

PAMPHLET No. 8**The Maharaja Sayajirao University of Baroda**

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

ORDINANCES

1. Addition in 0.2 Page 70 of H.B. Pt. II 1984 and subsequently amended vide Item No. 1 of Pamphlet No. 1 and Item No. 1 of Pamphlet No. 4 and Item No. 1 Pamphlet No. 5 and Item No. 1 of Pamphlet No. 7 (S. R. No. 5 of 27-4-91)

Under the Head VI Faculty of Technology and Engineering, after Sr. No. 14 the following has been added at Sr. No. 15.

Sr. No.	Name of the Board of Studies	Number of the teachers to be elected
15	Water Resource Engineering and Management	5

2. Substitution of 0.30-A(1) Page No. 91 of H.B. Pt. II 1984. (S. R. No. 39 of 8-6-91)

0.30-A(1) has been substituted to read as under :

The Principals of Colleges and Heads of the Institutions except Director, Oriental Institute and Librarian, University Library shall be appointed by the Syndicate from time to time for a period not exceeding two terms of three years each. A person who is appointed once for two terms should not be given reappointment. The appointment of the Principal shall be made following norms and guidelines to be formulated by the Syndicate from time to time.

3. **Framing Transitory Ordinance 132, keeping in abeyance the existing Ordinance 132, regarding M. S. University Union Election for the academic year 1991-92 only. (S.R. No. 41 of 27-9-91 and S.R. No. 21 of 19-10-91)**

Transitory Ordinance 132 :

The polling will be held by means of printed Ballot Papers, ordinarily within six weeks from the start of the Academic Year/Semester but in any case it shall not be held later than 24th December, 1991 in the year 1991-92 irrespective of the academic year of the various Faculties/Institutions.

4. **Amendment of 0.195-F Page No. 163 of H.B. Pt. II 1984 newly added vide Item No. 5 of Pamphlet No. 4 (S.R. No. 11 of 27-4-91 and S.R. No. 30 of 29-1-92)**

0.195-F has been amended to read as under :

Ordinance 195-F :

1. In case a candidate who has appeared for the University Examination is not satisfied with the assessment of his/her answerbook/s in any paper/s he/she may apply for re-assessment for his/her answerbook/s in the prescribed form of application to Registrar, M. S. University of Baroda.
2. No application for re-assessment of marks/grades obtained at the Internal Test/Practicals, Viva-Voce, Thesis, Dissertation, T.W. etc. shall be entertained by the University.
3. The application form for reassessment will be available from the Examination Section, University Office on production of fee receipt of the concerned Examination. The completed form in all respect must be submitted to the Account Section with a deposit of Rs. 100/- per Paper (Rs. 50/- per paper for candidates belonging to ST/SC etc. on production of a certificate from competent authorities) on or before Ten (10) working days from the date of despatch of statement of marks of the concerned Examination to the respective Faculty Office by the Examination Section of the University Office.
4. In case of a subject consisting of more than one paper a separate deposit shall be paid for each paper and only one application be made for the purpose.
5. The application for reassessment will be accepted for not more than two subjects at the concerned Examination.
6. The application received after the due date or not accompanied by the deposit, the Original Statement of Marks and other details required in the prescribed application form shall not be entertained and no correspondence in that respect will be entertained by the University.
7. On receipt of the application of reassessment of Marks/Grades, the Vice-Chancellor in consultation with a persons, as may be deemed fit by him

