only.
- (3) If the teacher has worked for the whole of the academic year, he shall be paid for the whole of the ensuing Summer Vacation.

Provided however that if the teacher has worked for part of one term and the whole of the preceding or succeeding term shall be paid salary with allowances for such portion of the succeeding vacations, if any as will be decided by the Vice-Chancellor on the merit of each case. The Vice-Chancellor's decision shall be final.

- Note :*
- (1) Tutors, Demonstrators, Instructors, Adhyapakas, Assistant Adhyapakas. Ustads. Teachers of Experimental School and Chetan Balwadi and such other persons doing instructional work be also considered entitled to vacation salary as per scales laid down for teachers in this Ordinance.
 - (ii) The vacation salary to be paid under this Ordinance shall be charged to the general savings under the head of Establishment.

0.214 A — Allowance to Teachers for Vacations Periods for Extra Work Done During the Terms

The following shall be the rules regarding payment of allowance for the vacation periods and also in case of those who have done extra work during the terms :

- (1) If the teacher, has done extra work through the first term, he may be paid the allowance for the period of the Diwali Vacation.
- (2) If the teacher has done extra work with allowance for the whole of the second term only and the work is to be discontinued from the next term, he should be paid allowance for the first three weeks of the Summer Vacation only.
- (3) If the teacher has done extra work for the whole of the academic year, he should be paid extra allowance for the whole of the ensuing Summer Vacation.

Provided however that if the teacher has done extra work with allowance for part of one term and the whole of the preceding or succeeding term, he shall be paid of the extra allowance for such portion of the succeeding vacation, if any, as will be decided by the Vice-Chancellor on the merit of each case, the Vice-Chancellor's decision shall be final.

General Note :

Any kind of leave accumulated by the a employee under the old provisions and the nomenclature as on 31-12-1985 be carried forward under the new respective nomenclatures.

In the matter of interpretation of any leave rules, the decision of the Vice-Chancellor shall be final :

7. Substitution of 0.234-A on Page No. 243 of Handbook - Part II (S.R. No. 12 of 31-12-1985).

Ordinance 234-A has been substituted as under :

0.234-A There shall be an Advisory Committee appointed by the Syndicate for the Hall of Residence for Women Students to see to the Welfare of Resident Students and to enforce the implementation of the rules of discipline in the women's Halls.

The Committee shall consist of :

- (a) The Vice-Chancellor -- Chairman
- (b) Two Lady members of the Senate
- (c) Four lady teachers of the University
- (d) Chief Warden, Halls of Residence (Secretary)

8. Addition of Clause under Ordinance 260-C on Page No. 275 of Hand-book --Part II (S.R. No. 8 of 29-4-1985).

The following para, after the present Ordinance 260-C be added :

"The Deans of Faculties/Principals of Colleges, other teachers, non-teachers and employees of the University each be paid Rs. 15/- as conveyance allowance for attending the meeting/s of the Committee/s appointed by the Senate, Syndicate or Vice-Chancellor/Pro-Vice-Chancellor and/or the University authorities such as Boards of Studies. Faculty, P.G. Council, etc."

The figure "Rs. 8/- " appearing in Paras 1.2 and 4 under the 0.260-C be substituted by the figure "Rs. 15/-".

The above revised rates will be effective from 1-5-1985.

9. Substitution of Clause VI of Ordinance 260-F on Page No. 276 of Hand-book -- Part II. (S.R.No. 13 of 28-5-1985)

Clause IV of Ordinance 260-F has been substituted by the following :

The rates for the road K.M. shall be as under which shall be effective from 1-4-1985 :

- (a) University employees using owned/Hired/Borrowed Conveyance (i) A University employee of the First or Second grade :

<i>Conveyance by which Journey is performed</i>	<i>Rate of Road K.M.</i>
Motor Car (Petrol driven) Two Wheelers	140 paise per K.M.
(Motor Cycle/Scooter)	40 paise per K.M.
Any other means of Conveyance	40 paise per K.M.

- (b) A University employee of Third and Fourth grade :

Owned/Hired/Borrowed two Wheelers (Motor Cycle/Scooter)	40 paise per K.M.
Any other means of Conveyance	40 paise per K.M.

In case of hired Conveyance the actual cost of hiring the Conveyance in or in part will be payable subject to the limit of the Road K.M. rates prescribed at (a) or and (b) above.

- (c) Road K.M. Journeys performed in petrol driven vehicles supplied by University on Rental basis to University Officers.

The rate shall be Re. 1-10 paise per K.M.