- will appoint one Examiner to reassess the answerbook in the subject concerned.
8. (a) No modification or change in the Original marks shall be made if the difference between the Original assessment and the reassessment is 10% or less.
 - (b) In case of Grades if after reassessment the Grades obtained as the same as Originally obtained by the candidate, there will be no change in the Grade.
 - (c) If a result of reassessment the difference between the Original assessment and the reassessment by the examiners appointed under 0.195 F(7) exceeds 10% of the maximum obtainable external marks of the paper the answerbooks of the concerned subject will be sent to another examiner for reassessment. The final marks for the paper concerned will be from out of the two reassessments whichever is the nearest to the Original marks obtained by the candidate for the paper.
 - (d) If on reassessment, there is a change in the Grade, the answerbooks will be sent to another examiner, for reassessment the final grade awarded for the paper will be the one closest to the original grade obtained.
9. The reassessment will also include verification of marks. If on verification of marks it is found that the marks originally found in the mark list issued to the candidate are required to be changed as a result of verification, the change of marks shall be considered as Original marks for the purpose of reassessment after ascertaining from the candidate concerned, if he is still interested in reassessment of his answerbook/s.
 10. (a) If as a result of reassessment the marks of the candidate are modified or changed the full amount of the deposit will be refunded to the candidate.
 - (b) In other cases the amount of deposit will be forfeited.
 11. (a) The candidates applying for reassessment shall give an undertaking in writing to the effect that the result of reassessment of his/her answerbook/s shall be binding on him/her and that he shall accept the revised marks and the result either negative or positive.
 - (b) The rules for condonation of marks as laid down under Ordinance 282 shall be made applicable for determining the result of such cases subsequent to reassessment.
 12. Till such time as the result of reassessment of answerbooks applied for is communicated to the candidate, the original result of the candidate shall be considered unchanged for all purposes.
 13. If the modified result due to reassessment of answerbooks is declared after the commencement of the academic term, the candidate shall be eligible to seek admission to the higher class in accordance with the relevant

Ordinances, rules and regulations framed by the University in that behalf from time to time and no claim will be made for making any relaxation in academic requirement for that higher class.

14. The result of reassessment will be declared as far as possible within a period of six weeks from the last day fixed for the receipt of the application for reassessment.
15. The new scheme of reassessment be made effective from January, 1992.

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

VADOARA

APPLICATION FOR RE-ASSESSMENT OF ANSWER-BOOK(S)

Note :-

- (i) Candidates should read the rules regarding reassessment of answer-book(s) prescribed under 0.195-F before filling up this form.
- (ii) Incomplete application/s received after the due date or not accompanied with the prescribed amount of deposit shall not be entertained.
- (iii) The completed application should reach to the Accounts Section, University Office with prescribed deposit not later than Ten working days from the date of the dispatch of marksheets from the University Office of the concerned Examination/s.

To,
The Registrar,
M. S. University of Baroda,
VADODARA-390 002.

Dear Sir,

I hereby apply for reassessment of my answer-book(s) in the following subject(s) / paper(s) as I am not satisfied with the marks obtained by me in the said subject(s)/ paper(s).

The necessary particulars are given below :-

Surname Name Father's Name

- (i) Full name of the candidate.....
- (ii) Full address for correspondence.....

(iii) Name of Examination..... April/Oct./Nov.199.....
 Seat No.....

(iv) Name/s of the subject(s) or paper(s) for which re-assessment is required :-

	Subject(s)	Paper(s)	Mark/Grade obtained		
			External	Internal	Total
1.
2.
3.

(v) The deposit of Rs. for paper @ Rs. 100/- per paper is remitted.+

(a) in case vide attached Receipt No. dated

(b) by Demand Draft No. dated drawn on Bank.

- *2. I have not received the statement of marks from the Faculty/University or I have enclosed herewith the Original statement of marks received from the Faculty/University.
- 3. It shall be my responsibility to return to the University all the certificates obtained by me in respect of the examination for which I have applied for re-assessment, when demanded.
- 4. I also declare that I have read the rules regarding re-assessment of answer-books prescribed under 0.195-F and that the same are binding on me and I shall accept the received marks assigned to my paper/s either positive or negative as a result of reassessment.
- 5. I am fully aware that the reassessment of answer-books in any additional facility provided to me with a view to improving upon my result at a preceding University examination on the basis of merit, and it is clearly understood that delay in the declaration of reassessment result for any reason whatsoever shall not confer any right upon me for admission to a higher class except in accordance with the relevant Ordinance, Rules from time to time.

Place :- (Signature of the candidate)

Date :-

+ In case of SC/ST/SEBC Candidates amount payable is Rs. 50 per paper.

* Strike off which is not applicable.

5. **Amendment of Ordinance 198-B under the head "Polytechnic" on Page No. 181 of Hand Book Part II 1984, subsequently substituted vide Item No. 4 of Pamphlet No. 1, Item No. 2 of Pamphlet No. 2 and Pamphlet No. 7 (S.R. No. 34 of 15-12-1983, S.R.No. 8 of 16-6-1984, S.R. No. 15 of 30-10-1985, S.R. No. 42 of 27-7-1990, S.R.No. 5 of 29-12-1990 and S.R. No. 20 of 16-2-1991 and S.R. No. 30 dt. 27-3-1991)**

Ordinance 198-B under the head POLYTECHNIC has been amended to read as under :

POLYTECHNIC

Details of Qualifications for different Teaching Posts :

Head of the Department

Essential :

- (i) First Class Master's Degree in Engineering/Technology in appropriate branch of study.

OR

- (ii) Ph. D. Degree in appropriate branch in Humanities/Sciences.

Note : Candidates from industry/profession with recognised professional work equivalent to Master's Degree of Ph.D. Degree as the case may be, will also be eligible.

Desirable :

- (i) Ph.D. Degree in Engineering/Technology

OR

Post Doctoral work in the case of teaching posts in Humanities and Sciences.

Principal (Jr. Scale) / Additional Principal :

Essential :

- (i) Same as that for Head of the Department.
(ii) 12 years experience in teaching/industry/research with above 5 years at the level of head of the Department in Polytechnic or its equivalent.

Desirable :

Administrative experience in a responsible position.

Principal (Sr. Scale)

- (i) Same as Principal (Jr. Scale)
(ii) 15 years experience out of which about 2 years at the level of Principal (Jr. Scale) OR its equivalent.

Lecturer (Technical Subjects/Non-Technical Subjects)

1st Class Bachelor's Degree in appropriate branch of Engineering/Technology.

OR

1st Class Master's degree in appropriate branch of study for teaching posts in Humanities and Sciences.

Senior Instructor (Technical Subjects) :

As per Pamphlet No. 7.

Workshop Superintendent :

As per Pamphlet No. 7.

6. Amendment of 0.198-BC Page No. 187 in Chapter XXVI H.B. Pt. II 1984 newly added vide Item No. 5 of Pamphlet No. 7 (S.R. No. 41 of 8-6-91)

0.198-BC has been amended to read as under :

ORDINANCE 198-BC :

"On a Lecturer (except that of Faculty of Technology and Engineering) being eligible for consideration of award of Reader's designation, he/she should apply alongwith necessary details and data in the prescribed proforma (Prescribed and use for the teachers of Faculty of Technology and Engineering) through the Head and the Dean. The application received in prescribed proforma shall be placed before the Screening Committee consisting of the following members.

1. Vice-Chancellor
2. Pro-Vice-Chancellor
3. The Dean/Principal of Faculty/College
4. The Head of the Department
5. Two Experts to be nominated by the Vice-Chancellor

The recommendations of the Screening Committee shall be placed before the Syndicate which shall finally decide and award Readers' Grade and promotion to the post of Reader. For the purpose of such award of Reader's designation and promotion, the post of Lecturer shall be deemed to have been upgraded to that of Reader till the incumbent occupies the position (Selection Grade of Lecturer). The Seniority of such Lecturer shall be governed as per 0.200(4)(a)(b)(c)(d).

7. Amendment of 0.198-H Page No. 188 Chapter XXVI-A of H.B. Pt. II 1984 and subsequently amended vide Item No. 7 & 8 of Pamphlet No. 1 and Item No. 6 of Pamphlet No. 4. (S.R. No. 3 of 20-7-91)

0.198-H has been amended to read as under :

ORDINANCE 198-H :

When the Selection Committee has not been able to recommend sufficient number of candidate/s for the post of Professor, Reader, Lecturer or Senior Instructor or a Temporary or leave vacancy occurs in these posts and there is a need to make some arrangement immediately for teaching, the Vice-Chancellor shall have power to make appointments of the persons as "Temporary Lecturer" against the vacant post of Professor, Readers, Lecturers or Senior Instructors who fulfills the required qualifications with good academic records as per G. R. No. MIS/1189-5213/KH dt. 12-2-90 as amended from time to time by the Government for a period not exceeding one year. The Temporary lecturers will receive the minimum pay in the scale of Lecturer.