- (d) The rates of Road K.M. for Journey in diesel driven vehicles shall be as under :

<i>Conveyance by which Journey is performed</i>	<i>Rate of Road K.M.</i>
(i) Car, Jeep etc. supplied by University on rental basis	0.70 paise per K.M.
(ii) Owned/Hired/Borrowed Car, Jeep etc.	Re. 1-00 paise per K.M.

When the travelling allowance is claimed according to the above rates, a declaration to the effect that the Journey was performed by hiring a Special Conveyance or in a Private Car shall have to be made by the claimant on the bill and receipt of the payee shall have to be produced. Where a public service conveyance is available, the fares charges shall not exceed the standard fare prescribed for travel by a public service conveyance.

10. **Deletion and Addition in 0.261 on Page No. 297 of the Hand-book—Part II (S.R.No. 21 of 28-5-1985).**

- (1) The following nomenclature of the examinations and other information given against each of them appearing at Sr. Nos. 5 to 9 under the head VIII Faculty of Arts under 0.261 be deleted :

1	2	3	4	5
5.	Diploma in Music, Dance and Dramatics	Once	Two months before the examination	17/- each
6.	B.Mus.	Once	— do —	52/- each
7.	M.Mus.	Once	— do —	102/- each
8.	Post-Diploma Course in Dramatics—Specialization in Acting	Once	— do —	42/-
9.	Post-Diploma in Dance— (Nattuvangam)/Mrudangam	Once	— do —	42/- each

and the Sr. No. 10 M.A.(Fine) – Museology be renumbered as Sr. No. 5.

- (2) The following nomenclature and other information shown against each be added under the new head IX Faculty of Performing Arts under 0.261 :

1	2	3	4	5
IX Faculty of Performing Arts				
1.	B.P.A. (Music, Dance and Dramatics)	Once	Two months before the Examination	52/- each
2.	M.P.A. (Music, Dance and Dramatics)	Once	— do —	102/- each
3.	D.P.A. (Music, Dance and Dramatics)	Once	— do —	17/- each
4.	P.D.P.A. in (Dramatics Acting)	Once	— do —	42/- each
5.	P.D.P.A. in (Dance - Nattuvangam/ Mrudangam)	Once	— do —	42/- each

and the head 'IX Faculty of Home Science' and 'X Faculty of Social Work' be renumbered as 'X Faculty of Home Science' and 'XI Faculty of Social Work' respectively.

11. Deletion and Addition in 0.280 on Page No. 317 of the Hand-book Part-II (S.R.No. 21 of 28-5-1985).

(1) The following nomenclature about publishing the list of successful candidates appearing at Sr. Nos.6 to 12 under the head VIII Faculty of Fine Arts under 0.28 be deleted :

Examination	The Result : How Published
6. Diploma in Music	First Class with Distinction, First Class, Second Class, and Pass
7. Diploma in Dance	— do —
8. Diploma in Dramatics	— do —
9. Bachelor of Music	— do —
10. Master of Music	— do —
11. Post-Diploma Course in Dramatics— Specialization in Acting	— do —
12. Post-Diploma Course in Dance (Nattuvangam/Mrudangam)	— do —

and the Sr. Nos. 13 Doctor of Philosophy (Fine Arts)—In one class be renumbered as Sr. No. 6

(2) The following new nomenclature be added under the new head 'IX Faculty of Performing Arts' :

Examination	The Result : How Published
IX Faculty of Performing Arts	
1. Diploma in Performing Arts (Music)	First Class with Distinction, First Class, Second Class and Pass.
2. Diploma in Performing Arts (Dance)	— do —
3. Diploma in Performing Arts (Dramatics)	— do —
4. Bachelor of Performing Arts (Music)	— do —
5. Bachelor of Performing Arts (Dance)	— do —

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|-----|--|--------|
| 6. | Bachelor of Performing Arts (Dramatics) | — do — |
| 7. | Master of Performing Arts (Music) | — do — |
| 8. | Master of Performing Arts (Dance) | — do — |
| 9. | Master of Performing Arts (Dramatics) | — do — |
| 10. | Post-Diploma in Performing Arts
(Dramatics-Acting) | — do — |
| 11. | Post-Diploma in Performing Arts
(Dance-Nattuvangam/Mrudangam) | — do — |

and the heads 'IX Faculty of Home Science' and 'X Faculty of Social Work' be renumbered as 'X Faculty of Home Science' and 'XI Faculty of Social Work' respectively.

Vadodara
Date : 7-3-1986

R.V. KOTHARI
University Registrar