Such appointments be made by giving advertisement in the Local Newspaper and be reported to the Syndicate.

Notwithstanding anything contained in 0.198-H, the Vice-Chancellor is authorised to consider the appointment of Teaching Assistant in case where qualified Temporary Lecturers are not available. The Teaching Assistants to be appointed must meet the educational qualifications and exception be made only in terms of requisite years of experience for the post.

8. Substitution of 0.199-A Page No. 191 of H.B. Pt. II 1984 and subsequently amended vide Item No. 7 of Pamphlet No. 4 and Item No. 3 of Pamphlet No. 6 (S.R. No. 37 of 8-6-91)

0.199-A has been substituted to read as under :

ORDINANCE 199-A :

A candidate for appointment to a post in the University services is required to apply to the Registrar, for blank forms of application and the details about the requirements for the post on payment of required fees by way of Demand Draft or in Cash. The candidates belonging to SC/ST will be required to pay the fees by way of Indian Postal Order or in cash payable in Accounts Section, University Office.

The fees prescribed for the posts are as follows :

1. Rs. 50/- per form, including application fee, for the posts in the grades with a maximum of Rs. 4,000/- and above. The candidates belonging to Scheduled Caste and Scheduled Tribes will pay Rs. 15.00 only.

Five Zerox copies alongwith the original form completely filled in all respects be also submitted by the candidate applying for the post of Professor/Reader and their equivalents.

2. Rs. 25/- per form, including application fee, for the posts in the grades with maximum of Rs. 3999.00 and below. The candidates belonging to SC/ST will pay Rs. 10.00 only.

3. The Vice-Chancellor be authorised to consider applications received on plain papers from eminent scholars duly qualified candidate either from India or Abroad to include their names in the list of applications to be called for interview and to get the prescribed application form duly filled in and the prescribed fees paid by such applicants, with retrospective effect from 1-1-1991.

9. Addition of provision in 0.200[1(i)(b)] after Clause No. 7-A of Enclosure A on Page No. 198 of H.B. Pt. II 1984 (S.R. No. 26 of 19-8-91)

The following provision has been added in the Enclosure A after the Clause 7-A of 0.200 [1(i)(b)] :

The teachers who are elected or nominated to the Parliament/State Legislature, be permitted to continue the teaching work without being obliged to resign their teaching positions or to take long leave from the University or College concerned, maintaining their seniority subject to the condition that such teachers should not hold any administrative position/responsibilities in the University or College during the period they are members of Parliament/Legislature.

10. Substitution of 0.200(19)(i)(ii) & (iii) on Page No. 195 of hand Book Part II - 1984 and subsequently amended vide Item No. 5 of Pamphlet No. 2 and Item No. 6 of Pamphlet No. 5 (S.R. No. 49 dated 30-7-87)

The 0.200(19)(i to v) be substituted as under as approved vide S.R. No. 49 dated 30-7-87 :

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 provision of B.C.S.R.41.
- (ii) When an employee is required to hold additional charge of the another post which is higher in rank, a charge allowance/special pay at the rate of 5% of the presumptive pay of such other Higher post will be sanctioned provided that such period is for 30 days or more.
- (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.
- (v) The charge allowance mentioned as at (ii) above can also be sanctioned when an employee is required to hold additional charge of another post of equivalent in rank in another Section / Department / Office.

11. Amendment of 0.200 (20) Page No. 196 of H.B. Pt. II 1984 (S. R. No. 13 of 27-3-91)

0.200(20) has been amended to read as under :

0.200(20) :

When an employee goes on leave, or is to be otherwise absent from duty for a period which is not less than a month, and if it is considered necessary, a substitute shall be appointed and the salary of such substitute shall be charged to the general savings under the budget head "Establishment". However in the case of Hall Attendants in the M.S.U. Halls of Residence when an employee goes on leave is otherwise absent for a period which is not less than 10 days, substitute shall be appointed.

Provided that in cases of Driver in Chetan Balwadi, Hall attendants in halls of residence and sweepers in the Faculties and Institutions temporary persons be appointed on such daily wages as may be approved by the Vice-Chancellor even though the period of leave or absence is less than a month.

12. Amendment of 0.202(m) Page No. 201 of H.B. Pt. II 1984 and subsequently amended vide Item No. 7 of Pamphlet No. 5 (S.R. No. 2(7) of 28-2-92)

0.202(m) has been amended to read as under :

0.202(m) :

- (m) Any member of the staff who is to be granted any kind of leave for going abroad on immigration visa shall enter into an agreement guaranteed by a surety with the University on a Government Revenue Stamp (to be purchased at his own cost) to serve the University on completion of the leave for double the period of the leave granted to him or in default to pay liquidated damages to the University equal to an amount of leave salary and allowance paid to him during the leave. In case of extra ordinary leave (leave without pay), the employee concerned will pay liquidated damages to the University of an amount equal to half the leave salary for the remaining part of the period for which he falls short to render the services to the University.

Notwithstanding anything contained above, any member of the staff, who has attained the age of 55 years or who has put atleast 30 years of service whichever is earlier will be granted due leave for going abroad on immigration visa without obtaining any bond as stated above. However, he will have to give an undertaking that he will not take any kind of remunerative assignment during his leave period and he will get the leave sanctioned well in advance.

13. Addition of Clause 7 (i to x) in 0.204, deleted vide Item No. 7 of Pamphlet No. 5 (S.R. No. 44 of 20-7-91)

The following Clause No. 7 (i to x) has been added in 0.204 after Clause No. 6 :

7. (i) The University employee who is entitled to earn leave should be allowed to surrender the earned leave to his credit for 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, 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 and the benefit shall be given in that block only. The first block should count from the year 1991-92.
- (iv) The leave salary, 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 requested for surrender of the leave.
- (v) The leave salary, Dearness Allowance, and Compensatory Local Allowance for the period of surrender leave should be paid in full as soon as possible after the employee's requested 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.
- (x) These rules shall come into effect from 1-1-1991.

- 14. Amendment of 0.209 – Duty Leave 2.1 Page No. 217 of H.B. Pt. II 1984 subsequently amended vide Item No. 7 of Pamphlet No. 5 (S.R. No. 2(7) of 28-2-92)**

0.209, 2.1 has been amended to read as under :

0.209 – Duty Leave

2.1 – The employee who is regularly appointed either on probation or on confirmed basis in the University Service.

- 15. Amendment of 0.209-A Page No. 217 of H.B. Pt. II 1984 and subsequently amended vide Item No. 7 of Pamphlet No. 5 (S. R. No. 2(7) of 19-8-91)**

0.209-A has been amended to read as under :

0.209-A :

The syndicate may grant on the consideration of the application in the prescribed form by a permanent whole time University Teacher in the service of the University.

- (a) With not less than 10 years of continuous service or
- (b) Teachers who have come to this University from the Other Universities, and Institutions if they have had a minimum of 10 years experience in previous position and have a continuous service of a minimum of 5 years in this University : Sabbatical leave for a period not exceeding 1 year including vacation if any and without any additional period for joining duties etc. Subject to the terms and conditions 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 as 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 Year's mentioned in (b) above, if the University teacher away from duty for any reason whatever, for a period exceeding three months (excluding vacation) during the said period of Five Year's, such excess shall be made good by extending accordingly the said five year's period.

(vi) If any 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. 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.

(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 a Committee duly appointed by the Syndicate to see if the report submitted is as per the programme envisaged as under (viii)(a) and as per the proposal submitted by the teacher.

(c) If the report submitted violates the originally proposed programme the Syndicate may revoke the leave granted and recover the dues.

(d) Any modifications in a proposed programme that has been sanctioned for Sabbatical leave will be reconsidered by the Syndicate. Such modified proposals should be forwarded through proper channels.

(ix) Subject to the overall limit of not more than 30 teachers of the University who may be allowed to be on Sabbatical leave at the 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 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.

16. Addition and substitution in 0.209B Page No. 219 of H.B. Pt. II 1984 and subsequently amended vide Item No. 7 of Pamphlet No. 5 (S.R. No. 2(7) of 28-2-92)

0.209B has been amended to read as under :

0.209B – 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 in 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.

Notwithstanding anything contained above, where a teacher is to be granted Study Leave under QIP (Quality Improvement Programme) the duration of the Study leave be granted as per the provisions and conditions required under the said programme.

However, the application of such leave under this programme is to be routed through the University well in advance i.e. atleast two months before the same is required to be forwarded to QIP authorities. This will enable the University to process the same through appropriate authorities for making commitment of such leave.

- (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 day 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. 1000/- 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 provision 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) \$ 20,000 or above per annum – leave shall be granted without pay;
 - (b) \$ 10,000 and above but less than \$ 20,000 per annum leave on half-pay and
 - (c) Less than \$ 10,000 per annum 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. 1,000/- 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 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-LLeave.

(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 of the permanent employees of his own or higher rank when study leave is granted to him on full pay on one surety when Study Leave is granted to him on half pay or 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. 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) A teacher who has been granted Study Leave shall submit to the Registrar six monthly report of the progress in his studies through the Supervisor and/or the Head of the Institution. This report shall reach the Registrar within one month after the expiry of every six months of the Study Leave. If the report does not reach the Registrar within the time limit specified, the payment of salary may be deferred till the receipt of such report.
- (b) A teacher who has been granted Study Leave to pursue a special line of study or research to be conducted within the University will have to apply in advance with full details of the research to be conducted. This project of research will be examined by the Committee consisting of Dean of the Faculty concerned, Head of the Department concerned, Guide concerned in case of Ph.D., two Syndicate members to be appointed by the Vice-Chancellor and on the basis of the recommendations of the Committee, the question about granting of leave will be decided by the Syndicate. Once the leave is granted, such teacher will also submit six monthly progress report. This report should reach the Registrar within the expiry of six months of the Study Leave, which will be evaluated by the said committee, as referred to above. On the basis of the report of the said Committee if the Vice-Chancellor feels that no satisfactory progress is made, the leave granted be withdrawn.
- (c) The teacher who is granted study leave as per (b) above is expected to devote time for teaching work at the Department as and when required by the Head of the Department and the Dean of the Faculty concerned.
- (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.

17. **Amendment of 0.210 of H.B. Pt. II 1984 subsequently amended vide Item No. 7 of Pamphlet No. 5 (S. R. No. 31 of 27-3-91)**

0.210 has been amended to read as under :

MATERNITY LEAVE

0.210 :

1. (A) 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.

(B) (I) Female employee with two or more surviving children shall not be granted maternity leave in case of abortion of Medical Termination of Pregnancy (MIP).

(II) Female employee having one child or no children shall be granted maternity leave not more than **seven working days** in case of abortion or Medical Termination of pregnancy (MIP).

(III) Maternity leave in case of abortion or Medical Termination of Pregnancy will be granted only once during five years.

2. A competent authority may grant maternity leave as mentioned in sub-clause (1-A and B) 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 at least one year of continuous service.

Provided further that no leave under Sub-Clause (1 A & B) 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 two or more living children.

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

(a) In case of female employees in permanent employment and in case of temporary female employees who have put in two year's continuous services, 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 Chief Medical Officer.

18. **Amendment of 0.232 Page No. 242 of H.B. Pt. II 1984 (S. R. No. 50 of 20-7-91)**

0.232 has been amended to read as under :

0.232 :

The Warden for each of the Halls of Residence for men students shall be appointed by the Syndicate from the panel of names recommended by a Committee consisting of the Vice-Chancellor, the Pro-Vice-Chancellor, and such

other syndics appointed by the Syndicate, from amongst the members of the teaching staff and in the event of sufficient teaching staff members not available for Wardenship, then from amongst non-teaching staff of administrative cadre of the category of Superintendents and above, who apply for the same. The appointment shall be made for a period of three years. All casual vacancies in the office of the Warden shall be filled up by the Vice-Chancellor the person so appointed shall hold office for the unexpired term of office of the person in whose place he is appointed.

The Chief Warden, the Dy. Chief Warden and Wardens shall be provided free quarters on or near the Halls of Residence and shall be paid an allowance of 20% of his/her basic pay.

The Chief Warden, the Dy. Chief Warden and Lady Superintendents shall be appointed by the Syndicate on terms and conditions to be determined by the Syndicate in each case.

Vadodara
11-3-1992

By Order
D. P. Chhaya
University Registrar